

SOUTHWESTERN OREGON



COMMUNITY COLLEGE

1988 Newmark Avenue
Coos Bay OR 97420-2956

1994-95 Catalog

A non-discriminatory, equal opportunity college.





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503 888-2525

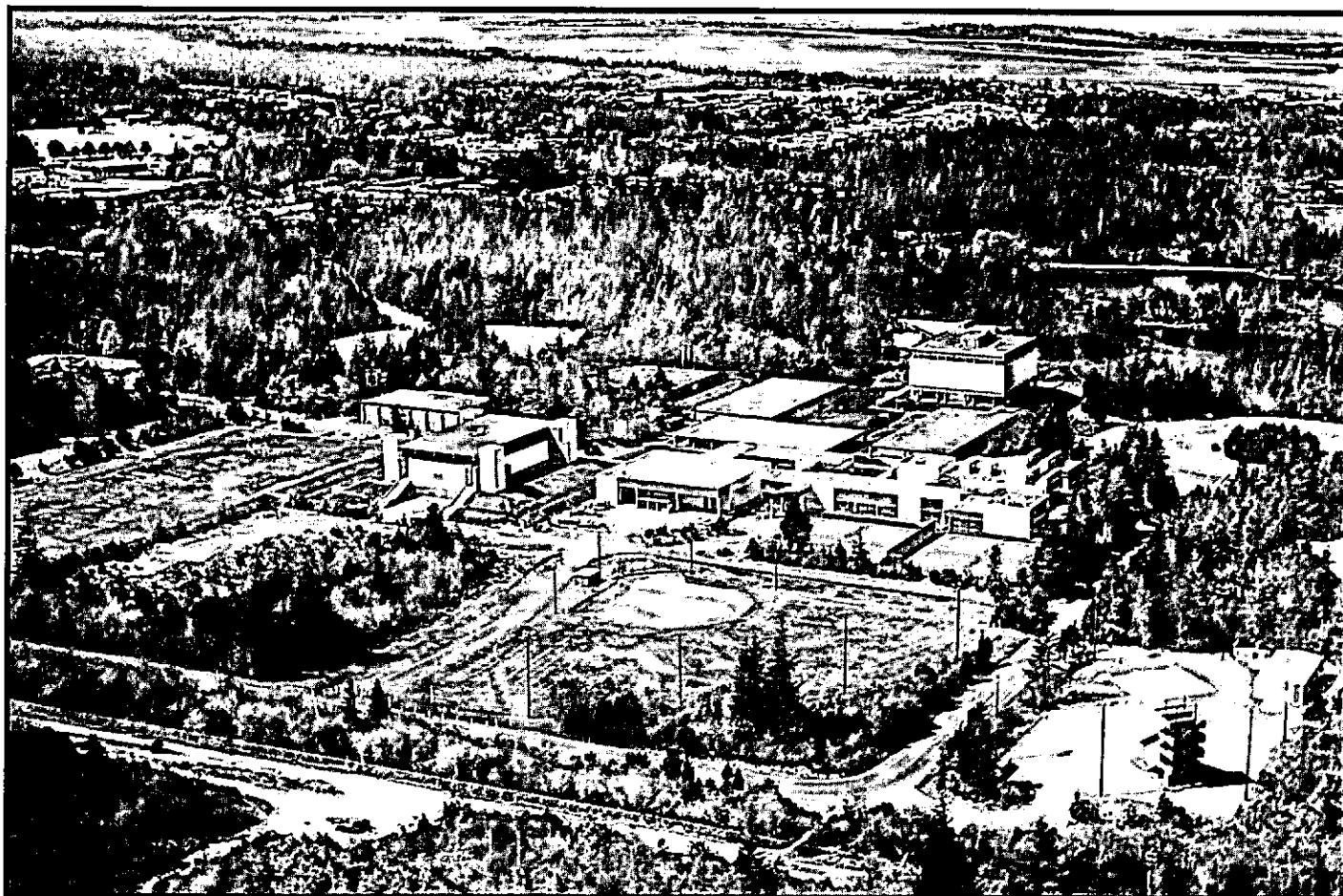


Photo - Ward Robertson

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ACADEMIC CALENDAR

SUMMER TERM 1994

June 20	Day and night classes begin
June 20 - 23	Follow-up registration for summer term
June 23	Last day to register or add classes without instructor consent
June 28	Last day to request refund
June 29	Late fees begin
July 4	Campus closed - Independence Day
July 7	Financial Aid appointments to sign and receive balance of Financial Aid awards
July 14	Last day to withdraw <i>without</i> responsibility for a grade or change to audit without instructor consent Last day to complete summer Financial Aid transactions
August 4	Last day to change to audit or withdraw <i>with</i> instructor consent Last day to process summer registrations and add/drops
August 11	Last day of classes

FALL TERM 1994

August 29	Begin making <i>advising</i> appointments with Registration/Records Begin making <i>registration</i> appointments for formal fall registration with Registration/Records
September 1	Last day of summer hours work week
September 5	Campus closed - Labor Day
September 9	Advising appointment schedules distributed to faculty
September 12	Faculty return to campus
September 12 - 16	INSERVICE (campus may be closed)
September 19	Cash/credit card book sales begin
September 19 - 21	<i>Advising</i> by appointment in faculty offices Formal fall <i>registration</i> by appointment
September 19 - 30	Registration/Records and Financial Aid offices closed 12 - 1:30 pm
September 21	Financial Aid/Agency book sales begin
September 22, 23	Faculty/staff work days - Only Dellwood Offices and Bookstore open
September 26	Day and night classes begin
September 26 - 30	Follow-up registration
September 30	Last day to register or add classes <i>without</i> instructor consent
October 7	Last day to apply for refund
October 10	Late fees begin
October 13, 14	Financial Aid appointments to sign and receive balance of Financial Aid awards
October 21	Last day to complete fall transactions

FALL TERM 1994 (cont.)

October 24	Begin making <i>advising</i> appointments for early winter registration on sign-up sheets on faculty doors
October 31	Begin making <i>registration</i> appointments for early winter registration with Registration/Records
November 4	Last day to withdraw <i>without</i> responsibility for a grade or change to audit without instructor consent
November 9 - 16	<i>Advising</i> by appointment in faculty offices
November 11	Campus closed - Veteran's Day
November 14	Early <i>registration</i> for winter term begins
November 14 - 23	Registration/Records and Financial Aid offices closed 12 - 1:30 pm
November 17 - 23	Formal <i>advising</i> week - <i>advising</i> by appointment in faculty offices or in Counseling Center
November 21 - 23,	Advising in Counseling Center
November 28 -	
December 21, & 27 - 29	
November 24 - 27	Campus closed - Thanksgiving Holiday
December 5	Begin making <i>advising</i> appointments for formal winter registration on sign-up sheets on faculty doors
December 7	Early winter term payment deadline
December 8, 9	No winter transactions processed
December 9	Last day to change to audit or withdraw <i>with</i> instructor consent Last day to process fall registrations and add/drops
December 12 - 16	Final exam week
December 19	Begin making <i>registration</i> appointments for formal winter registration with Registration/Records
December 23 - 26	Campus closed - Christmas Holidays

WINTER TERM 1995

December 27	ALL book sales begin
December 30	Campus closed - New Year's Day observed
January 2	Night classes begin
January 2 - 6	Formal registration Registration/Records and Financial Aid offices closed 12 - 1:30 pm
January 3	Day classes begin
January 6	Last day to register or add classes <i>without</i> instructor consent
January 16	Campus closed - Dr. Martin Luther King Jr. Day
January 13	Last day to apply for refund
January 17	Late fees begin
January 19, 20	Financial Aid appointments to sign and receive balance of Financial Aid awards

ACADEMIC CALENDAR

WINTER TERM 1995 (cont.)

January 27	Last day to complete winter Financial Aid transactions
January 30	Begin making <i>advising</i> appointments for early spring registration with Registration/Records
February 6	Begin making <i>registration</i> appointments for early spring registration with Registration/Records
February 10	Last day to withdraw <i>without</i> responsibility for a grade or change to audit without instructor consent
February 16 - 22	<i>Advising</i> by appointment in faculty offices
February 20	Campus closed - Presidents' Day
February 21	Early registration for spring term begins
February 23 - March 24	<i>Advising</i> in the Counseling Center
March 6	Begin making <i>advising</i> appointments for formal spring registration on sign-up sheets on faculty doors
March 8	Early spring registration payment deadline
March 9, 10	No spring transaction processed
March 10	Last day to change to audit or withdraw <i>with</i> instructor consent
	Last day to process winter registrations and add/drops
March 13	Begin making <i>registration</i> appointments for formal spring registration with Registration/Records
March 13 - 17	Final exam week
March 20 - 24	Spring break

SPRING TERM 1995

March 20	Cash/credit card book sales begin
March 22	Financial Aid/Agency book sales begin
March 27 - 31	Formal registration
	Registration /Records and Financial Aid offices closed 12 - 1:30 pm
March 27	Night classes begin
March 28	Day classes begin
March 31	Last day to register or add classes <i>without</i> instructor consent
April 7	Last day to apply for refund
April 10	Late fees begin
April 13, 14	Financial Aid appointments to sign and receive balance of Financial Aid awards
April 21 ..	Last day to complete spring Financial Aid transactions
April 24	Begin making <i>advising</i> appointments for early summer and fall registration on sign-up sheets on faculty doors

SPRING TERM 1995 (cont.)

May 1	Begin making <i>registration</i> appointments for early summer and fall registration with Registration/Records
May 5	Last day to withdraw <i>without</i> responsibility for a grade or change to audit without instructor consent
May 11 - 17	<i>Advising</i> by appointment in faculty offices
May 15 - 24	Early <i>registration</i> for summer and fall term
	Registration/Records and Financial Aid offices closed 12 - 1:30 pm
May 18 - June 16	<i>Advising</i> in the Counseling Center
May 29	Campus closed - Memorial Day
June 2	Last day to change to audit or withdraw <i>with</i> instructor consent
	Last day to process spring registrations and add/drops
June 5 - 9	Final exam week
June 7	Early summer payment deadline
June 8, 9	No summer transactions processed
June 9	Commencement
June 12 - 16	Term break

SUMMER TERM 1995

June 12	College begins summer work week (M-Th)
	Cash/credit card book sales begin
June 14	Financial Aid/Agency book sales begin
June 19	Day and night classes begin
June 19 - 22	Follow-up registration for summer term
June 22	Last day to withdraw <i>without</i> responsibility for a grade or change to audit without instructor consent
June 27	Last day to request refund
June 28	Late fees begin
July 4	CAMPUS CLOSED - INDEPENDENCE DAY
July 6	Financial Aid appointments to sign and receive balance of Financial Aid awards
July 13	Last day to complete summer Financial Aid transactions
	Last day to withdraw <i>without</i> responsibility for a grade or change to audit without instructor consent
July 31	Early fall payment deadline
August 1 - 3	No fall transactions processed
August 3	Last day to change to audit or withdraw <i>with</i> instructor consent
	Last day to process summer registrations and add/drops
August 10	Last day of classes

AN OVERVIEW

ACCREDITATION

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

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

THE COLLEGE - HISTORY

Southwestern Oregon Community College is located within two miles of the Pacific Ocean in an area of beauty and mild climate. The 153 acre institution lies completely within the city of Coos Bay and is bordered on the north and east by the city of North Bend. Southwestern Oregon Community College (SWOCC) was formed in a May, 1961 tax district election. The district's 1,997 square miles include Coos and western Douglas counties, with an estimated population in excess of 66,000. The College is the only public post-secondary institution in the region.

Enrollment has grown from 266 students in 1961 to over 10,000 students in 1994. Staff size has grown from 15 to more than 80 full-time faculty and from 11 to over 275 part-time instructors. Cultural and athletic events at the College attract 20,000 men, women and children each year.

During the early years, campus classes were held in surplus U.S. Navy facilities and Coos Bay and North Bend school district buildings. The present day campus is located on the shore of Empire Lake in a natural tract of coastal pine and shrubbery.

Permanent campus construction began in 1963. The majority of the campus was constructed between 1965 and 1969. A second phase of construction, which began in 1979,

provided new and remodeled shops and laboratories and expanded facilities for several programs. Also added was a college community center with a cafeteria, student activity space, student government offices and meeting rooms for school and community activities.

Throughout the College's years, a comprehensive instructional program has evolved. Instructional offerings include two-year transfer programs, one- and two-year professional/technical programs, short course occupational programs, adult education, a high school diploma program and adult enrichment courses. Classes are offered on the campus and in towns throughout the College district and, by special arrangement, in Curry County. As a partner in the south coast's economic development, SWOCC offers students and industrial partners education that meets their needs.

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

THE COLLEGE - MISSION

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

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

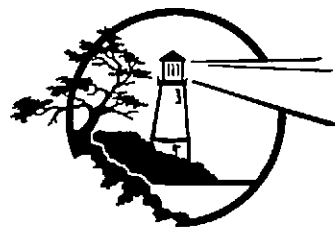
1. Need guidance and counseling to assist them in establishing and achieving educational, occupational and personal goals.
2. Wish to broaden their general educational and cultural experiences.

3. Wish to pursue occupational education courses for programs which will prepare them for employment.
4. Wish to pursue instruction that will improve their occupational skills and knowledge.
5. Need preparatory or remedial instruction that will allow them to pursue other educational or personal goals.
6. Wish to pursue college parallel (freshman or sophomore level) courses or programs to allow them to transfer to four-year colleges and universities.
7. Wish to participate in programs and activities that will contribute to their general, occupational or personal growth and development.
8. Wish to utilize the resources of the College to promote the general welfare of the community. (1969)

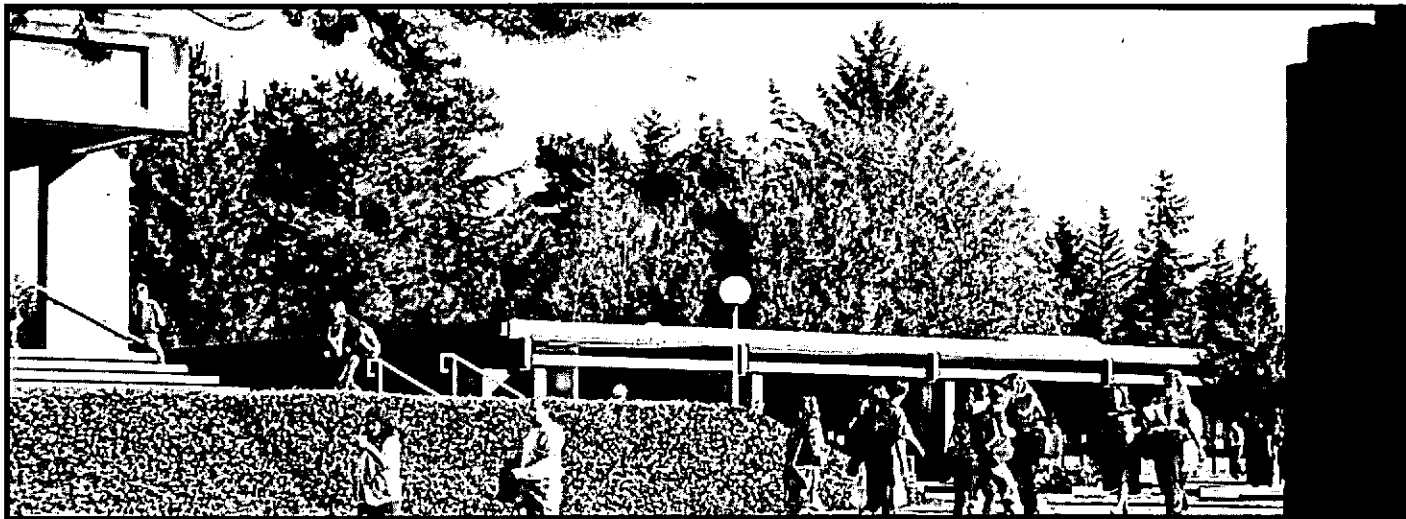
The community college, as the name suggests, is a college serving the total community - men and women of all ages and a multitude of interests. The College Board of Education encourages citizen participation in the College and strives to make campus services and facilities readily available to meet public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

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

Southwestern Oregon Community College - a leading partner in the future of Oregon's south Coast.



ADMISSION, REGISTRATION, RESIDENCY and TUITION



ADMISSIONS

Open Door Policy

Southwestern Oregon Community College maintains an "open door" policy and welcomes students who wish to obtain a quality education. Any person who is 18 years or older, or who has a GED or is a high school graduate, may be admitted to the College and register for classes. *Admission to classes, however, does not ensure admittance to a particular course or program of study.* Contact the Information/Referral receptionist in the lobby of Dellwood Hall for information regarding admittance to degree, diploma and certificate programs.

Individuals who are 16 and 17 years of age and have not graduated from high school, and are not attending high school, may be admitted to the College under some circumstances. For information, contact Mr. John Hunter in the Counseling Center in Dellwood Hall. Students in this age group who are attending high school may register for many of the classes offered at SWOCC and, with the approval of their high school, may use the credits they earn toward high school graduation requirements.

Persons under 16 years of age who are NOT attending high school may be admitted to the College under exceptional circumstances only. Admission will require a *Release from Compulsory Education form* signed by

the principal of the high school district of residence, a completed *Application for Admission*, placement test scores indicating readiness for college level classes, *recommendation for admission* from Mr. John Hunter, Counselor, and *approval* of the Dean of Instructional and Student Services. All steps for admission must be completed before these students can register for classes. Students in this age group who ARE attending high school may, with the approval and authorization of the high school, register for many of the classes offered at SWOCC and possibly use the credits they earn toward high school graduation requirements.

New students pursuing degree, certificate or transfer programs must complete a *SWOCC Application for Admission* form and pay the admission fee. To receive a form, call 888-7441, or write the Information/Referral receptionist in Dellwood Hall.

Schedule of Classes

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

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



PLACEMENT and PLACEMENT TESTING

Students who will be full-time, or who will be pursuing a degree or certificate program, or who will be receiving financial aid, must have completed placement tests before they may register. Placement tests may also be required before students may enroll in certain individual classes for personal interest. The purpose of placement tests is to assure that students have the appropriate level of academic skills to allow them to succeed in the course and/or program. Students may not register in classes that require a skill level higher than that indicated by their placement tests. This is particularly true in the areas of math and writing. Students need to work with their advisors to assure that they are placed in classes commensurate with their skill level. Placement tests can be scheduled by appointment in the Counseling Center.

REGISTRATION

Students may register for classes, at the beginning of each term. Registration periods are listed in the academic calendar in this catalog and registration instructions are published each term in the SWOCC Schedule of Classes.

Registration is complete when the outlined procedures have been followed.

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 FIRST TWO WEEKS OF CLASSES.** Formal withdrawal requires that the student submit a signed and dated drop/add form to the Registration and Records Office. (Financial Aid students should refer to the Financial Aid section of this catalog for information regarding their responsibility for payment and withdrawal from classes.)

Students completing registration procedures for regular classes after the second week of the term will be charged a late fee.

Students who have delinquent accounts receivable or who are in default on Emergency Tuition Loans, Stafford and Perkins Loans, or Title IV, or who have other college debts, will be prohibited from registering for further terms until the debt is paid in full or acceptable arrangements are made with the College Business Office.

TUITION and FEES

Tuition and fees are assessed when the student registers. The student is at that point responsible for payment. Payment may be made by cash, check, money order, VISA or MasterCard. Check should be made payable to Southwestern Oregon Community College.

Tuition and fees may be billed to an employer or an agency if the College Financial Aid Office has received the appropriate authorization.

A deferred payment plan (payment in three installments) is available for those who qualify; an extra fee of up to \$25 is charged for this service. For information, or to use this plan, consult the Cashier in Dellwood Hall.

The tuition and fees charged to students entitle them to services offered

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

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

Residency Guidelines

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

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

College thereafter (excluding summer term.)

Resident Tuition

Resident tuition per term is \$33 per credit up to a maximum of \$396 for enrollment that does not exceed 15 credits. Enrollment in courses beyond the 15 credit limit will result in additional tuition charges of \$33 per extra credit.

Non-Resident Tuition

Non-resident tuition is charged to American citizens who do not meet one or more of the residency guidelines by the date set for the start of classes for the term of enrollment. Non-resident tuition is \$99 per credit up to a maximum of \$1,188 for up to 15 credits. Non-resident students enrolling in 16 or more credits will pay an additional \$99 per credit for each credit in excess of 15.

International Student Tuition

Tuition for international students, other than those excluded under Residency Guidelines, will be \$119 per credit for 1 to 45 credits and \$99 per credit for the 46th credit and above.

Class Fees

Some classes carry fees in addition to tuition to cover materials, services, insurance, facility use or other costs. Current fees are listed in each term's Schedule of Classes.

Late Fees

Late fees are charged for registrations initiated two or more weeks after classes begin. During the third week, the late fee is \$6. After the third week, the late fee is \$12.

Tuition Waived

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

MUP0526	Band
MUP0528	Choir
MUP0529	Orchestra
HE0574	Hospice Care
ESL0747	English as a Second Language (ESL)
MISC0748	Citizenship
DEV0593	Learning Skills Lab

HE9380 Cardiopulmonary
Resuscitation (CPR)
ITP0583, 4, 5 Sign Language
ABE0745 Adult Basic Education/
GED Preparation

Gold Card Club

Residents of the College district, age 62 or older, are eligible for membership in the Gold Card Club. Members are entitled to a 50% reduction of tuition for all courses numbered 0500 or higher or for those with a letter prefix. Members pay full tuition for the classes numbered 0000 to 0499, as well as full class fees for any class.

Refunds

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

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

For classes, seminars or workshops two or fewer weeks in duration, 100% refund will be given if the student completes formal withdrawal before the day the class starts. During the remainder of the class session, refund of tuition/fees is at the discretion of the Registrar upon receipt of a written request and justification from the student.



ACADEMIC INFORMATION



Types of Credit

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

Credit classes

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

6. are taught by fully credentialed persons.

Non-credit classes are those that do not meet the preceding criteria, and are generally those offered for community interest. The content is generally not applicable toward a certificate, diploma or degree, and is not always transcribed.

Lower Division Transfer credits are those that will transfer to four-year schools in the Oregon State System of Higher Education and apply toward a bachelor degree. Generally, transfer courses will have a departmental prefix and a three digit number between 100 and 299. (Example: BI241, Organic Chemistry.)

Developmental courses will generally have a departmental prefix and a two 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 in Arts Degree requirements, and consult with their faculty advisor.

Course Load

A student taking 12 or more credits in a regular term is classified as a full-time student. Summer term students taking 8 or more credits are classified as full-time, except for financial aid purpose. There are special requirements for

veterans outlined under the *Veterans* section of this catalog.

Students must receive permission from the Academic Standards Committee to take more than 18 credits in one term.

To complete the credits required for an Associate 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.

Credit by Challenge or Advanced Placement

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

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

Credits Transferred from Other Colleges

Course credit transferred from other accredited colleges or universities is evaluated in terms of equivalency to SWOCC courses and/or applicability to SWOCC programs.

108 Credit Limitation

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

Continuing Education Unit (C.E.U.)

A Continuing Education Unit (C.E.U.) is a nationally recognized unit granted for educational experiences that have a ten-hour contact-per-unit ratio and that are designed to upgrade a person 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.

Enrollment Status and Guidelines for Change

Audit, Credit and Withdrawal are defined as enrollment status, and the following are guidelines for changing from one enrollment status to another:

1. A student may change enrollment status from **CREDIT** to **AUDIT** by the drop/add process through the *sixth* week of class during regular terms, and through a comparable point in time in summer term.
2. A student may change enrollment status from **AUDIT** to **CREDIT** by the drop/add process, with the instructor's permission and signature, at any time through Friday of the last week of classes prior to final exam week.
3. A student may withdraw from a class or from school, without responsibility for a grade, through Friday of the *sixth* week of classes in regular terms and a comparable point of time in summer term. Withdrawal after that point requires the instructor's signature and a grade assignment.
4. A student may be administratively withdrawn from a class or classes when the student exhibits disruptive behavior or other misconduct. There is no deadline for such withdrawal.

Auditing Courses

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

The following guidelines apply to auditing:

1. Tuition and fees are the same for auditing a course as for taking the course for credit.
2. A student may audit a course only if he/she has met the prerequisites for the course.

Grades - Definitions and Points

- A** (4 grade points) Excellent degree of achievement in meeting course objectives; mastery of principles and skills.
- B** (3 grade points) Above average degree of achievement.
- C** (2 grade points) Average. The student is able to apply the subject matter in a practical situation.
- D** (1 grade point) Minimal degree of achievement. Practical application ability is doubtful.
- F** (0 grade point) Unacceptable degree of effort and achievement. No credit earned. Course credit is used in computing grade point average.
- R** (0 Grade Point) Satisfactory effort. Student attended class regularly and did assigned work, but did not meet course learning objectives. Credits apply for 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. For more information on the R grade, refer to Financial Aid rules and the Academic Notification Policy.
- Y** (0 grade point) No basis for evaluation. The student did not attend class, and/or did not complete enough of the requirements to provide basis for grade. Course credit is not used in computing grade point average.
- S** (0 grade point) Satisfactory - equivalent to a C or better. Credit as specified. Course credit is not used in computing grade point average.
- U** (0 grade point) Unsatisfactory - no credit earned. Course credit is not used in computing grade point average.
- I** Incomplete - no credit. The student has completed almost all requirements and can reasonably expect to finish the remainder within one term, except under unusual circumstances.
- Z** Instructor has not turned in grades. This indicator is administratively assigned when grades have not been received by the time student grade

reports must be run. The Z is changed to the appropriate grade on student records when official grades are received.

Course Repeat Procedure and

Ability to Profit Policy

For academic purposes, the ability to profit from instruction is defined as the ability to achieve the skill level or knowledge to apply the subject matter in an academic or practical situation. This is defined as an S or C grade. A Student may repeat a course once to improve a grade. A second repeat can only be attempted with the written recommendation of a counselor, and a third repeat requires the approval of the Dean of Instruction.

Grades for all attempts will remain on the transcript, but only the best grade will reflect in the cumulative grade point average. At the student's request, printed transcripts can be run so that only the best attempt is reflected.

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

Scholastic Status

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

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

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

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

Academic Notification Policy

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

Full-time and part-time students

pursuing completion of a program are notified of possible lack of academic progress when:

1. the term GPA is less than a 2.0, or
2. the student receives two or more of any combination of Ys and/or Rs and/or Fs in a term.

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

1. during the second term of enrollment and thereafter, the cumulative GPA falls below 2.0, *or*
2. for two consecutive terms, the student receives two or more of any combination of Ys, Rs, or Fs.

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

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

Students on academic suspension may attend summer school, while on suspension, provided the student sees a counselor and follows the plan of action recommended by the counselor.

Administrative Withdrawal of Students

A student who fails to attend class during the first week of the term may, at the instructor's request, be administratively withdrawn. This does not apply to students who have made prior arrangements with the instructor nor to those enrolled in classes that meet less than twice in a one week period.

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:

- a) poses a danger of causing physical harm to self or others, *or*
- b) could cause property damage, *or*
- c) could directly and substantially impede the educational process and/or the lawful activities of others.

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

Policy of Non-Attendance

A student who fails to attend class during the first week of the term will be administratively withdrawn unless the student makes prior arrangements with the instructor, or the class meets less than twice in a one-week period.

Student Educational Records

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

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

It is the intent of Southwestern Oregon Community College 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 address(es) and telephone number/s; date and place of birth; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; class level; major field of study; number of credit hours (not

grades or GPA); degrees and awards received; the most recent educational institution attended by the student; job title(s) and dates of employment for student employees who have been or are paid from College-administered funds.

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

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

Directory information and other personally identifiable information may be released to college officials who have a legitimate educational interest. 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 to inspect their educational records, and the right to request a hearing if they choose to challenge the accuracy of those records. The student may not request a hearing under this policy to challenge a grade, only the accuracy of its recording.

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

Student Identification Number

At Southwestern Oregon Community College, 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 birthdates are often the same.

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

OCCURS and the College may also match your social security number 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 Shared Information System (SIS), which gathers information to help state and local agencies plan education and training services to help Oregon citizens get the best jobs available.
- The Office of Professional Technical Education Management Information System, to provide reports to the state and federal governments. The information is used to learn about education, training, and job market trends for planning, research, and program improvement. Funding for community colleges is based on this information.
- (WHERE APPLICABLE (i.e., at colleges which use the ASSET placement test): The American College Testing Service, if you take the Asset placement test, for educational research purposes. Your number will be used only for the purposes listed above. State and federal law protects the privacy of your records.

OAR 581-41-460 autoriza al colegio Southwestern Oregon Community College que solicite su número social. El número será utilizado por el colegio para reportes, estudios, y para el

mantenimiento de sus archivos. Su número también será proveído al Sistema de Reporte Unificado de Colegios Comunitarios de Oregon (Oregon Community College Unified Reporting System) (OCCURS). Este es un grupo compuesto de colegios comunitarios en el estado de Oregon, la oficina estatal de servicios comunitarios de colegio y la asociación de colegios comunitarios de Oregon. OCCURS recoge información sobre los estudiantes y programas para cumplir con los requisitos de reportes estatales y federales. También ayuda en la planificación, los estudios, y para el desarrollo de programas en los colegios. Esta información ayuda a los colegios a apoyar el progreso de los estudiantes y en su éxito en el trabajo y otros programas educacionales.

OCCURS y el colegio desean igualar su número con los archivos de los siguientes sistemas:

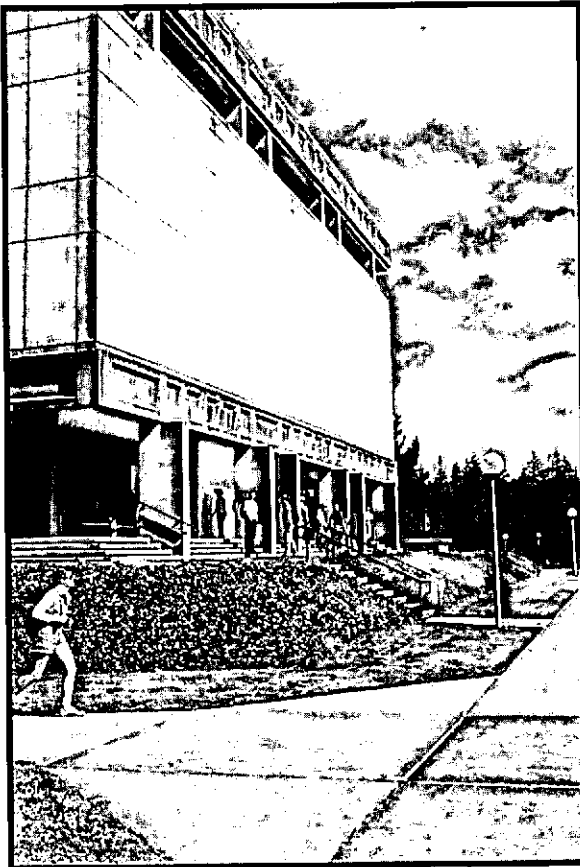
- Universidades estatales o privadas, colegios, y escuelas vocacionales, para ver que cantidad de estudiantes de los colegios comunitarios continúan con su educación y para ver cuales cursos del colegio comunitario son una buena base para obtener más educación.

- El sistema para compartir información, (Shared Information system) (SIS), recoge información para ayudar a las agencias locales y estatales en su planificación para servicios en educación y entrenamiento que ayuda a los ciudadanos de Oregon a obtener los mejores trabajos a su alcance.

- El sistema de manejo de información de la Oficina de Educación Profesional/Técnica, para proveer reportes estatales y federales. Esta información es utilizada para aprender sobre la educación, el entrenamiento, y los trabajos que están más al corriente, además del mejoramiento de los programas. Los fondos que el colegio recibe dependen en esta información.

- (DONDE SEA APLICABLE (por ejemplo en los colegios que usan el examen ASSET): El Servicio Americano de Exámenes para Colegio (American College Testing Service), si Ud toma el examen ASSET, para el propósito de estudio educacional.) Su número será utilizado solamente para los propósitos ya mencionados. La ley estatal y federal protege los particulares de sus archivos.

STUDENT SERVICES



LIBRARY

The library, housed on the second and third floors of Tioga Hall, is for College and community use. Students and non-students are invited to use the library's services. SWOCC is a member of the **COASTLINE** automated library network and shares the online catalog and circulation system with public libraries in Coos County.

The library is open from 8 a.m. until 9 p.m., Monday through Thursday, until 5 p.m. on Friday, and from 1 to 5 p.m. on Saturday and Sunday while classes are in session. Hours of operation vary on holidays and between terms.

The public access catalog, reference and book collection of over 44,000 titles are located on the second floor.

The periodical collection of over 400 titles and the Listening/Viewing Center containing 10,000 record albums, cassettes, videotapes, and other multimedia items are found on the third floor.

The library has many CD-ROM and hard copy indexes to assist in accessing needed materials. It is possible to

borrow items not available at the College from other libraries through a nation-wide interlibrary loan system.

VETERANS

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

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

Attendance - To maintain benefit payments, veteran students must attend classes.

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

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

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

Program of Study - All veteran students must have a declared major and may receive payment only for courses required to complete the major program.

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

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

Satisfactory Progress - A veteran must maintain an overall 2.00 GPA. A veteran student will be notified of possible lack of academic progress if, in any one term, more than one *no credit* grade is given. Veteran students must complete an "Incomplete" (I) within one year. A veteran student will be placed on academic probation when, during the second term of enrollment and thereafter, the cumulative GPA falls below 2.00 or the student receives two or more Rs, Ys and/or Fs for two consecutive terms.

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

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FINANCIAL AID

Southwestern Oregon Community College makes every possible effort to ensure that students with financial difficulties have access to educational opportunities. The Financial Aid Office administers a variety of local, state, and federal aid programs. Students interested in financial aid are encouraged to contact the Financial Aid Office, located in Room 12, Dellwood Hall, for information and application forms.

What types of financial aid are available?

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

- + Grants, scholarships, and tuition scholarships - 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, read the chart on pages 13 through 15.

How to apply for federal and state financial aid.

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

1. Complete the Free Application for Federal Student Aid (FAFSA) and mail as early as possible, beginning January 1. These forms are available from local high schools and colleges. Processing of the FAFSAs generally takes six to eight weeks, and Student Aid Reports (SARs) will then be mailed to the students. The SARs should be taken to the Financial Aid Office as soon as they are received to schedule appointments to complete the files.
2. Renewal applications are mailed (usually in early December) to applicants who completed the FAFSA the prior year. Carefully review the information, make any changes needed, and mail for processing. SARs with the updated



information will be mailed to the students and should be submitted to the Financial Aid Office as soon as they are received to schedule appointments to complete the files.

3. Beginning April 15th, FAFSAs may also be submitted electronically through the Financial Aid Office. The Electronic Student Aid Reports (ESARs) will be received by Southwestern Oregon Community College, and letters will be mailed requesting that the students come in to sign the ESARs. Once the ESARs are signed, either appointments to complete the files will be scheduled or a financial aid evaluator will review the files at that time. No applications will be considered complete until this is done. It is very important to apply as early as possible and send in all requested documents promptly.
4. Students are required to provide a Financial Aid Transcript (FAT) and a grade transcript from all schools attended since high school. The FAT forms are available at any financial aid office.
5. Students must take the placement test.
6. Students must also demonstrate the ability to benefit from instruction

by having a high school diploma, a GED, or by passing the placement test. See the Counseling and Testing Center, Dellwood Hall, Room 2, regarding this test.

7. Apply for admission to SWOCC.
8. Once the files are complete and the Financial Aid Director or the Assistant Director have finished the final reviews, notifications of the financial aid awards will be mailed. All required documents must be submitted before the award letters can be prepared.
9. In addition to the FAFSAs, students applying for Federal Stafford Loan or Federal PLUS funds must complete separate loan applications available at the Financial Aid Office.
10. Students receiving financial aid for the first time at Southwestern Oregon Community College must attend a financial aid workshop prior to receiving funds. Students receiving federal loans must attend additional loan seminars. Contact the Financial Aid Office for dates and times.
11. Students working on campus must attend an orientation session. Contact Sheila Ward, Dellwood Hall, Room 5, for dates and times.

When to apply.

We strongly suggest that students apply for financial aid at least three months before they plan to enroll at Southwestern Oregon Community College. Since many students start fall term, it may take longer to process applications filed during the summer.

Deadline dates for 1994-95 award year: February 4, 1994 - priority for first consideration.

May 3, 1995 - last date the FAFSA may be received by the processing center.

June 30, 1995 (or your last day of enrollment in 1994-95, whichever comes first) - SAR to the Financial Aid Office.

For 1995-1996 deadlines, see the Financial Aid Office. For additional information, procedures, and policies see the Financial Aid Office.

Availability of funds.

Federal Pell Grant, Federal Stafford Loan, and Federal PLUS funds are available throughout the year for eligible students. State Need Grant (SNG) funds are limited. Federal Perkins Loan, 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 available funds. Awards are made according to the formula, student's established need, determined family contribution, and date of file completion.

Financial Aid Disbursements

Students will receive one-third of their grants, loans, or scholarships at the end of the third week of classes or during the 4th week of classes each term. All grants, loans, and scholarships will be credited to the student's account and any remaining funds disbursed by check. Employed students will be paid on the 10th of each month for the hours worked during the preceding month according to the payroll schedule/ procedure. Students must provide verification of class attendance each term prior to receiving their financial aid. Loan students must confirm Satisfactory Academic Progress (SAP) by completing the loan attendance verification form each term.

Financial Aid Repayments

If you totally withdraw or stop attending classes on or after the first day of classes of a term for which you receive financial aid funds, you may be obligated to repay up to 100% of the federal, state, or college funds you received other than Federal Work-Study, a Federal Family Education Loan Program (FFELP) funds, or an Emergency Tuition Loan (ETL). Any loan(s) must be repaid according to your loan contract(s). You must establish your last date of attendance; and, according to that date, the following repayment schedule will apply:

- 1st week of term - 100% of the amount remaining after tuition and fees were paid
- 2nd week of term - 100% of the amount remaining after tuition and fees were paid
- 3rd week of term - 75% of the amount remaining after tuition and fees were paid
- 4th week of term - 50% of the amount remaining after tuition and fees were paid
- 5th week of term - 30% of the amount remaining after tuition and fees were paid
- 6th week of term - 15% of the amount remaining after tuition and fees were paid

If you stop attending classes, you must officially withdraw. If you fail to withdraw and cannot establish your last date of attendance, you will owe and must repay 100% of the funds you received other than FWS, FFELP, FPLUS, or ETL.

If you do withdraw from classes and are eligible for a tuition refund under the College's refund policy, the refund (after deduction of unpaid SWOCC charges) will be returned to the program(s) from which you received aid according to the following schedule:

TITLE IV FUNDS

- 1st FFELP
- 2nd Federal Perkins Loan
- 3rd Federal Pell Grant
- 4th FSEOG
- 5th SNG

NON-TITLE IV FUNDS

- 1st Emergency Tuition Loan
- 2nd Scholarships and Talent Grant/ Awards

Any repayments you make will be credited to the program(s) from which you received aid according to the schedule listed above. Refunds/ repayments are returned to Title IV funds first. The portion of a refund may not exceed the amount a student received from that program. Refund policies are currently undergoing several federal guideline clarifications and copies of the policy are available from the Financial Aid Office.

Financial Aid Programs Available at Southwestern Oregon Community College

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

- + You must enroll at least half time (six credits) each term. Aid is given for less than half time only if funds are available. For 1994-95, the Federal Pell Grant is available for less than half time enrollment.
- + You must be in a degree or certificate program.
- + You must maintain satisfactory academic progress.
- + You must submit a copy of a high school diploma, a GED certificate, or demonstrate the ability to benefit from instruction by passing an approved test.
- + You must not be in default on a loan or owe a refund or repayment on any Title IV financial aid program.
- + You must file the Free Application for Federal Student Aid -FAFSA.
- + You must reapply each academic year.
- + You must be a United States citizen or an eligible noncitizen.
- + If you are a male over 18 years of age and born after December 31, 1959, you must be registered with the United States Selective Service, unless you are currently on active duty with the armed forces (membership in the reserves does not qualify).
- + You must use the money you receive to help meet the costs of enrolling and attending Southwestern Oregon Community College.
- + You must sign a:
 - Statement of Updated Information
 - Statement of Education Purpose/Certification Statement on Refunds and Defaults
 - Statement of Registration Status

FINANCIAL AID PROGRAMS

Program	Brief Description	Application	Award Amounts
Federal Pell Grant	A federal grant program for undergraduate students	FAFSA*	\$400 to \$2,300 for 94-95.
Federal Supplemental Educational Opportunity Grant	A federal grant program for undergraduate students	FAFSA	\$100 to \$450 for 94-95.
State Need Grant	A state grant program for undergraduate students	FAFSA	\$756 for 94-95.
State Cash Award	A state grant program for high school seniors graduating prior to 1993 and continuing their education		\$864

EMPLOYMENT PROGRAMS

Federal Work-Study	A federal program to provide employment opportunities for students on or off campus	FAFSA	\$200 to \$1,800 per year for 94-95.
General Student Employment	SWOCC funded employment program	Contact Career Center	variable

LOANS - Federal Family Education Loan Program

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

Federal Perkins Loan

	A federal and institutional low-interest loan program.	FAFSA	\$400 - \$1,200 per year for 94-95.
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Institutional Scholarships

Merit and District Scholarships (funded by Southwestern Oregon Community College)	Tuition scholarship for graduating seniors from Bandon, Coquille, Marshfield, Myrtle Point, North Bend, Powers, or Reedsport high schools	SWOCC Scholastic Application	Seven Merit and seven District scholarships per year. \$396 tuition waived for 6 consecutive terms for 94-95.
Talent Grants (funded by Southwestern Oregon Community College)	Awarded to students with outstanding talent who participate in an approved extra-curricular activity	Contact instructor/ advisor/ coach in area of interest	Up to \$396 tuition waived per term for 94-95.

* (FAFSA) Free Application for Federal Student Aid

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

Institutional Scholarships

Program	Brief Description	Application	Award Amounts
Talent Awards (funded by Southwestern Oregon Community College)	Awarded to students who excel in an approved area of study	Contact instructor in area of academic excellence	Up to \$396 tuition waived per term for 94-95.
Scholarship for Excellence (funded by Southwestern Oregon Community College and SWOCCF)	Tuition scholarship and \$1,000 stipend for graduating seniors from Bandon, Coquille, Marshfield, Myrtle Point, North Bend, Powers, or Reedsport high schools	SWOCC Scholastic Application	\$396 tuition waived per term for 6 consecutive terms and a \$100 per month stipend for 20 months. Seven scholarships per year.
Presidential Tuition Scholarship (funded by Southwestern Oregon Community College)	Awarded to students in approved areas of study	Contact instructor in area of interest	\$396 tuition waived per term for 94-95. (Up to 50 awarded)
Tuition Scholarship (funded by Southwestern Oregon Community College)	Awarded to returning students with at least 45 but not more than 108 SWOCC credits who have a <i>cumulative</i> GPA of 3.75 or above. This includes all schools attended.	Notified automatically by Registrar	\$396 tuition waived per term for 3 consecutive terms (renewable each year) for 94-95.
GED Tuition Scholarship (funded by Southwestern Oregon Community College)	Awarded to students who score an average of 65 or above on the GED test taken at SWOCC	Notified automatically by Registrar	\$396 tuition waived per term for 6 consecutive terms for 94-95.

Institutional Financial Aid

Desert Storm (funded by Southwestern Oregon Community College)	Awarded to students who were residents of the college district and served in the Persian Gulf during Desert Shield/Desert Storm	Contact Financial Aid Office with DD214	Full tuition waived for 6 consecutive terms.
Dislocated Workers (funded by Southwestern Oregon Community College)	Awarded to students who are certified (see SCBEC) dislocated workers	Contact Financial Aid Office with Dislocated Worker Certification	Full tuition waived per term for 6 consecutive terms.
SWOCC Foundation	A variety of need and non-need based scholarships awarded to students in various areas of study	SWOCC Scholastic Application	Variable

Payment Options

Emergency Tuition Loan (funded by Southwestern Oregon Community College)	Short term loan for tuition, fees and books which must be repaid by the end of the term	Contact Business Office to apply	Up to \$550 per term.
Deferred Tuition (funded by Southwestern Oregon Community College)	Tuition and fees are paid in three equal installments over the term	Contact Business Office to apply	Variable

SPECIAL SERVICES and PROGRAMS

ACADEMIC ADVISING

Academic advisors are vital to the process of course selection and program planning. Any student who is full-time, part-time pursuing a degree or certificate program, or receiving financial aid should have an academic advisor assigned by the Counseling Center in Dellwood Hall.

► Advisors help students clarify the relationship between their personal goals and their program of study.

► Advisors help students understand the requirements of classes and the options within programs.

► Advisors work with students to evaluate the outcome of the placement tests and determine appropriate course placement. SWOCC's goal for advising is to assist students in the process of developing a career or education track.

ACADEMIC SKILLS CENTER

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

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

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

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



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

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

ADULT HIGH SCHOOL DIPLOMA PROGRAM

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

To earn the SWOCC adult high school diploma, the student 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 2 high school credits (or 12 SWOCC credits) must have been earned at SWOCC.

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

AFFIRMATIVE ACTION EQUAL OPPORTUNITY NON-DISCRIMINATION

Southwestern Oregon Community College affirms the right of all individuals to equal opportunity in

education and employment.

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

APPRENTICESHIP TRAINING

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

ARTS and LECTURES

The Faculty Senate Arts and Lectures Committee is provided a budget each year to provide many enriching cultural opportunities. On-going presentations include dance, music, art exhibits, and guest lecturers. These opportunities are

offered to the campus as well as the community.

ASSOCIATED STUDENT GOVERNMENT

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

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

BUSINESS DEVELOPMENT CENTER

The Business Development Center (BDC) is a joint partnership involving SWOCC, the U.S. Small Business Administration and the Oregon Economic Development Department. The BDC provides information, referral, counseling and training for the business community in southwestern Oregon.

Business counseling is at no charge, confidential, and provided by qualified, experienced professionals.

The BDC assists persons seeking to get into business, as well as those already established in business. The BDC is an access point for various

State of Oregon services, including international trade (Small Business International Trade program) and advanced manufacturing technologies (Oregon Advanced Technology Consortium).

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

The BDC maintains a library of business resource materials including:

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

The Business Development Center is located off-campus at 340 Central, in downtown Coos Bay, 269-0123.

CAREER INFORMATION/JOB PLACEMENT CENTER

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

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

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

CHILDCARE CENTER

Childcare is available on campus through two programs. A cooperative program between Southwestern Oregon Community Action and the College provides a Head Start program in the morning from 8:00 to 11:30 a.m. The College sponsors an afternoon child care program from 11:30 a.m. to 5 p.m. that serves children from age 2 1/2 through 12 years.

Applications and information about eligibility and rates are available from the Success Center (888-7203) or the Child Care Center (888-7336 or 888-7290).

COOPERATIVE WORK EXPERIENCE/FIELD EXPERIENCE

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

The CWE program is designed to provide first-hand job experience for those students who have established an educational base through classroom instruction. Students work part-time, in conjunction with their scheduled classes and receive non-transferable 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.

COUNSELING SERVICES

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

Specific individual and group counseling services include:

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

CURRY COUNTY

SWOCC provides college classes for residents of Curry County through a contract with the State Department of Education and the Curry County Education Service District (ESD). The class offerings are directed by a coordinator located in Gold Beach. A

schedule of offerings is available by contacting the Curry County Education Office in Gold Beach at 247-2741 or Brookings at 469-5017.

DRUGS AND ALCOHOL FREE CAMPUS

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

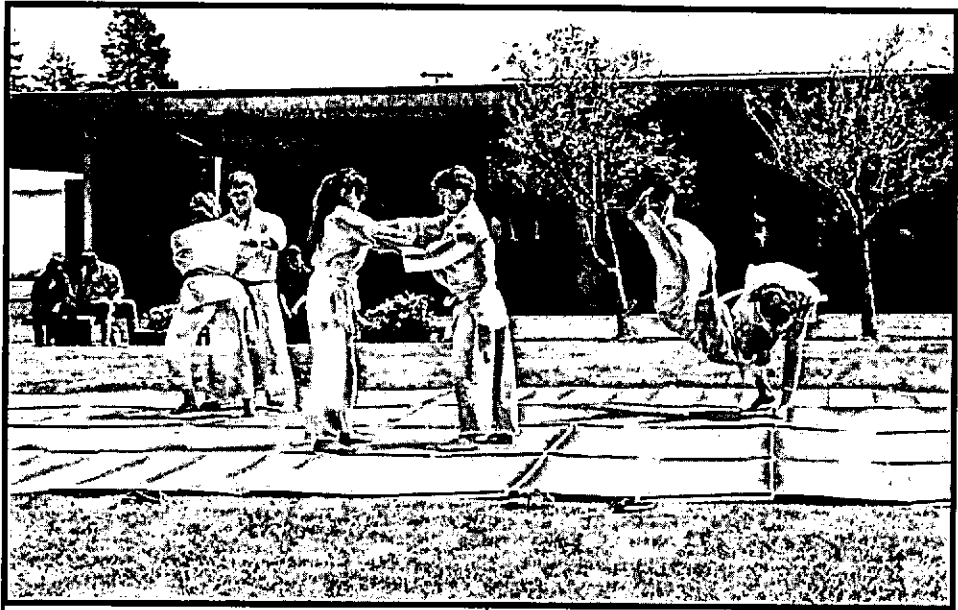
EXTENDED LEARNING/ COMMUNITY EDUCATION

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

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

GRIEVANCE PROCEDURE

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



HANDICAPPED STUDENT SERVICES

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

The College recognizes the diversity of special needs that many students possess. Individuals who have been identified as having learning difficulties or those who are physically challenged are encouraged to contact the Counseling Center to gain more information about counseling, access to support services, testing, advising, instructional opportunities and special

equipment and/or materials that are available.

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

HIGH SCHOOL RELATIONS

College staff work closely with area high school counselors, administrators and faculty to provide students general information about post-secondary

opportunities. The College welcomes individual and group campus tours and individual College classroom visits. College faculty are available to speak to students in the high school classroom. For information contact the Counseling Center.

INDUSTRIAL TRAINING

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

INTER-COLLEGIATE ATHLETICS

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

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

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

INTERNATIONAL STUDIES

SWOCC offers a comprehensive array of services for international students. We offer two classes specifically for students who do not communicate well enough to take a full load of college-level classes. SWOCC has a special orientation process designed specifically for international students.

We also have a mentor program to bring International students together with American conversation partners. We offer TOEFL testing on campus for the convenience of our students. Periodically we organize activities and field trips specifically for our students, to acquaint them with the recreation opportunities available in this scenic area.

OREGON ADVANCED TECHNOLOGY CONSORTIUM

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

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

local and national manufacturing businesses.

Consortium members are:
Blue Mountain Community College,
Central Oregon Community College,
Chemeketa Community College,
Clackamas Community College,
Clatsop Community College,
Columbia Gorge Community College,
Lane Community College,
Linn Benton Community College,
Mt. Hood Community College,
Portland Community College,
Rogue Community College, and
Southwestern Oregon Community College.

For more information about Consortium activities at Southwestern Oregon Community College, please contact the Business Development Center at 503 269-0123.

RETIRED & SENIOR VOLUNTEER PROGRAM - R & SVP

R & SVP is sponsored by the College and located on the SWOCC campus. As part of ACTION (a federal agency for volunteerism), R & SVP provides over 90 nonprofit public agencies with volunteers over the age of 55, at an average of 90,000 service hours yearly and climbing. R & SVP enables seniors to share their lifetime of talents and knowledge with their communities.

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

STUDENT ACTIVITIES

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

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

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

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

STUDENT CLUBS and ORGANIZATIONS

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

- Creative Writing Club
- Criminal Justice Club
- Forestry Club
- Human Services Club
- Judo Club
- Literature Club
- Nursing Club
- Outdoor Club
- Pep Club
- Phi Theta Kappa (National two-year College honor society)
- Ski Club
- Theatre and Drama Club

STUDENT CONDUCT CODE and STUDENT RIGHTS and RESPONSIBILITIES

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

Disciplinary action taken by the College has a range of possibilities, up to and including dismissal from the College. A copy of the full STUDENT

College. A copy of the full STUDENT CODE AND STUDENT RIGHTS AND RESPONSIBILITIES can be obtained from the Counseling Center.

SUCCESS CENTER

The Success Center provides individuals who are in the process of a major life change access to information and resources regarding the College and the community.

The skills class, integrated with the Workforce 2000, prepares participants for re-entry either to the workforce or skills/career education. Participants work on the following:

- career exploration - use assessment tools to look at personal interests and abilities; review current labor trends; conduct informational interviews and attend presentations by local employers
- personal development - learn to set goals, to solve problems, to address barriers
- academic skills - upgrade skills using a variety of methods to meet career and/or educational needs and goals
- workplace basics - develop job search skills, including resume' writing and interview techniques.

The Success center, located on the third floor of Tioga, provides a lending library and a clothing closet for program participants. A microwave, refrigerator and study area are available; and the coffee is always on.

The program is open to unemployed or underemployed single parents, displaced homemakers, spouses of dislocated workers or injured workers, and widows, of all ages. For further information, stop by the Center or call 888-7203.

TRAINING AND DEVELOPMENT

SWOCC'S Training and Development program provides custom training services to both executive and employer development. Workshops are also offered every quarter to the general public in a variety of subject matter areas such as communication skills, TQM, computers, management development and safety.

SWOCC also offers a short term certificate in management in

cooperation with the American Management Association. The certificate is geared toward the working individual and provides an excellent opportunity to network.

Training and Development also provides computer training with a mobile computer lab. Courses can be set up at our training facility downtown or at the place of business. We provide training in most word processing spreadsheets and database software.

WORKFORCE 2000 SKILLS CENTER

"Workforce 2000 has changed my life!" This is the enthusiastic response of people who have completed the five-week intensive program held at the Workforce 2000 Skills Center in downtown Coos Bay. Workforce 2000 is a resource for those who want to explore job/career/education options and/or enhance academic skills to improve their employability. The program is provided at no cost to participants.

The Skills Center's five week course consists of four program components; Academic Skills, Career Exploration, Personal Development, and Workplace Basics.

Academic Skills are identified by testing, evaluating and consulting with teachers, which enables students to understand their current academic level. With extensive interactive methods (computer/instructor), students are provided opportunities to increase reading, writing, math, and computer skills to meet career and/or educational goals.

Career Exploration involves assessing labor trends and changes in the workplace, as well as identifying self-concepts, skills, and interests. Career Information Services (CIS) is a valuable tool to aid students in career choices. Local employers and informational interviews empower students for writing an Individual Career Plan.

Personal Development involves understanding change and developing support systems. Students form positive self-concepts and learn effective behavior for success.

Workplace Basics centers around

understanding what employers expect at the time of job application, during interviews, and during employment. Students create their own resume'.

Friendly support staff work with students in classes, small groups, and individually to produce an effective career/educational plan.

The Workforce 2000 Skills Center is located off campus at 121 N. 3rd, in downtown Coos Bay. Contact the Center at 269-9673 for orientation information.



THE CATALOG

The catalog is published for informational purposes and every effort is made to insure accuracy at the time of printing. The provisions in this catalog are not to be regarded as an irrevocable contract between the student and the College. Southwestern Oregon Community College reserves the right to change any provision or requirement at any time. Students are advised to study the Schedule of Classes each term and to check periodically with their advisors or the Registration and Records Office for information not available when this catalog was published.

Produced by the Office of College Advancement, Southwestern Oregon Community College, August 1994. Photos not otherwise indicated by Shirley Bridgham. Design, layout and typesetting by Phyllis Love.



ASSOCIATE IN APPLIED SCIENCE DEGREE

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

GENERAL REQUIREMENTS:

1. Minimum of 90 credits of specified courses (see individual curriculum for listing).
2. The minimum GPA shall be 2.0. However, the student must achieve at least a "C" grade for each course in the major. The program areas may designate other courses in which the student must achieve a "C" or better.
3. Completion of a minimum 15 credits of General Education courses.
4. Completion of a minimum of 9 credits of Other Approved Courses.
5. At least 30 of the last 45 credits must be taken at SWOCC.

GENERAL EDUCATION REQUIREMENTS:

Writing (3 credits)

The minimum standard will be a demonstrated competency in paragraph organization, the use of several modes of paragraph development and understanding basic essay structure. If the student demonstrates proficiency at this level, he/she may substitute a higher level course as required by the discipline area, or, if further writing is not required, take 3 units of elective credit.

Speech (3 credits)

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

Mathematics (4 credits)

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

higher level course as required by the discipline area, or, if further math is not required, take 3 units of elective credit.

Workplace Issues (2 credits)

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

Health and Wellness (3 credits)

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

HE250 Personal Health

PE185 Physical Activity

PE231 Wellness for Life

OTHER APPROVED COURSES:

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

ARTS and HUMANITIES

ART0501 Art Appreciation

ART204 History of Western Art

ART205 History of Western Art

ART206 History of Western Art

ENG104 Introduction to Literature

ENG105 Introduction to Literature

ENG106 Introduction to Literature

ENG107 World Literature

ENG108 World Literature

ENG109 World Literature

ENG201 Shakespeare

ENG202 Shakespeare

ENG203 Shakespeare

ENG204 Survey of English Literature

ENG205 Survey of English Literature

ENG206 Survey of English Literature

ENG253 Survey of American

Literature

ENG254 Survey of American

Literature

ENG255 Survey of American Literature

MUS261 Music History

MUS262 Music History

MUS263 Music History

PHL101 Philosophical Problems

PHL102 Ethics

PHL103 Critical Reasoning

TA100 Introduction to the Theatre

SOCIAL SCIENCES

ANTH101 General Anthropology

ANTH102 General Anthropology

ANTH103 General Anthropology

ANTH207 Introduction to Cultural Anthropology

ANTH208 Introduction to Cultural Anthropology

ANTH209 Introduction to Cultural Anthropology

ANTH230 Native North Americans: Oregon

ANTH231 Native North American Culture: Pacific Northwest

ANTH232 Native North Americans

CJ100 Foundations of Criminal Justice

CJ101 Criminology

CJ110 Introduction to Law Enforcement

CJ120 Judicial Process

CJ130 Introduction to Corrections

CJ201 Juvenile Delinquency

ECON201 Principles of Economics

ECON202 Principles of Economics

ECON203 Principles of Economics

HD100 College Success and Survival

HS100 Introduction to Human Services

HS154 Community Resources

HS155 Interviewing Theory and Techniques

HS167 Gerontology

HST101 History of Western Civilization

HST102 History of Western Civilization

HST103 History of Western Civilization

HST201 History of the United States

HST202 History of the United States

HST203 History of the United States

PS201 American Government:
 Institutions
 PS202 American Government:
 Policy Issues
 PS203 American Government:
 Global Issues
 PSY140 Life Plan
 PSY201 General Psychology
 PSY202 General Psychology
 PSY203 General Psychology
 PSY228 Introduction to Social
 Science Research
 PSY239 Introduction to Abnormal
 Psychology
 PSY240 Introduction to
 Psychopharmacology
 SOC204 General Sociology
 SOC205 General Sociology
 SOC206 General Sociology
 SOC210 Marriage and the Family

MATH and SCIENCES

BI101 General Biology
 BI102 General Biology
 BI103 General Biology
 BI201 General Sociology
 BI202 General Sociology
 BI203 General Sociology
 BI231 Human Anatomy and
 Physiology
 BI232 Human Anatomy and
 Physiology
 BI233 Human Anatomy and
 Physiology
 BI234 Elementary Microbiology
 BI299 Biology of the Estuaries
 CHEM104 Introductory Chemistry
 CHEM105 Introductory Chemistry
 CHEM106 Introductory Chemistry
 CHEM121 College Chemistry
 CHEM122 College Chemistry
 CHEM123 College Chemistry
 CHEM221 General Chemistry
 CHEM222 General Chemistry
 CHEM223 General Chemistry
 CHEM241 Organic Chemistry
 CHEM242 Organic Chemistry
 CHEM243 Organic Chemistry
 CIS131 Computer Information
 Systems
 CS120 Concepts of Computing:
 Information Processing
 CS121 Concepts of Computing:
 Computers and Computation
 CS122 Concepts of Computing:
 Algorithms and Programming
 CS133B Computer Language I -
 BASIC

CS133C Computer Language I -
 COBOL
 CS133P Computer Language I -
 PASCAL
 CS133U Computer Language I - C
 CS233B Computer Language II -
 BASIC
 CS233C Computer Language II -
 COBOL
 CS233P Computer Language II -
 PASCAL
 CS233U Computer Language II - C
 ENGR101 Engineering Orientation
 ENGR102 Engineering Orientation
 ENGR103 Engineering Orientation
 F111 Introduction to Forestry
 F251 Principles of Wildlife
 Conservation
 F254 Tree and Shrub Identification
 FW252 Wildlife Resources:
 Mammals
 FW253 Wildlife Resources: Birds
 G145 Regional Field Geology
 G146 Geology of Southwestern
 Oregon
 G160 Volcanology
 G201 Physical Geology
 G202 Physical Geology
 G203 Historical Geology
 G207 Geology of the Pacific
 Northwest
 G220 Prehistoric Life
 G221 General Geology
 G245 Geomorphology: Scenic
 Geology of the United States
 G291 Minerals and Rocks
 G299 Earth Resources: Ore Deposits
 and Fossil Fuels
 G299 Geological Hazards and
 Natural Catastrophies
 G299 Special Topics in Geology
 GE101 Engineering Orientation
 GE102 Engineering Orientation
 GE103 Engineering Orientation
 GS104 Physical Science Survey
 GS105 Physical Science Survey
 GS106 Introduction to Earth Science
 GS107 Astronomy
 GS108 Oceanography
 GS275 Uses and Resources of the
 Ocean
 MTH105 Contemporary Math
 MTH111 College Algebra
 MTH112 Elementary Functions
 MTH251 Calculus I (Differential
 Calculus)
 MTH252 Calculus II (Integral
 Calculus)

MTH253 Calculus III (Infinite Series
 and Sequences)
 MTH254 Vector Calculus I (Intro to
 Vectors and Multidimensional
 Calculus)
 MTH255 Vector Calculus II (Inter-
 mediate Multivariate Calculus w/ a
 Vector Approach)
 MTH256 Differential Equations
 PH121 Introduction to Astronomy
 PH201 General Physics
 PH202 General Physics
 PH203 General Physics
 PH207 Engineering Physics
 PH208 Engineering Physics
 PH209 Engineering Physics
 PH211 General Physics with Calculus
 PH212 General Physics with Calculus
 PH213 General Physics with Calculus

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

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

For more information, consult your
 advisor or the Registration and Records
 Office.

ASSOCIATE IN APPLIED SCIENCE IN ALL APPRENTICE TRADES

This program offers the apprentice and journeyman the opportunity to obtain an Associate in Applied Science degree. If you wish to enter the program, you must be from one of a variety of trades and crafts recognized by Southwestern Oregon Community College and the Bureau of Labor and Industry.

Credits are granted in these areas:
On-the-job work experience during apprenticeship, related training classes leading to journeyman status, and general education classes taken at Southwestern Oregon Community College.

Credit Hours

Forty (40) credits of on-the-job work experience acquired while enrolled as an apprentice.

40

Thirty-six (36) credits allowed for completion of journeyman status. This is computed on the basis of 144 hours per year over four years.

36

Twenty-three (23) credits of General Education courses as outlined below. Some courses may be waived on the basis of demonstrated skills, knowledge or experience.

23

GENERAL EDUCATION COURSES

Course No. Course Title

Credit Hours

MTH30	Applied Math for Industrial Mechanics ¹	3
PE231	Wellness for Life ²	3
SP100	Basic Speech Communications ¹	3
WKPL4350	Workplace Issues	2
WR90	Paragraph Fundamentals ¹	3
	Other Approved Courses ³	9

23 sub-total

99 credits
total

Notes:

1. Higher level courses may substitute for WR90, MTH30, and SP100.
2. HE250 or 3 credits of PE185 may be substituted for PE231.
3. See Other Approved Courses under AAS degree requirements.

ASSOCIATE IN APPLIED SCIENCE IN AUTOMOTIVE TECHNOLOGY

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

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

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

Notes:

1. See Other Approved Courses under AAS degree requirements.
2. Specific elective courses (maximum for Associate in Applied Science degree is nine credits.)
BA206 Management Fundamentals (3 cr)
BA211 Principles of Accounting I (3 cr)
BA226 Business Law I (3 cr)
BA238 Sales (3 cr)
BA239 Advertising (3 cr)
AUTO327 Advanced Automatic Transmissions (3 cr)
AUTO9111 Auto Electronics I (1.5 cr)
AUTO9112 Auto Electronics II (1.5 cr)
AUTO9113 Computerized Engine Controls (1 cr)
AUTO9116 Hydraulics I: Basic Fluid Power (3 cr)
AUTO9124 Engine Design and Performance (3 cr)
PE185 Physical Education (1 cr)
SDP113 Human Relations for Supervisors (3 cr)
SDP208 Personnel Administration (3 cr)
Foreign Language (1-4 cr)
3. HE250 or 3 credits of PE185 may be substituted for PE231.

Course No.	Course Title	Credit Hours
FIRST YEAR		
<i>Fall</i>		
AUTO304	Internal Combustion Engines	4
AUTO308	Electrical I	4
MT470	Machine Tool I	3
MTH70	Elementary Algebra	4
WR121	English Composition	3
		18 total
<i>Winter</i>		
AUTO322	Automotive Electronics	3
AUTO3310	Gasoline Fuel Systems	3
CS101	Computers in Society	2
PH40	Technical Physics (Mechanical)	3
WR214T	Professional/Technical Writing	3
		14 total
<i>Spring</i>		
AUTO300	Automotive Brake Systems	4
AUTO318	Automotive Chasis and Suspension	3
PE231	Wellness for Life ³	3
PH45	Technical Physics (Electrical)	3
SP100	Basic Communications	3
		16 total
SECOND YEAR		
<i>Fall</i>		
AUTO316	Power Trains	3
AUTO3329	Mechanical Systems Lab I	3
WELD40	Welding I-Gas Welding and Cutting	2
WKPL4350	Workplace Issues	2
	Other Approved Courses ¹	3
	Specific Electives ² or CWE Automotive	3
		16 total
<i>Winter</i>		
AUTO312	Diesel Fuel Systems	3
AUTO326	Automatic Transmissions	3
AUTO3331	Mechanical Systems Lab II	3
WELD41A	Welding IIA: Shielded Metal Arc Welding	3
	Other Approved Courses ¹	3
		15 total
<i>Spring</i>		
AUTO324	Diagnostic Procedures and Emmission Controls	3
AUTO927	Automotive Air Conditioning	3
AUTO3333	Mechanical Systems Lab III	3
	Other Approved Courses ¹	3
	Specific Electives ² or CWE Automotive	3
		15 total
		94 credits total

ASSOCIATE IN APPLIED SCIENCE IN BUSINESS MANAGEMENT (Accounting Major)

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

NOTE: Students must take OA121 Keyboarding I or demonstrate the ability to type at 35 wpm. See Office Administration faculty for testing.

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

Notes:

1. AC2766, AC2767, AC2768 are equivalent to BA211, BA212 and BA217. Students must petition if they wish to have AC2766, AC2767 and AC2768 changed to BA211, BA212 and BA217. Students choosing this option will also need to take BA213. Contact your advisor or accounting instructor for details.
2. See Other Approved Courses under AAS degree requirements.
3. AC2331 Federal Income Tax I may be substituted for BA220. Completion of AC2331 and AC2332 Federal Income Tax I and II prepare students for state tax preparers license exam.
4. HE250 or 3 credits of PE185 may be substituted for PE231.

Course No.	Course Title	Credit Hours
FIRST YEAR		
<i>Fall</i>		
BA101	Introduction to Business	4
*BA211	Principles of Accounting I ¹	3
MTH94	Intermediate Algebra I	4
WR121	English Composition	3
	Other Approved Courses ²	3
		17 total
<i>Winter</i>		
*BA212	Principles of Accounting II ¹	3
BA223	Principles of Marketing	3
BA226	Business Law I	3
CS101	Computers in Society	2
SP111	Fundamentals of Public Speaking	3
		14 total
<i>Spring</i>		
*BA213	Principles of Accounting III ¹	3
*CIS131	Computer Information Systems	4
PE231	Wellness for Life ⁴	3
WR214	Business English	3
	Other Approved Courses ²	3
		16 total
SECOND YEAR		
<i>Fall</i>		
*BA177	Payroll Records and Accounting	3
*BA215	Cost Accounting	3
BA285	Business Relations	3
OA220	Electronic Calculators	2
	Other Approved Courses ²	3
		14 total
<i>Winter</i>		
*AC2772	Intermediate Accounting I	3
AC240	Fund (Governmental) Accounting	3
*BA220	Tax Accounting ³	3
*BA222	Finance	3
WR122	English Composition	3
		15 total
<i>Spring</i>		
*AC2773	Intermediate Accounting II	3
*BA217	The Accounting Process	3
BA227	Business Law II	3
BA280	Field Experience or BA2280 Work Experience	4
CS125S	Spreadsheet Applications	3
		16 total
		92 credits total

ASSOCIATE IN APPLIED SCIENCE IN BUSINESS MANAGEMENT (Banking and Finance)

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

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

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

Notes:

1. AC2766, AC2767 and AC2768 are equivalent to BA211, BA212 and BA217. Students must petition if they wish to have AC2766, AC2767 and AC2768 changed to BA211, BA212 and BA217. Students choosing this option will also need to take BA213. Contact your advisor or accounting instructor for details.
2. See Other Approved Courses under AAS degree requirements.
3. The following SWOCC classes can be used as AIB* courses:
 BA206 Management Fundamentals
 OA121 Keyboarding I
 OA122 Keyboarding II
 PSY115 Career Workshops
 RE112 Real Estate Law I
 RE113 Real Estate Principles I
 RE116 Real Estate Finance I
 RE118 Real Estate Appraising I
 SDP208 Personnel Administration
4. HE250 or 3 credits of PE185 may be substituted for PE231.

* AIB (American Institute of Banking) stresses professional ethics in its programs.

Course No.	Course Title	Credit Hours
FIRST YEAR		
<i>Fall</i>		
BA101	Introduction to Business	4
BA211	Principles of Accounting I ¹	3
MTH94	Intermediate Algebra I	4
WR121	English Composition	3
	Other Approved Courses ²	3
		17 total
<i>Winter</i>		
BA212	Principles of Accounting II ¹	3
BA223	Principles of Marketing	4
BA226	Business Law I	3
CS101	Computers in Society	2
SP111	Fundamentals of Public Speaking	3
		15 total
<i>Spring</i>		
BA213	Principles of Accounting III ¹	3
CIS131	Computer Information Systems	4
PE231	Wellness for Life ⁴	3
WR214	Business English	3
	Other Approved Courses ²	3
		16 total
SECOND YEAR		
<i>Fall</i>		
BA280	Field Experience or BA2280 Cooperative Work Experience	3
ECON201	Principles of Economics	3
SDP101	Principles of Management and Supervision	3
	AIB* Courses ³	9
		18 total
<i>Winter</i>		
BA222	Finance	3
BA242	Introduction to Investments	3
ECON202	Principles of Economics	3
SDP113	Human Relations for Supervisors	3
WR122	English Composition	3
	Other Approved Courses ²	3
		18 total
<i>Spring</i>		
BA229	Personal Finance and Money Management	3
ECON203	Principles of Economics	3
	AIB* Courses ³	9
		15 total
		99 credits total

ASSOCIATE IN APPLIED SCIENCE IN BUSINESS MANAGEMENT (Marketing)

This program prepares the student with managerial skills in the marketing field and gives actual supervised work experience. The student then may be qualified to move into assistant manager positions. The Associate in Applied Science degree is awarded upon completion of the program.

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

Notes:

1. AC2766, AC2767 and AC2768 are equivalent to BA211, BA212 and BA217. Students must petition if they wish to have AC2766, AC2767 and AC2768 changed to BA211, BA212 and BA217. Students choosing this option will also need to take BA213. Contact your advisor or accounting instructor for details.
2. See Other Approved Courses under AAS degree requirements.
3. HE250 or 3 credits of PE185 may be substituted for PE231.

Course No.	Course Title	Credit Hours
FIRST YEAR		
<i>Fall</i>		
BA101	Introduction to Business	4
BA211	Principles of Accounting I ¹	3
MTH94	Intermediate Algebra I	4
WR121	English Composition	3
	Other Approved Courses ²	3
		17 total
<i>Winter</i>		
BA212	Principles of Accounting II ¹	3
BA223	Principles of Marketing	4
BA226	Business Law I	3
CS101	Computers in Society	2
SP111	Fundamentals of Public Speaking	3
		15 total
<i>Spring</i>		
BA213	Principles of Accounting III ¹	3
CIS131	Computer Information Systems	4
PE231	Wellness for Life ³	3
WR214	Business English	3
	Other Approved Courses ²	3
		16 total
SECOND YEAR		
<i>Fall</i>		
BA238	Sales	3
BA280	Field Experience or BA2280 Cooperative Work Experience	3
SDP101	Principles of Management and Supervision	3
SDP204	Labor-Management Relations	3
WR122	English Composition	3
		15 total
<i>Winter</i>		
BA222	Finance	3
BA239	Advertising	3
BA280	Field Experience or BA2280 Cooperative Work Experience	3
SDP113	Human Relations for Supervisors	3
SDP208	Personnel Administration	3
		15 total
<i>Spring</i>		
BA206	Management Fundamentals	3
BA249	Retailing	3
BA280	Field Experience or BA2280 Cooperative Work Experience	3
SP112	Fundamentals of Persuasive Speech	3
	Other Approved Courses ²	3
		13 total
		90 credits total

ASSOCIATE IN APPLIED SCIENCE IN BUSINESS MANAGEMENT (Office Management)

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

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

Notes:

1. AC2766, AC2767, AC2768 are equivalent to BA211, BA212 and BA217. Students must petition if they wish to have AC2766, AC2767 and AC2768 changed to BA211, BA212 and BA217. Students choosing this option will also need to take BA213. Contact your advisor or accounting instructor for details.
2. See Other Approved Courses under AAS degree requirements.
3. Suggested Electives:
AC2331 Federal Income Tax I
AC2332 Federal Income Tax II
4. All students are expected to have OA122 Keyboarding II or the equivalent skills. See Office Occupations faculty for testing.
5. HE250 or 3 credits of PE185 may be substituted for PE231.

Course No.	Course Title	Credit Hours
FIRST YEAR		
<i>Fall</i>		
BA101	Introduction to Business	4
*BA211	Principles of Accounting I ¹	3
MTH94	Intermediate Algebra I	4
WR121	English Composition	3
	Other Approved Courses ²	3
		17 total
<i>Winter</i>		
*BA212	Principles of Accounting II ¹	3
BA223	Principles of Marketing	4
BA226	Business Law I	3
CS101	Computers in Society	2
SP111	Fundamentals of Public Speaking	3
		15 total
<i>Spring</i>		
*BA213	Principles of Accounting III ¹	3
*CIS131	Computer Information Systems	4
PE231	Wellness for Life ⁵	3
WR214	Business English	3
	Other Approved Courses ²	3
		16 total
SECOND YEAR		
<i>Fall</i>		
BA177	Payroll Records and Accounting	3
*OA123	Keyboarding III ⁴	3
*OA200	Introduction to Word Processing	3
SDP101	Principles of Management and Supervision	3
	Other Approved Courses ²	3
		15 total
<i>Winter</i>		
*BA285	Business Relations	3
*OA116	Office Procedures	3
*OA201	Beginning WordPerfect	3
*OA220	Electronic Calculators	2
	Electives ³	3
		14 total
<i>Spring</i>		
*BA217	The Accounting Process ¹	3
*BA227	Business Law II	3
*BA280	Field Experience or *BA2280 Work Experience	6
*OA2601	Spreadsheets for Secretaries	2
	Other Approved Courses ²	3
		17 total
		94 credits total

ASSOCIATE IN APPLIED SCIENCE IN COMPUTER INFORMATION SYSTEMS

The intent of the degree is to prepare students for the responsibility of managing microcomputer information systems in a small business environment. Students who intend to transfer to a four-year institution or to major in Computer Science should see their advisor.

* Transfer students in a business curriculum are advised to take the full accounting sequence. Check the target transfer school requirements.

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

Notes:

1. May substitute AC2766 Accounting I AND AC2767 Accounting II.*
2. CS101 Computers in Society is a prerequisite to CIS131. Keyboarding skill is strongly recommended.
3. A higher level math course may be substituted.
4. SP100, SP111, or SP112 may be substituted.
5. Computer Programming I and II. Select one language sequence from the following:
BASIC - CS133B, CS233B
C++ - CS133U, CS233U
COBOL - CS133C, CS233C
PASCAL - CS133P, CS233P
Another programming language sequence is recommended as an elective.
6. See Other Approved Courses under AAS degree requirements.
7. MTH243 may be substituted.
8. CS280 (Field Experience) or CS280 (Work Experience) may be taken over several terms, if the student wishes, but only after completion of first year computer courses.
9. Specific elective courses:
BA177 Payroll Records/Accounting
BA215 Cost Accounting
BA222 Finance
BA223 Principles of Marketing
BA238 Sales
BA239 Advertising
BA249 Retailing
10. HE250 or 3 credits of PE185 may be substituted for PE231.

Course No.	Course Title	Credit Hours
FIRST YEAR		
<i>Fall</i>		
BA101	Introduction to Business	4
BA211	Principles of Accounting I ¹	3
CIS131	Computer Information Systems ²	4
WR121	English Composition	3
	14 total	
<i>Winter</i>		
CS125S	Spreadsheet Applications	3
CS125W	Word Processing Applications	3
MTH95	Intermediate Algebra II ³	4
PE231	Wellness for Life ¹⁰	3
WR122	English Composition	3
	16 total	
<i>Spring</i>		
BA213	Principles of Accounting III	3
CS125D	Data Base Management System Applications	3
SP219	Small Group Discussion ⁴	3
WR227	Report Writing or WR123 English Composition	3
	Specific Elective ⁹	3
	15 total	
SECOND YEAR		
<i>Fall</i>		
BA226	Business Law I	3
CS133X	Computer Language I ⁵	4
CS140	Beginning Operating Systems	3
	Other approved courses ⁶	3
	Elective	3
	16 total	
<i>Winter</i>		
BA232	Business Statistics ⁷	4
CS240	Advanced Operating Systems	3
CS244	Systems Analysis	3
CS280	Field Experience or 2.280 Work Experience ⁸	4
	Other approved courses ⁶	3
	17 total	
<i>Spring</i>		
BA285	Business Relations or SDP113 Human Relations for Supervisors or WKPL4350 Workplace Issues	2 - 3
CS233X	Computer Language II ⁵	4
CS246	Systems Design	3
	Other approved courses ⁶	3
	Elective	3
	15 - 16 total	
	93 - 94 credits total	

ASSOCIATE IN APPLIED SCIENCE IN ELECTRONICS TECHNOLOGY

The Electronics Technology program is designed to provide training and instruction for jobs as electronic technicians in engineering, research and development, and manufacturing support. The program is intended for individuals who are interested in digital and computer electronics; robotics; business, industrial, medical, or automotive electronics; or sales, installation, troubleshooting and repair. Emphasis in the electronics lab is on practical, hands-on learning.

Job retraining or upgrading in electronics is available on a full- or part-time basis. Credit may be given for prior knowledge, experience and/or training. Certificates are available upon successful completion of short term training.

The Associate in Applied Science degree is awarded upon successful completion of the two-year program. Students may continue their education by transferring to the Oregon Institute of Technology or other four-year institutions to pursue a Bachelor's in Electronics Engineering Technology.

Notes:

1. Any advanced math sequence is approved except for MTH105.
2. RD101 may be substituted.
3. WR121 may be substituted.
4. See Other Approved Courses under AAS degree requirements.
5. Three (3) credit elective at a level higher than above requirements from: Math, CIS, Business, Science or Industrial.
6. HE250 or 3 credits of PE185 may be substituted for PE231.

Course No.	Course Title	Credit Hours
FIRST YEAR		
<i>Fall</i>		
ELEC6331	DC Concepts	4
ELEC6332	AC Concepts	4
MTH70	Elementary Algebra ¹	4
RD90	Effective Reading ²	3
		15 total
<i>Winter</i>		
CIS131	Computer Information Systems	4
ELEC6313	Semiconductors	4
ELEC6315	Digital Fundamentals	4
MTH94	Intermediate Algebra ¹	4
		16 total
<i>Spring</i>		
ELEC6314	Linear Circuits	4
ELEC6316	Microprocessor Architecture	3
MTH95	Intermediate Algebra II ¹	4
WR90	Paragraph Fundamentals ³	3
WKPL4350	Workplace Issues	2
		16 total
SECOND YEAR		
<i>Fall</i>		
ELEC6300	Electronics Project	2
ELEC6317	Sensors and Actuators	4
ELEC6324	Electronic Communications	4
ELEC6327	Instrumentation	4
ELEC6340	Electronic Fabrication and Assembly Techniques	1
	Other Approved Courses ⁴	3
		18 total
<i>Winter</i>		
ELEC6319	Industrial Electronics	4
ELEC6321	Automated Systems	4
PE231	Wellness for Life ⁶	3
PH40	Technical Physics: Mechanical	3
	Other Approved Courses ⁴	3
		17 total
<i>Spring</i>		
ELEC6280	Work Experience	2
ELEC6322	Telecommunications	4
ELEC6328	Licensing and Certification	2
SP100	Basic Speech Communications	3
	Other Approved Courses ⁴	3
	Specific Electives ⁵	3
		17 total
		99 credits total

ASSOCIATE IN APPLIED SCIENCE IN FIRE SCIENCE TECHNOLOGY

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

Due to continually changing laws and regulations mandated by the Occupational Safety and Health Administration (OSHA) and Fire Standards and Accreditation Board (FSAB), students completing the Associate in Applied Science in Fire Science degree may be required to add courses and/or hours of study to the curriculum to meet current standards. See your advisor for current requirements.

It will take longer than two years to complete this degree because classes are taught on an "as needed" basis.

Notes:

1. See Other Approved Courses under AAS degree requirements.
2. HE250 or 3 credits of PE185 may be substituted for PE231.
3. Suggested Electives:
HE258/HE931 Emergency Medical Technician-Intermediate
FS9436 Emergency Medical Tech II-D
FS5257 Fire Service Hydraulics
FS5268 Fire Service Rescue Practices
FS9318 Survival Standards
FS9333 N.I.I.M.S.

Other courses may be accepted as elective credits upon approval of Fire Science Coordinator.

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

Course No.	Course Title	Credit Hours
CHEM104	Introductory Chemistry I	4
CS101	Computers in Society	2
FS5240	Basic Firefighter Structure	2.5
FS5241	Firefighting Skills I	2.5
FS5242	Firefighting Skills II	2
FS5264	Building Construction/Fire Protection	1
FS5274	Firefighting Tactics and Strategy	1.5
FS5276	Basic Wildland Fire Management	2.5
FS5280	Cooperative Work Experience	6
FS9320	Hazardous Materials Awareness	.5
FS9321	Hazardous Materials Operations	1
FS9367	Basic Incident Command System (I-220)	1.5
FS996A	Fire Communication	1
FS996B	Fire Prevention and Inspection	2
FS996C	Water Supply	1
FS996D	Fire Detection and Extinguishing Systems	2
FS996E	Aircraft Fire Protection	1
FS996I	Fire Investigation	1
FS996J	Safety Practices	1
FS996K	Laws Affecting Firefighters	1
FS996L	Supervision and Leadership	1.5
FS996M	Flammable and Reactive Materials	2
FS996Q	Fire Service Driver	3
FS996R	Apparatus Operator I	2.5
FS996S	Apparatus Operator II	2.5
FS996U	Instructional Techniques	2
HE257A	Emergency Medical Technician-Basic A or HE928A EMT-Basic A	5
HE257B	Emergency Medical Technician-Basic B or HE928B EMT-Basic B	5
MTH70	Elementary Algebra	4
PE231	Wellness for Life ²	3
PSY201	General Psychology	3
SP111	Fundamentals of Public Speaking	3
WKPL4350	Workplace Issues	2
WR121	English Composition	3
	Other Approved Courses ¹	10
	Electives ³	3
		91.5 credits total

ASSOCIATE IN APPLIED SCIENCE IN FOREST RESOURCES TECHNOLOGY

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

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

Notes:

1. WR121 may be substituted.
2. Suggested electives:
 DRFT4120 Computer Assisted Drafting
 F603 Forest Ecology
 FS5276 Basic Wildland Fire Management
 FW251 Principles of Wildlife Conservation
 FW252 Wildlife Resources (Mammals)
 FW253 Wildlife Resources (Birds)
 FW255 Techniques in Wildlife Science
 FW6430 Intro to Fish and Wildlife
 HE252 First Aid and CPR
 RR199 Recreation Resources
3. See Other Approved Courses under AAS degree requirements.
4. HE250 or 3 credits of PE185 may be substituted for PE231.

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

Course No.	Course Title	Credit Hours
FIRST YEAR		
<i>Fall</i>		
CIS131	Computer Information Systems	4
*F111	Introduction to Forestry	4
*F254	Tree and Shrub Identification	4
*F611	Timber Harvesting Operations	3
WR90	Paragraph Fundamentals ¹	3
		18 total
<i>Winter</i>		
*F607	Forest Mensuration I	3
*F609	Forest Protection	3
*FP210	Wood Products Utilization (Forest Products)	4
MTH70	Elementary Algebra	4
SP100	Basic Communications	3
		17 total
<i>Spring</i>		
*F608	Forest Mensuration II	3
*FE222A	Elementary Forest Surveying	3
MTH33	Applied Trigonometry	3
**	Electives ²	3
		12 total
<i>Summer</i>		
*F280	Forestry Field Studies	6
		6 total
SECOND YEAR		
<i>Fall</i>		
*FE222B	Advanced Forest Surveying	3
PE231	Wellness for Life ⁴	3
*RR251	Recreation Resources Management	4
	Other Approved Courses ³	3
		16 total
<i>Winter</i>		
*F614	Forest Contracts and Mapping	3
*F617	Silviculture	3
WKPL4350	Workplace Issues	2
	Other Approved Courses ³	3
**	Electives ²	3
		14 total
<i>Spring</i>		
*F616	Aerial Photo-Interpretation	3
*F620	Advanced Silviculture	3
*FE606	Forest Engineering	5
	Other Approved Courses ³	3
**	Electives ²	3
		17 total
		97 credits total
** One elective must be selected from the following:		
	FW251 Principles of Wildlife Conservation	
	FW252 Wildlife Resources (Mammals)	
	FW253 Wildlife Resources (Birds)	
	FW255 Techniques in Wildlife Science	
	FW6430 Introduction to Oregon's Fish and Wildlife	

ASSOCIATE IN APPLIED SCIENCE IN HUMAN SERVICES

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

All courses listed, including electives, must be passed with a grade of C or better.

Notes:

1. See Other Approved Courses under AAS degree requirements.
2. Prerequisite of MTH70 with a C or better or ASSET elementary algebra test score of 51.
3. HE250 or 3 credits of PE185 may be substituted for PE231.

* Specific Electives (for all options):

HS201 Death and Dying (3 cr)
 HS202, 203, 204 Counseling the Chemically Dependent Client I, II, III (12 cr)
 HS261 Counseling the Older Adult (3 cr)
 HS265, 266, 267 Intervention Strategies I, II, III (12 cr)
 HS 167 Gerontology (3 cr)
 HS200 Understanding Addictive Behavior (3cr)

**Additional Electives (for Social

Services option only):

CJ201 Juvenile Delinquency (3 cr)
 CJ220 Criminal Law (3 cr)
 CJ229 Community Based Corrections (3 cr)

Course No.	Course Title	Credit Hours
FIRST YEAR		
<i>Fall</i>		
HS100	Introduction to Human Services	3
PSY201	General Psychology	3
SP111	Fundamentals of Speech	3
WR121	English Composition	3
	Other Approved Courses ¹	3
		15 total
<i>Winter</i>		
HS154	Community Resources	3
PSY202	General Psychology	3
PSY241	Introduction to Social Science Research ²	3
WR214T	Professional/Technical Writing	3
	Other Approved Courses ¹	3
		15 total
<i>Spring</i>		
HS155	Interviewing Theory and Techniques	4
PSY203	General Psychology	3
PSY240	Introduction to Psychopharmacology	3
PE231	Wellness for Life ³	3
	Other Approved Courses ¹	3
		16 total
		46 sub total

All Human Services students must successfully complete the following courses in addition to the courses listed below for each Specialty Option.

CIS131	Computer Information Systems	4
HS170	Introduction to Field Experience	3
HS260	Group Dynamics or SP219 Small Group Discussion	3
HS291	Field Experience	10
PSY239	Introduction to Abnormal Psychology	3
SOC204, 205, 206	General Sociology	9
		32 sub total

SPECIALTY OPTIONS

Gerontology		Social Services	
HS261	Counseling the Older Adult	3	HS265, 266, 267 Intervention Strategies I, II, III
HS265, 266, 267	Intervention Strategies I, II, III	12	Specific Electives**
Specific Electives*		6	sub total
	sub total	21	21
Substance Abuse			
HS200	Understanding Addictive Behavior	3	
HS202, 203, 204	Counseling the Chemically Dependent Client I, II, III	12	
Specific Electives*		6	
	sub total	21	
			99 credits total

ASSOCIATE IN APPLIED SCIENCE IN MACHINE TOOL TECHNOLOGY

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

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

Advising by Machine Tool Technology advisor only.

A transfer program to Oregon Institute of Technology in Manufacturing Engineering Technology is available - see instructor or counselor.

Notes:

1. MTH20, MTH70 may be substituted for MTH30, MTH31.
2. RD101 may be substituted for RD90.
3. WR121 may be substituted for WR90.
4. See Other Approved Courses under AAS degree requirements.
5. HE250 or 3 credits of PE185 may be substituted for PE231.

Work Experience may be substituted as applicable to course objectives.

Course No.	Course Title	Credit Hours
FIRST YEAR		
<i>Fall</i>		
CS101	Computers in Society	2
DRFT4110	Blueprint Reading & Sketching	3
*MT4175	Manufacturing Processes	2
*MT470	Machine Tools I	3
*MTH30	Applied Math for Industrial Mechanics ¹	3
RDG90	Effective Reading ²	3
		16 total
<i>Winter</i>		
DRFT401	Introduction to Drafting	3
*MT4160	Basic Metallurgy	2
*MT471	Machine Tools II	3
MT9228	Machine Tool Workshop	2
*MTH31	Applied Algebra & Geometry for Industrial Mechanics ¹	3
WR90	Paragraph Fundamentals ³	3
		16 total
<i>Spring</i>		
DRFT4120	Computer Assisted Drafting I	3
*MT4174	Machine Tools Reference	2
*MT472	Machine Tools III	3
MT9228	Machine Tool Technology Workshop	2
SP100	Basic Communications	3
	Other Approved Courses ⁴	3
		16 total
SECOND YEAR		
<i>Fall</i>		
*MT4179	Advanced Studies Project	3
MT476	Machine Tools IV	3
*MT480	Numerical Control Machining I (CNC)	3
PE231	Wellness for Life ⁵	3
WELD40	Welding I - Gas Welding and Cutting	2
	Other Approved Courses ⁴	3
		17 total
<i>Winter</i>		
*MT477	Machine Tools V	3
*MT481	Numerical Control Machining II (CNC)	3
PH40	Technical Physics (Mechanical)	3
WELD41	Welding II-A/B: Shielded Metal Arc Welding	3
	Other Approved Courses ⁴	3
		15 total
<i>Spring</i>		
*MT478	Machine Tools VI	3
*MT482	Numerical Control Machining III (CNC)	3
MT9228	Machine Tool Technology Workshop	2
PH45	Technical Physics (Electrical)	3
WELD42	Welding III - Gas Metal Arc Weld/Flux Core	3
WKPL4350	Workplace Issues	2
		16 total
		92 credits total

ASSOCIATE IN APPLIED SCIENCE IN MEDICAL OFFICE ASSISTANCE

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

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

Notes:

1. Must be taken in sequence or instructor's consent.
2. ASSET writing score of 43 or better, or instructor's consent.
3. See Other Approved Courses under AAS degree requirement.
4. May also meet requirement with AC9715 and AC9716 (Bookkeeping I and II, 2 credits each).
5. Minimum competencies in order to enter Keyboarding III include: OA122, Keyboarding II, or equivalent skills. See Office Administration Faculty for testing.
6. HE250 or 3 credits of PE185 may be substituted for PE231.

Course No.	Course Title	Credit Hours
FIRST YEAR		
<i>Fall</i>		
BA285	Business Relations	3
*OA123	Keyboarding III ⁵	3
*OA201	Beginning WordPerfect ¹	3
*OA2591	Proofreading and Editing Skills ²	3
*OA5401	Body Structure and Functions I ¹	3
		15 total
<i>Winter</i>		
*OA225	Machine Transcription	3
*OA5402	Body Structure and Functions II ¹	3
*OA2221	Medical Terminology I ¹	3
PE231	Wellness for Life ⁶	3
WR121	English Composition	3
		15 total
<i>Spring</i>		
*OA2241	Medical Transcription I ¹	3
*OA2222	Medical Terminology II ¹	3
*OA5533	Medical Law and Ethics	1
*OA2597	Medical Office Coding	2
MTH70	Elementary Algebra	4
BA2280	Cooperative Work Experience	4
		17 total
SECOND YEAR		
<i>Fall</i>		
*OA240	Filing/Records Management and Office Systems	3
*OA2231	Clinical Procedures I ¹	3
*OA2242	Medical Transcription II ¹	3
*OA2251	Medical Office Procedures I	3
*WKPL4351	Job Search Techniques and Career Management	2
	Other Approved Courses ³	3
		17 total
<i>Winter</i>		
AC2766	Accounting I or BA211 ⁴	3-4
*OA2232	Clinical Procedures II ¹	3
*OA2252	Medical Office Procedures II	3
*OA9725	Reimbursement Management	3
	Other Approved Courses ³	3
		15-16 total
<i>Spring</i>		
*BA2280	Cooperative Work Experience	4
*OA204	Advanced WordPerfect	3
*OA220	Electronic Calculators	2
*OA2233	Clinical Procedures III ¹	3
SP111	Fundamentals of Public Speaking	3
	Other Approved Courses ³	3
		18 total
		97-98 credits total

ASSOCIATE IN APPLIED SCIENCE IN NURSING

The Southwestern Oregon Community College nursing program prepares the graduate to become licensed as a practical nurse or as a registered nurse. After completion of four quarters, students are eligible to take the State Board for licensure as a Practical Nurse (PN). After completion of six quarters, students are eligible to take the State Board exam for Registered Nurse (RN) licensure.

Students must be formally admitted to the Nursing program. See the Information/Referral Technician in Dellwood Hall for requirements.

All courses listed, including electives, must be passed with a grade of C or better.

Notes:

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

Course No.	Course Title	Credit Hours
FIRST YEAR		
<i>Fall</i>		
BI231	Anatomy and Physiology ¹	4
CS101	Computers in Society	2
NUR101	Fundamentals of Nursing	9
WR121	English Composition	3
		18 total
<i>Winter</i>		
BI232	Anatomy and Physiology ¹	4
NUR102	Nursing Science and Practice I	9
SP219	Group Communication	3
		16 total
<i>Spring</i>		
ANTH103	General Anthropology	3
BI233	Anatomy and Physiology ¹	4
NUR103	Nursing Science and Practice II	9
		16 total
SECOND YEAR		
<i>Fall</i>		
BI234	Elementary Microbiology ²	4
NUR201	Nursing Science and Practice III	9
	Specific Electives ³	3
		16 total
<i>Winter</i>		
NUR202	Nursing Science and Practice IV	9
PE185	Physical Education ⁴	1-3
	Specific Electives ³	3
		13-15 total
<i>Spring</i>		
MTH94	Intermediate Algebra I	4
NUR203	Nursing Science and Practice V	10
	Specific Electives ³	3
		17 total
		96 -98 credits total

ASSOCIATE IN APPLIED SCIENCE IN OFFICE ADMINISTRATION: Administrative Assistant/Secretary

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

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

Notes:

1. See Other Approved Courses under AAS degree requirements.
2. All students are expected to have OA122 Keyboarding II or the equivalent skills. See Office Occupations faculty for testing.
3. ASSET writing score of 43.
4. Must be taken in sequence or instructor's consent.
5. HE250 or 3 credits of PE185 may be substituted for PE231.

Course No.	Course Title	Credit Hours
FIRST YEAR		
<i>Fall</i>		
*OA116	Office Procedures	3
*OA123	Keyboarding III ²	3
*OA200	Introduction to Word Processing	3
*OA2301	Telephone Techniques	2
*OA2591	Proofreading and Editing Skills ³	3
		14 total
<i>Winter</i>		
MTH70	Elementary Algebra	4
*OA201	Beginning WordPerfect ⁴	3
*OA240	Filing/Records Management	3
WR121	English Composition	3
	Other Approved Courses ¹	3
		16 total
<i>Spring</i>		
*BA285	Business Relations	3
*OA204	Advanced WordPerfect ⁴	3
*OA220	Electronic Calculators	2
*OA2601	SpreadSheet for Secretaries	2
SP111	Fundamentals of Public Speaking - SP218	3
WR214	Business English	3
		16 total
SECOND YEAR		
<i>Fall</i>		
AC2766	Accounting I or BA211 Principles of Accounting I	3 - 4
CS125D	Data Base Management Systems	3
*OA225	Machine Transcription	3
*OA2350	Telecommunications for the Office	3
PE231	Wellness for Life ⁵	3
	Other Approved Courses ¹	3
		15 - 16 total
<i>Winter</i>		
BA101	Introduction to Business	4
BA226	Business Law I	3
*BA2280	Cooperative Work Experience	4
*OA2340	Office Presentations	3
*OA2345	Office Publishings	3
		15 total
<i>Spring</i>		
BA177	Payroll Records and Accounting	3
*OA256	The Electronic Office	3
*OA299	Special Topics in Office Administration	3
	Other Approved Courses ¹	6
		15 total
		93 - 94 credits total

ASSOCIATE IN APPLIED SCIENCE IN WELDING TECHNOLOGY

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

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

Work Experience may be substituted as applicable to course objectives.

Notes:

1. RD101 may be substituted.
2. WR121 may be substituted.
3. See Other Approved Courses under AAS degree requirements.
4. HE250 or 3 credits of PE185 may be substituted for PE231.

Course No.	Course Title	Credit Hours
FIRST YEAR		
<i>Fall</i>		
CS101	Computers in Society	2
DRFT4110	Blueprint Reading & Sketching	3
MTH30	Applied Math for Industrial Mechanics	3
RD90	Effective Reading Strategies ¹	3
*WELD40	Welding I: Gas Welding/Cutting	2
*WELD41A	Welding IIA: Shielded Metal Arc Welding	3
	16 total	
<i>Winter</i>		
DRFT401	Introduction to Drafting	3
MTH31	Applied Algebra and Geometry for Industrial Mechanics	3
*WELD41B	Welding IIB: Shielded Metal Arc Welding	3
*WELD42	Welding III: Gas Metal Arc Weld/Flux Core	3
WR90	Paragraph Fundamentals ²	3
	15 total	
<i>Spring</i>		
DRFT4120	Computer Assisted Drafting I	3
SP100	Basic Communications	3
*WELD41C	Welding IIC: Shielded Metal Arc Welding	3
*WELD43	Welding IV: Welder Fitter in Fabrication	4
	Elective	3
	16 total	
SECOND YEAR		
<i>Fall</i>		
MT470	Machine Tools I	3
PE231	Wellness for Life ⁴	3
*WELD44	Welding V - Gas Tungsten Arc Welding	3
*WELD4165	Welding Lab A	3
	Other Approved Courses ³	3
	15 total	
<i>Winter</i>		
MT471	Machine Tools II	3
PH40	Technical Physics (Mechanical)	3
*WELD45	Welding VI - Pipe Arc Welding	3
*WELD4166	Welding Lab B	3
	Other Approved Courses ³	3
	15 total	
<i>Spring</i>		
PH45	Technical Physics (Electrical)	3
*WELD4167	Welding Lab C	3
*WELD4280	Work Experience or	
	*WELD9225 Welding Workshop	3
WKPL4350	Workplace Issues	2
	Other Approved Courses ³	3
	14 total	
	91 credits total	

ASSOCIATE IN ARTS DEGREE

The Associate in Arts degree provides an opportunity for the student to focus on any academic area of special interest. This program meets the block transfer requirements of the Oregon state four-year system. (Students may transfer up to 108 community college credits to four-year Oregon state system institutions.)

GENERAL REQUIREMENTS:

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

GENERAL EDUCATION REQUIREMENTS:

1. English Composition, 9 credits, (WR121, 122, 123 or 227) with a grade of C or better in each quarter.
2. Health Education, 3 credits, HE250.
3. Physical Education, 3 credits of P.E. activity classes (PE180, 185 and 190); or PE231 Wellness for Life. No more than 6 credits of Physical Activities (PE180, 185 and 190) may be used in meeting the total credit requirement or counted in the student's final grade point average (GPA) for the A.A. degree. Courses must be in different activities or levels (i.e. beginning, intermediate, advanced).
Exceptions may be allowed for the following reasons:
Veterans: Students who have completed six months' active service in the U.S. armed forces are exempt from the physical education requirement if they file official evidence of service with the Admissions Office.
Other: On rare occasions, exemptions may be granted for other reasons.
4. Speech, 3 credits selected from SP100, 111, 112 or 219.
5. Math, 4 credits, MTH105 Introduction to Contemporary Mathematics, its equivalent or higher level math (excluding MTH211, 212, 213).

DISTRIBUTION REQUIREMENTS:

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

Of the remaining courses, a minimum of nine (9) credits must be taken in one of the two areas remaining after the fourth sequence has been chosen, and a minimum of six (6) credits must be taken in the third area. These credits may be taken from courses in the **Approved Sequences** list (pages 40 through 42) not already used to fulfill a requirement, or from courses in the **Stand Alone** list on pages 42 and 43. No more than three one-credit transfer level courses may be taken to satisfy this final 15 credit requirement.

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

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

One sequence must be taken from each of the four areas listed: A, B, C, and D.

One of the four sequences must be numbered in the 200 series.

All sequences must be selected from the following list:

A. ARTS AND LETTERS

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

Literature:

ENG104, 105, 106 Introduction to Literature
ENG107, 108, 109 World Literature
ENG201, 202, 203 Shakespeare
ENG204, 205, 206 Survey of English Literature
ENG253, 254, 255 Survey of American Literature

B. SOCIAL SCIENCE

Anthropology:

ANTH101, 102, 103 General Anthropology
ANTH207, 208, 209 Introduction to Cultural Anthropology
ANTH230, 231, 323 Native North Americans

Economics:

ECON201, 202, 203 Principles of Economics

History:

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

Human Services:

HS265, 266, 267 Intervention Strategies

Justice Services:

CJ100, 120, 130 Criminal Justice Survey, Judicial Process,
and Introduction to Corrections
CJ110, 200, 220 Introduction to Law Enforcement, Police
and Public Policy, and Criminal Law

Political Science

PS201, 202, 205 American Government

Psychology:

PSY201, 202, 203 General Psychology

Sociology:

SOC204, 205, 206 General Sociology

C. SCIENCE

One sequence must be taken in a life or physical science with a laboratory. Science courses with a lab are:

Biology:

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

Chemistry:

CHEM104, 105, 106 Introductory Chemistry
CHEM121, 122, 123 College Chemistry
CHEM221, 222, 223 General Chemistry

General Science:

GS104, 105 Physical Science Survey

Plus either

GS106 Physical Science or
GS107 Astronomy or
GS108 Oceanography

Geology:

G201, 202, 203 Geology

Physics:

PH201, 202, 203 General Physics
PH207, 208, 209 Engineering Physics
PH211, 212, 213 General Physics with Calculus

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

All sequences must be selected from the list continuing on pages 40 and 41.

D. FOURTH SEQUENCE:

An additional three course sequence from the following:

1. Arts and Letters

Acting:

TA141, 142, 143 Acting I, II, III

TA241, 242, 243 Intermediate Acting Techniques

Art:

ART115, 116, 117 Basic Design

ART131, 132, 133 Introduction to Drawing

ART184, 185, 186 Beginning Watercolor

ART191, 192, 193 Beginning Sculpture

ART204, 205, 206 History of Western Art

ART218, 219, 220 Beginning Calligraphy

ART221, 222, 223 Graphic Design

ART231, 232, 233 Advanced Drawing

ART250, 251, 252 Ceramics

ART253, 254, 255 Intermediate Ceramics

ART270, 271, 272 Beginning Printmaking

ART273, 274, 275 Printmaking

ART281, 282, 283 Beginning Painting

ART284, 285, 286 Intermediate Painting

ART291, 292, 293 Intermediate Sculpture

ART294, 295, 296 Intermediate Watercolor

Journalism:

J216, 217, 218 News Reporting and Writing, Feature Writing, and Copy Editing and Layout

Language/Philosophy:

FR201, 202, 203 Second-year French

SPAN201, 202, 203 Second-year Spanish

PHL101, 102, 103 Philosophy

Music:

MUS101, 102, 103 Music Fundamentals

MUS111, 112, 113 Music Theory I

MUS201, 202, 203 Introduction to Music Literature

MUS211, 212, 213 Music Theory II

MUS261, 262, 263 Music History

Speech:

Any three of the following seven speech courses. They may be taken in any order.

SP100* Basic Speech Communications

SP111* Fundamentals of Public Speaking

SP112* Persuasive Speech

SP217 Understanding Media

SP218 Interpersonal Communications

SP219* Small Group Discussion

SP229 Oral Interpretation

Speech courses marked with an asterisk (*) may also be counted as the general education speech requirement.

Writing:

WR214, 242, 243 Imaginative Writing

2. Social Sciences

A second sequence from a different discipline in B, or the following Human Services sequence.

Human Services:

HS202, 203, 204 Counseling the Chemically Dependent Client I, II, III

3. Science/Mathematics

A second sequence from a different discipline in C, or a Mathematics sequence from one of the following:

Mathematics (any three sequential courses from the following):

MTH111 College Algebra

MTH112 Elementary Algebra

MTH251 Calculus I

MTH252 Calculus II

MTH253 Calculus III

MTH254 Vector Calculus I

MTH255 Vector Calculus II

MTH256 Differential Equations

Note: The mathematics course from general requirements may be counted in a math sequence.

Stand alone requirement for the Associate in Arts Degree -15 credits

Of the remaining 15 credits, a minimum of nine (9) credits must be taken in one of the two areas remaining after the fourth sequence has been chosen, and a minimum of six (6) credits must be taken in the third area. In addition to any course from the **Approved Sequences** list not already used to fulfill a requirement, the following courses may be used in meeting the **stand alone** requirement.

Arts and Letters

Acting:

TA101 Introduction to Theater

Art:

ART199 Artstrands

ART240 Paper and Prints

Music:

MUS114, 115, 116 Ear Training

MUS134, 135, 136 Voice Class

MUS137, 138, 139 Guitar Class

MUP105 Jazz Band

MUP114 Stage Band

MUP121 Symphonic Choir

MUP125 Jazz Ensemble

MUP131 Chamber Choir/Madrigal

MUP142 Chamber Orchestra

MUP171 Piano

MUP174 Voice

MUP175 Strings

MUP180 Guitar

MUP181 Flute

MUP183 Clarinet

MUP184 Saxophone

MUP186 Trumpet

MUP187 French Horn

MUP188 Trombone

MUP191 Percussion

MUP202 Concert Band

MUP271 Piano

MUP274 Voice

MUP280 Guitar

Journalism:

J215 Journalism Lab

Science and Mathematics

Biology:

BI231, 232, 233 Human Anatomy and Physiology

BI234 Elementary Microbiology

BI299 Biology of Estuaries

Chemistry:

CHEM241, 242, 243 Organic Chemistry

Computer Science:

CIS131 Computer Information Systems

CS133B Computer Language I - BASIC

CS133C Computer Language I - COBAL

CS133P Computer Language I - PASCAL

CS133U Computer Language I - C

CS233B Computer Language II - BASIC

CS233C Computer Language II - COBAL

CS233P Computer Language II - PASCAL

CS233U Computer Language II - C

Engineering:

GE101, 102, 103 Engineering Orientation

General Science:

GS107 Astronomy

GS108 Oceanograph

GS275 Uses and Resources of the Ocean

Geology:

G145 Regional Field Geology

G146 Geology of Southwestern Oregon

G207 Geology of the Pacific Northwest

G220 Prehistoric Life

G221 General Geology

G245 Geomorphology: Scenic Geology of the U.S.

G291 Minerals and Rocks

G299 Earth Resources: Ore Deposits and Fossil Fuels

G299 Geological Hazards and Natural Catastrophies

G299 Special Topics in Geology

Mathematics:

MTH105 Introduction to Contemporary Mathematics

Physics:

PH121 Introduction to Astronomy

Stand alone requirement for the Associate in Arts Degree -15 credits

Social Science

Human Services:

HS150 Self-Awareness and Interpersonal Skills
HS154 Community Resources
HS155 Interviewing Theory and Techniques
HS167 Gerontology
HS168 Mental Health and Aging
HS201 Family Addiction
HS205 Youth Addiction
HS260 Group Dynamics
HS261 Counseling the Older Adult

Justice Services:

CJ101 Criminology
CJ222 Procedural Law
CJ266 Constitutional Law

Psychology:

PSY140 Life Plan
PSY228 Introduction to Social Science Research
PSY239 Introduction to Abnormal Psychology
PSY240 Introduction to Psychopharmacology
PSY299 Psychology of Violence and Agression
HD100 College Success and Survival

Sociology:

SOC210 Marriage and Family
SOC244 Criminology



ASSOCIATE IN SCIENCE DEGREE

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

GENERAL REQUIREMENTS:

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

GENERAL EDUCATION REQUIREMENTS:

Writing 121, 122 and either 123 or 227 (9 credits)
 Math 111 or higher numbered course - (4 credits) excluding Math 211, 212, 213
 Personal Health HE250 or Wellness for Life PE231 or Physical Activities PE185 (3 credits)
Exceptions may be allowed for the following reasons:
Veterans: Students who have completed six months active service in the U.S. armed forces are exempt from the physical education requirement if they file official evidence of service with the Registration and Records Office.
Other: On rare occasions, exemptions may be granted for other reasons.

Speech (3 credits)

SPECIFIED SEQUENCES:

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

Math/Science

Computer Science

Humanities - defined as:

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

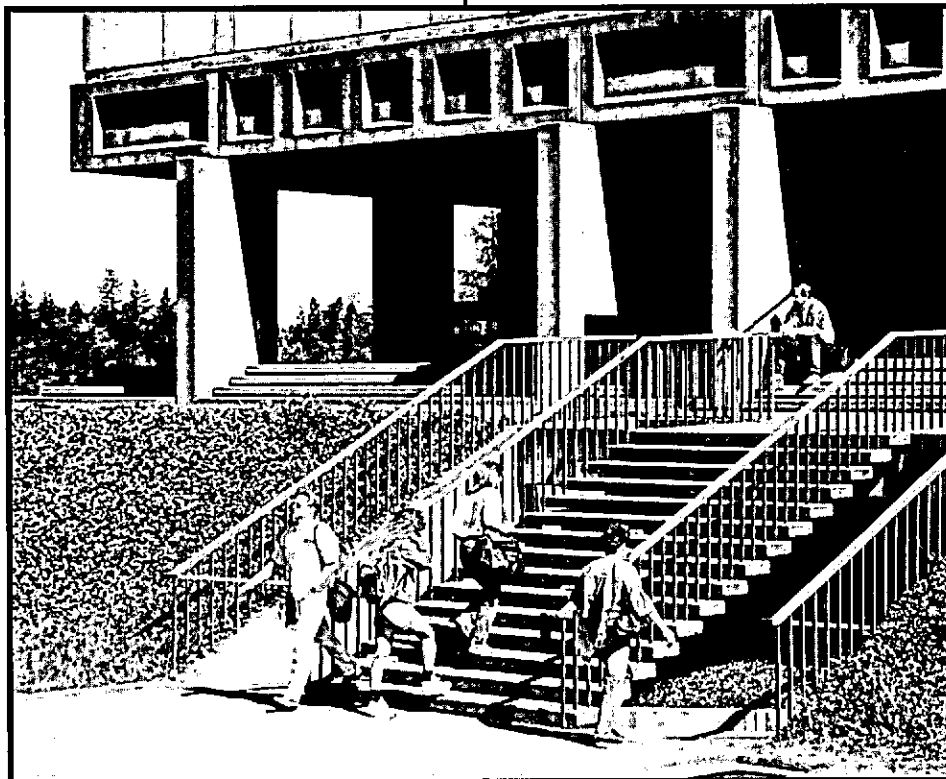
Social Sciences - defined as those courses which provide an introduction to the field of study or a major branch of the field:

Anthropology	Political Science
Economics	Psychology
Geography	Sociology
History	

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

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

For more information, consult your advisor or the Registration and Records Office.



ASSOCIATE IN SCIENCE IN BUSINESS ADMINISTRATION

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

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

Notes:

1. Math sequence must begin with MTH111 or above, not to include MTH211, 212, 213.
2. PE231 Wellness for Life or 3 credits of PE185 may be substituted for 3 credits of HE250.
3. AC2766, AC2767, AC2768 are equivalent to BA211, BA212 and BA217. Students must petition if they wish to have AC2766, AC2767 and AC2768 changed to BA211, BA212 and BA217. Students choosing this option must take BA213 in addition to AC2766, AC2767 and AC2768.

Course No.	Course Title	Credit Hours
FIRST YEAR		
<i>Fall</i>		
BA101	Introduction to Business	4
CS101	Computers in Society	2
WR121	English Composition	3
	Mathematics Sequence ¹	4
	Literature Sequence	3
		16 total
<i>Winter</i>		
CIS131	Computer Information Systems	4
WR122	English Composition	3
	Mathematics Sequence ¹	4
	Literature Sequence	3
	Electives	3
		17 total
<i>Spring</i>		
HE250	Personal Health ²	3
WR123	English Composition	3
	Mathematics Sequence ¹	4
	Literature Sequence	3
		13 total
SECOND YEAR		
<i>Fall</i>		
BA211	Principles of Accounting I ³	3
BA226	Business Law I	3
ECON201	Principles of Economics	3
	Social Science Sequence	3
	Electives	3
		15 total
<i>Winter</i>		
BA212	Principles of Accounting II ³	3
BA222	Finance	3
BA232	Business Statistics	4
ECON202	Principles of Economics	3
	Social Science Sequence	3
		16 total
<i>Spring</i>		
BA213	Principles of Accounting III ³	3
ECON203	Principles of Economics	3
SP111	Fundamentals of Public Speaking	3
	Social Science Sequence	3
	Electives	3
		15 total
		92 credits total

ASSOCIATE IN SCIENCE IN CRIMINAL JUSTICE ADMINISTRATION

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

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

Notes:

1. SP100, SP112, or SP219 may be substituted.
2. PE231 Wellness for Life or HE250 Personal Health may be substituted for 3 credits of PE185.
3. Humanities courses include art and music history and appreciation, literature, language (2nd year), and philosophy.
4. MTH111 or above not to include MTH211, 212, 213. Students who choose to satisfy this requirement with a science sequence must complete MTH111 or higher.
5. Criminal Justice electives: Students must select three of the following Criminal Justice Administration electives, with the assistance of their advisor:
CJ107/207 CJ Workshop (1 cr)
CJ131/SOC220 Institutional Corrections
CJ140 Criminalistics
CJ200 Police and the Community
CJ203 Crisis Intervention
CJ210 Criminal Investigation
CJ215 Criminal Justice Administration
CJ225 Corrections Law
CJ229 Community Based Corrections
CJ243/SOC243 Narcotics and Dangerous Drugs
CJ280 Field Experience
CJ298 Independent Study in Criminal Justice Administration
CJ299 American Crime Policy

Course No.	Course Title	Credit Hours
FIRST YEAR		
<i>Fall</i>		
CJ100	Foundations of Criminal Justice	3
CJ110	Introduction to Law Enforcement	3
SOC204	General Sociology	3
SP111	Fundamentals of Public Speaking ¹	3
WR121	English Composition	3
		15 total
<i>Winter</i>		
CIS131	Computer Information Systems	4
CJ120	Judicial Process	3
CJ201	Juvenile Delinquency	3
SOC205	General Sociology	3
WR122	English Composition	3
		16 total
<i>Spring</i>		
CJ101	Criminology	3
CJ130	Introduction to Corrections	3
SOC206	General Sociology	3
WR123	English Composition or WR227 Report Writing	3
	Criminal Justice Electives ⁵	3
		15 total
SECOND YEAR		
<i>Fall</i>		
CJ222	Procedural Law	3
PE185	Physical Education Activity ²	1
PS201	American Government: Institutions	3
PSY201	General Psychology	3
	Humanities Sequence ³	3
	Math/Science Sequence ⁴	4
		17 total
<i>Winter</i>		
CJ299	Procedural Law II (CJ 232)(CJ 242)	3
PE185	Physical Education Activity ²	1
PSY202	General Psychology	3
	Humanities Sequence ³	3
	Math/Science Sequence ⁴	4
	Criminal Justice Elective ⁵	3
		17 total
<i>Spring</i>		
CJ220	Criminal Law	3
PE185	Physical Education Activity ²	1
PSY203	General Psychology	3
	Criminal Justice Elective ⁵	3
	Humanities Sequence ³	3
	Math/Science Sequence ⁴	4
		17 total
		97 credits total

ASSOCIATE IN SCIENCE IN HUMAN SERVICES

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

Notes:

1. Sequences: Student must complete one sequence in the area of Computer Science or Arts and Humanities.
2. PSY228 Introduction to Social Science Research has a prerequisite of MTH70.
3. HE250 or three (3) PE185 courses may be substituted for PE231.
4. Math sequence must begin with MTH111 or above, not to include MTH211, 212, 213.
5. Students who choose to satisfy the Math/Science sequence requirement with a math sequence will have satisfied the MTH111 requirement.

Specified electives:

HS167 Gerontology
 HS200 Understanding Addictive Behavior
 HS202 Counseling the Chemically Dependent Client I
 HS203 Counseling the Chemically Dependent Client II
 HS204 Counseling the Chemically Dependent Client III
 HS261 Counseling the Older Adult
 HS265 Intervention Strategies I
 HS266 Intervention Strategies II
 HS267 Intervention Strategies III

Course No.	Course Title	Credit Hours
FIRST YEAR		
<i>Fall</i>		
HS100	Introduction to Human Services	3
PSY201	General Psychology	3
SP219	Small Group Discussion	3
WR121	English Composition	3
	Math/Science Sequence ⁴	4
		16 total
<i>Winter</i>		
HS154	Community Resources	3
PSY202	General Psychology	3
PSY228	Introduction to Social Science Research ²	3
WR122	English Composition	3
	Math/Science Sequence ⁴	4
		16 total
<i>Spring</i>		
HS155	Interviewing Theory and Techniques	4
PSY203	General Psychology	3
PSY240	Introduction to Psychopharmacology	3
WR227	Report Writing	3
	Math/Science Sequence ⁴	4
		17 total
SECOND YEAR		
<i>Fall</i>		
HS265	Intervention Strategies I or HS202 Counseling the Chemically Dependent Client I	4
MTH111	College Algebra ⁵	4
PSY239	Introduction to Abnormal Psychology	3
SOC204	General Sociology	3
	Sequence ¹	3
		17 total
<i>Winter</i>		
HS266	Intervention Strategies II or HS203 Counseling the Chemically Dependent Client II	4
SOC205	General Sociology	3
	Sequence ¹	3
	Specific Elective	3
		16 total
<i>Spring</i>		
HS267	Intervention Strategies III or HS204 Counseling the Chemically Dependent Client III	4
PE231	Wellness for Life ³	3
SOC206	General Sociology	3
	Sequence ¹	3
	Specific Elective	3
		16 total
		98 credits total

PROFESSIONAL CERTIFICATE PROGRAMS

Professional certificate programs are awarded after completing the given number of credits in a specific professional/technical area and are less than a year.

PROFESSIONAL CERTIFICATE IN FINANCE

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

Course No.	Course Title	Credit Hours
BA211	Principles of Accounting I or AC2766 Accounting I	3 - 4
BA222	Finance	3
BA229	Family Finance and Money Management	3
BA242	Introduction to Investments	3
CS101	Computers in Society	2
EC201	Principles of Economics	3
EC202	Principles of Economics	3
		20 - 21 credits total

FIRE FIGHTER TRAINING CERTIFICATE

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

FS5240	Basic Firefighter	2.5
FS5250	Basic Firefighter Skills I	2.5
FS5251	Firefighter Skills II	2.5
HE938	Standard First Aid ¹	1
		8.5 credits total

Notes:

1. HE252 Standard First Aid, HE260 First Responder or HE257 Emergency Medical Technician I may be substituted for HE938 Standard First Aid.

PROFESSIONAL CERTIFICATE IN MARKETING

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

Course No.	Course Title	Credit Hours
BA223	Principles of Marketing	3
BA238	Sales	3
BA239	Advertising	3
BA249	Retailing	3
CS101	Computers in Society	2
SP112	Persuasive Speech	3
WR121	English Composition	3
		20 credits total

PROFESSIONAL CERTIFICATE IN REAL ESTATE PROGRAM

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

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

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

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

PROFESSIONAL CERTIFICATE IN SUPERVISION

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

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

CERTIFICATE PROGRAMS

State of Oregon approved Professional/Technical Programs

ACCOUNTING CERTIFICATE PROGRAM

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

Course No.	Course Title	Credit Hours
FIRST YEAR		
<i>Fall</i>		
BA101	Introduction to Business	4
*BA211	Principles of Accounting I ¹	3
CS101	Computers in Society	2
MTH94	Intermediate Algebra I	4
WR121	English Composition	3
		16 total
<i>Winter</i>		
*BA212	Principles of Accounting II ¹	3
*BA220	Tax Accounting ²	3
*BA222	Finance	3
BA226	Business Law I	3
WR122	English Composition	3
		15 total
<i>Spring</i>		
*BA213	Principles of Accounting III ¹	3
*BA217	The Accounting Process ¹	3
BA285	Business Relations	3
*CIS131	Computer Information Systems	4
*WR214	Business English	3
		16 total
SECOND YEAR		
<i>Fall</i>		
*BA177	Payroll Records and Accounting	3
*BA215	Cost Accounting	3
BA2280	Cooperative Work Experience	3
*OA220	Electronic Calculators	2
	Elective ³	3
		14 total
		61 credits total

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

Students must demonstrate ability to type or take OA121 Keyboarding I. See Office Administration faculty for testing.

Notes:

1. AC2766, AC2767, AC2768 are equivalent to BA211, BA212 and BA217. Students must petition if they wish to have AC2766, AC2767 and AC2768 changed to BA211, BA212 and BA217. Students choosing this option will also need to take BA213. Contact your advisor or accounting instructor for details.
2. AC2331 Federal Income Tax I may be substituted for BA220 Tax Accounting.
3. Students are encouraged to take Federal and State Income Tax II as an elective. Completion of AC2331 and AC2332 Federal Income Tax I and II prepares students for state tax preparers license exam.

AUTOMOTIVE TECHNOLOGY CERTIFICATE PROGRAM

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

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

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

Work Experience may be substituted as applicable to course objectives.

Course No.	Course Title	Credit Hours
AUTO300	Automotive Brake Systems	4
AUTO304	Internal Combustion Engines I	4
AUTO308	Electrical I	4
AUTO310	Gasoline Fuel Systems	3
AUTO312	Diesel Fuel Systems	3
AUTO316	Power Trains	3
AUTO318	Automotive Chassis and Suspension	3
AUTO322	Automotive Electronics	3
AUTO324	Diagnostic Procedures and Emission Control	3
AUTO326	Automatic Transmissions	3
AUTO329	Mechanical Systems Lab I	3
AUTO331	Mechanical Systems Lab II	3
AUTO333	Mechanical Systems Lab III	3
HD112	Study Skills <u>or</u> RDG90 Effective Reading Strategies	3
MTH30	Applied Math for Industrial Mechanics <u>or</u> MTH20 Basic Mathematics	3
MTH31	Applied Algebra and Geometry for Industrial Mechanics <u>or</u> MTH70 Elementary Algebra	3
WKPL4350	Workplace Issues	2
WR90	Paragraph Fundamentals <u>or</u> WR121 English Composition	3
		56 credits total

BOOKKEEPING CLERICAL CERTIFICATE PROGRAM

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

Note: Minimum competencies in order to enter the program include:

1. MTH20 Basic Mathematics or appropriate placement score.
2. *OA121 Keyboarding I or equivalent skills.

*See Office Administration faculty for testing.

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

Notes:

1. Students may substitute AC2766 Accounting I or BA211 Principles of Accounting I or AC9715 and AC9716 Elementary Bookkeeping I and II.

<i>Fall</i>		
*AC9715	Elementary Bookkeeping I ¹	2
CS101	Computers in Society	2
MTH70	Elementary Algebra	4
*OA124	Keyboarding Skill Building	3
*OA240	Filing/Records Management and Office Systems	3
		14 total
<i>Winter</i>		
*AC9716	Elementary Bookkeeping II ¹	2
*BA285	Business Relations	3
CS125S	Spreadsheet Applications	3
*OA116	Office Procedures	3
WR121	English Composition	3
		14 total
<i>Spring</i>		
*AC2767	Accounting II	4
*BA177	Payroll Records and Accounting	3
BA2280	Cooperative Work Experience	4
*OA220	Electronic Calculators	2
WR214	Business English	3
		16 total
		44 credits total

EMERGENCY 9-1-1 DISPATCHER COMMUNICATIONS CERTIFICATE PROGRAM *

The Emergency 9-1-1 Dispatcher Communications program is recognized by the Oregon Board on Public Safety Standards and Training and meets the Board's training requirements for Emergency Telecommunications Dispatcher in Oregon. The program is limited to a cohort of 20 students each year.

The program is designed to be completed in three terms. Students may challenge some courses by demonstrating comparable skill levels. Students should check with advisors.

Students must make a grade of C or better in all courses.

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

Course No.	Course Title	Credit Hours
<i>Fall</i>		
CS101	Computers in Society	2
MTH20	Basic Math	4
OA121	Keyboarding I	3
PE231	Wellness for Life	3
		12 total
<i>Winter</i>		
CJ110	Introduction to Law Enforcement	3
CJ280	Field Experience	2
CJ5100	Emergency Telecommunications	3
CJ5101	Emergency Telecommunications	3
HE252	First Aid and CPR	3
WR121	English Composition	3
		17 total
<i>Spring</i>		
CJ203	Crisis Intervention	3
CJ220	Criminal Law	3
CJ280	Field Experience	4
CJ5102	Emergency Telecommunications	3
CJ5103	911 Fire Company Organization	2
		15 total
		44 credits total

EMERGENCY MEDICAL TECHNICIAN CERTIFICATE PROGRAM

NOTICE: The Emergency Medical Technician Certificate described herein is scheduled for implementation in the fall 1994 term. Students interested in the program should contact the coordinator of the EMT program for information on any changes that have been implemented after the 1994-95 SWOCC catalog was printed.

The Emergency Medical Technician Program is a one-year certificate program. The program enables students completing required course work to transfer all their courses directly into one of several associate degree paramedic programs that exist at two-year colleges in Oregon. Students transferring after completing the program will complete an associate degree with one additional year of course work.

Students entering this program must be 18 years of age, possess a high school diploma, obtain satisfactory placement exam results in reading, writing, and math, and obtain required immunizations. Students should contact the EMT Coordinator or Registration and Records Office at SWOCC 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.

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

Notes:

1. One year of high school chemistry with a lab, or CHEM104 and CHEM105 are a prerequisite to Anatomy and Physiology.
2. ANTH103 General Anthropology is recommended.

Course No.	Course Title	Credit Hours
<i>Fall</i>		
BI231	Anatomy and Physiology ¹	4
HE942	Introduction to Emergency Medical Services	3
MTH70	Elementary Algebra	4
WR121	English Composition	3
	Social/Behavioral Science Elective ²	3
		17 total
<i>Winter</i>		
BI232	Anatomy and Physiology ¹	4
HE257A	Emergency Medical Technician-Basic (Part A)	5
HE943	EMT Rescue	3
OA2221	Medical Terminology	3
		15 total
<i>Spring</i>		
BI233	Anatomy and Physiology ¹	4
CJ203	Crisis Intervention	3
HE257B	Emergency Medical Technician-Basic (Part B)	5
HE944	Emergency Communication/Patient Transport	3
		15 total
		47 credits total

FORESTRY CERTIFICATE PROGRAM

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

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

Notes:

1. WR121 English Composition may be substituted.

Course No.	Course Title	Credit Hours
CIS131	Computer Information Systems	4
*F111	Introduction to Forestry	4
*F254	Tree and Shrub Identification	4
*F606	Forest Engineering	4
*F607	Forest Mensuration I	3
*F608	Forest Mensuration II	3
*F609	Forest Protection	3
*F611	Timber Harvesting Operations	3
*F614	Forest Contracts and Mapping	3
*F616	Aerial Photo-Interpretation	3
*F617	Silviculture	3
*F620	Advanced Silviculture	3
*FE222A	Elementary Forest Surveying	3
*FE222B	Advanced Forest Surveying	3
*FP210	Wood Products Utilization (Forest Products)	3
MTH70	Elementary Algebra	4
*RR251	Recreation Resource Management	4
WR90	Paragraph Fundamentals ¹	3
		60 total
<i>Summer</i>		
F280	Forestry Field Studies	6
		66 credits total

MACHINE TOOL CERTIFICATE

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

Advising by Machine Tool Technology instructor only.

Notes:

1. MTH20 may be substituted for MTH30.

Work Experience may be substituted as applicable to course objectives.

<i>Fall</i>		
DRFT4110	Blueprint Reading & Sketching	3
MT470	Machine Tools I	3
MT4175	Manufacturing Process	2
MT9228	Machine Tool Technology Workshop	2
MTH30	Applied Math for Industrial Mechanics ¹	3
WELD40	Welding I -Gas Welding and Cutting	2
		15 total
<i>Winter</i>		
DRFT401	Introduction to Drafting	3
MT471	Machine Tools II	3
MT4160	Basic Metallurgy	2
MT9228	Machine Tool Technology Workshop	2
WELD41A	Welding IIA- Shielded Metal Arc Welding	3
WR90	Paragraph Fundamentals	3
		16 total
<i>Spring</i>		
DRFT4120	Computer Assisted Drafting I	3
MT472	Machine Tools III	3
MT4174	Machine Tools Reference	2
MT4179	Advanced Studies Project	3
MT9228	Machine Tool Technology Workshop	2
WKPL4350	Workplace Issues	2
		15 total
		46 credits total

MEDICAL CLERICAL CERTIFICATE PROGRAM

This program prepares students to perform initial clerical duties in hospitals, medical clinics and other medical facilities. Certain courses may require some preparation courses (i.e., Keyboarding Skill Building, Sentence Fundamentals, Paragraph Fundamentals, Basic Mathematics). Please contact your advisor.

Course No.	Course Title	Credit Hours
<i>Fall</i>		
*OA201	Beginning WordPerfect	3
*OA2221	Medical Terminology I ²	3
*OA2251	Medical Office Procedures I ²	3
*OA2591	Proofreading and Editing Skills ¹	3
*OA5401	Body Structure and Function I ²	3
WR121	English Composition	3
		18 total
<i>Winter</i>		
*OA123	Keyboarding III ³	3
*OA225	Machine Transcription	3
*OA2231	Clinical Procedures I ²	3
*OA2252	Medical Office Procedures II ²	3
*OA5402	Body Structure and Functions II ²	3
*OA9725	Reimbursement Management	3
		18 total
<i>Spring</i>		
*OA2222	Medical Terminology II ²	3
*OA2241	Medical Transcription I	3
*OA2597	Medical Office Coding	2
*OA2600	Data Base for Secretaries	2
*OA2601	Spreadsheet for Secretaries	2
*OA5533	Medical Law and Ethics	1
MTH70	Elementary Algebra	4
		17 total
<i>Fall</i>		
AC2766	Accounting I or BA211 Principles of Accounting I	3- 4
BA2280	Cooperative Work Experience	4
*OA240	Filing/Records Management and Office Systems	3
*OA4351	Job Search Techniques/Career Management	2
		12 -13 total
		65 - 66 credits total

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

Notes:

1. ASSET writing score of 43 or better.
2. Must be taken in sequence or instructor's consent.
3. Minimum competencies in order to enter Keyboarding III: OA122 Keyboarding II, or equivalent skills. See Office Administration Faculty for testing.

MEDICAL TRANSCRIPTIONIST CERTIFICATE PROGRAM

The transcriptionist works either in the transcription department or in an individual office in a health-care facility such as a hospital, long-term care facility, clinic, health insurance office and various health agencies. The transcriptionist uses word processing equipment to transcribe medical records dictated for inclusion in the patient's record.

Course No.	Course Title	Credit Hours
<i>Fall</i>		
*OA201	Beginning WordPerfect	3
*OA2221	Medical Terminology I ²	3
*OA2251	Medical Officer Procedures I	3
*OA2591	Proofreading and Editing Skills ¹	3
*OA5401	Body Structure and Function I ²	3
WR121	English Composition	3
		18 total
<i>Winter</i>		
*OA123	Keyboarding III ³	3
*OA225	Machine Transcription	3
*OA2231	Clinical Procedures I ²	3
*OA2252	Medical Office Procedures II ²	3
*OA5402	Body Structure and Functions II ²	3
*OA9725	Reimbursement Management	3
		18 total
<i>Spring</i>		
*OA2222	Medical Terminology II ²	3
*OA2241	Medical Transcription I ²	3
*OA2597	Medical Office Coding	2
*OA2600	Data Base for Secretaries	2
*OA2601	Spreadsheet for Secretaries	2
*OA5533	Medical Law and Ethics	1
MTH70	Elementary Algebra	4
		17 total
<i>Fall</i>		
BA2280	Cooperative Work Experience	4
*OA240	Filing/Records Management and Office Systems	3
*OA2242	Medical Transcription II ²	3
*OA4351	Job Search/Career Management	2
		12 total
		65 credits total

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

Notes:

1. ASSET writing score of 43 or better.
2. Must be taken in sequence or instructor's consent.
3. Minimum competencies in order to enter Keyboarding III: OA122 Keyboarding II, or equivalent skills. See Office Administration faculty for testing.

OFFICE ADMINISTRATION CERTIFICATE PROGRAM Legal Secretary Option

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

Course No.	Course Title	Credit Hours
<i>Fall</i>		
*OA116	Office Procedures	3
*OA123	Keyboarding III ¹	3
*OA131	Legal Secretary Procedures I ³	4
*OA200	Introduction to Word Processing	3
*OA2591	Proofreading and Editing Skills ²	3
		16 total
<i>Winter</i>		
BA226	Business Law I	3
*OA132	Legal Secretarial Procedures II ³	4
*OA201	Beginning WordPerfect ³	3
*OA225	Machine Transcription ⁴	3
WR121	English Composition	3
		16 total
<i>Spring</i>		
*BA285	Business Relations	3
*OA133	Legal Secretarial Procedures III ³	3
*OA204	Advanced WordPerfect ³	3
*OA240	Filing/Records Management and Office Systems	3
*OA2365	Legal Transcription	3
		15 total
<i>Summer</i>		
BA2280	Cooperative Work Experience	4
		4 total
		51 credits total

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

Notes:

1. Minimum competencies in order to enter Keyboarding III: OA122 Keyboarding II, or equivalent skills. See Office Administration faculty for testing.
2. ASSET writing score of 43 or better.
3. Must be taken in sequence or instructor's consent.
4. Prerequisite of OA2591 or instructor's consent.

Suggested Elective:

BA177 Payroll Records and Accounting

OFFICE MANAGEMENT CERTIFICATE PROGRAM

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

Course No.	Course Title	Credit Hours
FIRST YEAR		
<i>Fall</i>		
*BA211	Principles of Accounting I ¹	3
OA200	Introduction to Word Processing	3
MTH94	Intermediate Algebra I	4
WR121	English Composition	3
		13 total
<i>Winter</i>		
*BA101	Introduction to Business	4
*BA212	Principles of Accounting II ¹	3
*BA226	Business Law I	3
*OA220	Electronic Calculators	2
WR122	English Composition	3
		15 total
<i>Spring</i>		
*BA217	The Accounting Process ¹	3
*BA213	Principles of Accounting III ¹	3
*CIS131	Computer Information Systems	4
WR214	Business English	3
		13 total
SECOND YEAR		
<i>Fall</i>		
*BA177	Payroll Records and Accounting	3
BA285	Business Relations	3
BA2280	Cooperative Work Experience	4
OA240	Filing/Records Management and Office Systems	3
SDP101	Principles of Management/Supervision	3
		16 total
		60 credits total

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

Notes:

1. AC2766, AC2767 and AC2768 are equivalent to BA211, BA212 and BA217. Students must petition if they wish to have AC2766, AC2767, AC2768 changed to BA211, BA212, BA217. Contact advisor or accounting instructor for details.

Students must enter with demonstrated skill level of OA122 or equivalent. Prior computer experience required or CS101.

PHARMACY TECHNICIAN CERTIFICATE PROGRAM

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

Acceptance to the program will be on a "first come, first served" qualified applicant basis. Program entrance requirements include:

1. High School graduate or GED
2. ASSET test score of 47 on reading test; 44 on written skills; 50 on Elementary Algebra.
3. CS101 Computers in Society with a grade C or better.
4. Typing speed of 40 wpm.
5. Drug free declaration form — must be drug free one year prior to application date
6. Absence of convictions related to drug use, handling or selling.

Notes:

- * All courses must be passed with a grade "C" or higher.
- ** Students must successfully complete all courses in a quarter before advancing to the next quarter.

Course No.	Course Title	Credit Hours
<i>Fall</i>		
HS100	Introduction to Human Services	3
MTH70	Elementary Algebra or higher	4
OA2221	Medical Terminology I	3
OA5401	Body Structure & Function I	3
PHAR5470	Introduction to Pharmacy: Practice and Law	4
		17 total
<i>Winter</i>		
OA2222	Medical Terminology II	3
OA5402	Body Structure & Function II	3
PHAR5472	Pharmacology I	3
PHAR5474	Pharmacy Calculations	2
PHAR5475	Pharmacy Technician Procedures I	4
SP100	Basic Speech Communications	3
		18 total
<i>Spring</i>		
PHAR5473	Pharmacology II	3
PHAR5476	Pharmacy Technician Procedures II	4
PHAR5477	Pharmacology Records Management	3
PHAR5478	Pharmacy Technician Practicum	3
WKPL4350	Workplace Issues	2
WR121	English Composition	3
		18 total
		53 credits total

WELDING TECHNOLOGY CERTIFICATE PROGRAM

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

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

Work Experience may be substituted as applicable to course objectives.

Advising by Welding Technology Instructor only.

Course No.	Course Title	Credit Hours
DRFT4110	Blueprint Reading and Sketching	3
MTH30	Applied Math for Industrial Mechanics	3
MTH31	Applied Algebra and Geometry for Industrial Mechanics	3
RD90	Effective Reading Strategies	3
*WELD40	Welding I - Gas Welding and Cutting	2
*WELD41A	Welding IIA - Shielded Metal Arc Welding	3
*WELD41B	Welding IIB - Shielded Metal Arc Welding	3
*WELD41C	Welding IIC - Shielded Metal Arc Welding	3
*WELD42	Welding III - Gas Metal Arc Welding/Flux Core	3
*WELD43	Welding IV - Welder Fitter in Fabrication	4
*WELD44	Welding V - Gas Tungsten Arc Welding	3
*WELD45	Welding VI - Pipe Arc Welding	3
*WELD4165	Welding Lab A	3
*WELD4166	Welding Lab B	3
*WELD4167	Welding Lab C	3
*WELD4280	Work Experience or *WELD9225 Welding Workshop	3
WKPL4350	Workplace Issues	2
WR90	Paragraph Fundamentals	3
		53 credits total

COURSE DESCRIPTIONS



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

ACADEMIC SKILLS CENTER

ABE0745 Adult Basic Education
0 credits (variable)
An open-entry, open-exit course designed to develop basic skills in reading, writing, grammar, vocabulary, spelling and math and Computer Assisted Instruction (CAI).

DEV0593 Learning Skills Lab
0 credits (variable)
The primary purpose of the tutoring program is to provide all SWOCC students with academic assistance they need to successfully complete their courses.

DEV0768 Study Skills - Individualized
1 - 3 credits/term (1 - 3 lec hrs/wk)
Provides students with information and skills to help them succeed in a college setting. Individualized course allows students to select their own focus. Includes learning how to handle stress, time management skills, learning effective study techniques, notetaking

skills, methods for analyzing textbooks, developing a college-level vocabulary, and test-taking skills. Open enrollment, variable credit.

Note: Credits do not count toward graduation.

DEV0746 High School Equivalency Preparation (GED)
0 credits (variable)
Offers a systematic approach to basic skills in written communication, mathematics, vocabulary and reading comprehension in the subject areas. Emphasis is placed on learning the skills necessary to pass the five General Education Development (GED) tests.

ENG91/92/93 English for Foreign Students
4 credits/term (3 lec, 2 lec-lab hrs/wk)
In this class, students who are not native English speakers will be able to improve their vocabulary, reading, writing, speaking and listening skills to prepare themselves for college-level classes.

Prerequisite: TOEFL score of 450.

ENL0747 English as a Non-Native Language (ENL)
2-4 credits (4-8 lec-lab hrs/wk)
This class is for foreign students who need to improve primarily their listening and speaking skills and secondly their reading and writing skills. It is also for foreign visitors who wish to learn English.

ESL0747 English as a Second Language (ESL)
0 credits (2-4 lec-lab hrs/wk)
A course for students whose first language is other than English. The Audio-Lingual approach to teaching English is used rather than instruction about the language.

HD112 Study Skills
3 credits (3 lec hrs/wk)
Study Skills is 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 will be assisted in identifying goals and the steps necessary to achieve those goals.

ITP0583/4 Beginning and Intermediate American Sign Language (ASL or Amesian)
1 credit (20 hrs/total)
An introduction to American Sign Language, deaf idioms, body language, facial expressions, manual alphabet, finger spelling, numbers and counting.

ITP0583/4/5 Sign Language I, II, III (signed English)
1 credit/term (1 lec, 1 lab hr/wk)
Signed English skills of the manual alphabet, finger spelling and more advanced signs so students can communicate receptively and expressively with the hearing impaired. Games, videotapes, guest signers and amateur interpreting practice are included.

MTH0760 Mathematics Laboratory
0 credits (variable)
Includes all levels of math ranging from basic arithmetic to calculus. Individualized programmed materials enable students to work at their own speeds and levels.

RDG90 Effective Reading Strategies
3 credits/term (3 lec hrs/wk)
Provides equal and significant emphasis to literary and technical reading. Exposure to a number of reading skills using a variety of written material on the seventh to tenth grade reading level.

RDG101/102/103 College Reading
3 credits/term (3 lec hrs/wk)
College reading presents a systematic approach for improving reading efficiency for those with 12th grade and above reading level. Students learn an analytical method for reading non-fiction material which can improve both speed and comprehension.
Prerequisites: Minimum Asset Reading Skills score of 47 and instructor's consent.

RD0751/2/3 Reading Skills
3 credits/term (3 lec hrs/wk)
A systematic approach for identifying and correcting reading difficulties and improving reading efficiency through individualized instruction. From the results of informal reading tests given at the beginning of term, each student is given individually prescribed course-work. Students use multi-grade level materials to improve their basic knowledge of phonics, vocabulary, spelling in addition to materials designed to improve reading comprehension and efficiency. The student will participate in a follow-up evaluation at the end of the term, involving testing, conferencing and advising. Must be taken in sequence.
Note: Credits do not count toward graduation.

WR0551/0553 Spelling Improvement I, II
3 credits/term (3 lec hrs/wk)
A study of commonly misspelled words, spelling rules and practice in editing written work. Students learn to spell words correctly from dictation and to analyze and correct their own work. The second term offers continued study of spelling rules and their application.

WR0555 Spelling Fundamentals
3 credits (3 lec hrs/wk)
A study of the alphabet and sounds associated with letters. The course covers phonics, basic word attack skills, and syllabication to help students' spelling. Students study 70 phonemes and gain proficiency in spelling.

ACCOUNTING/ BOOKKEEPING

See Business Administration for
BA designators.

AC240 Fund Accounting
3 credits (3 lec hrs/wk)
Presents accounting for governmental and non-profit organizations. Includes budgetary and expenditure control.

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 hrs/wk)
Prepares recordkeepers for employment and a basic understanding of the accounting field. Provides an introduction to accounting cycles for service enterprises and retail firms, single proprietorship and corporations; the mass processing of transactions; internal and external cash control; and an introduction to payroll.
Prerequisite: Adequate knowledge of business mathematics (can be taken concurrently).

AC2767 Accounting II
4 credits (4 lec, 1 lab hrs/wk)
Continues the concepts of Accounting I and introduces trade accounts and notes, inventories, the treatment of long-term assets and depreciation, liabilities and investments, partnership accounting and accounting for corporations.
Prerequisite: AC2766 Accounting I or equivalent.

AC2768 Accounting III
4 credits (4 lec, 1 lab hrs/wk)
Continues corporation accounting concepts, exploring additional statements and financial analysis. Includes a review of basic accounting concepts and introduces the general ledger on the microcomputer.
Prerequisite: AC2767 Accounting II or instructor's consent.

AC2772 Intermediate Accounting I
3 credits (3 lec, 1 lab hrs/wk)
Comprehensive study of accounting theory and concepts with emphasis on application to financial accounting, focusing on use of accounting information for management purposes.

AC2773 Intermediate Accounting II
3 credits (3 lec, 1 lab hrs/wk)
Accounting concepts, theory and practices involving particular areas of the balance sheet, as well as reporting of income and changes in financial position.
Prerequisite: AC2772 Intermediate Accounting I.

AC9715/9716 Elementary Bookkeeping I and II
2 credits/term (2 lec, 1 lab hrs/wk)
Develops an understanding of small business bookkeeping and record-keeping. Students learn to analyze and record simple transactions using double entry bookkeeping methods.
Prerequisite: Working knowledge of arithmetic including fractions, decimals and simple equations.

AC9718 Bookkeeping and Records for Small Business
3 credits (3 lec hrs/wk)
For independent business persons to maintain their own accounting records or better understand records kept partially or entirely by an outside agency. Overall theory of accounting, an analysis of financial statements and routine accounting entries required to maintain a set of financial records are covered. The course is related to actual bookkeeping systems.

BA2280 Cooperative Work**Experience**

1 - 8 credits (4 - 40 lab hrs/wk)

Students gain on-the-job experience in coordinator-approved business situations closely paralleling the field of study. Seminar arranged by supervisor.

Prerequisite: Instructor's consent.

AGRICULTURE See SCIENCE, GENERAL

ANTHROPOLOGY

ANTH101 General Anthropology

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

Traces the transition of human societies from hunting and gathering to farming and the beginnings of urban life through prehistoric and historic archaeology; techniques of archaeological field work, analysis and dating; the development of cultural stages and civilizations in Pre-Columbian North and Meso-America.

ANTH103 General Anthropology

3 credits/term (3 lec hrs/wk)

Focuses on the concept of culture, including its organization and functioning, cultural diversity and change. Economic, kinship, religious, political, artistic and linguistic diversity are highlighted.

ANTH198/298 Independent Study of Anthropology

1-3 credits/term (to be arranged)

Offers additional topics of study in anthropology through individual research or field study under professional guidance.

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/term (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 American Culture: Pacific Northwest

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

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

Prerequisite: WR0525 or equivalent, or instructor's consent.

APPRENTICESHIP

APPR9187 Industrial Electrical Apprentice

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

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

APPR9188 Inside Electrician Related Training

3 credits/term (24 lec, 32 lab hrs/term for 5 years)

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

ART

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

ART115 Basic Design

3 credits/term (3 lec, 3 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.

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

ART116 Basic Design

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

Introduces principles of two-dimensional design, color and composition. Includes color properties, combination, relatedness, proportions and interaction. Employs exercises developed to motivate individual creativity and experimentation in a variety of media.

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

ART117 Basic Design

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

Introduces principles and concepts of three-dimensional design, including mass, spaces and physical texture. Employs exercises developed to motivate individual creativity and experimentation in a variety of media. Required for art, art education and architecture majors.

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

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. Emphasis on composition and the understanding of visual form. Skill mastery of complex form relationships in light and space is achieved by using a variety of subjects including the human figure.

ART184/185/186 Beginning Watercolor

1-3 credits/term (2 lec, 4 lab hrs/wk)

Active participation in painting experiences aimed at developing visual and manipulative skills. The study of watercolor techniques is emphasized, with special attention given to the particular characteristics of the medium. The study of color theory and value control is emphasized with attention given to experimental techniques and history.

**ART191/192/193 Beginning Sculpture**

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

Demonstrates techniques, processes and materials in sculpture. Explores a variety of media and sculptural concepts, emphasizing creativity and the handling of tools and materials. Includes the study of the human form in clay, properties of simple mold making, and casting.

ART198/298 Independent Study in Art

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

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

ART199 A.R.T. Workshop Level I

1 credit (1 lec hr/wk)

A teaching approach using right-brain techniques which allows anyone with sight to fully understand his/her level of drawing skills. Children benefit by an acceleration of the natural drawing skill process. Adult students rediscover a skill they have neglected and draw well.

ART199 A.R.T. Workshop Level II

1 credit (1 lec hr/wk)

A teaching approach using right-brain techniques that develop the drawing skills the student rediscovers in Level I of the workshop series. The student can

realize accurate shapes upon completion of the first level. Level II teaches how to make shapes dimensional through the use of values and edges.

Prerequisite: ART199 A.R.T. Workshop Level I

ART199 Paper Marbling

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

The development through monoprinting techniques of traditional marbling patterns and the exploration of new media and designs more compatible with modern artistic usage.

ART204/205/206 History of Western Art (Survey of Art History)

3 credits/term (3 lec hrs/wk)

Surveys visual arts from prehistoric to modern times with emphasis on the western world. Emphasizes themes and purposes, elements of design, the media of drawing, printmaking, photography and film, graphic design, computer graphics, painting, crafts, sculpture and architecture.

Sequence need not be taken in order.

ART218/219/ 220 Calligraphy

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

Practice in the art of freehand pen and brush writing forms. Concentrated study of the construction and history of one lettering style and of calligraphic design.

**ART221 Graphic Design I:
Lettering**

1 credit (1 lec, 2 lab hrs/wk)
Typography, layout design, computer graphics. Offers study and practice in the principles and processes of graphic communication and production from concept design to camera-ready art. This course covers design for publication and advertising, lettering, and poster design.

ART222 Graphic Design II: Layout
1 credit (1 lec, 2 lab hrs/wk)

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

**ART223 Graphic Design III:
Illustration**

1 credit (1 lec, 2 lab hrs/wk)
Continues examination of the relationship of aesthetic concepts to practical problems. Studies contemporary trends, methods and techniques covering layout and design for publication and advertising art direction, and color and black and white illustration.

**ART231/232/233 Drawing
(Advanced)**

3 credits/term (2 lec, 4 lab hrs/wk)
Explores principles of drawing and visual problem-solving using various media and subjects. Emphasis on taking ideas full-circle to experience completion of individual goals in drawing.

Prerequisite: ART131/132/133
Introduction to Drawing.

**ART240 Paper and Prints
(Handmade Paper)**

3 credits (2 lec, 4 lab hrs/wk)
Deals with the history, analysis, preparation of raw materials, and editioning of handmade papers which are then used in two and three-dimensional projects. Some of the two-dimensional projects involve the use of basic printmaking methods.

**ART250/251/252 Ceramics
(Beginning)**

3 credits/term (2 lec, 4 lab hrs/wk)
Instruction in construction techniques and methods used to design, shape and form pottery. Includes hand building, wheel throwing, decoration, glaze calculations and stoneware and raku firing techniques. Encourages creativity, skill development, and personal style.

**ART253/254/255 Ceramics
(Intermediate)**

3 credits/term (2 lec, 4 lab hrs/wk)
A continuation of instruction in construction techniques and methods used to design, shape and form pottery. Includes hand building, wheel throwing, decoration, glaze calculations and firing. Continued exercises developed to encourage creativity, skill building, and use of ceramic equipment.

**ART270/271/272 Introduction to
Printmaking**

3 credits/term (2 lec, 4 lab hrs/wk)
Demonstrates methods, materials and techniques of printmaking using media such as intaglio (etching), relief, serigraphy (silk screen), lithography or calligraphy (mixed media). Includes woodcuts, linoleum cuts, and wood engraving. Also explores basic relief methods including rubbings, off-set, monotype, embossing, and plexiglass dry-point. Sequence need not be taken in order.

ART273/274/275 Printmaking

3 credits/term (2 lec, 4 lab hrs/wk)
Studio training in the methods, materials and techniques of collage plate printmaking and monoprint (mixed media). Lectures, demonstrations and studio experience.
Prerequisite: ART 131, 132, 133
Introduction to Drawing.

ART280 Field Experience

1 - 3 credits/term (3 - 9 lab hrs/wk)
Practical, on-site experience in art education, graphics or art-related areas under the joint supervision of an advisor and a sponsoring professional. Nine credits maximum.

**ART281/282/283 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)
Continues visual observation and composition of selected subjects using oil or acrylic media. Emphasis will be given to individual needs and interests in painting.
Prerequisites: ART281/281/283
Painting or instructor's consent.

ART291/292/293 Sculpture

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

**ART294/295/296 Watercolor
(Intermediate)**

1-3 credits/term (2 lec, 4 lab hrs/wk)
Intermediate techniques and uses of watercolor. Further development of technical skills and expressive development in the medium of transparent watercolor.
Prerequisites: ART184/185/186
Beginning Watercolor or instructor's consent.

**ART299 Special Studies: Screen
Printing**

1- 3 credits (2 lec, 4 lab hrs/wk)
Presents screen printing techniques using handcut paper and aqua stencils, tusche, and glue, photostensil materials, and types of ink for printing on paper.

ART0521 Drawing I

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

ART0522 Drawing II

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

Continues exploration of form and space on a two-dimensional surface. Stresses creative and analytical vision and composition with a variety of materials. Entire quarter uses the human figure as subject matter.

ART0523 Drawing III

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

Continues exploration of form and space on a two-dimensional surface stressing creative and analytical vision and composition with a variety of media and styles.

**ART0524 Basic Calligraphy**

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

Practice in the art of freehand pen and brush writing forms. Concentrated study of the construction and history of one lettering style and of calligraphic design.

ART0528 Figure Drawing

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

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

ART0531/0532/0533 Painting I, II, III

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

Explores visual representation on a two-dimensional surface, using oil or acrylic paints for space division, color and surface treatment. Both lecture and studio activity are involved weekly.

ART0536 Experimental Painting

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

Exploration of various painting media, with basic painting methods, composition and application.

ART0541 Watercolor Painting I

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

Designed as an investigation of the medium and techniques of transparent watercolor painting. Includes lecture, demonstrations, and studio involvement.

ART0542 Watercolor Painting II

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

Continues the investigation of the watercolor painting media through the use of creative exercises and methods of problem solving. Includes lecture, demonstrations, and studio involvement.

ART0543 Watercolor Painting III

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

Continues the investigation of the watercolor painting media through the use of creative exercises and methods of problem solving. Includes lecture, demonstrations, and studio involvement.

ART0551 Ceramics I

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

An introduction to and investigation of clay and its plastic properties. Need not be taken in sequence.

ART0552 Ceramics II

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

Introduces the throwing process and its creative possibilities for the potter. Need not be taken in sequence.

ART0553 Ceramics III

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

Introduces the development of individual and traditional historic pottery as a background for research. Need not be taken in sequence.

ART0561 Elementary Sculpture I

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

Exposes the student to experiences in sculpture, its form, media, tools and techniques, and an exploration of abstract and concrete concepts. Need not be taken in sequence.

ART0562 Elementary Sculpture II

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

This course continues to expose the student to experiences in sculpture, its forms, media, tools, and techniques; and to an exploration of abstract and concrete concepts. Need not be taken in sequence.

ART0563 Elementary Sculpture III

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

Further experiences in sculpture, its forms, media, tools, and techniques; and to an exploration of abstract and concrete concepts. Need not be taken in sequence.

**ART0567 Glass Working
(Stained Glass)**

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

Introduces the basics of stained glass construction, types and colors, the use of glass and color in leaded and foiled glass panels and three-dimensional glass work.

ASTRONOMY See SCIENCE, GENERAL

AUTOMOTIVE TECHNOLOGY

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

AUTO3280 Cooperative Work Experience

1 - 6 credits (4-24 lab hrs/wk)
Prerequisite: Instructor's consent.

AUTO 300 Automotive Brake Systems

4 credits (2 lec, 6 lab hrs/wk)
Prepares students for all phases of automotive and light truck brake systems, service and diagnosis. Proper use of tools of the trade, including special tools and equipment, individual and shop safety practices, use of reference materials, development of proper work habits and repair techniques are stressed.

AUTO304 Internal Combustion Engines

4 credits (2 lec, 6 lab hrs/wk)
Stresses the proper use of tools of the trade, individual and shop safety practices, use of reference materials, development of proper work habits and repair techniques. Complete operation, construction and theory of internal combustion engines applicable to current use is covered. In the lab, students will disassemble, inspect and reassemble engines.

AUTO308 Electrical I

4 credits (2 lec, 6 lab hrs/wk)
Covers fundamentals of electricity, theory of operation, servicing of automobile batteries, starting motors, charging systems, and automobile wiring systems. Supplemental restraint systems and an introduction to ignition system operation and diagnosis will be covered.

AUTO3310 Gasoline Fuel Systems 3 credits (6 lec-lab hrs/wk)

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

Prerequisite: AUTO304 Internal Combustion Engines I or instructor's consent.

AUTO312 Diesel Fuel Systems 3 credits (2 lec, 3 lab hrs/wk)

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

Prerequisite: AUTO304 ICE I Systems or instructor's consent.

AUTO316 Power Trains

3 credits (2 lec, 3 lab hrs/wk)
Covers fundamentals of automotive manual transmissions and power trains, including construction, operation and servicing of friction type clutch assemblies, three-speed, four-speed and over-drive transmissions, drive lines and universal joints; differentials, transaxles and constant velocity joints.

Prerequisite: AUTO304 Internal Combustion Engines I or instructor's consent.

AUTO318 Chassis and Suspension Systems

3 credits (2 lec, 1 lab hrs/wk)
Provides basic working knowledge of steering and suspension systems and the skills necessary to perform vehicle alignments and related repair and service. Covers vehicle control and handling problems, wheel balance, wheel alignment factors and manual and power steering. Wheel balance and alignment equipment will be used.

Prerequisite: AUTO300 Automotive Brake Systems can be taken concurrently or instructor's consent.

AUTO322 Automotive Electronics 3 credits (2 lec, 3 lab hrs/wk)

This course covers alternating current charging systems (standard type and electronic controlled), electronic controlled ignition systems and electronic control modules, electronic engine management systems with related sensor.

Prerequisite: AUTO308 Electrical I or instructor's consent.

AUTO324 Diagnostic Procedures and Emission Controls

3 credits (2 lec, 3 lab hrs/wk)
This course is designed to provide students with a systematic approach to tune-up procedures and emission control servicing and diagnosis. Emphasis will be placed on developing a knowledge of the automobile systems affecting driveability and performance of contemporary vehicles.

Prerequisites: AUTO308 Auto Electrical I, AUTO322 Auto Electrical II, AUTO3310 Gasoline Fuel Systems, or instructor's consent.

AUTO326 Automatic Transmissions 3 credits (2 lec, 3 lab hrs/wk)

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

AUTO327 Advanced Automatic Transmissions

3 credits (2 lec, 3 lab hrs/wk)
This course studies the development of the automatic transmission of the 80s to the present. This class is designed to add to the knowledge and development of troubleshooting electrical, hydraulic, and vacuum control components. Knowledge and development of hands on disassembly and inspection with updates and interchanges of unit will be covered.

Prerequisites: AUTO326 Automatic Transmissions or instructor's consent.

**AUTO3329 Mechanical Systems
Laboratory I**

3 credits (9 lab hrs/wk)

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

Prerequisites: AUTO300 Automotive Brake Systems and AUTO304 Internal Combustion Engines I, fourth-term standing or instructor's consent.

**AUTO3331 Mechanical Systems
Laboratory II**

3 credits (9 lab hrs/wk)

This course is designed to give students additional experience and understanding of the automobile by diagnosis and repair of common and unusual problems and use of professional repair equipment. A continuation of AUTO3329 Mechanical Systems Lab in further developing students' skills and knowledge. Emphasis is on power train diagnosis and repair, fuel management systems and charging systems service.

Prerequisites: Fifth-term standing; AUTO3329 Mechanical Systems Lab I or instructor's consent.

**AUTO3332 Automotive Service
Management**

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

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

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



**AUTO3333 Mechanical Systems
Laboratory III**

3 credits (9 lab hrs/wk)

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

Prerequisites: AUTO3331 Mechanical Systems II or instructor's consent.

AUTO9110 Advanced Tune-up

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

Theory, operation and maintenance of automotive fuel systems.

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

AUTO9111 Auto Electronics I

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

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

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

AUTO9112 Auto Electronics II

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

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

Prerequisite: AUTO9111 Auto Electronics I

**AUTO9113 Computerized Engine
Control**

1 credit (2 lec-lab hrs/wk)

An advanced electronics control course with emphasis on late model automotive computer control systems. This class is designed to add to the knowledge and development of hands-on diagnostic techniques for contemporary systems.

Prerequisites: AUTO322 Automotive Electronics or AUTO9112 Auto Electronics II, or AUTO324 Diagnostic Procedures and Emission Controls, or instructor's consent.

**AUTO9116 Hydraulics I: Basic Fluid
Power**

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

Covers basic hydraulics operating principles and components comprising the systems.

**AUTO9117 Hydraulics II: Pumps,
Valves and Controls**

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

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

Prerequisite: AUTO9116 Hydraulics I or instructor's consent.

**AUTO9118 Hydraulics III: System
Construction, Troubleshooting
and Repair**

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

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

Prerequisite: AUTO9117 Hydraulics II or instructor's consent.

**AUTO9124 Engine Design and
Performance**

1 credit (2 lec-lab hrs/wk)

An advanced internal combustion engine class that studies design, blueprinting, and supertuning of high performance engines. Techniques and procedures employing special tools and test devices are demonstrated and discussed.

Prerequisite: AUTO304 ICE, one year professional field experience or instructor's consent.

AUTO9125 Diesel Engines:**Operation and Maintenance I**

1 credit (3 lec-lab hrs/wk)

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

AUTO9126 Diesel Engines:**Operation and Maintenance II**

1 credit (3 lec-lab hrs/wk)

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

AUTO927 Automotive Air**Conditioning**

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

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

BANKING**BNK9768 Principles of Banking**

3 credits (3 lec hrs/wk)

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

BNK9769 Analyzing Financial Statements

3 credits (3 lec hrs/wk)

Provides the opportunity to further the skills necessary to conduct a comprehensive and effective financial analysis of a business borrower in order to assess repayment capacity.

BNK9770 Bank Management

3 credits (3 lec hrs/wk)

Provides a complete introduction to the handling of day-to-day bank activities. Incorporates case studies to help the student acquire bank management skills.

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

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

A 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.

BI198/298 Independent Study in Biology

1-3 credits To be arranged, under professional guidance.

BI201, 202, 203 Introductory Biology

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

Plant and animal diversity; genetics and evolution; physiology and anatomy of plants and animals; ecology; molecular biology; developmental biology. For life science majors in programs that require students to complete a series in introductory biology.

Prerequisite: High school chemistry or equivalent.

BI231/232/233 Human Anatomy and Physiology

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

Detailed study of the molecular, cellular, tissue, organ and organ systems of vertebrates, with emphasis on humans. Some pathological conditions are covered. Must be taken in sequence.

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

BI231 A review of inorganic and organic chemistry including discussion of metabolic pathways. In addition, cell structure, tissues, and the integumentary, skeletal, and muscular systems are considered.

BI232 A detailed study of the anatomy and physiology of the respiratory, digestive, urinary, endocrine and reproductive systems are included.

BI233 A detailed study of the anatomy and physiology of the cardiovascular, lymphatic, nervous systems, and special senses are included.

BI234 Elementary Microbiology

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

Study of micro organisms, their control and occurrence in everyday life. Pathogenic microbes, infections and host resistance will be a major consideration. Some elementary microbiological techniques are taught.

Prerequisite: H.S. Chemistry or equivalent in last five years.

BI299 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.

Prerequisite: Any two of BI101, BI102, BI103, BI201, BI202, BI203 and a background in Chemistry (high school or equivalent).

FW0621 Field Studies in Biology-Ornithology (Birds)

1-1.5 credits/term (10 lec, 15 fld hrs total)

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

FW0627 Marine Biology

0.5-2 credits (16-36 hrs total)

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

BOTANY

BOT198/298 Independent Study in Botany - to be arranged, under professional guidance

BOT0624 Mushroom Identification
1 credit (5 lec, 20 lab total)
Positive identification of edible and non-edible local wild mushrooms, their basic characteristics and location, preparation for food and methods of preserving.

BOT0646 Plant Identification
1 credit (1/2 lec, 2 lab hrs/wk)
Study of characteristics, classification and identification of trees, shrubs and wildflowers of Oregon. Principal timber trees of the United States and many introduced species.

BOT0811 Gardening
0.25 credit (6 lec hrs/total)
Survey of gardening techniques for the local area. Includes garden planning, plant nutrition and fertilizers. Includes plant varieties and cultural techniques, irrigation, pest control and use of organic materials around the home.

BUSINESS ADMINISTRATION

BA101 Introduction to Business
4 credits (4 lec hrs/wk)
A survey of American business organization, operation and management to develop an awareness of the nature of business in the capital system. The fields of ownership, organization, personnel, accounting, financing, marketing, management, production, insurance, real estate, foreign trade and government regulations are introduced.

BA177 Payroll Records and Accounting
3 credits (3 lec, 1 lab hr/wk)
Provides practice in all payroll operations, the recording of accounting entries involving payroll and the preparation of payroll tax returns required of businesses.
Prerequisites: 9.715 Bookkeeping I or 2.766 Accounting I or BA211 Principles of Accounting I or instructor's consent.

BA198/298 Independent Study in Business Administration
1-3 credits - to be arranged, under professional guidance.

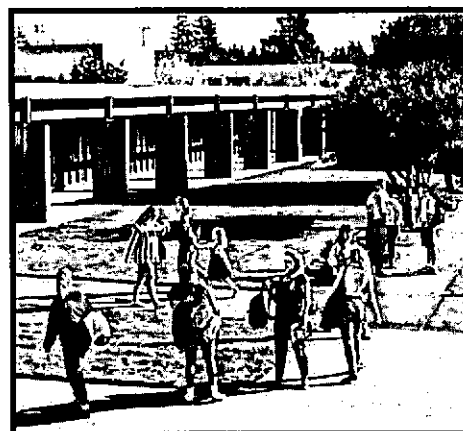
BA206 Management Fundamentals
3 credits (3 lec hrs/wk)
Introduces students to the essentials of management. Emphasizes organizational structures, planning, decision making process, and international applications of management techniques.

BA211 Principles of Accounting I
3 credits (3 lec hrs/wk)
The theory, principles and procedures for organizing, interpreting and reporting the financial transactions of business or industry. Describes problems of recording, measuring income, purchasing, sales, inventories, special journals and internal control of cash.

BA212 Principles of Accounting II
3 credits (3 lec hrs/wk)
The theory and principles of recording financial records including accounting systems, management control, depreciation, merchandise inventory, evaluation, partnership and corporate accounting, capital stock, investments and dividends.
Prerequisite: BA211 Principles of Accounting or instructor's consent.

BA213 Principles of Accounting III
3 credits (3 lec hrs/wk)
Control accounting for departments and branches, cost accounting for manufacturing plants, income taxes and their effect on business decisions and analysis of financial statements.
Prerequisite: BA211 Principles of Accounting I or AC2767 Accounting II.

BA215 Cost Accounting
3 credits (3 lec, 1 lab hrs/wk)
Techniques for determining product costs under job order, process and standard costing. Introduces cost analysis for decision making.
Prerequisites: AC2766, AC2767 and BA211 Accounting I, II, Principles of Accounting I or instructor's consent.



BA217 The Accounting Process
3 credits (3 lec hrs/wk)
Reviews and applies basic accounting systems in practical applications including journals and ledgers, application of accounting systems on a microcomputer and analyzing financial statements.
Prerequisites: BA211, BA212, Principles of Accounting I and II or AC2766/7 Accounting I, II or instructor's consent.

BA220 Tax Accounting
3 credits (3 lec hrs/wk)
A beginning course in federal income tax preparation. Business taxes as they relate to a single proprietor are discussed.
Prerequisite: BA211 Principles of Accounting I or AC2766 Accounting I or instructor's consent.

BA222 Finance
3 credits (3 lec hrs/wk)
The procedures, practices and policies of financial managers. Deals with financial management, financial markets, financial analysis, working capital management and long-term financing decisions.
Prerequisite: BA211 Principles of Accounting I or AC2766 Accounting I.

BA223 Principles of Marketing
3 credits (3 lec hrs/wk)
Provides a general survey of the nature, significance and scope of marketing. Emphasis is on the customers (marketing analysis and strategy), business marketing decisions in promotion, distribution and pricing and control of marketing programs.

BA226 Business Law I

3 credits (3 lec hrs/wk)

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

BA227 Business Law II

3 credits (3 lec hrs/wk)

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

BA229 Personal Finance and Money Management

3 credits (3 lec hrs/wk)

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

BA232 Business Statistics

4 credits (4 lec hrs/wk)

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

Prerequisite: MTH70 Elementary Algebra

BA238 Sales

3 credits (3 lec hrs/wk)

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

BA239 Advertising

3 credits (3 lec hrs/wk)

A detailed examination of the purpose, preparation, placement and analysis of the various types of advertisements and

relative merits 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.

BA242 Introduction to Investments

3 credits (3 lec hrs/wk)

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

BA249 Retailing

3 credits (3 lec hrs/wk)

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

BA280 Field Experience

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

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

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

BA285 Business Relations

3 credits (3 lec hrs/wk)

Develops awareness of self and others in organizational settings. Discusses motivation, communications, the nature of prejudice, self-analysis, keys to promotion, future direction, goals, professional image, time management and stress management.

BA2280 Cooperative Work Experience

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

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

Prerequisite: Instructor's consent.

SBM9204 Small Business Operations

3 credits (3 lec hrs/wk)

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

CHEMISTRY**CHEM70 Foundations of Chemistry**

3 credits/term (3 lec hrs/wk)

This one term course is designed for students who have limited or no chemistry background and/or need practice with problem-solving skills.

The course offers an introduction to basic chemical principles and typical computational methods encountered in first year 100 level chemistry.

Foundations of Chemistry is intended to provide a basis for continuing into the CHEM104 and 105 series.

Prerequisites: Concurrent enrollment in MTH20.

CHEM104/105/106 Introductory Chemistry I, II, III

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

Covers general, organic, and bio-chemistry. Primarily designed for students in nursing, in allied health fields, such as dental hygiene, and in the liberal arts. The work is quantitative and requires good basic math and problem solving skills. *This course does not meet the general chemistry requirements for someone majoring in the laboratory sciences or engineering.* Must be taken in sequence.

CHEM104 Covers atomic structure, periodic table, chemical bonding, solutions and stoichiometry.

Prerequisite: MTH70 Elementary Algebra.

CHEM105 Covers gases, properties of solution, equilibrium, acids and bases, radioactivity, organic and biochemistry.

Prerequisite: CHEM104 Introductory Chemistry.

CHEM106 Covers carbohydrates, lipids, proteins, enzymes, nucleic acids and metabolism.

Prerequisites: CHEM105 Introductory Chemistry.

CHEM198/298 Independent Study in Chemistry -

Offers topics of study in chemistry with individual research or field study, under professional guidance.

CHEM221/222/223 General Chemistry

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

A three-term sequence in chemistry for majors in science, engineering, or health professions. Uses mathematics and chemical principles to study the properties and structure of matter. Includes atomic and molecular structure, stoichiometry, properties of gases and the atmosphere; thermochemistry; nuclear chemistry and chemical bonding. First-year chemistry for science, engineering, and health pre-professional students (such as pre-dental, pre-medical, and veterinary students). High school chemistry or equivalent is a prerequisite, as is adequate preparation in algebra. Classroom and laboratory work are quantitative and require good math skills.

CHEM221 Covers atomic structure, chemical bonding, molecular geometry, reactions and stoichiometry.

Prerequisite: High school chemistry or equivalent and concurrent enrollment in MTH111. Must be taken in sequence.

CHEM222 Covers gases, liquids, solutions, equilibrium theory, acids and bases, oxidation reduction. Must be taken in sequence.

Prerequisite: CHEM221, MTH111.

CHEM223 Covers thermodynamics, kinetics, electrochemistry, nuclear reactions, and transition metal chemistry. Must be taken in sequence.

Prerequisite: CHEM222.



CHEM241/242/243 Organic Chemistry

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

Chemistry of carbon compounds; covers both mechanisms and reactions of aromatic, with emphasis on structural theory and special properties. Must be taken in sequence.

Prerequisite: CH223 General Chemistry.

CLOTHING, TEXTILES and FASHION

HCC9925 Textile Studies

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

Understanding the many textile products, their design, dyeing methods, production, weaving and knitting characteristics. Theory and application.

COMMUNICATIONS

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

COMPOSITION
See WRITING

COMPUTER INFORMATION SYSTEMS

CIS131 Computer Information Systems

4 credits (4 lec hrs/wk)

Introduction to information systems technology and the role of business information processing systems in organizations. Application of software tools (spreadsheet, data manager and word processor) to business problem solving.

Prerequisites: CS101 or equivalent.

CS101 Computers in Society

2 credits (2 lec hrs/wk)

An introduction to the computer's role in society. Students will become familiar with current computer terminology and will use applications software, including a word processor. The course is intended for the novice computer user. It is a prerequisite for many other CIS or CS courses, but may be waived for students with microcomputer experience.

Please see your advisor or instructor.

CS125W Word Processing Applications

3 credits (3 lec hrs/wk)

Use of microcomputers for word processing applications. Introduces the concepts, terminology and application of word processing technology. Students 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. This class is intended for the general user. Uses one or more commercially available word processing software packages.

Prerequisite: CS101 or equivalent.

CS125S Spreadsheet Applications
3 credits (3 lec hrs/wk)

Introduces the concepts, terminology and application of spreadsheet technology. The student will learn the common features of spreadsheet software, its application to many business uses, problem solving techniques, and the issues involved in choosing and installing spreadsheet software. It will use one or more commercially available spreadsheet software packages.

Prerequisite: CS101 or equivalent.

CS125D Data Base Management System Applications

3 credits (3 lec hrs/wk)

Use of microcomputers for data base management system applications. Introduces the concepts, terminology, and application of data base management technology. Students will learn the common features of data base management system software, its application to many business uses, analysis and design of data systems, and the issues involved in choosing and installing data base management software. Uses one or more commercially available data base management system software packages. **Prerequisite:** CS101 or equivalent, CS125S Spreadsheet Applications or knowledge of spreadsheet applications is strongly recommended, but not required.

CS133B Computer Language I - BASIC

4 credits (4 lec hrs/wk)

Introduces programming in BASIC on a microcomputer. Programs are developed with structured design techniques using logic diagrams, documentation, and debugging techniques. Assignments are taken from a variety of fields, but concentrate on business applications. **Prerequisite:** CIS131.

CS133C Computer Language I - COBOL

4 credits (4 lec hrs/wk)

Introduces programming in COBOL on a microcomputer using the ANSI 74 and 85 standards. Programs are developed with structured design techniques using logic diagrams,

documentation and debugging techniques. Assignments concentrate on business applications.

Prerequisite: CIS131.

CS133P Computer Language I - PASCAL

4 credits (4 lec hrs/wk)

Introduces programming in Pascal on a microcomputer. Programs are developed with structured design techniques using logic diagrams, documentation and debugging techniques. Assignments are taken from a variety of fields, but concentrate on business applications.

Prerequisite: CS131.

CS133U Computer Language I-C

4 credits (4 lec hrs/wk)

Introduces programming in C++ 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: CS131.

CS140 Introduction to Operating Systems

3 credits (3 lec hrs/wk)

Introduces the student to the theory and operation of microcomputer operating systems. Includes 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, including DOS.

Prerequisite: CS101 or equivalent.

CS233B Computer Language II - BASIC

4 credits (4 lec hrs/wk)

Provides advanced study of the BASIC programming language. Includes sequential and random access file handling, matrices and graphics. The emphasis is on structured programming techniques and use of programmer reference material.

Prerequisite: CS133B Computer Language I -BASIC.

CS233C Computer Language II - COBOL

4 credits (4 lec hrs/wk)

Advanced study of the COBOL programming language. Includes random access file handling, matrices, and sorting. Emphasis on structured programming techniques and use of programmer reference material.

Prerequisite: CS133C - Computer Language I - COBOL.

CS233P Computer Language II - PASCAL

4 credits (4 lec hrs/wk)

Advanced study of the Pascal programming language. Includes sequential and random access file handling, matrices, and graphics. Emphasis on structured programming techniques and use of programmer reference material.

Prerequisite: CS133P Computer Language I - PASCAL.

CS233U Computer Language II-C

4 credits (4 lec hrs/wk)

This course continues the study of programming in C++ on a microcomputer. Includes sequential and random access file handling, advance matrices, objects, and interactive dialogs. Emphasis is placed on structured programming techniques and use of programmer reference materials. **Prerequisite:** CS133U Computer Language I-C or instructor's consent.

CS240 Advanced Operating Systems

3 credits (3 lec hrs/wk)

Continues the study of operating systems. Includes advanced disk and file handling techniques, utilities, security issues, hardware installation, maintenance and use, installation and administration of networks. Uses one or more commercially available operating systems, including DOS.

Prerequisite: CS140.

CS244 Systems Analysis

3 credits (3 lec hrs/wk)

Introduces strategies and methods in the systems development process. Emphasis on structured analysis of computer information systems. Assignments include the analysis and evaluation of systems similar to existing systems in business and industry.

Prerequisites: CIS131 and second-year standing.

CS246 Systems Design

3 credits (3 lec hrs/wk)

Continues the study of the systems development process. Emphasis on structured design and implementation of computer information systems. Assignments include design and implementation of systems similar to existing systems in business and industry.

Prerequisite: CS244.**CS280 Field Experience**

1-4 credits (hrs depend on credits)

Instructional program designed to give students practical experience in supervised employment-related computer information systems. Students identify job performance objectives, work a specified number of hours during the term, and are awarded credit based on the identified objectives and number of hours worked.

Prerequisite: Instructor's consent.**CS299 Computer Assisted Graphic Design**

3 credits (3 lec hrs/wk)

Offers selected topics of study in computer science on a temporary or experimental basis with emphasis on artistic application of the AUTOCAD System.

Prerequisite: Any computer course or instructor's consent.**CIS0593 Learning Skills Lab**

0 credit

Provides an opportunity to students who are not enrolled in a course which includes computer lab use to use the College's computer lab facilities. Students who enroll in this course may "drop in" at their convenience when the lab facilities are available for open use.

Prerequisite: CS101 or equivalent.**CIS2280 Work Experience**

(1 - 4 credits)

Instructional program designed to give students practical experience in supervised employment related to computer information systems. Students identify job performance objectives, work a specified number of hours during the term, and are awarded credit based on the identified objectives and number of hours worked.

Prerequisite: Instructor's consent.**DRAFTING****DRFT401 Introduction to Drafting**

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

Basic drafting techniques. Emphasizes the use of drafting instruments, orthographic projection, approved lettering and working drawings. Drafting techniques involve geometric construction, orthographic projection, selection of views, use of special views, standard lettering and dimensioning.

DRFT4110 Blueprint Reading and Sketching

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

Technical blueprint reading and sketching. Principles and practices applicable to a broad range of technical fields. Students will select a major field of study for specialized individual emphasis during second half of term.

DRFT4120 Computer Assisted Drafting I

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

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

DRFT4121 Computer Assisted Drafting II

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

Review of CAD I and introduction to advanced drawing and editing commands. Introduces concept of layers, using linetypes and colors, polylines, polyline editing, manipulation of existing objects. Covers dimensioning techniques and variables, hatching and sectional views, drawing symbols, blocks and use of attributes.

Prerequisite: DRFT4120 (CAD I) or prior experience with AutoCAD.**DRFT4122 Computer Assisted Drafting III**

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

Review of CAD I & II and all drawing and editing commands. Introduction to isometrics, three dimensional drawing, plotting and printing a drawing, scripts and slide shows, digitizing existing drawings and use of DXF and IGES formats.

Prerequisite: DRFT4121 (CAD II) or equivalent experience.**DRFT9603 Computer Assisted Drafting -Survey**

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

Introduction to computer assisted drafting, including computer operation, file management, drawing commands, editing, dimensioning, text, menus, two-dimensional drawings, three-dimensional drawings, plotting and printing. Previous knowledge of computers or computer programming is not required.

ECONOMICS**ECON198/298 Independent Studies in Economics - to be arranged****ECON201/202/203 Principles of Economics**

3 credits/term (3 lec hrs/wk)

Introduction to economic theory, policy and institutions.

ECON201 includes basic economic concepts, national income, taxes, employment and fiscal policy.

ECON202 Covers monetary policy, international trade and micro-economics.

ECON203 includes micro-economics, labor markets, income distribution and Marxian economics.

EDUCATION**ED280 Field Experience in Education**

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

Provides an opportunity to gain tutoring or teaching experience while applying methods and techniques.

ELECTRONICS

ELEC6280 Work Experience

1-5 credits (4-20 lab hrs/wk)

Practical experience in the electronics-related workplaces through supervised work experience.

Prerequisite: Program coordinator's consent.

ELEC6313 Semiconductors

4 credits (8 lec-lab hrs/wk)

Principles and applications of semi-conductor devices including diodes, bipolar junction transistors and field-effect transistors. Emphasis on hands-on practical experience.

Prerequisite: ELEC6332 or instructor consent.

ELEC6314 Linear Circuits

4 credits (8 lec-lab hrs/wk)

Principles and applications of linear integrated circuit devices. Covers operational amplifiers, voltage regulators, comparators, filters and regulated devices.

Prerequisite: ELEC6313 Semiconductors or instructor consent.

ELEC6315 Digital Fundamentals

4 credits (8 lec-lab hrs/wk)

Deals with internal circuitry, data sheets and possible applications of digital ICs such as gates, clocks, shift registers, D/A converters and flip-flops.

Prerequisite: ELEC6313 or instructor consent. 6313 can be concurrent.

ELEC6316 Microprocessor Architecture

3 credits (6 lec-lab hrs/wk)

An introductory study in the principles of organization and operation of microcomputers, the basic components of computer hardware and how they are interconnected in a typical micro computer system. Microcomputer software at the assembly language level with focus on controlling and testing the hardware is covered.

Prerequisite: ELEC6315 Digital Fundamentals or instructor consent.

ELEC6317 Sensors and Actuators

4 credits (8 lec-lab hrs/wk)

Basic methods of computer/peripheral interfacing including software and hardware for basic control systems. Covers programmable peripheral interface, buffering, motor speed control, temperative sensing, digital-to-analog and analog-to-digital conversion.

Prerequisite: ELEC6316 Microprocessor Architecture or instructor consent.

ELEC6319 Industrial Electronics

4 credits (8 lec-lab hrs/wk)

This course enables the student to gain an understanding of various electronic and mechanical devices and methods used to control industrial processes and systems.

Prerequisite: ELEC6327 Instrumentation or instructor consent.

ELEC6321 Automated Systems

4 credits (8 lec-lab hrs/wk)

Principles of robotic systems with experimental application. Covers overview of the robotic field. Basic automated system features will be simulated and explored in the lab.

Prerequisite: ELEC6317 or instructor consent.

ELEC6322 Telecommunications

4 credits (8 lec-lab hrs/wk)

Content of course will cover concepts and theory of both analog and digital techniques used in various telecommunication systems. Includes practical application of various devices and methods to real world situations.

Prerequisite: ELEC6324 Electronic Communications or instructor consent.

ELEC6324 Electronic Communications

4 credits (8 lec-lab hrs/wk)

This course covers the principles and concepts of commercial communications circuits, systems and applications including two-way communications, AM, FM, television, optical transmission techniques, and types of equipment used in electronic communication.

Prerequisite: ELEC6314 Linear Circuits or instructor consent.

ELEC6327 Instrumentation

4 credits (8 lec-lab hrs/wk)

A detailed study of basic electronics test equipment; testing, measurement methods, errors and limitations. Also covers the use of specialized equipment.

Prerequisite: ELEC6314 Linear Circuits or instructor consent.

ELEC6328 Licensing and Certification

2 credits (2 lec hrs/wk)

Theory of current state and federal certification and licensing rules affecting electronic technicians for state and federal requirements.

Prerequisite: ELEC6322 Telecommunications or instructor consent.

ELEC6331 D. C. Concepts

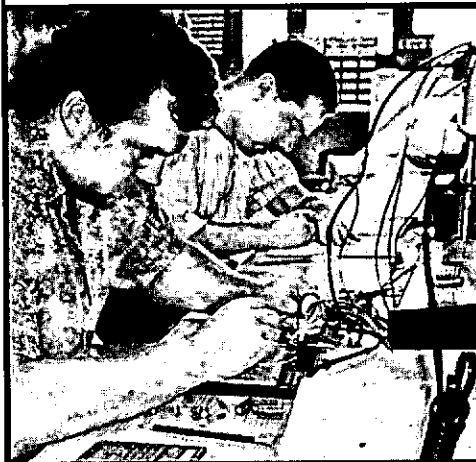
4 credits (8 lec-lab hrs/wk)

Provides a foundation for the understanding of basic electrical and electronic concepts, units, terminology and circuit analysis of Direct Current electronics. Covers good safety practices, identifying and understanding circuits and circuit diagrams, and proper measurement techniques. Study of electronic schematics and diagrams. Identifying of electronic components, their symbols and value testing and elementary techniques.

ELEC6332 A.C. Concepts

4 credits (8 lec-lab hrs/wk)

Provides a foundation for the understanding of basic electrical and electronic concepts, units, terminology and circuit analysis of Alternating Current electronics. Covers good safety practices, identifying and understanding circuits and circuit diagrams, and proper measurement techniques.



ELEC6340 Electronic Fabrication and Assembly Techniques

1 credit (1 lec hrs/wk)

The theory and practice of electronic construction. Considerations involved in the process from proto-type development through production of marketable products are studied. This class has a companion lab class of Electronic Projects.

ELEC6390 Electronics Project Lab

2 credits (6 lab hrs/wk)

Project course for students to study in special interest areas of electronics. Actual course content to be arranged with instructor prior to enrollment. Typical course work includes documentation and keeping logs, diagnosis and repair of electronic equipment, or special project design and construction. **Prerequisite:** ELEC6340 Electronic Fabrication and Assembly Techniques, or concurrent enrollment.

**ENGINEERING,
GENERAL****ENGR111 Engineering Orientation I**

3 credits (3 lec hrs/wk)

This course is designed to provide first year students with an introduction to the field of engineering, its history, current practice, role in society, and a limited exposure to basic engineering problem solving techniques. Engineering as a profession, historical development, ethics, curricula and engineering careers. Introduction to problem analysis and solution, data collection, accuracy and variability.

Prerequisite: MTH112 Elementary Functions with a grade C or better.

ENGR112 Engineering Orientation II

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

Systematic approaches to engineering using computers. Logical analysis, flowcharting, input/output design, introductory computer programming, use of engineering software, and introduction to numerical methods.

Prerequisites: ENGR111 Engineering Orientation, WR121 English Composition, CS101 Computers in Society or instructor's consent.

ENGR113 Engineering Orientation III

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

Systematic approaches to engineering using computers. Logical analysis, flow charting, input/output design, introductory computer programming using C++, use of project/presentation is a substantial part of the course.

Prerequisite: ENGR112 Engineering Orientation II.

GE198/298 Independent Study in**General Engineering - to be arranged****ENGLISH
See LITERATURE
and WRITING****FIRE SCIENCE
TECHNOLOGY
(See Public Service
Courses - Fire)****FS5240 Basic Firefighter**

2.5 credits (2 lec, 1 lec-lab hrs/wk)

Provides the beginning firefighter with the knowledge and skills to work under direct supervision.

FS5241 Fire Skills I

2.5 credits (2 lec, 1 lec-lab hrs/wk)

Develops skills and knowledge of organization, small tools, hose, forcible entry, and other related skills used in the fire service.

FS5242 Fire Skills II

2.5 credits (2 lec, 1 lec-lab hrs/wk)

This advanced course in fire skills and knowledge is designed to enhance training obtained in previous classes.

FS5250 Basic Firefighter Skills I

3 credits (3 lec hrs/wk)

Develops skills and knowledge in organization, small tools, hoses, forcible entry, use of masks, salvage, overhaul and safety practices.

FS5251 Firefighter Skills II

3 credits (3 lec hrs/wk)

Development of skills and knowledge in organization, small tools, hoses, forcible entry and the use of masks, salvage, overhaul and safety.

Prerequisite: FS5250 Basic Firefighter Skills I or instructor's consent.

FS5257 Fire Service Hydraulics

3 credits (3 lec hrs/wk)

Review of basic mathematics, hydraulic laws and formulae as applied to the fire service. Application of formulae and mental calculations to hydraulic problems, the study of fire, ground water supply problems and underwriter's requirements for pumps and accessories.

FS5268 Fire Service Rescue Practices

2 credits (15 lec, 15 lab hrs total)

Trains fire company personnel to render emergency service in life-saving and rescue work, development and organization of a rescue service, practices and procedures.

FS5274 Firefighting Tactics and Strategy

3 credits (3 lec hrs/wk)

A demonstration response and size-up, fire ground tactics, analysis, and postmortem, prefire survey and planning, combined operations, mutual aid, and disaster planning with emphasis on the incident command system provide students with general knowledge in the tactics and strategy.

FS5276 Basic Wildland Fire Management

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

Provides the student with basic fire suppression methods related to forest fires. Occupational preparatory.

FS5278 Portable Pumps and Water Use S-211

1.5 credits (12 lec, 12 lab hrs total)

Covers all aspects of portable pump operations, water use and pumper operations.

Prerequisite: Instructor's consent.



FS5280 Cooperative Work Experience

1-3 credits (4-12 hrs/wk)
Maximum of 9 credits applicable toward degree.
Prerequisite: Instructor's consent.

FS5281 Ground Tanker/Tanker Boss S-214

2 credits (24 lec hrs total)
Provides students with the basic knowledge in assignment of tanker crews, tactics and shift planning, administration, safety, maintenance and related operations.
Prerequisite: Instructor's consent.

FS5284 Crew Supervisor S-230

4 credits (40 lec hrs total)
Provides students with knowledge allowing advancement in job placement. Covers fire line duties, fire organization, authority and responsibility as they relate to the position of crew boss.
Prerequisite: Instructor's consent.

FS5285 Basic Air Operations S-270

2 credits (2 lec hrs/wk)
Provides personnel who are exposed directly or indirectly to aircraft with knowledge in organizational safety, tactics and logistics.
Prerequisite: Instructor's consent.

FS5292 Organizing for Fire Suppression S-320

2 credits (2 lec hrs/wk)
Trains suppression personnel in management practices and activities of a fire at the initial attack level.

FS5660 Fire Tactics I

1.5 credits (15 lec hrs total)
Provides students with basic fundamentals in fire tactics and strategy in structural, natural fires and other emergencies.

FS5661 Fire Tactics II

1.5 credits (15 lec hrs total)
This strategy and tactics course is designed to provide students with knowledge in pre-fire planning, fire ground factors, fire behavior, and supervision roles in tactical operations.

FS5662 Fire Tactics III

1 credit (12 lec hrs total)
This course designed to motivate students to achieve a supervisory role in emergency operations; and to develop the student's awareness of planning operations and administrative duties.

FOREIGN LANGUAGES

FR0575, 0576, 0577 Conversational French I, II, III

3 credits/term (3 lec hrs/wk)
An introduction to practical French words and sentences.

GER0581, 0582, 0583

Conversational German I, II, III
3 credits/term (3 lec hrs/wk)
Develops conversational German vocabulary as well as necessary basic grammar.

JPN0501 Conversational Japanese I

3 credits (3 lab hrs/wk)
Develops 500-word vocabulary including phrases and simple sentences. Emphasizes pronunciation.

JPN0502 Conversational Japanese II

3 credits (3 lab hrs/wk)
Develops increased speaking and reading vocabulary to approximately 900 words. Emphasizes pronunciation, conversational flow of sentences and everyday phrases.
Prerequisites: JPN0501 Conversational Japanese I or instructor's consent.

JPN0503 Conversational Japanese III

3 credits (3 lab hrs/wk)
Increased speaking and reading vocabulary to approximately 1400 words. Emphasizes pronunciation, conversational flow of sentences and everyday phrases.
Prerequisites: JPN0501/2 Conversational Japanese I, II or instructor's consent.

SPAN101/102/103 First Year Spanish

4 credits/term (4 lec hrs/wk)
Introduces the written and spoken language of Spanish-speaking people. Includes pronunciation, grammar, vocabulary, and comprehension. Emphasizes speaking, listening comprehension, reading comprehension and writing. Must be taken in sequence.

SPAN201/202/203 Second Year Spanish

4 credits/term (4 lec hrs/wk)
Continues the review and expansion of language, grammar, conversation and composition. Must be taken in sequence.
Prerequisite: SPAN103

SPAN198/298 Independent Study in Spanish - to be arranged.

SPAN0521 Beginning Conversational Spanish

3 credits (3 lab hrs/wk)
Develops very basic conversational Spanish vocabulary including necessary grammar.

SPAN0531 Intermediate/Advanced Conversational Spanish

3 credits (3 lab hrs/wk)
Develops conversational Spanish vocabulary and necessary grammar for those with knowledge in Spanish.

FOREST RESOURCES TECHNOLOGY

F111 Introduction to Forestry

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

Designed for students majoring in Forestry and transferring to a four-year college or attaining a two-year Associate in Applied Science degree in Forest Resources Technology. Covers a broad overview of basic forestry principles. A review of the history of forestry in Europe and the United States is balanced with discussion of current forest management programs, laws and practices implemented in the United States today.

F198 Independent Studies - Forestry 1-3 credits

Provides students opportunities to conduct independent research in areas of particular interest. Ongoing projects for the Forest Service, BLM, Coos County or private industry will be agreed on prior to course registration.

Prerequisite: Instructor's consent.

F252 Tree and Shrub Identification

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

Characteristics, classification and identification of woody plants in Oregon. Principal timber trees of the United States and many introduced species are covered.

F280 Forestry Field Studies

(Summer) 6 credits (320 lab hrs/total)

Student is required to be employed in a full-time (approximately 40 hrs/wk) forestry or forest-related position. (This position could be voluntary.) The positions could change during the summer work period (8 weeks) depending on the employer's needs. The student will maintain a daily journal recording all forestry work performed, which will be reviewed. The employer will be required to correlate daily work activities with academic course work at the college and report any shortcomings. Field visits will take place at the beginning and end of the work period.

F603 Forest Ecology

3 credits (2.5 lec, 1.5 lab hrs/wk)

Provides the student with the basic knowledge of Forest Ecology, covering the elements of the forest ecosystem and its interrelationships.

F607/608 Forest Mensuration I/II

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

Basic principles and skills of forest measurements including cruising, scaling, volume measurements, log and tree grading, and use of measurement tools and techniques. The labs will apply principles learned in the classroom to measure individual trees.

F609 Forest Protection

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

Describes the destructive agents in the forest including disease, insects, animals and fire. Emphasizes identification of insect and disease organisms and control measures. Fire will be discussed as it relates to prevention, pre-suppression and suppression. Labs will examine these agents and various control procedures.

F611 Timber Harvesting Operations

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

Basic logging methods, cost and techniques used primarily in the Pacific Northwest but which are often used in many parts of the world. Various types of logging operations will be visited during laboratory periods.

F614 Forest Contracts and Mapping

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

Basic forms of forest contracts and their functional administration. Also covers forest mapping as it relates to forest contracts using new techniques such as GPS mapping and AUTOCAD.

F616 Aerial Photo-Interpretation: Remote Sensing

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

Provides students with basic knowledge of aerial photography used in forestry and an update on the latest techniques used in remote sensing. New methods of photo digitizing will be introduced as well as airborne video using GPS and GIS.

F617 Silviculture

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

An introductory course to describe and observe the biological influences on forest stands. Principles involve the nature of forest trees and stands, their growth, reproduction, environment, composition, nutrition and various responses.

F620 Advanced Silviculture

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

The application of principles previously learned to the improvement of forest stands through basic silvicultural practices. Laboratory and field exercises will include actual stand treatments on both public and private land.

Prerequisite: F617 Silviculture or instructor's consent.

FE222A Elementary Forest Surveying

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

Basic fundamentals of plane surveying and the use of various surveying instruments. The theory of field measurements, bearings, angles and azimuths is emphasized.

FE222B Advanced Forest Surveying

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

Designed to follow FE222A Elementary Forest Surveying. Application and use of more precise engineering instruments will be developed. Engineering procedures used in property subdivision and road surveying are covered.

Prerequisite: FE222A Elementary Forest Surveying.

FE606 Forest Engineering

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

Study of forest engineering procedures with particular emphasis on road design and location.

Prerequisites: FE222A Elementary Forest Surveying and FE222B Advanced Forest Surveying or instructor's consent.

FP210 Wood Products Utilization (Forest Products)

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

Emphasis on the basic forms of products derived from timber resources and how they relate to the economy.

FW199 Conservation of Wildlife Resources

3 credits (3 lec hrs/wk)

An introduction to the principles and practices of plant and animal conservation, requirements, and values of wildlife resources and history and agencies of conservation.

FW251 Principles of Wildlife Conservation

3 credits (3 lec hrs/wk)

Provides firsthand knowledge and laboratory experience related to some of Oregon's fish, wildlife and forest resources with an emphasis on the relationships between water quality, fish and forest practices. The latest studies are presented and analyzed in relation to physical and economic feasibility.

FW252 Wildlife Resources: Mammals

3 credits (3 lec, 1.5 lab hrs/wk)

Provides detailed information on identification, life histories, taxonomy, morphology and characteristics of mammals in general, and of Oregon mammals in particular.

FW253 Wildlife Resources: Birds

3 credits (3 lec hrs/wk)

Provides detailed information on identification, life histories, taxonomy, morphology and characteristics of birds in general and Oregon birds in particular. Several field trips emphasizing identification of local birds.

FW255 Techniques in Wildlife Science

3 credits (3 lec hrs/wk)

Techniques and equipment used to obtain biological information essential to manage wildlife on a scientific basis. Fundamental procedures of planning and conducting wildlife investigations.

FW6430 Introduction to Oregon's Fish and Wildlife

3 credits (3 lec, 1.5 lab hrs/wk)

This course provides basic information on the life histories and habits of Oregon's game and non-game wildlife species including fish, reptiles and amphibians, birds, and mammals.



History, legislation, and wildlife management practices will also be discussed. One full-day Saturday field trip is included to view wildlife habitat and management techniques.

RR251 Recreation Resource Management

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

Introductory course in outdoor recreation exploring the needs and demands of the American public for recreational opportunities, stressing importance and management of forest and wild lands for recreational use. Economic factors of planning, design, development and management of our recreational resources will be covered.

GEOLOGY

G145 Regional Field Geology

1 - 5 credits (variable lec/field/lab wk)

A field study of significant geologic features of selected regions. 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.

G146 Geology of Southwestern Oregon

3 credits/term (3 lec hrs/wk)

Studies the physical and historical features of southwestern Oregon. Examines the geologic 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)

Introduces geologic research methods. Research project, under professional guidance, is required.

G201/202 Physical Geology

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

A study of the physical nature of the earth and earth materials, processes and structures. Includes a comprehensive study of fundamental geologic principles, volcanism, tectonics and gradation. Laboratory exercises and field trips are required.

Required concurrent: G145 Regional Field Geology

G203 Historical Geology

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

A study of the physical and historical nature of the earth. 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.

G207 Geology of the Pacific Northwest

3 credits/term (3 lec hrs/wk)

Regional study of the geologic history of the Pacific Northwest: the stratigraphic relations, the structural framework, the origin and development of landforms, other significant geologic features and the sequence of geologic events for each of the major provinces.

G220 Prehistoric Life

3 credits/term (3 lec hrs/wk)

Nature and classification of prehistoric life, its stratigraphic significance, fossilization, evolutionary mechanisms and patterns, functional morphology and paleoecology. Identification of significant fossil invertebrate genera is emphasized.

G221 General Geology3 credits/term (3 lec hrs/wk)
or 4 credits/term (3 lec, 3 lab hrs/wk)

Introduces the physical aspects of geology. Includes rocks and mineral formation and identification, volcanos, earthquakes, plate tectonics and glaciation. Also includes other gradational processes, other aspects of volcanism, geologic time, a brief survey of prehistoric life, and sequence of major changes and events through time. Laboratory exercises included if taken for 4 credits.

G291 Minerals and Rocks

3 credits/term (3 lec hrs/wk)

Nature and origin of rocks and minerals; crystallography; the chemical and physical properties, description and identification of minerals; rock-forming processes; rock composition, textures, structures; and the classification, description and identification of rocks.

G299 Earth Resources: Ore**Deposits and Fossil Fuels**

3 credits/term (3 lec hrs/wk)

The nature, origin and occurrence of metallic and non-metallic deposits of economic value; the origin, migration and entrapment of petroleum, the geology of coal deposits; the relation of earth resources to plate tectonics; utilization of earth resources and the development of civilization; and earth resources of Oregon.

G299 Geological Hazards and Natural Catastrophes

3 credits/term (3 lec hrs/wk)

The causes and effects of earthquakes, tsunamis, landslides, ground subsidence and collapses, floods, storms, coastal erosion and volcanic eruptions. The possibilities for prediction and mitigation, and the

potential risks for hazards in Oregon, are included.

GS108 Oceanography

3 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 shorelines. The course also includes sedimentation, volcanism, plate tectonics, and other geological aspects of the oceans.

HEALTH and FIRST AID

HE198/298 Independent Study in**Health - to be arranged****HE207 Stress Management**

3 credits (3 lec hrs/wk)

Examines stress, its causes and methods of alleviating or controlling it. Emphasis is given to work-related stress, especially in the field of emergency services.

HE250 Personal Health

3 credits (3 lec hrs/wk)

Study of personal health issues with emphasis on wellness, behavior, substance use and abuse, physical fitness, consumer health issues and current health concerns, sexuality, mental health, stress management and nutrition awareness.

This course is required for the Associate in Arts degree.

HE252 Standard First Aid and Personal Safety

3 credits (3 lec hrs/wk)

Follows the Red Cross Standard First Aid and Personal Safety Guide Requirements. The class is designed to prepare the student with first aid knowledge and skills necessary for the immediate and temporary care of the sick and/or injured until qualified medical help assumes responsibility. CPR is included. Red Cross First Aid certification is given upon completion of course requirements. Certificate is current for three (3) years.

HE262 CPR Instructor Training (AHA)

2 credits (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/Recertification. **Prerequisite:** Current certification in Cardiopulmonary Resuscitation by the Oregon Heart Association (BLS Course - Level C).

HE299 (ACLS) Advanced Cardiac Life Support

2 credits (17 lec, 8 lab hrs total)

Three-day course for continuing education of critical care physicians, nurses, EMT IIIs and IVs in the evaluation and treatment of cardiac problems.

Prerequisite: RN, EMT III, IV or MD.

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 Basic First Aid (Red Cross)

0.5 credit (5 lec- 5 lab/hrs)

Designed to teach a good basic knowledge of First Aid for the immediate and temporary care of the sick and injured prior to the arrival of summoned medical treatment.

HEALTH OCCUPATIONS

**HE257/928 Enhanced Emergency
Medical Technician - Basic (A/B)**
10 credits (80 lec, 60 lab,
10 field study hrs total)

This course prepares individuals for certification in Oregon as an Emergency Medical Technician-Basic.

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. HE928 is for volunteers not pursuing the EMT Certificate.

**HE258/931 Emergency Medical
Technician - Intermediate (A/B)**
9 credits (76 lec, 44 lab hrs total)

This course prepares individuals for certification in Oregon as Emergency Medical Technicians Intermediate.

Prerequisites: Students are required to complete a special application and meet minimum entrance requirements in order to register for the course. Application information can be obtained through the EMT Program Coordinator's Office or the Student Services Office. HE931 is for volunteers not pursuing the EMT Certificate.

**HE942 Introduction to Emergency
Medical Services**
3 credits (3 lec hrs/wk)
This course covers the role and responsibilities of the paramedic, emergency medical services systems, medical-legal considerations, major incident response, hazardous materials awareness and stress management.

**HE943 Emergency Medical
Technology Rescue**
3 credits (3 lec hrs/wk)
This course covers elementary procedures of rescue practices, systems, components, support, and control of rescue operations including ladder procedures and basic rescue tools. Introduction to techniques and tools of

patient extrication, emphasizing application to traffic accidents, as required for paramedic certification.

Prerequisite: EMT-Basic certification or concurrent enrollment in HE257/928 A/B.

**HE944 Emergency Communication
and Patient Transfer**
3 credits (3 lec 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.

HE260/9360 First Responder Course
3 credits (30 lec, 10 lab hrs total)
Emergency medical care training program for first responders to traffic accident victims. Includes training in the removal of victim from vehicle.

**HE262 CPR Instructor Training
(AHA)**
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/Recertification.

Prerequisite: Current certification in Cardiopulmonary Resuscitation by the Oregon Heart Association (BLS Course-Level C)

HE280 EMT Field Experience
1-2 credits (3-6 lab hrs/wk)
Provides increased opportunities to use EMT skills learned in the classroom.
Prerequisites: Must be enrolled or have completed transferable EMT I, II or III class and be certified at each level.

**HE299 Advanced Cardiac Life
Support (ACLS)**
2 credits (17 lec, 8 lab hrs total)

A three-day course designed for continuing education of critical care physicians, nurses and EMT IIIs and IVs in the evaluation and treatment of cardiac problems.

Prerequisites: RN, EMT III, IV, MD

HISTORY

**HST101 History of Western
Civilization**
3 credits/term (3 lec hrs/wk)

Introduces the knowledge, culture and traditions of the Western World from the rise of civilization in the Near East to the emergence of medieval European civilization. Sequence with HST102, HST 103, need not be taken in order.

**HST102 History of Western
Civilization**
3 credits/term (3 lec hrs/wk)

Introduces the knowledge, culture and traditions of the Western World from the waning of medieval European culture and the rise of European national states through the 18th century. Sequence with HST101, HST103, need not be taken in order.

**HST103 History of Western
Civilization**
3 credits/term (3 lec hrs/wk)

Introduces the knowledge, culture and traditions of the Western World from the 19th century to the present. Sequence with HST102, HST102, need not be taken in order.

HST201 History of the United States
3 credits/term (3 lec hrs/wk)
Major social, economic, political and cultural developments from colonial times to the mid-19th century. Sequence need not be taken in order.

HST202 History of the United States
3 credits/term (3 lec hrs/wk)
Major social, economic, political and cultural developments from the mid-19th century to the 1920s. Sequence need not be taken in order.

HST203 History of the United States
3 credits/term (3 lec hrs/wk)
Major social, economic, political and cultural developments from the 1920s to the present. Sequence need not be taken in order.

HOME ECONOMICS

The courses listed below are offered on a rotating basis. A few specialized courses are provided only when specific community need has been indicated. Check with Home Economics advisors.

General

HEC9944 Balancing Work and Family

0-2 credits (1-24 lec hrs total)
Designed to help each participant develop strategies for managing the stress accompanying the dual roles and implementing sound strategies to accomplish tasks and responsibilities involved in maintaining a family and home while working outside the home or in a home-based business.

FN225 Nutrition

4 credits (4 lec hrs/wk)
Study of nutrition and the newer scientific investigations of optimal diet and health; present-day nutritional problems for home economics majors, nursing students, physical education majors and food service majors.

HEC0874 Portable Appliance

Cooking
0.5-1 credits (15-36 hrs total)
Techniques of preparing foods in microwave ovens, woks, convection ovens, slow cookers, portable grills and ovens. Stresses selection of ingredients for basic foods as well as gourmet recipes.

HEC9946 Skills for Success

0.5 credit (18 lab hrs total)
Focuses on the skills and knowledge needed to make the transition from home-maker to the dual role involved when also working outside the home. Addresses goal setting, self-esteem, management of the home, family and personal resources including time and energy, human relations, personal development and strategies for gaining employment.

HUMAN DEVELOPMENT and FAMILY STUDIES

HD90 Life Transitions (Life 101)

3 credits (25 lec-lab, 5 lab hrs wk for 6 weeks)

Focuses on self-exploration and development of life planning skills through a process of analyzing predictable life transition. Emphasizes developing and integrating skills in goal setting, decision making and plan implementation. Designed to assist students in career planning and in the development of the communication, personal and basic skills necessary for self-sufficiency. Includes the development of workplace skills such as interpersonal and team-building skills, adapting to change, recognizing diversity and balancing work and family issues. This will be accomplished using written assignments, class activities, group projects and various reading materials.

HD91 Life and Career Planning (Workforce 2000 Skills)

3 credits (95 lec-lab, 20-40 lab hrs total)

Describes planning for life careers. Includes self-assessment and decision-making techniques. Emphasis of the course is on adult career planning; identification of individual career goals and development of communication, personal and basic skills necessary for obtaining education/training in the chosen occupational area and workplace issues. Course emphasizes development of skills employers want such as communication, human relations, valuing diversity, dependability and critical thinking coupled with basic skill development in mathematics, writing and computer awareness.
Prerequisite: Intake process.

HD100 College Success and Survival

2 credit (4 lec hrs/wk for 5 wks)
New and returning students will be assisted in the academic, personal and social adjustments needed to succeed in college.

HD112 Study Skills

3 credits (3 lec hrs/wk)
Study Skills is 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 will be assisted in identifying goals and the steps necessary to achieve those goals.

HDFS226 Child Development - The Growing Years

3 credits (3 lec hrs/wk)
Complexities of personality, intellectual and physiological development of children from birth through adolescence. Surveys the forces influencing growth and development.

HEC9942 Parent Seminar (STEP)

1 credit (2 lec-lab hrs/wk)
Help for parents dealing with the everyday difficulties of raising children in a rapidly changing world.

HUMAN SERVICES

HS102 Drug Use, Misuse and Addiction

3 credits (3 lec hrs/wk)
Examines drugs, their physiological and psychological effects, and implications of treatment and prevention. Covers food additives, prescription medication and chemicals in the environment.

HS150 Self-Awareness and Interpersonal Skills

3 credits (3 lec hrs/wk)
An introductory course assisting students in exploring the field of Human Services. Students will examine their interpersonal skills, personal values, decisions and problems of human services trainees. Includes self-awareness and stress management. Students take a candid look at struggles, stress, demands, strains, rewards, excitement and fun they face in the

field. Material is presented by utilizing individual and small group experiences, lectures, quests to self-exploration and personal growth, values clarification, prevention of professional burnout, and many other subjects pertaining to the Human Services field.

HS154 Community Resources

3 credits (3 lec hrs/wk)

Addresses the history and organizational perspective of the development of Human Services institutions. Students explore Human Service work as it relates to the client, worker and workplace. Community resources are identified and students learn the appropriate methods of identifying client needs and referring the client to available resources. There is an introduction to interviewing and relationship development.

HS155 Interviewing Theory and Techniques

3 credits (3 lec hrs/wk)

Theoretical background and specific interviewing techniques. Practice in interviewing situations with peers and professional observation and feedback.

HS167 Gerontology

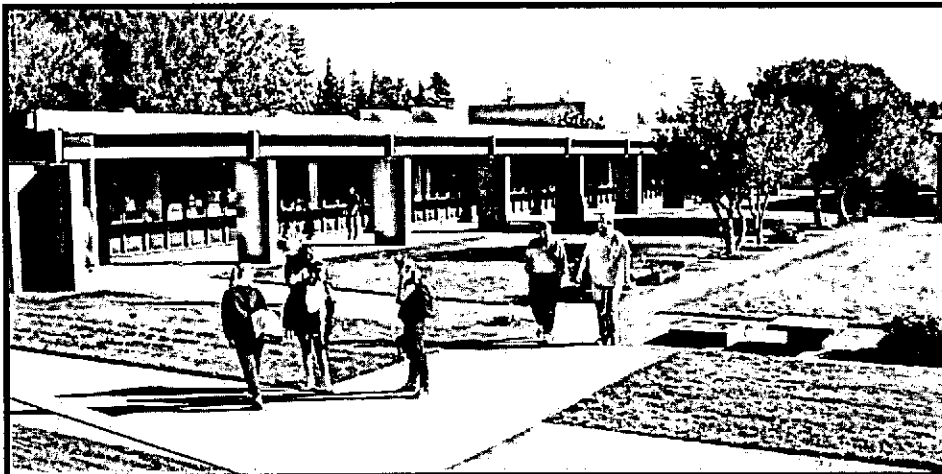
3 credits (3 lec hrs/wk)

Presents aging as an active developmental process which occurs throughout life. Examines social, physical, emotional and cultural dynamics which influence the aging process. Examines ways of promoting positive involvement throughout life.

HS168 Mental Health and Aging

3 credits (3 lec hrs/wk)

Presents basic information regarding issues in mental health and aging from both a normal aging and psychopathological point of view. Emphasis on lifespan developmental perspective based on the assumption that current emotional problems can often be linked with earlier life events and patterns of coping with stress. Specific organic and functional mental disorders will be studied. A variety of approaches to assessment, treatment and health promotion are explored.



HS170 Introduction to Practicum

3 credits (3 lec hrs/wk)

Provides the background and specific skills needed to select and succeed in a Human Services practicum placement. **Prerequisite:** HS150, HS154 and 155 with a grade of C or better.

HS201 Family Addiction

3 credits (3 lec hrs/wk)

Chemical dependency and how it affects a family. Focuses on family dynamics and treatment for alcoholic/addictive families.

HS202 Counseling the Chemically Dependent Client I

3 credits (3 lec hrs/wk)

Students develop skills for counseling chemically dependent clients in individual sessions. Must be taken in sequence.

HS203 Counseling the Chemically Dependent Client II

3 credits (3 lec hrs/wk)

Students increase skills in group counseling of chemically dependent clients.

Prerequisite: HS202 with a grade of C or better.

HS204 Counseling the Chemically Dependent Client III

3 credits (3 lec hrs/wk)

Advanced students expand skills in working with chemically dependent clients. Includes the possibilities for wellness and wholeness for chemically dependent persons.

Prerequisite: HS203 with a grade of C or better.

HS205 Youth Addiction

3 credits (3 lec hrs/wk)

Students develop skills in working with chemically dependent youth. Includes prevention, intervention, assessment, and continuing recovery techniques for individuals and groups.

HS260 Group Dynamics

3 credits (3 lec hrs/wk)

Introduction to theory of small group behavior and skills in working with groups. Includes styles of group leadership, roles played by various group members, and supervisor/subordinate relationships.

HS261 Counseling the Older Adult

3 credits (3 lec hrs/wk)

How to work with and/or provide services for older adults. Covers physical, emotional, environmental and developmental issues unique to older persons. Includes discussion and practice of communication and counseling skills emphasizing empathy, respect, and genuineness.

HS265 Intervention Strategies I

3 credits (3 lec hrs/wk)

First of a three-term sequence on intervention strategies used in social service work. Theory and practice in behavioristic, psychoanalytic, Gestalt, and psychodramatic intervention strategies.

Prerequisite: HS155 or instructor/coordinator consent.

HS266 Intervention Strategies II
3 credits (3 lec hrs/wk)
Theory and practice in client-centered, cognitive, holistic intervention strategies.

HS267 Intervention Strategies III
3 credits (3 lec hrs/wk)
Theory and practice in family, group, and community intervention strategies.

HS291 Practicum: Human Resources
3-5 credits (90-150 hours per quarter at a pre-approved practicum site)
On-site clinical and community experience with human services organizations plus weekly one-hour seminars integrating field and classroom experiences.
Prerequisite: HS170 and approval from program coordinator.

JOURNALISM

J198/298 Independent Study of Journalism - to be arranged

J215 Journalism Laboratory
3 credits (6 lab/wk)
Provides practice in newspaper and magazine writing, editing, advertising, photography, and reproduction.

J216 News Reporting and Writing
3 credits (3 lec hr/wk)
Presents basics of journalistic writing with an emphasis on real assignments to be used in the student newspaper. Students study interviewing, other news gathering techniques, effective writing of news and features, and journalistic ethics while they are actually reporters.

J217 Feature Writing
3 credits (3 lec hr/wk)
Covers journalistic writing with emphasis on backgrounding, in-depth reporting, interpretive writing and newer journalism forms. Students submit articles for actual publication, most often in the student newspaper.

J280 Field Experience
variable 9 credits maximum
(includes seminar)
Combined work and study projects in the fields of writing, reporting, editing, public relations and other mass media-related activities.

JUSTICE SERVICES (See Public Service Courses - Police)

CJ100 Foundations of Criminal Justice
3 credits (3 lec hrs/wk)
A contemporary view of the criminal justice system and its processes. Individual consideration will be given to these specific areas: the judiciary, law enforcement, corrections and juvenile systems.

CJ101/SOC244 Criminology
3 credits (3 lec hrs/wk)
Provides a broad viewpoint of criminal behavior and the justice system. A consideration of human behavior and crime, the impact of early theoretical approaches to current, theoretical and practical treatment of crime and criminals.

CJ107/SW207 Criminal Justice Workshops
1 credit (10 hrs total)
Current criminal justice problems and methods of alleviating them.

CJ110 Introduction to Law Enforcement
3 credits (3 lec/hrs wk)
Introduction to Law Enforcement is the identification of area responsibilities that include: field operations, patrol procedures, community relations, police organization and functional duties.

CJ120 Judicial Process
3 credits (3 lec hrs/wk)
Provides a thorough understanding of our justice system from the time of arrest through sentencing of a criminal offender; includes current legal rules of procedure.

CJ130 Introduction to Corrections
3 credits (3 lec hrs/wk)
Study of contemporary correctional institutions and detention facilities, organization and personnel program and activities, inmate society and trends and career orientation.

CJ131/SOC220 Institutional Corrections
3 credits (3 lec hrs/wk)
A basic introduction and overview of imprisonment as a correctional tool. The study of treatment and basic procedures for receiving and discharging.

CJ140 Criminalistics
3 credits (3 lec hrs/wk)
Provides instruction in the proper collection, preservation and identification of physical evidence. Provides laboratory skills in field testing of some items of scientific evidence. This course familiarizes students with crime laboratory services available on both state and federal levels.

CJ198/298 Independent Study in Criminal Justice Administration - to be arranged

CJ200 Police and the Community
3 credits (3 lec hrs/wk)
Discusses the role of justice practitioners in maintaining community relations. Examines the interrelationships and role expectations of agencies and public policy. Explores racial and community tension, minority group crime, social forces and police image, and community oriented policing.

CJ201/SOC221 Juvenile Delinquency
3 credits (3 lec hrs/wk)
Study of deviant behavior and current criminological theories with emphasis on criminal justice applications, crime prevention and phenomena of crime as it relates to juveniles.

CJ203 Crisis Intervention
3 credits (3 lec hrs/wk)
Crisis intervention covering domestic violence, problems with juveniles, substance abuse, legal and social restrictions and implications and methods of prevention and intervention.

CJ210 Criminal Investigation

3 credits (3 lec hrs/wk)

Basic principles and theories of investigative routines; focusing on the primary skills used in all justice agency investigation. Specific attention is given to crime scenes, interviewing, handling and preparation of evidence, witnesses, surveillance, technical resources and case preparation.

CJ215 Criminal Justice Administration

3 credits (3 lec hrs/wk)

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

CJ220 Criminal Law

3 credits (3 lec hrs/wk)

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

CJ222 Procedural Law

3 credits (3 lec hrs/wk)

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

CJ225 Corrections Law

3 credits (3 lec hrs/wk)

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

CJ229 Community-Based Corrections

3 credits (3 lec hrs/wk)

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.

**CJ243/SOC243 Narcotics and Dangerous Drugs**

3 credits (3 lec hrs/wk)

Introduces the problem of drug abuse (alcohol, drugs, narcotics) in our society. Includes identification of drugs and causes of addiction.

CJ280 Field Experience

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

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

CJ299 Procedural Law II

3 credits (3 lec hrs/wk)

A continuation of CJ222, Procedural Law I, with an emphasis on civil rights matters, trial related procedure, and rules of evidence.

Prerequisite: CJ222 Procedural Law I

CJ299 American Crime Policy

3 credits (3 lec hrs/wk)

Offers a critical review of crime policy in the United States analyzed from both the liberal and conservative perspectives. Programs and issues will be addressed from the areas of police, courts, and corrections.

Prerequisite: CJ100 Foundations of Criminal Justice.

CJ5100, 5101, 5102 Emergency Telecommunications

9 credits (3 lec hrs/wk 3 terms)

A three-course sequence designed to cover all areas of emergency dispatch operations including computer law enforcement networks, warrant processing, records, dealing with difficult persons, prioritization of tasks and other pertinent topics.

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.

Sequence with ENG105, ENG106.

Need not be taken in order.

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.

Sequence with ENG104, ENG106.

Need not be taken in order.

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.

Sequence with ENG104, ENG105.

Need not be taken in order.

ENG107 World Literature

3 credits (3 lec hrs/wk)

Introduces 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. Sequence with ENG108, ENG109. Need not be taken in order.

ENG108 World Literature

3 credits (3 lec hrs/wk)

Introduces 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. Sequence with ENG107, ENG109. Need not be taken in order.

ENG109 World Literature

3 credits (3 lec hrs/wk)

Introduces key literary works and authors of world literature from Romanticism to modern and contemporary writings. Students should consider taking History of Western Civilization concurrently. Sequence with ENG107, ENG108. Need not be taken in order.

ENG 198/298 Independent Study in**Literature** - to be arranged

Allows accomplished literature students to pursue their own interests on a reading and conference basis under the tutorship of faculty members.

Prerequisite: Instructor's consent.

ENG204 Survey of English Literature

3 credits/term (3 lec hrs/wk)

Discusses literary documents and authors of the British Isles from Anglo-Saxon beginnings through the sixteenth century. Study focuses on, but is not limited to, characteristic works and major figures of the period. Sequence with ENG205, ENG206. Need not be taken in order.

ENG205 Survey of English Literature

3 credits (3 lec hrs/wk)

Discusses literary documents and authors of the British Isles from the sixteenth century through the early nineteenth century. Study focuses on, but is not limited to, characteristic works and major figures of the period. Sequence with ENG204, ENG206. Need not be taken in order.

ENG206 Survey of English Literature

3 credits (3 lec hrs/wk)

Discusses literary documents and authors of the British Isles of the nineteenth and twentieth centuries. Sequence with ENG204, ENG205. Need not be taken in order.

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. Sequence with ENG254, ENG 255. Need not be taken in order.

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 (often referred to as the Age of Realism). Special attention is given to helping students develop a sense of what is "American" in literature and thought. Sequence with ENG253, ENG 255. Need not be taken in order.

ENG255 Survey of American Literature

3 credits (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. Sequence with ENG253, ENG 254. Need not be taken in order.

ENG299 Special Topics in Literature

3 credits (3 lec hrs/wk)

In-depth exploration of theme, problem and mode in literature for students who have a special interest in the issue. Each time the course is offered, it will be subtitled to identify the special subject of study.

ENG0536 Shakespeare: Ashland

1 - 3 credits (15 - 36 hr/total)

Presents detailed examination of Shakespeare plays produced at Ashland with emphasis on understanding and appreciating Elizabethan culture. Students have the option of attending the plays in Ashland as a group.

MACHINE TOOL TECHNOLOGY**MT4160 Basic Metallurgy**

2 credits (2 lec hrs/wk)

A practical approach to metals and non-metallic materials, their physical properties, heat treatment of steels, testing of some physical properties and machinability of metals.

MT4170 Machine Tools I

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

Basic introduction of benchwork, drill presses, power saws, grinders and lathes. A general overview of tools, materials and procedures used in the machine shop.

MT4171 Machine Tools II

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

A continuation of Machine Tools I, introducing the vertical and horizontal milling machines, tool sharpening and threading on the lathe, emphasizing machine tool theory and precision measurement.

Prerequisite: MT4170 Machine Tool I or instructor's consent

MT4172 Machine Tools III

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

The third course provides the opportunity to apply the skills developed in Machine Tools I and Machine Tools II and to gain additional experience in the machine tool field. Advanced machine setups will be studied.

Prerequisite: MT4171 Machine Tools II or instructor's consent.

**MT4173 Numerical Control
Machining I**

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

Introduces numerical control machining, writing of point-to-point programs, setup and operation of a N.C. Milling machine and related applications.

Prerequisites: Machine Tools I and instructor's consent.

MT4174 Machine Tool References

2 credits (2 lec hrs/wk)

Provides the experience and knowledge needed to retrieve the technical information from machine manuals, *Machinery's Handbook*, tool and equipment manufacturers' catalogs and to practically apply the information in machine shop situations.

MT4175 Manufacturing Process

2 credits (2 lec hrs/wk)

Production processes used in industry and technical problems relating to mass production of metallic and non-metallic products.

MT4176 Machine Tools IV

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

First course in the second year sequence covers advanced setups and operations for lathes, milling machines, grinders, saws and drill presses. Emphasis is placed on higher precision in machining parts.

Prerequisite: MT4172 Machine Tools III or instructor's consent.

MT4177 Machine Tools V

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

A continuation of Machine Tools IV including advanced setups and operations on milling machines and lathes. Basic tool and fixture making is studied with more emphasis on closer tolerances.

Prerequisite: MT4176 Machine Tools IV or instructor's consent.

MT4178 Machine Tools VI

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

Final course of six-course sequence designed to consolidate topics and machines studied and to relate this information to industrial applications. Setup and operation of production machines is studied.

Prerequisite: MT4177 Machine Tools V or instructor's consent.

MT4179 Advanced Studies Project

3 credits (9 lab hrs/wk)

Provides additional lab experience.

Students will, with instructor's approval and supervision, design and produce a special tool using any of the tools and machines available in the machine shop.

Prerequisite: Second year Machine Tool Technology major or instructor's consent.

**MT4181 Numerical Control
Machining II**

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

Second course in the N.C. series introduces computer numerical control machining, the use of computers in writing programs to operate machines, setup and operation of CNC-Milling machines and CNC-Lathes.

Prerequisite: MT4173 Numerical Control Machining I or instructor's consent.

**MT4182 Numerical Control
Machining III**

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

Continuing the training in CNC-machining and CNC-programming started in N.C.M. II, through advanced programming and machining techniques. Students will design, program and machine actual parts of moderate complexity.

Prerequisite: MT4181 Numerical Control Machining II or instructor's consent.

**MT4280 Cooperative Work
Experience**

1-9 credits (4-36 lab hrs/wk)

Gain on-the-job experience in coordinator-approved shop situations that closely parallel field of study. Work overseen by supervisor and coordinator. Seminar arranged by supervisor.

Prerequisite: Instructor's consent.

**MT9228 Machine Tool Technology
Workshop**

.25-3 credits (1-9 lab hrs/wk)

Operation and setup of lathes, milling machines, grinders and other machines in the shop. Opportunity to advance skills in applications common to those in industry. Special tools and materials provided by student.

Prerequisite: Instructor's consent.



**MARINE
NAVIGATION**

**IND9615 Marine Navigation -
Piloting**

3 credits (3 lec hrs/wk)

Provides a basic understanding of the principles involved in navigation and a working knowledge of navigation techniques. Studies include weather, dead reckoning, piloting, electronic navigation and the utilization of these concepts for navigation; use of various navigational instruments to obtain lines of position and the use of required publications necessary to interpret these lines of position to navigational fixes. Also covers Rules of the Road, radio communications and distress signals and a look at celestial navigation.

**IND9616 Marine Celestial
Navigation**

3 credits (3 lec hrs/wk)

Provides a basic understanding of the principles involved in celestial navigation and a working knowledge of celestial navigational techniques. Enables recipient to meet licensing requirements of the U.S. Coast Guard to prepare operators of ocean-going vessels (more than 200 miles offshore) and for examinations in celestial navigation. A study of celestial sightings, time and the utilization of these concepts for navigation, involving the use of various instruments and required publications to reduce these lines of position to navigational lines.

MATHEMATICS

MTH0760 Math Lab

(0 credit)

Individualized instruction on all levels of math from basic arithmetic to calculus. Student works at own speed and level.

Prerequisite: Registration in any math course.

MTH20 Basic Mathematics

4 credits (4 lec hrs/wk)

Prepares students for successful completion of any program requiring knowledge of basic mathematics.

Prerequisites: Appropriate score on placement test or instructors consent.

MTH30 Applied Math for Industrial Mechanics

3 credits (3 lec hrs/wk)

Basic arithmetic operations with an emphasis on applications. Offered by the math department in cooperation with the professional technical program areas.

Prerequisites: Appropriate score on placement test or instructors consent.

MTH31 Applied Algebra and Geometry for Industrial Mechanics

3 credits (3 lec hrs/wk)

Basic geometric concepts, graphing in a rectangular system and basic algebra concepts with applications. Offered by the math department in cooperation with the professional technical program areas.

Prerequisite: Successful completion of MTH30 with a "C" or better or instructor's consent.

MTH33 Applied Trigonometry

3 credits (3 lec hrs/wk)

Introduction to plane trigonometry emphasizing practical applications. Offered by the math department in cooperation with the vocational preparation program areas.

Prerequisite: Successful completion of MTH31 with a "C" or better or instructor's consent.

MTH40 Applied Trigonometry

4 credits (4 lec hrs/wk)

Introduction to plane trigonometry emphasizing practical applications.

Prerequisite: Successful completion of MTH70 with a "C" or better or instructor's consent.

MTH70 Elementary Algebra

4 credits (4 lec hrs/wk)

The transition from arithmetic to algebra for students with little or no previous experience in algebra. Includes concepts of numbers, integers, inequalities, solving linear equations and rational expressions, their generalization and simple algebraic procedures and applications.

Prerequisite: Appropriate score on placement test or successful completion of MTH20 with a "C" or better or instructor's consent.

MTH94 Intermediate Algebra I

4 credits (4 lec hrs/wk)

A study of the mechanics of the properties of real and complex numbers. Introduction to solving linear and quadratic equations, inequalities, fractional equations, polynomial and rational expressions with application.

Prerequisite: Appropriate score on placement test or successful completion of MTH70 with a "C" or better or instructor's consent.

MTH95 Intermediate Algebra II

4 credits (4 lec hrs/wk)

A study of exponents, radicals and complex numbers, quadratic equations, functions and relations, and solutions to systems of equations, plus an investigation of exponential and logarithmic functions.

Prerequisite: Appropriate score on placement test or successful completion of MTH94 with a "C" or better or instructor's consent.

MTH105 Introduction to

Contemporary Mathematics

4 credits (4 lec hrs/wk)

A survey of several areas of mathematics including systems of linear equations, statistics, measurement, mathematical modeling and problem solving. The last course in a sequence that meets the math requirements for the

AA degree.

Prerequisite: Appropriate score on placement test, MTH95 with a C or better or instructor's consent.

MTH111 College Algebra

4 credits (4 lec hrs/wk)

Topics include polynomial and rational functions, introduction to logarithms, and graphing.

Prerequisite: Appropriate score on placement test, MTH95 with a C or better or instructor's consent.

MTH112 Elementary Functions

4 credits (4 lec hrs wk)

Topics include exponential, logarithmic functions, trigonometric functions, inverse functions, applications.

Prerequisite: Appropriate score on placement test or successful completion of MTH111 with a "C" or better or instructor's consent.

MTH211 Fundamentals of Elementary Mathematics I

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

Includes introduction to problem solving, number systems, number theory, probability and statistics, measurement and geometry.

Prerequisite: Appropriate score on placement test or successful completion of MTH95 with a "C" or better or instructor's consent.

MTH212 Fundamentals of Elementary Mathematics II

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

Includes introduction to problem solving, number systems, number theory, probability and statistics, measurement and geometry.

Prerequisite: Successful completion of MTH211 with a "C" or better or instructor's consent.

MTH213 Fundamental of Elementary Mathematics III

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

Includes introduction to problem solving, number systems, number theory, probability and statistics, measurement and geometry.

Prerequisite: Appropriate score on placement test or successful completion of MTH212 with a "C" or better or instructor's consent.



**MTH251 Calculus I
(Differential Calculus)**

4 credits (4 lec hrs/wk)

Topics include rates of change, the derivative, velocity, acceleration, algebraic rules of differential calculus, applications to maximum and minimum problems, curve sketching and analytic geometry.

Prerequisite: Appropriate score on placement test or successful completion of MTH112 with a "C" or better or instructor's consent.

**MTH252 Calculus II
(Integral Calculus)**

4 credits (4 lec hrs/wk)

Topics include definite and indefinite integrals with applications to area, force, work, and growth and decay problems.

Prerequisite: Successful completion of MTH251 with a "C" or better or instructor's consent.

**MTH253 Calculus III
(Infinite Series and Sequences)**

4 credits (4 lec hrs/wk)

Topics include indeterminate forms, infinite sequences and series, improper and multiple integrals, conic sections and the formal definition of limit.

Prerequisite: Successful completion of MTH252 with a "C" or better or instructor's consent.

MTH254 Calculus IV

(Introduction to Vectors and Multidimensional Calculus)

4 credits (4 lec hrs/wk)

Topics include vectors, vector functions, parametric curves, applications to motion, surface area, partial derivatives, gradients, and directional derivatives. Multiple integrals with applications.

Prerequisite: Successful completion of MTH253 with a "C" or better or instructor's consent.

MTH255 Vector Calculus II (Vector Analysis)

4 credits (4 lec hrs/wk)

Introduction to vector analysis, divergence, curl, line, surface integrals, and the theorems of Gauss and Stokes. Multiple integrals.

Prerequisite: MTH254 with a grade of C or better or instructor consent.

MTH256 Differential Equations

4 credits (4 lec hrs/wk)

First and second order linear equations, first order nonlinear equations, Laplace transform, and systems of differential equations.

Prerequisite: MTH253 Calculus III, may be taken concurrently.

MTH4215 How To Use A Graphing Calculator

1 credit (2 lec-lab hrs/wk)

How to use a graphing calculator to solve algebra, geometry, and trigonometry problems. Prepares the student for pre-calculus.

Prerequisites: MTH94 with a grade C or better or instructor's consent, or placement into MTH95.

MUSIC

MUP105/205 Jazz Ensemble (Jazz Band)

1-2 credits/term (2-4 lec-lab hrs/wk)

Provides opportunity for musicians to participate and improve music techniques and skills, notation, terminology and improvisation as it applies to the jazz idiom.

MUP114 Stage Band

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

Presents a wide range of musical styles, forms of jazz, popular and rock idioms. Improves instrumental skills, music reading and performer's musical awareness.

**MUP121 Symphonic Choir
(Community Choir)**

1 credit (2 lec-lab hrs/wk)

Performance-oriented practice for presentations, including music with different styles and problems.

MUP122/222 Concert Choir

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

Vocal ensemble provides opportunity for singers to practice and improve talents. Attention is given to voice placement and usage, music reading, terminology and major choral literature of all styles and periods.

MUP123/223 Opera Workshop

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

Provides opportunity for singers to participate in operatic literature, perform scenes from well-known and lesser-known operas, work with other singers of similar skill, and improve their stage techniques. Students will increase their understanding of the art. Performances in costume will be given periodically.

**MUP125 Vocal Jazz Ensemble
(Southwesters)**

2 credits (4 lec-lab hrs/wk)

Students must have the ability to learn music on their own, be at rehearsal prepared, on time, and have an enthusiasm for the music. They will read, rehearse, and perform music of the vocal jazz idiom including swing, blues, Latin, and ballad styles.

Prerequisites: Audition or instructor's approval.

MUP131 Madrigals: Chamber Choir

2 credits (4 lec-lab hrs/wk)

This is a small vocal ensemble that rehearses and performs choral chamber music from the medieval period to the present.

Prerequisite: Instructor's consent.

MUP135/136/137 Singing**Fundamentals (Voice Class)**

1 credit/term (3 lab hrs/wk)

Provides opportunity for musicians to improve musicianship, instrumental techniques and skills.

MUP142 Orchestra

1-2 credits (2-4 lec-lab hrs/wk)

This course is designed to meet the needs of string players (violin, viola, cello, and bass) in chamber orchestra literature. Some literature will involve woodwinds and bass.

Private lessons on a one-to-one basis for piano, guitar and other instruments, based on request and instructor availability. Student may be asked to audition to perform in recitals or college ensembles.

Individual Lessons

1-3 credits (.50 lab hr/wk)

Individual instruction in technical and stylistic aspects of solo performance. Each term, students enroll for a one-half hour lesson each week. Regular practice outside of lesson is expected. **Prerequisite:** Instructor's consent.

MUP171/271 Piano**MUP174/274 Voice****MUP180/280 Guitar****MUP181 Flute****MUP183 Clarinet****MUP184 Saxophone****MUP186 Trumpet****MUP187 French Horn****MUP188 Trombone****MUP191 Percussion****MUP202 Concert Band**

1-2 credits (2-4 lec-lab hrs/wk)

Music studio class offering rehearsal and performance opportunities in concert band literature.

MUP202 American Folk Music

3 credits (3 lec hrs/wk)

A survey of the authentic folk music in America, its origins in Europe, and purposes of the music regarding work, religion, entertainment, and personal expression. Emphasis is placed on the historic significance of the music as a chronicle of events which shaped the nation through personal experience.

MUS101/102/103 Music**Fundamentals**

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

Introduction to principles and foundations of music.

MUS111/112/113 Music Theory

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

Examines elements, structures and patterns of music. Analyzes styles of major composers and develops aural and keyboard skills. Must be taken in sequence.

**NOTE: ALL MUSIC
MAJORS MUST TAKE
EAR TRAINING**

**MUS114/115/116 Ear Training and
Sight Reading**

1 credit/term (1 lec hr/wk)

Identification of notes and rhythms.

Co-requisites: MUS111, 112, 113

Music Theory. Must be taken in sequence.

MUS134/135/136 Voice Class

1 credit/term (1 lec, 1 lab hr/wk)

This class is designed to help students develop their voices for singing. They will receive instruction in vocal techniques to improve the quality of their voices, learning about diction, phrasing, dynamics, expression, posting, breath-control, and vocal resonance. They will learn to cope with fear of singing in front of others. No musical background required.

MUS137/138/139 Guitar Class

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

Provides a basic orientation to guitar techniques that encompass accompaniment and solo skills in a variety of styles. Must be taken in sequence.

**MUS198/298 Independent Study in
Music - to be arranged.****MUS201/202/203 Introduction to
Music and Its Literature**

3 credits each (3 lec, hrs/wk)

Study of musical elements, forms and historical styles.

MUS211/212/213 Music Theory II

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

Examines structure and elements of music through analysis of the styles of major composers.

Prerequisites: MUS113, Music Theory III or instructor consent.

**MUS261/262/263 Music History
I, II, III**

3 credits/term (3 lec hrs/wk)

Basic stylistic concepts from baroque to classical and romantic to contemporary periods.

MUP0526 Band (Jazz Band)

0 credit (1-3 lec hrs/wk)

Provides opportunity for musicians to participate and improve music techniques and skills, music reading, notation, terminology and improvisation as it applies to the jazz idiom.

**MUP0528 Community Choir
(Symphonic Choir)**

0 credit (1-3 hrs/wk)

This vocal ensemble offers singers an outlet for their talent and a chance to improve. Attention is given to voice placement and usage, music reading, terminology, and major choral literature of all styles and periods.

MUP0529 Chamber Orchestra

0 credit (1-3 lec hrs/wk)

The chamber orchestra offers musicians an outlet for their talents and a means to improve their musicianship and instrumental techniques and skills.

**MUP0537 Barbershop Singing for
Women: Four-part Harmony for
Women**

0 credit (2.5 lec-lab hrs/wk)

Introduction to women's barbershop harmony stressing musical elements peculiar to the barbershop style. Includes vocal technique, stage presence, and principles of vocal harmonization.

Prerequisite: Instructor's consent.

NURSING

NUR101 Fundamentals of Nursing

9 credits (5 lec, 12 lab hrs/wk)

First quarter of a four-quarter practical nursing program leading to a certificate and eligibility to take the state board examination for licensure and/or a six quarter associate degree program leading to eligibility to take state board examination for registered nurse licensure. Beginning concepts in the areas of fundamentals of nursing. Major concepts in communication, mental health, body mechanics, alignment, asepsis, nutrition, fluids, pharmacology, growth and development and maternal health are introduced.

Prerequisite: Admission to SWOCC Nursing Program.

NUR102 Nursing Science and Practice

9 credits (5 lec, 12 lab hrs/wk)

Continues to build skills and introduce new skills and concepts relating to crisis, mobility homeostasis, elimination and oxygenation. Communications, emphasis on the needs of the aged are integrated. Observation is expanded to include total assessment, nursing diagnosis, expected outcomes and rationales. Student continues to apply knowledge and skills in the hospital setting.

Prerequisites: Admission to SWOCC Nursing Program (see catalog); completion of NUR101 and Anatomy and Physiology I (BI231) with a grade C or better.

NUR103 Nursing Science and Practice II

9 credits (5 lec, 12 lab hrs/wk)

Covers maternity nursing and care of patients of all ages undergoing surgery, cardiac, gastrointestinal and fluid and electrolyte problems. Evaluation as part of nursing process is introduced. Pharmacology, nutrition and communications are integrated throughout the course. Students spend time in a hospital setting, applying skills and concepts learned.

Prerequisites: Admission to SWOCC Nursing program (see catalog); completion of NUR101 and 102 and



Anatomy and Physiology I and II (BI231 and 232) with a grade C or better.

NUR201 Nursing Science and Practice III

9 credits (5 lec, 12 lab hrs/wk)

Covers alterations in physiological and psychological functioning with needed nursing interventions in relation to orthopedics, urinary, cancer, blood dyscrasia and neurological problems. Nursing process in care of patients with these disorders is stressed, including acute psychiatric disorders, psychoses, substance abuse and suicide. I.V. therapy is taught as far as maintenance, medications and blood administration. Students will study the Practical Nurse's transition from student to graduate working after graduation, legal/ethical aspects of LPN practice and giving medications to groups of patients.

Prerequisite: Satisfactory completion of first year of the program or admission into second year with advanced placement as an LPN or transfer student (see admission requirements in catalog).

NUR202 Nursing Science and Practice IV

9 credits (5 lec, 12 lab hrs/wk)

Covers complications of all aspects of pregnancy, including acute neonatal care and acute GYN problems, endocrine/renal and common acute pediatric health problems. Care of the patient in E.R., including airway insertion and physical assessment of the heart and lungs, is stressed.

Prerequisites: Completion of NUR201 and BI123 Elementary Microbiology with a grade C or better or advanced placement as an LPN (see admission requirements in catalog).

NUR203 Nursing Science and Practice V

10 credits (5 lec 15 hrs/wk)

Care of the patient in CCU-ICU, acute neurological problems, neck/chest surgery patients, communicable diseases, eye and ear disorders, R.N. roles, management of multiple patient assignments, organization of health care facilities, responsibilities of RN, ethically, professionally and legally. All required lab hours are spent in last four weeks of quarter (40 hours per week including weekends).

Prerequisite: Completion of NUR202 with a grade of C or better.

Students must be in satisfactory standing to enter this quarter.

NUR546 Basic Nursing Assistant

6 credits (48 lec, 22 lab, 50 clinical hrs/total)

Prepares a Basic Nursing Assistant to be eligible for certification as outlined by the Oregon State Board of Nursing, to care for clients in stable environments, i.e., nursing homes, long-term and intermediate care facilities.

NUR9516 Intravenous Therapy for Health Professionals

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

Provides students with skills, knowledge and attitudes to perform venipuncture, maintain and discontinue intravenous solutions, medications and blood components.

Prerequisites: Currently licensed LPN, RN, or certified EMT II or III, or instructor's consent.

HE9424/HE0574 Hospice/WAC**Training**

3 credits (3 lec hrs/wk)

For persons who are interested in being volunteers for South Coast Hospice and/or We Are Concerned and those working with the terminally ill. These local community organizations offer emotional, physical and social support to individuals and families involved with a life-threatening or terminal illness. The class focuses on intrapersonal and interpersonal issues which face the volunteer and professional working with clients. The class is open to anyone interested in the subject matter covered.

HE9427 Student Nurse Internship

0-3 credits (up to 360 lab hrs total)

The student nurse internship provides clinical experience between SWOCC and a local clinical site that operates from mid-June until the beginning of fall term. It is a position that nursing students may apply for during spring quarter of the first year of the nursing program. Students work under the direction of a registered nurse and function as a support person on designated nursing units in the hospital. Students are expected to safely practice within their scope of knowledge and in accordance with the policies and procedures of the designated clinical site.

Prerequisite: NUR103, Nursing Science and Practice II.

HE9427 Career Development**Seminars: Health and Wellness-General**

0-3 credits (1-90 lec and/or lab hrs total)

Inservice training program and seminars designed to study current issues and problems within health and wellness areas and methods of alleviating them.

OFFICE ADMINISTRATION

OA116 Office Procedures

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

Methods, concepts and procedures for business office operation. Includes practice in setting priorities, coordinating mail, organizing work, developing human relations and communication skills, budgeting and planning.

OA121 Keyboarding I

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

Presents principles of typewriter operation and keyboarding, manuscript writing, tabulation, centering, correspondence, speed and accuracy development.

OA122 Keyboarding II

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

Review and advanced instruction on formatting business correspondence, special correspondence and tables, business forms and reports. Intensive drills to increase speed and accuracy. **Prerequisites:** OA121 Keyboarding or equivalent with a grade of C or better. Typing skill level at 45 wpm; be able to format a simple letter, table and report.

OA123 Keyboarding: Advanced Formatting

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

Emphasis on speed, accuracy and secretarial standards in producing documents using IBM-compatible equipment and software. Assignments include manuscripts, statistical tables, form letters, mailing lists and specialized correspondence.

Prerequisites: OA201 Beginning WordPerfect (can be taken concurrently) and OA122 Keyboarding II. Minimum typing speed of 50 wpm or instructor's consent.

OA124 Keyboarding Skill Building

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

Develops keyboard speed and accuracy through drill and production.

Prerequisite: OA121 Keyboarding I with a grade of C, typing speed 30 wpm, or instructor's consent.

OA 131 Legal Secretarial**Procedures I**

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

The course introduce students to the law office, to the courts, and to the law library; ethics and duties of the legal secretary; familiarization with national, state and local professional organizations; qualifications, duties, and responsibilities of a notary public; the purpose, the form and the disposition of selected non-court documents operative in Oregon; practice given to office-style documents and legal correspondence. Must be taken in sequence.

Prerequisite: Minimum typing speed 45 wpm.

OA132 Legal Secretarial**Procedures II**

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

As an extension of Legal Secretarial Procedures I, this course emphasizes legal fundamentals, purposes, form and disposition of court documents as they apply to specialized areas of personal injury, dissolutions, probate, guardianships, bankruptcy, criminal, workers' compensation and adoptions. Practice will be given in office-style preparation of documents as they pertain to court documents and court procedures. Must be taken in sequence.

Prerequisites: OA131 Legal Secretarial Procedures I, minimum typing speed 45 wpm.

Concurrent Course: OA201 Beginning WordPerfect

OA133 Legal Secretarial**Procedures III**

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

An extension of Legal Secretarial Procedures I and II, this course gives students knowledge and application of legal procedures and formatting. Must be taken in sequence.

Prerequisites: OA132 Legal Secretarial Procedures II.

OA200 Introduction to Word Processing

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

Surveys the effects of automated office equipment on office organization structures, examines the role of the information processor in an automated office environment including career opportunities.

Prerequisites: OA122 Keyboarding II or equivalent; or consent of instructor; minimum typing speed - 40 wpm.

OA201 Beginning WordPerfect

3 credits (3 lec hrs/wk)

Introduces principles and concepts of a word processing software system, including the procedures and techniques used to operate the system.

OA201W Beginning WordPerfect for Windows

3 credits (3 lec hrs/wk)

Introduces the principles and concepts of a windows word processing software system. Includes the procedures and techniques used to operate the system and produce mailable copy documents.

OA204 Advanced WordPerfect

3 credits (3 lec hrs/wk)

For persons with basic skills and knowledge of WordPerfect for Windows and IBM-compatible computers. Will cover merge, sort, macros, document assembly and basic desktop publishing.

Prerequisite: OA201 Beginning WordPerfect.

OA204W Advanced WordPerfect for Windows

3 credits (3 lec hrs/wk)

Advanced training for persons with basic skills and knowledge of WordPerfect for Windows and IBM-compatible computers. Emphasis is on production of mailable copy and use of advanced formatting features.

OA220 Electronic Calculators

2 credits (2 lec hrs/wk)

Ten-key system for machine operation and use of electronic, desk-top style calculators in the four fundamentals of mathematics. Four operations are used to solve applied business problems with speed and accuracy.

Prerequisite: MTH20 Basic Mathematics or instructor's consent.



OA225 Machine Transcription

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

Practice in the conversion of audio-recorded dictation to typewritten copy, using English essentials, spelling, punctuation and grammar; and typewriting skills to produce mailable business documents.

Prerequisites: Minimum typing speed of 40 wpm; OA2591 Proofreading and Editing; OA201 Beginning WordPerfect or instructor's consent.

OA240 Filing/Records Management & Office Systems

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

A comprehensive study of filing systems equipment and criteria by which records are created, classified, stored and retrieved. Covers effective communication transmittal systems with particular emphasis on mail handling and telephone systems.

OA256 The Electronic Office

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

Study of office information and decision support systems and policies and procedures applicable to the operations of each system. Applies supporting electronic technology, leadership techniques in the areas of word processing, data base management, spreadsheets, electronic mail and networks.

Prerequisites: OA201 Beginning WordPerfect, OA122, Keyboarding II.

OA299 Special Topics in Office Administration

3 credits (3 lec hrs/wk)

Presents selected topics of study in Office Administration on a temporary basis.

Prerequisite: OA204 Advanced WordPerfect or instructor's consent.

OA2221 Medical Terminology I

3 credits (3 lec hrs/wk)

Introduction to medical terminology including medical prefixes, suffixes and word stems. Study in each system is categorized into additional prefixes and suffixes, diagnostic, symptomatic and operative terminology. Basic coverage of body systems and of skeletal structures. Must be taken in sequence.

OA2222 Medical Terminology II

3 credits (3 lec hrs/wk)

A complete study of medical terminology of body systems, i. e. respiratory, endocrine, eye/ear, digestive, muscle structures, reproductive - male/female, and medical abbreviations.

Prerequisite: OA2221 Medical Terminology I with a grade of C or instructor's consent. Must be taken in sequence.

OA2231 Clinical Procedures I

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

Provides clinical orientation, initial instruction and basic skills for a medical/clerical assistant.

Prerequisites: OA2221 Medical Terminology I and OA5401 Body Structure and Function I or instructor's consent and concurrent enrollment in HE9380 CPR. Must be taken in sequence.

OA2232 Clinical Procedures II

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

Provides in-depth simulation of clinical experience in procedures practiced by office nurses to prepare the medical office assistant to substitute for the physician's nurse, without major changes in office routine, for the safety, security and comfort of patient, physician and assistant.

Prerequisite: OA2231 Clinical Procedures I with a grade of C or better or instructor's consent. Must be taken in sequence.

OA2233 Clinical Procedures III

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

Provides knowledge, skills and practical experience enabling the student to attain and maintain safe, intelligent, quality patient care under supervision of licensed personnel. Emphasis on medical and surgical aspects in preparation for office surgery.

Prerequisites: OA2232 Clinical Procedures II with a grade of C or better or instructor's consent. Must be taken in sequence.

OA2241 Medical Transcription I

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

Introduces simpler forms of medical transcription from hospital dictation. Utilization of terminology with emphasis on accuracy.

Prerequisites: OA225 Machine Transcription, OA2221 Medical Terminology I with a grade of C or better or instructor's consent. Must be taken in sequence.

OA2242 Medical Transcription II

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

Specialized/complex medical dictation by actual physicians for the development of transcription skills.

Prerequisite: OA2241 Medical Transcription I with a grade of C or better or instructor's consent.

OA2251 Medical Office Procedures I

3 credits (3 lec hrs/wk)

Introduction to medical office, telephone management, appointment book, recognizing medical emergencies, art of handling patient's problems, medical ethics and medico-legal responsibility, and medical records management. Need not be taken in sequence.

OA2252 Medical Office Procedures II

3 credits (3 lec hrs/wk)

Continues exploration of the introduction to medical office management. Studies include medical records management, professional fees and credit arrangements, accounting and banking systems, meeting arrangements, organization and management responsibilities. Need not be taken in sequence.

OA2280 Cooperative Work**Experience**

1 - 8 credits (4 - 40 lab hrs/wk)

Students gain on-the-job experience in coordinator-approved business situations closely paralleling field of study, working under supervisor and coordinator. Seminar arranged by supervisor.

Prerequisite: Instructor's consent.

OA2301 Telephone Techniques

2 credits (2 lec hrs/wk)

Provides simulated experience in how to handle the telephone correctly. Includes handling incoming calls; taking messages; initiating outgoing calls, both local and long distance; checking the directories; and other areas necessary for proper use of this indispensable business tool.

OA2340 Office Presentations

3 credits (3 lec hrs/wk)

An introduction to presentation software to be used to develop computer slide presentations utilizing word processing and some basic office publishing concepts.

Prerequisite: OA201 Beginning WordPerfect or instructor's consent.

OA2345 Introduction to Office**Publishing I**

3 credits (3 lec hrs/wk)

Presents desktop publishing skills including microcomputer use of overview of the printing process, typography, and basic design, and use of current desktop publishing software and hardware.

Prerequisite: OA201 Beginning WordPerfect or instructor's consent.

OA2350 Telecommunications for the Office

3 credits (3 lec hrs/wk)

Provides a basic understanding of office telecommunications and its history. Included is a simulation using current software, bulletin boards, and electronic mail.

OA2365 Legal Transcription

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

Practice in the conversion of legal audio-recorded dictation to hard copy. Uses legal terminology to produce mailable legal documents.

Prerequisites: OA225 Machine Transcription, OA201 Beginning WordPerfect and OA131 Legal Secretarial Procedures I or instructor's consent.

OA2591 Proofreading and Editing Skills

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

Prepares students for the fields of medical and machine transcription; a thorough review of punctuation, capitalization, grammar, word usage and spelling as applied to transcribing and editing commonly used documents found in the business office.

Prerequisite: ASSET writing score of 43 or better.

OA2597 Medical Office Coding

2 credits (4 lec hrs/wk for 5 wks or 2 lec hrs/wk for 10 wks)

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 in use. Both the Physicians Current Procedural Terminology (CPT) and the International Classification of Disease (IOC-9) coding systems will be explored.

Prerequisite: OA9723 Medical Terminology I and concurrent enrollment in OA9726 Medical Terminology II or instructor's consent.

OA2600 DataBase for Secretaries

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

Training using basic data base concepts for the medical and office occupations fields.

OA2601 Spreadsheets for Secretaries
2 credits (1 lec 2 lec-lab hrs/wk)
Training using basic spreadsheet concepts geared specifically for the medical and office occupations fields

OA2725 Reimbursement Management
3 credits (3 lec hrs/wk)
Medical insurance terminology, familiarity with types of insurance programs. Insurance claim processing with introduction to forms, assignment and coordination of benefits, credit and collection procedures with federal and Oregon laws, credit applications, basic billing cycles.

OA4351 Job Search Techniques/ Career Management
2 credits (4 lec hrs/wk for 5 wks or 2 lec hrs/wk for 10 wks)
Presents methods, concepts, and procedures for conducting a job search campaign in the medical field. Includes exploring the market place, resume preparation, written and oral communications, letter preparation, interviewing techniques, and follow-up techniques.

OA5401 Body Structure and Functions I
3 credits (2 lec, 2 lec-lab hrs/wk)
Covers the concepts and information critical to a basic understanding and working knowledge of the human body. Includes the normal structure and function of the body, chemical principles, characteristics of the cell for life, and organization of tissues, organs and systems. Must be taken in sequence.

OA5402 Body Structure and Functions II
3 credits (2 lec, 2 lec-lab hrs/wk)
A continuation of Body Structure I. Must be taken in sequence.

OA5533 Medical Law and Ethics
2 credits (2 lec hrs/wk 5 wks)
Survey of the manner in which the law and codes of ethics affect the practice of medicine. Includes litigation, consent, introduction to law, ethics and bioethics, genetic engineering, sterilization, abortion, and death and dying.



OA9709 Beginning Keyboarding for Microcomputers
1 credit (1 lec, 4 lab hrs/wk for 5 weeks)

Develop skills in inputting alphabetic, numeric and symbol information on a microcomputer keyboard. Introduction to and practice on the numeric keypad. Covers an understanding of the basic vocabulary and concepts used in keyboarding operations for entering and retrieving information.

PHILOSOPHY

PHL101 Introduction to Philosophy
3 credits (3 lec hrs/wk)
Introduces problems and systems of philosophy of concern to reflective people. Focus is on metaphysics (the nature of reality), mind and body, free will, determinism, and meaning and purpose. Sequence with PHL102, PHL 103. Need not be taken in order.

PHL102 Ethics
3 credits (3 lec hrs/wk)
Develops the idea of man as a moral agent and considers critically various interpretations of the ideals and standards of moral conduct. Introduces ethical problems which have resulted from advances in science, technology and medicine. Sequence with PHL101, PHL 103. Need not be taken in order.

PHL103 Critical Reasoning
3 credits (3 lec hrs/wk)
Focuses on improving reasoning and critical assessment ability. Emphasizes practical methods, involves study of editorials, essays, propaganda, advertisements, etc. Introduction to theory of knowledge. Sequence with PHL101, PHL 102. Need not be taken in order.

PHOTOGRAPHY

ART0519 Basic Photography I
0.5-2 credits (15-36 hrs total)
Introduction to basic principles of photography, including instruction in camera use, including lenses and their applications. Includes analysis of different types of film and developing procedures. Presentation of basic components of composition, etc., leading to advanced courses in photography.

ART0593 Introduction to Photography Basics
1.5 credits (1 lab hr/wk, two 2-hr field trips)
Techniques of photography and how to be creative in taking photos.
Prerequisites: 35mm camera and knowledge of operation.

PHYSICAL EDUCATION

No more than 6 credits of Physical Activity (PE180, 185, 190) may be used in meeting the total credit requirement or counted in the GPA. Courses must be in different activities (basketball, volleyball, tennis, etc.) or levels (i.e., beginning, intermediate, advanced). Progressive courses such as Super Circuit, Physical Conditioning, and Slimnastics may each be taken up to 3 times for credit. See Physical Education requirement for each degree.

PE131 Introduction to Health & Physical Education

3 credits (3 lec hrs/wk)
Professional orientation, basic philosophy and objectives, professional opportunities and qualifications. Required for P.E. majors. Offered fall term only.

PE180 Women's Athletic Team

1 credit (3 lab hrs/wk)
Volleyball
Volleyball Techniques
Basketball
Basketball Techniques
Softball

PE185 CoEd Athletics

1 credit (3 lab hrs/wk)
Track & Field
Track & Field Techniques
Cross Country
Cross Country Techniques
Fundamentals of Track & Field
Physical Conditioning for Track

PE185 Physical Education

1 credit (3 lab hrs/wk)
Provides students with an activity that will promote physical and emotional well-being. Enables the student to develop and/or pursue life-long physical activity. Class meets three hours a week. Some courses have prerequisites or require the instructor's consent. Special arrangements may be made for restricted or corrective work.
Aerobic Dance
Aerobic Exercise
Badminton
Basketball
Folk Dance
Golf
Jazz Aerobics
Jogging
Personal Defense
Physical Conditioning
Racquetball
Slinmnastics
Softball
Swimming
Swimnastics
Tennis
Volleyball
Weight Training
Y's Ways to a Healthy Back

PE190 Men's Athletic Team

1 credit (3 lab hrs/wk)
Basketball
Basketball Techniques
Baseball

PE195/295 Professional Activities

1-2 credits (3-6 lab hrs/wk)
Designed to provide Physical Education majors with opportunities to learn and develop teaching techniques and gain basic skills in the activity. Sequence is offered every other year:

Fall Term:

Field Sports and Track & Field
Required for P.E. majors.

Winter Term:

Basketball, Badminton, Fundamentals of Movement and Volleyball
Required for P.E. majors.

Spring Term:

Gymnastics, Conditioning and Tennis
Required for P.E. majors.

PE198/298 Independent Study in Physical Education - to be arranged**PE231 Wellness for Life**

3 credits (3 lec hrs/wk)
Lifetime fitness activities and wellness strategies.

PE280 Field Experience

1-3 credits (3-9 lab hrs wk)
9 credits maximum.
Includes seminar with teaching strategy.
Prerequisite: Instructor's consent.
Students have the opportunity to experience working with K-12 students in physical activity setting.

PHYSICS**PH201/202/203 General Physics**

4 credits (3 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.
Prerequisites: MTH112.

PH211/212/213 General Physics with Calculus

4 credits (3 lec, 3 lab hrs/wk)
Study of the physical properties and interactions of mechanics, sound, heat, light, electricity, magnetism and optics. For science and engineering majors. Must be taken in sequence.
Co-requisites: MTH251 with PH211, MTH252 with PH212, and MTH253 with PH213.

PH40 Technical Physics (Mechanical)

3 credits (2 lec 3 lab hrs/wk)
Physics with emphasis on technical applications. Covers mechanical, thermal, optical, acoustic, electrical, and magnetic principles. Includes laboratory activities.
Prerequisites: MTH70 or MTH 31, and RDG 90 or equivalent.

PH45 Technical Physics (Electrical)

3 credits (2 lec 3 lab hrs/wk)
Physics with emphasis on technical applications. Covers mechanical, thermal, optical, acoustic, electrical, and magnetic principles. Includes laboratory activities.
Prerequisite: PH40 Technical Physics or instructor's consent.

POLITICAL SCIENCE

PS198/298 Independent Studies in Political Science - to be arranged, under professional guidance.

PS201 American Government: Institutions

3 credits (3 lec hrs/wk)
An introduction to American political institutions, processes and ideology in relation to politics and public policy

PS202 American Government: Policy Issues

3 credits (3 lec hrs/wk)
This course continues study of civil liberties and practical application of powers of the federal government to society's problems. Current issues in American politics and the application of federal government powers to society's problems will be addressed.

**PS205 International Relations:
Global Issues**

3 credits (3 lec hrs/wk)

Analysis of current relations between nations, international and regional organizations, and non-governmental agencies. Emphasis on international political economy, global environment, human rights and security issues. Major world regions as well as developed and developing third world countries will be studied.

PSYCHOLOGY

PSY115 Career Workshops

1 credit (10-13 lec hrs total)

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

PSY140 Life Plan

3 credits (3 lec hrs/wk)

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

PSY201 General Psychology

3 credits (3 lec hrs/wk)

Introduces principles and theories of human behavior. Stresses scientific methodology, brain and other physiological influences on behavior, learning, sensory and perceptual processes.

PSY202 General Psychology

3 credits (3 lec hrs/wk)

Focuses on memory, language and thought, consciousness, motivation and lifespan development.

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)

Introduction to the basic research methods used by social scientists. Includes an introduction to statistical analysis, observational studies, survey research and experimental design.

Prerequisite: MTH 70 with grade a of C or better.

**PSY239 Introduction to Abnormal
Psychology**

3 credits (3 lec hrs/wk)

Discusses the diagnosis, etiology and therapy of emotional disturbances and behavioral disorders.

**PSY240 Introduction to
Psychopharmacology**

3 credits (3 lec hrs/wk)

Basic introduction to the principles of drug action on the mind and body. Focuses on drug metabolism, the nervous system and neuron physiology. Includes some psychopharmacological research findings on alcohol, psychotherapeutic drugs, benzodiazepines, barbiturates, stimulants, marijuana, opiates, caffeine, nicotine and hallucinogens.

WKPL4350 Workplace Issues

2 credits (2 lec hrs/wk)

Assists students in acquiring the interpersonal and human relations (including effective and clear speaking, inquiry and listening) skills, adapting to change,

valuing diversity, developing intellectual tolerance and balancing the needs of work, family and self. This will be accomplished utilizing examinations, written assignments, class activities and various reading materials.

**WKPL9033 Career Workshops
(General)**

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

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

PUBLIC SERVICE COURSES - FIRE

(See Fire Science Technology for
Associate Degree courses.)

FS9311 Fire Tactics by Simulator

1.5 credits (15 lec hrs total)

Familiarizes student with operation of fire simulator as a training tool. Improves fire suppression tactics and ability to function in actual fire conditions. Prepares students for stress conditions to perform critical assignments under emergency situations.

**FS9313 Interagency Helicopter
Training Guide Ground Support
S-217**

1.5 credits (18 lec hrs total)

Provides necessary skills to work as a ground support team member during fire and non-fire operations.

Prerequisite: Instructor consent.

FS9326 Apparatus Operator I

1.5 credits (10 lec, 20 lab hrs total)

Provides auxiliary and regular fire service personnel with basic operation of fire apparatus and related equipment.

FS9327 Apparatus Operator II

1.5 credits (10 lec, 20 lab hrs total)

Provides advanced training in fire apparatus and pump operation, basic knowledge in water hydraulics and methods of water movement related to fire service.

Prerequisite: FS9326 Apparatus Operator I.

FS9328 Apparatus Operator III

2 credits (15 lec, 15 lab hrs total)

Acquaints fire fighters with basic operation and limitations of aerial trucks, water towers and related apparatus.

Prerequisite: FS9327 Apparatus Operator II.

**FS9329 Live Burn Exercise
(Flammable Liquids)**

.25-.5 credit (8-16 lab hrs total)

Provides firefighters with the opportunity to apply techniques of fire suppression in flammable liquid fires and aircraft fire/rescue operations.

**FS9333 Basic Incident Command
System**

1 credit (10 lec hrs total)

Provides student with knowledge of the Incident Command System (I.C.S.) including operational requirements, eight interactive components and procedures for organizing and operating an on-scene management structure.

**FS9336 Aircraft Firefighting and
Rescue Procedures**

2.5 credits (20 lec, 10 lec-lab hrs total)

Basic knowledge and understanding of aircraft types, fuel systems, emergency procedures, firefighting and rescue procedures and F.A.A. requirements dealing with crash sites.

FS9355 Check-In Recorder I-248

0 credit (4 hrs total)

Provides students the information needed to understand briefings, establish check-in procedures and understand routing of information.

Prerequisite: Instructor consent.

**FS9356 Documentation Unit Leader
I-342**

0 credit (4 hrs total)

Designed to train individuals to be effective documentation unit leaders through instruction in organization and function, checklist, files, established structured process, time frames, equipment, supplies and management.

Prerequisite: Instructor consent.

FS9357 Resource Unit Leader I-348

2 credits (24 lec hrs total)

Designed to educate specific personnel in the position of Resource Unit Leader. This involves, but is not limited to, functions, staffing, implementations of the unit, resources, status, I.C.S. and demobilization of an incident.

Prerequisite: Instructor consent.

FS9367 Basic I.C.S. (I-220)

1.5 credits (16 lec hrs total)

The Incident Command System includes operating requirements, eight interactive components, and procedures for organizing and operating an on-scene management structure.

**FS9395 Career Development - Fire
(General)**

0-3 credits (1-90 hrs total)

Practical application of current fire suppression and management operations, aimed at employed or volunteer public service employees.

FS9660 Fire Tactics I

1.5 credits (15 lec hrs total)

Provides students with basic fundamentals in fire tactics and strategy in structural, natural fires and other emergencies.

FS9661 Fire Tactics II

1.5 credits (15 lec hrs total)

This strategy and tactics course is designed to provide students with knowledge in pre-fire planning, fire ground factors, fire behavior, and supervision roles in tactical operations.

FS9662 Fire Tactics III

1 credit (12 lec hrs total)

This course is designed to motivate students to achieve a supervisory role in emergency operations; and to develop the student's awareness of planning operations and administrative duties.

**FS966A Fire Communication -
Radio/Alarm**

1 credit (10 lec hrs total)

Provides knowledge in reporting, alarm receiving, equipment types, response, and radio procedures.

**FS966B Fire Prevention and
Inspection**

2 credits (20 lec hrs total)

Provides basic knowledge in fire prevention and fire inspection.

FS966C Water Supplies

1 credit (10 lec hrs total)

Provides basic information on water hydraulics, water systems, and testing for fire flows.

**FS966D Fire Detection, Alarm,
Extinguishing Systems**

1-2 credits (10-20 lec hrs total)

Provides basic information on protection signaling systems, standards, standpipes, automatic sprinklers and water supplies.

FS966E Air Craft Fire Protection

1 credit (10 lec hrs total)

Provides students with basic knowledge in aircraft types, rescue tools, airport runway systems, training elements and extinguishing systems.

FS966I Fire Investigation

1 credit (12 lec hrs total)

Provides students with the processes to use in determining a fire's point of origin, identify factors which indicate an incendiary fire, and evidence pre-investigation.

FS966J Safety Practices

.75 credit (8 lec hrs total)

Covers state, federal and local agencies' rules applying to safety at the work place and preventive measures which will reduce personal injury.

FS966K Laws Affecting Fire Fighters

1 credit (10 lec hrs total)

Provides a basic understanding of state, federal and local laws affecting the fire service.

FS966L Supervision and Leadership

1-3 credits (10-30 lec hrs total)

Covers leadership skills in communication, management, problem-solving, and evaluation process.

FS966M Flammable and Reactive Hazardous Materials

2 credits (20 lec hrs total)

Provides students with basic knowledge of common flammable and reactive materials, their physical properties, response procedures, and safety considerations.

FS966Q Driver (Fire Service)

3 credits (30 lec hrs total)

This basic course is designed to provide students with concepts in emergency driving, defensive driving, law/policies, and maintenance.

FS966R Apparatus Operator I

2.5 credits (2 lec, 1 lab hr/wk)

Provides basic skills and knowledge to efficiently operate pumping apparatus.

FS966S Apparatus Operator II

2.5 credits (2 lec, 1 lab hr/wk)

Provides advanced skills and knowledge to efficiently operate pumping apparatus.

FS966U Instructional Techniques

2 credits (20 lec hrs total)

Provides basic fundamentals in the instructional fires, which will enhance the individual's motivation in providing a sound instructional presentation.

PUBLIC SERVICE COURSES - POLICE

(See Justice Services for Associate
Degree courses.)

CJ9370 Basic Law Enforcement I

3 credits (3 lec hrs/wk)

Introduction to criminal justice and the judicial system, the U.S. Constitution, civil/legal liabilities, Oregon Criminal Code elements and Motor Vehicle laws.

CJ9371 Basic Law Enforcement II

3 credits (3 lec hrs/wk)

Continuation of Basic Law Enforcement I, covering laws of search and seizure, laws of evidence, testimony in court and investigative techniques and motor vehicle laws.

CJ9372 Basic Law Enforcement III

3 credits (3 lec hrs/wk)

Patrol techniques, safe vehicle operation, vehicle stop skills and safe firearm skills.

CJ9375 Search and Rescue Training

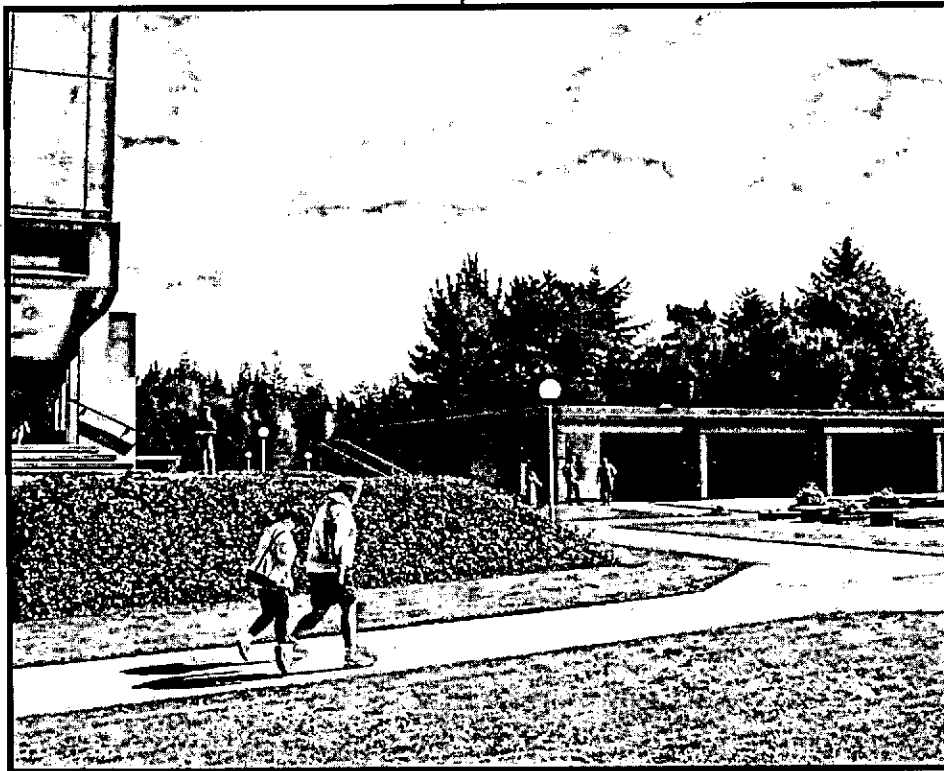
2.5 credits (2 lec, 2 lab hrs/wk)

Provides all the training and skills needed to meet state search and rescue certification standards.

CJ9390 Career Development: Law Enforcement

0-9 credits (1-324 lec and/or lab hrs total)

In-service training to study current issues and problems within the public service areas and methods of alleviating them.



REAL ESTATE

Most real estate courses are offered on an individual basis. Contact the Office of Extended Learning for more information.

RE112 Real Estate Law I

3 credits (3 lec hrs/wk)

Survey of Oregon Real Estate Law as it applies to ownership, use and transfer of real property, classes of property, legal description, instruments of conveyance, estates, liens, easements, deed restrictions and contracts. Partially fulfills the educational requirements for the Oregon Real Estate Salesperson License. Self-study uses a textbook and a related series of slide-tape programs. Students are required to accumulate 30 hours of library preparation time to be eligible to take the final exam.

Prerequisite: Instructor's consent.

RE113 Real Estate Principles I

3 credits (3 lec hrs/wk)

Examines the nature of real property and real estate business, markets, brokering, ownership contracts, taxes and assessments. Partially fulfills the educational requirements for the Oregon Real Estate Salesperson License. Students are required to accumulate 30 hours in the library using a self-study course that includes a textbook and a series of slide-tape programs.

Prerequisite: Instructor consent.

RE116 Real Estate Finance I

3 credits (3 lec hrs/wk)

Describes methods for financing the acquisition and transfer of real property. Includes the mortgage market, money, mortgage loan procedures, lending instruments, foreclosures and remedies, government loan programs and non-government loan programs. Partially fulfills the educational requirements for the Oregon Real Estate Salesperson License. A self-study course uses a series of slide-tape programs in conjunction with the textbook. Thirty hours of preparation time in the library qualifies student to take the final.

Prerequisite: Instructor's consent.

RE118 Real Estate Appraising I

3 credits (3 lec hrs/wk)

Methods for estimating the value of real property in residential form. Emphasis will be placed on appraisal process, definition of problem, appraisal plan, data collection, market approach to value, cost approach to value, income approach to value, correlations of estimates and writing the report.

Prerequisite: Instructor's consent.

RE222 Real Estate Law II

3 credits (3 lec hrs/wk)

Continuation of Real Estate Law I with emphasis on employment contracts, title insurance, earnest money receipts, options, closing statements, loan applications, escrow instructions, lending instruments, misrepresentation, insurable liability, subdivision and building codes, broker-attorney relationships, subdivision laws and landlord-tenant act.

Prerequisite: RE112 Real Estate Law I.

RE230 Real Estate Office Management and Supervision of Sales Personnel

3 credits (3 lec hrs/wk)

Methods of supervising activities of real estate sales personnel emphasizing planning, selection, training and evaluation of sales personnel, motivation, authority, communications, discipline and public relations. Students will examine methods for establishing and operating a small real estate office with focus on organizational formats, planning, office facilities, financial reports, non-financial records, office personnel, office manuals and public relations.

Prerequisites: RE112 Real Estate Law I, RE113 Real Estate Principles I, and RE116 Real Estate Finance I.

RE9290 Oregon Real Estate

1 credit (12 lec hrs total)

A review of the financing program available in the marketplace today. Emphasis on conventional real estate loans, government finance programs, finance regulations and alternate and seller financing. Provides continuing education for realtors.

SCIENCE, GENERAL AGRICULTURE

BOT0624 Mushroom Identification

1 credit (25 hrs/total)

Covers identification of local wild mushrooms, their basic characteristics and location. Emphasis on positive identification of edible and nonedible species, preparation for food and methods of preserving.

BOT0811 Gardening

1 credit (25 hrs/total)

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

BOT3241 Wild Edible Plants

1 credit (1 lec, 1 lab hr/wk, 2 field trips, 4 hrs ea)

Emphasis on identification, preparation and preservation of wild edible plants.

ASTRONOMY

PH121 Introductory Astronomy

3 credits (3 lec hrs/wk)

A descriptive treatment of the solar system, stars, stellar evolution, galaxies and cosmology. New discoveries of the last few years in stellar astronomy are discussed. Fulfills one term of Physical Science Survey requirement.

PHYSICAL SCIENCE

A sequence in Physical Science must include 104 and 105 plus either 106, 107 or 108.

GS104/105 Physical Science

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

An overview of the essential ideas in physics and chemistry and their application to either astronomy or geology. Laboratory exercises illustrate important principles and provide experience with measurement and scientific method.

Prerequisite: One year of high school algebra or instructor's consent.

GS104 Introduction to the laws of motion, the principles of work and energy, electricity and magnetism.

GS105 Introduction to chemistry, emphasizing atomic structure, chemical change and chemical bonding.

GS106 Introduction to Earth Science
4 credits (3 lec, 3 lab hrs/wk)
Includes basic terminology, fundamental processes and respective interrelationships. Exercises may be added.

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. Fulfills one term of Physical Science Survey requirement. Includes lab component.

GS108 Oceanography
3 credits (3 lec, 3 lab hrs/wk)
Studies the ocean and its phenomena. Discusses the chemical, biological and physical nature of ocean water; the ocean floor, shorelines and pollution. The course also includes sedimentation, volcanism, plate tectonics, and other geological aspects of the oceans.

GS198/298 Independent Studies - General Science
1-3 credits (1-9 hrs/wk)
Provides opportunities for studies of special interest, under professional guidance.
Prerequisite: Instructor's consent.

GS275 Uses and Resources of the Ocean
3 credits (3 lec hrs/wk)
Studies the significance of the oceans to society and our role in the utilization of the marine environment. Includes history, food and mineral resources, water and energy resources, pollution and waste disposal, coastal processes and activities, ocean law and management, technology and instrumentation, navigation and positioning, and miscellaneous issues. Local



marine-related activities and problems are emphasized.

SOCIOLOGY

SOC198/298 Independent Studies in Sociology - to be arranged, under professional guidance.

SOC204 General Sociology
3 credits/term (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/term (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/term (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 relationship, 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.

SOC243/CJ243 Narcotics and Dangerous Drugs
3 credits (3 lec hrs/wk)
Presents facts, attitudes, opinions, and perspectives (medical, social, legal) necessary to understand what psycho-active drugs do, how they do it, who uses them and why.

SOC244/CJ101 Criminology
3 credits (3 lec hrs/wk)
Provides a broad viewpoint of criminal behaviors and the justice system, consideration of human behaviors and crime, the impact of early theoretical approaches to current, theoretical and practical treatment of crime and criminals.

SPEECH

SP100 Basic Communications

3 credits (3 lec hrs/wk)
Applies general communication behaviors and techniques including intrapersonal, interpersonal and group communication. Develops self-awareness, self-confidence, listening and feedback, nonverbal dynamics and conflicts reduction.

SP111 Fundamentals of Public Speaking

3 credits (3 lec hrs/wk)
Provides opportunities to prepare and present original speeches with emphasis on content, organization, student adjustment, delivery and language.

SP112 Persuasive Speech

3 credits (3 lec hrs/wk)
Analyzes communication methods designed to change attitudes and actions. Aims at speaker effectiveness and critical thinking.

SP217 Understanding Media, the Persuasive Image

3 credits (3 lec hrs/wk)
Emphasis is on the effects of mass media on society. Special discussions include media violence studies, children and TV commercials, sexism and racism in the media, media and the aged, media and social movements, agenda-setting functions of mass media, and critical consumption skills.

SP218 Interpersonal Communication

3 credits (3 lec hrs/wk)
Designed to assist students in using effective practices of intra- and interpersonal communication in a variety of face-to-face settings. Learning to manage stress and conflict and to use assertive/supportive rather than aggressive/defensive messages are emphasized.

SP219 Small Group Discussion

3 credits (3 lec hrs/wk)
Stresses skill building and theory in decision making, goal setting, presentation planning and knowledge of group process. Designed to assist students in using effective small group techniques in a variety of settings.

SP229 Oral Interpretation

3 credits (3 lec hrs/wk)
Offers instruction and practice in the oral presentation of various types of written literature, including prose, poetry and drama.

SUPERVISORY TRAINING

SDP101 Principles of Management/Supervision

3 credits (3 lec hrs/wk)
Total responsibility of the supervisor is covered, including self-development, communication, employee development, human relations, discipline, organization, planning, quality control and grievances. Course is taught as beginning level in supervision.

SDP204 Labor-Management Relations

3 credits (3 lec hrs/wk)
History and development of the labor movement and both union and management roles in labor relations. Discusses federal and state legislation, contracts, negotiation, conciliation, arbitration, grievances and disciplinary procedures.

SDP208 Personnel Administration

3 credits (3 lec hrs/wk)
Aspects of personnel administration responsibilities including general supervisory practices, recruitment, selection, interviewing, performance appraisal, motivation techniques, training, and equal employment opportunity and affirmative action programs.

SDP113 Human Relations for Supervisors

3 credits (3 lec hrs/wk)
The practical application of basic psychology in building better employer-employee relationships by studying human relations techniques.

THEATRE

TA100 Introduction to the Theatre

3 credits (3 lec hrs/wk)
Studies the development, theory and processes of creating live performances through human expression.

TA141 Acting I: Monologues

3 credits (3 lec hrs/wk)
Studies the methods, techniques and theory of acting as an art form. Performance of laboratory exercises and cuttings from plays are the basic teaching approaches.

TA142 Acting II: Vocal Expression

3 credits (3 lec hrs/wk)
Studies the methods, techniques and theory of acting as an art form. Performance of laboratory exercises and cuttings from plays are the basic teaching approaches.

TA143 Acting III: Scenework

3 credits (3 lec hrs/wk)
Studies the methods, techniques and theory of acting as an art form. Performance of laboratory exercises and cuttings from plays are the basic teaching approaches.

TA241 Intermediate Acting Techniques: Styles

3 credits (3 lec hrs/wk)
Surveys styles and techniques of acting including mime, improvisation, voice, stage combat, and physical preparation.

TA242 Intermediate Acting Techniques: Improvisation

3 credits (3 lec hrs/wk)
Surveys styles and techniques of acting including mime, improvisation, voice, stage combat, and physical preparation.

TA243 Intermediate Acting

Techniques: Rehearsal Process

3 credits (1 lec hrs wk)

Surveys styles and techniques of acting including mime, improvisation, voice, stage combat, and physical preparation.

WELDING TECHNOLOGY

WELD40 Welding I Gas Welding/ Cutting

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

Introduction to oxyacetylene welding and cutting, covering theory of welding and cutting, safety and operation of oxyacetylene equipment to join light gauge metal in flat, horizontal, and vertical positions. Use of oxyacetylene cutting torch to cut and pierce steel.

WELD41A Welding IIA Shielded Metal Arc Welding

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

Beginning shielded metal arc welding course covering safety, arc welding fundamentals, polarity, amperage ranges, weld defects, causes and cures. Lab will cover stringer beads flat and horizontal on plate and horizontal fillets with 1/8 inch E6010.

Prerequisite: Instructor's consent.

WELD41B Welding IIB Shielded Metal Arc Welding

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

Continuation of WELD41A covering safety, rod selection and functions, constant current type power and base metal identification. Lab will cover running stringer beads in vertical-up and overhead position along with vertical-up and overhead fillets with E6010.

Prerequisites: WELD41A, Welding IIA with a grade C or better or instructor's consent.

WELD41C Welding IIC Shielded Metal Arc Welding

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

A continuation of WELD41B covering E7018 electrode functions, metallurgical and chemical terms, steel alloys, properties of steel and crystal structures of steel. Lab covers running

stringer beads on plate with E7018 low hydrogen rod in flat, horizontal and vertical position along with horizontal and vertical fillets.

Prerequisites: WELD41B with a grade C or better.



WELD42 Welding III Gas Metal Arc Welding - Flux Core Arc Welding

3 credits (1 lec 4 lec-lab hrs wk)

Introduction to Gas Metal Arc Welding ferrous and nonferrous metals using forehand and backhand techniques along with using a couple of different shielding gases. Covers both Gas Metal Arc Welding and Flux Core Arc Welding.

Prerequisites: WELD 40 and WELD41A with a grade of C or better.

WELD43 Welding IV Welder Fitter in Fabrication

4 credits (2 lec 6 lab hrs/wk)

Layout, cutting, fitting, and forming procedures as applicable in a fabrication shop. Deals with structural shapes, their specifications, use of all the tools and equipment commonly used in a fabrication shop for layout, cutting, fitting and forming metals. Assigned weekly lab exercises require students to use standard layout tools and techniques to perform various layout tasks and utilize various equipment to cut, form, fit and move metals as commonly required in a fabrication shop.

Prerequisite: WELD41B and WELD42 with a grade of C or better, or instructor consent.

WELD44 Welding V Gas Tungsten Arc Welding

3 credits (1 lec 4 lec-lab hrs/wk)

Introduction course to Gas Tungsten Arc Welding process covering proper set-up procedure to weld mild steel, aluminum with proper variable adjustments. Lab will cover proper tungsten handling, procedures for welding on mild steel and aluminum using stringer beads. Emphasis on cleanliness and proper weld techniques.

Prerequisite: WELD40, 41A, B, C, and 43 with a grade of C or better.

WELD45 Welding IV Pipe ARC Welding

3 credits (1 lec 4 lec-lab hrs/wk)

Introduction to pipe arc welding covering manipulative skills needed to weld pipe in the 1G rolled position, 2G and 5G fixed position using E6010 electrodes. Welding techniques will be stressed according to industry standards for appearance and weld soundness.

Prerequisites: WELD44, and WELD4165, with a grade C or better.

WELD4155 Welding VI Advanced Applications

5 credits (10 lec-lab hrs/wk)

This capstone course for the two-year AA degree entails demonstration of skills and the knowledge acquired, the use of new equipment such as a Pulse/ARC MIG Welding machine and on-the-job work experience. Leads to the American Welding Society Certification (structured, AWS, ASME, API, nuclear) to qualify for entry into the job market.

Prerequisites: Welding majors only; completion of WELD40, WELD41A/B, WELD42, WELD45 and WELD43 with a grade C or better or instructor consent.

WELD4159 Maintenance/Fitter Welding

5 credits (2 lec, 9 lab hrs/wk)

Introduction to maintenance and fitting procedures needed for safe occupation skills in welding trades.

Prerequisite: Second year welding majors.

WELD4165 Welding Lab A

3 credits (9 lab hrs/wk)

This course leads students toward AWS structural certification on 3/8 plate using E6010 electrodes. Students will free bend test coupons in each position starting in flat, progressing toward overhead. Emphasis on welding techniques that meet or exceed industrial standards.

Prerequisites: WELD40, WELD41A, B, C, WELD42, and WELD44 with a grade C or better.

WELD4166 Welding Lab B

3 credits (9 lab hrs/wk)

An extension of Lab A where students continue welds with E6010 electrodes, progressing through overhead position. Students will start welding with E7018 low hydrogen electrodes. All testing will be according to AWS structural codes. Emphasis on quality welding, not quantity.

Prerequisites: WELD45, Welding VI, and WELD4165, Welding Lab A, grade C or better.

WELD4167 Welding Lab C

3 credits (9 lab hrs/wk)

An extension of Welding Lab B, allowing students the opportunity to finish welding and testing with E7018 low hydrogen electrodes. Options for welding with hard wire and flux core will be available. Emphasizes welding according to structural codes.

WELD4280 Work Experience

1-6 credits (4 lec, 24 lec-lab hrs/wk)

Gain on-the-job experience in coordinator-approved shop situations that closely parallel field study. Work with supervisor and coordinator. Seminar arranged by supervisor.

Prerequisite: Instructor consent.

WELD9225 Welding Workshop:**General Welding**

0.25 - 3 credits (variable hrs)

Provides experienced welders with practice in basic welding techniques for skills upgrading and/or certification.

Prerequisite: Instructor's consent.

WELD9225 Welding Workshop:**Argon/TIG Welders Only**

0.25 credit (12 lab hrs total)

Provides experienced welders with practice in basic welding techniques for skills upgrading and/or certification.

Prerequisite: Instructor's consent.

WELD9225 Welding Workshop:**Certification for Non-Majors**

0.25 credit (12 lab hrs total)

Provides experienced welders with practice in basic welding techniques for skills upgrading and/or certification.

Prerequisite: Instructor's consent.

WELD9225 Welding Workshop:**Certification for Majors**

0.25 credit (12 lab hrs total)

Provides experienced welders with practice in basic welding techniques for skills upgrading and/or certification.

Prerequisite: Instructor's consent.

WRITING**WR0525 Sentence Fundamentals**

5 credits (5 lec hrs/wk)

Designed to teach the skills of writing well-formed, grammatically correct and varied sentences, and of using punctuation. Credits do not count toward graduation.

WR90 Paragraph Fundamentals

3 credits (3 lec hrs/wk)

Designed to help students write clear, correct paragraphs in standard English. A final goal is to have students organize paragraphs in an extended essay. Sequence with RD90, SP100 for COMMUNICATIONS (should be taken in order: RD90, WR90, SP100).

Prerequisites: WR0525 with a grade of C or above, placement test score or instructor's consent.

WR121 English Composition

3 credits (3 lec hrs/wk)

Presents the fundamentals of expository prose through the development and frequent exercise of writing abilities. Designed to help students learn the use of unity, clarity, coherence and detail in the development of written ideas.

Sequence with WR122, WR123 or

WR227. Must be taken in sequence.

Prerequisites: WR90 with a grade of C or above, placement test score or instructor's consent.

WR122 English Composition

3 credits (3 lec hrs/wk)

Fundamentals of expository prose with special emphasis on rhetorical principles of argumentation. Special attention is given to audience and style. Basic principles and use of logic in argumentative/persuasive writing are introduced. Must be taken in sequence with WR121, WR123 or WR227.

Prerequisites: WR121 with a grade of C or above.

WR123 English Composition

3 credits (3 lec hrs/wk)

Designed to teach the research process and the conventions of writing and documenting a research paper. Emphasis is on developing a method for planning, researching and writing papers based on collected data. Must be taken in sequence with WR121, WR122.

Prerequisites: WR122 with a grade of C or above.

WR199 Writing Your**Autobiography**

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.

WR214 Business English

3 credits (3 lec hrs/wk)

A study of practice in modern business communication, especially written communication. Emphasis on persuasive and routine correspondence, rhetorical strategy, and appropriate conventions.

Prerequisites: WR121, with a grade of C or above, or instructor consent.

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 stresses the application of higher order thinking in routine and persuasive correspondence, memos, and reports by teaching rhetorical strategies and the importance of appropriate style and conventions.
Prerequisites: WR121 with a grade of C or better.

WR222 Advanced Composition

3 credits (3 lec hrs/wk)
Explores approaches to writing that are beyond the scope of traditional composition offerings. Emphasis is on sophisticated or experimental methods and abundant student writing.
Prerequisites: WR121 and WR122 with a grade of C or above.

WR227 Technical Report Writing

3 credits (3 lec hrs/wk)
Study of the principles of composition applied to the writing of reports required in the technical and business professions. Includes procedures for fact gathering and organization, graphic layout and other methods of compiling data. Emphasis on information gathering, problem solving, organization, and mechanics of reports including articles, abstracts, memoranda, and correspondence. Students will write reports in chosen discipline. WR227 may be substituted for WR123 English Composition.
Prerequisites: WR122 with a grade of C or better or instructor's consent.

WR241 Imaginative Writing: Fiction Writing

3 credits (3 lec hrs/wk)
Introduces the theory, techniques, and practice of fiction writing to beginning students. Emphasizes the short story. Beginning of the term is spent reading and analyzing published work for writing techniques in characterization, scenes, dialogue, thematic content, and structure. Writing exercises, in class and homework, complement these discussions and are critiqued.

Remainder of the term is spent in a writers' workshop in which class members and the instructor analyze and critique student writing. Sequence with WR242, WR243. Need not be taken in order.

WR242 Imaginative Writing: Poetry Writing

3 credits (3 lec hrs/wk)
Introduces the theory, techniques, and practices of poetry writing to the beginning student through reading published work and through written classroom exercises. Part of the term is spent in a writers' workshop discussing, analyzing and critiquing student writing by the class and instructor. Sequence with WR241, WR243. Need not be taken in order.

WR243 Imaginative Writing: Explorations

3 credits (3 lec hrs/wk)
Discussion of the techniques of play writing, nature writing, and other selected non-fiction, poetry, and fiction through the reading and analysis of published work and through classroom writing exercises. Areas to be explored depend upon student and teacher interest. Part of the term is spent in a writers' workshop discussing, analyzing and critiquing student writing by the class and instructor.
Sequence with WR241, WR242.
Need not be taken in order.

WR0542 Writing Your Autobiography

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.

WR0543 Creative Writing: Fiction

1 credit (3 lec hrs/wk)
Concentrates on fiction writing techniques of characterization, thematic content, dialogue, scenes and structure. Exercises are written and critiqued.

WR0546 Creative Writing: Poetry

1 credit (3 lec hrs/wk)
Introduces the theory, techniques, and practices of poetry writing to the beginning student through reading published work and through written classroom exercises. Part of the term is spent in a writers' workshop discussing, analyzing and critiquing student writing by the class and instructor.

WR0552 Creative Writing: Explorations

1 credit (3 lec hrs/wk)
Discussion of the techniques of play writing, nature writing, and other selected non-fiction, poetry, and fiction through the reading and analysis of published work and through classroom writing exercises. Areas to be explored depend upon student and teacher interest. Part of the term is spent in a writers' workshop discussing, analyzing and critiquing student writing by the class and instructor.

WR0593 Writing Lab

0 credit (variable hrs/wk)
Writing Lab is a support service for SWOCC students in the process of academic writing, providing individual assessment and instruction in specific writing problems from mechanics to content.

**HONORS
IN ENGLISH**

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

SMALL BUSINESS MANAGEMENT PROGRAM

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

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

Only a limited number of businesses can be accommodated in the SBM

program. Therefore, admittance and commitment to the program is at the discretion of the SBM director and is based on the commitment of the business owner to the program, the number of years in business, payment of fees, cooperation with requests for information and space availability.

If, in the opinion of the director, the participant is not making the commitment mutually agreed upon, the director can give the participant three months notice that further participation in the program will be terminated if commitment is not renewed. If such termination occurs before the end of the participant's tuition year, there will be no tuition refund will be given.

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

Registration for the SBM program is for one year at a time. Full payment of the tuition is due upon receipt of the appropriate registration forms. Registration can be renewed for a maximum three years but is dependent upon re-admittance each year.

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

For further information, contact the Business Development Center, 340 Central, Coos Bay, 269-0123.



ADMINISTRATION

Board of Education

Citizens of the college district are represented in all aspects of the college operation by the Board of Education - seven men and women elected from the towns and cities of the district, by the people.

The Board, assisted by five ex-officio Board members representing the students, faculty, classified and administrative staff, determines the policy to be administered by the College President. A seven member appointed Budget Committee assists the Board with annual budget preparation.

The Board

Nancy Brouhard
Dorothy Heagy
Kay Heikkila

vacancy

Ron Kreskey
Clint Laird
Dan Smith

Budget Committee

Margaret Collins
Stephen Doty
Robert Olstrom
Chuck Reigard

Robert Scully
Debra Thommen
Richard Voellinger

Office of the President

Dr. Stephen Kridelbaugh, President

Christy Sutton, Executive Secretary

Office of Instruction

Phillip Anderson, Dean of Instructional and Student Services

Steven Bodnar, Assessment/Placement/Tracking Specialist

Brenda Brecke, Director, Success Center and Workforce 2000 Skills Center

Chris Coughlin, Tech. Prep/CAM Coordinator

Barbara Davey, Associate Dean of Professional/Technical Education

Bill DeBoard, TPAD Curriculum Coordinator

J. Rick Evans, Director, Government Procurement Center

Hunter Fales, Special Populations Coordinator, Carl Perkins Grant

Mary Jane Fisher, Coos County Library Service District Coordinator

Colleen Flanagan, International Studies Specialist

Marty Giles, Oregon Summit Program Coordinator

Cheryl Hankinson, Director, Educational Talent Search

Shawn Jennings, Director of the Retired & Senior Volunteer Program

Jan Newlander, Director of Special Programs

Tom Nicholls, Coordinator of Student Activities

Judy Ocobock, Registration/Records Supervisor

Patricia Parker, Mentor/Tutor/Transfer/Retention Specialist, Student Support Services

Jim Phillips, Training and Development Coordinator and Director, International Studies

Jon Richards, Director, Business Development Center

Jean von Schweinitz, Associate Dean of Student Services/Registrar

Shella Ward, Cooperative Work Experience Specialist

Administrative Services

Jim Love, Dean of Administrative Services

Pat Alvey, Instructional Materials Technician

Greg Barker, Director of Plant Services

Robin Bunnell, Director of Financial Aid

Jill Christiana, Bookstore Manager

Michael Gaudette, Director of College Advancement

Kevin Kimball, Finance Director

Peggy McAnally, Confidential Secretary

Sheldon Meyer, Director of Human Resources

Ron Olson, Accounting Specialist

Charla Spigolon, Personnel Specialist

Jean von Schweinitz, Associate Dean of Student Services/Registrar

Stanley Wilkes, Custodial/Security Supervisor

Dorothy Wilson, Systems Training Specialist

Kathy Wright, Director of Computer Services

FULL-TIME FACULTY

Jerri Bennett-Stillmaker, *Associate Professor, Nursing*
A.S. in Nursing, 1976;
B.S. in Nursing, 1979, Southern Oregon State College
M.S. in Nursing, 1987, University of Portland

Hans Boettcher, *Professor, Machine Tool Technology*
B.S. in Mechanical Engineering, 1967, California State Polytechnic University

Donald Burd, *Professor, Mathematics*
B.S. in Mathematics, 1951
M.A. in Education, 1952, Colorado State College
M.S. in Mathematics, 1966, Oregon State University

Elaine Case, *Assistant Professor, English*
B.A. in English, 1963, University of Arkansas
M.L.A. in Literature/Communication, 1970, Southern Methodist University

Edward Chilla, *Professor, Speech, Composition and Drama*
B.A. in Drama, 1962, San Jose State
M.F.A. in Theatre Direction, 1969, University of Oregon

Barry Cotterill, *Associate Professor/ Counselor*
B.A. in History, 1974, University of California, Berkeley
M.A. in Education/Counseling, 1975, Reed College

Kristen Crusoe, *Instructor in Nursing*
B.A. in International Affairs, 1971, Florida State University
A.D.N. in Community Health Nursing, 1985, Tallahassee Community College

Ray Daniels, *Assistant Professor, Welding Technology*
B.S. in Industrial Education, 1969;
M.Ed. in Industrial Education, 1977, Oregon State University

Evan Davis, *Assistant Professor, English*
B.A. in English, 1974, California State University, Hayward
M.A. in English, 1977, Iowa State University

Nathan Douthitt, *Professor, History*
A.B. in History, 1960, Harvard University
M.A. in History, 1965;
Ph.D. in History, 1972, University of California, Berkeley

George Elkins, *Assistant Professor, Mathematics*
B.S. in Secondary Education, 1985,
M.A. in Teaching (Math), 1990, Western Oregon State College

Stephen Erickson, *Professor, Psychology*
B.A. in Psychology, 1970;
M.S. in Psychology/Community College Teaching, 1972, Eastern Washington University

Ann Fauss, *Instructor, Counselor*
B.S. in General Studies, 1989, Eastern Oregon State College
M.S. in Counseling, 1991, Oregon State University

Peggy Fralick, *Assistant Professor, Office Occupations*
B.S. in Business Education, 1983;
M.A. in Computer Education, 1986, Northern Michigan University

Willi Furrer, *Assistant Professor, Business/Economics*
B.A. in Economics, 1981;
M.B.A. in Finance, 1982, Fairleigh Dickinson University

Linda Grosso, *Faculty, ABE*
B.A. in Romance Languages, 1971, University of Oregon
M.A. in Developmental Education, 1993, Appalachian State University

Dennis Hanhi, *Associate Professor, Electronics*
A.S. in Electronics and Industrial Mechanics, 1971,
Southwestern Oregon Community College
B.S. in Trade and Industrial Education, 1979;
M.Ed. in Industrial Education, 1983, Oregon State University

Sally Harrold, *Associate Professor, English*
B.A. in English, 1968, Agnes Scott College
M.A. in English, 1970, University of Wisconsin at Madison
Ph.D. in English, 1986, Texas Christian University

Kim Hayes, *Faculty, Nursing*
B.S.N. in Nursing, 1981;
M.P.A. Public Policy and Administration, 1987, University of Texas, Austin

Jan Hooper, *Associate Professor, Computer Science*
B.A. in History, 1968, California State University, Los Angeles
M.B.A., 1984, California State Polytechnic University, Pomona

Steven L. Hooper, *Assistant Professor, Automotive Technology*
B.S. in Industrial Management, 1973, California State Polytechnic University
Certified Master Automobile Technician, 1980

Charles Hower, *Professor, Life Sciences*
B.A. in Chemistry, 1956, Whitman College
Ph.D. in Inorganic and Nuclear Chemistry, 1962, University of Washington

John Hunter, *Professor/Counselor*
B.S. in Education and General Science, 1964, Oregon State University
M.Ed. in Education and Counseling Psychology, 1967, University of Oregon

Joan Huntley, *Faculty, Office Occupations*
B.S. in Business Administration, 1985; M.B.A. in Administration/Office Management, 1992, Southern Oregon State College

Kirk Jones, *Professor/Head Librarian*
B.A. in History, 1969;
M.L. in Librarianship, 1970, University of Washington

Daniel Kelly, *Associate Professor, Physics/ Electronics, Title III Activity I Director*
B.S. in Physics, 1971, California State University, Northridge
M.S. in Physics, 1973, University of California, Los Angeles

FULL-TIME FACULTY

Linda K. Kridelbaugh, *Assistant Professor, Computer Information Systems*

B.S. in Mathematics, 1970, South Dakota School of Mines and Technology

M.S. in Computer Science, 1974, University of Oregon

Bill Lemoine, *Professor, Forest Resources Technology*

B.S. in Forest Management, 1961, University of Massachusetts

M.S. in Forest Management, 1967, University of Minnesota

Lanny Leslie, *Professor, Business*

B.S. in Forest Management, 1967, Utah State University

M.Ed. in Vocational Education, 1975

Oregon State University

Hugh Malafray, *Faculty, Literature/Writing*

B.A. in English/Mathematics, 1966, University of British Columbia

M.A. in English, 1969, Simon Fraser University, Vancouver, Canada

Ph.D. in English, 1973, University of Denver

Margaret McGuire, *Associate Professor, Developmental Education*

B.A. in Social Administration, 1956, University of Manchester, England

M.S. in Curriculum and Instruction, 1977; Graduate in Philosophy, 1990, University of Oregon

William McGuire, *Associate Professor, Computer Science*

B.A. in Physics and Mathematics, 1959, Portland State University

M.A. in Mathematics and Physics, 1962, University of Oregon

Robert Miller, *C.M.A., Professor, Business*

B.A. in Business Administration, 1957, Bemidji State University

M.A. in Public Administration, 1964, University of Minnesota

Anny Mueller, *Faculty, Alternative Learning, Workforce 2000*

A.S. in Educational Psychology, German and English, 1972, Johannes Gutenberg University, Mainz, Germany

B.A. in Psychology, 1974, Montclair State College

M.A. in Clinical Psychology, 1976, Fairleigh Dickinson University

John Noland, *Professor, English*

B.A. in English, 1966, Kansas State University

M.F.A. in Creative Writing, 1968, University of Oregon

Ronald Pullen, *Assistant Professor, Mathematics*

B.A. in Mathematics, 1967;

M.A. in Mathematics Education, 1972, Arizona State University

Angela Quinn, *Professor, Nursing*

B.S. in Nursing, 1980, Southern Oregon State College

M.S. in Nursing, 1983, University of Portland

Ph.D. in Community Health Education, 1991, University of Oregon

Clara Radcliffe, *Professor, English*

B.A. in English Literature/History, 1958, Wayne State University

M.A. in English Literature/History, 1959, University of Michigan

Ph.D. in English Literature, 1974, State University of New York

Christian Rosman, *Professor, Music*

B.A. in Philosophy, 1966, Seattle University

M.Ed. in Education, 1970, Western Washington University

M.M. in Music, 1978, Eastern Washington University

Darrell Saxton, *Professor, Fire Science*

A.S. in Fire Science Technology, 1981, Southwestern Oregon Community

College/Approved Vocational Instructor

Christine Scholey, *Assistant Professor, Developmental Education*

B.A. in Speech Communication, 1978, California State University Long Beach

M.A. in Rhetoric, 1981, Purdue University

Melanie Lou Schwartz, *Associate Professor, Art*

B.F.A. in Fine Arts, 1972, University of Nebraska

M.A. in Art, 1973;

M.F.A. in Fine Arts, 1974, University of Iowa

Patty Scott, *Counselor, Student Support Services*

B.S. in Sociology, 1984, University of Oregon

M.A. in College Student Personnel, 1986, Bowling Green State University

James Shumake, *Professor, Life Sciences*

B.S. in Biology and Chemistry, 1964,

Florida State University

M.S. in Zoology, 1966, Oregon State University

John Speasl, *Professor, Physical Education and Health*

B.S. in Health and Physical Education, 1972:

M.S. in Secondary Education, 1973, Southern Oregon College

Ron Steffens, *Faculty, English/Journalism*

B.A. in English, 1980, Tulane University

M.F.A. in Creative Writing, 1986,

University of Arizona

Donald E. Stensland, *Professor, Earth Sciences*

B.A. in Sociology and History, 1953, Augsburg College

M.S. in Geology, 1969, Oregon State University

Mary Stricker, *Technical Services Librarian*

A.A. in English, 1986, Southwestern Oregon Community College

B.A. in English, 1988, University of Oregon

M.L. in Librarianship, 1990, University of Washington

Ronald Stubbs, *Professor, Social Sciences*

B.A. in Anthropology, 1965;

M.A. in Anthropology, 1966, University of Montana

FULL-TIME FACULTY

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ABOUT THE AREA



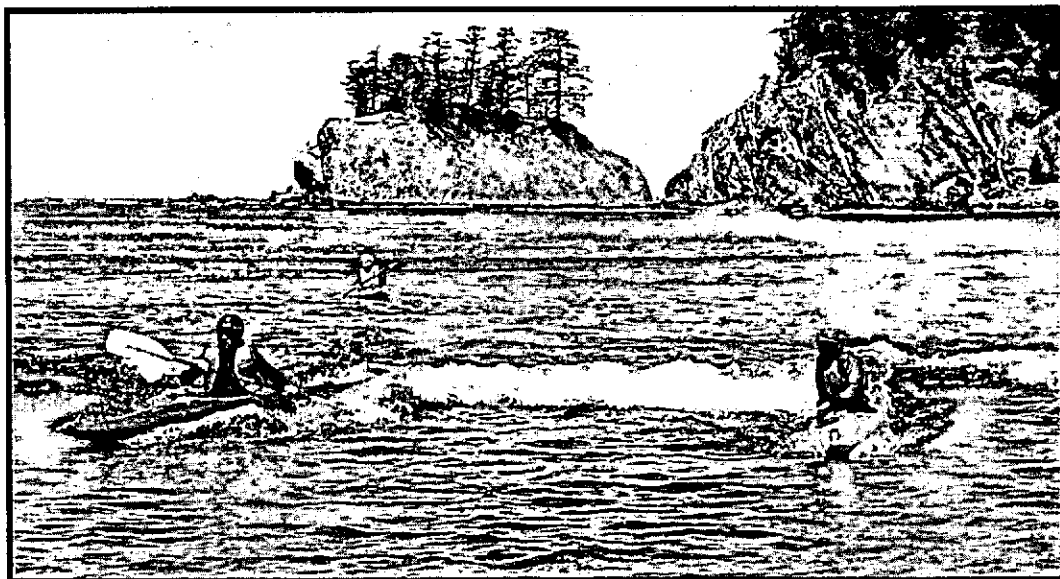
Southwestern Oregon Community College is located in the heart of Oregon's scenic south coast - an area known for its miles and miles of open public beaches, vast forests, clear lakes and rivers, immense sand dunes, abundant wildlife and boundless recreational opportunities.

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 offer other kind of adventures.

Organized sports include softball, basketball, volleyball and bowling leagues. A Super Circuit fitness center at SWOCC and a regionally acclaimed racquetball facility in Coos Bay offer a wide choice of physical fitness activities.

The south coast is rich in culture and history with many theater ensembles, art galleries, libraries, and museums, as well as the nationally acclaimed Oregon Coast Music Festival held in July every year.

The Oregon International Port of Coos Bay - the largest deep-draft ocean port between San Francisco and Seattle - is a major gateway to the Pacific Rim.



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World photo by Carrie Fehrenbach





**SOUTHWESTERN OREGON
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