

*Southwestern Oregon
Community College*

Coos Bay, Oregon 97620

1992-1994 Catalog

ACADEMIC CALENDAR

SUMMER TERM 1992

June 22	Day and night classes begin
June 22 - 25	Follow-up registration for summer term
June 25	Last day to register or add classes without instructor consent
July 1	Late fees begin
July 3	Campus closed - Independence Day
July 16	Last day to withdraw without responsibility for a grade or change to audit without instructor consent
August 6	Last day to change to audit or withdraw <u>with</u> instructor consent
August 13	Last day of classes

FALL TERM 1992

September 14	Faculty return to campus
September 21 - 23	Registration for fall term. Advising by appointment, during faculty office hours, or in Counseling Center
September 24, 25	Faculty/staff work days - Only Dellwood Offices and Bookstore open
September 28 -	
October 2	Follow-up registration
September 28	Day and night classes begin
October 2	Last day to register or add classes without instructor consent
October 12	Late fees begin
November 6	Last day to withdraw without responsibility for a grade or change to audit without instructor consent
November 11	Campus closed - Veteran's Day
November 16	Registration for winter term begins
November 16 - 20	Formal advising week - advising by appointment in faculty offices or in Counseling Center
November 26 - 29	Campus closed - Thanksgiving Holiday
November 23 - 25,	Advising in Counseling Center
November 30 -	
December 23, & 28 - 31	
December 11	Last day to change to audit or withdraw <u>with</u> instructor consent
December 14 - 18	Final exam week
December 24 - 27	Campus closed - Christmas Holidays

WINTER TERM 1993

January 1	Campus closed - New Year's Day
January 4 - 8	Follow-up registration
January 4	Night classes begin
January 5	Day classes begin
January 8	Last day to register or add classes without instructor consent
January 18	No classes - Dr. Martin Luther King Jr. Day
January 19	Late fees begin
February 12	Last day to withdraw without responsibility for a grade or change to audit without instructor consent
February 15	Campus closed - Presidents' Day
February 22	Registration for spring term begins
February 22 - 26	Formal advising week - Advising by appointment in faculty offices or in Counseling Center
March 1 - 26	Advising in Counseling Center
March 12	Last day to change to audit or withdraw <u>with</u> instructor consent
March 15 - 19	Final exam week
March 22 - 26	Spring break

SPRING TERM 1993

March 29 - April 2	Follow-up registration
March 29	Night classes begin
March 30	Day classes begin
April 2	Last day to register or add classes without instructor consent
April 12	Late fees begin
May 7	Last day to withdraw without responsibility for a grade or change to audit without instructor consent
May 17	Registration for summer and fall terms begins
May 17 - 21	Formal advising week - Advising by appointment in faculty offices or in Counseling Center
May 24 - June 17	Advising in the Counseling Center
May 31	Campus closed - Memorial Day
June 4	Last day to change to audit or withdraw <u>with</u> instructor consent
June 7 - 11	Final exam week
June 11	Commencement
June 14 - 18	Break



SOUTHWESTERN OREGON COMMUNITY COLLEGE

1988 Newmark Avenue ♦ Coos Bay, Oregon 97420

503 888-2525

A non-discriminatory, equal opportunity college.

ACADEMIC CALENDAR

SUMMER TERM 1993

May 24 - June 17	Advising in the Counseling Center
June 21 - 24	Follow-up registration for summer term
June 21	Day and night classes begin
June 24	Last day to register or add classes without instructor consent
June 30	Late fees begin
July 5	Campus closed - Independence Day
July 15	Last day to withdraw without responsibility for a grade or change to audit without instructor consent
August 5	Last day to change to audit or withdraw with instructor consent
August 12	Last day of classes

FALL TERM 1993

September 13	Faculty return to campus
September 20 - 22	Formal registration for fall term
September 23, 24	Faculty/staff work days - Only Dellwood Offices and Bookstore open
September 27 - October 1	Follow-up registration
September 27	Day and night classes begin
October 1	Last day to register or add classes without instructor consent
October 11	Late fees begin
November 5	Last day to withdraw without responsibility for a grade or change to audit without instructor consent
November 11	Campus Closed - Veteran's Day
November 15	Registration for winter term begins
November 15 - 19	Formal advising week - advising by appointment in faculty offices or in Counseling Center
November 25 -28	Campus closed - Thanksgiving Holiday
November 22 - 24,	Advising in the Counseling Center
November 29 - December 22, & 27 - 30	
December 10	Last day to change to audit or withdraw <u>with</u> instructor consent
December 13 - 17	Final exam week
December 23 - 26	Campus closed - Christmas Holidays
December 31 - January 2	Campus closed - New Year's Holiday

WINTER TERM 1994

January 3 - 7	Follow-up registration
January 3	Night classes begin
January 4	Day classes begin
January 7	Last day to register or add classes without instructor consent
January 17	No classes - Dr. Martin Luther King Jr. Day
January 18	Late fees begin
February 11	Last day to withdraw without responsibility for a grade or change to audit without instructor consent
February 14	Campus closed - Presidents' Day
February 21	Registration for spring term begins
February 21 - 25	Formal advising week - Advising by appointment in faculty offices or in Counseling Center
February 28 - March 25	Advising in Counseling Center
March 11	Last day to change to audit or withdraw <u>with</u> instructor consent
March 14 - 18	Final exam week
March 21 - 25	Spring break

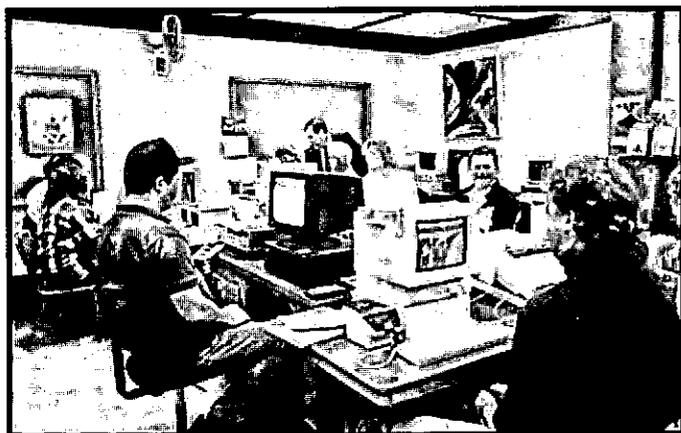
SPRING TERM 1994

March 28 - April 1	Follow-up registration for spring term
March 28	Night classes begin
March 29	Day classes begin
April 1	Last day to register or add classes without instructor consent
April 11	Late fees begin
May 6	Last day to withdraw without responsibility for a grade or change to audit without instructor consent
May 16	Registration for summer and fall terms begins
May 16 - 20	Formal advising week - Advising by appointment in faculty offices or in Counseling Center
May 23 - June 16	Advising in the Counseling Center
May 30	Campus closed - Memorial Day
June 3	Last day to change to audit or withdraw <u>with</u> instructor consent
June 6 - 10	Final exam week
June 10	Commencement
June 13 - 17	Break

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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 1982. 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 per year in 1992. Staff size has grown from 15 to more than 50 full-time faculty and from 11 to over 250 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

that 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.



ADMISSIONS and COSTS



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, and who has the ability to profit from instruction, may enroll in classes.

Admission to classes, however, does not ensure admittance to a particular course or program of study. Contact the Admissions Office for information regarding admittance to degree, diploma and certificate programs. The college reserves the right to determine the ability of a student to profit from the instruction offered.

Individuals who are 16 and 17 years of age 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.

Students under 16 must receive permission from the SWOCC Counseling Center to register. Permission is granted on an individual, course-by-course basis. For those under age 16 who are not attending public school, a Release from Compulsory School Attendance from the high school principal in the district of residence must be submitted before they may enroll in classes at SWOCC.

New students pursuing degree, diploma, certificate, or transfer

programs must complete a *SWOCC Application for Admission* form and pay a fee. To receive a form, call or write the SWOCC Admissions Office.

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 that term are advertised individually as they are scheduled.

REGISTRATION

Students must register, before attending 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. Enrollment is complete when the outlined procedures have been followed and tuition and fees have been paid. Students completing enrollment in a regular class or classes after the second week of the term will be charged a late fee.

Students who are in default of deferred tuition, Emergency Tuition Loans, defaulted 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.

TUITION and FEES

A student is officially registered for a class only after tuition and fees have been paid. Payment may be made by cash, check, money order, VISA or MasterCard. Checks should be made payable to *Southwestern Oregon Community College*.

Tuition and fees may be billed to an employer or an agency if the college has received the appropriate authorization.

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

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

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

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 \$27 per credit up to a maximum of \$324 for enrollment that does not exceed 18 credits. Enrollment in courses beyond the 18 credit limit will result in additional tuition charges of \$27 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 \$81 per credit up to a

maximum of \$972 for up to 18 credits. Non-resident students enrolling in 19 or more credits will pay an additional \$81 per credit for each credit in excess of 18.

International Student Tuition

Tuition for international students, other than those on a J-1 visa, will be \$115 per credit.

Tuition Reductions

LOCATION OF PERMANENT RESIDENCE

Students receive tuition reductions if

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

Tuition reductions are based on the following:

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

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 completed 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:

- 0.522.7 Band
- 0.522.8 Choir
- 0.522.9 Orchestra
- 0.574 Hospice Care

- 0.747 English as a Second Language (ESL)
- 0.748 Citizenship
- 0.593 Learning Skills Lab
- 9.380 Cardiopulmonary Resuscitation (CPR)
- Sign Language
- Adult Basic Education/ GEDPreparation

Gold Card Club

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

Refunds

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

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

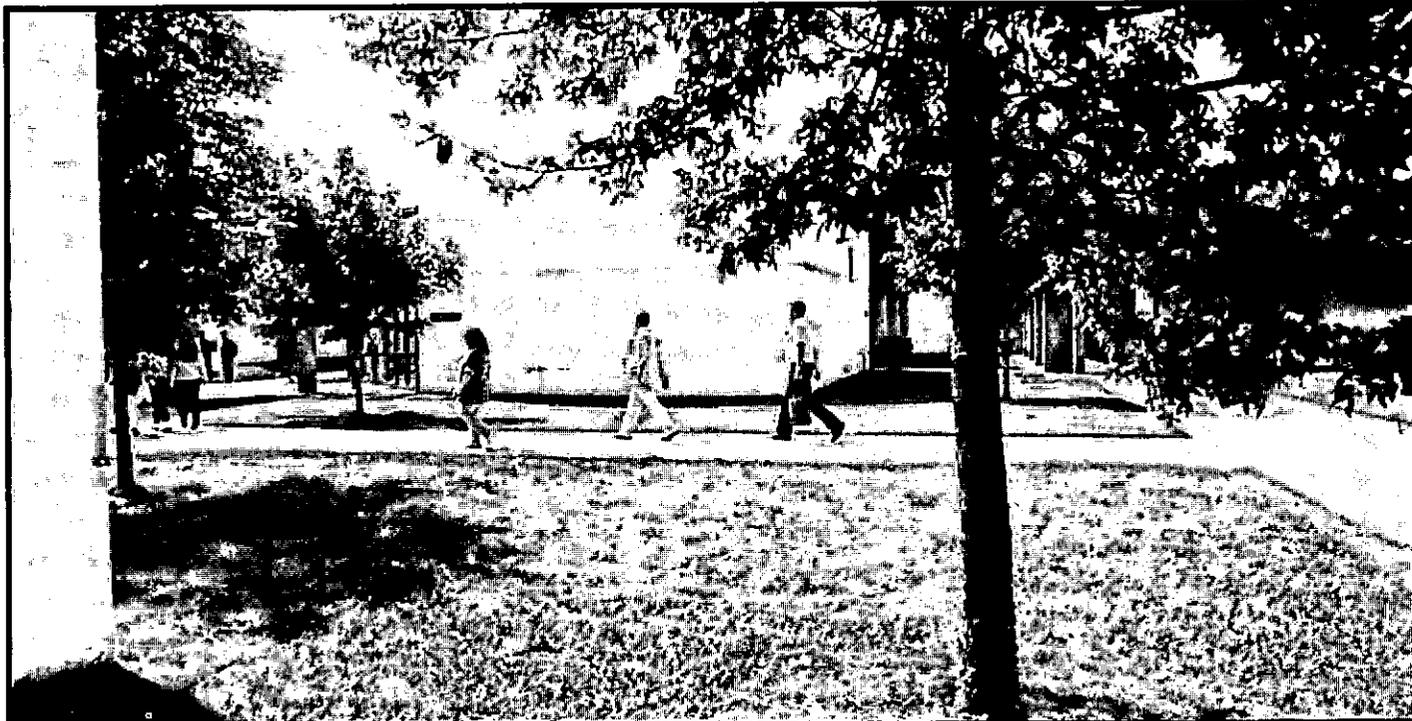
- First week of term 95%
- Second week of term 70%
- Remainder of term None

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

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

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

ACADEMIC INFORMATION



Types of Credit

Classes at the college may be credit or non-credit. The non-credit classes are generally those offered for community interest and the content is not applicable toward a certificate, diploma or degree; nor is it always transcribed.

The credit classes may be lower division transfer, vocational, vocational supplementary, or developmental classes. The general definitions are:

Lower Division Transfer credits are those that will transfer to four-year schools and apply toward a Bachelor degree. These courses will have a departmental prefix and a three digit number, i.e. CH104, General Chemistry.

Vocational credits are credits that apply toward a two-year vocational degree. The courses are numbered with a departmental prefix and a three digit number, or with a four digit number such as 2.766 Accounting I. Some are transferable to some four-year schools and some may not be. If you plan to transfer to a four-year school, you should check with your advisor or the Admissions Office about the transferability of vocational credits.

Vocational Supplementary credits are attached to courses that are designed to upgrade skills in an occupational

area, or to provide people with additional skills so they may advance. These courses have four digit numbers beginning with 9 (9.xxx). The credits are *not transferable* to four-year schools.

Developmental credits denote work that is pre-college level. The courses carry four digit numbers or a departmental prefix and a two digit number, i.e. 0.525 Sentence Fundamentals or MTH70 Beginning Algebra. Numbers below 50 denote pre-college courses; 50-100 denote college level developmental courses. Many developmental courses apply toward one and two-year vocational certificate or degree programs, but they are *not generally transferable* to a four-year school.

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 Admissions Office.

ADVANCED PLACEMENT TESTS taken while in high school may be accepted for college credit. For information contact the Admissions 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 (see definition below), **Credit/Non-credit** and **Withdrawal** are defined as enrollment status, and the following are guidelines and deadlines 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 Friday of the *sixth* week of classes without instructor consent. After that point in time, and through Friday of the last week of classes prior to final exam week, a student may process such a change only with instructor consent.

2. A student may change enrollment status from **AUDIT** to **CREDIT** by the drop/add process, with instructor's consent and signature, 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; the instructor has the option of assigning a grade or a "W".

4. The Dean of Instruction and Student Development may authorize administrative withdrawal of a student from a class or classes when the student

exhibits disruptive behavior or other misconduct. There is no deadline for such withdrawal.

(*Note:* Financial aid and veterans' educational benefit recipients may be required to repay funds if they withdraw from classes or change enrollment status to *audit*.)

Auditing Courses

The enrollment status of *audit* means that the student may participate as fully as he or she wishes in the class activities but will not be required to take tests or complete other assigned projects, and will not earn credit. 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 or she has taken the prerequisites for the course, or with instructor consent.

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. Course credit is used in computing grade point average.
- R (0 Grade Point) Satisfactory effort. Student attended regularly and did the work, but did not meet course objectives. Credits count toward completion of a program, and are not used in computing grade point average.
- Y (0 grade point) No basis for evaluation. The student did not attend class, or did not complete enough of the requirements to provide basis for grade. Course credit is not used in computing grade point average.
- S Satisfactory - equivalent to a C or

better. Credit as specified. Course credit is not used in computing grade point average.

- U 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

A student may repeat a course to improve a grade. While both grades will remain on the transcript, a notation will be entered that the course has been repeated and only the best grade 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.
2. The student receives two or more Ys and/or Fs in a term.
Upon notification, the student will be assigned a counselor who will monitor that student's program of study and approve courses before that student may register the following term.

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

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

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

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

Administrative Withdrawal of Students

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)

Student Educational Records

The Admissions 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 student aid and scholarship records.

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 Admissions and Records Office. A request to withhold this information will remain in effect until the Admissions 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 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 Admissions Office in Dellwood Hall.

STUDENT SERVICES



VETERANS

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

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

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

Developmental Courses - When a veteran student attempts to enroll in developmental courses for more than two terms, a determination will be made and forwarded to the Veterans

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

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

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

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

Hour Requirements - To receive full-time pay, the student must take a minimum of twelve credit hours; for 3/4 time pay the student must take nine credit hours; and to receive 1/2 time pay students must take a minimum of

six hours. During summer session students must maintain twelve standard class sessions per week for full-time, nine standard sessions per week for 3/4 time and six standard class sessions per week for 1/2 time.

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

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

LIBRARY

The library, housed on the second and third floors of Tioga Hall, is for college and community use. The 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, slides, filmstrips and motion pictures are found on the third floor.

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

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

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 14, 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 waivers - 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 12 through 17.

How to apply for federal and state financial aid.

Southwestern Oregon Community College uses the Financial Aid Form (FAF) from the College Scholarship Service as the standard and preferred application form. We will also accept "The Application for Federal Student Aid" form from the U. S. Department of Education, the "Single File" form from United Student Aid Funds, or the "Family Financial Statement" (ACT) form from the American College Testing Program. Once eligibility has been established, awards are given on a first-come, first-served basis.

To establish priority, the Financial Aid Office uses the CSS processing date for the preferred FAF. The date students submit their Student Aid Reports (SARs) to the Financial Aid Office will be used for other aid applications.

Follow these steps to apply for financial aid:

1. Complete the Financial Aid Form (FAF) accurately.
2. Mail the form with the appropriate fee to:
College Scholarship Service
P. O. Box 6300
Princeton, NJ 08541-6300



3. Students normally should allow 8 to 9 weeks before they can expect to receive an acknowledgement and a Pell Grant Student Aid Report (SAR) from the processing center. The SAR should be submitted to the Financial Aid Office as soon as possible.
4. Students should allow a total of 12 to 14 weeks from the time they file their FAFs for their eligibilities to be verified and their awards determined. Students who apply later than 14 weeks before the beginning of a term should be prepared to pay for tuition, fees, and books with their own funds (see Emergency Tuition Loan and Deferred Tuition).
5. Students must take the placement test.
6. Students applying for the Stafford Loan or PLUS/SLS funds must complete a loan application available at the Financial Aid Office in addition to the FAF.
7. 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 an additional loan seminar. Contact the Financial Aid Office for times and dates.

8. Students are required to provide a Financial Aid Transcript (FAT) from all schools attended since high school. The FAT form is available at any financial aid office.

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 the 1992-93 award year:

- March 1, 1992 - priority for first consideration.
- May 3, 1993 - last date the FAF may be received by the processing center.
- June 30, 1993 (or your last day of enrollment in 1992-93, whichever comes first) - deadline for submitting the Pell Grant Student Aid Report (SAR) to the Financial Aid Office.

Availability of funds.

Pell Grant, Stafford Loan, and PLUS/SLS funds are available throughout the year for eligible students. State Need Grant and State Cash Award funds are limited. Perkins Loan, Supplemental Educational Opportunity Grants, and College Work-Study 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 application.

Financial Aid Disbursements

Students will receive one third of their grants, loans, or scholarships at the beginning of each term. All grants, loans, and scholarships will be disbursed by check and/or tuition reduction by a tuition waiver. 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.

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.
- + You must be in a degree or certificate program.
- + You must maintain satisfactory progress.
- + You must have 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 on any Title IV financial aid program.
- + You must file a Financial Aid Form or other approved form.
- + 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 sign an Anti-Drug Abuse Act Certification that states you will not engage in unlawful manufacture, distribution, dispensation, possession or use of controlled substances.
- + 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.

GRANTS, SCHOLARSHIPS, and WAIVERS

AID PROGRAM AND SOURCE OF FUNDING	ELIGIBILITY REQUIREMENTS	AVAILABLE AMOUNTS	SPECIAL INFORMATION
Pell Grant (funded by the federal government)	<ul style="list-style-type: none"> + You must <u>not</u> have a bachelor's degree. + Eligibility is determined by the Dept. of Education using a standard formula which produces a Pell Grant Index (PGI). + Duration of eligibility may not exceed five years for four-year programs or six years for programs longer than four years. 	<ul style="list-style-type: none"> + Amounts are based on federal funding. It is estimated that awards will range from \$200 to \$2400 in 1992-93. 	<ul style="list-style-type: none"> + Grants are determined by the cost of education, the Pell Grant Index (PGI), and the student's enrollment status. + Grants will be reduced proportionately for the student enrolled less than full time (12 credits). You will receive a Student Aid Report (SAR) in the mail, which you must take to the Financial Aid Office. + Eligibility may be transferred to any college or post-secondary school participating in federal programs. + For 1992-93, grants will not be available to students enrolled less than half time (6 credits).
Supplemental Educational Opportunity Grant (SEOG) (funded by the federal government and Southwestern Oregon Community College)	<ul style="list-style-type: none"> + You must <u>not</u> have a bachelor's degree. + You must prove exceptional financial need, with priority given to Pell Grant recipients. 	<ul style="list-style-type: none"> + Amounts range from \$100 to \$4000. + The estimated highest award at SWOCC for 1992-93 will be \$900. 	<ul style="list-style-type: none"> + Grants are determined by the availability of funds, the cost of education, the student's need, and amount of other aid received. + Grants will be reduced proportionately for the student enrolled less than full time (12 credits). + Eligibility may not be transferred to any other college or post-secondary school.
Oregon State Need Grant (SNG) (funded by the State of Oregon and the federal government)	<ul style="list-style-type: none"> + You must <u>not</u> have a bachelor's degree. + You must be enrolled full time (12 credits or more). + You must be an Oregon resident. + You must also apply for a Pell Grant. 	<ul style="list-style-type: none"> + Amounts are based on state funding. + The estimated highest award at SWOCC for 1992-93 will be \$828. 	<ul style="list-style-type: none"> + You must not be enrolled in a program leading to a degree in theology, divinity, or religious education. + Awards may be renewed for a total of 12 terms or 8 semesters. + Eligibility may be transferred to other eligible Oregon colleges or post-secondary schools.

AID PROGRAM AND SOURCE OF FUNDING	ELIGIBILITY REQUIREMENTS	AVAILABLE AMOUNTS	SPECIAL INFORMATION
Oregon State Cash Award (funded by the State of Oregon)	<ul style="list-style-type: none"> + You must have a cumulative high school GPA of 3.50 or higher. + You must score 500 or more on SAT mathematics and verbal tests. + You must meet all requirements listed under the Oregon State Need Grant (listed previously). 	<ul style="list-style-type: none"> + Amounts are based on state funding. + The estimated highest award at SWOCC for 1992-93 will be \$864. 	<ul style="list-style-type: none"> + Initial awards are made only to high school seniors. Eligibility may be transferred to other eligible Oregon colleges or post-secondary schools. + Awards may be renewed for a total of 12 terms or 8 semesters.
Merit and District Scholarships (funded by Southwestern Oregon Community College)	<ul style="list-style-type: none"> + You must be enrolled full time (12 credits or more). + You must be graduating from a high school within the college district: Bandon, Coquille, Marshfield, Myrtle Point, North Bend, Powers, or Reedsport. 	<ul style="list-style-type: none"> + Amounts are approved by the college Board of Education and may not exceed the cost of full tuition. + The award is for two consecutive years (6 terms). + The estimated highest award for 1992-93 will be \$972 a year. 	<ul style="list-style-type: none"> + A Merit and a District Scholarship is made available for graduating seniors from each of the high schools in the district. + Scholarships are awarded on the basis of scholastic ability, academic achievement, and general citizenship. + Need also will be considered in awarding the District Scholarship. + No Financial Aid Form (FAF) is required. + Applications are available in the Financial Aid Office or from your high school counselor. + Deadline for submitting applications will be announced.
Talent Grants (funded by Southwestern Oregon Community College)	<ul style="list-style-type: none"> + You must have an outstanding talent and participate in an approved extra-curricular activity. + You are not eligible to receive a SWOCC funded tuition waiver, Talent Grant, Talent Award, Merit, or District Scholarship at the same time. 	<ul style="list-style-type: none"> + Amounts are approved by the college Board of Education and may not exceed the cost of full in-state tuition. + The estimated highest award for 1992-93 will be \$972. 	<ul style="list-style-type: none"> + Awards are available for less than half-time students. + A Financial Aid Form (FAF) is not required. + Contact an instructor or staff member directly associated with your area of talent or contact the Financial Aid Office.
Talent Awards (funded by Southwestern Oregon Community College)	<ul style="list-style-type: none"> + You must excel in an approved area of study. + You are not eligible to receive a SWOCC funded tuition waiver, Talent Grant, Talent Award, Merit, or District Scholarship at the same time. 	<ul style="list-style-type: none"> + Amounts are approved by the college Board of Education and may not exceed the cost of full in-state tuition. + The estimated highest award for 1992-93 will be \$972. 	<ul style="list-style-type: none"> + Awards are available for less than half-time students. + No Financial Aid Form (FAF) is required. + Contact an instructor directly associated with the area of study in which you excel, or contact the Financial Aid Office.

AID PROGRAM AND SOURCE OF FUNDING	ELIGIBILITY REQUIREMENTS	AVAILABLE AMOUNTS	SPECIAL INFORMATION
Presidential Tuition Waiver (funded by Southwestern Oregon Community College)	<ul style="list-style-type: none"> + You must be enrolled full time. + You are not eligible to receive a SWOCC funded tuition waiver, Talent Grant, Talent Award, Merit or District Scholarship at the same time. + You must have a high school diploma or GED certificate and have maintained a 2.00 GPA while in high school. 	<ul style="list-style-type: none"> + Waiver may not exceed the cost of your tuition. Fees are not included. + Waiver may be for two consecutive years (6 quarters). 	<ul style="list-style-type: none"> + A Presidential Tuition Waiver is granted by instructors in educational disciplines selected by the college president. + You must major in the discipline for which the waiver is granted. + You must enroll in classes which follow the curriculum guidelines and are approved by your advisor. Developmental classes may be included if recommended. + Approved disciplines will be determined by April 1 for the following award year. + Contact your high school counselor or the Financial Aid Office for additional information. + No Financial Aid Form (FAF) is required.
Scholastic Tuition Waiver (funded by Southwestern Oregon Community College)	<ul style="list-style-type: none"> + You will not be eligible if you have earned over 108 credits. + Waiver recipients must enroll for 12 or more credits. + You must maintain satisfactory progress. + You are not eligible to receive a SWOCC funded tuition waiver, Talent Grant, Talent Award, Merit or District Scholarship at the same time. + You must be a SWOCC district resident. 	<ul style="list-style-type: none"> + The cost of your tuition will be waived. Fees are not included. + Waiver is for one year (three consecutive terms - summer optional) 	<ul style="list-style-type: none"> + A Scholastic Tuition Waiver is granted if you have earned at least 36 credits at SWOCC with a cum G.P.A. of 3.75. Eligibility is determined at the end of each spring term. + You will automatically be notified in June, by the college Registrar, of your eligibility for the following year. + No Financial Aid Form is required.
GED Tuition Waiver (funded by Southwestern Oregon Community College)	<ul style="list-style-type: none"> + You must be enrolled full time (12 credits or more) once you accept the award. + You are not eligible to receive a SWOCC funded tuition waiver, Talent Grant, Talent Award, Merit or District Scholarship at the same time. + You must be a SWOCC district resident. 	<ul style="list-style-type: none"> + The cost of your tuition will be waived. Fees are not included. + Waiver is for two years (six consecutive terms - summer optional) 	<ul style="list-style-type: none"> + If you do not have a high school diploma, and if you complete the Tests of General Educational Development with an average score of 65 or over, your tuition will be waived. + Effective with tests taken within the college district on or after Spring Term, 1991, GED waivers will be granted each term to eligible recipients. + No Financial Aid Form is required.
Scholarship for Excellence (funded by Southwestern Oregon Community College)	<ul style="list-style-type: none"> + You must be enrolled full time (12 credits or more). + You are not eligible to receive a SWOCC funded tuition waiver, Talent Grant, Talent Award, Merit or District Scholarship at the same time. 	<ul style="list-style-type: none"> + Award includes a waiver of the cost of your tuition plus a stipend of \$1,000 per year (\$100 a month for 10 months). Fees are not included. + Award is for 6 consecutive terms (summer optional). 	<ul style="list-style-type: none"> + A Scholarship for Excellence will be granted to a senior graduating from each of the seven high schools in the college district. + The scholarships will recognize excellence in an area of academics, performance or skills. + Contact your high school counselor or the Financial Aid Office for additional information and application. + No Financial Aid Form is required.

AID PROGRAM AND SOURCE OF FUNDING	ELIGIBILITY REQUIREMENTS	AVAILABLE AMOUNTS	SPECIAL INFORMATION
SWOCC General Scholarship	+ You must be a full-time student.	+ Awards range from \$200 to \$1,000.	+ You must be a returning student. + Awards are announced each year in February. + Contact the Financial Aid Office for additional information. + No Financial Aid Form is required.
Music Scholarships (funded by Southwestern Oregon Community College Foundation)	+ You must be a music major and maintain a B average in your private music study. + You must participate in a college performance group such as choir, band, or orchestra.	+ Amounts cannot exceed extra fee required each term for private music instruction.	+ Contact your music instructor for consideration of a music scholarship. + Awards are available for less than half-time students. + No Financial Aid Form (FAF) is required.

LOANS

AID PROGRAM AND SOURCE OF FUNDING	ELIGIBILITY REQUIREMENTS	AVAILABLE AMOUNTS	SPECIAL INFORMATION
Perkins Loan formerly known as National Direct Student Loan (NDSL) (funded by the federal government and Southwestern Oregon Community College)	+ You cannot borrow more than SWOCC's cost of education minus other financial aid you may receive and your "Expected Family Contribution" as determined by the analysis of the completed Financial Aid Form (FAF).	+ You may borrow up to: 1. \$4,500 if enrolled in a vocational program, or if you have completed less than two years of a program leading to a bachelor's degree. 2. \$9,000 for undergraduate students who have completed two years of study toward a bachelor's degree. This total includes any amount borrowed under the Perkins (NDSL) for the first two years of study. + The highest award at SWOCC for 1992-93 will be \$1,000.	+ You are obligated to repay the loan, with interest of 5% per annum on the unpaid balance over a 10-year period, beginning nine months after you graduate, leave school, or cease to attend at least half time. + The minimum quarterly payment is \$30. + Contact the Financial Aid Office for further details regarding payment policies, cancellations, and deferment benefits.
Stafford Loan formerly known as Guaranteed Student Loan (GSL) (funded by commercial lenders with state or other agency guarantee and interest subsidy from the federal government)	+ You cannot borrow more than SWOCC's cost of education minus other financial aid you may receive and your "Expected Family Contribution" as determined by the analysis of the completed Financial Aid Form (FAF).	+ You may borrow up to: 1. \$2,625 a year, if a first- or second-year undergraduate student. 2. If you have achieved third-year status, or are a graduate student, contact the Financial Aid Office for maximum loan amounts.	+ You are obligated to repay the loan beginning six months after you cease to be at least a half-time student in an approved program at an eligible school. + If you are a new borrower, the interest rate is 8% for the first four years of repayment and 10% thereafter. + The interest is paid by the federal government until repayment begins. + There is a 5.5% "origination" fee and an insurance premium not to exceed 3% of the loan principal. These will be deducted proportionately from each loan disbursement. + You must complete a separate application (available in the Financial Aid Office) in addition to the FAF.

AID PROGRAM AND SOURCE OF FUNDING	ELIGIBILITY REQUIREMENTS	AVAILABLE AMOUNTS	SPECIAL INFORMATION
PLUS Parent Loan for Undergraduate Students (funded by commercial lenders with state or other guarantee agency)	<ul style="list-style-type: none"> + Only mothers, fathers, adoptive parents, or legal guardians may borrow for dependent students. + You do not have to show need. + Parents cannot borrow more than the cost of education. 	<ul style="list-style-type: none"> + Parents may borrow up to \$4,000 a year for dependent undergraduate or graduate students. 	<ul style="list-style-type: none"> + You must complete a separate application (available in the Financial Aid Office) in addition to the FAF. Loan repayment begins 60 days after the last disbursement. + Interest is variable (maximum: 12%). + A 3% insurance premium is deducted from each loan disbursement. There is no origination fee. + Contact the Financial Aid Office for monthly payment schedule.
SLS Supplemental Loan for Students (funded by commercial lenders with state or other guarantee agency)	<ul style="list-style-type: none"> + You must have a high school diploma or a GED certificate. + You cannot borrow more than your cost of education less other aid you are eligible to receive. + You do not have to show need. 	<ul style="list-style-type: none"> + You may borrow up to \$4,000 a year. 	<ul style="list-style-type: none"> + Loan is for independent undergraduates. Dependent students may apply only if their parents were denied a PLUS Loan. + Eligibility for Pell Grant and Stafford Loan must be determined prior to certification. + You may apply for deferment of loan principal. - Deferment does not apply to interest but a lender may let interest accumulate until deferment ends. + Other information is the same as for the PLUS Loan. Interest is variable (maximum 12%).
Emergency Tuition Loan (funded by Southwestern Oregon Community College)	<ul style="list-style-type: none"> + You must be in good standing with the college. + You must be enrolled for 2 or more credits. + You do not have to show need. + You are not required to be in a degree or diploma program. + A co-signer is required. 	<ul style="list-style-type: none"> + Maximum loan amount is \$500. + You may not defer tuition and have an Emergency Tuition Loan for the same term. 	<ul style="list-style-type: none"> + You must repay the loan 30 days prior to the last day of the term for which the loan was issued. + You are not eligible to register for the following term until the loan is paid in full. + No Financial Aid Form (FAF) is required. + You are expected to complete your contract agreement whether or not you complete your course work. + Contact the Financial Aid Office for an application and further details on repayment, application fees, and interest on delinquent loans.
Deferred Tuition (funded by Southwestern Oregon Community College)	<ul style="list-style-type: none"> + You must be prepared to pay one-third of your tuition, fees, and charges at the time you register. + No co-signer is required. + Other information the same as for Emergency Tuition Loan. 	<ul style="list-style-type: none"> + You may arrange to defer two thirds of the term's tuition, fees, and charges at the beginning of the term. + You may not defer tuition and have an Emergency Tuition Loan for the same term. 	<ul style="list-style-type: none"> + You must pay deferred charges prior to the end of the term on dates specified at the time the contract is signed. + Application is available at registration. + No Financial Aid Form (FAF) is required. + If you do not officially withdraw from your course(s) by the end of the second week of the term, you are expected to fulfill the contractual agreement whether or not you complete your course(s) and no refund is given for the one-third tuition down payment. + Contact the Admissions Office for further details on repayment, fees, and interest.

EMPLOYMENT

AID PROGRAM AND SOURCE OF FUNDING	ELIGIBILITY REQUIREMENTS	AVAILABLE AMOUNTS	SPECIAL INFORMATION
College Work-Study Program (CWS) (funded by the federal government and Southwestern Oregon Community College)	+ You cannot earn more than SWOCC's cost of education minus other financial aid you may receive and your "Expected Family Contribution" as determined by the analysis of the completed Financial Aid Form (FAF).	+ Usually you will earn no more than \$800 a term.	+ You are paid on the 10th of each month for hours worked the previous month. + Jobs can range from 2 to 15 hours a week during the term and up to 40 hours during vacation periods. + Jobs pay minimum wage. + Contact the Financial Aid Office for job referrals.
General Student Employment (funded by Southwestern Oregon Community College)	+ You do not have to show need.	+ Usually you will earn no more than \$800 a term.	+ Limited number of jobs available. + Other information is the same as the College Work-Study Program. + No Financial Aid Form (FAF) is required.

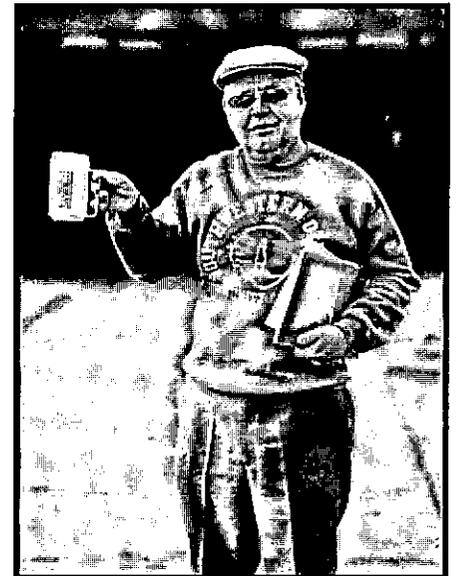
National Community College Month



The first district community college month baby was Katherine Marie Chambers, born in 1991, shown with mom, Junia. Katherine received a tuition waiver scholarship redeemable for one year's tuition at SWOCC when she reaches college age, about the year 2009.



The district's 1992 community college month baby was Zachary Robert Hunter. President Steve Kridelbaugh (left) presented the SWOCC tuition waiver scholarship to parents John and Kambria Hunter, while Zachary's grandfather, Bob Hodson, looked on. Zachary will use his scholarship about the year 2010.



Bob Miller, Professor of Business, gets into the swing of community college month by wearing a SWOCC shirt and taking a break with his SWOCC cup.

SPECIAL SERVICES and PROGRAMS



ACADEMIC ADVISING

Academic advisors are vital to the process of course selection and program planning. Any new student who plans to pursue a degree or diploma 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. 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 and specialized courses such as Technical Skills and Nursing Study Skills. These courses have both non-transferable and transferable credit and are especially useful for students entering college from other careers, for retraining or re-entry into college work.

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

Learning takes place in small groups or through individual tutoring. Computer-assisted instruction and laser disk programs are part of the curriculum. Students may enter classes at any time during the term and work at their own speed until they have achieved their goals. The classes are free and non-credit. Many students use this instruction to prepare for the General Education Development (GED) examinations, the College Placement Test, the ASVAB, and other special certifications.

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

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, composed of students, administrators and faculty, uses college resources to enrich the cultural opportunities of the community. On-going presentations include concerts, art exhibits and guest lecturers.

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 more 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 Standards
- 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 is a joint partnership with SWOCC, the U.S. Small Business Administration and the Oregon Economic Development Department. The BDC provides information, counseling and education for the business community in southwestern Oregon.

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

The BDC helps new businesses assess the viability of their business concept and establish a business plan; helps existing businesses expand and increase profits; and helps companies in trouble achieve a turnaround.

The BDC provides business education programs such as:

- Seminars
 - Workshops
 - Conferences
 - Roundtable discussions
 - Business tutorials
 - Business Management programs
 - Profit Improvement programs
- BDC maintains a library of business resource materials including:
- books and workbooks
 - periodicals
 - reference materials
 - audio cassettes
 - videotapes
 - microcomputers and software

The Business Development Center is located off-campus at 340 Central, in downtown Coos Bay, 267-2300.

CAREER INFORMATION/JOB PLACEMENT CENTER

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

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

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

CHILDCARE CENTER

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

COOPERATIVE WORK EXPERIENCE/FIELD EXPERIENCE

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

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

Field Experience is designed to add depth to classroom instruction through application in the areas of social science, sciences and humanities. It provides students with an opportunity to investigate career opportunities, as well as earn transferable credit for the number of hours worked per term. Work Experience Students have the additional assignment of a research project in Field Experience, as a complement to the job site experience.

COUNSELING SERVICES

As a component of the educational process, counseling services are developed to assist prospective students 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, Curry County Education Service District (ESD). The class offerings are directed by a coordinator located in the ESD offices in Gold Beach. A schedule of offerings is available by contacting the Curry County ESD office.

EXTENDED LEARNING/ COMMUNITY EDUCATION

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

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

GRIEVANCE PROCEDURE

The college strongly encourages individuals to meet and to resolve their differences. If resolution of differences is not successful in an informal process, the college provides a formal grievance procedure. Copies of the formal grievance procedure are available from the Counseling Center 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, women's basketball and volleyball and coed track.

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

RETIRED SENIOR VOLUNTEER PROGRAM - RSVP

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

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

SATURDAY ACADEMY

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

Contact the Coordinator's Office for more information.

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 handbook

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

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

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

WORK and FAMILY SEMINARS

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

WORKFORCE 2000 SKILLS CENTER

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, 269-9673.

THE CATALOG

This 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 Admissions Office for information not available when this catalog was published.



ASSOCIATE IN APPLIED SCIENCE DEGREE

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

GENERAL REQUIREMENTS:

1. Minimum of 90 credits of specified courses (see individual curriculum for listing).
2. 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.

OTHER APPROVED COURSES:

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

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

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

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

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

**ASSOCIATE
IN
APPLIED SCIENCE
IN ALL
APPRENTICEABLE
TRADES**

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

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

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

Notes:

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

**Number of credits and courses for 9.1xx

ASSOCIATE IN APPLIED SCIENCE IN AUTOMOTIVE TECHNOLOGY

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

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

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

Notes:

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

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

ASSOCIATE IN APPLIED SCIENCE IN BANKING AND FINANCE

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

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

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

Notes:

1. 2.766, 2.767 and 2.768 are equivalent to BA211, BA212 and BA217. Students must petition if they wish to have 2.766, 2.767 and 2.768 changed to BA211, BA212 and BA217. Contact advisor or accounting instructor for details.
2. See Other Approved Courses under AAS degree requirements.
3. The following SWOCC classes can be used as AIB classes:
 - BA101 Introduction to Business
 - PSY115 Career Workshops
 - BA206 Management Fundamentals
 - SDP208 Personnel Administration
 - OA121 Keyboarding I
 - OA122 Keyboarding II
 - RE112 Real Estate Law I
 - RE113 Real Estate Principles I
 - RE116 Real Estate Finance I
 - RE118 Real Estate Appraising I

* AIB stresses professional ethics in its programs

Course No.	Course Title	Credit Hours
WR121	English Composition	3
WR122	English Composition	3
SP111	Fundamentals of Public Speaking	3
MTH94	Intermediate Algebra I	4
BA211	Principles of Accounting I ¹	3
BA212	Principles of Accounting II ¹	3
BA213	Principles of Accounting III	3
EC201	Principles of Economics	3
EC202	Principles of Economics	3
EC203	Principles of Economics	3
SDP101	Principles of Management/Supervision	3
SDP113	Human Relations for Supervisors	3
BA222	Finance	3
BA226	Business Law I	3
BA229	Personal Finance and Money Management	3
BA242	Introduction to Investments	3
CIS131	Computer Information Systems	4
CS101	Computers in Society	2
PE231	Wellness for Life	3
		58 total
	American Institute of Banking (AIB) Courses	24 total required
	Other Approved Courses ²	9
2.280	Cooperative Work Experience or BA280 Field Experience	3
		94 credits total

**ASSOCIATE IN
APPLIED SCIENCE
IN BUSINESS
MANAGEMENT
(Accounting Major)**

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

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

Students must demonstrate ability to type or take typing.

Notes:

1. 2.766, 2.767, 2.768 are equivalent to BA211, BA212 and BA217. Students must petition if they wish to have 2.766, 2.767 and 2.768 changed to BA211, BA212 and BA217. Contact advisor or accounting instructor for details.
2. HE250 may be substituted.
3. See Other Approved Courses under AAS degree requirements.

Students are encouraged to take Federal Income Tax I and II as electives.

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

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

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

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

Students must demonstrate ability to type or take typing.⁴

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

Notes:

1. 2.766, 2.767, 2.768 are equivalent to BA211, BA212 and BA217. Students must petition if they wish to have 2.766, 2.767 and 2.768 changed to BA211, BA212 and BA217. Contact advisor or accounting instructor for details.
2. HE250 may be substituted.
3. See Other Approved Courses under AAS degree requirements.
4. Suggested Electives: 2.331, 2.332, Federal Income Tax I, II, Typing

Course No.	Course Title	Credit Hours
FIRST YEAR		
<i>Fall</i>		
*BA211	Principles of Accounting I ¹	3
CS101	Computers in Society	2
WR121	English Composition	3
MTH94	Intermediate Algebra I	4
BA101	Introduction to Business	4
		18 total
<i>Winter</i>		
*BA212	Principles of Accounting II ¹	3
BA285	Business Relations	3
OA220	Electronic Calculators	2
PE231	Wellness for Life ²	3
	Electives	3
		14 total
<i>Spring</i>		
*BA213	Principles of Accounting III	3
*BA217	The Accounting Process ¹	3
WR214	Business English	3
*CIS131	Computer Information Systems	4
SP111	Fundamentals of Public Speaking	3
		14 total
SECOND YEAR		
<i>Fall</i>		
*BA226	Business Law I	3
SDP101	Principles of Management/Supervision	3
*BA177	Payroll Records and Accounting	3
OA200	Introduction to Word Processing	3
	Other Approved Courses ³	3
		15 total
<i>Winter</i>		
*BA227	Business Law II	3
BA223	Principles of Marketing	3
*OA116	Office Procedures	3
	Other Approved Courses ³	3
	Electives ⁴	3
		15 total
<i>Spring</i>		
*2.280	Work Experience or *BA280 Field Experience	6
OA240	Filing and Records Management and Office Systems	3
	Other Approved Courses ³	3
	Electives ⁴	4
		16 total
		92 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 courses

Notes:

1. CS101 Computers in Society is a prerequisite to CIS131. Keyboarding skill is strongly recommended.
2. May substitute 2.766 Accounting I AND 2.767 Accounting II.*
3. May take CS133P (Pascal), CS133B (Basic), or CS133C (COBOL). Computer Language I may be taken either Fall or Winter term, but must be taken prior to Computer Language II. Another computer programming language is recommended as an elective.
4. Computer Language II may be offered as an advanced class in one of the above noted languages, or as a combination language class in advanced programming techniques, across several languages. The student will accomplish the programming assignments in the language they began in Computer Language I.
5. See other approved courses under AAS degree requirements.
6. CS280 (Field Experience) or 2.280 (Work Experience) may be taken over several terms, if the student wishes, but only after completion of first year computer courses.

Course No.	Course Title	Credit Hours
FIRST YEAR		
<i>Fall</i>		
CIS131	Computer Information Systems ¹	4
BA211	Principles of Accounting I ²	3
WR121	English Composition	3
BA101	Introduction to Business	4
		14 total
<i>Winter</i>		
CS125W	Word Processing Applications	3
CS125S	Spreadsheet Applications	3
WR122	English Composition	3
MTH95	Intermediate Algebra II	4
PE231	Wellness for Life or HE250 Personal Health	3
		16 total
<i>Spring</i>		
CS125D	Data Base Management System Applications	3
CS140	Introduction to Operating Systems	3
BA177	Payroll Records and Accounting	3
BA213	Principles of Accounting III	3
WR227	Report Writing or WR123 English Composition	3
		15 total
SECOND YEAR		
<i>Fall</i>		
CS133X	Computer Language I ³	4
CS240	Advanced Operating Systems	3
BA226	Business Law I	3
	Other approved courses ⁵	3
	Electives	3
		16 total
<i>Winter</i>		
CS244	Systems Analysis	3
CS280	Field Experience or 2.280 Work Experience ⁶	4
BA232	Business Statistics	4
	Other approved courses ⁵	3
	Electives	3
		17 total
<i>Spring</i>		
CS233X	Computer Language II ⁴	4
CS246	Systems Design	3
BA285	Business Relations or SDP113 Human Relations for Supervisors	3
SP111	Fundamentals of Public Speaking	3
	Other approved courses ⁵	3
		16 total
		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, automotive electronics, sales, installation, troubleshooting and repair. Emphasis in the electronics lab is on practical hands-on learning.

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

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

Notes:

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

Course No.	Course Title	Credit Hours
FIRST YEAR		
<i>Fall</i>		
6.309	Introduction to Electronics	3
6.311	DC-AC Electronic Concepts	4
MTH30	Applied Math/Industrial Mechanics ¹	4
RDG90	Effective Reading	3
PE231	Wellness for Life or HE250 Personal Health	3
		17 total
<i>Winter</i>		
CS133B	Introduction to Programming: BASIC	3
6.313	Semiconductors	4
6.315	Digital Fundamentals	4
MTH31	Applied Algebra and Geometry/Industrial Mechanics ¹	4
WR90	Paragraph Fundamentals	3
		18 total
<i>Spring</i>		
6.314	Linear Circuits	4
6.316	Microprocessor Architecture	3
MTH32	Applied Trigonometry/Industrial Mechanics ¹	4
SP100	Basic Communications	3
		14 total
SECOND YEAR		
<i>Fall</i>		
6.317	Sensors and Actuators	4
6.327	Instrumentation	4
6.324	Electronic Communications Specific Electives ² Other Approved Courses ³	4 3 3
		18 total
<i>Winter</i>		
4.300	Practical Physics/Mechanics	3
6.321	Automated Systems	4
6.319	Industrial Electronics Other Approved Courses ³	4 3
		14 total
<i>Spring</i>		
6.280	Work Experience	1 - 5
6.300	Electronics Project	1 - 4
6.322	Telecommunications	4
6.328	Licensing and Certification	2
4.350	Workplace Issues Other Approved Courses ³	2 3
		16 total
		98 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.

Notes:

1. See Other Approved Courses under AAS degree requirements.
2. Suggested Electives:
 - HE258 Emergency Medical Tech II
 - 9.431 Emergency Medical Tech II
 - 9.436 Emergency Medical Tech II-D
 - 5.257 Fire Service Hydraulics
 - 5.268 Fire Service Rescue Practices
 - 5.278 Portable Pumps and Water Use S-211
 - 5.281 Ground Tanker/Tanker Boss S-214
 - 5.284 Crew Supervisor S-230
 - 5.285 Basic Air Operations S-270
 - 5.292 Organizing for Fire Suppressions S.320
 - 9.316 Wildfire (Standards for Survival)
 - 9.318 Survival Standards
 - 9.333 N.I.I.M.S.

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

Volunteers who received tuition-waived credit for any of these courses must pay the tuition

Course No.	Course Title	Credit Hours
MTH70	Elementary Algebra I	4
4.350	Workplace Issues	2
SP111	Fundamentals of Public Speaking	3
WR121	English Composition	3
PSY201	General Psychology	3
CH104	Elementary Chemistry or CH121 General Chemistry	4
CS101	Computers in Society	2
HE250	Personal Health or PE231 Wellness for Life	3
HE257/ 9.428	Emergency Medical Technician I (A)	4
HE257/ 9.428	Emergency Medical Technician I (B)	4
5.240	Basic Firefighter Structure	2.5
5.241	Firefighting Skills I	2.5
5.242	Firefighting Skills II	2.5
5.274	Firefighting Tactics and Strategy	3
5.276	Basic Wildland Fire Management	2.5
5.280	Cooperative Work Experience	4-6
9.320	Hazardous Materials Awareness	.5
9.321	Hazardous Materials Operations	1
9.367	Incident Command System (I-220)	1.5
9.396A	Communication - Radio/Alarm	1
9.396B	Fire Prevention and Inspection	2
9.396C	Water Supply	1
9.396D	Fire Detection, Alarms, Extinguishing Systems	2
9.396E	Aircraft Fire Protection	1
9.396I	Fire Investigation	1
9.396J	Safety Practices	.75
9.396K	Laws Affecting Firefighters	.75
9.396L	Supervision and Leadership	3
9.396M	Flammable and Reactive Materials	2
9.396Q	Driver (Fire Service)	3
9.396R	Apparatus Operator I	2.5
9.396S	Apparatus Operator II	2.5
9.396U	Instructional Techniques	2
	Other Approved Courses ¹	9
	Electives ²	3
		90 - 93
		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 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 and scaler trainees. Many courses are transferable to four-year schools.

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

Notes:

1. Suggested electives:
 - 5.276 Basic Wildland Fire Management
 - FW199 Conservation of Wildlife Resources
 - FW251 Principles of Wildlife Conservation
 - FW252 Wildlife Resources (Mammals)
 - FW253 Wildlife Resources (Birds)
 - FW255 Techniques in Wildlife Science
 - RR199 Recreation Resources
2. HE250 may be substituted.
3. See Other Approved Courses under AAS degree requirements.

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

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

ASSOCIATE IN APPLIED SCIENCE IN GENERAL BUSINESS

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

OPTION I. ASSOCIATE OF APPLIED SCIENCE IN GENERAL BUSINESS

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

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

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

ASSOCIATE IN APPLIED SCIENCE IN HUMAN SERVICES

The Human Services program offers training for entry-level positions in Human Services agencies. Students choose from three specialty options: Social Services, Substance Abuse and Gerontology.

Course No.	Course Title	Credit Hours
FIRST YEAR		
<i>Fall</i>		
HS150	Self Awareness and Interpersonal Skills	3
PSY201	General Psychology	3
WR121	English Composition	3
HS167	Gerontology	3
	Other Approved courses ¹	3
		15 total
<i>Winter</i>		
HS154	Community Resources	3
PSY202	General Psychology	3
PSY199	Intro. to Social Science Research ²	3
SP111	Fundamentals of Public Speaking	3
	Other Approved courses ¹	3
		15 total
<i>Spring</i>		
PSY203	General Psychology	3
HS102	Drug Use, Misuse and Addiction	3
HS155	Interviewing Theory and Techniques	3
PE231	Wellness for Life ³	3
	Other Approved courses	3
		15 total
		45 sub total

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

SOC204, 205, 206	General Sociology	9
PSY239	Introduction to Abnormal Psychology	3
CS101	Computers in Society	2
HS170	Introduction to Field Experience	3
HS260	Group Dynamics	3
4.350	Workplace Issues	2
HS291	Field Experience	10
		32 sub total

SPECIALTY OPTIONS

Social Services		Substance Abuse	
HS265, 266, 267		HS202, 203, 204	
Intervention Strategies I, II, III	9	Counseling Chemically Dependent Client I, II, III	9
Specific Electives*	9	Specific Electives*	9
	sub total 18		sub total 18

Gerontology	
HS265, 266, 267	Intervention Strategies I, II, III 9
HE201	Death & Dying 3
HS168	Mental Health and the Aging 3
HS261	Counseling the Older Adult 3
	sub total 18

**95 total
credits**

Notes:

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

* Specific electives:

- HS168 Mental Health and Aging (3 cr)
- HS201 Family Addiction (3 cr)
- HS202, 203, 204 Counseling the Chemical Chemically Dependent Client I, II, III (9 cr)
- HS205 Youth Addiction (3 cr)
- HS261 Counseling the Older Adult (3 cr)
- HS265, 266, 267 Intervention Strategies I, II, III (9 cr)

ASSOCIATE IN APPLIED SCIENCE IN MACHINE TOOL TECHNOLOGY

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

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

Advising by Machine Tool Technology Instructor only.

Notes:

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

Work Experience may be substituted as applicable to course objectives.

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

ASSOCIATE IN APPLIED SCIENCE IN MANAGEMENT and SUPERVISORY TRAINING

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

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

Notes:

1. The program provides two areas of specialization:
 - a. Production - Suggested electives: MTH95 Intermediate Algebra II, BA232 Business Statistics I, 9.380 Cardiopulmonary Resuscitation, 9.381 Standard First Aid, 5.260 Hazardous Materials I, 2.280 Work Experience, Machine Tool, Welding, Automotive, Drafting.
 - b. Marketing and Retailing - Required electives: BA238 Sales, BA239 Advertising, BA249 Retailing, BA223 Marketing, 2.280 Cooperative Work Experience or BA280 Field Experience
2. WR227 Report Writing may be substituted for WR123 English Composition.
3. See Other Approved Courses under AAS degree requirements.

Course No.	Course Title	Credit Hours
FIRST YEAR		
<i>Fall</i>		
SDP101	Principles of Management/Supervision	3
WR121	English Composition	3
MTH94	Intermediate Algebra I	4
EC201	Principles of Economics	3
CS101	Computers in Society	2
	Electives ¹	3
		18 total
<i>Winter</i>		
SDP113	Human Relations for Supervisors	3
WR122	English Composition	3
EC202	Principles of Economics	3
CIS131	Computer Information Systems	4
	Electives ¹	3
		16 total
<i>Spring</i>		
SP111	Fundamentals of Public Speaking	3
WR123	English Composition ²	3
BA101	Introduction to Business	4
EC203	Principles of Economics	3
	Electives ¹	3
		16 total
SECOND YEAR		
<i>Fall</i>		
SDP204	Labor-Management Relations	3
BA211	Principles of Accounting I	3
BA226	Business Law I	3
	Other Approved Courses ³	3
	Electives ¹	3
		15 total
<i>Winter</i>		
SDP208	Personnel Administration	3
BA227	Business Law II	3
BA223	Principles of Marketing	3
BA222	Finance	3
	Other Approved Courses ³	3
		15 total
<i>Spring</i>		
WR214	Business English	3
BA212	Principles of Accounting II	3
PE231	Wellness for Life	3
	Other Approved Courses ³	3
	Electives ¹	5
		17 total
		97 credits total

ASSOCIATE IN APPLIED SCIENCE IN 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.

Course No.	Course Title	Credit Hours
FIRST YEAR		
<i>Fall</i>		
WR121	English Composition	3
*BA101	Introduction to Business	4
MTH94	Intermediate Algebra I	4
SDP101	Principles of Management/Supervision	3
		14 total
<i>Winter</i>		
WR122	English Composition	3
*BA223	Marketing	3
SDP113	Human Relations for Supervisors	3
*CIS 101	Computers in Society	2
SDP208	Personnel Administration	3
		14 total
<i>Spring</i>		
SP111	Fundamentals of Public Speaking	3
CIS131	Computer Information Systems	4
*BA249	Retailing	3
PE231	Wellness for Life ¹	3
WR214	Business English	3
		16 total
SECOND YEAR		
<i>Fall</i>		
*BA226	Business Law I	3
*BA238	Sales	3
SDP204	Labor-Management Relations	3
2.280	Cooperative Work Experience OR BA280 Field Experience Other Approved Courses ²	3
		15 total
<i>Winter</i>		
*BA211	Principles of Accounting I OR 2.766 Accounting	3 - 4
*BA222	Finance	3
*BA239	Advertising	3
2.280	Cooperative Work Experience OR BA280 Field Experience Other Approved Courses ²	3
		15 - 16 total
<i>Spring</i>		
*BA206	Management Fundamentals	3
*BA212	Principles of Accounting II OR 2.767 Accounting II	3 - 4
SP112	Fundamentals of Persuasive Speech	3
2.280	Cooperative Work Experience OR BA280 Field Experience Other Approved Courses ²	4
		3
		16 total
		90 - 92 credits total

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

Notes:

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

ASSOCIATE IN APPLIED SCIENCE IN MEDICAL OFFICE ASSISTANT

The first year of this curriculum prepares students to perform initial clerical duties in hospitals, medical clinics and other medical facilities. The second year will add 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.

Course No.	Course Title	Credit Hours
FIRST YEAR		
<i>Fall</i>		
*BA285	Business Relations	3
HE250	Personal Health	3
*OA124	Typing Skill Building	3
*2.591	Proofreading and Editing Skills ¹	3
*5.401	Body Structure and Functions I ²	3
OA220	Electronic Calculator	2
		17 total
<i>Winter</i>		
CS101	Computers in Society	2
*OA122	Keyboarding II	3
*OA240	Filing & Records Management	3
WR121	English Composition	3
*5.402	Body Structure and Functions II ²	3
*9.723	Medical Terminology I	3
		17 total
<i>Spring</i>		
*CIS131	Computer Information Systems	4
MTH20	Basic Mathematics	4
*OA201	Beginning WordPerfect	2
*9.726	Medical Terminology II ²	3
*5.533	Medical Law and Ethics	1
*2.597	Medical Office Coding	2
*2.280	Cooperative Work Experience	4
		18 total
SECOND YEAR		
<i>Fall</i>		
*OA204	Advanced WordPerfect	2
*OA225	Machine Transcription	3
*9.724	Medical Office Procedures I	3
*9.731	Clinical Procedures I ²	3
9.766	Accounting I	4
	Other Approved Courses ²	3
		18 total
<i>Winter</i>		
SP111	Fundamentals of Public Speaking	3
*9.725	Reimbursement Management	3
*9.727	Medical Transcription I	3
*9.730	Medical Office Procedures II	3
*9.732	Clinical Procedures II	3
	Other Approved Courses ²	3
		18 total
<i>Spring</i>		
*9.729	Medical Transcription II	3
*9.733	Clinical Procedures III	3
*4.351	Job Search/Career Management	2
*2.280	Cooperative Work Experience	4
	Other Approved Courses ²	3
		15 total
		103 credits total

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

Notes:

1. ASSET score of 53 or better
2. Must be taken in sequence or instructor's consent.

ASSOCIATE IN APPLIED SCIENCE IN NURSING

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

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

All 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>		
WR121	English Composition	3
NUR101	Fundamentals of Nursing	9
BI231	Anatomy/Physiology ¹	4
CS101	Computers in Society	2
		18 total
<i>Winter</i>		
NUR102	Nursing Science and Practice I	9
BI232	Anatomy/Physiology ¹	4
SP113	Persuasive Speech	3
		16 total
<i>Spring</i>		
NUR103	Nursing Science and Practice II	9
BI233	Anatomy/Physiology ¹	4
ANTH103	General Anthropology	3
		16 total
SECOND YEAR		
<i>Fall</i>		
NUR201	Nursing Science and Practice III	9
BI234	Elementary Microbiology ²	4
	Specific Electives ³	3
		16 total
<i>Winter</i>		
NUR202	Nursing Science and Practice IV	9
PE185	Physical Education ⁴	1-3
	Specific Electives ³	3
		13-15 total
<i>Spring</i>		
NUR203	Nursing Science and Practice V	10
MTH94	Intermediate Algebra I	4
	Specific Electives ³	3
		17 total
		96 -98 credits total

**ASSOCIATE IN
APPLIED SCIENCE
IN OFFICE
ADMINISTRATION:
General Secretary**

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

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

All the listed courses are offered each term (excluding Summer) except Business English, Accounting I and Principles of Accounting I, and the Electronic Office.

Notes:

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

Course No.	Course Title	Credit Hours
FIRST YEAR		
<i>Fall</i>		
*OA124	Typing Skill Building	3
*OA116	Office Procedures	3
OA200	Introduction to Word Processing	3
*OA240	Filing/Records Management	3
CS101	Computers in Society	2
		14 total
<i>Winter</i>		
WR121	English Composition	3
MTH20	Basic Mathematics	4
*OA122	Keyboarding II	3
*OA201	Beginning WordPerfect	2
*2.591	Proofreading and Editing Skills	3
		15 total
<i>Spring</i>		
SP111	Fundamentals of Public Speaking	3
*OA123	Keyboarding: Advanced Formatting	3
*OA220	Electronic Calculators	2
*BA285	Business Relations	3
	Other Approved Courses ¹	3
	Elective	3
		17 total
SECOND YEAR		
<i>Fall</i>		
*OA204	Advanced WordPerfect	2
*OA225	Machine Transcription	3
2.766	Accounting I or BA211 Principles of Accounting I	3 - 4
PE231	Wellness for Life ²	3
*2.280	Cooperative Work Experience	2
	Other Approved Courses ¹	3
		15 - 16 total
<i>Winter</i>		
*CIS131	Computer Information Systems	4
BA101	Introduction to Business	4
BA226	Business Law I	3
*2.280	Cooperative Work Experience	4
		15 total
<i>Spring</i>		
WR214	Business English	3
*OA256	The Electronic Office	3
BA177	Payroll Records and Accounting	3
	Other Approved Courses ¹	3
	Electives	3
		15 total
		92 - 93 credits total

ASSOCIATE IN APPLIED SCIENCE IN WELDING TECHNOLOGY

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

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

Work Experience may be substituted as applicable to course objectives.

Notes:

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

Course No.	Course Title	Credit Hours
FIRST YEAR		
<i>Fall</i>		
MTH30	Applied Math for Industrial Mechanics	4
4.110	Blueprint Reading & Sketching	3
*4.150	Welding I (Gas Welding/Cutting)	3
*4.151	Welding II-A: Shielded Metal Arc Welding	3
4.170	Machine Tools I	3
		16 total
<i>Winter</i>		
MTH31	Applied Algebra and Geometry for Industrial Mechanics	4
4.101	Introduction to Drafting	3
*4.151	Welding II-B: Shielded Metal Arc Welding	3
*4.152	Welding III: MIG/TIG	4
4.171	Machine Tools II	3
		17 total
<i>Spring</i>		
*4.153	Welding IV: Pipe Arc Welding	3
*4.154	Welding V: Welder Fitter in Fabrication	5
4.172	Machine Tools III	3
4.120	Computer Assisted Drafting I	3
	Other Approved Courses ²	3
		17 total
SECOND YEAR		
<i>Fall</i>		
*4.155	Advanced Applications	5
*4.165	Welding Lab A	3
RDG90	Effective Reading Strategies	3
PE231	Wellness for Life ¹	3
	Other Approved Courses ²	3
		17 total
<i>Winter</i>		
*4.159	Maintenance/Fitter Welder	5
*4.166	Welding Lab B	3
4.300	Practical Physics (Mechanics)	3
WR90	Paragraph Fundamentals	3
	Other Approved Courses ²	3
		17 total
<i>Spring</i>		
*4.167	Welding Lab C	3
4.304	Practical Physics (Electrical)	3
*4.280	Work Experience or *9.225 Welding Workshop	3
SP100	Basic Communications	3
4.350	Workplace Issues	2
		14 total
		99 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:	GENERAL EDUCATION REQUIREMENTS:	DISTRIBUTION REQUIREMENTS:
<ol style="list-style-type: none"> 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. 	<ol style="list-style-type: none"> 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). 	<p>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.</p> <p>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 in any transfer level courses listed in the catalog or the current class schedule which belong to appropriate academic disciplines in Arts and Letters, Social Science, or Science/Mathematics. Mathematics courses must be MTH105, Introduction to Contemporary Mathematics or higher (excluding MTH211, 212, 213). No more than three one-credit transfer level courses may be taken to satisfy this final 15 credit requirement.</p> <p>Students must attain a 2.0 GPA or higher in the courses they select to meet the distribution requirements.</p>

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

A. ARTS AND LETTERS

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

Literature:

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

Language/Philosophy

FR201, 202, 203 Second-year French
 SPAN201, 202, 203 Second-year Spanish
 PHL101, 102, 103 Philosophy

Art and Music

ART204, 205, 206 History of Western Art
 MUS201, 202, 203 Introduction to Music and Its Literature
 MUS261, 262, 263 Music History

B. SOCIAL SCIENCE

Anthropology:

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

Criminal Justice

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

Economics:

EC201, 202, 203 Principles of Economics

History:

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

Political Science

PS201 American Government: Institutions
 PS202 American Government: Policy Issues
 PS205 International Relations: Global Issues

Psychology:

PSY201, 202, 203 General Psychology

Sociology:

SOC204, 205, 206 General Sociology

C. SCIENCE/MATHEMATICS

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

Biology:

BI101, 102, 103 General Biology
 BI201, 202, 203 General Biology

Chemistry:

CH121, 122, 123 College Chemistry
 CH221, 222, 223 General Chemistry

General Science:

GS104, 105 Physical Science Survey plus either GS106, 107 or 108

Geology:

G201, 202, 203 Geology

Physics:

PH201, 202, 203 General Physics
 PH207, 208, 209 Engineering Physics

The following courses may be used as a fourth sequence or as part of the additional five distribution courses, but may not be used as a science sequence with a laboratory:

Mathematics (any three sequential courses from the following):

MTH111 College Algebra
 MTH112 Elementary Functions
 MTH251 Calculus 1
 MTH252, 253, 254 Calculus 2, 3, and 4
Note: The mathematics course from general requirements may be counted toward a math sequence.

Computer Science:

CS120, 121, 122



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 or Health & Wellness or PE185 (3 credits)
 Exceptions may be allowed for the following reasons:
 Veterans: Students who have completed six months' active service in the U.S. armed forces are exempt from the physical education requirement if they file official evidence of service with the Admissions Office.
 Other: On rare occasions, exemptions may be granted for other reasons.
 Speech (3 credits)

SPECIFIED SEQUENCES:

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

Math/Science

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

Economics

Geography

History

Political Science

Psychology

Sociology

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

Computer Literacy

Critical Thinking

Environmental Awareness

Library/Research Skills

Major Applications in Writing and Computation

Professional Ethics

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



Associated Student Government conducts a survey.

ASSOCIATE IN SCIENCE IN BUSINESS ADMINISTRATION

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

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

Course No.	Course Title	Credit Hours
FIRST YEAR		
<i>Fall</i>		
WR121	English Composition	3
BA101	Introduction to Business	4
CS101	Computers in Society	2
	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>		
WR123	English Composition	3
HE250	Personal Health ²	3
	Mathematics Sequence ¹	4
	Literature Sequence	3
		13 total
SECOND YEAR		
<i>Fall</i>		
EC201	Principles of Economics	3
BA211	Principles of Accounting I ³	3
BA226	Business Law I	3
	Social Science Sequence	3
	Electives	3
		15 total
<i>Winter</i>		
EC202	Principles of Economics	3
BA212	Principles of Accounting II ³	3
BA232	Business Statistics	4
BA222	Finance	3
	Social Science Sequence	3
		16 total
<i>Spring</i>		
EC203	Principles of Economics	3
BA213	Principles of Accounting III ³	3
SP111	Fundamentals of Public Speaking	3
	Social Science Sequence	3
	Electives	3
		15 total
		92 credits total

Notes:

1. Math sequence must begin with MTH111 or above, not to include MTH211, 212, 213.
2. PE231 Wellness for Life may be substituted for 3 credits of HE250.
3. 2.766, 2.767, 2.768 are equivalent to BA211, BA212 and BA217. Students must petition if they wish to have 2.766, 2.767 and 2.768 changed to BA211, BA212 and BA217.

ASSOCIATE IN SCIENCE IN CRIMINAL JUSTICE ADMINISTRATION

The Associate in Science degree in Criminal Justice Administration includes a comprehensive study in social science, the sciences and the humanities.

Students are required to take a minimum of 33 credits in Criminal Justice, and 63 credits in general studies.

Notes:

1. PE231 Wellness for Life may be substituted for 3 credits of PE185.
2. Criminal Justice electives:
 CJ210 Criminal Investigation (3 cr)
 CJ222 Procedural Law (3 cr)
 CJ226/PS252 Constitutional Law (3 cr)
 CJ101/SOC244 Criminology (3 cr)
 CJ115 Legal and Fundamental Aspects of Lethal Weapons (4 cr)
 CJ215 Criminal Justice Administration (3 cr)
 CJ243/SOC243 Narcotics and Dangerous Drugs (3 cr)
 CJ280 Field Experience
3. 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.

Course No.	Course Title	Credit Hours
FIRST YEAR		
<i>Fall</i>		
CJ100	Survey of Criminal Justice	3
WR121	English Composition	3
PE185	Physical Education ¹	1
SOC204	General Sociology	3
CJ110	Introduction to Law Enforcement	3
	Literature Sequence	3
		16 total
<i>Winter</i>		
CJ120	Judicial Process	3
WR122	English Composition	3
PE185	Physical Education ¹	1
SOC205	General Sociology	3
CJ200	Police and Public Policy	3
	Literature Sequence	3
		16 total
<i>Spring</i>		
CJ130	Introduction to Corrections	3
WR123	English Composition or WR227 Report Writing	3
CJ220	Criminal Law	3
PE185	Physical Education ¹	1
SOC206	General Sociology	3
	Literature Sequence	3
		16 total
SECOND YEAR		
<i>Fall</i>		
SP111	Fundamentals of Public Speaking	3
PSY201	General Psychology	3
	CJ Elective ²	6
	Math/Science Sequence ³	4
		16 total
<i>Winter</i>		
PSY202	General Psychology	3
HE250	Personal Health	3
PS201	American Government or other Social Science course	3
	CJ Elective ²	3
	Math/Science Sequence ³	4
		16 total
<i>Spring</i>		
PSY203	General Psychology	3
HE252	Standard First Aid	3
	CJ Elective ²	6
	Math/Science Sequence ³	4
		16 total
		96 credits total

PROFESSIONAL CERTIFICATE PROGRAMS

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

<p>ADULT FOSTER CARE</p>	<p>An 18-hour education curriculum for Adult Foster Care Providers. All Adult Foster Care Providers in the State of Oregon are required to take the training.</p>																											
<p>BASIC NURSING ASSISTANT</p>	<p>Basic Nursing Assistant prepares students 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. A 5-week course.</p>																											
<p>PROFESSIONAL CERTIFICATE IN FINANCE</p> <p>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.</p>	<table border="0"> <thead> <tr> <th style="text-align: left;">Course No.</th> <th style="text-align: left;">Course Title</th> <th style="text-align: right;">Credit Hours</th> </tr> </thead> <tbody> <tr> <td>CS101</td> <td>Computers in Society</td> <td style="text-align: right;">2</td> </tr> <tr> <td>EC201</td> <td>Principles of Economics</td> <td style="text-align: right;">3</td> </tr> <tr> <td>EC202</td> <td>Principles of Economics</td> <td style="text-align: right;">3</td> </tr> <tr> <td>BA211</td> <td>Principles of Accounting I or 2.766 Accounting I</td> <td style="text-align: right;">3 - 4</td> </tr> <tr> <td>BA222</td> <td>Finance</td> <td style="text-align: right;">3</td> </tr> <tr> <td>BA229</td> <td>Family Finance and Money Management</td> <td style="text-align: right;">3</td> </tr> <tr> <td>BA242</td> <td>Introduction to Investments</td> <td style="text-align: right;">3</td> </tr> <tr> <td colspan="2"></td> <td style="text-align: right;">20 - 21 credits total</td> </tr> </tbody> </table>	Course No.	Course Title	Credit Hours	CS101	Computers in Society	2	EC201	Principles of Economics	3	EC202	Principles of Economics	3	BA211	Principles of Accounting I or 2.766 Accounting I	3 - 4	BA222	Finance	3	BA229	Family Finance and Money Management	3	BA242	Introduction to Investments	3			20 - 21 credits total
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<p>FIRE FIGHTER TRAINING CERTIFICATE</p> <p>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.</p> <p>Notes: 1. HE252 Standard First Aid, HE260 First Responder or HE257 Emergency Medical Technician I may be substituted for 9.382 Basic First Aid.</p>	<table border="0"> <tbody> <tr> <td>5.240</td> <td>Basic Firefighter</td> <td style="text-align: right;">2.5</td> </tr> <tr> <td>5.250</td> <td>Basic Firefighter Skills I</td> <td style="text-align: right;">2.5</td> </tr> <tr> <td>5.251</td> <td>Firefighter Skills II</td> <td style="text-align: right;">2.5</td> </tr> <tr> <td>9.382</td> <td>Basic First Aid ¹</td> <td style="text-align: right;">1</td> </tr> <tr> <td colspan="2"></td> <td style="text-align: right;">8.5 credits total</td> </tr> </tbody> </table>	5.240	Basic Firefighter	2.5	5.250	Basic Firefighter Skills I	2.5	5.251	Firefighter Skills II	2.5	9.382	Basic First Aid ¹	1			8.5 credits total												
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5.250	Basic Firefighter Skills I	2.5																										
5.251	Firefighter Skills II	2.5																										
9.382	Basic First Aid ¹	1																										
		8.5 credits total																										

PROFESSIONAL CERTIFICATE OF MARKETING

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

Course No.	Course Title	Credit Hours
WR121	English Composition	3
SP112	Persuasive Speech	3
BA223	Principles of Marketing	3
BA238	Sales	3
BA239	Advertising	3
BA249	Retailing	3
CS101	Computers in Society	2
		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 1	3
RE113	Real Estate Principles I	3
RE116	Real Estate Finance I	3
RE118	Real Estate Appraisal I	3
RE222	Real Estate Appraising II	3
RE230	Real Estate Office Management and Supervision of Sales Personnel	3
		18 credits total

PROFESSIONAL CERTIFICATE IN SUPERVISION

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

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

CERTIFICATE PROGRAMS

Certificate programs are those that are one academic year or less in length.

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 courses designated with an asterisk (*).

Work Experience may be substituted as applicable to course objectives.

Course No.	Course Title	Credit Hours
0.768	Study Skills or RDG90 Effective Reading Strategies	3
WR90	Paragraph Fundamentals or WR121 English Composition	3
MTH30	Applied Math for Industrial Mechanics or MTH20 Basic Mathematics	4
MTH31	Applied Algebra and Geometry for Industrial Mechanics or MTH70 Beginning Algebra	4
3.300	Brakes and Suspension System	4
3.304	Internal Combustion Engines I	4
* 3.308	Electrical I	4
* 3.322	Automotive Electrical Systems II	3
3.310	Gasoline Fuel Systems	3
3.312	Diesel Fuel Systems	3
3.316	Power Trains	3
3.318	Automotive Steering Controls	3
* 3.324	Diagnostic Procedures and Emission Control	3
3.326	Automatic Transmissions	3
* 3.329	Mechanical Systems Lab I	3
* 3.331	Mechanical Systems Lab II	3
SDP113	Human Relations for Supervisors	3
* 3.333	Mechanical Systems Lab III	3
		59 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.

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

<i>Fall</i>		
WR90	Paragraph Fundamentals or WR121 English Composition	3
MTH70	Beginning Algebra	4
OA124	Typing Skill Building	3
CS101	Computers in Society	2
		12 total
<i>Winter</i>		
OA116	Office Procedures	3
9.715	Elementary Bookkeeping I	2
OA220	Electronic Calculators	2
BA285	Business Relations	3
CIS131	Computer Information Systems I	4
		14 total
<i>Spring</i>		
WR214	Business English	3
OA240	Filing/Records Management and Office Systems	3
9.716	Elementary Bookkeeping II ¹	2
BA177	Payroll Records and Accounting	3
2.280	Cooperative Work Experience	4
		15 credits
		41 credits total

Notes:

- Students may substitute 2.766 Accounting I or BA211 Principles of Accounting I or 9.715 and 9.716 Elementary Bookkeeping I and II.

EMERGENCY 9-1-1 DISPATCHER COMMUNICATIONS CERTIFICATE PROGRAM *

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

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

Course No.	Course Title	Credit Hours
<i>Fall</i>		
CJ110	Introduction to Law Enforcement	3
CJ280	Field Experience	3
5.100	Emergency Telecommunications	3
HE207	Stress Management	3
HE260	First Responder	3
		15 total
<i>Winter</i>		
CJ220	Criminal Law	3
CJ280	Field Experience	3
5.101	Emergency Telecommunications	3
5.258	Fire Co. Organization/Station Assign.	2
0.615.1	Introduction to Microcomputers: Literacy & Application	2
MTH20	Basic Mathematics	4
		17 total
<i>Spring</i>		
CJ203	Family Crisis Intervention	3
CJ280	Field Experience	3
5.102	Emergency Telecommunications	3
WR90	Paragraph Fundamentals	3
SP100	Basic Communications	3
		15 credits
		47 credits total

EMERGENCY MEDICAL TECHNICIAN CERTIFICATE PROGRAM

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

All EMT classes are offered in the evening only.

EMT III is offered every other year to a minimum class of 10 over two quarters. Next class due 1993-94.

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

Notes:

1. One year of high school chemistry with a lab or CH104 and CH105 are a prerequisite to Anatomy and Physiology.

<i>Fall</i>		
*HE257A	Enhanced Emergency Medical Technician IA	4
*BI231	Anatomy and Physiology ¹	4
HE207	Stress Management	3
WR121	English Composition	3
HE280	EMT Field Experience	1
CS101	Computers in Society	2
		17 total
<i>Winter</i>		
*HE257B	Enhanced Emergency Medical Technician IB	4
*BI232	Anatomy and Physiology	4
HE262	CPR Instructor Training	2
SP111	Fundamentals of Public Speaking	3
HE280	EMT Field Experience	2
	Psychology Elective	3
		18 total
<i>Spring</i>		
*HE258	Emergency Medical Technician II	5
*BI233	Anatomy and Physiology	4
*MTH94	Intermediate Algebra I	4
HE280	EMT Field Experience	1
	Social Science Elective	3
		17 total
		52 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. Students may substitute WR227 Report Writing for WR122 English Composition.

Course No.	Course Title	Credit Hours
WR121, WR122	English Composition ¹ or RDG90 Effective Reading Strategies and WR90 Paragraph Fundamentals	6
MTH70	Elementary Algebra	4
F111	Introduction to Forestry	4
*6.409	Forest Protection	3
*6.411	Logging Operations	3
*6.407	Forest Mensuration I	3
*6.408	Forest Mensuration II	3
*FE222A	Elementary Forest Surveying	3
*RR251	Recreation Resource Management	4
*6.414	Forest Contracts and Mapping	3
*FE222B	Advanced Forest Surveying	3
*6.406	Forest Engineering	4
FP210	Forest Products Manufacturing	3
*6.416	Aerial Photo-Interpretation	3
*6.417	Silviculture	3
*6.420	Advanced Silviculture	3
*F254	Tree and Shrub Identification	4
CIS131	Computer Information Systems	4
		63 total
<i>Summer</i>		
F280	Forestry Field Studies	6
		69 credits total

MACHINE TOOL TECHNOLOGY 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 MTH 30.
Work Experience may be substituted as applicable to course objectives.

<i>Fall</i>		
4.170	Machine Tools I	3
4.175	Manufacturing Process	2
4.150	Welding I	3
MTH30	Applied Math for Industrial Mechanics ¹	4
9.228	Machine Tool Technology Workshop	2
4.110	Blueprint Reading & Sketching	3
		17 total
<i>Winter</i>		
4.171	Machine Tools II	3
4.160	Basic Metallurgy	2
4.151	Welding II-A: Shielded Metal Arc	3
9.228	Machine Tool Technology Workshop	2
4.101	General Drafting	3
WR90	Paragraph Fundamentals	3
		16 total
<i>Spring</i>		
4.172	Machine Tools III	3
4.174	Machine Tools References	2
4.179	Advanced Studies Project	3
9.228	Machine Tool Technology Workshop	2
4.120	Computer Assisted Drafting I	3
4.350	Workplace Issues	2
		15 credits
		48 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., Typing Skill Building, Sentence Fundamentals, Paragraph Fundamentals, high school math or equivalent). Students must demonstrate English proficiency on the English placement test or take 2.591 Proofreading and Editing Skills fall term. Please contact your advisor.

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

NOTE:

1. ASSET score of 53 or better.
2. Must be taken in sequence or instructor's consent.

Course No.	Course Title	Credit Hours
<i>Fall</i>		
*OA124	Typing Skill Building	3
*OA240	Filing and Records Management	3
*2.591	Proofreading and Editing Skills ¹	3
*5.401	Body Structure and Functions I ²	3
*9.724	Medical Office Procedures I	3
*9.731	Clinical Procedures I	3
		18 total
<i>Winter</i>		
*5.402	Body Structure and Functions II ²	3
*OA201	Beginning WordPerfect	2
*9.723	Medical Terminology I	3
*9.730	Medical Office Procedures II	3
*9.766	Accounting I ¹	4
*9.733	Reimbursement Management	3
		18 total
<i>Spring</i>		
*2.597	Medical Office Coding	2
*2.600	Data Base for Secretaries	1
*2.601	Spread Sheets for Secretaries	1
*4.351	Job Search/Career Management	2
*5.533	Medical Law and Ethics	1
*9.726	Medical Terminology II ²	3
*9.727	Medical Transcription I	3
2.280	Cooperative Work Experience	4
		17 total
		53 credits total

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.

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

NOTE:

1. ASSET score of 53 or better.
2. Must be taken in sequence or instructor's consent.

Course No.	Course Title	Credit Hours
<i>Fall</i>		
OA124	Typing Skill Building	3
OA201	Beginning WordPerfect	2
2.591	Proofreading and Editing Skills	3
5.401	Body Structure and Functions I ²	3
9.724	Medical Office Procedures I	3
9.731	Clinical Procedures I	3
		17 total
<i>Winter</i>		
OA240	Filing/Records Management and Office Systems	3
9.723	Medical Terminology I	3
9.725	Reimbursement Management	3
9.727	Medical Transcription I	3
9.730	Medical Office Procedures II	3
5.402	Body Structure and Functions II ²	3
		18 total
<i>Spring</i>		
2.597	Medical Office Coding	2
2.600	Data Base for Secretaries	1
2.601	Spread Sheets for Secretaries	1
4.351	Job Search Techniques	2
5.533	Medical Law and Ethics	1
9.726	Medical Terminology II ²	3
9.729	Medical Transcription II	3
2.280	Cooperative Work Experience	3
		16 total
		51 credits total

WELDING TECHNOLOGY CERTIFICATE PROGRAM

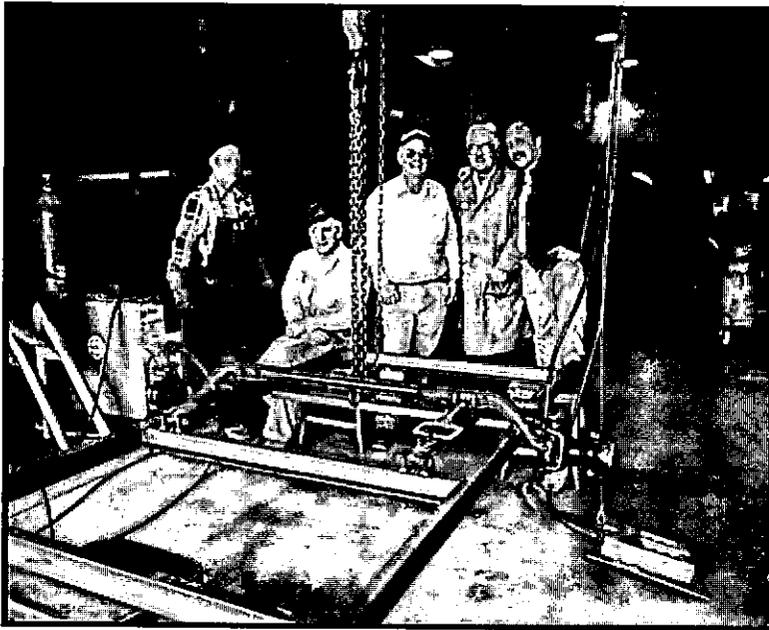
Students are prepared for entry-level jobs in metal working fields. Required courses are applicable toward the Associate in Applied Science degree in Welding Technology.

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



Looking over the construction of a trailer chassis are Robert Reigard, Walter Shutt, Joe Latimer, welding instructor Ken Jensen, and Steve Crocker. The students are part of the dislocated worker retraining program at SWOCC.

DIPLOMA PROGRAMS

Diploma programs are those that are more than one, but less than two academic years in length.

ACCOUNTING DIPLOMA 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.

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

Students must demonstrate ability to type or take typing.

Notes:

1. 2.766, 2.767 and 2.768 are equivalent to BA211, BA212 and BA217. Students must petition if they wish to have 2.766, 2.767 and 2.768 changed to BA211, BA212 and BA217. Contact advisor or accounting instructor for details.
2. Students are encouraged to take Federal and State Income Tax II as an elective.
3. Suggested electives:
2.331 Federal Income Tax I
2.332 Federal Income Tax II

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

ADULT HIGH SCHOOL DIPLOMA PROGRAM

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

To earn the SWOCC adult high school diploma, the student will complete 24 high school credits (or the equivalent) in a broad range of subject areas. Credit toward the diploma 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.

MARKETING DIPLOMA PROGRAM

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

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

Students must demonstrate ability to type or take typing.

Notes:

- 2.766, 2.767 and 2.768 are equivalent to BA211, BA212 and BA217. Students must petition if they wish to have 2.766, 2.767, 2.768 changed to BA211, BA212, BA217. Contact advisor or accounting instructor for details.
- Students with a placement test score equivalent to MTH94 or above may request waiver of this requirement for this program.

Course No.	Course Title	Credit Hours
<i>Fall</i>		
*WR121	English Composition	3
*BA211	Principles of Accounting I ¹	3
*BA101	Introduction to Business	4
*CIS131	Computer Information Systems	4
BA238	Sales	3
		17 total
<i>Winter</i>		
*WR122	English Composition	3
*BA212	Principles of Accounting II ¹	3
*BA226	Business Law I	3
*BA223	Principles of Marketing	3
MTH94	Intermediate Algebra I ²	4
		16 total
<i>Spring</i>		
*BA217	The Accounting Process ¹	3
WR214	Business English	3
*BA227	Business Law II	3
*BA249	Retailing	3
*BA239	Advertising	3
		15 total
<i>Fall</i>		
*SDP101	Principles of Management/Supervision	3
BA285	Business Relations	3
*2.280	Cooperative Work Experience or BA280 Field Experience	8
OA220	Electronic Calculators	2
		16 total
		64 credits total

OFFICE ADMINISTRATION DIPLOMA PROGRAM Legal Secretary Option

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

<i>Fall</i>		
OA116	Office Procedures	3
OA124	Typing Skill Building	3
OA201	Beginning WordPerfect	2
OA220	Electronic Calculators	2
CS101	Computers in Society	2
BA285	Business Relations	3
		15 total
<i>Winter</i>		
OA122	Keyboarding II	3
9.735/OA131	Legal Secretarial Procedures I	4
OA204	Advanced WordPerfect	2
WR121	English Composition	3
2.591	Proofreading and Editing Skills	3
		15 total
<i>Spring</i>		
OA200	Introduction to Word Processing	3
9.736/OA132	Legal Secretarial Procedures II	4
OA240	Filing/Records Management and Office Systems	3
CIS131	Introduction to Computer Information Systems	4
WR214	Business English	3
		17 total
<i>Fall</i>		
BA226	Business Law I	3
2.766	Accounting I	4
9.737/OA133	Legal Secretarial Procedures III	3
2.280	Work Experience	2
	Elective	3
		15 total
		62 credits total

Suggested Electives:

- OA123 Keyboarding III
- BA177 Payroll Accounting
- OA256 The Electronic Office

OFFICE MANAGEMENT DIPLOMA PROGRAM

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

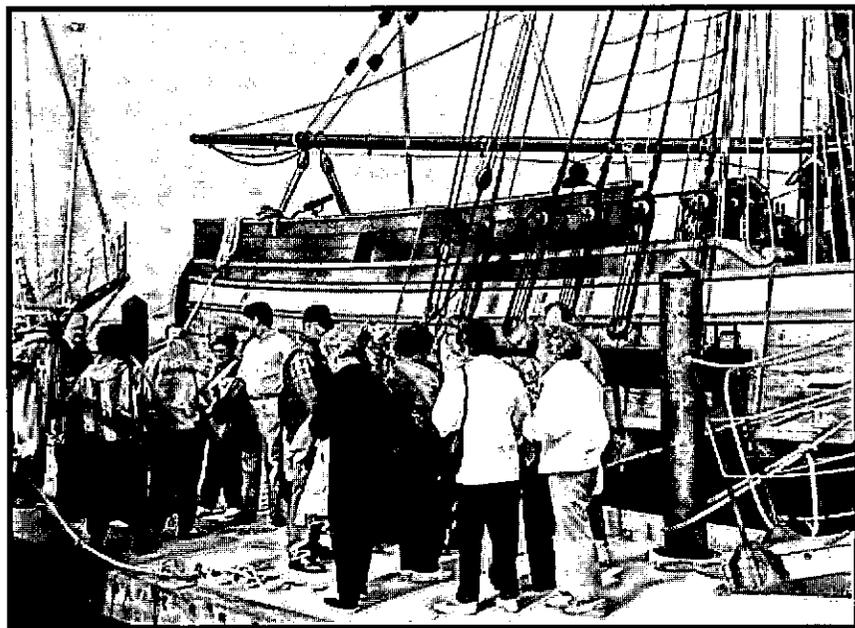
Majors in this program must make a grade of C or better in all courses designated with an asterisk (*).

Students must demonstrate ability to type or take typing.

Notes:

1. 2.766, 2.767 and 2.768 are equivalent to BA211, BA212 and BA217. Students must petition if they wish to have 2.766, 2.767, 2.768 changed to BA211, BA212, BA217. Contact advisor or accounting instructor for details.

Course No.	Course Title	Credit Hours
FIRST YEAR		
<i>Fall</i>		
WR121	English Composition	3
*BA101	Introduction to Business	4
*BA211	Principles of Accounting I ¹	3
CS101	Computers in Society	2
MTH94	Intermediate Algebra I	4
		16 total
<i>Winter</i>		
WR122	English Composition	3
*BA212	Principles of Accounting II ¹	3
BA285	Business Relations	3
*OA220	Electronic Calculators Electives	2 3
		14 total
<i>Spring</i>		
*BA217	The Accounting Process ¹	3
*BA213	Principles of Accounting III ¹	3
WR214	Business English	3
*CIS131	Computer Information Systems	4
OA240	Filing/Records Management and Office Systems	3
		16 total
SECOND YEAR		
<i>Fall</i>		
*BA177	Payroll Records and Accounting	3
*BA226	Business Law I	3
SDP101	Principles of Management/Supervision	3
OA200	Introduction to Word Processing	3
2.280	Cooperative Work Experience	4
		16 total
		62 credits total



The SWOCC Foundation hosted a bay cruise aboard the *Lady Washington* on her first visit to Coos Bay.

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

ENG91/92/93 English for Foreign Students
3 credits/term (6 lec-lab hrs/wk)
Vocabulary building, reading, writing, speaking and the understanding of spoken English for students who are not native speakers. Computer lab available. Highly recommended for all foreign students.
Prerequisite: Instructor consent.

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

RDG101/102/103 College Reading
1 - 3 credits/term (1 - 3 lec hrs/wk)
Improves reading efficiency by focusing on comprehension, speed, textbook reading skills, vocabulary, and, if requested, spelling and related study skills for those reading at

college level. Developmental reading utilizes lecture and individualized instruction, reading machines, computers and programmed materials. Students work independently at their own pace. Open enrollment and variable credit available through an optional three-term sequence.
Prerequisite: Minimum Asset Reading Skills score of 47.

0.525.1/2 Spelling Improvement I, II
3 credits/term (3 lec hrs/wk)
A study of commonly misspelled words, spelling rules and practice in editing written work. Students learn to spell words correctly from dictation and to analyze and correct their own work. The second term offers continued study of spelling rules and their application.

0.525.5 Spelling Fundamentals
3 credits (3 lec hrs wk)
A study of the alphabet and sounds associated with letters. Students study 70 phonemes and gain proficiency in spelling.

0.528.3/4 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.

0.528.3/4/5 Sign Language-I, II, III (signed English)
1 credit/term (1 lec, 1 lab hr/wk)
Signed English skills of the manual alphabet, finger spelling and more advanced signs so students can communicate receptively and expressively with the hearing impaired. Games, videotapes, guest signers and amateur interpreting practice are included.

0.593 Computer Assisted Instruction (Learning Skills Lab)
0 credits (variable)
Beginning skills in computer literacy, word processing and keyboarding.
Prerequisite: Instructor consent.

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

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

0.747 English As A Second Language (ESL)
0 credits (variable)
For students whose first language is other than English. The "listening and speaking" approach of teaching English is emphasized rather than instruction about the language. Reading and writing skills taught.

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

0.765 1/2/3 Reading Skills

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

Improves reading ability in individualized sessions for those reading below the college level. Computers, programmed materials and reading machines are used to improve basic skills with an emphasis on comprehension, vocabulary building and textbook reading. Spelling, speed reading and related study skills covered. Optional three-term sequence, and variable credit.
Note: Credits do not count toward graduation.

0.768 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, test-taking skills, or rapid reading techniques. Open enrollment, variable credit.

Note: Credits do not count toward graduation.

ACCOUNTING/ BOOKKEEPING

See Business Administration for BA designators.

AC240 Fund Accounting

3 credits (3 lec hrs/wk)

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

2.280 Cooperative Work Experience

1 - 8 credits (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.

2.331/2.322 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.

2.766 Accounting I

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

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

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

2.767 Accounting II

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

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

Prerequisite: 2.766 Accounting I or equivalent.

2.768 Accounting III

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

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

Prerequisite: 2.767 Accounting II or instructor's consent.

2.772 Intermediate Accounting I

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

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

2.773 Intermediate Accounting II

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

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

Prerequisite: 2.772 Intermediate Accounting I.

9.715/9.716 Elementary Bookkeeping I and II

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

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

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

9.718 Bookkeeping and Records for Small Business

3 credits (3 lec hrs/wk)

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

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.

ANTH207/208/209 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 men; 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 (2.5 lec hrs/wk, plus field trips)

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.

APPRENTICESHIP

9.187 Industrial Electrical Apprentice
3 credits/term (2 lec, 2 lab hrs/wk for 4 years)

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

9.188 Inside Electrician Related Training
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 (2 lec, 2 lec-lab hrs/wk)
Introduces principles and concepts of shape, line, texture, color, design structure, unity and proportion. 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 (2 lec, 2 lec-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 (2 lec, 2 lec-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

3 credits/term (2 lec, 4 lab hrs/wk)
Active participation to develop visual and manipulative skills. Study of watercolor techniques emphasized, with special attention given to the particular characteristics of the medium. Emphasis on landscape material. May be substituted for a third term of ART131/132/133 Drawing to meet lower division major requirements. Open to non-majors.
Prerequisites: ART284/285/286 Painting; ART231/232/233 Drawing or instructor's consent.

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

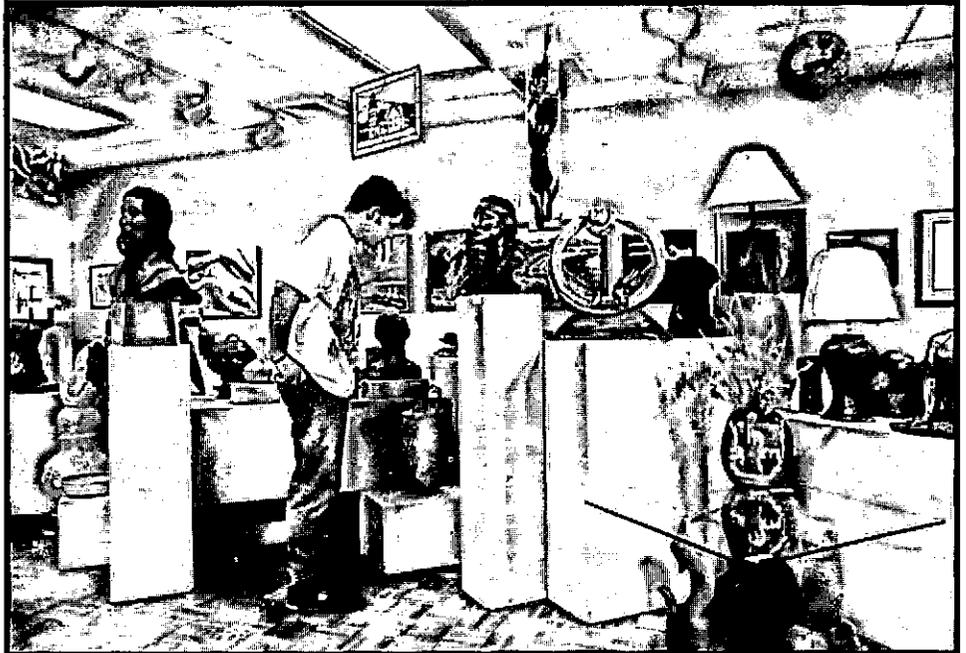
1 - 3 credits/term (hrs to be arranged)
Designed for art majors on a reading and conference basis with instructor's approval only. Provides research and advanced involvement in areas not covered in basic course curricula.

ART199 Artstrands

1 - 2 credits
An elective studio course for students with little or no art experience. Also useful and interesting for students with past art experiences. Content is self-determined by each student within the parameters of the text. May be repeated with different projects.

ART199 Paper and Prints

1 - 3 credits
Covers the history, make-up, preparation and basic methods of paper and print making. Projects involve the making of paper and prints.



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

1.5 credits/term (1 lec, 2 lab hrs/wk)
Reviews various calligraphic styles such as lower and upper case italic formal alphabet and structural and lower case Roman letters. Supplements italic cursive hands with traditional rustic, modern rustic, and uncial. Includes page design, Roman Imperial caps and black letter cursive alphabets.

ART221 Graphic Design I:

Lettering
1.5 credits/term (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

1.5 credits/term (1 lec, 2 lab hrs/wk)
Continues examination of the relationship of aesthetic concepts to practical problems through a study of contemporary trends, methods and techniques. Presents marks, symbols, logos and corporate identity programs emphasizing principles of design in layout, illustration and commercial art.

ART223 Graphic Design III: Illustration

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

ART231/232/233 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.

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

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

Demonstrates construction techniques and methods used to design, shape and form pottery. Includes wheel throwing, pottery decoration, glaze 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)

Demonstrates construction techniques and method used to design, shape and form pottery. Includes wheel throwing, pottery 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 hr/wk)

Demonstrates methods, materials and techniques of printmaking using media such as intaglio (etching), relief, serigraphy (silk screen), lithography or callography (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 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.

ART274 Printmaking

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

Offers studio practice in the expressive and technical principles of screen printing; emphasizes composition and color using various stencil processes to achieve an expressive visual form.

Prerequisite: ART131, 132, 133

Introduction to Drawing.

ART275 Printmaking

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

Offers studio practice in the expressive and technical principles of screen printing; emphasizes composition and color using various stencil processes to achieve and expressive visual form.

Prerequisite: ART131, 132, 133

Introduction to Drawing.

ART280 Field Experience

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

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

Nine credits maximum.

ART281/282/283 Painting**(Beginning)**

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

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

ART284/285/286 Painting**(Intermediate)**

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

Offers visual observation and composition of selected subjects using oil or acrylic media. Emphasis will be given to individual needs and interests in painting.

Prerequisites: ART281/281/283

Painting or instructor's consent.

ART291/292/293 Sculpture

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

Explores three-dimensional shapes and forms. Includes casting processes and materials. Continues mold making techniques with an emphasis on creativity and exploration of media.

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

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

The technique and use of watercolor. An intermediate level course in watercolor painting. Further development of technical skills and expressive development in the medium of transparent watercolor.

Prerequisites: ART184/185/186

Beginning Watercolor or instructor's consent.

0.512.1 Drawing I

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

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

0.512.2 Drawing II

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

Continues exploration of form and space on a two-dimensional surface. Stresses creative and analytical vision and composition with a variety of materials. Includes drawing the human figure.

0.512.3 Drawing III

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

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

0.512.8 Life Drawing

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

Presents the fundamentals of life figure drawing through a variety of approaches, methods and media techniques.

0.513.1 Oil Painting I

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

Explores visual representation on a two-dimensional surface using oil or acrylic paints for space division, color and surface treatment.

0.513.2 Oil Painting II

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

Continues exploration of visual representation on a two-dimensional surface, with methods of application and issues of composition.

0.513.3 Oil Painting III

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

Continues exploration of visual representation on a two-dimensional surface, with basic painting methods, color and application selection and finishing projects.

0.514.1 Watercolor Painting I

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

Designed as an investigation of the medium and techniques of transparent watercolor painting.

Sequence 0.514.1, 0.514.2 and 0.514.3 must be taken in order.

0.514.2 Watercolor Painting II

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

Continues the investigation of the watercolor painting medium through the use of creative exercises and investigative methods of problem solving.

Sequence 0.514.1, 0.514.2 and 0.514.3 must be taken in order.

Prerequisite: 0.514.1 or instructor's consent.

0.514.3 Watercolor Painting III

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

Continues the investigation of the watercolor painting medium through the use of creative exercises and investigative methods of problem solving.

Sequence 0.514.1, 0.514.2 and 0.514.3 must be taken in order.

Prerequisite: 0.514.2 or instructor's consent.

0.515.1 Ceramics I

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

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

Sequence 0.515.1, 0.515.2 and 0.515.3 must be taken in order.

0.515.2 Ceramics II

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

Introduces the throwing process and its creative possibilities for the potter.

Sequence 0.515.1, 0.515.2 and 0.515.3 must be taken in order.

Prerequisite: 0.515.1 or instructor's consent.

0.515.3 Ceramics III

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

Introduces the development of individual and traditional historic pottery as a background for research.

Sequence 0.515.1, 0.515.2 and 0.515.3 must be taken in order.

Prerequisite: 0.515.2 or instructor's consent.

0.516.1 Elementary Sculpture I

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

Exposes the student to experiences in sculpture -- its form, media, tools and techniques -- and explores abstract and concrete concepts.

Sequence 0.516.1, 0.516.2 and 0.516.3 must be taken in order.

0.516.2 Elementary Sculpture II

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

This course continues to expose the student to experiences in sculpture - forms, media, tools, and techniques; and an exploration of abstract and concrete concepts.

Sequence 0.516.1, 0.516.2 and 0.516.3 must be taken in order.

Prerequisite: 0.516.1 or instructor's consent.

0.516.3 Elementary Sculpture III

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

Further experiences in sculpture - forms, media, tools, and techniques; and an exploration of abstract and concrete concepts.

Sequence 0.516.1, 0.516.2 and 0.516.3 must be taken in order.

Prerequisite: 0.516.2 or instructor's consent.

0.516.5 Woodcarving

1 credit (36 hrs total)

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

0.516.7 Glass Working (Stained Glass)

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

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

0.524.4 Basic Calligraphy

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

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

ASTRONOMY

See SCIENCE,
GENERAL

AUTOMOTIVE TECHNOLOGY

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

0.775 Automotive Survival

1 credit (3 lec, lab hrs/wk)

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

3.280 Cooperative Work Experience

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

Prerequisite: Instructor's consent.

3.300 Brakes and Suspension Systems

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

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

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



3.304 Internal Combustion Engines I
4 credits (2 lec, 6 lab hrs/wk)

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

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

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

Prerequisite: 4.304 Practical Physics or instructor's consent.

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

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

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

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

Provides a fundamental working knowledge of the diesel fuel systems found on passenger cars and light

trucks. Fuel nozzles and injection pumps found on both foreign and domestic vehicles, basic service and repairs that can be completed without a flow bench will be stressed.

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

3.316 Power Trains
3 credits (2 lec, 3 lab hrs/wk)

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

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

3.318 Automotive Steering Controls
3 credits (2 lec, 3 lab hrs/wk)

Provides basic working knowledge of suspension systems and the skills necessary to perform front-end alignments and related repair and service. Covers vehicle control and handling problems, wheel balance, wheel alignment factors and manual and power steering. Wheel balance and alignment equipment will be used.

Foreign and domestic vehicles and light trucks will be used as examples.
Prerequisite: 3.300 Suspension and Brakes Systems or instructor's consent.

3.322 Automotive Electrical Systems II
3 credits (2 lec, 3 lab hrs/wk)

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: 3.308 Electrical I or instructor's consent.

3.324 Diagnostic Procedures and Emission Controls
3 credits (2 lec, 3 lab hrs/wk)

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

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

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

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

3.329 Mechanical Systems Laboratory I
3 credits (9 lab hrs/wk)

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

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

3.331 Mechanical Systems Laboratory II
3 credits (9 lab hrs/wk)

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

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

3.332 Automotive Service Management

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

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

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

3.333 Mechanical Systems Laboratory III

3 credits (9 lab hrs/wk)

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

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

9.110 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.

9.111 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.

9.112 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: 9.111 Auto Electronics I.

9.116 Hydraulics I: Basic Fluid Power

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

Covers basic hydraulics operating principles and components comprising the systems.

9.117 Hydraulics II: Pumps, Valves and Controls

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

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

Prerequisite: 9.116 Hydraulics I or instructor's consent.

9.118 Hydraulics III: System Construction, Troubleshooting and Repair

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

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

Prerequisite: 9.117 Hydraulics II or instructor's consent.

9.120 Advanced Automotive Tune-up and Emission Controls

3 credits (3 lec hrs/wk)

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

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

9.122 Gasoline Fuel Injection

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

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

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

9.124 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: 3.304 ICE, one year professional field experience or instructor's consent.

9.125 Diesel Engines: Operation and Maintenance I

1 credit (3 lec-lab hrs/wk)

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

9.126 Diesel Engines: Operation and Maintenance II

1 credit (3 lec-lab hrs/wk)

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

9.127 Automotive Air Conditioning

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

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

BANKING

9.768 Principles of Banking

3 credits (3 lec hrs/wk)

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

9.769 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.

9.770 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.

9.772 Introduction to Securities

Markets

1.5 credits (3 lec hrs/wk)

Describes the operation of various securities markets, the products they offer, how the products compare with traditional programs, and how to market products (available to banks via statute) to customers.

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 (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.

0.621 Field Studies in Biology-Ornithology (Birds)

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

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

0.627 Marine Biology

0.5-2 credits (16-36 hrs total)

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

BOTANY

BOT198/298 Independent Study in Botany

- to be arranged, under professional guidance

0.624 Mushroom Identification

1 credit (5 lec, 20 lab total)

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

0.624.1 Wild Edible Plants

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

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

0.624.6 Plant Identification

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

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

0.811 Gardening

0.25 credit (6 lec hrs/total)

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

BUSINESS ADMINISTRATION

BA101 Introduction to Business

4 credits (4 lec hrs/wk)

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

BA177 Payroll Records and Accounting

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

Provides practice in all payroll operations, the recording of accounting entries involving payroll and the preparation of payroll tax returns required of businesses.

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

BA198/298 Independent Study in Business Administration
1-3 credits - to be arranged

BA206 Management Fundamentals
3 credits (3 lec hrs/wk)
Introduces 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: BA212 Principles of Accounting II or equivalent.

BA215 Cost Accounting
3 credits (3 lec, 1 lab hrs/wk)
Techniques for determining product costs under job order, process and standard costing. Introduces cost analysis for decision making.
Prerequisites: 2.766, 2.767 and BA211 Accounting I, II, Principles of Accounting I or instructor's consent.



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SWOCC graduate '79
Associate in Science, Business Technology - Marketing Major

BA217 The Accounting Process
3 credits (3 lec hrs/wk)
Reviews and applies basic accounting systems in practical applications including journals and ledgers, application of accounting systems on a microcomputer and analyzing financial statements.
Prerequisites: BA211, BA212, Principles of Accounting I and II or 2.766, 2.767, 2.768 Accounting I, II, III.

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 2.766 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 2.766 Accounting I.

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

BA226 Business Law I
3 credits (3 lec hrs/wk)
Introduces the student to the legal environment of business, court systems, functions and jurisdiction and dispute resolution. Particular attention is given to common and statutory law, constitutional law, administrative law, torts and the principles of contract law.

BA227 Business Law II
3 credits (3 lec hrs/wk)
Deals specifically with personal property and bailments, law of sales, commercial paper and legal relationship involved in agency and employment contracts.

BA229 Personal Finance and Money Management
3 credits (3 lec hrs/wk)
Discusses the role and economic decision-making of consumers in our society. Students will study credit and borrowing, food and clothing purchases, home ownership and renting, transportation, health services, retirement, estate planning and wills, income taxes, consumer protection, financial institutions, insurance and investing.

BA232 Business Statistics
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 hrs/wk)

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

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

BA285 Business Relations

3 credits (3 lec 1 lab hrs/wk)

Develops awareness of self and others in organizational settings. Discusses motivation, communications, the nature of prejudice, self-analysis, keys to

promotion, future direction, goals, professional image, time management and stress management.

2.280 Cooperative Work Experience

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

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

Prerequisite: Instructor's consent.

9.200 Small Business Management I

8 credits/year (510 hrs total)

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

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

9.201 Small Business Management II

8 credits/year (510 hrs total)

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

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

9.204 Small Business Operations

3 credits (3 lec hrs/wk)

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



Morrign - Dwight Grosso

CHEMISTRY**CH70 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 Chemistry 104 and 105 series.

Prerequisites: HS Math or MTH20 Basic Math. MTH70 Elementary Algebra is recommended.

CH104/105 Elementary Chemistry

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

A two-term sequence at the introductory level for the allied health professions.

A minimum of mathematics, but some problem-solving ability is expected and laboratory work is quantitative.

Must be taken in sequence.

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

CH104 Course covers general, organic, and biochemistry. 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 is a terminal course and does not meet chemistry requirements for sciences, engineering or medicine. CH104 covers atomic structure, periodic table, chemical bonding, solutions and stoichiometry.

Prerequisite: MTH20, MTH70 and CH70 are recommended.

Must be taken in sequence.

CH105 Course covers general, organic, and biochemistry. 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 is a terminal course and does not

meet chemistry requirements for sciences, engineering or medicine. CH105 covers gases, properties of solution, equilibrium, acids and bases, radioactivity, organic and biochemistry. **Prerequisite:** CH104. Must be taken in sequence.

CH121/122/123 College Chemistry
5 credits/term (4 lec, 3 lab hrs/wk)
A three-term sequence that meets the general chemistry requirements of most curricula. Intended for students without previous experience in chemistry. Introduces principles of inorganic, physical, organic, nuclear and biological chemistry. Describes atomic structure and its effect on the behavior of matter, laws of chemical change and manipulation of scientific quantities. Designed for liberal arts and science majors with less extensive chemistry and math backgrounds. Satisfies the general chemistry requirement for science or engineering at most institutions. Students with previous chemistry experience should consider CH221.

CH121 Covers atomic structure, chemical bonding, molecular structure and stoichiometry.
Prerequisite: Two years of high school algebra or MTH94.
Must be taken in sequence.

CH122 Covers gases, reactions in solution, oxidation-reduction, equilibria, organisms and biochemistry.
Prerequisite: CH121.
Must be taken in sequence.

CH123 Covers thermodynamics, electrochemistry, kinetics, nuclear reactions and transition metal chemistry.
Prerequisite: CH122.
Must be taken in sequence.

CH198/298 Independent Study in Chemistry -
Offers topics of study in chemistry with individual research or field study, under professional guidance.

CH221/222/223 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 is quantitative and requires good math skills.

CH221 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.

CH222 Covers gases, liquids, solutions, equilibrium theory, acids and bases, oxidation reduction.
Prerequisite: CH221, MTH111.
Must be taken in sequence.

CH223 Covers thermodynamics, kinetics, electrochemistry, nuclear reactions, and transition metal chemistry.
Prerequisite: CH222.
Must be taken in sequence.

CH241/242/243 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.
Prerequisite: CH123 General Chemistry or CH225 General Chemistry.
Must be taken in sequence.

CLOTHING, TEXTILES and FASHION

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

COMMUNICATIONS

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

COMPOSITION See WRITING

COMPUTER INFORMATION SYSTEMS

CIS131 Computer Information Systems
4 credits (3 lec, 1 lec/lab, 3 lab 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 (1 lec, 1 lec/lab, 3 lab 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.

**CS120 Concepts of Computing:
Information Processing**

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

Introduction to the science of information representation and manipulation. Laboratories use word processors, spreadsheets and graphics packages to illustrate issues.

Discussion of communication networks.
Prerequisite: CS101 or equivalent.

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 course is not intended to be a study of clerical skills or operations. Uses one or more commercially available word processing software packages.

Prerequisite: CS101 or equivalent.

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.

**CS140 Introduction to Operating
Systems**

3 credits (1 lec, 2 lec/lab, 3 lab 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

**CS121 Concepts of Computing:
Computers and Computation**

4 credits (4 lec hrs/wk)

Introduces elements of the design of computers, provides an understanding of basic elements of programming and survey applications and discusses their effects on society.

Prerequisite: CS120 and either MTH105 or MTH111.

**CS122 Concepts of Computing:
Algorithms and Programming**

4 credits (4 lec hrs/wk)

Introduction to algorithm design and complexity analysis, data structures, and programming. Surveys approximation and sorting algorithms, introduces techniques for program testing, uses the programming language Pascal.

Prerequisite: CS121.

**CS125W Word Processing
Applications**

3 credit (1 lec, 2 lec/lab, 3 lab hrs/wk)

Use of microcomputers for word processing applications. Introduces the concepts, terminology and application

CS125S Spreadsheet Applications

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

Introduces the concepts, terminology and application of spreadsheet technology. Students 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. Uses one or more commercially available spreadsheet software packages.

Prerequisite: CS101 or equivalent.

**CS125D Data Base Management
System Applications**

3 credits (1 lec, 2 lec/lab, 3 lab 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



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. Emphasizes 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, matrix 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.

CS240 Advanced Operating Systems

3 credits (1 lec, 2 lec/lab, 3 lab 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 consent.

0.593 Learning Skills Lab

0 credit

Provides an opportunity to students who wish to use the college's computer lab facilities and who are not enrolled in a course which includes computer lab use. 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.

2.280 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 consent

CRIMINAL JUSTICE
See
JUSTICE SERVICES

DRAFTING

4.101 Introduction to Drafting

3 credits (2 lec, 2 lec/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.

4.110 Blueprint Reading and Sketching

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

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

4.120 Computer Assisted Drafting I

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

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

4.121 Computer Assisted Drafting II

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

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

Prerequisite: 4.201 (CAD I) or prior experience with AutoCAD.

4.122 Computer Assisted Drafting III
3 credits (2 lec, 3 lab hrs/wk)

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

Prerequisite: 4.202 (CAD II) or equivalent experience.

9.603 Computer Assisted Drafting - Survey

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

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

ECONOMICS

EC198/298 Independent Studies in Economics - to be arranged

EC201/202/203 Principles of Economics

3 credits/term (3 lec hrs/wk)

Introduction to economic theory, policy and institutions.

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

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

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

EDUCATION

ED207 Tutoring Principles and Practices

3 credits (15 lec, 25 lab hrs total)

Education majors, prospective tutors and aides gain proficiency in teaching basic reading and math skills. The field experience in an elementary or secondary classroom provides an

opportunity to apply and acquire knowledge and skills. Principles of tutoring and methods in teaching are developed.

ED209 Practicum in Tutoring

1-3 credits (36-108 lab hrs total)

Provides supervised tutoring/teaching experience in the elementary or secondary classroom. In addition to direct participation as a tutor in a one-to-one and/or small group situation, the student will write learning objectives, consider philosophies of discipline and practice observational techniques.

Prerequisite: ED207 Tutoring Principles and Practices or instructor's consent.

ED280 Field Experience in Education

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

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

9.025 Instructor Training

0.5-3 credits (5-36 lec hrs total)

Provides the part-time teacher with skills basic to becoming a competent instructor.

ELECTRONICS

6.280 Work Experience

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

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

Prerequisite: Program coordinator's consent.

6.300 Electronics Project

1-4 credits (3 lab hrs/wk)

Project course for students to study in special interest areas of electronics. Actual course content is to be arranged with the instructor prior to enrollment. Typical course work includes documentation, recordkeeping logs, diagnosis and repair of electronic equipment or special project design and construction.

Prerequisite: Program coordinator's consent.

6.309 Introduction to Electronics

3 credits (6 lec/lab hrs/wk)

An introductory course in career and education options for electronic technicians. Study of electronic schematics and diagrams, identification

of electronic components symbols and electronic assembly techniques.

Includes field trips to electronic repair workplaces.

6.311 DC-AC Electronics Concepts
4 credits (8 lec/lab hrs/wk)

Basic electronics concepts and circuit analysis of DC and AC electronics are covered. The course also covers safety, diagrams, and measurement techniques.

Prerequisite: Concurrent enrollment in MATH30 Applied Math for Industrial Mechanics or program coordinator's consent.

6.313 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: 6.311 DC-AC Electronics Concept.

6.314 Linear Circuits

4 credits (8 lec/lab hrs/wk)

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

Prerequisite: 6.313 Semiconductors.

6.315 Digital Electronics

4 credits (8 lec/lab hrs/wk)

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

Prerequisite: Minimum score of 50 on Math Numerical Skills placement test or program coordinator's consent.

6.316 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: 6.315 Digital Fundamentals or program coordinator's consent.

6.317 Sensors and Actuators
4 credits (8 lec/lab hrs/wk)
The basic methods of computer peripheral interfacing including software and hardware for basic control systems, peripheral interface, buffering, motor speed control, sensing, digital-to-analog and analog-to-digital conversion.
Prerequisite: 6.316 Microprocessor Architecture.

6.319 Industrial Electronics
4 credits (8 lec/lab hrs/wk)
Introduction to industrial controls theory and application. Knowledge and theories relating to practical concepts of various devices and methods used to control industrial systems.
Prerequisite: 6.313 Semiconductors.

6.321 Automatic Systems
4 credits (8 lec/lab hrs/wk)
Principles of robotic systems with experimental application are covered. Basic automated system modules will be built and operated in the lab.
Prerequisite: CS133B Introduction to Programming: Basic or program coordinator's consent.

6.322 Telecommunications
4 credits (8 lec/lab hrs/wk)
Study of concepts and theory of both analog and digital techniques used in various telecommunication systems. Course includes practical application of various devices and methods to real world situations.
Prerequisite: 6.324 Electronic Communications.

6.324 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, various methods of transmission and reception and types of equipment used in electronic communication. Emphasizes a practical hands-on approach.
Prerequisite: 6.311 DC-AC Electronics Concepts.

6.327 Instrumentation
4 credits (8 lec/lab hrs/wk)
A detailed study of basic electronics test equipment; testing, measurement methods, errors, limitations, covering the use of specialized equipment.
Prerequisite: 6.319 Industrial Electronics or program coordinator's consent.

6.328 Licensing and Certification
2 credits (2 lec hrs/wk)
A review of current state and federal certification and licensing rules affecting electronics technicians.
Prerequisite: 6.322 Telecommunications or program coordinator's consent.

ENGINEERING, GENERAL

GE101/102/103 Engineering Orientation
2 credits (2 lec hrs/wk)
GE101 is an introduction to engineering and the processes involved. Opportunities for employment are discussed. The computer is used in solutions of problems. Boolean algebra is used in GE102. GE103 includes use of vectors in three-space and an introduction to PASCAL.
Prerequisites: MTH101 previously or concurrently.

GE198/298 Independent Study in General Engineering - to be arranged

ENGLISH See LITERATURE and WRITING

FIRE SCIENCE TECHNOLOGY (See Public Service Courses - Fire)

5.240 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.

5.241 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.

5.242 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.

5.250 Basic Firefighter Skills I
3 credits (3 lec hrs/wk)
Develops skills and knowledge in organization, small tools, hoses, forcible entry, use of masks, salvage, overhaul and safety practices.

5.251 Firefighter Skills II
3 credits (3 lec hrs/wk)
Development of skills and knowledge in organization, small tools, hoses, forcible entry and the use of masks, salvage, overhaul and safety.
Prerequisite: 5.250 Basic Firefighter Skills I or instructor's consent.

5.257 Fire Service Hydraulics
3 credits (3 lec hrs/wk)
Review of basic mathematics, hydraulic laws and formulae as applied to the fire service. Application of formulae and mental calculations to hydraulic problems, the study of fireground water supply problems and underwriter's requirements for pumps and accessories.

5.258 Fire Company Organization, Station Assignment
3 credits (3 lec hrs/wk)
Study of fire company organization and operation, company responsibilities in station, recordkeeping, station communications and watch, housekeeping and house privileges, tours and public relations, company organization for response to alarms, and company morale.

5.268 Fire Service Rescue Practices
2 credits (15 lec, 15 lab hrs total)
Trains fire company personnel to render emergency service in life saving and rescue work, development and organization of a rescue service, practices and procedures.

Prerequisites: Approval of instructor and a course in American Red Cross Advanced First Aid or equivalent.

5.274 Firefighting Tactics and Strategy

3 credits (3 lec hrs/wk)
A demonstration response and size-up, fire ground tactics, analysis, and postmortem, prefire survey and planning, combined operations, mutual aid, disaster planning with emphasis on the incident command system provide students with general knowledge in the tactics and strategy.

5.276 Basic Wildland Fire Management

3 credits (2 lec, 2 lab hrs/wk)
Provides students with basic fire suppression methods related to forest fires. Occupational preparatory.

5.278 Portable Pumps and Water Use S-211

1.5 credits (12 lec, 12 lab hrs total)
Covers all aspects of portable pump operations, water use and pumper operations.
Prerequisite: Instructor's consent.

5.280 Cooperative Work Experience

1-3 credits (4-12 hrs/wk)
Maximum of 9 credits applicable toward degree.
Prerequisite: Instructor's consent.

5.281 Ground Tanker/Tanker Boss S-214

2 credits (24 lec hrs total)
Provides students with basic knowledge in assignment of tanker crews, tactics and shift planning, administration, safety, maintenance and related operations.
Prerequisite: Instructor's consent.

5.284 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.

5.285 Basic Air Operations S-270

2 credits (2 lec hrs/wk)
Provides personnel who are exposed directly or indirectly to aircraft with knowledge in organizational safety, tactics and logistics.
Prerequisite: Instructor's consent.

5.292 Organizing for Fire Suppression S-320

2 credits (2 lec hrs/wk)
Trains suppression personnel in management practices and activities of a fire at the initial attack level.

FOODS and NUTRITION

FN225 Nutrition

4 credits (4 lec hrs/wk)
Study of nutrition and the newer scientific investigations of optimal diet and health; present-day nutritional problems for home economics majors, nursing students, physical education majors and food service majors.

0.874 Portable Appliance Cooking

0.5-1 credits (15-36 hrs total)
Techniques of preparing foods in microwave ovens, woks, convection ovens, slow cookers, portable grills and ovens. Stresses selection of ingredients for basic foods as well as gourmet recipes.

FOREIGN LANGUAGES

FR101/102/103 First Year French

4 credits/term (4 lec hrs/wk)
Introduces the French language through pronunciation, grammar, reading, writing, and conversation. Emphasizes survival communication skills.
Prerequisite: Must be taken in sequence.

FR198/298 Independent Study in French - to be arranged

FR201/202/203 Second Year French
4 credits/term (4 lec hrs/wk)
Continues the review and expansion of language, grammar, conversation and composition. Includes readings from

selected cultural and literary sources.
Prerequisites: FR103 or two years high school French or equivalent for FR201; FR201 or equivalent for FR202; and FR202 or equivalent for FR203.

SPAN101/102/103 First Year Spanish

4 credits/term (4 lec hrs/wk)
Introduces the written and spoken language of Spanish-speaking people. Includes pronunciation, grammar, vocabulary, and comprehension. Emphasizes speaking, listening comprehension, reading comprehension and writing.
Prerequisite: 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.
Prerequisite: Must be taken in sequence.

0.557.5/0.557.6/0.557.7

Conversational French I, II, III
3 credits/term (3 lec hrs/wk)
An introduction to practical French words and sentences.

0.558.1/0.558.2/0.558.3

Conversational German I, II, III
3 credits/term (3 lec hrs/wk)
Develops conversational German vocabulary as well as necessary basic grammar.

0.560.1 Conversational Japanese I

3 credits (3 lab hrs/wk)
Develops 500-word vocabulary including phrases and simple sentences. Emphasizes pronunciation.

0.560.2 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: 0.560.1 Conversational Japanese I or instructor's consent.

0.560.3 Conversational Japanese III
3 credits (3 lab hrs/wk)

Increased speaking and reading vocabulary to approximately 1400 words. Emphasizes pronunciation, conversational flow of sentences and everyday phrases.

Prerequisites: 0.560.1 and 0.560.2 Conversational Japanese I, II or instructor's consent.

0.562.1 Conversational Spanish I
3 credits (3 lab hrs/wk)

Develops conversational Spanish vocabulary including necessary grammar.

0.562.2/0.562.3 Conversational Spanish II, III
3 credits/term (3 lab hrs/wk)

Develops skill in use of Spanish language and an understanding of fundamental conversational Spanish vocabulary including necessary grammar.

Prerequisite: 0.562.1 Conversational Spanish or instructor's consent.

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.



Forestry class visits Coos County's national record-tying Douglas fir giant, 338 feet tall with a diameter of 34 feet, 3 inches.

F222 Plant ID and Photography
2 credits (6 lec hrs, 4-5 day field trip total)

Photographing characteristics, classifications and identification of wild flowers, ferns, trees and shrubs.

Prerequisites: F254 Tree and Shrub Identification or botany courses, previous photography experience or instructor's consent.

F254 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.

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.

FP210 Forest Products Manufacturing
3 credits (2 lec, 4 lab hrs/wk)

Emphasis on the basic forms of products derived from timber resources and how they relate to the economy.

FW199 Conservation of Wildlife Resources
3 credits (3 lec hrs/wk)

An introduction to the principles and practices of plant and animal conservation, requirements and values of wildlife resources and history and agencies of conservation.

FW251 Principles of Wildlife Conservation

3 credits (3 lec hrs/wk)
Provides firsthand knowledge and laboratory experience related to some of Oregon's fish, wildlife and forest resources with an emphasis on the relationships between water quality, fish and forest practices. The latest studies are presented and analyzed in relation to physical and economic feasibility.

FW252 Wildlife Resources: Mammals

3 credits (3 lec hrs/wk)
Provides detailed information on identification, life histories, taxonomy, morphology and characteristics of mammals in general, and of Oregon mammals in particular. Use of actual specimens.

FW253 Wildlife Resources: Birds

3 credits (3 lec hrs/wk)
Provides a nontechnical introduction to ornithology, emphasizing ecology, evolution and identification of birds.

FW255 Techniques in Wildlife Science

3 credits (3 lec hrs/wk)
Techniques and equipment used to obtain biological information essential to manage wildlife on a scientific basis. Fundamental procedures of planning and conducting wildlife investigations.

RR251 Recreation Resource Management

4 credits (2 lec, 4 lcc-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.

6.406 Forest Engineering

5 credits (3 lec, 4 lcc/lab hrs/wk)
Study of forest engineering procedures with particular emphasis on road design and location.
Prerequisites: FE222A Elementary Forest Surveying and FE222B Advanced Forest Surveying or instructor's consent.

6.407/6.408 Forest Mensuration I/II

3 credits (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.

6.409 Forest Protection

3 credits (2 lec, 4 lab hrs/wk)
Describes the destructive agents in the forest including disease, insects, animals and fire. Emphasizes identification of insect and disease organisms and control measures. Fire is discussed relating to prevention, pre-suppression and suppression. Lab examine these agents and various control procedures.

6.411 Logging Operations

3 credits (2 lec, 4 lab hrs/wk)
Basic logging methods, cost and techniques used in the Pacific Northwest. All types of logging operations will be visited during the laboratory period.

6.414 Forest Contracts and Mapping

3 credits (2 lec, 4 lab hrs/wk)
Basic forms of forest contracts and their functional administration. Also covers forest mapping as it relates to forest contracts.

6.416 Aerial Photo-interpretation

3 credits (2 lec, 4 lab hrs/wk)
Provides students with basic knowledge of aerial photography used in forestry and an update on the latest techniques used in remote sensing.

6.417 Silviculture

3 credits (2 lec, 4 lab hrs/wk)
An introductory course to describe and observe the biological influences on forest stands. Principles involve the nature of forest trees and stands, their growth, reproduction, environment, composition, nutrition and various responses.

6.420 Advanced Silviculture

3 credits (2 lec, 4 lab hrs/wk)
The application of principles previously learned to the improvement of forest stands through basic silvicultural practices. Laboratory and field exercises include actual stand treatments on both public and private land.
Prerequisite: 6.417 Silviculture.

GEOLOGY

G145 Regional Field Geology

1 - 5 credits (variable lec/field/lab wk)
A field study of significant physical and historical geologic features of selected regions. Arranged to illustrate the geologic setting, stratigraphy and structure, topography, age and origin, significant events through geologic time, as well as special features unique to the region. Students are expected to demonstrate a knowledge of the geologic section for the region and to submit a report of their studies.

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 through 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.

G160 Volcanology

3 credits/term (3 lec hrs/wk)
Volcanic processes and phenomena, including the nature and origin of magmas; volcanic rocks; lava flows; volcanic cones, craters and calderas; and volcanic eruptions. Volcanic features of the Pacific Northwest are emphasized.

G198/298 Independent Study in Geology

1 - 6 credits (1 - 6 hrs/wk)
Introduces geographic research methods. Research project, under professional guidance, is required.

G201/202 Physical Geology

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

Describes the physical and historical nature of earth materials, processes and structures. Includes a comprehensive study of fundamental geologic principles, volcanism, tectonics and gradation. Laboratory exercises and field trips are required.

G203 Historical Geology

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

Describes 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 Geology

3 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.

G245 Geomorphology: Scenic Geology of the United States

3 credits/term (3 lec hrs/wk)

Fundamental processes involved in the origin and evolution of landforms, with concurrent studies of the various geomorphic provinces of the United States, and landscape features unique to each. Special geologic aspects of the national parks are emphasized.

G291 Minerals and Rocks

3 credits/term (3 lec hrs/wk)

Nature and origin of rocks and minerals; crystallography; the chemistry 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, avalanches, floods, storms, coastal erosion and volcanic eruptions. The possibilities for prediction and mitigation and the potential risks for hazards in Oregon are included.

G299 Special Topics in Geology

3 credits/term (3 lec hrs/wk)

Contemporary topics drawn from a wide array of geologic disciplines. Topics vary, but generally include those of recent developments, fundamental problems, current and special interest and others of major geologic significance.

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.

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. Emphasizes 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 prepares students 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.

9.380 Cardiopulmonary Resuscitation (AHA or Red Cross)

0.5 credit (4 lec, 6 lab hrs total)

Developed to teach skills and background of application of CPR in cardiac arrests, clearing an airway obstruction of a choking victim and recognizing the aforesaid situation. Red Cross and/or American Heart Association certification.

9.381 Basic First Aid (Red Cross)

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

HE257/9.428 Enhanced Emergency Medical Technician I (A/B)

8 credits (69 lec, 69 lab, 10 field study total)

Prepares an individual for state certification as an Emergency Medical Technician Level I, as required by ORS 485.500. Emergency Medical Technician as defined means "a person who attends any ill, injured or disabled person in connection with his or her transportation by ambulance. Police officers, fire fighters and other personnel serving in a dual capacity, one of which meets the definition of 'Emergency Medical Technician' are Emergency Medical Technicians within the meaning of this law."

Prerequisites: Concurrent enrollment in HE280 Field Experience and 9.428, 9.431, 9.432 are for EMT volunteers/reserves with fire departments and ambulance services and may not be used toward a diploma.

HE258/9.431 Emergency Medical Technician II

5 credits (48 lec, 16 lab hrs total)

Designed to train the EMT II and prepare the student for the Oregon written exam for certification. Consists of education and training in intravenous therapy, oxygen administration systems, patient assessment and respiratory conditions requiring emergency interventions.

Prerequisites: Current graduate of EMT I approved course or certification.

HE259/9.432 Emergency Medical Technician III (A/B)

16 credits (120 lec, 120 lab hrs total)

Must enroll in HE280 with HE259B.

Covers assessment of the patient, pharmacology, anatomy and physiology, I.V. therapy, respiratory and cardiac pathophysiology and medical emergencies. Graduate is eligible to take written and practical exam for EMT III certification.

Prerequisites: Current Oregon certification as EMT II or eligibility for same; one year experience as EMT II. (Offered every other year.)

HE260/9.360 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.



Shane - Luce

HST102 History of Western Civilization

3 credits/term (3 lec hrs/wk)
Introduces the knowledge, culture and traditions of the Western World from the waning of medieval European culture and the rise of European national states through the 18th century. Sequence with HST101, HST103. Need not be taken in order.

HST103 History of Western Civilization

3 credits/term (3 lec hrs/wk)
Introduces the knowledge, culture and traditions of the Western World from the 19th century to the present. Sequence with HST102, HST102. Need not be taken in order.

HST201/202/203 History of the United States

3 credits/term (3 lec hrs/wk)
Major social, economic, political and cultural developments from colonial times to the present. Need not be taken in order.

HOME ECONOMICS

The majority of Home Economics courses are offered on a rotating basis. A few specialized courses are provided only when specific community need has been indicated. Check with Home Economics advisors.

General

9.944 Balancing Work and Family

0-2 credits (1-24 lec hrs total)
Designed to help each participant develop strategies for managing the stress accompanying the dual roles and implementing sound strategies to accomplish tasks and responsibilities involved in maintaining a family and home while working outside the home or in a home-based business.

9.946 Skills for Success

1 credit (24 lcc/ 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

HDFS226 Child Development - The Growing Years

3 credits/term (3 lec hrs/wk)
Complexities of personality, intellectual and physiological development of children from birth through adolescence. Surveys forces influencing growth and development.

9.942 Parent Seminar (STEP)

1 credit (2 lec-lab hrs/wk)
Help for parents dealing with the everyday difficulties of raising children in a rapidly changing world.

HUMAN SERVICES

HS102 Drug Use, Misuse and Addiction

3 credits/term (3 lec hrs/wk)
Examines drugs, their physiological and psychological effects, and implications of treatment and prevention. Covers food additives, prescription medication and chemicals in the environment.

HS150 Self-Awareness and Interpersonal Skills

3 credits/term (3 lec hrs/wk)
Introduction to self-awareness, communication skills and interpersonal skills. Individual and small group exercises help students improve skills in awareness, communication, values clarification, problem solving, goal setting and conflict resolution.

HS154 Community Resources

3 credits/term (3 lec hrs/wk)
Explores the history and values of community resources for people with specific disadvantages or handicaps. Acquaints students with local social service agencies and organizations and how to refer clients to them.

HS155 Interviewing Theory and Techniques

3 credits/term (3 lec hrs/wk)
Theoretical background and specific interviewing techniques. Practice in interviewing situations with peers and professional observation and feedback.

HS167 Gerontology

3 credits/term (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/term (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 are studied. A variety of approaches to assessment, treatment and health promotion are explored.

HS170 Introduction to Practicum

3 credits/term (3 lec hrs/wk)
Provides the background and specific skills needed to select and succeed in a Human Services practicum placement. Prerequisite: HS150, HS154 and 155 with a grade of C or better.

HS201 Family Addiction

3 credits/term (3 lec hrs/wk)
Chemical dependency and how it affects a family. Focuses on family dynamics and treatment for alcoholic/addictive families.

HS202 Counseling the Chemically Dependent Client I

3 credits/term (3 lec hrs/wk)
Students develop skills for counseling chemically dependent clients in individual sessions.

HS203 Counseling the Chemically Dependent Client II

3 credits/term (3 lec hrs/wk)

Students increase skills in group counseling with chemically dependent clients.

Prerequisite: HS202 with a grade of C or better.

HS204 Counseling the Chemically Dependent Client III

3 credits/term (3 lec hrs/wk)

Advanced students expand skills in working with chemically dependent clients. Includes the possibilities for wellness and wholeness for chemically dependent persons.

Prerequisite: HS203 with a grade of C or better.

HS205 Youth Addiction

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

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

First of a three-term sequence on intervention strategies used in social service work. Theory and practice in behavioristic, psychoanalytic, Gestalt, and psychodramatic intervention strategies.

HS266 Intervention Strategies II

3 credits/term (3 lec hrs/wk)

Theory and practice in client-centered, cognitive, holistic intervention strategies.

HS267 Intervention Strategies III

3 credits/term (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.

9.393 Career Development: Human Services

0-9 credits (1-324 lec and/or lab hrs total)

In-service training program to study current issues and problems and methods of alleviating them within the human service areas

JOURNALISM

J198/298 Independent Study of Journalism - to be arranged

J215 Journalism Laboratory

3 credits/term (6 lab/wk)

Provides practice in newspaper and magazine writing, editing, advertising, photography and reproduction.

Required for all members of the college newspaper staff as the production lab for the Southwester.

J216 News Reporting and Writing

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

Covers journalistic writing with emphasis on backgrounding, depth reporting, interpretive writing and newer journalism forms. Students submit articles for actual publication, most often in the student newspaper.

J218 Copy Editing

3 credits (3 lec hrs/term)

Offers practice in copy reading, headlines, design, makeup and proofing of print media.

J280 Field Experience

variable 9 credits maximum (includes seminar)

Combined work and study projects in fields of writing, reporting, editing, public relations and other mass media-related activities.

**JUSTICE SERVICES
(See Public Service Courses - Police)**

CJ100 Survey of Criminal Justice

3 credits (3 lec hrs/wk)

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

CJ101/SOC244 Criminology
3 credits (3 lec hrs/wk)
Provides a broad viewpoint of criminal behavior and the justice system. A consideration of human behavior and crime, the impact of early theoretical approaches to current, theoretical and practical treatment of crime and criminals.

CJ103 Introduction to Family Law
3 credits (3 lec hrs/wk)
Under the direction of an attorney, the student will prepare initial documents, pleadings associated with the action, findings of action, conclusion of law and custody, legitimacy, adoption, change of name, guardianship, support and separation agreements.

CJ107/CJ207 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.

CJ115 Legal and Fundamental Aspects of Lethal Weapons and Laboratory
3 credits (3 lec/wk + 6 lab total)
A study of moral, legal and ethical aspects of the use of lethal weapons as applied to society's need for protection. Laboratory consists of actual use of lethal weapons.

CJ120 Judicial Process
3 credits (3 lec hrs/wk)
Provides a thorough understanding of our justice system from the time of arrest through sentencing of a criminal offender; includes current legal rules of procedure.

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.

CJ198/298 Independent Study in Criminal Justice Administration -
to be arranged

CJ200 Police and Public Policy
3 credits (3 lec hrs/wk)
Contemporary study of American police. Emphasis on the study of factors involved in policy making, nature of decisions and political consequences for these various policies.

CJ202/PSY299 Psychology of Violence and Aggression
3 credits (3 lec hrs/wk)
The causes and extent of violence in society. An introduction to the psychological, social and physiological dynamics that cause human aggression and violence.
Prerequisites: PSY201 General Psychology, CJ100 Survey of Criminal Justice.

CJ203 Family Crisis Intervention
3 credits (3 lec hrs/wk)
Family crisis intervention covering domestic violence, problems with juveniles, substance abuse, legal and social restrictions and implications and methods of prevention and intervention.

CJ210 Criminal Investigation
3 credits (3 lec hrs/wk)
Basic principles and theories of investigative routines focusing on the primary skills used in all justice agency investigation. Specific attention is given to crime scenes, interviewing, handling and preparation of evidence, witnesses, surveillance, technical resources and case preparation.

CJ212 Introduction to Substantive Law
3 credits (3 lec hrs/wk)
In-depth study of the substantive laws commonly encountered by the municipal, county, or state police, investigators or other criminal justice employees. The scope of the course includes misdemeanor and felony violations of the criminal statutes.

CJ215 Criminal Justice Administration
3 credits (3 lec hrs/wk)
A study of 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.

CJ226/PS252 Constitutional Law
3 credits (3 lec hrs/wk)
A study of basic principles of the U.S. Constitution with emphasis on leading Supreme Court cases and the Bill of Rights.

CJ2453/SOC243 Narcotics and Dangerous Drugs
3 credits (3 lec hrs/wk)
Introduces the problem of drug abuse (alcohol, drugs, narcotics) in our society. Includes identification of drugs and causes of addiction.

CJ280 Field Experience
1-3 credits (3-9 hrs/wk)
Supervised field experience in one of the agencies of criminal justice. An inservice study may pursue a research project instead of work in the field. Includes a seminar for discussion of problems and experience gained.



"... remember this, you are all stars of the future." From the bard's tale, written by Dan Gross and told by Bob Simone, students, during a performance of *Baxhenge*.

5.100, 5.101, 5.102 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/term (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/term (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/term (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, voice, that serves as a basis for further study and enjoyment of poetry.
Sequence with ENG104, ENG105.
Need not be taken in order.

ENG107 World Literature,

3 credits/term (3 lec hrs/wk)
Introduces key literary works and authors of western civilization from the ancient and classical foundations to the Middle Ages. Literature of other cultures may be introduced. Students should consider taking History of Western Civilization concurrently.
Sequence with ENG108, ENG109.
Need not be taken in order.

ENG108 World Literature

3 credits/term (3 lec hrs/wk)
Introduces key literary works and authors of western civilization from the late Middle Ages and Renaissance to the Enlightenment. Literature of other cultures may be introduced. Students should consider taking History of Western Civilization concurrently.
Sequence with ENG107, ENG109.
Need not be taken in order.

ENG109 World Literature

3 credits/term (3 lec hrs/wk)
Introduces key literary works and authors of western civilization from Romanticism to modern and contemporary writings. Literature of other cultures may be introduced. Students should consider taking History of Western Civilization concurrently.
Sequence with ENG107, ENG108.
Need not be taken in order.

ENG 198/298 Independent Study in Literature - to be arranged

Allows accomplished literature students to pursue their own interests on a reading and conference basis under the tutorship of faculty members.
Prerequisite: Instructor's consent.

ENG201 Shakespeare

3 credits/term (3 lec hrs/wk)
An introduction to Shakespeare's early dramatic literature with an emphasis on the timelessness of his ideas and themes, the formal demands of drama and the development of the artist. Plays drawn from the early histories and comedies.
Sequence with ENG202, ENG203.
Need not be taken in order.

ENG202 Shakespeare

3 credits/term (3 lec hrs/wk)
An introduction to Shakespeare's dramatic literature from the middle period. The timelessness of his ideas and themes, the formal demands of drama and the development of the artist are emphasized. Plays are drawn from the middle comedies and tragedies.
Sequence with ENG201, ENG203.
Need not be taken in order.

ENG203 Shakespeare

3 credits/term (3 lec hrs/wk)
An introduction to Shakespeare's dramatic literature from the late period emphasizing the timelessness of his ideas and themes, the formal demands of drama and the development of the artist. Plays drawn from the tragedies, late comedies and romances.
Sequence with ENG201, ENG202.
Need not be taken in order.

ENG204 Survey of English Literature

3 credits/term (3 lec hrs/wk)
Literary documents and authors of the British Isles from the Anglo-Saxon beginnings through the sixteenth century.
Sequence with ENG205, ENG206.
Need not be taken in order.

ENG205 Survey of English Literature

3 credits/term (3 lec hrs/wk)
Literary documents and authors of the British Isles from the seventeenth through the early nineteenth centuries. Characteristic works and major figures of the period.
Sequence with ENG204, ENG206.
Need not be taken in order.

ENG206 Survey of English Literature

3 credits/term (3 lec hrs/wk)
Literary documents and authors of the British Isles from the nineteenth century through the modern era. Characteristic works and major figures of the period.
Sequence with ENG204, ENG205, need not be taken in order.

ENG253 Survey of American Literature

3 credits/term (3 lec hrs/wk)
Introduction to the development of American Literature from 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/term (3 lec hrs/wk)
Introduction to the development of American Literature in the middle and latter parts of the nineteenth century (often referred to as the Age of Realism). Special attention is given to helping students develop a sense of what is "American" in literature and thought.
Sequence with ENG253, ENG 255.
Need not be taken in order.

ENG255 Survey of American Literature

3 credits/term (3 lec hrs/wk)
Introduction to American Literature of the twentieth century. Special attention 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.

ENG260 Introduction to Women Writers

3 credits/term (3 lec hrs/wk)
Introduction to selected women writers, their literary styles and perspectives and the conditions affecting their work.

ENG299 Special Topics in Literature

3 credits/term (3 lec hrs/wk)
In-depth exploration of theme, problem and mode in literature for students who have a special interest in the issue. Each time the course is offered, it will be subtitled to identify the special subject of study.

0.534 Appreciation of Literature

1 - 3 credits (15 - 36 hr/total)
Survey of literature to stimulate and increase enjoyment and understanding through a variety of literary works, writing periods and study approaches.

0.536 Shakespeare: Ashland

1 - 3 credits (15 - 36 hr/total)
Presents detailed examination of Shakespeare plays produced at Ashland with emphasis on understanding and appreciating Elizabethan culture. Students have the option of attending the plays in Ashland as a group.

MACHINE TOOL TECHNOLOGY

4.160 Basic Metallurgy

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.

4.170 Machine Tools I

3 credits (2 lec, 3 lab hrs/wk)
Basic introduction of benchwork, drill presses, power saws, grinders and lathes. A general overview of tools, materials and procedures used in the machine shop.

4.171 Machine Tools II

3 credits (2 lec, 3 lab/hrs wk)
A continuation of Machine Tools I, introducing the vertical and horizontal milling machines, tool sharpening and threading on the lathe, emphasizing machine tool theory and precision measurement.
Prerequisite: 4.170 Machine Tool I or instructor's consent

4.172 Machine Tools III

3 credits (2 lec, 3 lab hrs/wk)
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 are studied.
Prerequisite: 4.171 Machine Tools II or instructor's consent.

4.173 Numerical Control Machining I

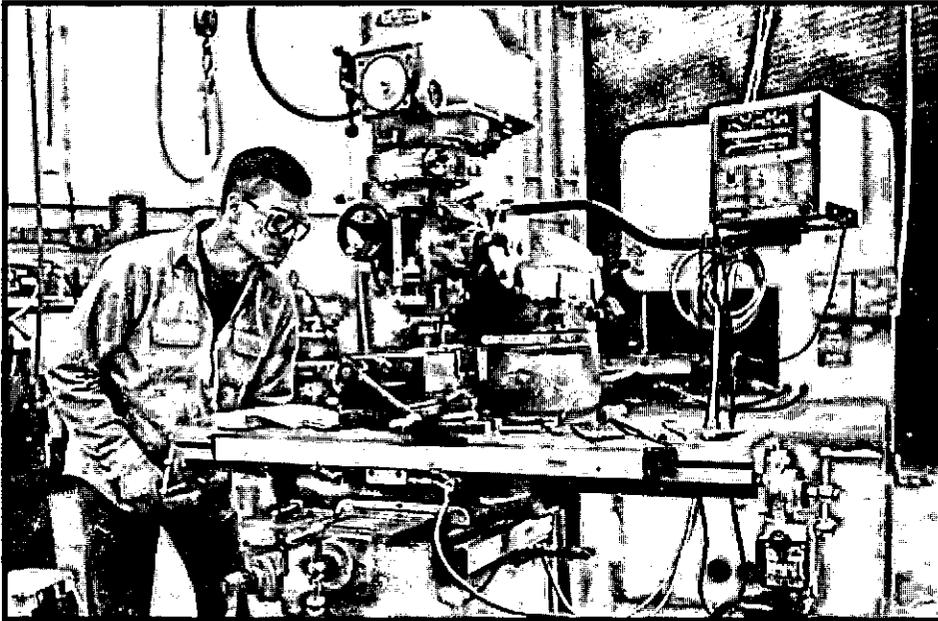
3 credits (2 lec, 3 lab hrs/wk)
Introduces numerical control machining, writing of point-to-point programs, setup and operation of a N.C. Milling machine and related applications.
Prerequisites: Machine Tools I and instructor's consent.

4.174 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 manufacturer's catalogs and to practically apply the information in machine shop situations.

4.175 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.



4.176 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: 4.172 Machine Tools III or instructor's consent.

4.177 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: 4.176 Machine Tools IV or instructor's consent.

4.178 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: 4.177 Machine Tools V or instructor's consent.

4.179 Advanced Studies Project
 3 credits (9 lab hrs/wk)
 Provides additional lab experience. Students will, with instructor's approval and supervision, design and produce a special tool using any of the tools and machines available in the machine shop.
Prerequisite: Second year Machine Tool Technology major or instructor's consent.

4.181 Numerical Control Machining II
 3 credits (2 lec, 3 lab hrs/wk)
 Second course in the N.C. series introduces computer numerical control machining, the use of computers in writing programs to operate machines, setup and operation of CNC-Milling machines, and CNC-Lathes.
Prerequisite: 4.173 Numerical Control Machining I or instructor's consent.

4.182 Numerical Control Machining III
 3 credits (2 lec, 3 lab hrs/wk)
 Continues the training in CNC-machining and CNC-programming started in N.C.M. II, through advanced programming and machining techniques. Students will design, program and machine actual parts of moderate complexity.
Prerequisites: 4.181 Numerical Control Machining II or instructor's consent.

4.280 Cooperative Work Experience
 1-9 credits (4-36 lab hrs/wk)
 Gain on-the-job experience in coordinator-approved shop situations that closely parallel field of study. Work overseen by supervisor and coordinator. Seminar arranged by supervisor.
Prerequisite: Instructor's consent.

9.228 Machine Tool Technology Workshop
 .25-3 credits (1-9 lab hrs/wk)
 Operation and setup of lathes, milling machines, grinders and other machines in the shop. Opportunity to advance skills in applications common to those in industry. Special tools and materials provided by student.
Prerequisite: Instructor's consent.

MARINE NAVIGATION

9.615 Marine Navigation - Piloting
 3 credits (3 lec hrs/wk)
 Provides a basic understanding of the principles involved in navigation and 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.

9.616 Marine Celestial Navigation
 3 credits (3 lec hrs/wk)
 Provides a basic understanding of the principles involved in celestial navigation and a working knowledge of celestial navigational techniques. Enables recipients to meet licensing requirements of the U.S. Coast Guard to prepare operators of ocean-going vessels (more than 200 miles offshore) and for examinations in celestial navigation. A study of celestial sightings, time and the utilization of these concepts for navigation, involving the use of various instruments and required publications to reduce these lines of position to navigational lines.

MATHEMATICS

0.760 Math Lab

0 credit

Individualized instruction on all levels of math from basic arithmetic to calculus. Student works at own speed and level.

Prerequisite: Registration in any math course.

MTH20 Basic Mathematics

4 credits (4 lec hrs/wk)

Prepares students for successful completion of any program requiring knowledge of basic mathematics.

Prerequisites: Appropriate score on placement test or instructor's consent.

MTH30 Applied Math for Industrial Mechanics

4 credits (4 lec hrs/wk)

Basic arithmetic operations with an emphasis on applications. Offered by the math department in cooperation with the vocational preparation program areas.

Prerequisites: Appropriate score on placement test or instructor's consent.

MTH31 Applied Algebra and Geometry for Industrial Mechanics

4 credits (4 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 vocational preparation program areas.

Prerequisite: Successful completion of MTH30 with a "C" or better or instructor's consent.

MTH33 Applied Trigonometry for Industrial Mechanics

4 credits (4 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.

MTH75 Introduction to Geometry

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

This course will take a non-traditional approach to geometry. Rather than focus on proofs, emphasis will be on using formulas and applying them to practical situations. Topics covered include perimeter, area, volume, surface area, angle measure, similar triangles, Pythagorean Theorem and arc length. Some metric conversion use of scientific calculator is introduced.

Prerequisites: MTH70 with a grade "C" or better, or instructor's consent, or appropriate score on placement test. MTH70 may be taken concurrently. Higher level math may be substituted for MTH70.

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.

Prerequisites: 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.

Prerequisite: Appropriate score on placement test or successful completion of 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.

Prerequisites: Appropriate score on placement test or successful completion of MTH95 or MTH105 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, and 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

4 credits/term (4 lec hrs/wk)

Includes introduction to problem solving, number systems, number theory, probability and statistics, measurement and geometry.

Prerequisites: 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
 4 credits/term (4 lec hrs/wk)
 Includes introduction to problem solving, number systems, number theory, probability and statistics, measurement and geometry.
Prerequisites: Successful completion of MTH211 with a "C" or better or instructor's consent.

MTH213 Fundamental of Elementary Mathematics III
 4 credits/term (4 lec hrs/wk)
 Includes introduction to problem solving, number systems, number theory, probability and statistics, measurement and geometry.
Prerequisites: 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/term (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.
Prerequisites: 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/term (4 lec hrs/wk)
 Topics include definite and indefinite integrals with applications to area, force, work, and growth and decay problems.
Prerequisites: Successful completion of MTH251 with a "C" or better or instructor's consent.

MTH253 Calculus III (Infinite Series and Sequences)
 4 credits/term (4 lec hrs/wk)
 Topics include indeterminate forms, infinite sequences and series, improper and multiple integrals, conic sections and the formal definition of limit.
Prerequisites: Successful completion of MTH252 with a "C" or better or instructor's consent.

MTH254 Calculus IV (Introduction to Vectors and Multidimensional Calculus)
 4 credits/term (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.
Prerequisites: Successful completion of MTH253 with a "C" or better or instructor's consent.

MUSIC

MUP105/205 Jazz Ensemble (Jazz Band)
 1-3 credits term (1-2 lec, 1-3 lab hrs/wk)
 Provides opportunity for musicians to participate and improve music techniques and skills, notation, terminology and improvisation as they apply to the jazz idiom.
Prerequisites: Audition and instructor consent.

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.

MUP121/221 Symphonic Choir (Community Choir)
 1 credits/term (2 lec-lab hrs/wk)
 Performance oriented practice for presentations, including music with different styles and problems.

MUP123/223 Opera Workshop: Community Opera
 1 credit/term (1 lec, 2 lab hrs/wk)
 Rehearse and execute performance of an opera by an accomplished composer.
Prerequisites: Vocal training and musicianship, evaluated by audition.

MUP125/225 Vocal Jazz Ensemble (Southwesters)
 2 credits/term (4 lab hrs/wk)
 Performance of popular vocal arrangements. Emphasis on precision, sensitivity and musicianship.

Prerequisites: Audition and instructor's approval.

MUP131 Chamber Choir/Madrigal
 2 credits (4 lec-lab hrs/wk)
 Small vocal ensemble that rehearses and performs choral chamber music from the medieval period to the present.
Prerequisite: Instructor consent.

MUP142/242 Chamber Orchestra (Sinfonietta)
 1-2 credits (2-4 lec-lab hrs/wk)
 Provides opportunity for musicians to participate and improve musicianship and instrumental skills.
Prerequisite: Instructor consent.

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.

MUP171/271 Applied Piano
 1 credit (1 lab hr/wk)

MUP172/272 Applied Harpsichord
 1 credit (1 lab hr/wk)

MUP173/273 Applied Organ
 1 credit (1 lab hr/wk)

MUP174/274 Applied Voice
 1 credit (1 lab hr/wk)

MUP175/275 Applied Violin
 1 credit/term (1 lab hr/wk)

MUP180/280 Applied Guitar
 1 credit/term (1 lab hr/wk)

MUP202 Concert Band
 1 - 2 credits (2 - 4 lec lab hrs/wk)
 Music studio class offering rehearsal and performance opportunities in concert band literature.

MUS101/102/103 Music Fundamentals
 1 - 3 credits each (1-3 lec hrs/wk)
 Introduction to principles and foundations of music. Covers reading, writing, analyzing and composing music.



SWOCC Southwesters at 30th anniversary celebration.

MUS111/112/113 Music Theory
4 credits/term (4 lec hrs/wk)
Examines elements, structures and patterns of music. Analyzes styles of major composers and develops aural and keyboard skills.
Co-requisites: MUS114, 115, 116 Ear and Sight Reading.
Must be taken in sequence.

MUS114/115/116 Ear Training and Sight Reading
1 credit/term (1 lec hr/wk)
Identification of notes and rhythms.
Co-requisites: MUS 111,112,113 Music Theory.
Must be taken in sequence.

NOTE: ALL MUSIC MAJORS MUST TAKE EAR TRAINING

MUS131/132/133 Piano Class
1 credit/term (1 lec, 1 lab hr/wk)
Theory and practice in piano and keyboard techniques. Must be taken in sequence.

MUS134/135/136 Voice Class
1 credit/term (1 lec hr/wk)
Basic voice techniques. No musical background required.
Must be taken in sequence.

MUS137/138/139 Guitar Class
1-2 credits/term (1-2 lec hr/wk)
Introduces basic guitar techniques.
Prerequisite: Students must have access to an acoustical guitar.
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 hr/wk)
Examines structure and elements of music through analysis of the styles of major composers.
Prerequisites: MUS111/112/113, Music Theory I, II, III or instructor consent.

MUS261/262/263 Music History I, II, III
3 credits/term (3 lec hrs/wk)
Survey of the music, lives, and times of the composers and music that influenced the course of Western music.

0.522.7 Band (Jazz Band)
0 credit (1-2 lec, 1 lab hrs/wk)
Provides opportunity for musicians to participate and improve music techniques and skills, reading, notation, terminology and improvisation as they apply to the jazz idiom.

0.522.8 Community Choir (Symphonic Choir)
0 credit (1-2 lec, 1 lab hrs/wk)
Performance oriented practice for presentations, including music with different styles and problems.

0.522.9 Chamber Orchestra (Sinfonietta)
0 credit (1-2 lec, 1 lab hrs/wk)
Vocal ensemble provides opportunity for singers to practice and improve talents. Attention is given to voice placement and usage, music reading, terminology and major choral literature of all styles and periods.

NURSING

NUR101 Fundamentals of Nursing
9 credits (5 lec, 12 lab hrs/wk)
First quarter of a four-quarter practical nursing program leading to a certificate and eligibility to take the state board examination for licensure and/or a six-quarter associate degree program leading to eligibility to take state board examination for registered nurse licensure. Beginning concepts in the areas of fundamentals of nursing. Major concepts in communication, mental health, body mechanics, alignment, asepsis, nutrition, fluids, pharmacology, growth and development and maternal health are introduced.
Prerequisite: Admission to SWOCC Nursing Program.

NUR102 Nursing Science and Practice
9 credits (5 lec, 12 lab hrs/wk)
Continues to build skills and introduce new skills and concepts relating to crisis, mobility homeostasis, elimination and oxygenation. Communications and 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, 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, completion of NUR101 and 102 and Anatomy and Physiology I and II (BI231 and 232) with a grade C or better.

NUR150 Nursing Study Skills

1 - 2 credit (1-2 lec hrs/wk)

Introduces students to the nursing program requirements and teaches them the use of study skills in conjunction with those requirements.

NUR201 Nursing Science and Practice III

9 credits (5 lec, 12 lab hrs/wk)

Covers alterations in physiological and psychological functioning with needed nursing interventions in relation to orthopedics, urinary, cancer, blood dyscrasia and neurological problems. Nursing process in care of patients with these disorders is stressed, including acute psychiatric disorders, psychoses, substance abuse and suicide. I.V. therapy is taught as far as maintenance, medications and blood administration. Students will study the Practical Nurse's transition from student to graduate working after graduation, legal/ethical aspects of LPN practice and giving medications to groups of patients.

Prerequisite: Satisfactory completion of first year of the program or admission into second year with advanced placement as an LPN or transfer student.

NUR202 Nursing Science and Practice IV

9 credits (5 lec, 12 lab hrs/wk)

Covers complications of all aspects of pregnancy, including acute neonatal care and acute GYN problems, endocrine/renal and common acute pediatric health problems. Care of the patient in E.R., airway insertion and physical assessment of the heart and lungs is stressed.

Prerequisites: Completion of NUR201 and BI123 Elementary Microbiology with a grade C or better or advanced

placement as an LPN (see admission requirements in catalog).

NUR203 Nursing Science and Practice V

10 credits (5 lec 15 hrs/wk)

Care of the patient in CCU-ICU, acute neurological problems, neck/chest surgery patients, communicable diseases, eye and ear disorders, R.N. roles, management of multiple patient assignments, organization of health care facilities, responsibilities of RN, ethically, professionally and legally. All required lab hours are spent in last four weeks of quarter (40 hours per week including weekends).

Prerequisite: Completion of NUR202 with a grade of C or better.

Students must be in satisfactory standing to enter this quarter.

5.460 Basic Nursing Assistant

6 credits (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.

9.416 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.

9.424/0.574 Hospice/WAC Training

3 credits (3 lec hrs/wk)

For persons who are interested in being volunteers for *South Coast Hospice* and/or *We Are Concerned* and those working with the terminally ill. These local community organizations offer emotional, physical and social support to individuals and families involved with a life-threatening or terminal illness. The class focuses on intrapersonal and interpersonal issues which face the volunteer and

professional working with clients. The class is open to anyone interested in the subject matter covered.

9.427 Career Development Seminars:

Health and Wellness - General
0-3 credits (1-90 lec and/or lab hrs total)
Inservice training program and seminars designed to study current issues and problems within health and wellness areas and methods of alleviating them.

OFFICE ADMINISTRATION

OA114 Personal Shorthand

3 credits (5 lec-lab hrs/wk)

Uses abbreviated alphabetic forms to record and transcribe dictation.

OA116 Office Procedures

3 credits (5 lec-lab hrs/wk)

Methods, concepts and procedures for today's business office operation including defining the role of the office worker, setting priorities, coordinating mail, responding to office callers, handling incoming and outgoing telephone calls, making travel arrangements, telecommunications, reprographics, developing communication skills and job search techniques, i. e. resume and cover letter preparation and job interview techniques.

OA121 Keyboarding I

3 credits (5 lec-lab hrs/wk)

Presents principles of typewriter operation and keyboarding, manuscript writing, tabulation, centering, correspondence, speed and accuracy development.

OA122 Keyboarding II

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

Review and advanced instruction on formatting business correspondence, special correspondence and tables, business forms and reports. Intensive drills to increase speed and accuracy. **Prerequisites:** OA121 Keyboarding or equivalent with a grade of C or better. Typing skill level at 45 wpm; be able to format a simple letter, table and report.

OA123 Keyboarding: Advanced Formatting

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

Emphasis on speed, accuracy and secretarial standards in producing documents using IBM-compatible equipment and software. Assignments include manuscripts, statistical tables, form letters, mailing lists and specialized correspondence.

Prerequisites: OA201 Beginning WordPerfect (can be taken concurrently) and OA122 Keyboarding II. Minimum typing speed of 50 wpm or instructor's consent.

OA124 Typing Skill Building

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

Develops keyboard speed and accuracy through drill and production.

Prerequisite: OA121 Keyboarding I or the ability to touch type.

OA 131 Legal Secretarial Procedures I

4 credits (3 lec, 2 lec/lab)

The course covers background and basic operation of a law office, including ethics, responsibilities and duties of a legal secretary and career opportunities in the field of law. Structure of the court system is covered, along with basic form preparation in personal injury litigation.

Prerequisite: OA121 Keyboarding I or instructor's consent.

OA132 Legal Secretarial Procedures II

4 credits (3 lec, 2 lec/lab)

Emphasis on speed and accuracy in producing legal documents using IBM-compatible equipment. Knowledge of legal terminology also is emphasized.

Prerequisites: OA201 Beginning WordPerfect, OA131 Legal Secretarial Procedures I. Typing speed 45 wpm or instructor's consent.

OA133 Legal Secretarial Procedures III

3 credits (1 lec, 2 lec/lab, 3 TBA lab)

Students will operate transcribing machines and IBM PC compatible equipment to produce legal documents. Continuation of study of legal terminology.

Prerequisites: OA131 and OA132

Legal Secretarial Procedures I and II.

OA201 Beginning WordPerfect and typing speed 45 wpm.

OA200 Introduction to Word Processing

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

Surveys the effects of automated office equipment in office organization structures and the role and career opportunities of word processing workers. In-depth study of electronic typewriter with memory.

Prerequisites: OA122 Keyboarding II or equivalent; or consent of instructor; minimum typing speed - 40 wpm; good language arts skills.

OA201 Beginning WordPerfect

2 credits (4 lec-lab hrs/wk)

Introduces principles and concepts of a word processing software system, including the procedures and techniques used to operate the system.

Prerequisite: CS101 or instructor's consent.

OA204 Advanced WordPerfect

2 credits (4 lec-lab hrs/wk 48 total)

For persons with basic skills and knowledge of WordPerfect IBM-compatible computers. Will cover merge, sort, macros, document assembly and basic desktop publishing.

Prerequisite: OA201 Beginning WordPerfect.

OA220 Electronic Calculators

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

Ten-key system for machine operation and use of electronic, desk-top style calculators in the four fundamentals of mathematics. Four operations are used to solve applied business problems with speed and accuracy.

Prerequisite: MTH20 Basic Mathematics or equivalent or instructor's consent.

OA225 Machine Transcription

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

Practice in the conversion of audio-recorded dictation to typewritten copy, using English essentials, spelling, punctuation and grammar; and typewriting skills to produce mailable business documents.

Prerequisites: Minimum typing speed

of 40 wpm; 2.591 Proofreading and Editing Skills; OA201 Beginning WordPerfect or instructor's consent.

OA240 Filing/Records Management & Office Systems

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

A comprehensive study of filing systems equipment and criteria by which records are created, classified, stored and retrieved. Covers effective communication transmittal systems with particular emphasis on mail handling and telephone systems.

OA256 The Electronic Office

3 credits (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, CIS131, OA122 Keyboarding II.

2.280 Cooperative Work Experience

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

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

Prerequisite: Instructor's consent.



Mrs. Conn - Betty LaVelle

2.591 Proofreading and Editing Skills
3 credits (5 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 score of 53 or better or instructor's consent.

2.597 Medical Office Coding
2 credits (4 lec hrs/wk 5 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: 9.723 Medical Terminology I and concurrent enrollment in 9.726 Medical Terminology II or instructor's consent.

4.351 Job Search Techniques/Career Management

2 credits (4 lec hrs/wk 5 wks)
Presents methods, concepts, and procedures for conducting a job search campaign. Includes exploring the market place, conducting a self-appraisal, resume preparation, written and oral communications, letter preparation, dress for success, interviewing techniques, preparing the job application, and follow-up techniques.

5.401 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.

5.402 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.

5.533 Medical Law and Ethics

1 credit (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.

9.709 Beginning Keyboarding for Microcomputers

1 credit (1 lec, 4 lab hrs/wk)
Develop skills in inputting alphabetic, numeric and symbol information on a microcomputer keyboard. Introduction to and practice on the numeric keypad. Covers an understanding of the basic vocabulary and concepts used in keyboarding operations for entering and retrieving information.

9.723 Medical Terminology I

3 credits (3 lec hrs/wk)
Introduction to medical terminology including medical prefixes, suffixes and word stems. Study in each system is categorized into additional prefixes and suffixes, diagnostic, symptomatic and operative terminology. Basic coverage of skeletal structures.
Must be taken in sequence.

9.724 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, Oregon law, consents, authorizations and basic medical records.
Need not be taken in sequence.

9.725 Reimbursement Management
3 credits (3 lec hrs/wk)

Medical insurance terminology, familiarity with types of insurance programs. Credit and collection procedures with federal and Oregon laws, credit applications, basic billing cycles.

9.726 Medical Terminology II
3 credits (3 lec hrs/wk)

A complete study of medical terminology of body systems, i. e. respiratory, endocrine, eye/ear, digestive, muscle structures, reproductive - male/female.
Prerequisite: 9.723 Medical Terminology I.
Must be taken in sequence.

9.727 Medical Transcription I
3 credits (2 lec, 3 lab hrs/wk)

Introduces simpler forms of medical transcription from hospital dictation. Utilization of terminology with emphasis on accuracy.
Prerequisites: 9.723 Medical Terminology I. OA225 Machine Transcription or instructor's consent.

9.728 Medical Terminology III
3 credits (3 lec hrs/wk)

Covers all systems introduced in Medical Terminology I and II and intensifies spelling drills pertinent to each system. Attention to anatomical detail with more intensified explanation of anatomy, structures, glands and organs. Local physicians will lecture.

9.729 Medical Transcription II
3 credits (2 lec, 3 lab hrs/wk)

Specialized/complex medical dictation by actual physicians for the development of transcription skills.
Prerequisite: 9.727 Medical Transcription I or instructor's consent.

9.730 Medical 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, medical insurance billing, meeting and travel arrangements, and organization and management responsibilities.
Need not be taken in sequence.

9.731 Clinical Procedures I
3 credits (2 lec, 2 lec-lab hrs/wk)
Provides clinical orientation, initial instruction and basic skills for a medical/clerical assistant.
Prerequisite: 9.723 Medical Terminology I or instructor's consent.
Must be taken in sequence.

9.732 Clinical Procedures II
3 credits (2 lec, 2 lec-lab hrs/wk)
Provides in-depth simulation of clinical experience in procedures practiced by office nurses to prepare the medical office assistant to substitute for the physician's nurse, without major routine changes in office routine, for the safety, security and comfort of patient, physician and assistant.
Prerequisite: 9.731 Clinical Procedures I or instructor's consent.
Must be taken in sequence.

9.733 Clinical Procedures III
3 credits (2 lec, 2 lec-lab hrs/wk)
Provides knowledge, skills and practical experience enabling the student to attain and maintain safe, intelligent, quality patient care under supervision of licensed personnel. Emphasis on medical and surgical aspects in preparation for office surgery.
Prerequisites: 9.731 Clinical Procedures I, 9.732 Clinical Procedures II or instructor's consent.
Must be taken in sequence.

9.735 Legal Secretarial Procedures I
4 credits (3 lec, 2 lec/lab hrs/wk)
Covers background and basic operation of a law office, including ethics, responsibilities and duties of a legal secretary and career opportunities in the field of law. Structure of the court system is covered, along with basic form preparation in personal injury litigation.
Prerequisite: OA121 Keyboarding I or instructor's consent.

9.736 Legal Secretarial Procedures II
4 credits (3 lec, 2 lec/lab hrs/wk)
Emphasis on speed and accuracy in producing legal documents using IBM-compatible equipment. Knowledge of legal terminology is emphasized.
Prerequisites: OA201 Beginning WordPerfect, 9.735 Legal Secretarial

Procedures I. Typing speed 45 wpm or instructor's consent.

9.737 Legal Secretarial Procedures III
3 credits (1 lec, 2 lec/lab, 3 lab hrs/wk)
Students operate transcribing machines and IBM PC compatible equipment to produce legal documents. Continuation of study of legal terminology.
Prerequisites: 9.735 and 9.736 Legal Secretarial Procedures I and II. OA201 Beginning WordPerfect and typing speed 45 wpm.

9.757 Introduction to Word Processing I
0.5 credit (3 lec-lab hrs/wk)
Introduction to using the WordPerfect program on micro-computers. Learn to input, save, revise and print documents. Basic format changes are introduced.
Prerequisite: Typing 25 wpm.

PHILOSOPHY

PHL101 Philosophical Problems
3 credits/term (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/term (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 that 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/term (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

0.519.1 Basic Photography I
0.5-2 credits/term (15-36 hrs total)
Introduction to basic principles of photography; instruction in camera use, including lenses and their applications; developing and processing negatives, darkroom procedures, printing and enlarging techniques, special application (i.e., dodging, toning, etc.). Includes analysis of different types of film and developing procedures. Presentation of basic components of composition, etc., leading to advanced courses in photography.

0.519.3 Introduction to Photography Basics
1.5 credits (1 lab hr/wk, two 2-hr field trips)

Techniques of photography and how to be creative in taking photos.
Prerequisites: 35mm camera and knowledge of operation.

9.255 Color Developing and Printing
2 credits (1 lec, 2 lec-lab hrs/wk)
Introductory course for those already proficient in black and white materials. Understanding color processes to the degree of processing and printing color film. Assists both the serious amateur and the commercial photographer.
Prerequisite: Proficiency in black and white processing and printing.

PHYSICAL EDUCATION

PE131 Introduction to Health & Physical Education
3 credits (3 lec hrs/wk)
Professional orientation, basic philosophy and objectives, professional opportunities and qualifications.

PE180 Women's Athletic Team
 1 credit (5 lab hrs/wk)
 Volleyball
 Volleyball Techniques
 Basketball
 Basketball Techniques

PE185 CoEd Athletics
 1 credit (3 lab hrs/wk)
 Track & Field
 Track & Field Techniques
 Cross Country
 Cross Country Techniques
 Fundamentals of Track & Field
 Physical Conditioning for Track

PE185 Physical Education
 1 credit (3 lab hrs/wk)
 Provides students with an activity that will promote physical and emotional well-being. Enables the student to develop and/or pursue life-long physical activity. Class meets three hours a week. Some courses have prerequisites or require the instructor's consent. Special arrangements may be made for restricted or corrective work.

- Aerobic Dance
- Aerobic Exercise
- Badminton
- Basketball
- Creative Dance I, II
- Folk Dance
- Golf
- Jazz Aerobics
- Jogging
- Personal Defense
- Physical Conditioning
- Racquetball
- Slimnastics
- Softball
- Super Circuit
- Swimming
- Swimnastics
- Tennis
- Volleyball
- Weight Training

PE190 Men's Athletic Team
 1 credit (5 lab hrs/wk)
 Basketball
 Basketball Techniques



Lady Lakers - photo Greg Gerson

PE195/295 Professional Activities
 1-2 credits (3-6 lab hrs/wk)
 Designed to provide Physical Education majors with opportunities to learn and develop teaching techniques and gain basic skills in the activity. Sequence is offered every other year:

Fall Term:
 Field Sports and Track & Field

Winter Term:
 Basketball, Badminton, Fundamentals of Movement and Volleyball

Spring Term:
 Gymnastics, Conditioning and Tennis

PE198/298 Independent Study in Physical Education - to be arranged

PE231 Wellness for Life
 3 credits (3 lec hrs/wk)
 Lifetime fitness activities and wellness strategies.

PE280 Field Experience
 1-3 credits (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/term (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/term (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.

4.300 Technical Physics (Mechanics)
 3 credits (6 lec- lab hrs/wk)
 Physics with emphasis on technical applications. Covers mechanical, thermal, optical, acoustic, electrical, and magnetic principles. Includes laboratory activities.
Prerequisites: MTH70 or equivalent, RDG 90 or equivalent. **Co-requisite:** MTH40 or equivalent.

4.304 Technical Physics (Electricity and Magnetism)
 3 credits (6 lec lab hrs/wk)
 Physics emphasizing technical applications. Covers mechanical, thermal, optical, acoustic, electrical, and magnetic principles, including laboratory activities.
Prerequisite: 4.300 Technical Physics (Mechanics).

POLITICAL SCIENCE

PS198/298 Independent Studies in Political Science - to be arranged, under professional guidance.

PS201 American Government: Institutions
 3 credits/term (3 lec hrs/wk)
 An introduction to American political institutions, processes and ideology in relation to politics and public policy

**PS202 American Government:
Policy Issues**

3 credits/term (3 lec hrs/wk)
Continues study of civil liberties and practical application of powers of federal government to society's problems. Current issues in American politics and the application of federal government powers to society's problems will be addressed.

**PS205 International Relations:
Global Issues**

3 credits/term (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 are 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.

**PSY135 Single Again: Aftermath of
Divorce**

1 credit (3 lab hrs/wk)
Designed to assist the recently divorced through the psychological and physical realities that are a part of that phenomenon. Provides instruction on historical perspective of marriage dissolution, assessing positions realistically and constructive planning for the future.

PSY140 Life Plan

3 credits (3 lec hrs/wk)
Provides an opportunity to explore current and future directions for career selection, definitions of family and development of a "Life Plan" to mesh with changing lifestyles. Occupational and personal "restructuring" throughout the life cycle.

**PSY199 Introduction to Social
Science Research**

3 credits/term (3 lec hrs/wk)
Introduces students to social science research. Presents the scientific method, research ethics, various research designs, goals of research, evaluation of social science research and an introduction of statistical analyses.

Prerequisite: Math 70 or a score of 51 on the ASSET Elementary Algebra test.

PSY201 General Psychology

3 credits/term (3 lec hrs/wk)
Introduces principles and theories of human behavior. Stresses the biological and developmental aspects including the senses and perceptual processes. Need not be taken in sequence.

PSY202 General Psychology

3 credits/term (3 lec hrs/wk)
Surveys psychological processes of learning and memory, language and thought, motivation and emotion. Need not be taken in sequence.

PSY203 General Psychology

3 credits/term (3 lec hrs/wk)
Describes individual differences and methods of measurements. Discusses personality theory; conflict and stress; abnormal and social psychology. Need not be taken in sequence.

**PSY239 Introduction to Abnormal
Psychology**

3 credits (3 lec hrs/wk)
Introductory survey of the diagnosis, etiology and therapy of emotional disturbances and behavioral disorders. College reading skills required.
Prerequisite: PSY201 or instructor's consent.

**PSY299 Psychology of Violence and
Aggression**

3 credits (3 lec hrs/wk)
Discusses the causes and extent of violence in society. An introduction to the physiological, social and psychological dynamics that cause human aggression and violence.
Prerequisites: PSY201 and CJ100

9.033 Career Workshops (General)
0-1 credit (1-10 lec hrs total)

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

PUBLIC SERVICE COURSES - FIRE

(See Fire Science Technology for
Associate Degree courses.)

**9.316 Wildfire (Standards for
Survival)**

.25 - 1 credit (4-10 lec hrs/total)
Provides students with knowledge in standard fire orders and fire situations to watch for. Credit difference reflects a difference in depth of coverage of identical material. Enhances safety of personnel while working a fire line.

9.318 Survival Standards

.75 credit (8 lec hrs total)
Provides students with knowledge in standard fire orders and situations to watch for. Enhances safety of personnel while working a fire line.

**9.320 Hazardous Materials
Awareness**

5 credits (5 lec hrs total)
Provides the hazardous materials first responder with the knowledge and skills to detect and identify hazardous materials and handle minor incidents.

**9.321 Hazardous Materials
Operations**

1 credit (12 lec hrs total)
Provides basic operations procedures for emergency personnel involved with hazardous materials.

9.333 N.I.I.M.S.

1 credit (10 lec hrs total)
Provides students with knowledge of the Incident Command System (I.C.S.) including operational requirements, eight interactive components and procedures for organizing and operating an on-scene management structure.



9.341 Arson Evidence and Courtroom Procedure

1 credit (14 lec hrs total)
Teaches employed or volunteer fire-fighters the skills needed to obtain arson evidence and familiarizes students with courtroom procedure.

9.367 Basic I.C.S. (I-226)

2 credits
The Incident Command System includes operating requirements, eight interactive components, and procedures for organizing and operating an on-scene management structure.

9.395 Career Development - Fire (General)

0-3 credits (1-90 hrs total)
Practical application of current fire suppression and management operations, aimed at employed or volunteer public service employees.

9.396A Fire Communication-Radio/Alarm

1 credit (10 lec hrs total)
Provides knowledge in reporting, alarm receiving, equipment types, response, and radio procedures.

9.396B Fire Prevention and Inspection

2 credits (20 lec hrs total)
Provides basic knowledge in fire prevention and fire inspection.

9.396C Water Supplies

1 credit (10 lec hrs total)
Provides basic information on water hydraulics, water systems, and testing for fire flows.

9.396D 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.

9.396E 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.

9.396I 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.

9.396J Safety Practices

.75 credit (8 lec hrs total)
Covers state, federal, and local agency's rules that apply to safety at the work place and preventive measures which will reduce personal injury.

9.396K Laws Affecting Fire Fighters

.75 credit (8 lec hrs total)
Provides a basic understanding of state, federal, and local laws that affect the fire science.

9.396L Supervision and Leadership
1-3 credits (10-30 lec hrs total)

Covers leadership skills in communication, management, problem-solving, and evaluation processes.

9.396M 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.

9.396Q 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.

9.396R Apparatus Operator I

2.5 credits (2 lec, 1 lab hr/wk)
Provides basic skills and knowledge to efficiently operate pumping apparatus.

9.396S Apparatus Operator II

2.5 credits (2 lec, 1 lab h/wk)
Provides advanced skills and knowledge to efficiently operate pumping apparatus.

9.396U 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.)

9.370 Basic Law Enforcement I

3 credits (3 lec hrs/wk)
Introduction to criminal justice and the judicial system, the U.S. Constitution, civil/legal liabilities, Oregon Criminal Code elements and Motor Vehicle laws.

9.371 Basic Law Enforcement II
3 credits (3 lec hrs/wk)
Continuation of Basic Law Enforcement I, covering laws of search and seizure, laws of evidence, testimony in court and investigative techniques and motor vehicle laws.

9.372 Basic Law Enforcement III
3 credits (3 lec hrs/wk)
Patrol techniques, safe vehicle operation, vehicle stop skills and safe firearm skills.

9.374 Dispatcher Training
3 credits (3 lec hrs/wk)
Dispatcher training course for fire and police dispatchers. Covers telephone skills to civil liability of a dispatcher. Those succeeding will receive Fire Standards Accreditation Board certification.

9.375 Search and Rescue Training
3 credits (2 lec, 2 lab hrs/wk)
Provides all the training and skills needed to meet state search and rescue certification standards.

9.390 Career Development: Law Enforcement
0-9 credits (1-324 lec and/or lab hrs total)
In-service training to study current issues and problems within the public service areas and methods of alleviating them.

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 (30 hrs total)
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: Should be taken concurrently with RE113 Real Estate Principles I.

RE113 Real Estate Principles I
3 credits (30 hrs total)
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.

RE116 Real Estate Finance I
3 credits (30 hrs total)
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 exam.
Prerequisite: RE113 Real Estate Principles I.

RE118 Real Estate Appraising I
3 credits (30 hrs total)
Methods for estimating the value of real property in residential form. Emphasis will be placed on appraisal process, definition of problem, appraisal plan, data collection, market approach to value, cost approach to value, income approach to value, correlations of estimates and writing the report.
Prerequisite: Basic knowledge of real estate.

RE222 Real Estate Appraising II
3 credits (3 lec hrs/wk)
Continuation of Real Estate Law I with emphasis on employment contracts, title insurance, earnest money receipts, options, closing statements, loan applications, escrow instructions, lending instruments, misrepresentation, insurable liability, subdivision and building codes, broker-attorney relationships, subdivision laws and landlord-tenant act.
Prerequisite: RE112 Real Estate Law I.

RE230 Real Estate Office Management and Supervision of Sales Personnel
3 credits (3 lec hrs/wk)
Methods of supervising activities of real estate sales personnel emphasizing planning, selection, training and evaluation of sales personnel, motivation, authority, communications, discipline and public relations. Students examine methods for establishing and operating a small real estate office with focus on organizational formats, planning, office facilities, financial reports, non-financial records, office personnel, office manuals and public relations.
Prerequisites: RE112 Real Estate Law I, RE113 Real Estate Principles I, and RE116 Real Estate Finance I.

9.290 Oregon Real Estate
1 credit (12 lec hrs total)
A review of the financing program available in the marketplace today. Emphasis on conventional real estate loans, government finance programs, finance regulations and alternate and seller financing. Provides continuing education for realtors.



Handsome Scram - Scott Shellshear

REFRIGERATION

9.130 Refrigeration I

3.25 credits (3 lec, 1 lab hr/wk)
Introduction to refrigeration, history, trade appreciation, fundamentals of refrigeration and compression systems.

9.131 Refrigeration II

3.25 credits (3 lec, 1 lab hrs/wk)
Introduction and fundamentals of compression systems, all types of refrigerants in use and the various types of flow controls used in refrigeration and air conditioning. Covers employment opportunities and apprenticeship.
Prerequisite: 9.130 Refrigeration I.

9.132 Refrigeration III

3.25 credits (3 lec, 1 lab hrs/wk)
Fundamentals of refrigeration, compression systems, flow equipment, condensers, flow chart controls.
Prerequisite: 9.131 Refrigeration II.

9.133 Refrigeration IV

3.25 credits (3 lec, 1 lab hrs/wk)
Continuation of refrigeration covering electrical controls and control valves.
Prerequisite: 9.132 Refrigeration III.

9.134 Refrigeration V

3.25 credits (3 lec, 1 lab hrs/wk)
Electric and electronic controls, control valves, evaporators and condensers.
Prerequisite: 9.133 Refrigeration IV.

9.135 Refrigeration VI

3.25 credits (3 lec, 1 lab hrs/wk)
Defrosting methods and compressor drives.
Prerequisite: 9.135 Refrigeration V.

9.136 Refrigeration VII

3.25 credits (3 lec, 1 lab hr/wk)
Operating and servicing refrigeration equipment.
Prerequisite: 9.135 Refrigeration VI.

9.137 Refrigeration VIII

3.25 credits (3 lec, 1 lab hrs/wk)
Operating and servicing refrigeration equipment, refrigerated enclosures, instruments, meters and heat calculation.
Prerequisite: 9.136 Refrigeration VII.

9.138 Refrigeration IX

3.25 credits (3 lec, 1 lab hrs/wk)
Instruments, meters and heat calculators, refrigerant lines and pressure drop.
Prerequisite: 9.137 Refrigeration VIII.

9.139 Refrigeration X

3.25 credits (3 lec, 1 lab hrs/wk)
Refrigerant line velocity, pressure drops and liquid cooling.
Prerequisite: 9.138 Refrigeration IX.

9.140 Refrigeration XI

3.25 credits (3 lec, 1 lab hrs/wk)
Line velocity, liquid cooling, absorption systems.
Prerequisite: 9.139 Refrigeration X.

SCIENCE, GENERAL

AGRICULTURE

0.624 Mushroom Identification

1 credit (25 hrs/total)
Covers identification of local wild mushrooms, their basic characteristics and location. Emphasis on positive identification of edible and nonedible species, preparation for food and methods of preserving.

0.624.1 Wild Edible Plants

1 credit (1 lec, 1 lab hr/wk, 2 field trips, 4 hrs ea)
Emphasis on identification, preparation and preservation of wild edible plants.

0.811 Gardening

1 credit (25 hrs/total)
Surveys gardening techniques for the local area. Includes garden planning, plant nutrition and fertilizers. Plant varieties and cultural techniques, irrigation, pest control and use of organic materials around the home are included.

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.

GS107 Astronomy

4 credits/term (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.

PHYSICAL SCIENCE

A sequence in Physical Science must include 104 and 105 plus either 106, 107 or 108.

GS104/105 Physical Science

4 credits/term (3 lec, 3 lab hrs/wk)
An overview of the essential ideas in physics and chemistry and their application to either astronomy or geology. Laboratory exercises illustrate important principles and provide experience with measurement and scientific method.
Prerequisite: One year of high school algebra or instructor's consent.

GS104 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.

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.



Chief - Betty LaVelle

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.

SOC212 Social Control
3 credits (3 lec hrs/wk)
Social controls in relation to the family, the environment, education, health care, social services and the criminal justice system.

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/term (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/term (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/term (3 lec hrs/wk)
Analyzes communication methods designed to change attitudes and actions. Aims at speaker effectiveness and critical thinking.

SP218 Interpersonal Communication
3 credits/term (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/term (3 lec hrs/wk)
Stresses skill building 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/term (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/term (3 lec hrs/wk)
Studies the development, theory and processes of creating live performances through human expression.



TA141 Acting I
3 credits/term (3 lec hrs/wk)
Studies the methods, techniques and theory of acting as an art form. Performing of laboratory exercises and cuttings from plays are the basic teaching approaches.

TA142 Acting II
3 credits/term (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
3 credits/term (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.

TA198 Individual Studies: Acting/Directing
1-3 credits/term (1-3 lec hrs/wk tba)
Offers individual and small group project experience in acting/directing.

TA199 Special Studies: Acting/Directing
1-3 credits/term (1-3 lec hrs/wk tba)
Offers individual and small group project experience in acting/directing.

TA241 Intermediate Acting Techniques
3 credits/term (3 lec hrs/k)
Surveys styles and techniques of acting including mime, improvisation, voice, stage combat, and physical preparation.

TA242 Intermediate Acting Techniques
3 credits/term (3 lec hrs/wk)
Surveys styles and techniques of acting including mime, improvisation, voice, stage combat, and physical preparation.

TA243 Intermediate Acting Techniques
3 credits/term (3 lec hrs wk)
Surveys styles and techniques of acting including mime, improvisation, voice, stage combat, and physical preparation.

WELDING TECHNOLOGY

0.763.1 General Metals
1 credit (36 hrs total)
An introductory course for those interested in investigating the field of metal working. Course includes basic arc and gas welding, bending, foundry processes and sheet metal.

4.150 Welding I
3 credits (1 lec, 4 lec-lab hrs/wk)
Introduction to oxyacetylene welding and cutting, covering theory of welding and cutting, safety and operation of oxyacetylene equipment to join light gauge metal in flat horizontal, vertical and overhead positions. Use of oxyacetylene cutting torch to cut and pierce steel.
Prerequisite: Instructor's consent.

4.151A Welding II-A: Shielded Metal Arc Welding (SMAW)
3 credits (1 lec, 4 lec-lab hrs/wk)
Arc welding covering safety and power supplies, arc metallurgy, rod selection, and techniques for flat and horizontal positions.
Prerequisites: Completion of 4.150 Welding I with a grade C or better or instructor's consent.

4.151B Welding II-B: Shielded Metal Arc Welding (SMAW)

3 credits (1 lec, 4 lec-lab hrs/wk)
Arc welding covering safety and power supplies, arc metallurgy, rod selection and techniques for flat, horizontal, vertical and overhead positions.

Prerequisites: Completion of 4.151 Welding IIA with a grade C or better or instructor's consent.

4.152 Welding III: Metal Inert Gas Welding (MIG), Tungsten Inert Gas Welding (TIG)

4 credits (2 lec, 4 lec-lab hrs/wk)
Metal inert gas welding and tungsten inert gas welding pertaining to the welding of ferrous and non-ferrous metals.

Prerequisites: Completion of 4.150, 4.151 Welding I, IIA with a grade C or better or instructor's consent.

4.153 Welding IV: Pipe ARC Welding

3 credits (1 lec 4 lec/lab hrs/wk)
Introduction to pipe arc welding stressing techniques, methods and safety.

Prerequisites: Completion of 4.150, 4.151(A, B), 4.152, Welding I, II (A, B) III, with a grade C or better or instructor's consent.

4.154 Welding V: Welder Fitter in Fabrication

5 credits (10 lec-lab hrs/wk)
Synthesizes all aspects of the welding field with special emphasis on integrating related fields.

Prerequisites: Completion of 4.150, 4.151(A, B), 4.152, Welding I, II (A, B) III, with a grade C or better or instructor's consent.

4.155 Advanced Applications

5 credits (10 lec-lab hrs/wk)
This capstone course for the two-year AA degree entails demonstration of skills and the knowledge acquired, the use of new equipment such as a Pulse/ARC MIG Welding machine and on-the-job work experience. Leads to the American Welding Society Certification (structured, AWS, ASME, API, nuclear) to qualify for entry into the job market.
Prerequisites: Welding majors only; completion of 4.150, 4.151 (A,B),

4.152, 4.153, 4.154 Welding I, II (A,B), III, IV, V with a grade C or better or instructor's consent.

4.159 Maintenance/Fitter Welding

5 credits (2 lec, 9 lab hrs/wk)
Introduction to maintenance and fitting procedures needed for safe occupation skills in welding trades.

Prerequisite: Second year welding majors.

4.165 Welding Lab A

3 credits (9 lab hrs/wk)
Development of welding skills, job shop techniques and related welding areas.

Prerequisite: Completion of 4.150, 4.151 (A,B), 4.152 Welding I, II (A, B), III with a grade C or better or instructor's consent.

4.166 Welding Lab B

3 credits (9 lab hrs/wk)
Emphasis on development of welding skills, job shop techniques and related welding areas.

Prerequisites: Completion of 4.150, 4.151 (A,B), 4.152 Welding I, II (A, B), III with a grade C or better or instructor's consent.

4.167 Welding Lab C

3 credits (9 lab hrs/wk)
Emphasis on development of welding skills, job shop techniques and related welding areas.

Prerequisite: Completion of 4.150, 4.151 (A,B), 4.152 Welding I, II (A, B), III with a grade C or better or instructor's consent.

4.280 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's consent.

9.150 Welding I

3 credits (1 lec, 4 lec-lab hrs/wk)
Introduction to oxyacetylene welding and cutting. Covers theory of welding and cutting, safety, operation of oxyacetylene equipment to join light gauge metal in flat, horizontal, vertical and overhead positions. Use of

oxyacetylene cutting torch to cut and pierce steel.

9.151A Welding II-A: Shielded Metal Arc Welding (SMAW)

3 credits (1 lec, 4 lec-lab hrs/wk)
Introduction to arc welding covering safety and power supplies, arc metallurgy, rod selection, and techniques for flat and horizontal positions.

Prerequisites: Completion of 9.150 Welding I with a grade C or better or instructor's consent.

9.151B Welding II-B: Shielded Metal Arc Welding (SMAW)

3 credits (1 lec 4 lec/lab hrs/wk)
Arc welding covering safety, power supplies, arc metallurgy, rod selection, techniques for flat, horizontal, vertical and overhead positions.

Prerequisites: Completion of 9.150 Welding I with a grade C or better or instructor's consent.

9.152 Welding III: Metal Inert Gas Welding (MIG), Tungsten Inert Gas Welding (TIG)

2 credits (1 lec, 3 lab hrs/wk)
Metal inert gas welding and tungsten inert gas welding pertaining to the welding of ferrous and non-ferrous metals.

Prerequisite: Completion of Welding I and II or instructor's consent.

9.154 Electrical I

4 credits (3 lec, 3 lab hrs/wk)
Covers elementary principles of electricity as applied to welding.

Prerequisite: Welding majors.

9.225 Welding Workshop: General Welding

0.25 credit (12 lab hrs/total)
Provides experienced welders with practice in basic welding techniques for skills upgrading and/or certification.
Prerequisite: Instructor's consent.

**9.225 Welding Workshop: Argon/
TIG Welders Only**

0.25 credit (12 lab hrs total)
Provides experienced welders with practice in basic welding techniques for skills upgrading and/or certification.
Prerequisite: Instructor's consent.

**9.225 Welding Workshop:
Certification for Non-Majors**

0.25 credit (12 lab hrs total)
Provides experienced welders with practice in basic welding techniques for skills upgrading and/or certification.
Prerequisite: Instructor's consent.

**9.225 Welding Workshop:
Certification for Majors**

0.25 credit (12 lab hrs total)
Provides experienced welders with practice in basic welding techniques for skills upgrading and/or certification.
Prerequisite: Instructor's consent.

WRITING

WR90 Paragraph Fundamentals

3 credits/term (3 lec hrs/wk)
Designed to help students write clear, correct paragraphs in Standard English. A final goal is to have students organize paragraphs in an essay.
Prerequisites: 0.525 with a grade of C or above (not R), placement test score or instructor's consent.
Sequence with RD90, SP100 for COMMUNICATIONS (should be taken in order: RD90, WR90, SP100).

WR121 English Composition

3 credits/term (3 lec hrs/wk)
Presents the fundamentals of expository prose through the development and frequent exercise of writing abilities. Designed to help students learn the use of unity, clarity, coherence and detail in the development of written ideas.
Sequence with WR122, WR123 or WR227. Must be taken in sequence.

WR122 English Composition

3 credits/term (3 lec hrs/wk)
Fundamentals of expository prose with special emphasis on the rhetorical principles of argumentation. Special attention is given to audience and style. Basic principles and use of logic in

argumentative/persuasive writing is introduced. Sequence with WR121, WR123 or WR227.
Must be taken in sequence.

WR123 English Composition

3 credits/term (3 lec hrs/wk)
Designed to teach the research process and the conventions of writing and documenting a research paper. Emphasis is on developing a method for planning, researching and writing papers based on collected data.
Sequence with WR121, WR122.
Must be taken in sequence.

**WR199 Writing Your
Autobiography**

3 credits/term (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/term (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's consent.

WR222 Advanced Composition

3 credits/term (3 lec hrs/wk)
Explores advanced approaches to writing that are beyond the scope of traditional composition offerings. Emphasis on advanced and experimental methods in form, style and tone.
Prerequisites: WR121 and WR122.

WR227 Technical Report Writing

3 credits/term (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: WR121 and WR122 or instructor's consent.

**WR241 Introduction to Imaginative
Writing**

3 credits/term (3 lec hrs/wk)
Practice in blending personal experiences and imagination in various literary forms. Concentrates on fiction writing techniques of characterization, dialogue, scene and structure. Student work is discussed in class along with nonstudent work in order to develop the techniques of imaginative writing.
Sequence with WR242, WR243.
Need not be taken in order.

**WR242 Introduction to Imaginative
Writing**

3 credits/term (3 lec hrs/wk)
Practice in creative writing techniques with a concentration on poetic devices of imagery, rhythm, poetic meaning and structure. Student work is discussed in class along with nonstudent work in order to develop the techniques of imaginative writing.
Sequence with WR241, WR243.
Need not be taken in order.

**WR243 Introduction to Imaginative
Writing**

3 credits/term (3 lec hrs/wk)
Practice in creative writing techniques of the student's choice. Student work is discussed in class along with non-student work in order to develop the techniques of imaginative writing.
Sequence with WR241, WR242.
Need not be taken in order.

**WR299 Writing Fiction Workshop
1 - 2 credits**

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

0.525 Sentence Fundamentals
5 credits (5 lec hrs/wk)
Designed to teach the skills of writing well-formed, grammatically correct and varied sentences, organizing paragraphs and using correct spelling and punctuation. Credits do not count toward graduation.

0.543 Creative Writing
1 credit
Concentrates on fiction writing techniques of characterization, dialogue, scenes and structure. Short stories are written and critiqued.

0.544.2 Writing Your Autobiography
3 credits/term (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.

0.546 Creative Writing
1 credit
Concentrates on poetic techniques of imagery, rhythm, poetic meaning and structure. Poems are written and critiqued. Other forms of fiction will be worked on with the instructor's consent.

0.552 Creative Writing
1 credit
Concentrates on a combination of fiction and poetry writing techniques. Other forms such as prose, poem or nature writing also may be discussed. Students may experiment with a variety of forms when writing for class critique.

HONORS IN ENGLISH

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

SMALL BUSINESS MANAGEMENT PROGRAM

The Small Business Management (SBM) program is designed to improve the management skills of small business owners. 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.

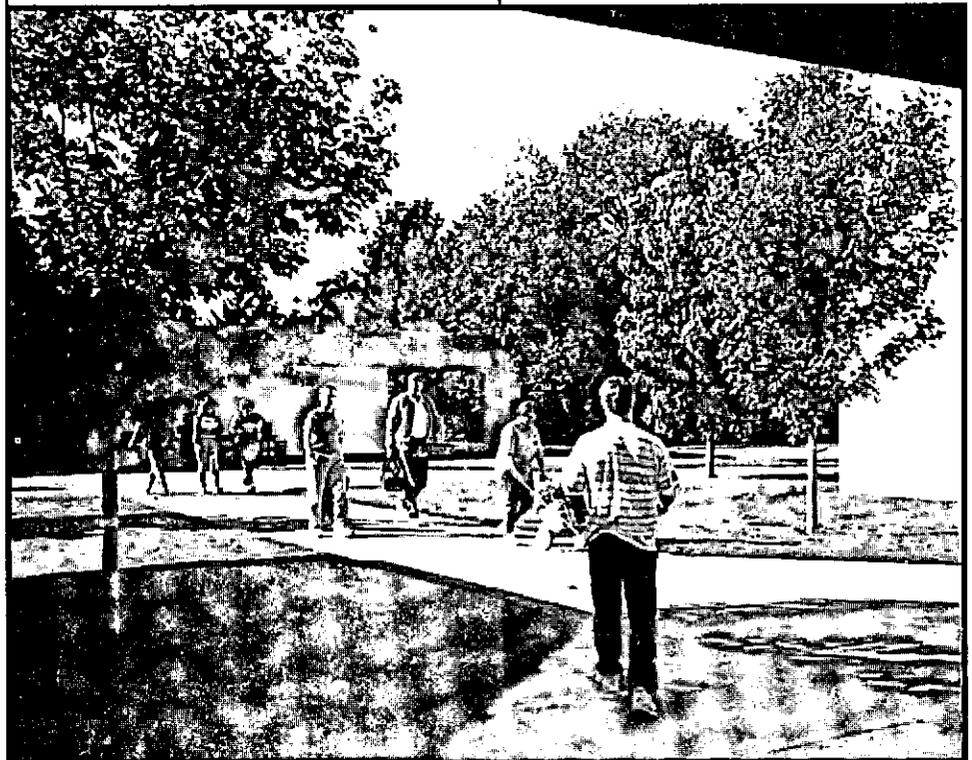
If, in the opinion of the director, the participant is not making the commitment mutually agreed upon, the director can give the participant three months notice that further participation in the program will be terminated if commitment is not renewed. If such termination occurs before the end of the participant's tuition year, there will be no tuition refund given.

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

Registration for the SBM program is for one year at a time. Full payment of the tuition is due upon receipt of the appropriate registration forms. Registration can be renewed for a maximum three years but is dependent upon re-admittance each year.

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

For further information, contact the Business Development Center, 340 Central, Coos Bay, 267-2300.



ADMINISTRATION

Board of Education

Citizens of the college district are represented in all aspects of the college operation by the Board of Education - seven men and women elected from the towns and cities of the district, by the people.

The Board, assisted by five ex-officio Board members representing the students, faculty, classified and administrative staff, determines the policy to be administered by the college president. A seven member appointed Budget Committee assists the Board with annual budget preparation.

The Board

Kathleen Eymann
Kay Heikkila
Ron Hjort
Ron Kreskey
Clint Laird
Jon Littlefield
Toni Poole

Budget Committee

Margaret Collins
Harvey Crim
Stephen Doty
Cindy Finlayson
Linda Power
Chuck Reigard
Debra Thommen

ADMINISTRATIVE STAFF

Office of the President

Dr. Stephen Kridelbaugh, President
Christy Sutton, Executive Secretary

Office of Instruction

Phillip Anderson, Dean of Instructional and Student Services
Patricia Bruneau-Gaber, Associate Dean of Extended Learning
Barbara Davey, Associate Dean of Professional/Technical Education

Gerry Livingston, Director of the Retired Senior Volunteer Program

Dortha McCarthy, Director of the Learning Resource Center/Director of International Studies

Jan Newlander, Director of Special Programs

Tom Nicholls, Coordinator of Student Activities

Sheila Ward, Cooperative Work Experience Specialist

Office of Administrative Services

Jim Love, Dean of Administrative Services/Director of Human Resources

Pat Alvey, Instructional Materials Technician

Greg Barker, Director of Plant Services

Robin Bunnell, Director of Financial Aid

Michael Gaudette, Director of College Advancement

Kevin Kimball, Finance Director

Kay Kronsteiner, Payroll Bookkeeper

Sharleen Lillebo, Bookstore Manager

Peggy McAnally, Confidential Secretary

Ron Olson, Accounting Specialist

Charla Spigolon, Personnel Specialist

Jean von Schwelnitz, Associate Dean of Student Services/Registrar

Stanley Wilkes, Custodial/Security Supervisor

FULL-TIME FACULTY

Jerri Bennett-Stillmaker, Assistant 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

Robert Bower, Professor, English
B. S. In English, 1969, Lycoming College
M.A. In English, 1971, Western Illinois University

Donald Burdug, Professor, Mathematics
B.S. in Mathematics, 1951
M.A. in Education, 1952, Colorado State College
M.S. in Mathematics, 1966, Oregon State 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, Assistant 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
ADN in Community Health Nursing, 1985, Tallahassee Community College

Ray Daniels, Assistant Professor, Welding Technology
B.S. in Industrial Education, 1969
Ed.M. 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 Douthit, Professor, History
A.B. in History, 1960, Harvard University
M.A. in History, 1965
Ph.D. in History, 1972, University of
California, Berkeley

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 Frallick, 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

Richard Grossman, Professor,
Secretarial Science
B.S.B.A. in Hotel and Restaurant
Management, 1965, Denver University
M.S. in Business Education, 1969, San
Jose 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, Assistant Professor,
English
B.A. in English, 1968, Agnes Scott
College
M.A. in English, 1970, University of
Wisconsin at Madison
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University

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,
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B.S. in Industrial Management, 1973,
California State Polytechnic University
Certified Master Automobile Technician,
1980

Charles Hower, Professor, Life
Sciences
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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

Kenneth Jensen, Assistant Professor,
Welding Technology
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Instructor

Kirk Jones, Professor/Head Librarian
B.A. in History, 1969,
M.L. in Librarianship, 1970, University of
Washington

Daniel Kelly, Associate Professor,
Physics/ Electronics
B.S. in Physics, 1971, California State
University, Northridge
M.S. in Physics, 1973, University of
California, Los Angeles

Linda K. Kridelbaugh, Assistant
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B.S. in Mathematics, 1970, South
Dakota School of Mines and Technology
M.S. in Computer Science, 1974,
Oregon State University

Bill Lemoine, Professor, Forest
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

Laurie Mazzotta, Counselor, Talent
Search Project
B.A. in Management and Social
Science, 1981, Marylhurst College
M.S. in Counseling and Psychology
Education, 1992, Southern Oregon
State College

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,
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William McGuire, Associate Professor,
Computer Science
B.A. in Physics and Mathematics, 1959,
Portland State University
M.A. in Mathematics and Physics, 1962,
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Robert Miller, C.M.A., Professor,
Business
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Bemidji State University
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University of Minnesota

John Noland, Professor, English
B.A. in English, 1966, Kansas State
University
M.F.A. in Creative Writing, 1968,
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Rosemary Plank, Assistant Professor,
Nursing
B.S. in Nursing, 1974,
M.S.N. in Nursing Education/
Administration, 1980, University of
Minnesota

Ronald Pullen, Assistant Professor,
Mathematics
B.A. in Mathematics, 1967,
M.A. in Mathematics Education, 1972,
Arizona State University

Angela Quinn, Associate Professor,
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B.S. in Nursing, 1980, Southern Oregon
State College
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Clara Radcliffe, Professor, English
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Wayne State University
M.A. in English Literature/History, 1959,
University of Michigan
Ph.D. in English Literature, 1974, State
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Tom Ransford, Visiting Instructor
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B.S. in Industrial Arts Education, 1961,
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Richard Raposa, Assistant Professor,
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Christine Scholey, Assistant Professor,
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Nebraska
M.A. in Art, 1973,
M.F.A. in Fine Arts, 1974, University of
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Robert Shepard, Professor, English
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James Shumake, Professor, Life
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B.S. in Biology and Chemistry, 1964,
Florida State University
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University

John Speast, Professor, Physical
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1972,
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Southern Oregon College

Donald E. Stensland, Professor, Earth
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B.A. in Sociology and History, 1953,
Augsburg College
M.S. in Geology, 1969, Oregon State
University

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Master of Librarianship, 1990, University
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Ronald Stubbs, Professor, Social
Sciences
B.A. in Anthropology, 1965,
M.A. in Anthropology, 1966, University
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Chemistry/Biology
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California
B.S. in Chemistry, 1986, California State
University
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Carolyn Tecube, Counselor, Talent
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Education, 1962, Oregon State
University
M.S. in Student Personnel
Administration and Counseling, 1964,
Cornell University

Andres Toribio, Professor,
Mathematics
B.S. in Mathematics, 1959, University of
Oregon
M.S. in Mathematics, 1966, Oregon
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Carol Vernon, Professor, Art
B.S. in Ceramics and Secondary Art
Education, 1967, Portland State
University
M.A. in Design, 1972,
Certificate in Art Therapy, Northwest
Institute for the Creative Arts Therapies/
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Nancy Watts, Visiting Faculty
Workforce 2000
B.S. in Social Studies (Composite) and
English, 1964, Brigham Young
University

Terry Weaver, Professor /Media
Specialist
B.A. in Religion, Chemistry,
Mathematics, 1963, Graceland College
M.S.Ed. in AV Communication, 1965,
Ed.D. in AV Communication, 1971,
Indiana University

R. Ronald Wheadon, Associate
Professor, Human Services
B.S. in Psychology, 1976,
M.S.W. in Social Work, 1981,
University of Utah

Doris Zughoul, Visiting Assistant
Professor of English/Journalism
A.A., 1978, Montreat-Anderson College
B.A. in Journalism and English, 1980
M.A. in English, 1983, East Tennessee
State University

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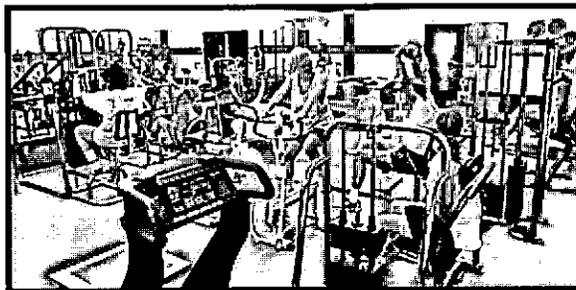
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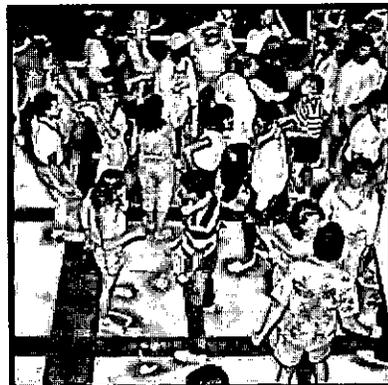
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Greg Gerson photo
Lakers vs Umpqua



Super Circuit vs couch potato

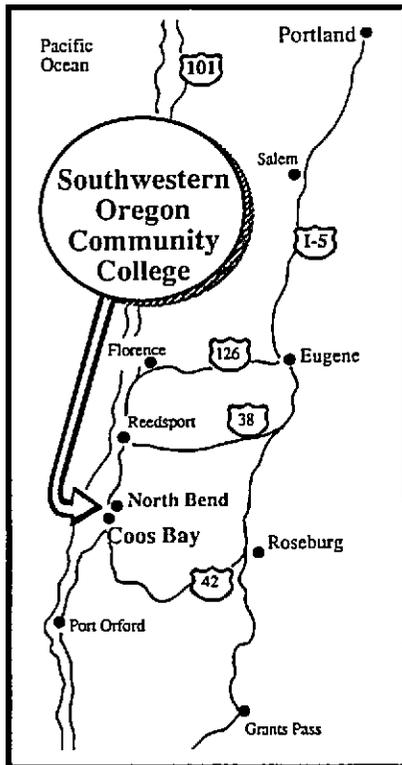


ASG dance vs boredom



High school Skills Day competitor vs gravity

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.

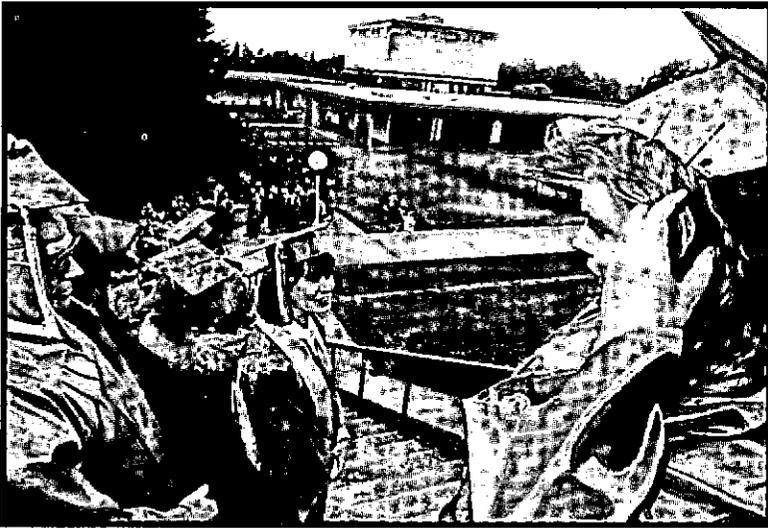
Organized sports include softball, basketball, volleyball and bowling leagues. A Super Circuit fitness center at SWOCC and a regionally acclaimed racquetball facility in Coos Bay offer a wide choice of physical fitness activities.

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.



GRADUATION at SWOCC . . .



World photo by Brian McLaughlin



is a family affair!



Campus wildlife . . .



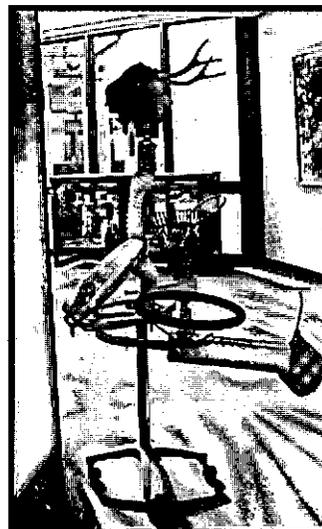
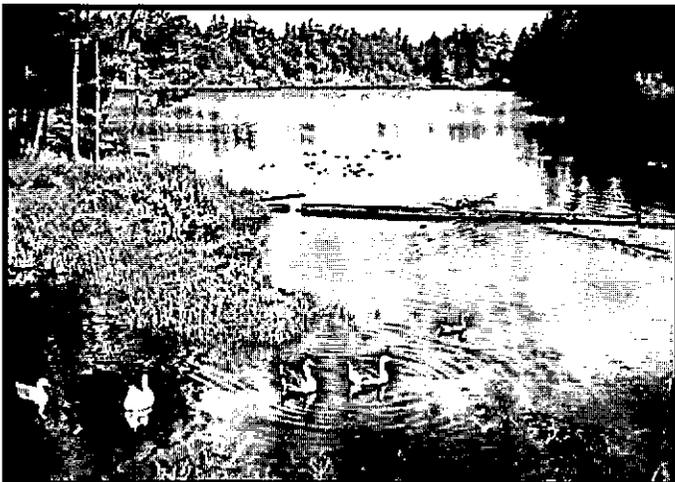
Photo by Evan Davis



ASG President 1992-93
Garret Young



Rocky Raccoon
SWOCC mascot



Sculpture *Breakdown of Man* -
Tony Stanfill



Notes

Notes

Notes

Notes

*SOUTHWESTERN OREGON
COMMUNITY COLLEGE*

**1988 Newmark Avenue
Coos Bay OR 97420-2956**