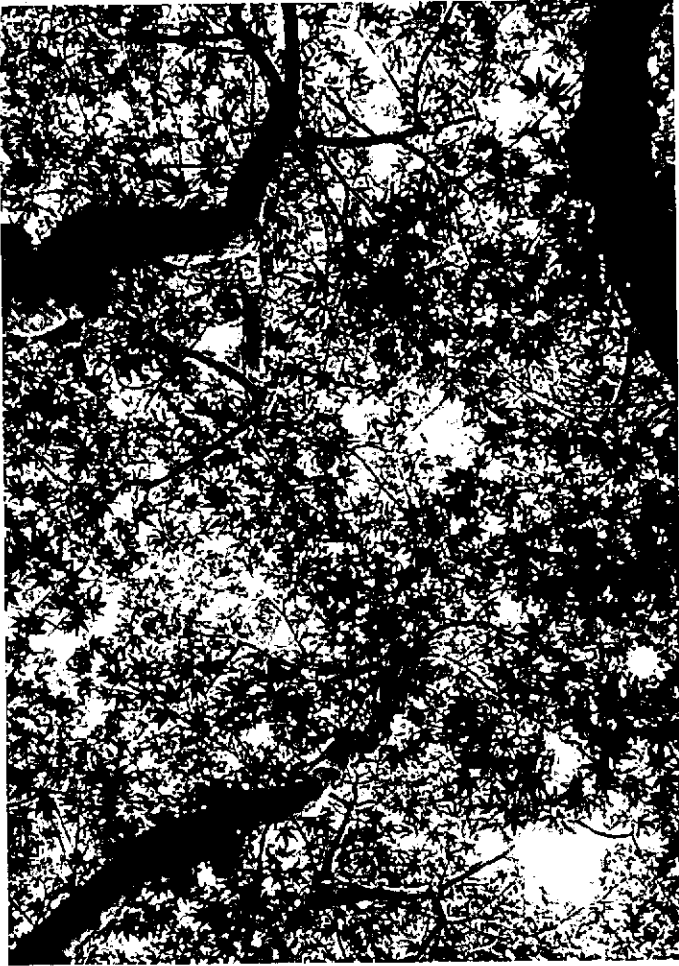


**Southwestern  
Oregon  
Community College**



**1987 - 1989**

# 1987-1989 COLLEGE CATALOG



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# ACADEMIC CALENDAR



## SPRING TERM 1988

March 28-April 8	Follow-up Registration
March 28	Night Classes Begin
March 29	Day Classes Begin
April 8	Last day to register or add classes without instructor consent
April 11	Late fees begin
May 6	Last day to drop classes without responsibility for grade
May 30	Memorial Day Holiday
May 31-June 2	Early Registration for Fall Term
June 6-10	Final Exam Week
June 10	Commencement/Spring Term Ends

## SUMMER TERM 1988

June 20-21	Formal Registration
June 22-July 1	Follow-up Registration
June 20	Day and Night Classes Begin
June 23	Last day to register or add classes without instructor consent
July 4	Independence Day Holiday
July 9	Last day to drop classes without responsibility for grade
August 12	Summer Term Ends

## FALL TERM 1988

August 22-25	Formal Registration
September 12	Faculty Returns
September 20-22	Advising and Follow-up Registration
September 26	Day and Night Classes Begin
September 26-October 7	Follow-up Registration
October 7	Last day to register or add classes without instructor consent
October 17	Late Fees Begin
November 4	Last day to drop classes without responsibility for grade
November 11	Veterans' Day Holiday
November 24-25	Thanksgiving Holiday
December 5-8	Advising and Formal Registration for Winter Term
December 12-16	Final Exam Week
December 16	Fall Term Ends

## FALL TERM 1987

August 24-27	Formal Registration
September 14	Faculty Return
September 22-October 2	Follow-up Registration
September 28	Day and Night Classes Begin
September 28-October 9	Follow-up Registration
October 9	Last day to register or add classes without instructor consent
October 12	Late fees begin
November 6	Last day to drop classes without responsibility for grade
November 11	Veteran's Day Holiday
November 26-27	Thanksgiving Holiday
December 7-10	Formal Registration for Winter Term
December 14-18	Final Exam Week
December 18	Fall Term Ends

## WINTER TERM 1989

January 2-13	Follow-up Registration
January 2	Night Classes Begin
January 3	Day Classes Begin
January 13	Last day to register or add classes without instructor consent
January 16	Late Fees Begin
February 10	Last day to drop classes without responsibility for grade
February 20	President's Day Holiday
March 6-9	Advising and Formal Registration for Spring Term
March 13-17	Final Exam Week
March 17	Winter Term Ends

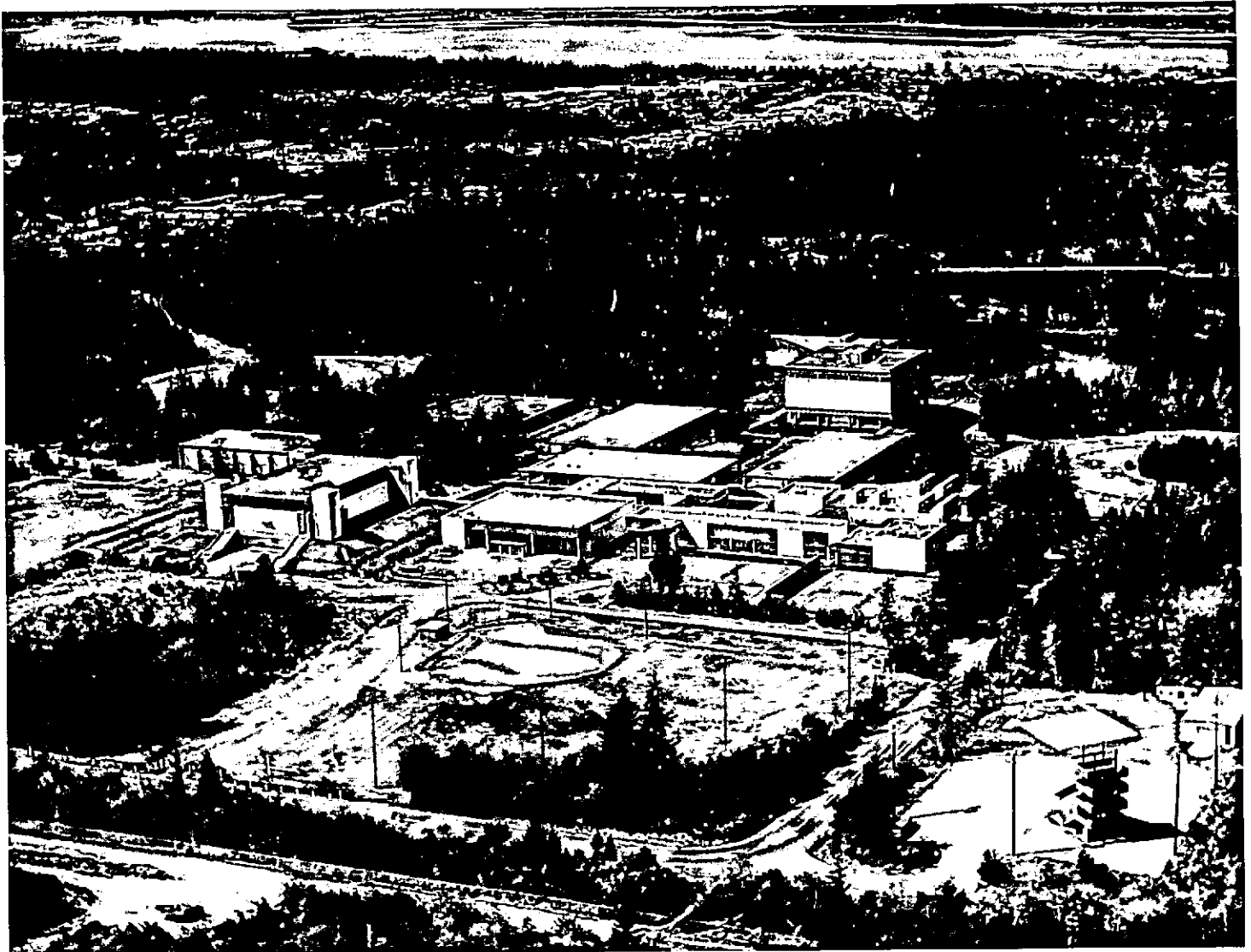
## WINTER TERM 1988

January 4-15	Follow-up Registration
January 4	Night Classes Begin
January 5	Day Classes Begin
January 15	Last day to register or add classes without instructor consent
January 18	Late fees begin
February 12	Last day to drop classes without responsibility for grade
February 15	Presidents' Day Holiday
March 7-10	Formal Registration for Spring Term
March 14-18	Final Exam Week
March 18	Winter Term Ends

## SPRING TERM 1989

March 27-April 7	Follow-up Registration
March 27	Night Classes Begin
March 28	Day Classes begin
April 7	Last day to register or add classes without instructor consent
April 10	Late Fees Begin
May 5	Last day to drop classes without responsibility for a grade
May 29	Memorial Day Holiday
May 30-June 1	Early registration for Fall Term
June 5-9	Final Exam Week
June 9	Commencement/End of Spring Term

# THE COLLEGE



This catalog is published for informational purposes and every effort is made to insure accuracy at the time of printing. However, 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, available at registration, and to periodically check with their advisors, or the Office of the Registrar (Admissions) for information not available when this catalog was published.

Southwestern Oregon Community College is a non-discriminatory, equal opportunity institution. The College does not discriminate in employment, treatment in, admissions to, or access to its programs, activities and services on the basis of race, color, age, sex, national origin, handicap, or otherwise as proscribed by the applicable state and federal laws and regulations, including Executive Order 11246 (affirmative action), Title IX of the Education Amendments of 1972 (sex) and Section 504 of the Rehabilitation Act of 1973 (handicap).

Inquiries regarding the application of these laws and regulations may be directed to Dr. Sharon Barnett (504 Officer) and Dortha McCarthy (Affirmative Action Officer), Southwestern Oregon Community College, 1988 Newmark, Coos Bay, Oregon 97420 (phone: [503] 888-2525) or to the office of Civil Rights, U.S. Department of Education, Seattle, Washington.

Public Information Specialist and Editor, *Beth Englander Kuhn*; Paste-up, *Phyllis Love*; Photographer, *Aaron Yost*; Curriculum Assistance, *Marlis Houghton*; Typesetting and Printing, *Wegferd Publications*.

## TO GET A CATALOG:

Catalogs are free at SWOCC's Campus Bookstore. In addition, catalogs may be mailed for free, upon written or telephone request to the Office of Admissions.

## HISTORY

Southwestern Oregon Community College was formed in a May, 1961, tax district election. The College district's 1,997 square mile area includes Coos and Western Douglas Counties and an estimated population of 65,025 (1985-1986 census estimates). The district includes seven high schools and the College is still the only public, post-secondary institution located on the Oregon South Coast.

Enrollment has grown from 266 students in 1961 to over 8000 students per year in 1987. And, over 55,000 students have attended classes since opening day. Faculty size has grown from 15 to 57 full-time staff and from 11 to over 125 part-time instructors. Cultural and athletic events at the College attract an additional 20,000 men, women and children to the campus, yearly.

During its early years, campus classes were held in surplus U.S. Navy facilities and Coos Bay School District buildings. An old hotel even served as the first administration building. The campus is now located on the shores of Empire Lake, in a natural tract of coastal pine and shrubbery. The 153 acre institution lies completely within the City of Coos Bay.

Permanent campus construction began in 1963, under the guidance of Dr. Wendell Van Loan, first president of the College. The majority of the campus was constructed between 1965 and 1985, during the presidency of Jack Brookins. The buildings have all been named for the historic post offices once located in the district served by the College.

Recent construction on campus has improved livability and provided new and remodeled shops and laboratories for instructional programs. A College community center, with a cafeteria, quiet study, meeting spaces, student recreation room, student publications offices and student government offices, was opened early in 1980. Facilities for art, music, home economics, nursing, forest technology, welding, machine tools, faculty offices, a learning center and a 105-seat lecture hall have been built since 1980.

During the College's first 25 years a comprehensive instructional program has evolved and instruction is divided into four areas: a two-year academic transfer program (toward a four-year degree); one and two-year vocational programs; adult basic education and high school diploma program; and adult enrichment courses.

Classes are offered on the campus, as well as in towns throughout the College district and in Curry County locations, by special arrangement with the Curry County Educational Services District.

This year, the oldest student to benefit from instruction offered by the College is 92 years old. The youngest is seven.

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

## STATEMENT OF PURPOSE

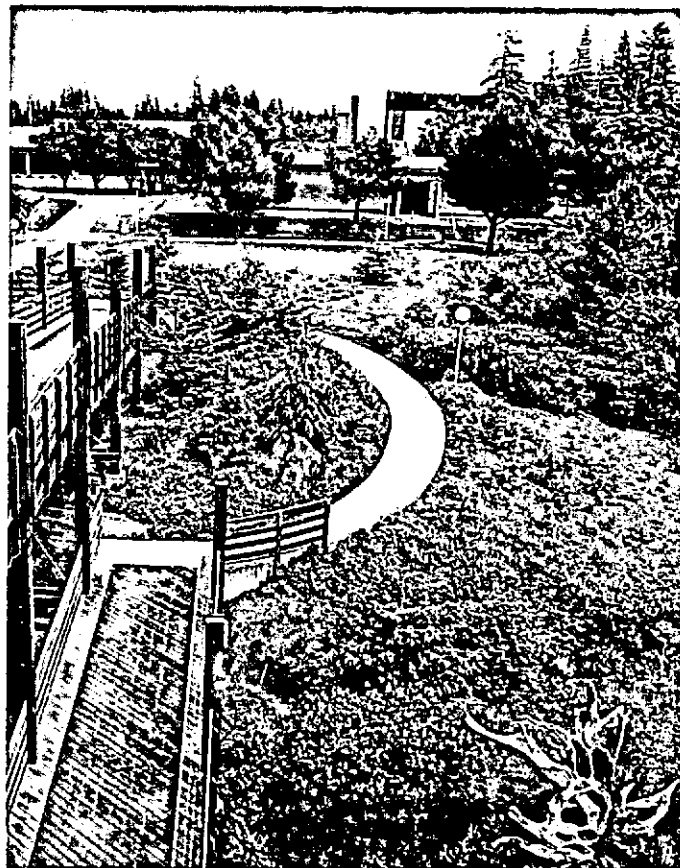
Southwestern Oregon Community College is an institution dedicated to optimum development of individuals. While education is important to human development and socio-economic growth, learning beyond basic job skills is equally important — learning to live and work with other people, learning how to get involved in the community, understanding and using history, art, science and literature. The Board of Education of Southwestern Oregon Community College believes in education for everyone who may profit from learning, and in the dignity of the choices individuals make in seeking an education.

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

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

The community college, as its name suggests, is an institution 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.

Your Community College is **"Making A Difference"**



## USE OF FACILITIES

College facilities are available to local organizations and citizen groups for meetings, workshops and other events in the public interest.

## SPEAKER'S BUREAU

Community groups interested in a special program or speaker are encouraged to utilize the Speaker's Bureau, a pamphlet published by the College Office of Information Services, which lists college staff who are willing to provide lectures, slide shows and entertainment for meetings, workshops and other events.

## LIBRARY

The library, housed on the second and third floors of Tioga Hall, is for community and College use, alike. The card catalog, reference and book collection of over 55,000 volumes are located on the second floor where reference assistance is available.

The periodical collection of over 500 titles and the Listening/Viewing Center containing 10,000 record albums, cassettes, videotapes, slides, filmstrips and motion pictures are found on the third floor.

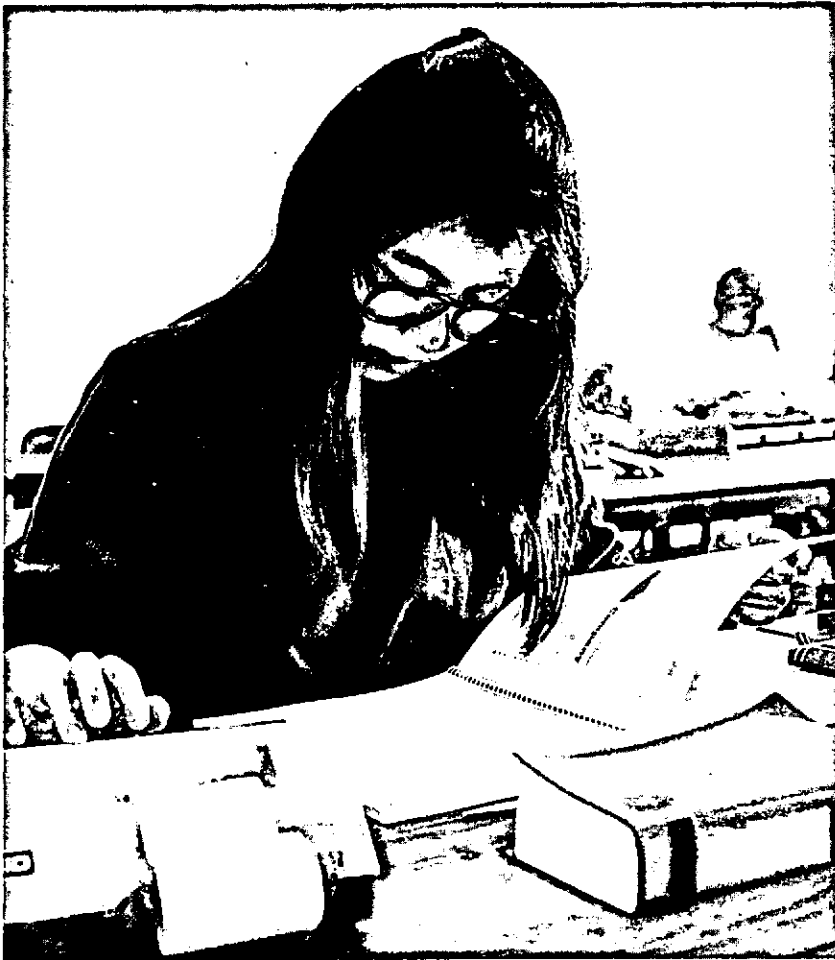
Through interlibrary loan, it is possible to obtain materials from other libraries, both in and out-of-state, upon special request. And, the campus library is the home for the Coos Cooperative Library Service.

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

## AUDIOVISUAL SERVICES

The audio-visual center is located on Tioga Hall's first floor. It supports the instructional program through scheduling and distribution of non-book media and by assisting faculty, administration and students in media production.

Non-students may use equipment and media programs by appointment.



## COOPERATIVE PROGRAMS

**Arts and Lectures** — The Faculty Senate Arts and Lectures Committee, composed of students, administrators and faculty, has the task of using college resources to promote the general welfare of the community. Its ongoing productions include the noontime Contemporary Lecture Series, concerts, art exhibits and guest lectors. The committee attempts to focus several events per year around a theme of interest to the community.

**Four-Year Liaison** — The College cooperates with a number of other Oregon institutions of higher education with missions complementary to our own. Upper division coursework is offered on campus by a number of colleges and universities, including Southern Oregon State College, Eastern Oregon State College, University of Oregon, Oregon State University and Linfield College. Information about these offerings is available from the College Office of Instruction and offerings from term to term.

**Curry County** — The College, in cooperation with the Curry County Education Services District, provides classes in Curry County. Funding for these classes comes from the State of Oregon and Curry County. Contact the Office of Instruction for a schedule of current classes.

**Work/Field Experience** — Students who enroll in Work or Field Experience receive supervised, practical on-the-job training from numerous local employers. Work experience is available for all programs at the College.

**Retired Senior Volunteer Program** — The RSVP is headquartered on the campus and provides over 75,000 volunteer service hours in the Bay Area each year. Many on-campus offices and programs benefit from RSVP, as well. The RSVP also administers the Gold Card Club program, which entitles residents of the College district, age 62 or older, to a variety of benefits including reduced course tuition and many free activities.

**Career Education** — The South Coast Business Employment Corporation and the State of Oregon Employment Division both place a staff person in the campus Career Center on a regular basis. These individuals complement the Career Education program and assist with employment referrals and placement.

**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 electricians, maintenance electricians and electrical utility linemen. Classes are operated in cooperation with local apprenticeship committees. Special classes may also be organized for journeymen.

**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.

## ADULT BASIC EDUCATION

For adults whose education was interrupted before graduation from high school, or those who are returning to school 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 program. Students may enter classes at any time during the term, and work at their own speed until they have achieved their goal. The classes are free and non-credit. Many students use this instruction to prepare for the General Education Development (GED) examinations.



## ADMISSION TO THE COLLEGE

Southwestern Oregon Community College has an open door policy. Accordingly, anyone who is 18 years or older, or a high school graduate, with the ability to profit from instruction may enroll in classes. And, in some special cases younger persons may enroll.

If you are interested in occasional classes, rather than pursuing a degree, diploma or certificated program, you can register by mail, phone or at the college during the registration periods for each term.

However, if you are pursuing a degree, diploma or certificate, you need to complete the following steps:

- submit an **APPLICATION FOR ADMISSION**, along with a **\$10 FEE**, to the Office of Admissions;
- have a copy of your high school transcript, or proof of equivalency completion sent to the Office of Admissions if you are a transfer student from another college;
- take the placement test, administered free by the College;
- attend a new student orientation session (students transferring from other colleges may be exempt);
- receive an assigned academic advisor from the Office of Admissions, then see your advisor, complete a registration form and have the advisor sign the form (your advisor is a faculty member who is knowledgeable about planning for your academic program);
- follow registration procedures for the term, as outlined in the Schedule of Classes.

## TUITION AND FEES

### 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 minors whose residency is independent of parents or guardian and established resident of Oregon at least 90 days prior to registration at the College.
5. United State 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. Foreign exchange students on J-1 visas (i.e., AFS students, Rotary International students, etc.) residing with a host family in Oregon. Other foreign students on other than J visa status will be considered out-of-state students for the duration of their enrollment.

### TUITION AND FEES

The College reserves the right to change tuition and fees at any time, but they 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.

Payment of tuition and fees entitles all students registered for academic credit 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, copies of the student newspaper and admission to certain College sponsored events. No reduction in tuition and fees is made for students who do not utilize these services.

#### Tuition

Residents . . . . .	\$20.00 per credit hour to a maximum of \$220.00 per term
Non-residents . . . . .	\$60.00 per credit hour to a maximum of \$660.00 per term

Students receive tuition reductions if they are enrolled for six or more credit hours and if their permanent, legal address is in the College district and located:

Within Bandon, Coquille or Reedsport School Districts or more than 15 miles from campus . . . . .	25% Reduction
Within the Myrtle Point School District or more than 30 miles from the campus . . . . .	50% Reduction
Within the Powers School District or more than 50 miles from the campus . . . . .	100% Reduction

Students applying for tuition reductions in excess of those allowed for the school district of the permanent address may be required to submit evidence confirming the mileage to the Registrar.

#### Gold Card Members' Tuition

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. However, they pay full tuition for those classes numbered 0.000 to 0.499, as well as full special fees for any class.

#### Auditors

Students may audit classes without responsibility for a grade. However, tuition and fees are the same for audited classes as for those taken for a grade. Auditing students participate fully in class activities, but are not required to take tests, since grades are not assigned.

## Tuition-Waived Courses

The following courses are tuition waived:

- If **NOT** taken for credit, tuition is waived for
  - 0.522.7 Band
  - 0.522.8 Choir
  - 0.522.9 Orchestra
  - 0.574 Hospice Care
  - 0.747 English as a Second Language (ESL)
  - 0.593 Learning Skills Lab
  - 9.380 Cardiopulmonary Resuscitation (CPR)  
Sign Language  
Adult Basic Education/GED Preparation
- Courses taught for public service volunteers not pursuing a diploma or degree have tuition waived
  - 9.360 First Responder
  - 9.428 Emergency Medical Technician I
  - 9.431 Emergency Medical Technician II
  - 9.432 Emergency Medical Technician III
  - 9.433 Emergency Services Recertification
  - 9.381 Multimedia First Aid
  - 9.382 Basic First Aid
  - 9.383 First Aid and Emergency Care  
Fire Science Technology/Firefighting Courses  
Criminal Justice/Law Enforcement Courses
- Courses for paid police and fire personnel not pursuing a diploma or degree are tuition waived
  - 9.360 First Responder
  - 9.433 Emergency Services Recertification
- Career development courses for employees and volunteers of government agencies and health fields not pursuing a diploma or degree are waived
  - 9.390/395 Career Development - Law Enforcement/Firefighter Training
  - 9.427 Career Development - Health and Wellness
  - 9.375 Search and Rescue Training

## Exceptions

Tuition charges are \$4 per clock hour for the following adult developmental classes:

Competency Preparation and Training  
Work and Life Experience Assessment

## Special Fees

Special fees are assessed for some courses and are payable at the time of registration. These fees cover the cost of materials used or the costs of off-campus facilities used for the class. Other special fees include the following:

- Application Fee — \$10
- Check Irregularity Fee — \$5 plus \$2 per day
- Credit by Evaluation — 10% of regular tuition for each credit (The charge when the College Level Entrance Examination Program is used is the actual cost of the CLEP to the College)
- GED Testing Fee — \$20
- Late Registration — \$5 after second week of term, \$10 after the third week of the term
- Malpractice Insurance Fee — \$10.50 (nursing students)
- Performance Studies Fee — \$45 (private study of voice or musical instrument; performance fees are not subject to tuition waiver or Gold Card Club)
- Photography Darkroom — \$25 per every 20 hours of use
- Reinstatement Fee — \$50 (if sanctions are imposed for non-payment)
- Transcript Fee — \$3 per official transcript, plus \$1 for each additional copy furnished simultaneously
- Unofficial Transcript Fee — \$1
- Counseling Center Testing Fee — variable
- Data Processing Center Fee — \$10 per every 20 hours access for noncommercial users
- Graduation Fee — \$10

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

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

## Adding Classes

You may add classes during the first two weeks of the term without the instructor's consent. After that, the instructor's signature is required on the add form.

## Dropping Classes or Withdrawing

You may drop classes without responsibility for a grade through Friday of the sixth week in regular full-term courses. For eight week terms, Tuesday of the fifth week is the cut-off date and a corresponding point for classes of irregular length.

After the times specified above, and through the last week of classes, a student may drop classes by getting the signature of the instructor on the drop form. The instructor must assign a grade or a "W", and may assign credit for the portion of the course work completed up to (but not to exceed) the credit approved for the course. A student may appeal the assigned credit or grade by petition to the Academic Standards Committee. Petitions and additional information are available from the Office of Admissions.

## Change from Audit to Credit

A student may change enrollment from audit to credit by the drop/add process. After the second week of the term, the instructor's signature is required on the form.

## Change from Credit to Audit

A student may change registration status in a class from credit to audit by the drop/add process through the sixth week of classes (or a comparable point during the summer session). After that point in the term, such a change must be done by petition, and the instructor's consent and signature are required. In no event may such a change be made after the last week of classes.

## ACADEMIC REGULATIONS

### Full-Time Student Definition

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

### Credits

The academic year is made up of three quarters of approximately 11 weeks each, plus an accelerated summer term of approximately eight weeks.

The average load of credits carried by students is 15 or 16 credit hours per quarter. To complete the 93 credits required for an Associate in Arts degree in two years, a student must average 15-½ credits per quarter. Credit requirements for the Associate in Science degree may vary, but the average number of credits required is 96 and the average course load is 16 credits per quarter.

To take a course load of more than 18 credits, you must petition the Academic Standards Committee. The granting of permission is based upon consideration of previous academic records, outside employment and other factors. Petition forms are available from the Admissions Office.



GRADES	Grading System	GRADE POINTS
A	Excellent degree of achievement in meeting course objectives; mastery of principles and skills	4
B	Above average degree of achievement	3
C	Average - the student is expected to be able to apply the subject matter in a practical situation	2
D	Minimal degree of achievement - practical application ability is doubtful	1
F	Unacceptable degree of achievement - no credit	0
Y	No basis for evaluation - the student did not attend class, or did not complete enough of the requirements to provide basis for grade	0
U	Unsatisfactory - no credit	0
S	Satisfactory - credit as specified	0
I	Incomplete - no credit. The student has completed almost all requirements and can reasonably be expected to finish the remainder without having to repeat the course	0
X	Audit	0
W	Student initiated a withdrawal	0
Z	Instructor has not turned in grades	0

### 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 the Honor Roll or Dean's List during any quarter in which he/she gets a failing grade, Y, or I in any course.

### 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 Y's and/or F's.

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

- a. During the second term of enrollment and thereafter, the cumulative GPA falls below 2.0
- b. For two consecutive terms, the student receives two or more Y's and/or F's

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

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

### Change of Grade Procedure

A completed supplementary grade report must be submitted by the instructor, in person, to the Admissions Office. Copies are filed with the Admissions Office and one copy is sent to the student.

### Course Repeat Procedure

Upon written request by the student the grade for repeated course work will replace all former grades in the same course on the permanent academic record. This applies to A, B, C, D or F grades for second enrollment; a former grade may not be replaced with a Y, I, W or X. A student may enroll for audit to refresh his mastery of the course without affecting earlier grades in the same course.

### Final Examinations

Final examinations are part of each course. Students are required to take the final test at the scheduled time to complete the course and receive credit.

### Credit by Challenge or Advanced Placement

The College Level Examination program 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 Student Development.

**Advanced Placement Tests** taken while in high school may be accepted for college credit. For information, contact the Admissions Office.

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

### Veterans

The Veteran's 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 contact the Admissions Office and officially withdraw from the College if the student does not desire to attend classes. The veteran should then notify the Veteran's Services office which will notify the Veteran's Administration. Failure to do so may result in an overpayment to the student, which the student must repay.

**Change in Credit Load** — When a veteran student attempts to enroll in developmental courses for more than two terms, a determination will be made and forwarded to the Veteran's Administration that continued enrollment in developmental courses is both useful and necessary. If such a determination is not made, the student will not be certified for continued enrollment in these courses.

**Program of Study** — All veteran students must have a declared major and may receive payment only for courses which are part of their 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 12 credit hours; for 3/4 time pay the student must take 9 credit hours; and to receive 1/2 time pay students must take a minimum of 6 hours. During summer session, students must maintain 12 standard-class sessions per week for full-time, 9 standard sessions per week for 3/4 time and 6 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 "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 2 or more Y's and/or F's 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 Veteran's Administration and benefits terminated. The school will maintain records available to both the veteran and Veteran's Administration which show the final grade for each subject attempted.

### Course Numbers

College parallel courses are numbered to conform with courses offered at other institutions of the State System of Higher Education. **Transferrable Classes** are those beginning with an alphabetical prefix (Wr121 English Composition or CH104 General Chemistry, for example). Numbers for these courses signify the following:

- 50-99 High School level subjects - some may be acceptable as credit toward an Associate degree or baccalaureate degree.
- 100-199 Freshman level college courses, which are applicable to an Associate or Baccalaureate degree.
- 200-299 Sophomore level college courses, which are applicable to an Associate or Baccalaureate degree.

**Number Prefixes** indicate Vocational/General Education courses (1.111 Communications or 4.150 Welding 1). These courses may be applied to an Associate in Science degree at community colleges. In some cases, up to 24 vocational education credits may be transferred to four-year institutions.

**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.

# STUDENT DEVELOPMENT



Dellwood Hall, 888-2525, extension 441

## STAFF

Jon Sapper . . . . . Director of Student Development  
Jean von Schweinitz . . . . . Registrar  
John Hunter . . . . . Counselor  
Dr. Sharon Barnett . . . . . Counselor  
Shirley Gitchell . . . . . Financial Aid Officer  
Rosemary Rector . . . . . Veterans' Advisor  
Jeff Menday . . . . . Coordinator of Student Activities  
Marlis Houghton . . . . . Enrollment Management Specialist

## ADVISING

Advising is considered one of the most important guidance functions in the instructor-student relationship. Full-time students for regular terms (12 credit hours or more; 8 credit hours or more for summer term) and part-time students working for a degree or certificate, are assigned to a faculty member for advising. Although this is not required for the part-time student, consultation with an academic advisor is encouraged.

## COUNSELING AND TESTING

The Counseling Center, located in Dellwood Hall, offers counseling and appropriate testing services to students and prospective students. Professional counseling is available in areas of education, career, health and personal concerns.

Counselors work with students in their self-explorations to help them clarify their chief interests and to discover their potential for various career choices. They also assist the student in identifying and resolving possible personal difficulties that hamper an effective educational experience.

Counseling staff work closely with faculty advisors and the instructional divisions of the College.

## PLACEMENT CENTER

The Career Information Placement Center, (Dellwood Hall - Room 16, 888-7405), is designed to meet the needs of individuals who are exploring career, educational, or job market opportunities. Prospective students, new students, continuing students, graduates or the public can benefit from the resources and services offered.

The Center staff can assist with career assessments, career and occupational resource materials, college catalogs and related materials, labor market data and trends, computer assisted inventories, resume preparation, job search preparation and workshops and placement information. In addition, the Center has special career assessment and education resources available for the visually impaired.

## COOPERATIVE WORK EXPERIENCE

Cooperative Work Experience (Dellwood Hall — Room 17, 888-7405), provides a valuable opportunity for students to apply skills and concepts developed in the classroom to actual job situations. Through the *Work Experience/Field Experience* programs students earn college credit for time spent working at a job related to their major.

The Work Experience program is designed to provide first-hand job experience for those students who have established a foundational 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.

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. Students have the additional assignment of a research project in Field Experience, as a complement to the job site experience.

# DISABLED STUDENT SERVICES

The College recognizes the diversity of special needs that many students possess. Individuals who have been identified as having learning difficulties or those who are physically handicapped are encouraged to contact Dr. Sharon Barnett (Dellwood Hall - Room 20, 888-7405), in the Counseling Center to gain information about counseling, access support services, testing, advising, instructional opportunities, special equipment and/or materials that might be of help to them.

## Section 504 Federal Rehabilitation Act of 1973 Statement of Intent

Southwestern Oregon Community College is pleased to provide services to handicapped students. The College encourages handicapped students to attend. The Office of Student Development offers a program of services to meet the needs of students who are handicapped.

Notetakers, interpreters for the deaf, reader help, and equipment aids are among the services available to handicapped students at Southwestern Oregon Community College. Upon request, access to programs and services, assistance with registration, and support with other special needs are offered.

These and other services are described in Services for Handicapped Students, a brochure available from the Office of Student Development. The brochure provides information about whom to contact for assistance and a brief description of available services.

For more information about any of these services, contact Dr. Sharon Barnett, Counseling Center, Dellwood Hall Room 20, 888-7405. The College's Coordinator for Section 504 of the Federal Rehabilitation Act of 1973 is Dr. Sharon Barnett.

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. For more information, contact Dortha McCarthy, Affirmative Action Officer, Tioga 315, or call 888-2525, extension 270.

## TESTING SERVICES

A wide range of testing services (Dellwood Hall - Room 21, 888-7405), are offered through the College, with the following presently available:

- Placement Tests
- GED Tests
- Vocational/Occupational Interests, Skills/Ability and Work Values Inventories
- National League of Nursing Tests
- College Level Examination Program (CLEP)
- Proficiency Exam Program
- Graduate Record Exam
- Graduate Management Admission Test (GMAT)
- National Teachers Exam (NTE)
- California Educational Basic Skills Test (CEBST)
- Insurance Institute National Exams
- Law Enforcement and Firefighter Exams
- Real Estate Final Exam
- Stanford Test of Achievement
- ACT/SAT - not administered, but study materials available

## VETERAN'S OFFICE

All SWOCC Associate in Arts and Associate in Science degree programs are approved by the Veterans Administration. The Veterans Service Office (Dellwood Hall - Room 22, 888-7221) oversees veteran students' enrollment in these programs. Further information about veteran enrollment and registration is available in that section of this catalog.

## STUDENT ACTIVITIES

As a primary goal, the College Student Activities program (Empire Hall-Room 206, 888-2525, ext. 335), seeks to promote and encourage the development of the whole person by offering every opportunity to students to take part in activities outside of the classroom in order to synthesize and integrate their education with individual goals and personal direction.

The Office of Student Activities is the principal programming unit at the College for the wide range of yearly student events and it is responsible for acting

upon student concerns. The Coordinator of Students 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 and other cultural activities
- Food service liaison
- Voter registration
- Campus posting
- Annual Awards Convocation
- Game Room management
- Student handbook
- Community Recreation program

## ASSOCIATED STUDENT GOVERNMENT (888-2525, ext. 336)

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

AS-SWOCC represents students on the following campus committees:

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

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

## STUDENT CLUBS AND ORGANIZATIONS

The following clubs and organizations are currently active on campus. Students are encouraged to initiate additional organizations and should contact the Inter-Clubs Council Chairperson from AS-SWOCC for more information and guidelines.

- Pep Club
- Forestry Club
- Phi Theta Kappa  
(National two-year college honor society)
- Phi Beta Lambda (Business Honorary Society)
- Pool Club
- Nursing Students
- Home Economics

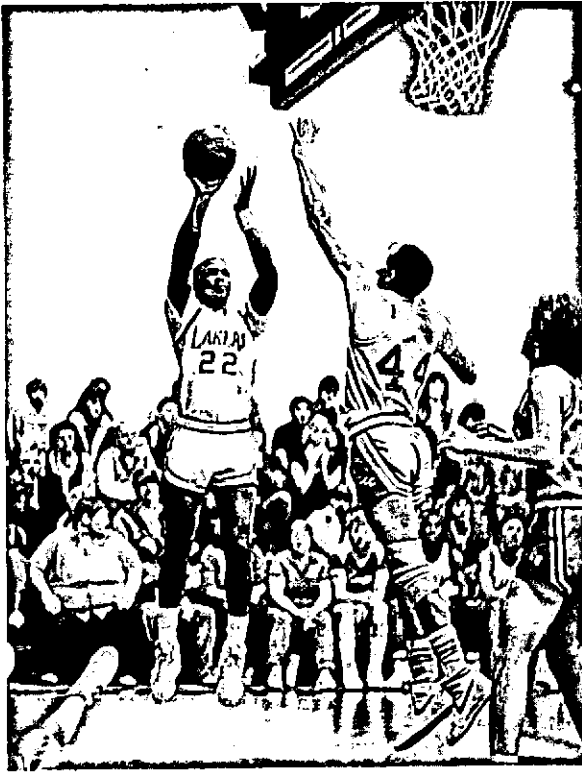
## STUDENT PUBLICATIONS

Student publications include a campus newspaper, the "Southwester", and a literary magazine, "Beacon". The paper is published approximately every three weeks and the magazine is published twice yearly.

Offices for the publications are in Empire Hall; "Southwester" in room 203 and "Beacon" in room 204. Each publication has a staff advisor and the publications are governed by the Publications Board, chaired by the College Public Information Specialist.

The "Southwester" is a student-managed paper featuring local college news, national campus news, syndicated features, editorials and paid advertising. Editorial content is strictly of student origin and opinion and in no way reflects College Board policy.

The "Beacon" is a showcase for original poetry, fiction, photographs and art work and reflects editorial content policy similar to the "Southwester".



## INTERCOLLEGIATE ATHLETICS

Southwestern Oregon Community College established the first community college athletic program (Director of Athletics, Prosper Hall - Room 203, 888-2525, ext. 349) in Oregon. The College is a member of the Northwest Athletic Association for Community Colleges (NWAACC) which includes the community colleges of Oregon and Washington.

At the present time, SWOCC offers two teams for both men and women. Men compete in basketball and track and the women compete in volleyball and basketball.

Over the years the athletic program has developed a strong following in the community and on campus. SWOCC has won team championships several times in basketball, volleyball and wrestling and developed numerous all-star selections; All-Americans and state, regional and national record holders in the various sports programs represented at the College.

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

Hometown support for events is strong and all competitions are free to SWOCC students who have their ID cards.

## FINANCIAL AID

Financial aid programs at the college (Dellwood Hall - Room 14, 888-7411) include student employment, grants, scholarships and loans. The College Board of Education provides district funds for aid, and additional funds are provided by state and federal student assistance programs.

## DISTRICT FUNDS SCHOLARSHIPS

The College Board of Education has authorized tuition scholarships for two graduating seniors from each high school in the Community College district: Bandon, Coquille, Marshfield, Myrtle Point, North Bend, Powers and Reedsport. The Merit Scholarship is awarded on the basis of scholastic ability, academic achievement and general citizenship, while need is also considered for the District Scholarships.

Fourteen tuition scholarships are awarded to returning Southwestern Oregon Community College students. These scholarships will be awarded on the basis of scholastic ability, academic achievement and general citizenship. Financial need may be considered.

Scholarship recipients must be enrolled at Southwestern Oregon Community College as full-time students (12 or more credits). Applications are available from high counselors or the Financial Aid Office. Students must apply each year for renewal.

## GENERAL SCHOLARSHIPS AND GRANTS

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

## MUSIC SCHOLARSHIPS

Some music majors are offered \$45 scholarships to pay the extra tuition fee required each term for private music instruction. These scholarships are awarded on the basis of ability, interest and need. To qualify, students must maintain a B average in their private music study and participate in a college performance group such as choir, band or orchestra.

## EMERGENCY LOANS AND DEFERRED PAYMENTS

The Scholarship and Loan Committee administers funds providing short-term (approximately 60 day) loans to eligible part-time and full-time students for the purpose of paying tuition, fees, books and other educational expenses. Loans must be repaid 30 days prior to the last day of the term for which the loan was issued. Students must be able to demonstrate the ability to repay the loan and all loans must be cosigned. Application forms are available from the Financial Aid Office. Repayment will include a \$10 processing fee.

Students enrolling for two or more credits may defer payment by paying one-third of the charges and the processing fee at the time of registration, and the balance in two equal payments during the term. The maximum amount that can be deferred is two-thirds of the full-time, resident tuition. Application for deferred payment must be made at the time of registration. Students registering after the first week of classes may not defer tuition payment.

If a payment becomes 30 days delinquent, it may be turned over for collection unless satisfactory arrangement for repayment is made. Delinquent loans will be charged interest at the rate of seven percent (7%) per annum on the unpaid balance from the date of delinquency until paid in full. Minimum delinquency charge is \$5.00. Students with delinquent loans may have sanctions imposed which could include loss of any tuition and fees paid and the loss of all credits and/or grades for the term in which the sanctions apply. When sanctions are imposed, a \$50 fee is assessed. Students with outstanding debts may not be allowed to register for the following term and the college reserves the right to withhold grade transcripts until the student pays the total indebtedness.

## EMPLOYMENT

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

## PAYING BY CREDIT CARD

Students may use their VISA or MasterCard to pay for their college expenses, including their tuition, fees, and textbooks.

## CONTRIBUTIONS

Organizations and individuals are invited to make contributions to Southwestern Oregon Community College Foundation to provide scholarships, grants or loan funds for students attending the College. The foundation is a registered non-profit organization.

### LOAN FUND AND SCHOLARSHIP MEMORIALS

Abraham Lipton Memorial  
Barbara Simpson Memorial  
Beauchemin-Swanson Memorial  
Caren Cavanaugh Memorial  
Dora Burr Memorial  
Edna L. Morgan Memorial  
Floyd Griffey Memorial  
George F. Burr Memorial  
Hazel Hanna Loan Fund  
Jeanette McCowan Memorial  
Joe Kronsteiner Memorial  
Kathleen Francis Memorial  
Johnson Kutach Memorial  
Laura Morgan Memorial  
Lilian Farley Memorial  
Linda Koonce Memorial

Bill Baughman Memorial  
John Burles Memorial  
Clara Eickworth Memorial Scholarship  
Wayne Andrews Memorial  
Herb Sapper Honorarium  
Mary Edith Taft Memorial  
Maurice Romig Memorial  
Robert Croft Memorial  
Rodney Hichtenloper Memorial  
Russell Goodsell Memorial  
T.E. Dibble Memorial  
Woodridge Memorial Scholarship  
Young-Hansa Memorial  
Wendell VanLoan Memorial  
Core McVey Memorial  
Jack Ripper Memorial



## FEDERAL AND STATE FUNDS

Southwestern Oregon Community College is a participant in the following federal and state assistance programs:

### Federal Assistance Programs

College Work Study (CWS)  
Guaranteed Student Loans (GSL), PLUS Loans/Supplemental Loans for Students (SLS)  
Perkins Loans (formerly National Direct Student Loans)  
Pell Grants  
Supplemental Educational Opportunity Grants (SEOG)

### State Assistance Programs

State Cash Awards  
State Need Grants (SNG)

Eligibility for these programs is based on need, which is established through completion of the Financial Aid Form (FAF), as defined by federal and state guidelines. This form is available from high school counselors and the Financial Aid Office at the College. Early application is advised, because some funds are limited. To qualify, students must be enrolled at least half-time (6 credits) taking course work toward fulfilling the requirements of a degree or certificate and making satisfactory progress. For purposes of financial aid, 12 or more credits is considered full-time.

Students who have attended a postsecondary institution over 10 terms or have earned 108 credits which apply directly toward their major are not eligible for federal and state aid at Southwestern Oregon Community College. A student may change his or her major once. Eligible students may also be U.S. citizens or eligible non-citizens and may not be in default on a Perkins Loan (National Direct Student Loan), Guaranteed Student Loan, or PLUS/SLS Loan; nor owe a refund on a Pell Grant, Supplemental Educational Opportunity Grant or State Need Grant.

All men, who are at least 18 years old and were born after December 31, 1959, and not currently members of the U.S. Armed Forces, must register with the Selective Service in order to be eligible to receive Federal funds.

## STEPS TO APPLICATION FOR FINANCIAL AID

Follow these steps to apply for financial aid:

1. Complete the Financial Aid Form (FAF) accurately.
2. Mail it with fee to:  
College Scholarship Service  
P.O. Box 1907  
Berkeley, CA 97401  
An additional fee is not required for processing the application for the Pell Grant. Other aid programs do require application fees. Pell Grant applicants should use the free "Application for Federal Student Aid."
3. Students should allow 3-4 weeks for processing the FAF and 6-8 weeks for the Pell grant.
4. The Pell Grant Student Aid Report (SAR) is mailed directly to the student and should be submitted to the Financial Aid Office immediately.
5. Entering freshmen must take the placement test. This requirement may be waived for students who are transferring from other colleges. All transfer students must submit a transcript of their grades and a Financial Aid Record (transcript) from each school they have previously attended since leaving high school.
6. Students applying for the GSL or PLUS/SLS programs must complete an additional application available at the Financial Aid Office.

## PELL GRANT

The Pell Grant is an entitlement program that provides grants to eligible undergraduates. Grants are funds that do not require repayment. Application may be made by filing a Financial Aid Form through the College Scholarship Service when applying for other aid programs, or by using an Application for Federal Student Aid when applying for the Pell Grant only. Either form is available from the Financial Aid office and high school counselors.

Awards are determined by the department of Education using a standard formula and are based on the educational costs at each eligible institution. Awards will be reduced proportionately for students enrolled in less than full-time (12 credits).

Students receiving a Pell Grant for the first time in the 1987-88 award year, will usually have Pell Grant eligibility limited to 5 full years of undergraduate study in a 4-year program and 6 years in a 5-year program, not counting any remedial course work that may be required. Grants may be received for up to 1 full year of required remedial courses. These limits may be waived under special circumstances. Pell Grants may be transferred to other eligible institutions. Students must reapply each year.

## SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (SEOG)

The Supplemental Educational Opportunity Grant is a program designed to assist undergraduate students having the greatest financial need (with priority given to Pell Grant recipients). Need is determined by the analysis of the completed Financial Aid Form.

These grants do not have to be paid back and may range from \$100 to \$4,000 depending on the student's need, college policies, the availability of funds, and the amount of other aid a student receives. Eligibility for a SEOG must be established each year and may be received for the period of time required for completion of the first undergraduate bachelor's degree.

## COLLEGE WORK STUDY

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

## PERKINS LOAN (formerly National Direct Student Loan)

The Perkins Loan is a program of borrowing established for students with financial need. The amount that may be borrowed each year varies with individual needs (as determined by the analysis of the completed Financial Aid Form), the loan funds available and the amount of other aid a student receives.

The total borrowing limits are:

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

Students are obliged to repay the loan, with interest charges of five percent (5%) per annum on the unpaid balance over a 10-year period, beginning 9 months after the student graduates, leaves school, or ceases to attend at least half-time. (If the student is not a new borrower, repayment begins 6 months after the student leaves school). Minimum quarterly payment is \$30. Contact the Financial Aid Office for further details regarding payment policies, cancellation and deferment benefits.

## GUARANTEED STUDENT LOAN

The Guaranteed Student Loan (GSL) is a low-interest loan made to undergraduate and graduate students by a lender (such as a bank, credit union, or saving and loan association) of the student's choice. These loans are insured by the state and reinsured by the Federal Government. A student cannot borrow more than the cost of education at Southwestern Oregon Community College, less any other financial aid the student may receive, and less the student's "Expected Family Contribution", as determined by the analysis of the completed Financial Aid Form. Students may borrow up to:

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

The total outstanding GSL debt allowable for undergraduates is \$17,250. The total for graduate or professional study is \$64,750 including any loans made at the undergraduate level. The interest rate for first-time borrowers is 8 percent. There is also a 5 percent "origination fee" and a 3 percent insurance premium charge deducted proportionately from each loan disbursement made to the student. Repayment begins 6 months after graduation, withdrawal or change of status to below half-time if the interest rate is 8 or 9 percent and 9 to 12 months if the interest rate is 7 percent. The following examples show typical monthly payments and total interest charges for 8 percent loans of varying amounts, with typical repayment periods:

TYPICAL REPAYMENT PLANS				
Total GSL Indebtedness	Number of Payments	Monthly Payment	Interest Charges	Total Repaid
\$ 2,500	60	\$ 50.70	\$ 541.46	\$ 3,041.46
5,000	60	101.39	1,082.92	6,082.92
10,000	120	121.33	4,559.31	14,559.31
12,500	120	151.67	5,699.14	18,199.14
25,000	120	303.33	11,398.28	\$36,398.28

Source: Massachusetts Higher Education Assistance Corporation, from *Everything You've Always wanted to Know About Repaying Your GSL*, copyright 1985 MHEAC

Contact the Financial Aid Office for further details regarding repayment policies, cancellation and deferment benefits.

## PLUS LOANS AND SUPPLEMENTAL LOANS FOR STUDENTS (SLS)

PLUS Loans are for parent borrowers; SLS's are for students. These loans are made by a lender such as a bank, credit union or savings and loan association. Applications are available from the lender or the Financial Aid Office. PLUS loans enable parents to borrow up to \$4,000 per year, to a total of \$20,000 for each child who is enrolled at least half-time and is a dependent student. SLS loans enable graduate students and independent undergraduates to borrow up to \$4,000 per year, to a total of \$20,000. This amount is in addition to the GSL limits. There is an insurance premium charge of 3 percent of the loan principal which is deducted proportionately from each loan disbursement. Maximum interest rate for these loans is 12 percent. SLS borrowers must begin repaying interest within 60 days. PLUS borrowers begin repayment of principal and interest within 60 days of the date of the loan. Contact the Financial Aid Office for further details regarding repayment policies, cancellation and deferment benefits.

## STATE NEED GRANTS (SNG)

The Oregon State Scholarship Commission provides State Need Grants to Oregon residents who are full-time students with financial need. These grants are transferable to other colleges and universities in Oregon. Application is made by completing a Financial Aid Form and requesting that a copy be sent to the State Scholarship Commission. The student must apply annually to be considered for renewal of the grant.

## STATE CASH AWARD

Cash awards are awarded by the State Scholarship Commission to outstanding high school seniors in need of financial assistance. These awards are renewable until graduation, as long as financial need exists and satisfactory academic progress is continued. The awards are transferable to other colleges and universities in Oregon. Students must apply annually to be considered for renewal. Interested students should contact high school counselors.

## TALENT GRANTS AND TALENT AWARDS

Each year the Scholarship and Loan Committee administers the Talent Grant and the Talent Award Programs in approved areas of talent and study. Talent Grants are offered to students with outstanding talent who participate outside the classroom in extracurricular and cocurricular activities. These include such activities as student newspaper, the literary magazine, student leadership and athletics. Talent awards will be offered to students in approved disciplines. These include such disciplines as art, music, speech, machine tool, math and English. Application forms are available from the Financial Aid Office.

# DEGREE PROGRAMS



## ASSOCIATE IN ARTS DEGREE

The Associate in Arts degree is nationally recognized and may be transferred to four-year colleges and universities and applied toward a baccalaureate degree. The requirements are designed to give the student a broad-based liberal arts and sciences background, as well as specific general education preparation for the student's chosen major at the baccalaureate level.

The College awards Associate in Arts degrees in four areas: General Liberal Arts and Sciences, Business Administration, Criminal Justice Administration and Human Services.

### General Requirements:

- Not less than 93 credits of college parallel courses approved by the Oregon Board of Education for transfer credit. (Students may transfer up to 108 community college credits to four-year Oregon state system institutions).
- Grade point average minimum of 2.0 (C average). (Also see grade point average under 6).
- English Composition, 9 credits (Wr121, 122, 123 or 227)
- Health Education, 3 credits, HE250.
- Physical Education, 3 credits, PE185; or PE231 Wellness for Life, 3 credits. No more than 6 credits of Physical Activities (PE185) may be used in meeting the 93 credit requirements or counted in the student's final GPA for the A.A. degree. Courses must be in different activities or levels (i.e. beginning, intermediate, advanced). Exceptions may be allowed for the following reasons:  
 Health: A written statement by a physician must be filed with the Admissions Office.  
 Veterans: Students who have completed six months' active service in the U.S. armed forces are exempt from three terms of the physical education requirement. They must file official evidence of service with the Admissions Office.  
 Other: On rare occasions, an exemption may be granted for other reasons.
- One-year sequence in each of the following three groups: Literature, Science or Mathematics, and Social Sciences, plus a fourth sequence chosen from one of these three groups or from "Additional Fourth Sequence Options"

(See "Approved Sequences" below). Students must attain at least a 2.0 GPA in their selected group sequence courses for the A.A. degree.

### APPROVED SEQUENCES FOR THE ASSOCIATE IN ARTS DEGREE

#### Literature

Eng101, 102, 103,	Survey of English Literature
Eng104, 105, 106	Introduction to Literature
Eng107, 108, 109	World Literature
Eng201, 202, 203	Shakespeare
Eng253, 254, 255	Survey of American Literature

#### Science and Mathematics

General Science	
GS104, 105, 106	Physical Science Survey
Geology	
G201, 202, 203	Geology
Biology	
Bi101, 102, 103	General Biology
Botany	
Bot201, 202, 203	General Botany
Chemistry	
Ch104, 105, 106	Elementary Chemistry
Ch201, 202, 203	General Chemistry
Mathematics (any three sequential courses from the following)	
Mth101, 102, 200	College Algebra, Trigonometry and Calculus
Mth201, 202, 203	Calculus w/Analytic Geometry
Physics	
Phy201, 202, 203	General Physics
Phy207, 208, 209	Engineering Physics
Zoology	
Z201, 202, 203	General Zoology

#### Social Science

Anthropology	
Anth101, 102, 103	General Anthropology
Anth207, 208, 209	Introduction to Cultural Anthropology

Criminal Justice Administration	
CJ100, 120, 130	Survey of Criminal Justice, Judicial Process, Intro to Corrections

Economics	
Ec201, 202, 203	Principles of Economics

History	
Hst101, 102, 103	History of Western Civilization
Hst201, 202, 203	History of the United State

Political Science	
PS201, 202, 203	American Government

Psychology	
Psy201, 202, 203	General Psychology

Sociology	
Soc204, 205, 206	General Sociology

### Additional Fourth Sequence Options

Language/Philosophy	
Fr201, 202, 203	Second-year French
Span201, 202, 203	Second-year Spanish
Phi201, 202, 203	Problems of Philosophy

Mathematics	
Mth191, 192, 193	Mathematics for Elementary Teachers

Art and Music	
Art211, 212, 213	Survey of Visual Arts
Mus201, 202, 203	Introduction to Music and Its Literature
Mus261, 262, 263	Music History

- If the fourth sequence is taken in one of the social sciences, it must be in a different discipline.
- At least one of the sequences must be numbered in the 200 series.
- Mathematics Requirements — This requirement may be met by taking MTH50 Intermediate Algebra I, 4 credits, or its equivalent. May also be fulfilled by passing Math Placement Test D, with a minimum score of 65, or Test E, with a minimum score of 50.
- A student must have completed 24 credits and have attended Southwestern Oregon Community College two terms (including the final term) before the Associate in Arts degree is awarded.



# ASSOCIATE IN ARTS DEGREE OPTIONS

## GENERAL ARTS AND SCIENCES

This Associate in Arts degree option provides an opportunity for the student to focus on any academic area of special interest. General requirements previously outlined must be met, but the remaining credits required for the degree may be selected from any of the college transfer courses. The following is a listing of some academic majors (not necessarily exhaustive) to which this degree plan might be applied:

- Agriculture
- American Studies
- Anthropology
- Art
- Art Education
- Art History
- Biology
- Business
- Chemistry
- Community Service
- Computer Science
- Crop Science
- Economics
- Education, Elementary
- Education, Secondary
- Engineering
- English
- Fire Services Administration
- Foreign Languages
- General Science
- General Social Science
- Liberal Studies
- General Studies in the Arts, Humanities, Arts and Letters
- Geology
- Gerontology
- Health and Health Administration
- History
- Hotel and Restaurant Management
- International Studies
- Interdisciplinary Studies
- Journalism
- Mathematics
- Medical Technology
- Music
- Pharmacy
- Philosophy
- Physical Education
- Physics
- Political Science
- Psychology
- Recreation and Park Management
- Resource Recreation Management
- Religious Studies
- Sociology
- Speech

## ASSOCIATE IN ARTS DEGREE 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). If a student meets the requirements for the first two years of any accredited four-year institution that has a degree in Business Administration, the student may petition for adjustments in the

Southwestern Oregon Community College Associate in Arts in Business Administration degree.

## ASSOCIATE IN ARTS DEGREE IN CRIMINAL JUSTICE ADMINISTRATION

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

FRESHMAN YEAR				F	W	S
CJ100	CJ120	Criminal Justice Survey		3		
	CJ130	Intro to Judicial Process			3	
Wr121	Wr122	Intro to Corrections		3	3	
	Wr123	English Composition				3
		English Composition or				3
		Wr227 Report Writing				3
PE185	PE185	Physical Education or		1	1	1
		PE231 Wellness for Life (3 credits)				
Soc204	Soc205	General Sociology		3	3	3
	CJ200	Police and Public Policy			3	
CJ110		Intro to Law Enforcement		3	3	3
		Literature/Language Sequence				3
				16	16	16

SOPHOMORE YEAR				F	W	S
Sp111		Fundamentals of Speech		3		
Psy201	Psy202	General Psychology		3	3	3
	HE250	Personal Health				3
	PS201	American Government or				3
		other Social Science Course				3
		Standard First Aid		3	3	3
		CJ Career Tracks (See attached)		3	3	3
		Math/Science Sequence*		4	4	4
		Specific Electives (See attached)				
				16	16	16

TOTAL: 96 Credits

## CRIMINAL JUSTICE ADMINISTRATION ELECTIVES AND CAREER TRACK COURSES

**POLICE CAREER TRACK (9 credits required)**

CJ111	Concepts of Enforcement Services (4)
CJ122	Oregon Law (3)
CJ210	Criminal Investigation (3)
CJ215	Criminal Justice Administration (3)
CJ222	Procedural Law (3)
CJ223	Rules of Evidence (3)
CJ226/PS252	Constitutional Law (3)
CJ299/Soc212	Social Control (3)

**CORRECTIONS CAREER TRACK (9 credits required)**

CJ101/Soc244	Criminology (3)
CJ131/Soc220	Introduction to Penology (3)
CJ132	Introduction to Parole and Probation (3)
CJ201/Soc221	Juvenile Delinquency (3)
CJ202	Psychology of Violence & Aggression (3)
CJ215	Criminal Justice Administration (3)
CJ225	Correctional Law (3)
CJ299/Soc 212	Social Control (3)

**INTERDISCIPLINARY STUDIES (9 credits required)**

Combination of Police and Corrections Career Track

**ELECTIVES (6 credits required)**

May be taken from a career track other than your major.

Suggestions:

Psy235/236	Human Development I, II (6)
CJ107/207	Criminal Justice Workshops (Special Topics) (1)
CJ103	Introduction to Family Law (3)
CJ115	Legal & Fundamental Aspects of Lethal Weapons (4)
CJ140	Criminalistics (3)
CJ243/Soc243	Narcotics & Dangerous Drugs (3)
CJ280	Field Experience

FRESHMAN YEAR				F	W	S
BA131		Intro to Business Data Processing		3		
	CS221	Intro to Digital Computers			3	3
Wr121	Wr122	English Composition		3	3	3
BA101		Introduction to Business		4		
	Sp111	Fundamentals of Speech		3		
		Personal Health*			3	3
		Literature Sequence		3	3	3
		Mathematics Sequence*		4	4	4
		Electives		3		
				17	16	16

SOPHOMORE YEAR				F	W	S
Ec201	Ec202	Ec203	Principles of Economics	3	3	3
BA211	BA212	BA213	Principles of Accounting	3	3	3
BA226			Business Law I	3		
	BA232	BA235	Business Statistics I, II		3	3
	CS133F		Intro to Programming: FORTRAN*			3
PE185	PE185	PE185	Physical Education*	1	1	1
			Social Science Sequence	3	3	3
			Electives	3		
				16	16	16

MAXIMUM TOTAL: 97 Credits\*\*

\*NOTE: MAJORS IN THIS PROGRAM MUST MAKE A GRADE OF "C" OR BETTER IN ALL COURSES.

\*\*MINIMUM CREDITS NEEDED TO TRANSFER = 96; MAXIMUM CREDITS TRANSFERABLE = 108.

\*Mth101 or above not to include Mth191, 192, 193.

\*CS133B or CS133P may be substituted.

\*PE231 Wellness for Life may be substituted for HE250 or PE185.



## ASSOCIATE IN ARTS DEGREE IN HUMAN SERVICE

The Human Service program is an Associate in Arts degree program available to students in sociology, psychology, criminal justice or interdisciplinary studies. This program is designed to prepare students for employment in such areas as social worker assistant, day care worker, mental health aide, psychiatric aide, juvenile case aide, and human resource aide. It may also be transferred as lower division credit toward a baccalaureate program.

FRESHMAN YEAR				F	W	S
CJ100	CJ120	Criminal Justice Survey		3		
	CJ130	Intro to Judicial Process			3	
Wr121	Wr122	Intro to Corrections		3	3	
	Wr123	English Composition				3
		English Composition or				3
		Wr227 Report Writing				3
PE185	PE185	Physical Education or		1	1	1
		PE231 Wellness for Life (3 credits)				
Soc204	Soc205	General Sociology		3	3	3
	Soc206	Social Science Electives		3	3	3
		Literature/Language Sequence		3	3	3
				16	16	16

SOPHOMORE YEAR				F	W	S
Sp111		Fundamentals of Speech		3		
HS100		The Field of Human Service		3		
	HS154	Intro to Human Service			3	
		Intro to Interviewing & Counseling				3
Psy201	Psy202	General Psychology		3	3	3
	PS201	American Government or other		3		
		Social Science Elective				
	HS107	Human Service Workshop			1	1
	HS207	Field Experience			3	3
	HS280	Math or Science Sequence*		4	4	4
				16	14	14

TOTAL: 92 Credits

\*Mth101 or above not to include Mth191, 192, 193.



# 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 18 credits of approved general education subjects.
4. Attendance at the College for at least two terms (including the last term) before the degree is awarded and completion of 24 credits at the College.

The following majors are available:

- Banking and Finance
- Business, General
- Business Management
  - Accounting Option
  - Data Processing Option
  - Marketing Option
  - Office Management Option
- Electronics Technician
- Fire Science Technology
- Industrial Mechanics
  - Automotive Option
  - Machine Tool Practice Option
  - Welding Option
- Industrial Technology (Apprenticeship trades)
- Medical Office Assistant
- Nursing
- Secretarial Technology
  - General Secretarial
  - Supervisory Training

In some cases, the Associate in Science degree may be transferable to a college or university which has a four-year degree program in that particular technical area. For more information, consult your advisor or the Admissions Office.

## BANKING AND FINANCE PROGRAM

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

			Credits
Wr121	Wr122	English Composition	6
Wr227		Report Writing or 9.784	3
		Writing for Results	
Ec201		Principles of Economics	3
Psy111		Personality & Development	3
BA211		Principles of Accounting I or 2.766 Accounting I	3(4)
9.768		Principles of Banking	3
9.773		Money and Banking	3
9.771		Law & Bank Transactions or BA226 Business Law I	3
		Approved Social Science	3
Total Required:			30

Suggested Electives			
BA212	BA213	Principles of Accounting II, III or 2.767, 2.768 Accounting II, III	
Ec202	Ec203	Principles of Economics	
Psy201	Psy202	General Psychology	
BA131	Psy203	Intro to Business Data Processing	
4.200		Basic Math <sup>1</sup>	
Plus -- Any full term classes listed in the AIB student catalog under "Functional Banking" or "Banking Support."			
			Total Required: 36

General Electives			
May be selected from Humanities, Social Sciences, Physical Sciences, Life Sciences, Business and Communications. Work Experience can be an option for a maximum of 12 credit hours.			
			Total Required: 24

TOTAL: 90 Credits

NOTE: MAJORS IN THIS PROGRAM MUST MAKE A GRADE "C" OR BETTER IN ALL COURSES EXCEPT GENERAL ELECTIVES.

<sup>1</sup>All AIB courses taken prior to Fall, 1974, apply toward an Associate in Science degree. In addition, advanced placement may be granted for other college work or appropriate work experience. Petitions required.

<sup>4</sup>4.200 replaces 2.252 Business Math II.

## GENERAL BUSINESS

This is a two-year program 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 Science in General Business

To earn an Associate in Science in General Business under this option, the student must fulfill the following requirements:

1. Complete the first year of any two-year business management or secretarial program.
2. Complete 9 credits of composition (Wr121, 122, 123, or 227) and 9 credits of social science/humanities/sciences.
3. Thirty additional business credits.
4. General electives in courses numbered 1.100 or above, or any lower division collegiate courses.
5. A total of 93 credits is required.

### Option II: Associate of Science in General Business - Interdisciplinary

1. Complete the first year of any two-year business management or secretarial program.
2. Complete 9 credits of composition (Wr121, 122, 123, or 227) and 9 credits of social science/humanities/sciences.
3. Thirty 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. General electives in courses number 1.100 or above, or any lower division collegiate courses.
5. A total of 93 credits is required.

## BUSINESS MANAGEMENT

Students interested in Business Management may choose from four areas of specialization - Accounting, Data Processing, Office Management, and Marketing.

## BUSINESS MANAGEMENT PROGRAMS (ACCOUNTING OPTION)

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.

FIRST YEAR				F	W	S
Wr121	Wr122	Wr123	English Composition <sup>1</sup>	3	3	3
BA211*	BA212*	BA213*	Principles of Accounting I, II, III <sup>2</sup>	3-4	3-4	3-4
		BA217*	The Accounting Process <sup>4</sup>			3
BA101			Introduction to Business	4		
	BA285		Business Relations		3	
			Algebra through Mth 50	4		
		Wr214	Business English			3
BA131*			Intro to Data Processing or 6.900*	3		
			Data Processing Fundamentals			
	CS221*		Digital Computers or 6.901*		3	
			Intro to Digital Computers			
	QA220		Electronic Calculators		2	
		CS110	Microcomp Software: Word Processing & Spreadsheet			2
				17-1814-15	15	15

## SECOND YEAR

BA177*	BA226	BA227	Business Law I, II		3	3
	2.772*	2.773*	Payroll Accounting		3	
			Intermediate Accounting I, II		3	3
BA215*			Cost Accounting		3	
2.331*			Federal Income Tax I <sup>3</sup>		3	
	BA223		Principles of Marketing		3	
		2.595*	Office Simulation I and/or 2.280*			6
			Work Experience; or BA280*			
			Field Experience			
			Social Science/Humanities/Science Electives <sup>5</sup>	3	3	3
				15	15	15

TOTAL: 90-93 Credits

\*NOTE: MAJORS IN THIS PROGRAM MUST MAKE A GRADE OF "C" OR BETTER IN ALL COURSES DESIGNATED WITH AN ASTERISK (\*).

<sup>2</sup>Wr227 Report Writing may be substituted for Wr123 English Composition.

<sup>3</sup>The above may be substituted by 2.766, 2.767, 2.768, and BA213. Student must petition to receive credit for BA211 and BA212. Contact advisor or accounting instructor for details. Students in 2.766, 2.767, 2.768 do not take BA217.

<sup>4</sup>Student must demonstrate ability to type or take typing.\*

<sup>5</sup>Students are encouraged to take Federal Income Tax II for elective.

## BUSINESS MANAGEMENT PROGRAMS (OFFICE MANAGEMENT OPTION)

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

FIRST YEAR				F	W	S
Wr121	Wr122	Wr123	English Composition <sup>1</sup>	3	3	3
BA211*	BA212*	BA213*	Principles of Accounting I, II, III <sup>2</sup> or 2.766*, 2.767*, 2.768*	3-4	3-4	3-4
			Accounting I, II, III and BA213 Pr of Acctg III <sup>3</sup>			
BA101		BA217*	The Accounting Process <sup>4</sup>			3
BA131*			Introduction to Business	4		
			Intro to Data Processing or 6.900*	3		
			Data Processing Fundamentals			
	CS221*		Digital Computers or 6.901*		3	
			Intro to Digital Computers			
	BA285		Business Relations		3	
		Wr214	Business English			3
	QA220		Electronic Calculators <sup>5</sup>		2	
		CS110	Microcomputer Software: Word Processing & Spreadsheet			2
			Algebra through Mth50	4		
				17-1814-1514-15		

## SECOND YEAR

BA226*	BA227*		Business Law I, II	3	3
	BA223		Principles of Marketing		3
SDP101*			Principles of Management/Supervision	3	
BA177*			Payroll Records & Accounting	3	
		2.595*	Office Simulation and/or 2.280*		6
			Work Experience or BA280*		
			Field Experience		
	QA116*		Office Procedures		3
		QA240	Filing/Records Management		3
			Social Science/Humanities/Science Electives <sup>5</sup>	3	3
				4	3
				16	15
				16	16

TOTAL: 92-95 Credits

\*NOTE: MAJORS IN THIS PROGRAM MUST MAKE A GRADE "C" OR BETTER IN ALL COURSES DESIGNATED WITH AN ASTERISK (\*).

\*Wt227 Report Writing may be substituted for Wt123 English Composition.

\*2.766, 2.767, 2.768 and BA213 are equivalent to BA211, 212, 213 and BA217. Student must petition to receive credit for BA211 and BA212. Contact advisor or accounting instructor for details.

\*Student must demonstrate ability to type or take typing.

\*Students scoring below 50 on Math Test C on the College Placement Test will be required to take 4.200 Basic Math before or concurrent with OA220 Electronic Calculators.

SUGGESTED ELECTIVES: 2.331, 2.332 Federal Income Tax I, II; Typing.

## BUSINESS MANAGEMENT PROGRAMS (MARKETING OPTION)

This option provides the student with managerial skills in the marketing field and actual supervised work experience. The student then may be qualified to move into assistant manager positions. An Associate in Science degree will be awarded after completion of the program.

FIRST YEAR			F	W	S
Wt121*	Wt122	Wt123* English Composition <sup>1</sup>	3	3	3
BA211*	BA212*	Principles of Accounting I, II <sup>2</sup>	3	3	
		BA217* The Accounting Process <sup>3</sup> or 2.766*, 2.767*, 2.768* Accounting I, II, III <sup>4</sup>			3
BA101*		Introduction to Business Algebra through Mth 50	4		
		BA239* Advertising <sup>5</sup>			3
BA131*		Intro to Data Processing	3		
		CS221 Digital Computers		3	3
BA285*		Business Relations		3	
OA220		Electronic Calculators		2	
		CS110 Microcomp Software: Word Processing & Spreadsheet			2
			14	14	14

### SECOND YEAR

BA226*	BA227*	Business Law I, II	3	3	
BA236*		Sales <sup>6</sup>	3		
		BA223* Principles of Marketing		3	
		BA249* Principles of Retailing <sup>7</sup>			3
SDP101*		Wt214 Business English		3	3
		Principles of Management/ Supervision	3	3	3
2.280*	2.280*	2.280* Work Experience or BA280* Field Experience	4	4	4
			3	3	3
			16	16	16

TOTAL: 90 Credits

\*NOTE: MAJORS IN THIS PROGRAM MUST MAKE A GRADE OF "C" OR BETTER IN ALL COURSES DESIGNATED WITH AN ASTERISK (\*).

\*Wt 227\* Report Writing may be substituted for Wt123\* English Composition

BA217 may be substituted by BA213. Students taking the 2.766, 7.8 series must petition to receive credit for BA211, 212, and 217 — and take BA213.

<sup>1</sup>Suggested Electives: 2.331, 2.332 Federal Income Tax I, II; Typing; BA213 Principles of Accounting III. Student must demonstrate ability to type or take typing.\*

<sup>2</sup>These courses may be offered only every other year.

## BUSINESS MANAGEMENT PROGRAMS (DATA PROCESSING OPTION)

This option prepares the student for entry-level employment in the data processing field, which may lead to supervisory and management positions. An Associate in Science degree is awarded after completion of the program.

FIRST YEAR			F	W	S
Wt121	Wt122	Wt123 English Composition <sup>1</sup>	3	3	3
BA211*	BA212*	BA213* Principles of Accounting I, II, III <sup>2</sup> or 2.766*, 2.767*, 2.768* Accounting I, II, III <sup>3</sup>	3-4	3-4	3-4
BA101		Intro to Business	4		
4.202*		Elementary Algebra I	4		
BA131*	Mth50*	Mth100* Intermediate Algebra I, II <sup>4</sup>		4	4
		Intro to Data Processing or 6.900*	3		
		Data Processing Fundamentals			
CS221*		Digital Computers or 6.901* Intro to Digital Computers		3	
CS110*		Microcomp: Word Processing/ Spreadsheet		2	
CS111*		Microcomp: Data Base/ Integrated Systems			2
CS133B*		Introduction to Programming-BASIC <sup>5</sup>			3
			17	18	16

17-1815-1615-16

### SECOND YEAR

BA217*		The Accounting Process or BA213* Principles of Accounting III <sup>6</sup>	3		
BA226	Wt214	Business Law I	3	3	
CS270*		Business English		4	
6.909*		Introduction to Information Systems Computer Operations	4		
		Business Statistics I		3	
		Computer Applications		4	
		Introduction to Programming-COBOL		4	
		CS263* Computer Science-Machine Language 6.902* Systems & Procedures			4
		CS133F* Introduction to Programming- FORTRAN or 6.903F* Intro to Programming-FORTRAN			3
		Social Science/Humanities/Science Electives <sup>7</sup>	3	3	3
			1	1	1
			15	18	17

TOTAL: 97-100 Credits

\*NOTE: MAJORS IN THIS PROGRAM MUST MAKE A GRADE OF "C" OR BETTER IN ALL COURSES DESIGNATED WITH AN ASTERISK (\*).

\*Wt227 Report Writing may be substituted for Wt123 English Composition.

\*2.766, 2.767, 2.768 and BA213 are equivalent to BA211, 212, 213, and BA217.

<sup>1</sup>If the student has math proficiency equivalent to at least Mth100, he/she may substitute 12 elective credits. Additional higher math is strongly recommended.

<sup>2</sup>If CS133B or its equivalent have been taken, then schedule CS133F here.

<sup>3</sup>Students taking BA211, 212, 213 the FIRST YEAR, take BA217 the SECOND YEAR. Those students taking 2.766, 2.767, 2.768, the FIRST YEAR, take BA213 the SECOND YEAR.

<sup>4</sup>Student must demonstrate ability to type or take typing. Suggested Electives: 2.331, 2.332 Federal Income Tax I, II; BA235 Business Statistics II; BA227 Business Law II.

## FIRE SCIENCE TECHNOLOGY

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

		FIRST YEAR			
		F	W	S	
4.202	Rdg90	Elementary Algebra I	4		
		Effective Reading or Wt121 English Composition	3		
	Wt90	Paragraph Fundamentals or Wt122 English Composition		3	
	Wt227	Report Writing			3
5.250	5.251	Firefighting Skills I, II	3	3	
5.289	5.253	Fire Apparatus & Equipment Legal Aspects of Fire Protection	3		
		Hazardous Materials I			3
		Fire Service Hydraulics			3
4.300		Practical Physics or 4.304 Practical Physics	4		
Ch100		Fundamentals of Chemistry or Ch104 General Chemistry		4	
Psy111		Personality & Development Social Science Electives			3
		Electives <sup>8</sup>	4		3
			17	17	15

### SECOND YEAR

PE185	PE185	PE185 Physical Education*	1	1	1
	Sp111	Fundamentals of Speech		3	
	PS203	American Government or Social Science Electives			3
5.280	5.280	5.280 Work Experience	3	3	3
5.237		Fire Investigation	3		
		Fundamentals of Fire Prevention			3
5.261	5.262	Hazardous Materials II	3		
5.274		Firefighting Tactics & Strategy	3		
		Fire Company Organization & Station Assignments		3	3
		HE260 First Responder or HE257-EMT-1 and HE280 Field Experience			4
			3	3	3
			16	16	17

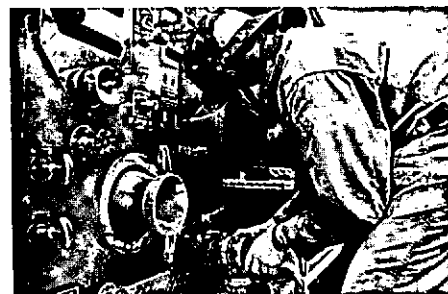
TOTAL: 97 Credits

<sup>1</sup>May be substituted by PE231 Wellness for Life.

### Suggested Electives:

4.200	Basic Math (May be taken as refresher course, if needed).			
5.254	Intro to Fire Protection			
5.263	Fire Pump Construction & Operation			
5.264	Building Construction for Fire Protection			
5.267	Fire Department Communications & Alerting Systems			
5.268	Fire Service Rescue Practices			
5.272	Fixed Systems and Extinguishers			
5.282	Fire Codes and Related Ordinances			
5.271	Intro to Fire Behavior S-190			
5.273	Tractor Use/Tractor Boss S-213			
5.275	Wildland Fire Management S-130			
5.278	Portable Pumps and Water Use S-211			
5.279	Power Saws S-212			
5.281	Ground Tanker/Tanker Boss S-214			
5.283	Firing Methods and Equipment/Firing Boss S-215			
5.284	Crew Boss S-230			
5.285	Basic Air Operations S-270			
5.292	Organizing for Fire Suppression S-320			
5.293	Sector Boss S-330			
5.294	Maps & Records Officer S-341			
5.296	Intermediate Air Operations S-370			
5.297	Fire Behavior S-390			
9.301	Firefighting IA			
9.302	Firefighting IB			
9.303	Firefighting IC			
9.304	Firefighting ID			
9.305	Firefighting IE			

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



## ELECTRONIC TECHNICIAN

This program prepares students for jobs in electronic equipment repair, maintenance, and operation. The program is designed to provide entry level service technicians to the manufacturing, consumer, and communications electronics industries. It is for people who are interested in computer system configuration, interfacing and repair, office machine installation and repair, medical electronics, automotive electronics, electronic equipment sales and field servicing, and military electronics.

FIRST YEAR			F	W	S
6.311		DC-AC Electronic Concepts	4		
4.250		Math for Electronics	3		
6.315		Digital Fundamentals	2		
6.309		Intro to Electronics	2		
6.323		Electronics Systems	2		
Rdg90		Effective Reading	3		
	6.316	Microcomputer Architecture		2	
	6.313	Semiconductors		2	
	4.251	Algebra for Electronics		3	
	4.300	Practical Physics		4	
	6.324	Electronic Communications		2	
	CS133B	Intro to Programming: BASIC			3
	6.314	Linear Circuits			4
	6.317	Sensors and Actuators			4
	4.252	Math Concepts			3
		Social Science/Humanities			3
			16	16	14

### SECOND YEAR

CS105		Microcomputer Hardware	4		
6.319		Industrial Electronics	4		
Wt90		Paragraph Fundamentals	3		
		Social Science/Humanities	3	3	
Psy140		Life Plan		3	
6.321		Automated Systems		4	
6.322		Telecommunications		4	
	6.327	Instrumentation			4
	6.328	Licensing and Certification			2
	6.300	Project			4
	6.280	Work Experience			3
	SP100	Basic Speech Communications			3
			14	14	16

TOTAL: 90 Credits

## FOREST TECHNOLOGY PROGRAM

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

FIRST YEAR		F	W	S	Su	
Wr121	Wr122	English Comp or Rdg90 Effective Reading and Wr90 Paragraph Fundamentals	3	3		
	Wr123	English Comp or Sp100 Basic Speech Communications or Wr227 Report Writing			3	
6.900		Data Processing Fundamentals or BA131 Intro to Business Data Processing	3			
	4.202	3.242 Elem Algebra I, Applied Trigonometry	4	4		
F111*		Intro to Forestry	4			
	6.409*	Forest Protection	3	3		
6.411*		Logging Operations	3			
	6.410*	Forest Products Manufacturing	3			
	6.407*	6.408* Forest Mensuration I, II	3	3		
	6.404*	Elementary Forest Surveying	3			
F254*	or F254*	6.280 Tree & Shrub Identification Work Experience Electives <sup>1</sup>	4	or (4)		5-8
					3	
			16	16	16	5-8

### SECOND YEAR

6.419*		Social Sciences/Humanities	3	3	3	
	6.414*	Forest Recreation	3			
		Forest Contracts & Mapping	3	3		
6.405*		Advanced Forest Surveying	3			
	6.406*	Forest Engineering			4	
	6.416*	Aerial Photo Interpretation			3	
	6.417*	6.420* Silviculture/Advanced Silviculture	3	3		
9.204*		Small Business Operations or Equivalent Business Course Electives <sup>1</sup>	3	5		
			15	14	13	

TOTAL: 95-98 Credits

\*NOTE: MAJORS IN THIS PROGRAM MUST MAKE A GRADE OF "C" OR BETTER IN ALL COURSES DESIGNATED WITH AN ASTERISK (\*).

<sup>1</sup>Suggested Electives: 5.276 Basic Wildland Fire Management; 6.430 Fish & Wildlife Resources; FW251 Print of Wildlife Conservation; FW252 Wildlife Resources; Mammals; FW253 Wildlife Resources; Birds; Criminal Justice courses; Sp111 Fund of Speech; HE252 St First Aide; Small Engine Repair; 0.581/PE185 Phys. Cond.; Welding; 0.852.1 Chain Saw Maintenance; Fire Science courses; HE257/9.428 EMT-I.

## INDUSTRIAL MECHANICS PROGRAM

This program prepares students for entry-level jobs in the automotive and metal working fields. Typical jobs are service station attendants, auto mechanics, machinists and welders with opportunities for apprenticeship in the related trades.

Students planning to continue in Industrial Technology (Apprenticeable Trades) or transfer to OSU or OIT should discuss additional requirements with an advisor.

### AUTOMOTIVE MAJOR

FIRST YEAR		F	W	S	
3.304	3.306*	3.300* Suspension and Brakes	4	4	4
4.110		Internal Combustion Engines I, II	2		
		Blueprint Reading I	2		
4.150	4.151	4.154 Welding I, II, V	3	3	3
4.170	4.171	4.172 Machine Tool Practice I, II, III	3	3	3
3.240	3.241	Applied Math and Algebra or 4.200/4.202 Bas Mth/E1 Algebra I	4	4	
	4.300	4.304 Practical Physics		4	4
			16	18	14

SECOND YEAR		F	W	S	
Rdg90		Effective Reading or Wr121 English Composition	3		
Wr90		Paragraph Fundamentals or Wr122 English Composition	3		
	Sp100	Basic Speech or Wr123 English Composition or Wr227 Report Writing			3
3.308*	3.322*	3.310* Electrical I, II	4	3	
	3.310*	Gasoline Fuel Systems	3		
	3.312*	3.316* Diesel Fuel Systems	3	3	
	3.316*	Power Trains	3		
3.318*		Steering Controls	3		
	3.324*	Diagnostic Procedures			3
	3.326*	Automatic Transmission			3
3.329*	3.331*	3.333* Mechanical Systems Lab I, II, III	3	3	3
3.332*		Service Management	2		
		Social Sciences	3	3	3
			18	18	18

TOTAL: 102 Credits

\*NOTE: 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.

ALL STUDENTS MUST PROVIDE A BASIC SET OF HANDTOOLS IN THIS PROGRAM.

## MACHINE TOOL MAJOR

FIRST YEAR		F	W	S
3.304	3.306	Internal Combustion Engines I, II	4	4
4.110		Blueprint Reading I	2	
4.150	4.151	4.154 Welding I, II, V	3	3
4.170*	4.171*	4.172* Machine Tool Practice I, II, III	3	3
3.240*	3.241*	3.242* Applied Math/Algebra/Trigonometry or 4.200/4.202/Mth60 Bas Math/El Algebra/Trigonometry	4	4
	4.300	4.304 Practical Physics		4
			16	18

### SECOND YEAR

Rdg90		Effective Reading or Wr121 English Composition	3	
Wr90		Paragraph Fundamentals or Wr122 English Composition	3	
	Sp100	Basic Speech or Wr123 English Composition		
	4.101	General Drafting	2	2
4.158*		Machine Tool Practice Lab	2	
	4.160*	Metals Application & Testing	3	3
4.173*		Basic Numerical Control	3	
	4.174*	4.175* Machine Tool Practice V, VI	3	3
	4.176*	4.177* 4.178* Machine Tool Practice VII, VIII, IX	3	3
	4.181*	Machine Tool Practice XII	3	3
		Social Sciences	3	3
			14	15

TOTAL: 94 Credits

\*NOTE: 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.

ALL STUDENTS MUST PROVIDE A BASIC SET OF HANDTOOLS IN THIS PROGRAM.

FIRST YEAR		F	W	S
3.304		Internal Combustion Engines I	4	
4.110*	4.112*	Blueprint Reading I, II	2	2
4.150	4.151	4.154 Welding I, II, V	3	3
4.170	4.171	4.172 Machine Tool Practices I, II, III	3	3
3.240	3.241	3.242 Applied Math/Algebra or 4.200/4.202	4	4
	4.300	4.304 Practical Physics	4	4
		4.152 Welding III	4	3
		4.156 Welding VII		3
			16	16

### SECOND YEAR

Rdg90		Effective Reading or Wr121 English Composition	3	
Wr90		Paragraph Fundamentals or Wr122 English Composition	3	
	Sp100	Basic Speech Communications or Wr123 English Composition		
	4.153*	Welding IV	3	3
	4.165*	4.166* 4.167* Welding Lab A, B, C	3	3
	9.154*	9.155* Electrical I, II	4	3
	4.155*	4.157* Welding VI, VIII	3	3
		4.159* Maintenance/Fitter Welding Social Sciences Electives <sup>1</sup>	3	3
			16	17

TOTAL: 99 Credits

\*NOTE: 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.

<sup>1</sup>Suggested Elective: 9.158 Advanced Maintenance/Fitter Welding.

## INDUSTRIAL TECHNOLOGY

### ALL APPRENTICEABLE TRADES

This program establishes credit for trade and industrial experience toward an Associate degree. Approximately one-half of the credits required for the degree are earned through achievement of Journeyman status; the remainder of the credits are earned through community college Apprentice Related Training courses, First Aid courses, and 18 credits of General Education courses. Composition of the degree program is as follows:

Rdg90	Effective Reading or Wr121 English Composition	3 Credits
Wr90	Paragraph Fundamentals or Wr122 English Composition	3 Credits
Sp100	Basic Speech or Wr123 English Communications or Wr227 Report Writing	3 Credits
	Social Science	9 Credits
9.1xx	Apprentice Related Training (Number of credits of 9.1xx depends upon occupation).	27-36 Credits
	First Aid	1-3 Credits
	Journeyman Status	45 Credits

TOTAL: 91-102 Credits

### APPRENTICESHIP TRAINING

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 outline in apprenticeship standards.

## MEDICAL OFFICE ASSISTANT PROGRAM

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 additional skills in medical office procedures, management, and clinical skills with emphasis on the role of the medical office assistant on the medical care delivery team. This curriculum may require some prep courses (i.e. Typing Skill Building, Sentence Fundamentals, Paragraph Fundamentals, High School Math or equivalent).



### WELDING MAJOR

\*Note: Welding Program is under revision. Contact Ken Jensen, instructor, for detailed information on courses.

		FIRST YEAR			
		F	W	S	Su
2.591	Pretranscription Skills*	3			
QA122	Typing II	3			
9.723	9.726 9.728 Medical Terminology I, II, III	3	3	3	
	2.766 Accounting I <sup>†</sup>		4		
QA220	Electronic Calculators*		2		
	9.731 Clinical Procedures I			3	
	9.725 Medical Insurance, Credit & Collections		3		
9.724	9.730 Medical Secretary I, II	3		3	
	QA225 Machine Transcription I		3		
	9.727 Medical Transcription I			3	
QA240	Filing/Records Management		3		
BA285	Business Relations		3		
	W121 W122 English Composition		3	3	
	2.280 2.280 Work Experience <sup>‡</sup>			2	(6-8)
		18	18	17	(6-8)

		SECOND YEAR			
DA200	Intro Word Processing <sup>§</sup>		3		
	2.767 2.768 Accounting II, III <sup>†</sup>		4	4	
9.729	Medical Transcription II or QA123 Typing III		3		
BA131	Intro Bus Data Processing		3		
	HE268 Pharmacodynamics			3	
9.732	9.733 Clinical Procedures II, III	3	3	3	
	W122 Report Writing		4	4	
Bi123	Bi232 Anatomy & Physiology II, III <sup>¶</sup>		4	4	
	Microbiology <sup>¶</sup>			3	
BA226	Psy203 General Psychology		3		
	Business Law I			3	
	Social Science/Humanities/Science			3	
		16	17	17	

TOTAL: 53 Credits for Diploma

TOTAL: 103-111 Credits for A.S. Degree

\*NOTE: MAJORS IN THIS PROGRAM MUST MAKE A GRADE OF "C" OR BETTER, IN ALL COURSES DESIGNATED WITH AN ASTERISK (\*).

<sup>†</sup>Students pursuing the diploma program will take Work Experience Spring term, two-year students will take Social Science/Humanities/Science to fulfill college requirements of 18 credits of General Education courses and take Work Experience during the Summer.

<sup>‡</sup>High School Chemistry or Ch100 Fundamentals of Chemistry with a grade of "C" or better required before taking Bi 123, 232, 233; High School Math or equivalent is required before taking Ch100.

<sup>§</sup>Students receiving a standard test score below 50 on the sentences section of the College Placement Test will take Sentence Fundamentals. 2.591 Pretranscription Skills should be taken after English Fundamentals.

<sup>¶</sup>Students scoring below 50 on 4th Test C on College Placement Test will be required to take 4.200 Basic Math before or concurrently with Electronic Calculators.

<sup>¶</sup>BA211, 212, and 217 or BA211, 212, 213 may be substituted for Accounting I, II, III.

## NURSING CAREER LADDER PROGRAM

Three levels of attainment are possible to students in the Career Ladder Nursing program, which is accredited by the Oregon State Board of Nursing. Program includes class instruction and clinical experience under the supervision of a college instructor.

The first quarter of study covers training for employment as a nurses' aide. The first four quarters of study can lead to a practical nurse diploma and eligibility to take the State Board of Nursing examinations for licensed practical nurse. Successful completion of the two-year program qualifies the student for the Associate in Science degree and eligibility to take the State Board of Nursing examinations for registered nurse.

### HOW TO APPLY

To be eligible for admission in the fall, a student's file must be complete by April 30. Requirements for admission to both first and second year include:

1. A completed application for admission to the program/college.
2. A high school diploma or its equivalent (a GED certificate is acceptable).
3. Completion of one year of high school chemistry or its equivalent with a C grade or higher within the past five years.
4. Completion of high school algebra or the equivalent.

5. A copy of high school grade transcript or transcripts from other college attended submitted to the Office of Admission.
6. Completion of placement tests with minimum standard scores on the basic skills subtests as follows:
  - reading..... 55
  - sentences..... 55
  - mathematics test C..... 50
7. An advising appointment with a nursing faculty member must be made before April 30.
8. Cumulative GPA of 2.5 from most recent educational experience.

The placement test may be retaken six months after the previous testing session. Exceptions in one or more of these subtests may occasionally be made if other indicators strongly suggest success in the program.

### ADMISSION PROCEDURE

Enrollment is limited by the availability of facilities.

Those applications that are qualified for entry into the nursing program will be sent letters of acceptance and placed on a list of Qualified Applicants. When the enrollment for the Fall class is filled, qualified applicants will then be placed on a waiting list in order of acceptance.

Accepted applicants are required to:

1. Have a physical examination before July 1 and file the results with the Office of Admissions. This should indicate a level of good health sufficient to provide nursing care.
2. Attend an orientation session with nursing faculty in June, the date to be included in the letter of acceptance.

### LICENSED PRACTICAL NURSES PROGRAM

Licensed practical nurses desiring to enter the fall quarter of the second year must meet all the prerequisites of first year students (see HOW TO APPLY). In addition, they need to supply a copy of their active Oregon License, have completed Anatomy and Physiology I, II, & III (Bi231, 232, & 233) and Microbiology (Bi123), or their equivalent, with a grade of C or higher within the past five years, and have completed W121, Soc205, Psy201, 202, and 203.

### ADVANCED PLACEMENT

Transfer students from other nursing programs will be evaluated on an individual basis. Any nursing course taken longer than five years ago may have to be challenged for credit. Admission is based on space available in any quarter the student is eligible to enter.

## CURRICULUM Associate Degree Nursing Program

State Board Test Pool Examinations for licensure as a Practical Nurse may be taken upon completion of the first four quarters.

Graduates are eligible to write the State Board Test Pool Examinations for licensure as a Registered Nurse upon completion of six quarters.

## NURSING

		FIRST YEAR			
		F	W	S	Su
Bi231*	Bi232* Bi233*	4	4	4	
Nur101*	Fund. of Nursing	8			
	Nur102* Nur103*		8	10	
	Nur101*			3	
	English Composition				

		Soc205			General Sociology		
Nur121*	Nur131* Nur141*	2	3	2	2		
	Psy201						3
	Psy202						3
	Psy203						3
		17	17	16	9		
		SECOND YEAR					
Bi123*	Microbiology <sup>¶</sup>		4				
Nur201*	Nur202* Nur203*	10	10	10			
	Nursing Science & Practice III, IV, V <sup>¶</sup>						
	W122				3		
Nur151*	Nur161* Nur171*	2	2	2			
	English Composition						
	Nursing Skills Lab IV, V, VI						
	Electives				3		
		16	15	15			

TOTAL: 105 Credits

\*NOTE: MAJORS IN THIS PROGRAM MUST MAKE A GRADE OF "C" OR BETTER, IN ALL COURSES DESIGNATED WITH AN ASTERISK (\*).

<sup>¶</sup>Microbiology is a prerequisite to Nur202. All science courses must have been taken within the last five years.

<sup>¶</sup>Anatomy & Physiology I, II, III are prerequisites to all subsequent nursing courses.

<sup>¶</sup>A student continuing from the first year may elect to exit after successfully completing fall quarter of second year and be eligible to take Practical Nursing Boards in April.

## SECRETARIAL TECHNOLOGY PROGRAM GENERAL SECRETARY

This option prepares the student with skills and abilities to perform the clerical or stenographic tasks demanded in an office, and to assume secretarial responsibilities of an interpretive and decision-making nature.

		FIRST YEAR		
		F	W	S
W121	English Composition			3
W122	Report Writing			3
OA114	OA214 Personal Shorthand			3
	BA285 Business Relations			3
	OA116 Office Procedures			3
2.591	Pretranscription Skills <sup>†</sup>		3	
OA122	OA123 Intermed/Advanced Typing		3	3
QA220	Electronic Calculators		2	
OA124	OA211 Applied Shorthand			3
OA240	Typing Skill Building			3
	Filing/Records Management			3
	Machine Transcription			3
	Electives <sup>‡</sup>			3
	Social Science/Humanities/Science			3
		17	15	15

SECOND YEAR

2.766	2.767	2.768	Accounting I, II, III <sup>†</sup>	4	4	4
BA131			Intro to Data Processing or 6.900 Data Processing Fundamentals			3
BA226			Business Law I			3
	2.595		Office Simulation or 2.280 Work Experience			4-6
OA200			Intro to Word Processing			3
	W1214		Business English			3
W122			English Composition			3
CS110			Microcomputer Software: Word Processing & Spreadsheet			2
	OA201		Word Processing: IBM-PC			2
BA101			Intro to Business			4
			Social Science/Humanities/Science			3
			Electives <sup>‡</sup>			3
				16	16	16-18

TOTAL: 92-96 Credits

\*NOTE: MAJORS IN THIS PROGRAM MUST MAKE A GRADE OF "C" OR BETTER IN ALL COURSES.

<sup>†</sup>Students receiving a standard score below 50 on sentences section of the College Placement Test will take Sentence Fundamentals. Pretranscription Skills should be taken after Sentence Fundamentals.

<sup>‡</sup>Suggested Electives: Sp111 Fundamentals of Speech; CS221 Intro to Digital Computers; BA177 Payroll Accounting; BA213 Principles of Accounting III.

<sup>‡</sup>BA211, 212, and 217; or BA211, 212, 213 may be substituted for Accounting I, II, III.

## SUPERVISORY TRAINING PROGRAM

The Supervisory Training curriculum is designed to train those already employed and other seeking employment in the skills of supervision. After completion of the necessary courses, a student will receive an Associate in Science degree.

FIRST YEAR		F	W	S
SDP101*	Principles of Management/ Supervision	3		
SDP113*	Human Relations		3	
Sp111	Fundamentals of Speech	3	3	3
Wr121	Wr122 English Composition <sup>1</sup>	3	3	3
9.504*	Employee Development	3	3	3
Psy201*	Psy202* Psy203* General Psychology	3	3	3
2.280	Work Experience or BAZ80 Field Experience	3	3	3
Ec201	Ec202 Ec203 Principles of Economics or Scr. composed of 1 term of Economics and any of the following: BA101 Intro to Business, BA211, 212, 213 Pr. of Accounting, BA223 Pr of Marketing, 9.204 Small Business Operations	3	3	3
BA131	Intro to Data Processing Occupational Skills Electives*	3		3
		15	15	18
SECOND YEAR		F	W	S
Wr124	Business English			3
SDP208*	Personnel Administration		3	
9.513*	Performance Appraisal			3
SDP204*	Labor-Management Relations	3		
	Social Science or Humanities	3	3	3
2.280	2.280 2.280 Work Experience or BAZ80 Field Experience	3	3	6
	Algebra through Mth50			4
	Occupational Skills Electives	6	3	3
		15	16	18

TOTAL: 97 Credits

\*NOTE: MAJORS IN THIS PROGRAM MUST MAKE A GRADE OF "C" OR BETTER IN ALL COURSES DESIGNATED WITH AN ASTERISK (\*).

\*Wr227 Report Writing may be substituted for Wr123.

## DIPLOMA PROGRAMS

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

### BOOKKEEPING-CLERICAL PROGRAM

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

ONE YEAR		F	W	S
Wr90	Paragraph Fundamentals or Wr121 English Composition	3		
OA116	Wz14 Business English		3	
QA240	Office Procedures		3	
OA124	Filing/Records Management			3
9.715	Typing Skills Building	3		
9.716	Elementary Bookkeeping I, II*	2	2	
OA220	Electronic Calculators <sup>1</sup>	2		
BA177	Payroll Accounting			3
2.595	Office Simulation I, II*	6	6	
BA285	Business Relations			3
BA131	Intro to Business Data Processing	3		
CS110	Microcomp Software: Word Processing/Spreadsheet		2	
		13	16	15

TOTAL: 44 Credits

\*NOTE: MAJORS IN THIS PROGRAM MUST MAKE A GRADE OF "C" OR BETTER IN ALL COURSES.

<sup>1</sup>May substitute 2.766 Accounting I or BA211 Principles of Accounting.

<sup>2</sup>2.280 Work Experience may be substituted for 2.596.

<sup>3</sup>Students scoring below 50 on Math Test C on College Placement Test will be required to take 4.200 Basic Math before or concurrently with Electronic Calculators.

### EMERGENCY MEDICAL TECHNOLOGY

This is a three-quarter program consisting of course work in pre-hospital care of the sick and injured, including immediate care and transportation of the victim(s). Classroom instruction and clinical practice in basic and advanced skills will be provided. Students will be able to certify at each level by passing state written and practical examinations. EMT courses are conducted in the evenings. EMT III will be offered every other year as the need exists.

ONE YEAR		F	W	S	
HE257*	HE257B* HE258*	Emergency Medical Technician I, II <sup>1</sup>	4	4	5
Bi232	Bi233	Anatomy & Physiology II, III <sup>2</sup>	4	4	4
9.723	9.726 9.728	Medical Terminology I, II, III	3	3	3
HE262		CPR Instructor Certification		2	2
0.615.1	5.268	Fire Service Rescue			2
4.200		Intro to Microcomputers	2		
Wz90		Basic Math	4		
HE280	HE280 HE280	Paragraph Fundamentals	3		
		Field Experience <sup>3</sup>	1	2	1
		Psychology Elective		3	
		Social Science Elective			3
			17	18	18

TOTAL: 53 Credits

\*NOTE: MAJORS IN THIS PROGRAM MUST MAKE A GRADE OF "C" OR BETTER IN ALL COURSES DESIGNATED WITH AN ASTERISK (\*).

<sup>1</sup>H.S. Chemistry or Ch100 is a prerequisite to Anatomy & Physiology II, III.

<sup>2</sup>Field Experience (HE280) must be taken concurrent with HE258 in spring term.

<sup>3</sup>All students wishing to enroll in HE257A & B, HE258 and HE259 (when it is offered) must make an appointment with the Director of Health Occupations prior to registering. Nontransferable 9.428, 9.431 and 9.432 cannot be used for this diploma and tuition is waived only for volunteers.

## LAW ENFORCEMENT PROGRAM

ONE YEAR		F	W	S
Rdg90*	Effective Reading or Wr121 English Composition	3		
Wr90*	Paragraph Fundamentals or Wr122 English Composition		3	
HE252	Standard First Aid or HE260 First Responder or HE257 Emergency Medical Technician I	3-8		
4.202*	Personality & Development		4	3
OA121	Elementary Algebra I			3
OA124	Beginning Typing or OA124 Typing Skill Building			3
CJ110	Intro to Law Enforcement	3		
CJ120	Intro to Judicial Process		3	
CJ130	Intro to Corrections			3
CJ210	Criminal Investigation	3		
CJ222	Procedural Law or CJ223 Rules of Evidence		3	
CJ220	Criminal Law			3
CJ100	Criminal Justice Survey	3		
Wr227	Report Writing			3
	Electives-Criminal Justice Area		2	
		15-20	15	15

TOTAL: 45-50 Credits

<sup>1</sup>4.200 Basic Math may be taken as a refresher course if needed (as an elective), to qualify for entry into 4.202.

\*NOTE: The above courses may be applied to the Associate in Arts degree with the exception of those designated with an asterisk (\*).

Students may select a criminal justice/social science elective if they can show typewriting competency.

### LEGAL ASSISTANT PROGRAM

This one-year program provides the student with essential elements necessary for immediate employment through participation in Legal Assistant courses and other courses as listed.

ONE YEAR		F	W	S
Wr121	Wr122 English Composition <sup>1</sup>	3	3	
Wr123	English Composition or Wr227 Report Writing			3
BA131	Intro to Business Data Processing	3		
LA100	Intro to Law and Law Ethics	3		
LA203	Intro to Legal Research and Library	3		
CJ120	Judicial Process			3
LA107	Techniques of Interviewing			3
LA101	Intro to Legal Terminology	3		
LA105	Intro to Litigation I			3
LA128	Legal Correspondence and Forms <sup>2</sup>			3
LA208	Introduction to Family Law			3
LA280	Field Experience			3
	Social Science Elective			3
SDP101	Principles of Management/ Supervision			3
BA211	Principles of Accounting I		3	
		15	18	15

TOTAL: 48 Credits

<sup>1</sup>Satisfactory placement in entrance exams.

<sup>2</sup>Students must demonstrate ability to type or take typing.

### LEGAL SECRETARY PROGRAM

This program trains the student to prepare papers and correspondence of a legal nature, including wills, complaints, contracts, and motions. A diploma in Legal Secretary is awarded after completion of the required courses.

FIRST YEAR		F	W	S
Wr121	Wr122 English Composition	3	3	
Wr227	Report Writing or Wr214 Business English			3
OA124	Typing Skill Building	3		
2.591	Pretranscription Skills <sup>1</sup>		3	
9.735	9.736 9.737 Applied Shorthand			3
OA114	Legal Secretarial Procedures I, II, III	3	3	3
	Personal Shorthand	3		
OA225	Machine Transcription			3
OA214	Personal Shorthand Skill Building			3
2.766	Accounting I or 9.715, 9.716, Elem Bookkeeping I, II or BA211 Principles of Accounting I			3-4
CS110	Microcomputer Software: Word Processing & Spreadsheet	2		
OA200	Intro to Word Processing			3
OA122	Intermediate Typing			3
BA285	Business Relations		3	
OA220	Electronic Calculators	2		
		16	18-19	18



SECOND YEAR		
OA201	Word Processing: IBM-PC	2
OA240	Filing/Records Management	3
BA131	Intro to Data Processing	3
OA116	Office Procedures	3
BA226	Business Law I	3
BA177	Payroll Accounting	3
		17

TOTAL: 69-70 Credits

\*NOTE: MAJORS IN THIS PROGRAM MUST MAKE A GRADE OF "C" OR BETTER IN ALL COURSES DESIGNATED WITH AN ASTERISK (\*).

†Students receiving a standard score below 50 on sentences section of the College Placement Test will take English Fundamentals. Pretranscription Skills should be taken after English Fundamentals.

Suggested Electives: 4.200 Basic Math; Sp111 Fundamentals of Speech; CS221 Intro to Digital Computers; 2.331, 2.332 Federal Income Tax I, II.

## STENO-CLERICAL PROGRAM

A one-year program designed to prepare students for entry positions as clerk-stenographers. Students are trained to take and transcribe dictation. A diploma is awarded when the course requirements are met.

ONE YEAR			F	W	S
2.591	Pretranscription Skills <sup>†</sup>				3
OA124	Typing Skill Building				3
OA114	Personal Shorthand				3
OA214	Personal Shorthand Skill Building				3
OA220	Electronic Calculators <sup>†</sup>		2		
OA122	Intermediate Typing (II)				3
Wr124	Business English				3
OA225	Machine Transcription				3
OA211	Applied Shorthand				3
2.595	Office Simulation	or	4-6		
	2.280 Work Experience				
OA220	Introduction to Word Processing				3
OA116	Office Procedures		3		
BA285	Business Relations			3	
9.715	Elementary Bookkeeping I				2
OA240	Filing/Records Management				3
CC110	Microcomputer Software: Word Processing & Spreadsheet		2		
OA201	Word Processing: IBM-PC				2
Wr121	English Composition				3
			16	.18	17-19

TOTAL: 51-53 Credits

\*NOTE: MAJORS IN THIS PROGRAM MUST MAKE A GRADE OF "C" OR BETTER IN ALL COURSES DESIGNATED WITH AN ASTERISK (\*).

†Students receiving a standard test score below 50 on the sentences section of the College Placement Test will take Sentence Fundamentals (0.525). 2.591 Pretranscription Skills should be taken after Sentence Fundamentals.

\*Students scoring below 50 on Math Test C on the College Placement Test will be required to take 4.200 Basic Math before or concurrent with OA220 Electronic Calculators.

## SMALL BUSINESS MANAGEMENT

The Small Business Management course is a sequence of two, year-long instructional programs designed to improve small business owners' management skills.

The course consists of ten monthly seminars and ten individual conferences with participants by the instructor at the place of business each year.

Emphasis is placed on establishing and keeping good records as a basis to accomplishing the goals of:

- Improved business decisions through timely, accurate information
- Better planning and tax management
- Idea sharing among participating business owners
- Growth of profits and employment

For these services, the participating business owners/managers (or representatives) agree to attend the scheduled seminars and to prepare as necessary for the individual conferences.

## ADULT HIGH SCHOOL DIPLOMA PROGRAM

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

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

## HONORS IN ENGLISH

Student who have completed 15 hours of transfer classes at the College with a 3.25 or better cumulative GPA 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.



## NURSING ASSISTANT

This program prepares students to work as nursing assistants in nursing homes or convalescent care centers. It consists of 120 hours of intensive instruction, both classroom and in agencies.

## GERIATRIC NURSING ASSISTANT HOME HEALTH CARE

A second 40 hour course prepares students as geriatric nursing assistants with emphasis on how to modify care based on disease processes. Instruction occurs both in the classroom and in agencies. A 70 hour Home Health Aide course prepares students to care for seniors in their homes under the auspices of a Home Health Care Agency.

Entry to this program is limited. Contact the Admissions Office for application procedures.

## CERTIFICATE PROGRAMS

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

### FIREFIGHTER TRAINING PROGRAM

The Firefighter Training Certificate Program is an aid to increase, improve and professionalize training available to fire service personnel. The program is designed for volunteer firemen, to better acquaint them with all the phases of fire fighting.

Completion of the program will lead to a certificate.

FIGHTER FIGHTER I PROGRAM (Certificate)			TOTAL HOURS	CREDITS
9.301	Firefighting IA		32	1.5
9.302	Firefighting IB		32	1.5
9.302	Firefighting IC		32	1.5
9.304	Firefighting ID		32	1.5
9.305	Firefighting IE		32	1.5
*9.382	Basic First Aid		20	1.0
TOTAL:			180	8.5

\*9.382 Basic First Aid may be substituted by HE252 Standard First Aid, HE260 First Responder, or HE257 Emergency Medical Technician I.

## REAL ESTATE PROGRAM

The courses required for taking the state real estate salesperson examination (see below) are regularly offered on an independent study basis. The other courses listed will be offered as needed. A Certificate of Completion will be awarded after completion of the required course work.

		Credits
BA258	Real Estate Principles <sup>†</sup>	3
BA287	Real Estate Law I <sup>†</sup>	3
BA288	Real Estate Finance <sup>†</sup>	3
BA290	Real Estate Appraisal	3
BA291	Real Estate Law II	3
BA265	Real Estate Office Management and Supervision of Sales Personnel	3
		18

TOTAL: 18 Credits

\*NOTE: MAJORS IN THIS PROGRAM MUST MAKE A GRADE OF "C" OR BETTER IN ALL COURSES.

†Completion of BA258, BA287, BA288 is required for taking the state real estate salesperson examination.

# 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.

## ACCOUNTING AND BOOKKEEPING

### BA177 Payroll Records and Accounting 3 Credits (3 Lec, 1 Lab Hrs/Wk)

Provides practice in all payroll operations, the recording of accounting entries involving payroll and the preparation of payroll tax returns that are required of businesses. Prerequisites: Bookkeeping I (9.715), or Accounting I (2.766), or Principles of Accounting I (BA211), or instructor's consent.

### BA211 Principles of Accounting I 3 Credits (3 Lec Hrs/Wk)

This course will cover techniques of account construction and preparation of financial statements. Emphasis is on application of 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)

Accounting systems and management control, concepts and principles of depreciation, merchandise inventory, evaluation, partnership, corporate accounting, capital stock, investments and dividends will be covered. Prerequisites: BA211, or equivalent.

### BA213 Principles of Accounting III 3 Credits (3 Lec Hrs/Wk)

This course will cover control accounting for departments and branches, cost accounting for manufacturing plants, income taxes and their effect on business decisions and analysis of financial statements. Prerequisites: BA212 or equivalent.

### BA215 Cost Accounting 3 Credits (3 Lec, 1 Lab Hrs/Wk)

This course develops techniques for determining product costs under job order, process, and standard costing. Introduces cost analysis for decision making. Prerequisites: 2.766 and 2.767, BA211 or instructor's consent.

### BA217 The Accounting Process 3 Credits (3 Lec Hrs/Wk)

This course reviews and applies basic accounting systems in practical applications that range from working with journals and ledgers, application of accounting systems on a microcomputer, to analyzing financial statements. Prerequisites: Principles of Accounting I & II (BA211, BA212) or Accounting I & II (2.766, 2.767).

### BA280 Field Experience 1-8 Credits (3-24 Hrs/Wk)

Work setting that provides students with an opportunity to test knowledge learned in classrooms. Prerequisites: instructor's consent.

### 2.280 Cooperative Work Experience 1-8 Credits (4-40 Lab Hrs/Wk)

Students gain on-the-job experience in coordinator approved business situations that closely parallel with field of study. Students work under supervisor and coordinator. Seminar arranged by supervisor. Prerequisites: instructor's consent.

### 2.331/2.322 Federal and State Income Tax I, II 3 Credits/Term (3 Lec Hrs/Wk)

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

### 2.766 Accounting I 4 Credits (4 Lec, 1 Lab Hrs/Wk)

This course prepares recordkeepers for employment and gives students basic understanding of accounting field. Provides introduction to accounting cycle for a service enterprise and retail firm for a single proprietorship; the mass processing of transactions, internal and cash control, and an introduction to payroll. Prerequisites: 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. Prerequisites: Accounting I (2.766) or equivalent.

### 2.768 Accounting III 4 Credits (4 Lec, 1 Lab Hrs/Wk)

Continues corporation accounting concepts exploring additional statements and financial analysis. It includes a review of basic accounting concepts and introduces the general ledger on the microcomputer. Prerequisite: Accounting II (2.767) or instructor's consent.

### 2.772 Intermediate Accounting I 3 Credits (3 Lec, 1 Lab Hrs/Wk)

A comprehensive study of accounting theory and concepts. The emphasis will be on how these concepts apply to financial accounting; however, attention will also be focused on the use of accounting information for management purposes. Prerequisites: 2.766, 2.767, 2.768 Accounting I II, III or BA 211, BA 212 Principles of Accounting I and II or instructor's consent.

### 2.773 Intermediate Accounting II 3 Credits (3 Lec, 1 Lab Hrs/Wk)

Covered are accounting concepts, theory, and practices involving particular areas of the balance sheet, as well as reporting of income and changes in financial position. Prerequisites: Intermediate Accounting I (2.772).

### 9.715/9.716 Elementary Bookkeeping I & II 2 Credits/Term (2 Lec, 1 Lab Hrs/Wk)

A course designed to help students develop an understanding of bookkeeping and recordkeeping as they affect a small business. Students will learn to analyze and record simple transactions using double entry bookkeeping methods. Prerequisites: Working knowledge of arithmetic including fractions, decimals, and simple equations.

### 9.718 Bookkeeping and Records for Small Business 3 Credits (3 Lec Hrs/Wk)

Designed for independent businessmen who wish to maintain their own accounting records or better understand records kept partially or entirely by an outside agency. Included will be overall theory of accounting, an analysis of financial statements, as well as routine accounting entries required to maintain a set of financial records. Course will be related to actual bookkeeping systems of students if possible.

## AGRICULTURE

### 0.624 Mushroom Identification 1 Credit (25 Hrs/Total)

Identification of local wild mushrooms, their basic characteristics and location. Positive identification of edible and nonedible species, preparation for food and methods of preserving stressed.

### 0.624.1 Wild Edible Plants 1 Credit (1 Lec/1 Lab Hr/Wk, 2-Field trips 4 Hrs/Ea)

A course with emphasis on identifying successfully, and general ways of preparing rather than specific recipes, a variety of wild edible plants and foods. Also ways of preserving the foods will be covered.

### 0.811 Gardening 1 Credit (25 Hrs/Total)

This course surveys gardening techniques for the local area. Includes garden planning, plant nutrition and fertilizers. Plant varieties and cultural techniques, irrigation, pest control, and using organic materials around the home will be included.

# ANTHROPOLOGY

**ANTH 101/102/103 General Anthropology** 3 Credits/Term  
(3 Lec Hrs/Wk)

ANTH101: Introduces man as a living organism and his position in the animal kingdom; biological and human evolution and heredity, principles, and mechanisms. Introduces human races and variation in man. ANTH102: Prehistoric archaeology, techniques of field work and dating; spatial and temporal distribution of cultures of the world. ANTH103: Covers the development, structure, and organization of culture; the relationships between language, culture, and personality; the diversity of forms of cultural behavior, and the mechanisms of cultural change.

**ANTH 198/298 Independent Study of Anthropology** 1-3 Credits  
(Lec/Lab Hrs TBA)

This course offers topics of study in anthropology with individual research or field study.

**ANTH 199 Special Topics in Anthropology** 1-3 Credits  
(1-3 Lec Hrs/Wk)

Presents selected topics of study in anthropology offered on a temporary or experiment basis. Course content is variable.

**ANTH 207/208/209 Cultural Anthropology** 3 Credits/Term  
(3 Lec Hrs/Wk)

This course gives background in fundamentals of the field of anthropology, with emphasis on cultural anthropology. It is both descriptive of particular cultures, and comparative, dealing with institutions on a cross-cultural basis. There is an attempt to interpret cultural phenomena with reference to their universality and how they function with reference to the individual human being; parallels are constantly drawn to modern American society.

**ANTH 231 Native North American Culture: Pacific Northwest** 3 Credits  
(2 Lec Hrs/Wk, 2-day field trip)

This course examines the Indian cultures of the North Pacific coast from northern California to southern Alaska. It combines classroom lecture, films and field trips in order to provide a view of the prehistory (archeology) of the coastal area, a description of the Indian cultures at the time of European contact, and acquaintance with present day Indian tribes and social issues.

# APPRENTICESHIP

**9.187 Industrial Electrical Apprentice** 9 Credits/Year  
(3 Lec, 1 Lab Hr/Wk)

This course is designed with the use of National Standard as a guide so that students participating in the Manufacturing Electrical Apprenticeship will, at the completion of these classes, be able to take the necessary state test for their electrical licenses.

**9.188 Inside Electrician Related Training** 9 Credits/Year  
144 Lec/Lab Hrs/Year or 4 Years)

A study of electrical principles, laws, codes and theories, appropriate for Inside Electrical Apprentices. Prerequisites: The student must be a state registered electrical apprentice.

# ART

**ART115/116/117 Basic Design** 3 Credits/Term  
(2 Lec, 2 Lec-Lab Hrs/Wk)

Study of design through the introduction and creative use of the principles and elements of art. Employs exercises and projects developed to motivate individual research and exploration. Course work is presented in a manner designed to enable the student to gain an awareness of the nature and character of materials through investigation and experimentation in a variety of media. Prerequisites: Must be taken in sequence or have instructor's consent.

**ART118/119/120 Beginning Calligraphy** 1-2 Credits/Term  
**ART218/219/220 Advanced Calligraphy** 1-2 Credits/Term  
(1 Lec/3 Lab Hrs/Wk)

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

**ART131/132/133 Beginning Drawing** 3 Credits/Term  
**ART213/232/233 Advanced Drawing** 3 Credits/Term  
(2 Lec, 4 Lab Hrs/Wk)

This course is an instruction in the student's development of skills in observation and fundamentals of the drawing experience as the key to individual goals in drawing. Emphasis will be on the use of a variety of media. This course is open to non-majors.

**ART154/155/156 Beginning Ceramics** 3 Credits/Term  
(2 Lec, 4 Lab Hrs/Wk)

Involves active participation of individual student in art experiences designed as introduction to materials, methods, and techniques of pottery design and structure. Primary considerations of form together with experimentations and familiarization in hand construction, throwing, glazing, and firing.

**ART254/255/256 Intermediate Ceramics** 3 Credits/Term  
(2 Lec, 4 Lab Hrs/Wk)

A studio-laboratory course involving the active participation of the individual student in art experiences designed as an introduction to the materials, methods and techniques of pottery design and structure. Primary considerations of form together with experimentations and familiarization in hand construction, throwing, glazing and firing. Emphasis is placed on the creative, problem-solving approach through exercises and problems in ceramic design.

**ART171/172/173 Printmaking** 3 Credits/Term  
(2 Lec, 4 Lab Hrs/Wk)

Basic techniques and methods in three printmaking processes: relief, stencil (silkscreen), and simple intaglio. Instruction in design suitability, materials, equipment and general characteristics of each process.

**ART271/272/273 Printmaking** 3 Credits/Term  
(2 Lec, 4 Lab Hrs/Wk)

A complete investigation of each of the processes of printing, such as relief, silkscreen, and intaglio prints. It combines skills and techniques of the print-making craft with individual expressive and compositional interests. Prerequisites: ART171/172/173 Beginning Printmaking; ART195/196/197 Basic Design; ART 281 Painting; ART231 Drawing or consent of instructor.

**ART181/182/183 Beginning Painting** 3 Credits/Term  
(2 Lec, 4 Lab Hrs/Wk)

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

**ART281/282/283 Advanced Painting** 3 Credits/Term  
(2 Lec, 4 Lab Hrs/Wk)

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

**ART184/185/186 Beginning Watercolor** 3 Credits/Term  
(2 Lec, 4 Lab Hrs/Wk)

This course involves the active participation of each student in painting experiences aimed at developing visual and manipulative skills. The study of watercolor techniques is emphasized, with special attention given to the particular characteristics of the medium, emphasis on landscape material. May be substituted for a third term of ART131/132/133 Drawing to meet lower division major requirements. Open to non-majors. Prerequisites: ART281/282/283 Painting, ART231/232/233 Drawing or instructor's consent.

**ART284/285/286 Advanced Watercolor** 3 Credits/Term  
(2 Lec, 4 Lab Hrs/Wk)

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



<b>ART191/192/193 Beginning Sculpture</b> (2 Lec, 4 Lab Hrs/Wk)	<b>3 Credits/Term</b>	<b>0.512.8 Life Drawing</b> (36 Hrs/Total)	<b>1 Credit</b>
A studio introduction to the language of forms and elements of sculpture. The investigation of materials is stressed through compositional exercises in clay, plaster, wood and stone. Familiarization, experimentation, and expression in volumes and mass. Primary considerations of media, methods and techniques in sculpture. Open to non-majors.		This course is designed to present fundamentals of life figure drawing through introduction of a variety of approaches, methods, and media techniques.	
<b>ART291/292/293 Advanced Sculpture</b> (2 Lec, 4 Lab Hrs/Wk)	<b>3 Credits/Term</b>	<b>0.513.1 Oil Painting I</b> (36-72 Hrs/Total)	<b>1-2 Credits</b>
Second year sculpture course explores intermediate three-dimensional shapes and forms with an emphasis on the casting process and materials.		This course is designed to acquaint study with the medium of oil paint and methods and techniques necessary for establishing a basic knowledge of oil painting.	
<b>ART198/298 Independent Study</b>	<b>1-3 Credits/Term</b>	<b>0.513.2 Oil Painting II</b> (36-72 Hrs/Total)	<b>1-2 Credits</b>
Individual studies course 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 curriculums.		This course continues the investigation of problems in painting related to color, methods, techniques and composition. Prerequisite: Oil Painting I (0.513.1).	
<b>ART199 Papermaking</b> (2 Lec and/or 3 Lab Hrs/Wk)	<b>1-3 Credits</b>	<b>0.513.3 Oil Painting III</b> (36-72 Hrs./Total)	<b>1-2 Credits</b>
Deals with the history, make-up, preparation, making, and subsequent projects of hand made papers.		This course is designed to further investigate and introduce mural design and composition together with landscape painting. Prerequisites: Oil Painting I, II (0.513.1, 0.513.2).	
<b>ART211/212/213 Survey of the Visual Arts</b> (3 Lec Hrs/Wk)	<b>3 Credits/Term</b>	<b>0.513.6 Experimental Painting</b> (36 Hrs/Total)	<b>1 Credit</b>
A general introduction to the visual arts, designed to develop within the student an insight and comprehension of the actual work of art. A concrete study of historical and contemporary works of art are investigated through the consideration of motives, media and methods. Art as it influences daily living, and art to live with, become themes for the course. The manual processes involved and the expression of experiences deeply felt become another motif. The cultivation of understanding and the intelligent enjoyment of the visual arts in all of their diversity. Open to non-majors. May be used as fourth sequence in AA Degree.		This course is designed to expose the student to multimediums of art and the basic relationship of color, line and composition.	
<b>ART221/222/223 Graphic Design</b> (3 Lab Hrs/Wk)	<b>1 Credit/Each</b> (Lettering, Layout & Illustration)	<b>0.514.1 Watercolor Painting I</b> (36 Hrs/Total)	<b>1 Credit</b>
A three-term sequence course introducing the student to the principles and techniques used in graphic design for publication. Students will experience a combination of lecture, demonstration, studio exercise and critique of contemporary commercial design techniques and content as well as individual projects. Fall term emphasizes freehand calligraphy and brush lettering. Winter term deals primarily with layout and composition. Spring term focuses on illustration techniques for reproduction.		Designed as an investigation of medium and approaches possible with transparent watercolor.	
<b>ART280 Art Field Experience</b> (3-9 Hrs/Wk)	<b>1-3 Credits/Term</b>	<b>0.514.2 Watercolor Painting II</b> (36 Hrs/Total)	<b>1 Credit</b>
Practical, on-site experience in art education, graphics or art related areas under the joint supervision of an advisor and the sponsoring professional. Nine credits maximum.		This course continues the investigation of medium through the use of creative exercises and investigative method of problem solving. Prerequisite: Watercolor Painting I (0.514.1).	
<b>0.512.1 Drawing I</b> (36 Hrs/Total)	<b>1 Credit</b>	<b>0.514.3 Watercolor Painting III</b> (36 Hrs/Total)	<b>1 Credit</b>
This course in beginning drawing serves as an introduction to the various approaches to drawing. The investigation of a variety of media, methods, techniques and compositional devices is employed to enable the student to gain as wide a knowledge of drawing as possible.		This course is designed to develop within the individual a keen awareness of particular qualities of this medium as compared to other media of paint. Prerequisites: Watercolor Painting I, II (0.514.1, 0.514.2).	
<b>0.512.2 Drawing II</b> (36 Hrs/Total)	<b>1 Credit</b>	<b>0.515.1 Ceramics I</b> (36 Hrs/Total)	<b>1 Credit</b>
The second in the sequence of drawing courses aims to develop within the student a basic knowledge and insight within the area of figure analysis and introductory anatomy. Prerequisite: Drawing I (0.512.1).		An introduction to and investigation of clay and its plastic properties.	
<b>0.512.3 Drawing III</b> (36 Hrs/Total)	<b>1 Credit</b>	<b>0.515.2 Ceramics II</b> (36 Hrs/Total)	<b>1 Credit</b>
This, the last course of the three term sequence, is designed to develop within the individual an awareness and knowledge of landscape drawing and composition. Prerequisites: Drawing I, II (0.512.1, 0.512.2).		This course introduces the throwing process and its creative possibilities for the potter. Prerequisites: Ceramics I (0.515.1) or instructor's consent.	
<b>0.512.4 Basic Calligraphy</b> (36 Hrs/Total)	<b>1 Credit</b>	<b>0.515.3 Ceramics III</b> (36 Hrs/Total)	<b>1 Credit</b>
Involves art of freehand pen and brush written forms. Each term will consist of concentrated study of construction and history of one lettering style and calligraphic design.		The development of individual and traditional historic pottery as a background for research. Prerequisites: Ceramics I, II (0.515.1, 0.515.2) or instructor's consent.	
		<b>0.516.1 Elementary Sculpture I</b> (36 Hrs/Total)	<b>1 Credit</b>
		Developed to give the student experiences and exposure in sculpture — its form, media, tools and techniques and to explore abstract and concrete concepts.	
		<b>0.516.2 Elementary Sculpture II</b> (36 Hrs/Total)	<b>1 Credit</b>
		Emphasizes the problems and approaches of carving or subtractive method of sculpturing. Prerequisite: Elementary Sculpture I (0.516.1).	
		<b>0.516.3 Elementary Sculpture III</b> (36 Hrs/Total)	<b>1 Credit</b>
		This course introduces more advanced, creative design in sculpture as well as offering the opportunity for experiments in new media and methods. Prerequisites: Elementary Sculpture I, II (0.516.1, 0.516.2).	

**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; choosing wood, pattern, style and techniques of finishing.

**0.516.7 Glass Working (Stained Glass)** 1 Credit  
(36 Hrs/Total)  
The basic techniques of stained glass construction, types and colors; use of glass and color in leaded and foiled glass panels and three-dimensional glass works; repair and restoration will be learned.

**0.516.9 Papermaking** 1 Credit  
(36 Hrs/Total)  
Deals with the history, make-up, preparation, making and subsequent projects of hand made papers.

**0.517.1 Printmaking I** 1 Credit  
(36 Hrs/Total)  
Relief processes in fine art of printmaking including: rubbings, embossing, linoleum cuts, wood cuts, wood engraving, collographs and color painting.

## ASTRONOMY

**GS121 Descriptive Astronomy** 3 Credits  
(3 Lec Hrs/Wk)  
Descriptive treatment of solar system, stars, stellar evolution, galaxies, and cosmology. Emphasized will be results of current space missions. New discoveries first few years in stellar astronomy will be discussed. Fulfills one term of Physical Science Survey requirement.

## BANKING

**9.767 Asset/Liability Management** 1.5 Credits  
(15 Lec Hrs Total)  
A course designed to help bank officers focus on the total bank financial structure, to learn current asset/liability management methods, and understand key interest rate spread relationships.

**9.768 Principles of Banking** 3 Credits  
(3 Lec Hrs/Wk)  
This course is part of a structured curriculum designed to prepare students for employment in banks and other financial institutions as well as to upgrade those already in the banking profession.

**9.769 Fundamentals of Financial Statements** 3 Credits  
(3 Lec Hrs/Wk)  
This course reviews basic accounting principles, introduces concepts of the various financial statements and explains the basic methods of financial analysis. **Prerequisite:** BA211 Principles of Accounting I or 2.766 Accounting I, or instructor's consent.

**9.770 Bank Management** 3 Credits  
(3 Lec Hrs/Wk)  
This course is designed to aid in developing managerial ability through an increased understanding of the problems confronting senior management. It is intended to provide the student with an "overall" perspective of the duties and responsibilities of upper management. The course is concerned more with management principles and their application than with the technical tools used to put management decisions into operation. **Prerequisites:** Satisfactory completion of 9.768 Principles of Banking, 9.789 Inside Commercial Banking, or consent of instructor.

**9.771 Law and Bank Transactions** 3 Credits  
(3 Lec Hrs/Wk)  
An introduction to basic American Law, presenting the rules of law which underlie banking. Topics include jurisprudence, the court system and civil procedures, contracts, quasi-contracts, property torts and crimes, agencies, partnerships, corporations, sales of personal property, commercial paper, bank deposits and collections, documents of title, and secured transactions and consumer protection, including regulations, compliance, and penalties. Emphasis on Uniform Commercial Code.

**9.772 Teller Training** 1.5 Credits  
(15 Lec Hrs Total)  
This course is designed to provide bank trainees with basic skills required for the job and increase teller effectiveness and productivity.

**9.773 Money and Banking** 3 Credits  
(3 Lec Hrs/Wk)  
This course is designed primarily to promote the appreciation and comprehension of the functions of money and banks in a modern economy, particularly in the United States. The course includes the subjects of bank management and bank operations only as they affect monetary and credit conditions.

**9.775 Supervision and Personnel Administration** 3 Credits  
(3 Lec Hrs/Wk)  
This course is a study of the many aspects of responsibilities involved with the handling of personnel; including supervision, human relations, training, discipline, appraisal, salary administration, cost control, equal employment opportunity, productivity, and affirmative action programs.

**9.778 Marketing for Bankers I** 1.5 Credits  
(15 Lec Hrs Total)  
This course provides an overview of essential marketing skills for bankers. The course includes public relations, communications, advertising, opinion research, and officer calling programs.

**9.780 Trust Function and Services** 3 Credits  
(3 Lec Hrs/Wk)  
This course is a study and discussion of trust department services offered by various banking agencies. Wills, property rights, estates, trusts, guardianships, corporate trusts and agencies are studied, analyzed and discussed in relationship to laws and practices of general and local jurisdiction and application. **Prerequisites:** Past or concurrent enrollment in 9.768 Principles of Banking, or 9.789 Inside Commercial Banking, or instructor's consent.

**9.781 Installment Credit** 3 Credits  
(3 Lec Hrs/Wk)  
This course is an introduction to installment credit that places emphasis on the methods commonly used by banks. Concentration will be placed on: (1) the bank's objective in granting credit, (2) the functions of a bank's credit department, (3) credit administration, (4) financing technique, (5) collection procedures.

**9.782 Federal Reserve System** 3 Credits  
(3 Lec Hrs/Wk)  
This course reviews the background and history of the Federal Reserve System since its inception in 1913. Emphasis is placed on policy decisions in monetary, fiscal, and international areas. **Prerequisites:** 9.768 Principles of Banking, 9.789 Inside Commercial Banking, or instructor's consent.

**9.783 Credit Administration** 3 Credits  
(3 Lec Hrs/Wk)  
This course reviews credit policies of credit institutions. Method of credit investigation and analysis, credit techniques, specific credit problems, and regular and unusual types of loans are discussed and presented. **Prerequisites:** Satisfactory completion of 9.768 Principles of Banking, 9.789 Inside Commercial Banking, or instructor's consent.

**9.784 Writing for Results** 3 Credits  
(3 Lec Hrs/Wk)  
This course describes the various kinds of bank letters and reports between the bank and its customers as well as between banks. **Prerequisites:** Wr121 English Composition, or instructor's consent.

**9.785 Bank Cards** 3 Credits  
(3 Lec Hrs/Wk)  
This course presents an overview of the bank card industry; also, discusses the evolution of credit cards into electronic funds transfer, legal developments affecting credit cards and the regulatory environment in which banks operate their card business.

**9.786 Bank Investments** 3 Credits  
(3 Lec Hrs/Wk)  
This course will investigate investment functions including: risk, liquidity, yield, U.S. Treasury and federal issues, government securities, general obligations, revenue bonds, money market investments and securities markets. **Prerequisites:** 9.768 Principles of Banking, or 9.789 Inside Commercial Banking, or instructor's consent.

**9.787 Branch Management** **3 Credits**  
(3 Lec Hrs/Wk)

This course will provide the student with a practical and conceptual grounding in bank management. This course examines the issues that bank managers deal with on a daily basis, including staffing, organizational planning and management controls.

**9.788 Introduction to Commercial Lending** **3 Credits**  
(3 Lec Hrs/Wk)

This course is an introductory overview of the Commercial Lending Function, including types of commercial loans, the loan decision process, cost analysis, portfolio management and the regulatory and legal environment.

**9.789 Inside Commercial Banking** **3 Credits**  
(3 Lec Hrs/Wk)

This course is designed to discuss contemporary issues, topics and problems in commercial banking. Prerequisite: 9.768 Principles of Banking.

**9.790 Marketing for Bankers II** **1.5 Credits**  
(7.5 Lec Hrs/7.5 Lab Hrs Total)

This course is a case study and marketing project course. The course assists bank employees in gaining hands-on experience in public relations and marketing. Prerequisites: 9.778 Marketing for Bankers I, or instructor's consent.

**9.791 Selling Bank Services** **3 Credits**  
(3 Lec Hrs/Wk)

This course is a program specifically designed to teach customer-contact people sales techniques.

**9.792 Safe Deposit** **1.5 Credits**  
(15 Lec Hrs Total)

This course covers the rules and procedures of safe deposits, good customer relations and the interrelationship of the two.

**9.795 Loan Officer Development** **3 Credits**  
(3 Lec Hrs/Wk)

This course is designed to teach practical non-technical commercial lending skills needed by a loan officer in a bank.

**9.796 Negotiable Instruments and the Payment Mechanism** **3 Credits**  
(3 Lec Hrs/Wk)

This course is designed to add knowledge of legal principles and reasoning for people interested in banking.

## BIOLOGY/ZOOLOGY

**Bi101/102/103 General Biology** **4 Credits/Term**  
(3 Lec, 3 Lab Hrs/Wk)

Biological principles applied to both plants and animals.

**Bi123 Elementary Microbiology** **4 Credits**  
(3 Lec, 3 Lab Hrs/Wk)

Study of microorganisms, their control and occurrence in everyday life. Pathogenic microbes and infections and host resistance will be a major consideration. Will learn some elementary microbiological techniques.

**Bi231/232/233 Anatomy and Physiology I, II, III** **4 Credits/Term**  
(3 Lec, 3 Lab Hrs/Wk)

Studies the micro to the macro and gross anatomy as well as the normal and abnormal functional aspects of cells, organelles, tissues, organs and organ systems of the higher vertebrates with emphasis on humans. Prerequisites: High school chemistry or equivalent.

**Bi198/298 Independent Study in Biology** **1-3 Credits**

**Z201/202/203 General Zoology** **4 Credits/Term**  
(3 Lec, 3 Lab Hrs/Wk)

Study of anatomy, physiology, reproduction, genetics, classification, phylogeny and evolution in animals. Prerequisites: College freshman standing with at least one year of high school biology.

**0.368 Dog Training** **0 Credit**  
(12 Lab Hrs Total)

A short course of demonstrating, explanation, and practice of dog control; teaching simple commands to produce desired obedience.

**0.621 Field Studies in Biology-Ornithology (Birds)** **1-2 Credits**  
(10 Lec, 15 Field 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 that live therein.

## BOTANY

**BOT198/298 Independent Study in Botany** **To Be Arranged**

**BOT201/202/203 General Botany** **4 Credits/Term**  
(3 Lec, 3 Lab Hrs/Wk)

Covers structure, physiology, and genetics of seed plants, how plants get food, grow, differentiate and reproduce. Survey of plant kingdom. Includes identification of native plants, use of keys and morphology. Prerequisites: instructor's consent or background in biological sciences.

**0.624 Mushroom Identification** **1 Credit**  
(25 Hrs Total)

Identification of local wild mushrooms, their basic characteristics and location. Stressed will be positive identification of edible and nonedible species, preparation for food, and methods of preserving.

**0.624.1 Wild Edible Plants** **1 Credit**  
(15-16 Hrs Total)

A course with emphasis on identifying species successfully and general ways of preparing, rather than specific recipes for, a variety of wild edible plants and foods. Ways of preserving the foods also will be covered.

**0.811 Gardening** **0.25 Credit**  
(6 Lec Hrs Total)

This course surveys gardening techniques for the local area. Includes garden planning, plant nutrition, and fertilizers. Plant varieties and cultural techniques, irrigation, pest control, and using organic materials around the home will be included.

## BUSINESS ADMINISTRATION

**BA101 Introduction to Business** **4 Credits**  
(4 Lec Hrs/Wk)

Develops an awareness of nature of business in the capital system. Introduces field of ownership, organization, personnel, financing, marketing, management, production, insurance, foreign trade, and government regulations.

**BA198/298 Independent Study in Business Administration** **1-3 credits**

**BA206 Management Fundamentals** **3 Credits**  
(3 Lec Hrs/Wk)

This course explores what managers do and the techniques they use to improve their performance. In addition to the basic fundamentals of management, this course focuses on skills involving communication, decision-making, motivation, leadership styles, resolving conflict, and managing towards productivity.

**BA223 Principles of Marketing** **3 Credits**  
(3 Lec Hrs/Wk)

General survey of the nature, significance, and scope of marketing. Emphasis upon the customers (marketing analysis and strategy); business marketing decisions in promotion, distribution and pricing; and control of marketing programs.

**BA226 Business Law I** **3 Credits**  
(3 Lec. Hrs/Wk)

Involves relationship of business law to our business and economic structure. Particular attention is paid to legal rights, social forces and government and business relations with society. Contracts are covered in detail.

**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 Family Finance and Money Management** **3 Credits****(3 Lec Hrs/Wk)**

A practical course in decision making concerning management of financial resources, understanding financial management in marketplace, income taxes, financial institution, home owning and renting, insurance, investing, retirement and estate planning.

**BA232 Business Statistics I** **3 Credits****(3 Lec Hrs/Wk)**

Modern business decision theory using statistics as a tool for business decision making. Primary emphasis on statistical description and elements of probability. Extensive coverage of sampling theory, tests of significance, and means by which data processing can be used in making a statistical study. **Prerequisites:** one term college algebra or good high school background in math is mandatory.

**BA235 Business Statistics II** **3 Credits****(3 Lec Hrs/Wk)**

This course builds upon a basic understanding of statistical description and inference learned in Business Statistics I. Students will be introduced to chi-square and nonparametric hypothesis testing, analysis of variance, regression and correlation analysis, time series and forecasting, index numbers, and decision theory. **Prerequisites:** Business Statistics I (BA232) or equivalent.

**BA238 Sales** **3 Credits****(3 Lec Hrs/Wk)**

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

**BA239 Advertising** **3 Credits****(3 Lec Hrs/Wk)**

This course is a detailed examination of the purpose, preparation, placement, and analysis of the various types of advertisements within each of the media such as television, radio and the newspaper. The relative merits of several media are then explored. The course involves practice in the planning and analysis of complete advertising campaigns and their coordination with other marketing strategies.

**BA242 Introduction to Investments/Stocks & Bonds** **3 Credits****(3 Lec Hrs/Wk)**

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

**BA249 Retailing** **3 Credits****(3 Lec Hrs/Wk)**

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

**BA280 Field Experience** **1-8 Credits****(3-24 Hrs/Wk)**

A work setting that provides students with an opportunity to test knowledge learned in the classroom. **Prerequisites:** Instructor's consent matching the needs of students with instruction offered.

**2.280 Cooperative Work Experience** **1-8 Credits****(4-40 Lab Hrs/Wk)**

This course involves on-the-job experience gained in coordinator-approved business situations that closely parallels student's field of study. The student works under supervisor and coordinator. Seminar will be arranged by supervisor. **Prerequisites:** Instructor's consent.

**9.200 Small Business Management I** **8 Credits/Year****(510 Hrs Total)**

This course assists business operators in achieving their professional and family goals through improved management, organization and operations of their businesses. **Prerequisites:** Currently operating a business and instructor's consent.

**9.201 Small Business Management II** **8 Credits/Year****(510 Hrs Total)**

This course is 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)**

This course relates many factors to actual small business planning and operation. Includes budgets, use of records, governmental requirements, insurance and financing.

**0.830 Introduction to Investments/Stocks & Bonds** **.5-1 Credits****(1.5-3 Hrs/Wk)**

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

**0.841 Family Finance and Resource** **.5-1 Credit****(15-36 Hrs/Total)**

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

## CHEMISTRY

**CH100/101 Elementary Chemistry I, II** **4 Credits/Term****(3 Lec, 3 Lab Hrs/Wk)**

Develops understanding of fundamentals of chemistry. Emphasis on chemistry for life sciences and allied health professions. Includes atomic structure, chemical bonding, stoichiometry, gases, solutions, acid-base theory, equilibrium and organic chemistry. Does not prepare students for chemistry at sophomore level. **Prerequisites:** high school math or concurrent enrollment in Basic Mathematics (4.200).

**CH104/105/106 General Chemistry** **5 Credits/Term****(4 Lec, 3 Lab Hrs/Wk)**

Introductory course in general chemistry covering atomic structure, chemical bonding, stoichiometry, thermodynamics, equilibrium theory, inorganic and organic chemistry. Quantitative treatment of material and problem solving are emphasized. Satisfies requirements for sophomore level courses in biology and chemistry. **Prerequisites:** high school Algebra or concurrent enrollment in Elementary Algebra (4.202).

**CH198/298 Independent Study in Chemistry** **To Be Arranged****CH201/202/203 General Chemistry** **4 Credits/Term****(3 Lec, 3 Lab Hrs/Wk)**

Introductory course in general chemistry covering atomic structure, chemical bonding, stoichiometry, thermodynamics, equilibrium theory, and inorganic chemistry. Quantitative treatment of material and problem solving are emphasized. Recommended for major in science, engineering and pre-professional schools. **Prerequisites:** high school chemistry and concurrent enrollment in Mth101.

**CH226/227/228 Elements of Organic Chemistry** **4 Credits/Term****(3 Lec, 3 Lab Hrs/Wk)**

Chemistry of carbon compounds; covers both mechanisms and reactions of aromatic and aliphatic compounds, with emphasis on structural theory and special properties. **Prerequisites:** General Chemistry (CH106) or General Chemistry (CH203).

**CH234 Quantitative Analysis** **5 Credits****(3 Lec, 6 Lab Hrs/Wk)**

Principles of gravimetric analysis, spectrophotometric analysis, and volumetric analysis. Designed for pre dental, pre medical, and medical technology students. **Prerequisites:** General Chemistry (CH106) or General Chemistry (CH203). [Not offered on a regular basis].

## COMPOSITION

**WR90 Paragraph Fundamentals** **3 Credits****(3 Lec Hrs/Wk)**

The course is 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 placement score or instructor's consent.

**WR121/122/123 English Composition** 3 Credits/Term  
(3 Lec Hrs/Wk)

This course teaches the fundamentals of English composition through development and frequent exercise of writing abilities. Special attention will be given to correctness in the fundamentals of usage, to the organization of papers and to the clear and logical expression of ideas. Prerequisites: Satisfactory placement in entrance examinations. The course is sequential.

**WR198/298 Independent Study in Writing** To Be Arranged

**WR214 Business English** 3 Credits  
(3 Lec Hrs/Wk)

Study of practice in modern business communications, especially written communication. Prerequisites: English Composition (WR121) or Paragraph Fundamentals (WR90).

**WR222 Advanced Composition** 3 Credits  
(3 Lec Hrs/Wk)

This advanced course explores approaches to writing that are beyond the scope of traditional composition offerings. The emphasis is on sophisticated or experimental methods and abundant student writing. Prerequisites: Completion of WR121, WR122, WR123 sequence or equivalent.

**WR227 Report Writing** 3 Credits  
(3 Lec Hrs/Wk)

Study of practice in research and writing for technical and specialized disciplines. Emphasis on information gathering, problem solving, organization and mechanics of reports, including articles, abstracts, memoranda and correspondence. Will write reports in chosen discipline. WR227 may substitute for WR123. Prerequisites: WR121, WR90 or instructor's consent.

**WR241/242/243 Introduction to Imaginative Writing** 3 Credits/Term  
(3 Lec Hrs/Wk)

Develops skills in writing prose, fiction, poetry and plays. Work is discussed in class along with nonstudent work in order to demonstrate and develop techniques of imaginative writing. Course may be taken in any order.

**0.525 Sentence Fundamentals** 5 Credits  
(5 Hrs/Wk)

The student learns skills in writing well-formed sentences, in organizing paragraphs, and in using correct spelling, punctuation and usage. The course cannot be taken for credit toward an associate degree.

**0.525.1/0.525.2 Spelling Improvement I, II** 3 Credits/Term  
(3 Lec Hrs/Wk)

This course offers study of commonly misspelled words, spelling rules, and practice in editing written work. It enables students to spell words correctly form dictation and to analyze and correct their own work. The second term of this course offers continued study of spelling rules and their application. Students in 0.525.2 complete Spelling Demons and move through Programmed Spelling and Vocabulary: Words in Context, by George Feinstein.

**0.543 Creative Writing (Winter)** 1 Credit  
(36 Hrs Total)

This course concentrates on creative writing techniques, particularly poetic techniques such as imagery, rhythm, poetic meaning and structure. Poems are written and critiqued. Forms of fiction may also be written by some students who have instructor's consent.

**0.546 Creative Writing (Fall)** 1 Credit  
(36 Hrs Total)

This course concentrates on fiction writing techniques such as characterization, dialogue, scenes and structure. Short stories are written and critiqued.

**0.552 Creative Writing (Spring)** 1 Credit  
(36 Hrs Total)

This course concentrates on a combination of fiction and poetry writing techniques. Other forms such as prose, poem or nature writing may also be discussed. May experiment with a variety of these forms when writing for class critique.

## CRIMINAL JUSTICE ADMINISTRATION

**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)

This course will provide 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 have an opportunity to prepare initial documents, pleadings associated with the action, findings of fact, conclusion of law and custody, legitimacy, adoption, change of name, guardianship, support and separation agreements.

**CJ107/207 Criminal Justice Workshops** 1 Credit  
(10 Hrs/Total)

A study of current criminal justice problems and methods of alleviating them.

**CJ110 Introduction to Law Enforcement** 3 Credits  
(3 Lec Hrs/Wk)

An introduction to law enforcement. Specific identification of police responsibilities in job performance and to the community as public servants. Identification of area responsibilities to include: field operations, patrol procedures, community relations, police organization and functional duties.

**CJ111 Concepts of Enforcement Services** 4 Credits  
(4 Lec Hrs/Wk)

This course is designed to provide students with a familiarization of police field operations and services.

**CJ115 Legal and Fundamental Aspects of Lethal Weapons and Laboratory** 4 Credits  
(3 Lec, 2 Lab Hrs/Wk)

A study of the moral, legal and ethical aspects of the use of lethal weapons as applied to society's need for protection. Laboratory will consist of actual use of lethal weapons.

**CJ120 Judicial Process** 3 Credits  
(3 Lec Hrs/Wk)

Intended to provide the student with a thorough understanding of our justice system from the time of arrest through sentencing of a criminal offender. This approach includes present legal rules of procedure.

**CJ122 Oregon Law** 3 Credits  
(3 Lec Hrs/Wk)

The elements, purpose and functions of criminal, traffic and juvenile laws for the state of Oregon.

**CJ130 Introduction to Corrections** 3 Credits  
(3 Lec Hrs/Wk)

A study of contemporary correctional institutions and detention facilities, organization and personnel program and activities, inmate society and trends, and career orientation.

**CJ131/SOC220 Introduction to Penology** 3 Credits  
(3 Lec Hrs/Wk)

A basic introduction and overview of imprisonment as a correctional tool. The study of treatment and basic procedures for receiving and discharging.

**CJ132 Introduction to Parole and Probation** 3 Credits  
(3 Lec Hrs/Wk)

An introductory approach that includes: the historical development of probation and parole in England and the United States; 20th century development and current trends; and future possibilities in probation and parole.

**CJ140 Criminalistics** 3 Credits  
(3 Lec Hrs/Wk)

Provides instruction in the proper collection, preservation and identification of physical evidence. Provides laboratory skills in field testing of some items of scientific evidence. This course familiarizes the student with crime laboratory services that are available on both state and federal levels.

**CJ198/298 Independent Study in Criminal Justice Administration** To Be Arranged

**CJ200 Police and Public Policy** 3 Credits  
(3 Lec Hrs/Wk)

Contemporary study of the American police. Emphasis on the study of the factors involved in policy making, nature of decisions, and political consequences for these various policies.

**CJ201/SOC221 Juvenile Delinquency** 3 Credits  
(3 Lec Hrs/Wk)

Study of deviant behavior and current criminological theories with emphasis on criminal justice applications, crime prevention, and phenomena of crime as it relates to juveniles.

**CJ202 Psychology of Violence and Aggression** 3 Credits  
(3 Lec Hrs/Wk)

The causes and extent of violence in society. An introduction to the physiological, social and psychological dynamics which cause human aggression and violence. Prerequisites: Psy201, CJ100.

**CJ210 Criminal Investigation** 3 Credits  
(3 Lec Hrs/Wk)

A study of basic principles and theories of investigative routines. The course focuses upon the primary skills used in all justice agency investigations, both criminal and civil. Specific attention is given to: interviewing, crime scenes, handling and preparation of evidence, witnesses, surveillance, technical resources and case preparation.

**CJ212 Introduction to Criminal Law** 3 Credits  
(3 Lec Hrs/Wk)

An in-depth study of the substantive laws commonly encountered by the municipal, county, or state police, investigators 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)

Attempts to exhibit the need for management skills in police work. A functional approach will be utilized in development of administration concepts: planning, organization, staffing, directing, and controlling.

**CJ220 Criminal Law** 3 Credits  
(3 Lec Hrs/Wk)

Historical development, philosophy of law, and constitutional provisions; definitions, and classification of crimes and their application to the system of administration of justice; legal research, study of case law, methodology, and concepts of law as a social force.

**CJ222 Procedural Law** 3 Credits  
(3 Lec Hrs/Wk)

Theory and practice of the criminal justice system from arrest to release, including: due process, right of counsel, arrest, search and seizure, wiretapping and electronic eavesdropping, confession and lineups. Case method.

**CJ223 Rules of Evidence** 3 Credits  
(3 Lec Hrs/Wk)

Describes the basic principles of evidence for the law enforcement officer. It includes principles which may be applied to every criminal investigation to assure that evidence will be admissible in court as well as increasing the weight, or importance, of that evidence. Prerequisites: CJ120 Judicial Process strongly recommended.

**CJ225 Correctional Law** 3 Credits  
(3 Lec Hrs/Wk)

Explores several historical and current cases involving inmate crimes and/or malpractice with inmates. Prisoners' rights as well as correctional staff rights are examined, along with emerging trends resulting from recent court cases.

**CJ226/PS252 Constitutional Law** 3 Credits  
(3 Lec Hrs/Wk)

A study of basic principles of the U.S. Constitution with emphasis on leading Supreme Court cases and Bill of Rights.

**CJ243/SOC243 Narcotics and Dangerous Drugs** 3 Credits  
(3 Lec Hrs/Wk)

This course is designed to present facts, attitudes, opinions and perspectives (medical, social, legal) necessary to understand what psychoactive drugs do, how they do it, who uses them and why.

**CJ280 Field Experience** 1-3 Credits  
(3-9 Hrs/Wk)

Supervised field experience in one of the agencies of criminal justice. An in-service study may pursue a research project instead of work in the field. Includes a seminar for discussion of problems and experience gained.

**CJ299 Beginning Forensic Photography** 3 Credits  
(28 Lec, 2 Lb Hrs/Total)

To improve the quality and efficiency of the individual investigator in evidence photography. To utilize the broadest spectrum of photographic knowledge and further the science of forensic photography.

**CJ299 Advanced Forensic Photography** 3 Credits  
(3 Lec Hrs/Wk)

To provide qualified specialists in forensic photography at the individual departmental level. To increase the spectrum of evidence photography expertise. Prerequisite: Completion of CJ299 Beginning Forensic Photography with "B" grade.

## PUBLIC SERVICES COURSES - POLICE

**9.370 Basic Law Enforcement I** 3 Credits  
(3 Lec Hrs/Wk)

An 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)

This course is a continuation of Basic Law Enforcement I. It will cover law 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)

This course is a study of patrol techniques, safe vehicle operation, vehicle stop skills and safe firearm skills.

**9.373 Basic Law Enforcement IV** 4 Credits  
(4 Lec Hrs/Wk)

A basic training course designed to acquaint a new reserve police officer with the police and administrative rules of the particular agency.

**9.374 Dispatcher Training** 3 Credits  
(3 Lec Hrs/Wk)

Dispatcher training course for both fire and police dispatchers and those with the desire to learn the job. Course will consist of a variety of subjects ranging from 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)

Instruction designed to provide all the training and skills needed to meet state search and rescue certification standards.

**9.376 Diving Instruction for Law Enforcement Personnel** 3 Credits  
(30 Lec, 6 Lab Hrs Total)

Skin and SCUBA diving course to prepare participants for open-water diving experience, preparatory to more advanced skills/experience to become law enforcement water-rescue divers.

**9.390 Career Development-Police** 0-9 Credits  
(1-324 Lec and/or Lab Hrs/Total)

An in-service training program designed to study current issues and problems within the public service areas and methods of alleviating them.

## DATA PROCESSING

**BA131 Introduction to Business Data Processing** 3 Credits  
(2 Lec, 2 Lec-Lab Hrs/Wk)

An introduction to data processing including concepts, methods, equipment, language fundamentals and applications related to business.

**CS110A Microcomputer Software: Word Processing** 1 Credit  
(10 Lec, 5 Lab Hrs/Total)

This course covers the use of microcomputers as word processors utilizing Microeditor, Superscript, and Ace Writer software. Prerequisites: Typing ability.

<b>CS110B Microcomputer Software: Spreadsheets</b> (10 Lec, 5 Lab Hr/Total)	<b>1 Credit</b>	<b>CS263 Microprocessor Machine Language</b> (3 Lec, 2 Lec-Lab Hrs/Wk)	<b>4 Credits</b>
Introduction to use and applications of Electronic Spreadsheets including developing spreadsheets on a microcomputer. <b>Prerequisites:</b> CS110A or instructor's consent.		To study and apply the principles of machine language. To transfer the understanding of machine language to the study of some elements of machine language. <b>Prerequisites:</b> CS221 and CS133B or CS133P or CS133F, CS133C.	
<b>CS111A Microcomputer Software: Data Management</b> (10 Lec, 5 Lab Hrs/Total)	<b>1 Credit</b>	<b>CS270 Introduction to Information Systems: INFO BASIC</b> (3 Lec, 2 Lab Hrs/Wk)	<b>4 Credits</b>
This course teaches the use of microcomputers in data base management applications using Quick File and Appleworks software. <b>Prerequisites:</b> CS110B or instructor's consent.		The student will program a mainframe computer with time sharing terminals. The student will program in the nonprocedural language, INFORM, and the high-level language, INFO BASIC. <b>Prerequisites:</b> BA131 Introduction to Business Data Processing; CS221 Introduction to Digital Computers; CS133B Introduction to Programming/BASIC.	
<b>CS111B Microcomputer Software: Integrated Software</b> (10 Lec, 5 Lab Hrs/Total)	<b>1 Credit</b>	<b>CS280 Field Experience</b> (30 hrs Total)	<b>1-2 Credits</b>
An introduction to integrated software on microcomputers using SYMPHONY and LIBRARY on the IBM computer and APPLEWORKS on the Apple computer. <b>Prerequisites:</b> CS11A or instructor's consent.		Work on the job which may be credited at the college under a specific arrangement between the employer and the college for each student.	
<b>CS121 The New Literacy</b> (3 Lec Hrs/Wk)	<b>3 Credits</b>	<b>CS298 Independent Study</b> (To be Arranged)	
This course is an up-to-date survey of electronic data processing, computer hardware and software systems, and developments that will provide the basis for future advancement in information processing.		Independent study in computer science.	
<b>CS133B Introduction to Programming/BASIC</b> (2 Lec, 2 Lec-Lab Hrs/Wk)	<b>3 Credits</b>	<b>CS299 PASCAL Program Development</b> (2 Lec, 2 Lab Hrs/Wk)	<b>3 Credits</b>
To program microcomputers using part of the BASIC computer language. To design and implement application of programs to business.		Students taking this course will work in a team setting to develop a specific PASCAL program application. <b>Prerequisite:</b> Instructor's consent.	
<b>CS133C Introduction to Programming/COBOL</b> (3 Lec, 2 Lec-Lab Hrs/Wk)	<b>4 Credits</b>	<b>6.900 Data Processing Fundamentals</b> (2 Lec, 2 Lec-Lab Hrs/Wk)	<b>3 Credits</b>
An introduction to programming in the COBOL computer language. This includes the syntax and reserved words of COBOL, sequential files, some of the COBOL utilities, and applied business problems. <b>Prerequisites:</b> CS221 or one quarter of a high level computer language.		An introduction to the field of data processing including history, basic concepts, computer systems, programming systems, introduction to programming languages, current development, implications and applications.	
<b>CS133F Introduction to Programming/FORTRAN</b> (2 Lec, 1 Lec-Lab Hrs/Wk)	<b>3 Credits</b>	<b>6.901 Introduction to Digital Computers</b> (2 Lec, 2 Lec-Lab Hrs/Wk)	<b>3 Credits</b>
Basic principles of numerical computation as developed in the study of FORTRAN. Programming FORTRAN on the mainframe and microcomputers. <b>Prerequisites:</b> 4.202 Elementary Algebra.		Introduction to the theory and operation of digital computers. Includes basic theory and concepts, input and output, storage devices, central processing units, programming systems, operating systems procedures and introduction to problem-oriented language.	
<b>CS133P/6.903P Introduction to Programming/PASCAL</b> (2 Lec, 2 Lec-Lab Hrs/Wk)	<b>3 Credits</b>	<b>6.902 Systems and Procedures I</b> (1 Lec, 4 Lec-Lab Hrs/Wk)	<b>3 Credits</b>
This is a course in programming microcomputers using the UCSD PASCAL programming language utilizing software compilers for TRS-80 and FRANKLIN environments. <b>Prerequisites:</b> CS133B Introduction to Programming/BASIC.		An introduction to systems and procedures including organizational theory, documentation, coding and card design and control, graphic devices, feasibility studies, work analysis, and applications. <b>Prerequisites:</b> sophomore standing in data processing or instructor's consent.	
<b>CS221/6.901 Introduction to Digital Computers</b> (2 Lec, 2 Lec-Lab Hrs/Wk)	<b>3 Credits</b>	<b>6.909 Computer Operations</b> (2 Lec, 4 Lec-Lab Hrs/Wk)	<b>4 Credits</b>
An introduction to the theory and operation of digital computers including basic theory and concepts, input and output, storage devices, central processing units, programming systems, operating systems and procedures and an introduction to a problem-oriented language. <b>Prerequisites:</b> BA131 Intro to Business Data Processing.		Basic concepts and procedures, computer operations peripheral devices, operating systems, terminals, timesharing, operational management, data base management, operations projects. <b>Prerequisites:</b> Introduction to Digital Computer (CS221, 6.901) or instructor's consent.	
<b>CS233B Advanced Programming/BASIC</b> (2 Lec, 2 Lec-Lab Hrs/Wk)	<b>3 Credits</b>	<b>6.911 Computer Applications</b> (2 Lec, 4 Lec-Lab Hrs/Wk)	<b>4 Credits</b>
The second term of programming in the BASIC language. Some advanced features of BASIC including strings, subroutines, creation and maintenance of disk files. Applications to business problems including retrieval and sorting. <b>Prerequisites:</b> CS133B Introduction to Programming/BASIC.		The applications of electronic computers to the solution of data processing in such areas as inventory control, sales, analysis, payroll, production scheduling, banking, insurance, utilities, government, and manufacturing. <b>Prerequisites:</b> Instructor's consent.	
<b>CS233F Advanced Programming/FORTRAN</b> (2 Lec, 2 Lab-Lec-Demo Hrs/Wk)	<b>3 Credits</b>	<b>9.753 Microcomputer Networking</b> (10 Lec, 5 Lec-Lab Hrs/Wk)	<b>1 Credit</b>
Advanced principles of numerical computation as developed in the study of FORTRAN. Programming FORTRAN on the mainframe and microcomputers. <b>Prerequisites:</b> MTH200 Calculus, CS133F Introduction to Programming/FORTRAN.		Designed to understand the powers and possibilities of networked microcomputers. To learn how to plan, install and manage a microcomputer network. Demonstrate how to log onto a network, share resources, and use resources.	
<b>CS233P Advanced Programming/PASCAL</b> (2 Lec, 2 Lab-Lec-Demo Hrs/Wk)	<b>3 Credits</b>	<b>9.754 MS-DOS/PC-DOS on Microcomputers</b> (10 Lec, 5 Lec-Lab Hrs/Wk)	<b>1 Credit</b>
This is the second course in programming microcomputers using the UCSD PASCAL Programming language, utilizing software compilers for TRS-80 and FRANKLIN environments. <b>Prerequisites:</b> CS133P Introduction to Programming/PASCAL.		To understand the powers and possibilities of microcomputer operating systems. Demonstrate how to log onto a microcomputer and use the Disk Operating System (DOS) to operate the computer.	
		<b>9.603 Computer Assisted Drafting</b> (3 Lec, 2 Lab Hrs/Wk)	<b>3 Credits</b>
		Introduction to the use of computers for the preparation of architectural and engineering drawings.	

**0.615.1 Introduction to Microcomputers** 0.5-2.0 Credits  
 (Variable based on Credit:  
 0.5 Credit : 5 Lec, 10 Lab Hrs/Total  
 1 Credit : 1 Lec, 2 Lab Hrs/Wk  
 2 Credits: 2 Lec, 1 Lab Hrs/Wk  
 An introduction to use and operation of microcomputers, including components, terminology, applications, and some BASIC computer language.

## DEVELOPMENTAL EDUCATION

**ENG91/92/93 English for Foreign Students** 3 Credits/Term  
 (6 Lec-Lab Hrs/Wk)  
 Develops vocabulary building, reading, writing, speaking and comprehension of spoken discourse.

**RDG90 Effective Reading Strategies** 3 Credits  
 (3 Lec Hrs/Wk)  
 This course is designed to give equal and significant emphasis to literary and technical reading. It will teach a number of reading skills using a variety of written material on the seventh and tenth grade reading levels.

**RDG101/102/103 Developmental Reading** 1-3 Credits/Term  
 (1-3 Lec Hrs/Wk)  
 A systematic approach for improving reading efficiency for those with twelfth grade and above reading level. From the results of informal reading tests taken at the beginning of the term, an individually prescribed assignment sheet is assigned each student. Multilevel materials are used to improve basic skills, vocabulary, spelling, comprehension, and speed. Open enrollment and variable credit. Prerequisites: Twelfth grade reading level with good speed and comprehension.

**WR90 Paragraph Fundamentals** 3 Credits  
 (3 Lec Hrs/Wk)  
 The course is designed to help students write clear, correct paragraphs in standard English. A final goal is to have students organize paragraphs in an essay.

**0.525 Sentence Fundamentals** 5 Credits  
 (5 Lec Hrs/Wk)  
 The student learns skills in writing well-formed sentences, in organizing paragraphs, and in using correct spelling, punctuation and usage. The course cannot be taken for credit toward an Associate degree.

**0.525.1/0.525.2 Spelling Improvement I, II** 3 Credits/Term  
 (3 Lec Hrs/Wk)  
 This course offers study of commonly misspelled words, spelling rules, and practice in editing written work. It enables students to spell words correctly from dictation and to analyze and correct their own work. The second term of course offers continued study of spelling rules and their application. Students in 0.525.2 complete Spelling Demons and move through Programmed Spelling and Vocabulary: Words in Context, by George Feinstein.

**0.528.3/4 Beginning & Intermediate American Sign Language (ASL or Ameslan)** 1 Credit  
 (20 Hrs/Total)  
 An introduction to American Sign Language, deaf idioms, body language, facial expressions, manual alphabet, finger spelling, number, and counting.

**0.528.3/4/5 Beginning, Intermediate & Advanced American Sign Language (Signed English)** 1 Credit  
 (1 Lec, 1 Lab Hrs/Wk)  
 The course covers Signed English skills of the manual alphabet, fingerspelling, and more advanced signs so that students can communicate receptively and expressively with the hearing impaired. Games, videotapes, guest signers, and amateur interpreting practices are included.

**0.529.1 Speed Reading** 1 Credit  
 (20 Hrs/Total)  
 This course is designed for the mature reader who is serious about improving his/her reading speed. The course includes step-by-step instruction to modify reading habits and adapt special techniques (S-patter, Re-call, Speculations) that will significantly increase the rate of effective reading. "High-speed" reading is the objective and comprehension is developed during the process.

**0.593 Writing Laboratory** 0 Credits  
 (Variable)

This course is designed for the drop-in or referred writing student needing individual advising about his writing and/or needing individual instruction in writing skills from basic to advanced levels. The course is designed to assist the student to develop writing skills for use in college classes, English and other subjects, and to assist the student to develop writing skills for use in non-academic settings. The student will have access to individual and small group tutorial in a broad range of writing skills. Instructors and individualized instructional materials will help the student deal with skill problems associated with course requirements and other needs.

**0.745 Adult Basic Education** 0 Credits  
 (Variable)

An open-entry, open-exit course designed to provide an opportunity for students below ninth grade level to develop their skills in reading, writing, grammar, vocabulary, spelling, expression and math. Students receive individualized instruction with tutorial assistance and small group learning.

**0.746 High school Equivalency Preparation (GED)** 0 Credits  
 (Variable)

A study of the basic skills in written communication, mathematics, vocabulary, and reading comprehension in the subject areas. Emphasis will be placed on acquiring those skills necessary to pass the five General Education Development tests.

**0.747 English as a Second Language** 0 Credits  
 (Variable)

A course for students whose first language is other than English. The audio-lingual approach of teaching English will be emphasized rather than instruction about the language.

**0.750.1 Competency Center: Adult High School** 1 Credit  
 (10 Lec Hrs/Total)

Students will prepare for and demonstrate achievement adequate to satisfy State Board of Education requirements in the competencies and skills required in order to be awarded the standard High School Diploma. Measurement of achievement may be by formal testing procedures or by demonstration of skills as adjudged by an appropriate, qualified assessor.

**0.750.2 Life & Work Assessment: Adult High School Diploma Program** 1-2 Credits  
 (30-60 Lab Hrs/Total)

Students will verify and document life and work experience by planning and writing descriptions of prior learning and gathering needed documentation.

**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)

A systematic approach for correcting reading difficulties and improving reading efficiency through individual instruction for those with a reading level below the twelfth grade. From the results of informal reading tests taken at the beginning of the term, an individually prescribed assignment sheet is assigned each student. Multilevel materials are used to improve basic skills, vocabulary, spelling, comprehension and speed. Open enrollment and variable credit.

**0.768 Study Skills** 1-2 Credits  
 (1-2 Lec Hrs/Wk)

This course will offer study in the following areas: time management, cognitive mapping, note taking vocabulary, studying textbooks, outlining, underlining, listening, handling stress, improving memory, and studying for and taking exams.

**0.768 Technical Learning Skills** 3 Credits  
 (2 Lec, 3 Lab Hrs/Wk)

How to succeed in a college setting, especially in the Industrial Mechanics program. Reading technical texts and job skills requirements will be studied.



## DO-IT-YOURSELF COURSES

0.519.2 Video Production 0.5 Credit

(8 Hrs/Total)

A one-day workshop designed to teach users of home video cameras and recorders how to use their equipment to produce good quality home videos.

0.636.1 Amateur Radio Theory and Code I 1 Credit

(36 Hrs/Total)

Covers basic electrical and electronic theory, radio circuit components, practical radio circuitry and operation, Federal Communication Commission (FCC) amateur regulations, and international Morse code.

0.763.1 General Metals 1 Credit

(36 Hrs/Total)

An introduction course for those interested in investigating the field of metal working. Course includes basic gas and arc welding and cutting, bending, foundry processes and sheet metal.

0.755 Auto Maintenance .5-1.5 Credits

(15-36 Hrs/Total)

Designed for the student who knows nothing or very little about operation of the automobile. Emphasis will be put on identification and operation of components, systems, and preventative maintenance. Seasonal service and emergency roadside repairs are also covered.

0.776 Automotive Survival for Women I .5-1.5 Credits

(15 Hrs/Total)

Course content includes theory and hands-on orientation to the various automotive systems, diagnosis, maintenance and repair procedures, use of tools, how to intelligently relate to repair technicians, how to purchase and sell a car, how to research information. Provides instructional time to meet the needs and desires of the majority of students, based upon their reliability.

0.778 Basic Bicycle Repair 1 Credit

(36 Hrs/Total)

Bicycle care, maintenance, and basic repair with common tools.

0.802 Beginning Woodshop 1 Credit

(36 Hrs/Total)

Instruction in the basic operation of tools and equipment and safety techniques. The student will work on individual projects under the direction of the instructor. Instruction will also be given in basic cabinet and/or furniture construction.

0.862 Landscape Architecture 1 Credit

(36 Hrs/Total)

Introduction to residential landscape architecture; site planning and landscape design principles, nature and adapted ornamental plant materials, emphasis on practical application and solution of student problems. Prerequisites: drafting/graphic skills are helpful.

## DRAFTING

4.101 Drafting 2 Credits

(1 Lec, 3 Lab Hrs/Wk)

This is a fundamental course in drafting designed to give the student a basic understanding of drawing techniques. Emphasis is placed on the use of drafting instruments, orthographic projection, layout, and ASA approved lettering technique. Drawing techniques involve geometric construction, selection of views, sectional and auxiliary views, and standard dimensioning practices.

4.110 Blueprint Reading and Sketching I 2 Credits

(1 Lec, 3 Lab Hrs/Wk)

Introduction to blueprint reading and sketching.

4.112 Blueprint Reading II for Building Trades, Welding, and Machine Tool Practices 2 Credits

(4 Lec-Lab Hrs/Wk)

Refinement of skills of print reading and sketching in these areas.

9.603 Computer Assisted Drafting 3 Credits

(3 Lec, 2 Lab Hrs/Wk)

Introduction to the use of computers for the preparation of architectural and engineering drawings.

## DRIVER TRAINING

0.600 Defensive Driving 1 Credit

(10 Hrs/Total)

This course is designed to acquaint students with techniques of defensive driving, to include how various types of motor vehicle accidents occur, and some recommended methods of prevention. Prerequisite: Instructor's consent only.

0.601 Driving Instruction 3 Credits

(2.5 Lec, 0.5 Lab Hr/Wk)

Designed to provide adults with the knowledge necessary to operate an automobile safely and efficiently. The class will meet minimum state requirements of 30 hours classroom instruction and 6 hours BTW, and will include Oregon Motor Vehicle Laws, defensive driving and financial responsibilities involved. Prerequisite: Oregon Learner's Driving Permit.

## 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.

## EDUCATION

ED207 Tutoring Principles and Practices 3 Credits

(15 Lec, 25 Lab Hrs/Total)

Provides a structure in which 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.

ED280 Field Experience in Education 1-3 Credits

(3-9 Hrs/Week)

This course provides students with an opportunity to gain tutoring or teaching experience while applying methods and techniques.

9.025 Instructor Training .5-3 Credits

(5-36 Lec Hrs/Total)

Designed to provide the part-time teacher with basic skills to become a competent instructor.

## ELECTRONICS

CS105 Microcomputer Hardware 4 Credits

(8 Lec-Lab Hrs/Wk)

Continuation of the Sensors and Actuators course. Covers applications of microcomputer interfacing and control.

4.250 Math for Electronics 3 Credits

(3 Lec Hrs/Wk)

First term of a three term sequence on electronics math. The purpose of the course is to provide students with the mathematical tools needed to solve problems in electricity and electronics. Use of scientific calculators will be emphasized. Prerequisites: Ability to do basic arithmetic as indicated by a minimum Math Placement Score of 50 on Test D (or 50 on Test C, or 30 on Test E).

4.251 Algebra for Electronics 3 Credits

(3 Lec Hrs/Wk)

Second term of the Electronics math sequence. Topics in algebra will be covered with applications to electronics problems. Topics will include: graphing, polynomials, factoring, simultaneous equations and exponents. Applications include: DC circuit analysis, VOM circuit loading, tolerance effects, RC and RL circuits. Prerequisites: 4.250 Math for Electronics.

**4.252 Math Concepts** **3 Credits**  
 (3 Lec Hrs/Wk)  
 Third term of electronics math. Trigonometry and its applications in electronics are covered. Applications include: AC circuit analysis, amplifier bandwidth, impedance matching.

**6.280 Work Experience - Electronics** **1-5 Credits**  
 (4-20 Hrs/Wk)  
 Maximum credits toward degree is five credits. Prerequisites: Consent of coordinator.

**6.300 Electronic Theory and Lab** **3 Credits**  
 (1 Lec, 6 Lab Hrs/Wk)  
 Project course for special interests of students. Actual content is to be arranged with instructor prior to enrollment. Typical course work includes troubleshooting of consumer electronics equipment or special project design and construction. Prerequisites: Instructor's consent.

**6.309 Introduction to Electronics** **2 Credits**  
 (4 Lec-Lab Hrs/Wk)  
 An overview of career and education options for electronics technicians plus study of schematic reading and component recognition. Field trips to technician worksites included.

**6.311 DC-AC Electronic Concepts** **4 Credits**  
 (8 Lec-Lab Hrs/Wk)  
 Provides a foundation for the understanding of basic electronics. Concepts, units and circuit analysis of DC and AC electronics are covered. The course also treats safety, diagrams, and measurement techniques. Prerequisites: concurrent enrollment in 4.250 Math for Electronics.

**6.313 Semiconductors** **2 Credits**  
 (4 Lec-Lab Hrs/Wk)  
 Principles and applications of semiconductor devices including diodes, bipolar junction transistors and field effect transistors. Prerequisites: 6.311 DC-AC Electronic Concepts or instructor consent.

**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 and related devices. Prerequisites: 6.311 DC-AC Electronic Concepts or instructor consent.

**6.315 Digital Fundamentals** **2 Credits**  
 (4 Lec-Lab Hrs/Wk)  
 This course deals with the internal circuitry, data sheets, and possible application of digital ICs such as gates, clocks, shift registers, D/A converters, and flip-flops. Prerequisites: 6.314 Linear Circuits or instructor's consent.

**6.316 Microprocessor Architecture** **2 Credits**  
 (4 Lec-Lab Hrs/Wk)  
 The principles of organization and operations of microcomputers. You will learn about the basic components of computer hardware and how they are interconnected in a typical microcomputer system. Microcomputer software will also be covered at the assembly language level with a focus on controlling and testing the hardware. Prerequisites: 6.315 Digital Fundamentals.

**6.317 Sensors and Actuators** **4 Credits**  
 (8 Lec-Lab Hrs/Wk)  
 Basic methods of computer/peripheral interfacing including software and hardware for basic control systems. Covers Programmable Peripheral Interface, buffering, motor speed control, temperature sensing, light sensing, digital to analog, and analog to digital conversions.

**6.319 Industrial Electronics** **4 Credits**  
 (8 Lec-Lab Hrs/Wk)  
 Control systems for industrial applications.

**6.321 Automated Systems** **4 Credits**  
 (8 Lec-Lab Hrs/Wk)  
 Principles of robotic systems with experimental applications. Covers overview of the robotics field. Basic automated system features will be built and operated in the lab.

**6.322 Telecommunications** **4 Credits**  
 (8 Lec-Lab Hrs/Wk)  
 Overview of current telecommunications systems with emphasis on new digital techniques. Protocols and standards are discussed.

**6.323 Electronic Systems** **2 Credits**  
 (4 Lec-Lab Hrs/Wk)  
 An overview of an actual electronic system. Students will build an AM radio as they learn the basic functions of the system blocks. Hand tool skills and test methods will be emphasized. Prerequisites: Concurrent enrollment in 4.250 Math for Electronics.

**6.324 Electronic Communications** **2 Credits**  
 (4 Lec-Lab Hrs/Wk)  
 Principles of commercial communications systems. Covers AM and FM transmission and reception, antennas, transmitters, receivers.

**6.327 Instrumentation** **4 Credits**  
 (8 Lec-Lab Hrs/Wk)  
 Detailed study of basic electronics test equipment: testing and measurement methods, errors, limitations. Also covers use of specialized equipment.

**6.328 Licensing and Certification** **2 Credits**  
 (2 Lec Hrs/Wk)  
 Review of current certification and licensing rules affecting electronic technicians.

**9.638 Electronics Communications Systems** **1.5 Credits**  
 (1 Lec, 2 Lab Hrs/Wk)  
 All phases of electronics specifically related to communications including basic philosophies, processes and circuit configurations are covered in this course. Topics include fundamental principles of communication systems, theory, and generation of analog modulation systems, transmission systems, microwave systems, pulse-type systems and TV systems.

## ENGINEERING - GENERAL

**GE101/102/103 Engineering Orientation** **2 Credits**  
 (2 Lec Hrs/Wk)  
 GE101 is an introduction to the nature of engineering and the processes involved in the design and optimization by engineers of devices used by mankind. The opportunities and types of employment in various fields of engineering are discussed. The computer is introduced and used in the solution of engineering problems. Computer languages currently used in GE101 & 2 are FORTRAN and BASIC. Boolean algebra is also introduced and used in the design of switching circuits in GE102. GE103 includes the use of vectors in three-space as an additional engineering tool. A brief introduction to the PASCAL (computer) language is also accomplished. The content of all three courses is kept flexible and can change considerably from year to year. Prerequisites: Math 101 previously or concurrently.

**GE198/298 Independent Study in General Engineering** **To Be Arranged**

## FIRE SCIENCE TECHNOLOGY

**5.237 Fire Investigation** **3 Credits**  
 (3 Lec Hrs/Wk)  
 Study of burning characteristics of flammables and combustible materials; interpret clues, burn patterns leading to point of origin; identify incendiary indications, sources of ignition and materials ignited; and how to preserve fire scene evidence.

**5.250 Firefighting Skills I** **3 Credits**  
 (3 Lec Hrs/Wk)  
 Develops skills in using small tools and minor equipment; practice in forcible entry; the use of breathing apparatus, salvage, overhaul, and safety practices.

**5.251 Firefighting Skills II** **3 Credits**  
 (3 Lec Hrs/Wk)  
 Practice of individual and team skills used in fireground operation including hose and ladder evolutions, salvage, overhaul, rescue, fire attack, and other activities requiring team and individual effort. Prerequisites: 5.250 Firefighting Skills I or instructor's consent.

**5.253 Fire Apparatus and Equipment** **3 Credits**  
 (3 Lec Hrs/Wk)  
 Familiarization with fire apparatus; principles of application; care and preventive maintenance; safe operating practices, emergency and non-emergency; National Standards concerning fire apparatus, construction and design.

- 5.254 Introduction to Fire Protection** 3 Credits  
(3 Lec Hrs/Wk)  
Development of fire services, safety, and security movements, the role of fire services, protection and safety personnel, and ancillary organizations.
- 5.257 Fire Service Hydraulics** 3 Credits  
(3 Lec Hrs/Wk)  
Review of basic mathematics, hydraulic laws and formulae as applied to the fire service. Application of formulae and mental calculations to hydraulic problems, the study of fireground water supply problems, and underwriter's requirements for pumps and accessories. **Prerequisites:** 4.200 Basic Math or instructor's consent.
- 5.258 Fire Company Organization, Station Assignment** 3 Credits  
(3 Lec Hrs/Wk)  
Study of fire company organization and operation, company responsibilities in station, recordkeeping, station communications and watch, housekeeping and house privileges, tours and public relations, company organization for response to alarms, and company morale.
- 5.260 Hazardous Materials I** 3 Credits  
(3 Lec Hrs/Wk)  
Develops basic understanding of hazardous materials, including flammable liquids, liquified gases, cryogenics, oxidizing agents and numerous other materials. Designed to provide basic guidelines in proper handling and emergency actions.
- 5.261 Hazardous Materials II** 3 Credits  
(3 Lec Hrs/Wk)  
Study of electrical, exotic metal and space-age fuel fires; the effect of the atomic age on the fire service; handling of radioactive materials involved in fire; the use of monitoring equipment; and personnel safety practices. **Prerequisites:** 5.260 Hazardous Materials I or instructor's consent.
- 5.262 Fundamentals of Fire Prevention** 3 Credits  
(3 Lec Hrs/Wk)  
Fundamentals of fire inspections including standards, techniques of evaluation of hazards as to degree of the hazard and practical recommendations. Student will write reports, which includes maps and sketches of each building inspected. They will conduct on-the-site inspections of building to locate hazards and to recommend safe practices and improvements.
- 5.263 Fire Pump Construction and Operation** 3 Credits  
(3 Lec Hrs/Wk)  
Designed for pump operators and firefighters. Provides basic understanding in fire pump hydraulics and measurement, including velocity of flow, friction loss, engine and nozzle pressure, discharge, steam range, drafting water, pumping from hydrants, and relaying by hose or tanker. **Prerequisites:** 5.257 Fire Service Hydraulics or instructor's consent.
- 5.264 Building Construction for Fire Protection** 3 Credits  
(3 Lec Hrs/Wk)  
Classification of buildings, structural features affecting fire spread, effect of fire on structural strength, fire stops and ratings of materials, fire retardants, Sanborn maps.
- 5.268 Fire Service Rescue Practices** 2 Credits  
(15 Lec, 15 Lab Hrs/Total)  
Trains fire company personnel to render emergency service in life saving and rescue work. The study of the development and organization of a rescue service, practices and procedures. **Prerequisites:** Approval of instructor and a course in American Red Cross Advanced First Aid or equivalent.
- 5.271 Introduction to Fire Behavior S-190** 2 Credits  
(24 Lec Hrs/Total)  
The course is designed to provide identification of factors that affect the start and spread of wildfire, how basic suppression methods apply to breaking the fire triangle, and situations that are potentially hazardous to life and property.
- 5.272 Fixed Systems and Extinguishers** 3 Credits  
(3 Lec Hrs/Wk)  
A study of portable extinguisher equipment, fire alarm and detection systems, sprinkler systems and standpipes, protection systems for special hazards, explosion release, ventilation systems, inert atmospheres, and static bonding.
- 5.273 Tractor Use/Tractor Boss S-213** 2 Credits  
(18 Lec, 6 Lab Hrs/Total)  
This course is designed to provide students with the tactics, organization, safety, and management of tractor use in the field.
- 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 problems in unusual fire operations.
- 5.276 Basic Wildland Fire Management S-130** 2.25 Credits  
(24 Lec, 12 Lab Hrs/Total)  
This course is designed to provide the student with basic fire suppression methods related to forest fires.
- 5.278 Portable Pumps and Water Use S-211** 1.5 Credits  
(12 Lec, 12 Lab Hrs/Total)  
This course is designed to cover all aspects of portable pump operations, water use and pumper operations.
- 5.279 Power Saws S-212** 1.5 Credits  
(8 lec, 16 Lab Hrs/Total)  
This course is designed to provide the student with the knowledge of detailed operation of power saws, safety and maintenance.
- 5.280 Cooperative Work Experience** 1-3 Credits  
(4-12 Hrs/Wk)  
Maximum of 9 credits applicable to degree. Instructor's consent.
- 5.281 Ground Tanker/Tanker Boss S-214** 2 Credits  
(24 Lec Hrs/Wk)  
This course is designed to provide students with the basic knowledge in assignment of tanker crews, tactics and shift planning. Students will receive instruction in administration, safety, maintenance and related operations.
- 5.282 Fire Codes and Related Ordinances** 3 Credits  
(3 Lec Hrs/Wk)  
A study of fire codes, building exit, flammable liquid, and other codes as related to fire prevention. Designed primarily for students interested in jobs as fire service inspectors. **Prerequisites:** Introduction to Fire Protection (5.254) or instructor's consent.
- 5.283 Firing Methods and Equipment Fire Boss S-215** 2 Credits  
(2 Lec Hrs/Wk)  
This course is designed to instruct those people that are responsible for burn out on a fire line and those responsible for prescribed burning.
- 5.284 Crew Boss S-230** 2 Credits  
(2 Lec Hrs/Wk)  
This course is designed to provide students with the knowledge which will allow advancement in job placement. It will cover fire line duties, fire organization, authority and responsibility as it relates to the position of crew boss.
- 5.285 Basic Air Operations S-270** 2 Credits  
(2 Lec Hrs/Wk)  
This course is designed to provide personnel who are exposed directly or indirectly to aircraft with knowledge in organizational safety, tactics and logistics.
- 5.289 Legal Aspects of Fire Protection** 3 Credits  
(3 Lec Hrs/Wk)  
The history and background of laws relating to fire service; tort liability of municipalities; municipal employees, and members of the fire service, clarification of legal terminology; civil service laws and requirements; pensions, mutual aid, and fire prevention codes.
- 5.292 Organizing for Fire Suppression S-230** 2 Credits  
(2 Lec Hrs/Wk)  
This course is designed to train suppression personnel in management practices and activities of a fire at the initial attack level.
- 5.294 Maps and Records Officer S-341** 2 Credits  
(2 Lec Hrs/Wk)  
This course is designed to train an individual as a Maps and Records Officer. Course content includes planning, organizing and preparing materials required for an efficient and effective maps and records section on major fires.

**5.296 Intermediate Air Operations S-370** 2 Credits  
(2 Lec Hrs/Wk)

This course presents the planning phase and the coordinating phase as necessary considerations to develop safe and effective air operation plans for Class I and II project fires.

**5.297 Fire Behavior S-390** 3 Credits  
(3 Lec Hrs/Wk)

This course is designed to meet the training needs in fire behavior knowledge up through Class II fires, overhead positions. Course content includes rate of fire spread, fire line intensity, flame length and fire behavior calculations.

## PUBLIC SERVICE COURSES - FIRE

**9.301 Firefighter I-A** 1.5 Credits  
(1 Lec, 2 Lab Hrs/Wk)

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

**9.302 Firefighter I-B** 1.5 Credits  
(1 Lec, 2 Lab Hrs/Wk)

Designed to train students in use of portable fire extinguishers in methods of overhaul and salvage, in principles of fire control in natural cover crops, in forcible entry tactics and ventilation and rescue procedures.

**9.303 Firefighter I-C** 1.5 Credits  
(1 Lec, 2 Lab Hrs/Wk)

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

**9.304 Firefighter I-D** 1.5 Credits  
(1 Lec, 2 Lab Hrs/Wk)

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

**9.305 Firefighter I-E** 1.5 Credits  
(1 Lec, 2 Lab Hrs/Wk)

Study forcible entry, fire ventilation practices, rescue, protective breathing practices and related procedure.

**9.307 Rural Firefighting Strategy & Tactics** 1 Credit  
(12 Lec Hrs Total)

To provide information and knowledge to enable the rural firefighters to evaluate fire potential and resources to handle such a fire emergency.

**9.311 Fire Tactics by Simulator** .75 Credit  
(5 Lec, 10 Lab Hrs Total)

Familiarizes student with use and operation of fire simulator as training tool. Improves suppression tactics and ability to function in actual fire conditions. Exposes student to stress conditions that will condition each to perform critical assignments under emergency situations.

**9.313 Interagency Helicopter Training** 1.5 Credits  
(18 Lec Hrs Total)

The Interagency Helicopter class is designed to standardize the basic training of individuals in helicopter operations.

**9.326 Apparatus Operator I** 1.5 Credits  
(10 Lec, 20 Lab Hrs Total)

Designed to provide auxiliary and regular fire service personnel with basic operation of fire apparatus and related equipment.

**9.327 Apparatus Operator II** 1.5 Credits  
(10 Lec, 20 Lab Hrs Total)

Provides student with advanced training in fire apparatus and pump operation. Will receive basic knowledge in water hydraulics and methods of water movement related to fire service. Prerequisite: 9.326 Apparatus Operator I.

**9.328 Apparatus Operator III** 2 Credits  
(15 Lec, 15 Lab Hrs Total)

Designed to acquaint fire fighters with basic operation and limitations of aerial trucks, water tower, and related apparatus. Prerequisite: 9.327 Apparatus Operator II.

**9.329 Live Burn Exercise (Flammable Liquids)** .25-.50 Credit  
(8-16 Lab Hrs Total)

This course is designed to provide firefighters with the opportunity to apply techniques of fire suppression in flammable liquid fires and aircraft fire/rescue operations.

**9.337 Introduction to Wildland Fire Suppression** 1 Credit  
(12 Lec Hrs Total)

This course is designed to meet specific measurable objectives as they relate to forest fire control and suppression.

**9.338 Sector Boss (S-330)** 3 Credits  
(3 Lec Hrs/Wk)

Designed to identify specific sector boss responsibilities and shows their relationship to successful and economical fire management. Prerequisites: 5.284, 5.292 and 5.297 or instructor's consent.

**9.395 Career Development - Fire** 0-3 Credits  
(1-90 Hrs Total)

A study and practical application of current fire suppression and management operations.

## FOREIGN LANGUAGES

**FR101/102/103 First Year French** 4 Credits/Term  
(4 Lec Hrs/Wk)

Introduction to French that stresses reading and speaking along with exercise in elementary composition and grammar. Prerequisites: Must be taken in sequence.

**FR198/298 Independent Study in French** To Be Arranged

**FR201/202/203 Second Year French** 4 Credits/Term  
(4 Lec Hrs/Wk)

Study of selections from representative authors; review of grammar; considerable attention to oral use of the language. Prerequisites: FR103 or two years high school French or equivalent for FR201; FR201 or equivalent for FR202; and FR202 or equivalent for FR203.

**SPAN101/102/103 First Year Spanish** 4 Credits/Term  
(4 Lec Hrs/Wk)

Introduction to Spanish that stresses reading and speaking along with exercises in elementary composition and grammar.

**SPAN201/202/203 Second Year Spanish** 4 Credits/Term  
(4 Lec Hrs/Wk)

A continuation of First Year Spanish that stresses reading and speaking along with exercises in advanced composition and grammar.

**0.557.5/0.557.6/0.557.7 Conversational French I, II, III** 1 Credit/Term  
(36 Hrs/Total)

An introduction to practical French words and sentences.

**0.558.1/0.558.2/0.558.3 Conversational German I, II, III** 1 Credit/Term  
(36 Hrs/Total)

Develops conversational German vocabulary as well as necessary basic grammar.

**0.559.5 Conversational Italian** 1 Credit/Term  
(36 Hrs/Total)

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

**0.560.1 Conversational Japanese I** 1 Credit  
(36 Hrs/Total)

Develops 500 word vocabulary including phrases and simple sentences. Emphasis will be on pronunciation.

- 0.560.2 Conversational Japanese II** 1 Credit  
(36 Hrs/Total)  
Develops increased speaking and reading vocabulary to approximately 900 words. Emphasis will be on pronunciation and conversational flow of sentences and everyday phrases. Prerequisites: 0.560.1 or instructor's consent.
- 0.560.3 Conversational Japanese III** 1 Credit  
(36 Hrs/Total)  
Develops increased speaking and reading vocabulary to approximately 1400 words. Emphasis will be on pronunciation and conversational flow of sentences and everyday phrases. Prerequisites: 0.560.1 and 0.560.2 Conversational Japanese I, II, or instructor's consent.
- 0.561.1/0.561.2/0.561.3 Conversational Norwegian I, II, III** 1 Credit/Term  
(36 Hrs/Total)  
Introduction to conversational Norwegian. Provides opportunities for practical conversation on everyday topics, current events, and cultural materials.
- 0.562.1 Conversational Spanish I** 1 Credit  
(36 Hrs/Total)  
Develops conversational Spanish vocabulary including necessary grammar.
- 0.562.2/0.562.3 Conversational Spanish II, III** 1 Credit/Term  
(36 Hrs/Total)  
Develops skill in use of Spanish language and understanding fundamental conversational Spanish vocabulary including necessary grammar. Prerequisites: Conversational Spanish I (0.562.1) or instructor's consent.

- FW253 Wildlife Resources; Birds** 3 Credits  
(3 Lec Hrs/Wk - Field Trips Included)  
Provides a non-technical introduction to ornithology, emphasizing ecology, evolution and identification of birds.
- 6.280 Cooperative Work Experience** 1-5 Credits  
Maximum of 5 credits toward a degree. Prerequisites: instructor's consent.
- 6.404 Elementary Forest Surveying** 3 Credits  
(2 Lec, 4 Lab Hrs/Wk)  
An elementary course in the basic fundamentals of plane surveying as well as the use of various surveying instruments. The theory of field measurements, bearings, angles, and azimuths is emphasized.
- 6.405 Advanced Forest Surveying** 3 Credits  
(2 Lec, 4 Lab Hrs/Wk)  
Designed to follow Elementary Forest Surveying. The application and use of more precise engineering instruments will be developed. Engineering procedures used in property subdivision and road surveying will be covered. Prerequisites: Elementary Forest Surveying (6.404).
- 6.406 Forest Engineering** 4 Credits  
(3 Lec, 4 Lab Hrs/Wk)  
The study of forest engineering procedures with particular emphasis on road design and location. Prerequisites: 6.404, 6.405, or by instructor's consent.
- 6.407/6.408 Forest Mensuration I/II** 3 Credits/Term  
(2 Lec, 4 Lab Hrs/Wk)

This course is designed to teach the student the basic skills and principles of forest measurements. The course will include cruising, scaling, volume measurements, log and tree grading, and the use of various measurement tools and techniques. The laboratory will consist of application of classroom principles in the field to measure actual forest stands. Prerequisite: F111.

- 6.409 Forest Protection** 3 Credits  
(2 Lec, 4 Lab Hrs/Wk)  
Describes the destructive agents in the forest including disease, insects, animals, and fire. Emphasis will be placed on the identification of insect and disease organisms and control measures. Fire will be discussed as it relates to prevention, presuppression and suppression. Laboratory periods will examine these agents and various control procedures.
- 6.410 Forest Products Manufacturing** 3 Credits  
(2 Lec, 4 Lab Hrs/Wk)  
This course covers the basic forms of products derived from timber resources and how they relate to the economy. Emphasis is on the type of products obtained and their relative importance to our economic system.

- 6.411 Logging Operations** 3 Credits  
(2 Lec, 4 Lab Hrs/Wk)  
This course will study 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 (Mapping)** 3 Credits  
(2 Lec, 4 Lab Hrs/Wk)  
This course deals with the basic forms of forest contracts and their functional administration. It will also cover forest mapping as it relates to forest contracts.

- 6.416 Aerial Photointerpretation** 3 Credits  
(2 Lec, 4 Lab Hrs/Wk)  
This course provides the student with basic knowledge of using aerial photographs in forestry as well as an update on the latest techniques used in a remote sensing.

- 6.417 Silviculture** 3 Credits  
(2 Lec, 4 Lab Hrs/Wk)  
An introductory course to describe and observe the biological influences on a forest stand. The principles involve the nature of forest trees and stands, their growth, reproduction, environment; composition, nutrition and various responses. Prerequisites: F111 or instructor's consent.

## FOREST TECHNOLOGY

- F111 Introduction to Forestry** 4 Credits  
(3 Lec, 3 Lab Hrs/Wk)

Designed for students who wish to major in Forestry and transfer to a four-year college or students who wish to attain a two-year Associate in Science degree in Forest Technology. The course will cover a broad overview of basic forestry principles, many of which are courses unto themselves. A review of the history of forestry in both Europe and the United States will be balanced with discussion of current forest management programs, laws, and practices implemented in the United States today.

- F198 Independent Studies - Forestry** 1-3 Credits  
(3-9 Lec Hrs/Wk)

This course is designed so a student will have an opportunity to conduct independent research in an area of particular interest. The project will be agreed upon prior to course registration. The student will have a choice of working on an ongoing project for the Forest Service, BLM, Coos County, or private industry. Prerequisites: instructor's consent.

- F222 Plant ID and Photography** 2 Credits  
(6 Lec Hrs, 4-5 Day Field Trip Total)

Photographing characteristics, classifications and identification of wild flowers, ferns, trees and shrubs. Prerequisites: F254 or botany courses, previous photographic experience or instructor consent.

- F254 Tree and Shrub Identification** 4 Credits  
(3 Lec, 4 Lab Hrs/Wk)

Characteristics, classification and identification of woody plants in Oregon. Principal timber trees of the United States and many introduced species will also be covered.

- FW251 Principles of Wildlife Conservation** 3 Credits  
(3 Lec Hrs/Wk)

This course will give the student first hand knowledge and a laboratory experience related to some of Oregon's fish, wildlife, and forest resources with an emphasis on the relationships between water quality, fish and forest practices. The latest studies will be presented and analyzed in relation to physical and economic feasibility.

- FW252 Wildlife Resources: Mammals** 3 Credits  
(3 Lec Hrs/Wk)

Provides detailed information on identification, life histories, taxonomy, morphology, and characteristics of mammals in general, and of Oregon mammals in particular. Classroom sessions will include slide programs, illustrated hand-outs, pertinent books and other reading material, and the use of actual specimens such as skulls, horns, and antlers.

**6.419 Forest Recreation 3 Credits****(2 Lec, 4 Lab Hrs/Wk)**

An introductory course in outdoor recreation which will cover the needs and demands of the general public for use of forest resources for recreation. The economic factors involved in recreation as well as the planning and design of recreational facilities will be discussed. The management problems encountered by recreation supervisors and technicians will also be discussed. **Prerequisites:** F111 Intro to Forestry or instructor's consent.

**6.420 Advanced Silviculture 3 Credits****(2 Lec, 4 Lab Hrs/Wk)**

The application of principles previously learned to the improvement of forest stands through basic silvicultural practices. Laboratory and field exercises will include actual stand treatments on both public and private land. **Prerequisites:** Silviculture (6.417).

**6.430 Introduction to Oregon's Fish and Wildlife Resources 3 Credits****(3 Lec Hrs/Wk)**

Provides basic information on the life histories and habits of Oregon's game and nongame wildlife species including fish, reptiles and amphibians, birds, and mammals. History, legislation, and wildlife management practices will also be discussed. Included in the classroom work will be many slide programs, many illustrated handouts, pertinent wildlife books and other reading material, and many actual specimens such as skulls, horns and antlers. One full-day Saturday field trip is included to view wildlife habitat and management techniques.

**0.624.5 Plant Identification 2 Credits****(1 Lec, 4 Lab Hrs/Wk)**

This course will study characteristics, classification, and identification of trees, shrubs, and wildflowers of Oregon. Principal timber trees of the United States and many introduced species will also be covered.

**0.629 Oregon's Fish and Wildlife 1 Credit****(36 Hrs Total)**

Provides basic information on the life histories and habits of Oregon's game and nongame wildlife species including fish, reptiles and amphibians, birds, and mammals. History, legislation, and wildlife management practices will also be discussed. Included in the classroom work will be many slide programs, many illustrated handouts, pertinent wildlife books and other reading material, and many actual specimens such as skulls, horns, and antlers. One full-day Saturday field trip is included to view wildlife habitat and management techniques.

## GEOLOGY AND EARTH SCIENCE

**G142 Geology of the Pacific Northwest 3 Credits****(3 Lec Hrs/Wk)**

Since there is no prerequisite, the nature of the course is twofold; it begins with studies of basic earth materials, fundamental geologic principles and processes, geologic time, and the nature of the interior and surficial features of the earth. It continues with a systematic study of the geologic history of the Pacific Northwest, emphasizing the sequence of geologic events for different regions, including stratigraphic relations, structural framework, and the origin and development of landforms. Field trips to areas of geologic interest are included.

**G145 Regional Field Geology 1-3 Credits****(6 Lec, 24-27 Lab Hrs Total)**

A field study of significant geologic features of a selected region. The heart of the course consists of a field trip to the region. The trip is arranged to illustrate various geologic aspects and special features unique to the selected region, and includes studies of the age and origin, geologic setting, stratigraphy and structure, topography, and significant events through geologic time. These observations are correlated with contemporaneous geologic events of special significance elsewhere. The course will begin with an on-campus meeting prior to the field trip, and all students will be expected to become familiar with the geologic section for the selected region. Students registering for one credit will be expected to submit a report of their field studies, and will also be expected to demonstrate a knowledge of the geologic section for the region. Students registering for two credits will, in addition to the work listed above, be expected to initiate a rigorous study of the geologic literature pertaining to the region prior to the trip, and on return to campus, will continue with a detailed study of selected features seen on the trip. The results of these studies will also be submitted in a report.

**G146 Field Geology of Southwest Oregon 3 Credits****(6 Lec, 24-27 Lab Hrs/Wk)**

A field study of significant geological features of southwest Oregon. The course consists of a sequence of field trips arranged to illustrate various geologic aspects of the Coos Bay area, the Coast Range Province, the Klamath Mountain Province, and the Cascade Province. In addition to special features unique to each area, each trip will include studies of the geologic setting, age and origin, stratigraphy and structure, topography, and a summary of significant historical events. The course will conclude with an on-campus meeting to summarize the geology of Southwest Oregon.

**G147 The Natural Environment of Coos Bay 3 Credits****(2 Lec, 2 Lab Hrs/Wk)**

A totally integrated study of the natural environment of the Coos Bay region, and man's relationship to this environment. Introductory topics include major geographical aspects and significant historical events of the region. Succeeding topics fall into four major areas of study: hydrology, the estuary, the modern environments, and the ancient environments. The physical, chemical biological, geological, social, and economic aspects of these topics are integrated into a variety of field lecture and laboratory investigations. Field investigations and lectures are conducted during the normal time period scheduled for the course. These are supplemented during the following week by laboratory studies of data and samples collected. In addition to lectures related to scientific studies, experts familiar with various aspects of the local environment and the local economy are also invited to speak.

**G160 Volcanology 3 Credits****(3 Lec Hrs/Wk)**

A systematic study of volcanic processes and volcanic phenomena, including the nature and origin of magmas, volcanic materials, lava flows, volcanic cones, craters and calderas, volcanic eruptions, and geothermal features such as geysers and hot springs. Volcanic features of the Pacific Northwest and the relationship of volcanic activity to society will be emphasized.

**G198/298 Independent Study in Geology 1-6 Credits****(1-6 Hrs/Wk)**

Designed to introduce the student to geographic research methods. A research project will be required.

**G201/202 Physical Geology 4 Credits/Term****(3 Lec, 3 Lab Hrs/Wk)**

A systematic study of fundamental geologic principles and the natural processes acting within and upon the earth, basic earth materials, the origin of the earth and its oceans, the nature of the interior and surficial features of the earth, geologic time, natural resources and the interrelationships of man and his natural environment. LABORATORY exercises include studies of minerals, rocks, topographical maps, and geologic maps, as well as field trips to areas of geologic interest.

**G203 Historical Geology 4 Credits****(3 Lec, 3 Lab Hrs/Wk)**

A study of the methods and principles of historical geology, the nature of geologic change and geologic time, the progression of plant and animal life through time, and the value and significance of fossil plants and animals. The course also includes a study of the sequence of tectonic changes, stratigraphic relations, paleogeographic environments and major events throughout geologic time, the processes involved in these changes, and the implications of these and present changes for the future environment. Laboratory exercises and field trips are included. **Prerequisites:** Geology sequences G201, 2 or instructor's consent.

**G210 Minerals and Rocks 4 Credits****(4 Lec Hrs/Wk)**

A systematic study of the nature, origin and use of minerals and rocks and their identification. Specific topics for the section on minerals include: crystallography, mineral chemistry, physical properties, mineral descriptions and identification. Specific topics for the section on rocks include: rock-forming processes, rock composition and textures, rock structures, and the classification, description, and identification of rocks. The course concludes with a study of some important ore deposits, the use of earth materials, and the significance of minerals and rocks in human affairs.

**G218 Prehistoric Life 3 Credits****(3 Lec Hrs/Wk)**

A systematic study of the nature of prehistoric life, including fossilization, classification, evolutionary mechanisms and patterns, adaptation and functional morphology, paleogeography, paleoecology, and stratigraphic significance. Major groups of fossils to be studied in detail include trace fossils, invertebrate fossils, plant fossils, and vertebrate fossils. The identification of significant invertebrate fossil genera will be emphasized. The course will also include discussions of methods used in the study of fossils, fossil collecting, and studies of exceptional fauna.

**G221 Basic Geology 3 Credits****(3 Lec Hrs/Wk)**

An elective course on basic geologic principles and processes, rocks and minerals, internal and surficial features of the earth and geologic time.

**G245 Geomorphology: Scenic Geology of the United States 3 Credits****(3 Lec Hrs/Wk)**

A systematic study of the fundamental processes involved in the origin and evolution of landforms, including gradational processes and landforms, climatic morphogenesis, volcanic processes and landforms, tectonic processes, and structural control of landforms. The course also includes concurrent studies of the various geomorphic provinces of the United States and the landscape features unique to each, emphasizing the national parks and monuments. The course concludes with a summary of the interrelationship of man and the natural landscape.

**G299 Special Topics - Geology 3 Credits****(3 Lec Hrs/Wk)**

A study of selected contemporary topics drawn from a wide array of geologic disciplines. Topics vary, but generally include those of recent development, fundamental problems, current and special interest, and geologic significance. Selected topics will usually include those not normally covered in detail in other courses. Since there is no prerequisite, the course will also include a brief initial survey of fundamental geologic principles and processes.

**G299 Geological Hazards and Natural Catastrophes 3 Credits****(3 Lec Hrs/Wk)**

A study of geological hazards and natural catastrophes, including earthquakes, tsunamis, landslides, ground subsidence and collapse, avalanches, floods, storms, coastal erosion, and volcanic eruptions. The course will emphasize the causes and effects, including detailed studies of the scientific aspects, as well as the social and economic impact, of each type of hazard. The possibilities for prediction, mitigation and control will be examined, together with pertinent case histories. The course will also include an evaluation of hazard risk potential for the state of Oregon.

**GS107 Oceanography 4 Credits****(3 Lec Hrs/Wk)**

A systematic study of the basic chemical, physical, geological, and biological aspects of the oceans including the origin of the ocean basins and sea water. The significance of the interrelationships of man and the ocean is emphasized. Laboratory and field investigations of the properties of sea water and oceanic pressures are also included.

**GS111/0.620.1 Earth, Sea and Sky 1-3 Credits****(3 Lec Hrs/Wk)**

A study of earth sciences. Format: One-hour of televised lecture (PBS) per week supplemented by independent study, question/answer worksheets, and access to instructor/resource person who also provides supplementary materials and evaluates student's performance.

**GS275 Uses and Resources of the Oceans 3 Credits****(3 Lec Hrs/Wk)**

A study of the vital significance of the world's oceans to society, and our contemporary role in the utilization of the marine environment. Specific topics include history, civilization and the oceans; food and mineral resources; water and energy resources; pollution and waste disposal; coastal processes and coastal activities; ocean law and management; technology and instrumentation; navigation and positioning; and miscellaneous uses. Local marine-related activities and problems will be emphasized.

**0.620 Geology of the Pacific Northwest 3 Credits****(3 Lec Hrs/Wk)**

Since there is no prerequisite, the nature of the course is two-fold: it begins with studies of basic earth materials, fundamental geologic principles and processes, geologic time, and the nature of the interior and surficial features of the earth. It continues with a systematic study of the geologic history of the

Pacific Northwest, emphasizing the sequence of geologic events for different regions, including stratigraphic relations, structural framework, and the origin and development of landforms. Field trips to areas of geologic interest are included.

**0.620.2 Geology of the Local Area 0.5-3 Credits****(15-36 Hrs Total)**

A study of significant geological features of the local area (special areas and topics TBA).

## HEALTH AND FIRST AID

**HE198/298 Independent Study in Health To Be Arranged****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)**

This course follows the Red Cross Standard First Aid and Personal Safety Guide Requirements. The additional course hours are spent in practical application of content areas. The class is designed to prepare the student with first aid knowledge and skills necessary for the immediate and temporary care of the sick and/or injured until qualified medical help assumes responsibility. Red Cross First Aid certification is given upon completion of course requirements. Certificate is current for three (3) years. CPR certification is also included in this course.

**HE262 CPR Instructor Training (AHA) 2 Credits****(22 Lec Hrs Total)**

Will learn how to teach CPR. Review basic life support, both theory and its application. Practice methods, materials and techniques used in CPR course. Successful completion provides Instructor Certification/Recertification. Prerequisites: current certification in Cardiopulmonary Resuscitation by the Oregon Heart Association (BLS Course-Level C).

**HE299 Advanced Cardiac Life Support (ALC) 2 Credits****(1 Lec, 8 Lab Hrs Total)**

This three-day course is designed for continuing education of critical physicians, nurses, and EMT III's and IV's in the evaluation and treatment of cardiac problems. Prerequisites: RN, EMT III, IV, MD.

**9.380 Cardiopulmonary Resuscitation (AHA or Red Cross) 0.5 Credits****(5 Lec, 5 Lab Hrs Total)**

A course 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 situations. Red Cross and/or American Heart Association certification.

**9.381 Standard First Aid (Multimedia) 0.5 Credit****(5 Lec, 5 Lab Hrs Total)**

A course designed for the businesses, industries and organizations who need first aid training, yet have little time to release employees or can devote only a short time to the course. Multimedia system meets the standard requirements of OSEA (OSHA) yet exceeds CPR (Cardiopulmonary Resuscitation) requirements.

## HEALTH OCCUPATIONS

**HE257/9.428 Emergency Medical Technician I 8 Credits****(73 Lec, 65 Lab Hrs Total)**

This course is designed to prepare individuals for state certification as an Emergency Medical Technician, Level I, as required by ORS.485.500. Emergency Medical Technician as defined by this state statute means, "a person who attends any ill, injured or disabled person in connection with his transportation by ambulance. Police officers, firemen, 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: for HE257 concurrent enrollment in Field Experience (HE280), and Medical Terminology I (9.723) is required. 9.428, 9.431, 9.432 are for EMT volunteers/reserves with fire departments and ambulance services and may not be used towards a diploma.

**HE258/9.431 Emergency Medical Technician II** 5 Credits  
(48 Lec, 16 Lab Hrs Total)

A course designed to train the EMT II and prepare the student for taking the Oregon state written exam for certification. It 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 and recency of practice as an Emergency Medical Technician I.

**HE259/9.432 Emergency Medical Technician III** 16 Credits  
(103.5 Lec, 114 Lab Hrs Total)

Covers assessment of the patient pharmacology, anatomy and physiology, I.V. therapy, respiratory and cardiac pathophysiology, and medical emergencies. Graduate is eligible to take written and practical exam for EMT III certification. **Prerequisites:** Current Oregon certification as EMT II or eligibility for same; one year experience as EMT II; or consent of Director of Health Occupations, 9.432 (same as HE259) is for volunteers/reserves with fire, police, ambulance, etc, not pursuing a degree. (Offered every other year beginning 1986-87).

**HE260/9.360 First Responder Course** 4 Credits  
(37 Lec, 33 Lab Hrs/Term)

Training program in emergency medical care for first responders to traffic accidents, including all procedures required for providing basic care to accident victims and removing them from vehicle if necessary. 9.360 is for volunteers/reserves and may not be applied.

**HE262 CPR Instructor Training (AHA)** 2 Credits  
(22 Lec Hrs Total)

Will learn how to teach CPR. Review basic life support, both theory and its application. Practice methods, materials and techniques used in CPR courses. Successful completion provides Instructor Certification/Recertification. **Prerequisites:** current certification in Cardiopulmonary Resuscitation by the Oregon Heart Association (BLS Course -Level C).

**HE268 Pharmacodynamics** 3 Credits  
(3 Lec Hrs/Wk)

Designed to equip the professional and/or paraprofessional legally qualified, to administer medications with a competent level of knowledge of the drugs currently being used and/or/abuse with emphasis on drug implications, side effects and client teaching, both over-the-counter and prescribed. **Prerequisites:** RN; LPN; EMT II, III, or IV; Certified Medication Aides; Second Year Medical Students; Nursing or EMT students; or instructor's consent.

**HE280 EMT Field Experience** 1-2 Credits  
(3-6 Hrs/Wk)

A course designed to give students increased opportunities to utilize 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 III's and IV's in the evaluation and treatment of cardiac problems. **Prerequisites:** RN, EMT III & IV, MD.

## NURSING

**Nur101 Fundamentals of Nursing** 8 Credits  
(5 Lec, 9 Lab Hrs/Wk)

This is the 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. This course deals with beginning concepts in the areas of fundamentals of nursing. After a period of orientation, skills are learned and the student is taught how to adjust them for all age groups. Major concepts in communications, mental health, body mechanics, alignment, asepsis, nutrition, fluids, pharmacology, growth and development and maternal health are introduced. After practice sessions in the laboratory on campus the student performs skills and applies concepts in the care of patients in the hospital or long term care setting (Orientation Module plus Levels I through IVA). **Prerequisites:** Admission to SWOCC Nursing Program.

**Nur102 Nursing Science and Practice I** 8 Credits  
(5 Lec, 9 Lab Hrs/Wk)

Continuation of building upon skills and concepts learned and introduction of new skills and concepts. Concepts relate to crisis, mobility, homeostasis, elimination and oxygenation. Care of the patient of any age in pain with hearing and/or vision problems, with cleft lip and palate, with skin problems, with neurotic disturbances, with diabetes and with respiratory problems is taught. Communications, emphasis on the needs of the aged are integrated. Observation is expanded to include total assessment, nursing diagnosis, expected outcomes, and rationales. Student continues to apply knowledge and skills in the hospital setting. **Prerequisites:** Admission to SWOCC's Nursing Program.

**Nur103 Nursing Science and Practice II** 10 Credits  
(5 Lec, 15 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:** Completion of Nur101 and a "C" grade or better or consent of the Director of Health Occupations, and completion of Anatomy and Physiology (Bi231 and 232) with a grade of "C" or better within the past 5 years.

**Nur 121/131/141/151/161/171 Nursing Skills** 2 Credits/Each  
(6 Lab Hrs/Each)

This course is taken in conjunction with first five quarters of Nursing Program. Covers skills to be used in the hospital.

**Nur150 Nursing Study Skills** 1 Credit  
(2 Lec Hrs/Wk)

The course is designed to introduce students to the nursing program and its requirements and to teach these students the use of study skills in conjunction with those requirements.

**Nur201 Nursing Science and Practice III** 10 Credits  
(5 Lec, 15 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. Stressed is nursing process in care of patients with these disorders. The student will also study acute psychiatric disorders, including 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. **Prerequisites:** Completion of first year of the program or admission into second year via advanced placement as an LPN (See admission requirements in catalog).

**Nur202 Nursing Science and Practice IV** 10 Credits  
(5 Lec, 15 Lab Hrs/Wk)

Covers complications of all aspects of pregnancy, including acute neonatal care, and acute GYN problems. Care of the patient in ER, airway insertion and physical assessment of the heart and lungs is stressed. Other major units covered are endocrine/renal and common acute pediatric health problems. **Prerequisites:** Completion of Nur201; Bi231, 232, 233; Anatomy & Physiology I, II, III; and Bi123 Microbiology.

**Nur203 Nursing Science and Practice V** 10 Credits  
(5 Lec, 15 Lab Hrs/Wk)

Covers care of the patient in CCU-ICU, acute neurological problems, neck/chest surgery patients, communicable diseases, eye and ear disorders as well as 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). **Prerequisites:** Completion of Nur202 with a grade of "C" or better.

**5.460 Basic Nursing Assistant** 6 Credits  
(40 Lec, 20 Lab, 60 Clinical Hrs Total)

This prepares a Basic Nursing Assistant eligible for certification as outlined by the Oregon State Board of Nursing. The person is prepared to care for clients in stable environments, i.e., nursing homes, long-term care and intermediate care facilities.



**9.404 Home Health Aide** **5 Credits**

(4 Lec, 3 Lab Hrs/Wk)

This course builds upon previously learned nursing skills and prepares the student to assist people to care for themselves in their own homes. **Prerequisites:** Current Oregon Certification as a Nursing Assistant or consent of the instructor.

**9.405 Geriatric Nursing Assistant** **3 Credits**

(2 Lec, 2 Lec-Lab Hrs/Wk)

This course is designed to provide knowledge of physical and emotional needs of the elderly geared toward paraprofessional (nursing assistants, home health aides and homemakers) responsible for administering care to geriatric clients in long-term care facilities and/or homes. **Prerequisites:** Current Oregon Certification as a Nursing Assistant or consent of instructor.

**9.410 LPN Transition** **1 Credit**

(1 Lec Hr/Wk)

Designed to develop attitudes, skills, and knowledge to make the transition from LPN to second year Associate Degree Nursing student smoother. It includes a review of the ADN program, nursing process, teaching plans, and nursing care plans. **Prerequisites:** currently licensed LPN.

**9.410 LPN Transition (Lab & Clinical)** **2 Credits**

(5 Clinical, 1 Lab Hr/Wk)

This course can be taken in conjunction with the LPN Transition course. It includes nursing skills review, nursing care plans, and care of the acutely ill hospitalized client. **Prerequisites:** currently licensed LPN.

**9.416 Intravenous Therapy for Health Professionals** **3 Credits**

(2 Lec, 3 Lab Hrs/Wk)

This course 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)

This course is designed for persons who are interested in becoming 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 also 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.

**9.433 Emergency Services Recertification Course** **1-2.5 Credits**

(10-20 Lec, 5-10 Lab Hrs Total)

Developed as part of career structure for emergency medical technicians (EMT's) and first responders. Designed to assure maintenance of uniformly high level of training and skill among emergency service personnel who have successfully completed the basic training program. First Responders need 16 hours every 24 months (CPR-6 hours, Shock-2 hours, Elective-8 hours). EMT I needs 20 hours every 24 months (CPR-6 hours, Shock and MAST-4 hours, Elective-10 hours). **Prerequisites:** EMT or First Responder Certification.

## HISTORY

**Hst101/102/103 History of Western Civilization** **3 Credits/Term**

(3 Lec Hrs/Wk)

Introduces the student to the western world's knowledge, culture, and traditions. The first term traces the rise of civilization in the Near East to the emergence of medieval European civilization; the second term covers the waning of medieval European culture and the rise of European culture and the rise of European nation states through the 18th century. The final term follows the course of western civilization from the 19th century to the present.

**Hst119 Introduction to East Asian History** **3 Credits**

(3 Lec Hrs/Wk)

A historical overview from prehistoric times to the present of the eastern part of Asia inhabited by Mongoloid man, and dominated by a civilization in ancient China. This course will emphasize the histories of China, Japan, Korea and Vietnam.

**Hst192 China - 20th Century** **3 Credits**

(3 Lec Hrs/Wk)

Introduces history of the background and development of The People's Republic of China from 1949 to the present.

**Hst198/298 Independent Study in History** **To be Arranged**

**Hst201/202/203 U.S. History** **3 Credits**

(3 Lec Hrs/Wk)

This is a survey course in the history of the United States. The course introduces students to major social, economic, political and cultural developments.

**Hst210 Futurism** **3 Credits**

(3 Lec Hrs/Wk)

A course designed to inform the student of projected trends in the world today, and their significance. The student will explore the literature on the subject and be given an opportunity to make a forecast.

**Hst238/239/240 Oregon History** **3 Credits/Term**

(3 Lec Hrs/Wk)

An introduction to the geography, history, economics and social life of Oregon. The development of Oregon's south coast will be studied in relation to the rest of the state.

**Hst257 Indian History of Southwest Oregon** **3 Credits**

(3 Lec Hrs/Wk)

An overview of the Indian presence in southwest Oregon from arrival ten thousand years ago to the present day. Emphasis on the Late Prehistoric Period includes coverage of subsistence practices, settlement patterns, social customs, and the relationships within and between the various groups who occupied this area. Subject dealing with the Contact Period include the arrival of Euro-Americans, changes in Native American life styles, life on reservations, and adapting to a modern world.

**1.123/1.124/1.125 The Pacific Northwest** **3 Credits/Term**

(3 Lec Hrs/Wk)

Introduction to geography, history, and cultural life of the Pacific Northwest region from early explorations to present day. Region includes present day Oregon, Washington, Idaho, and for historical purposes, western Montana and Wyoming. Historic growth of Oregon's south coast will be related to history of Pacific Northwest region.

**0.678.3 Tracing Your Family Tree (Genealogy)** **1 Credit**

(3 Hrs/Wk)

Provides step by step guide to beginning genealogy, emphasizing place of each generation within the framework of religious, social, economic and political events of the day. Use of original records and of microfilm sources through the L.D.S. Branch Library will be covered

## HOME ECONOMICS

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

## GENERAL

**HEc101 Orientation to Home Economics** **1 Credit**

(1 Lec, 1 Lab Hr/Wk)

An orientation course for home economics majors and non-majors interested in developing a greater understanding of home economics as a profession. The course explores the philosophy, contributions, trends and interdisciplinary nature of the field as well as the services to families, employment opportunities, training required, and new developments in related career fields.

**HEc198/298 Independent Studies in Home Economics** **To be Arranged**

**HEc280 Field Experience - Home Economics - General** **1-3 Credits**

(Includes Seminar)

Nine credits maximum. **Prerequisite:** instructor's consent.

**9.906 A Professional Image** 1-2 Credits

(1 Lec, 2 Lab Hrs/Wk)

Designed to help students pursuing careers plan wardrobe for work, coordinate color to present a positive professional image, with emphasis on improving personal appearance.

**9.915 Unplug the Christmas Machine** 0 Credit

(3 Hrs Total)

A short workshop designed to help participants evaluate holiday priorities, gain skill in managing goal attainment, evaluate and manage stress effectively and utilize resources. The dual career participants will operate more effectively in the work force when stress is controlled.

**9.943 Home and Family Management** 0.5-1.0 Credit

(1 Lec, 3 Lab Hrs/Wk Max.)

Emphasis on the effective decision making methods necessary to function adequately with newly assumed occupational roles that are in addition to the regular home-family responsibilities. Includes ways to cope constructively during periods of expanded stress. Relates various learnings from the implementation of economical management of the home considering the resources of time, talent, energy, and money. Looks at course from social worker's point of view.

**9.944 Balancing Work and Family** 0.0-2.0 Credits

(1-24 Lec Hrs Total)

The course addresses the many complex issues which arise in dual worker and single parent families in contemporary society. It is designed to help each participant develop strategies for managing the stress which accompanies the dual roles and to implement sound strategies for management approaches for accomplishing the myriad of tasks and responsibilities involved in maintaining a family and home while working outside the home or in a home-based business.

**9.945 Family Finance and Resource Management** 0.5-1.0 Credit

(1 Lec, 3 Lab Hrs/Wk Max.)

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

**9.946 Skills for Success** .50 Credit

(15 Lab Hrs Total)

Designed to focus on the skills and knowledge needed to make the transition from homemaker to the dual roles involved when also working outside the home. Addresses goal setting, self-esteem, management of the home, family and personal resources including time and energy, human relations, personal development and strategies for gaining employment. Time management exercises, discussion, role playing, group projects, and other classroom activities included.

**0.840 Consumer Education** 0.5-1.0 Credit

(15-36 Hrs Total)

A series designed to aid homemakers in their role as consumers. Each session, a part of a complete program, will present a selected topic relating to areas such as clothing and textiles, foods and nutrition, home management, or family living.

**0.853 Home Management (Foods, Fact, Fancy)** 0.5-1.0 Credit

(15-36 Hrs Total)

A course in general home management for students with special needs. Covers management of time, energy, money, and other family resources. Explores decision-making process and includes specific techniques for increasing management skill in areas of clothing, food, housing, and family health. Cost-cutting techniques are emphasized in each area.

## CLOTHING, TEXTILES & FASHION

**CT110 Beginning Clothing Construction** 2 Credits

(1 Lec, 3 Lab Hrs/Wk)

Demonstrates use of the sewing machine and applies techniques of dressmaking to the construction of simple garments.

**CT191 Careers in Fashion, Textiles & Interior Design** 2 Credits

(1 Lec, 3 Lab Hrs/Wk)

Opportunities in fashion design, fashion merchandising, apparel production and interior design.

**CT198/298 Independent Studies in Clothing, Textiles & Fashion**

To be Arranged

**CT210 Clothing Construction** 3 Credits

(2 Lec, 3 Lab Hrs/Wk)

Study of the principles of selection, construction and fitting. Clothing construction as a creative expression is also recognized.

**CT211 Clothing & Culture** 3 Credits

(3 Lec Hrs/Wk)

Includes study of artistic, economic, and psychological factors affecting the selection of clothing. Designed for students in fashion merchandising, apparel design, home economics, and related areas.

**CT232 Applied Home Furnishings** 2 Credits

(1 Lec, 3 Lab Hrs/Wk)

Methods for making draperies, pillows, home accessories, and other furnishings; painting and finishes.

**CT250 Textiles** 3 Credits

(3 Lec Hrs/Wk)

A study of textiles and fabrics, their origin, manufacture and use. Chemical and physical aspects including testing methods will be covered.

**CT270 Fundamentals of Fashion** 3 Credits

(3 Lec Hrs/Wk)

Develops an understanding of fashion movement and dissemination, past and present fashion cycles, the influence of environment on fashion trade publications.

**CT280 Field Experience - Clothing, Textiles & Fashion** 1-3 Credits

(Includes Seminar)

Nine credits maximum. Prerequisite: instructor's consent.

**7.150 Sewing for Profit** 2 Credits

(1 Lec, 2 Lab Hrs/Wk)

Designed for the individual interested in sewing for others for a profit. Alteration techniques, special construction techniques as well as the business aspects, including recordkeeping, advertising, customer relations, business regulations, and establishment of prices are included. Prerequisites: 9.910 Basic Sewing, 9.911 Intermediate Sewing, or instructor's consent.

**9.900 Clothing and Textile Seminars** 1-3 Credits

(1-30 Lec & Lab Hrs/Wk)

A series of seminars aimed at improving competency and updating knowledge and skills in the clothing and textile areas.

**9.910 Basic Sewing** .5-2.0 Credits

(1 Lec, 3 Lab Hrs/Wk Max.)

Designed for men and women who wish to learn basic techniques of sewing and want to improve and learn new methods. Covers fabric selection, pattern alterations, selection and use of equipment, pressing techniques, as well as basic techniques of clothing construction needed to enter more advanced classes.

**9.911 Intermediate Sewing** .5-2.0 Credits

(1 Lec, 3 Lab Hrs/Wk Max.)

Designed for those interested in developing skill in using many new types of fabric in the construction of quality clothing. Emphasizes pattern and fabric coordination, pattern alteration, and techniques for cutting, stitching, and pressing the new types of fabrics. Prerequisites: 9.910 Basic Sewing or instructor's consent.

**9.912 Pattern Alterations & Fitting** .5-2.0 Credits

(1 Lec, 3 Lab Hrs/Wk Max.)

Covers techniques for making basic dress from percale for use as a fitting shell and fittings. Drafting basic pattern to use as model for making perfectly fitted clothing and creating original designs.

**9.913 Tailoring: Blazers & Jackets** .5-2.0 Credits

(1 Lec, 3 Lab Hrs/Wk Max.)

Beginning and advanced tailoring techniques applied to men's and women's clothing, methods for coats, suits, and jackets. Includes the use of fusible and traditional interfacings, bound buttonholes, shoulder shaping, linings, pockets, and other details found in tailored styles. Prerequisites: 9.910 Basic Sewing or instructor's consent.

- 9.914 Sewing Men's Clothing** .5-2.0 Credits  
(1 Lec, 3 Lab Hrs/Wk Max.)  
Emphasizes tailoring techniques used in constructing men's clothing. Men's sport coats, slacks and casual jackets may be constructed. Prerequisites: 9.910 Basic Sewing or instructor's consent.
- 9.920 Clothing Selection & Coordination** .5-2.0 Credits  
(1 Lec, 3 Lab Hrs/Wk Max.)  
This course includes selection of becoming and appropriate colors, lines, and fabrics. Coordination of wardrobe and selection of accessories will be included.
- 9.923/9.924 Pattern Drafting I, II** .5-2.0 Credits  
(1 Lec, 3 Lab Hrs/Wk Max.)  
Designed for individuals interested in learning flat pattern drafting techniques which will be useful in altering commercial patterns, drafting new patterns and restyling patterns and apparel terms. Prerequisites: 0.925 Beginning Sewing or instructor's consent.
- 9.925 Textile Studies** .5-2.0 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.
- 9.927 Understanding Today's Fabrics** .5-2.0 Credits  
(1 Lec, 3 Lab Hrs/Wk Max.)  
Identifying and using fabrics. Weaving, felting, and dyeing. For anyone interested in textiles or involved in production or sale of textile products.
- 9.930 Interior Decorating** .5-2.0 Credits  
(1 Lec, 3 Lab Hrs/Wk Max.)  
The fundamentals of home decorating, including the use of design, color, texture, space, and form. The selection and use of floor coverings, window treatments, wall finishes, furniture, lighting and accessories will be covered.
- 0.925 Beginning Sewing** .5-1.0 Credits  
(15-36 Hrs Total)  
Introduces basic sewing procedures such as pattern selection and adjustment, fabric selection, cutting, marking, and operation of a sewing machine. Features demonstrations of easy methods for sewing sleeves, collars, facings, hems, darts and zippers.
- 0.927 Sewing with Knits** .5-1.0 Credits  
(15-36 Hrs Total)  
Includes the selection, use, and care of knit fabrics; special construction techniques for garments made from knit fabrics such as T-shirts, knit tops, skirts, and dresses. Includes use of iron-on interfacings, fusibles, and other techniques for use with knits. Prerequisites: basic knowledge of simple sewing and use of machine.
- 0.928 Children's Clothing** .5-1.0 Credits  
(15-36 Hrs Total)  
Emphasizes application of basic sewing methods in construction of clothing for children; dresses, sportswear, sleepwear, and outerwear will be constructed. Pattern adjustment, trims, applique, and finishing techniques will be demonstrated.
- 0.943 Sportswear Construction** .5-1.0 Credits  
(15-36 Hrs Total)  
Methods for sewing shirt style apparel for men and women will be demonstrated. Unit on pattern alteration and fitting of pants for women will be featured. Prerequisites: 9.910 Basic Sewing.
- 0.970 Sewing Unlimited** .5-1.0 Credits  
(15-36 Hrs Total)  
Features clothing construction methods used in sewing current styles. Special techniques for new fabrics and speed methods using new fusibles and adhesives. There will be some sewing in class.
- 0.971 Sewing Something From Nothing** .5-1.0 Credits  
(15-36 Hrs Total)  
Demonstrates how to remake and remodel clothing and using remnants to create new garments and other household articles. Includes combining fabrics and patterns for original garments, quilts.
- 0.972 Sewing for the Home** .5-1.0 Credits  
(15-36 Hrs Total)  
Techniques of sewing and fusing applied to window treatments, pillows, slip-covers, and table covers for the home.

## FOODS & 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.
- FN198/298 Independent Studies - Food & Nutrition** 1-3 Credits  
(To Be Arranged)
- FN280 Field Experience- Foods & Nutrition** 1-3 Credits  
(Includes Seminar)  
Nine Credits maximum. Prerequisite: instructor's consent.
- 7.138 Practical Nutrition** 2 Credits  
(2 Lec Hrs/Wk)  
This course is designed for students enrolled in practical nursing, food service, and child care programs and other interested in a study of basic nutrition. Covers functions of food and its relation to health and wellness, various nutrients, bodily requirements, and processes involved in utilization of food.
- 7.178 Child Nutrition & Health** 2 Credits  
(2 Lec Hrs/Wk)  
Explores basic nutritional needs and sources for meeting these requirements for normally developing children, including prenatal nutritional influences. Nourishment in relationship to other areas of development, behaviors, diseases and health problems will be studied.
- 7.280 Work Experience-Foods & Nutrition** 1-3 Credits  
(37 Lec, 53 Lab Hrs Total)  
9 Credits maximum. Prerequisites: instructor's consent.
- 9.253 Food Service Training** 20 Credits  
(37 Lec, 53 Lab Hrs Total)  
A short unit of study designed to introduce the student to entry level skills necessary for work in restaurants serving breakfast and lunch menus.
- 9.969 Orientation to Food Services** 3 Credits  
(3 Lec Hrs/Wk)  
Designed to train students in food service supervision, paraprofessional dietary work, and general food service. Explores requirements of various food service jobs, covers organization of food service departments, functions of food service department and administrative, therapeutic and educational aspects of the department. Management of the food service department, including menu planning, food purchasing, production, sanitation, personnel and equipment are included on survey basis as preparation for more advanced courses in food service.
- 9.970 Food Preparation I** 3 Credits  
(3 Lec Hrs/Wk)  
Includes principles of food preparation with emphasis on scientific aspects of cookery. Demonstrations and experiments presented to illustrate effects of such factors as type of ingredients used in recipes and variations in proportions of ingredients, techniques, and critical steps in preparation of basic food products. Serves as background for quantity foods courses and will emphasize scientific aspects of food preparation for individuals employed in quantity food service in hospitals, schools, nursing homes, restaurants and cafeterias.
- 9.971 Food Preparation II** 3 Credits  
(3 Lec Hrs/Wk)  
Develops ability to plan correct food preparation techniques and equipment used for each dish. Basic understanding of food preparation principles, time management. Prerequisites: 9.769 Orientation to Food Services and 9.970 Food Preparation I, or instructor's consent.
- 9.974 Nutrition** .5-1.0 Credit  
(1 Lec, 3 Lab Hrs/Wk Max.)  
An overview of nutrition with emphasis on food choices for nutritive values and how to recognize food fads, harmful diets and quackery in nutritional writings and lectures. Can serve as supplemental training for persons employed in jobs related to food industry or related to dietary needs.
- 9.975 Diet Therapy** 2 Credits  
(2 Lec Hrs/Wk)  
Designed to give institutional food service workers and others background and understanding in planning, preparing, and serving therapeutic diets.

**9.976 Food Service Workshops** 0-3 Credits  
(1-30 Hrs Total)

Designed to provide food service employees with an opportunity to obtain current information in areas of nutrition, management, safety, and food preparation. Provides opportunity to learn new techniques, current standards, and share useful information in developing and conducting effective food service programs. Prerequisite: experience in the food service field.

**9.977 Food & Nutrition Workshops** 0-2 Credits  
(1-2 Lec, 3-6 Lab Hrs/Wk Max)

Seminars aimed at improving the knowledge, skills, and competencies of individuals employed in or related to occupations of food and nutrition businesses or industries.

**9.978 Food for Special Diets** .5-1.0 Credit  
(1 Lec, 1-3 Lab Hrs/Wk Max)

Emphasis on cooking creatively for persons who have special dietary restrictions. Recipe modification, menu planning, sources of information, new recipes, food substitutions in recipes, and nutrition information are included. Designed for dieticians and institutional workers and home care providers.

**0.624 Mushroom Identification** 1 Credit  
(25 Hrs Total)

Identification of local wild mushrooms, their basic characteristics and locations. Positive identification of edible and nonedible species, preparation for food, and methods of preserving will be stressed.

**0.624.1 Wild Edible Plants** 1 Credit  
(15-36 Hrs Total)

A course with emphasis on identifying species successfully and general ways of preparing, rather than specific recipes, a variety of wild edible plants and foods. Ways of preserving the foods also will be covered.

**0.870 Food For Your Family** .5-1.0 Credit  
(15-36 Hrs Total)

Covers creative meal preparations for the modern family with lessons on effective food buying, meal planning, time-saving food preparation, special diet needs and some specialty and holiday cookery.

**0.873 Home Canning and Food Preservation** .5-1.0 Credit  
(15-36 Hrs Total)

Presents a variety of food preservation methods: canning, freezing, drying, pickling, jams, jellies, and curing meats.

**0.874 Portable Appliance Cooking** .5-1.0 Credit  
(15-36 Hrs Total)

Designed for homemakers interested in learning techniques of preparing foods in microwave ovens, woks, convection ovens, slow cookers, and ovens. Stresses selection of ingredients for basic foods as well as gourmet recipes.

**0.875 Baking with Yeast** .5-1.0 Credit  
(15-36 Hrs Total)

Presents various methods of making yeast breads, emphasizing variety in basic doughs and special pastries leavened with yeast.

## HUMAN DEVELOPMENT & FAMILY STUDIES

**HDFS198/298 Independent Studies - Human Development & Family Studies**  
To Be Arranged

**HDF222 Marriage Preparation** 2 Credits  
(2 Lec Hrs/Wk)

Open to men and women. Marriage, nature, and motives; marriage readiness. Courtship period, factors in mate selection.

**HDFS223 Family Living** 2 Credits  
(2 Lec Hrs/Wk)

Open to men and women. Marriage and relationships in the beginning family. A study and analysis of the social, physical, educational, economic, psychological and other factors of family behavior.

**HDFS226 Child Development - The Growing Years** 3 Credits  
(3 Lec Hrs/Wk)

The Growing Years is a one-term, three credit, lower division college transfer course. It includes topics ranging from prenatal influence through infancy, early and middle childhood, and adolescence. The interplay of biological factors, individual personality, social structure, and other environmental forces which influence the growing child.

**HDFS280 Field Experience - Human Development & Family Studies** 1-3 Credits  
(Includes Seminar)

Nine credits maximum. Prerequisites: instructor's consent.

**7.101 Introduction to Early Childhood Education Services** 2 Credits  
(1 Lec, 2 Lab Hrs/Wk)

A study of various types of early childhood education programs focusing on facilities, staff and program content.

**7.153/7.154 Child Development I & II** 2 Credits/Term  
(2 Lec Hrs/Wk)

Study of developing child and physical, emotional, social, motor, ethical, and intellectual aspects of development.

**7.155 Programs for Preschools** 2 Credits  
(2 Lec Hrs/Wk)

Developing curriculum for schools for young children. Includes mathematics, science concepts, and social studies, intellectual curiosity, mental health and development of realistic self-concepts, moral and spiritual values. Outdoor play and its importance to the child's development. Parent-school relationships and community resources.

**7.162 Infant and Child Care** 2 Credits  
(2 Lec Hrs/Wk)

General principles of development and care of the infant and child under six.

**7.166 Working with Young Children in Groups** 2 Credits  
(Guidance and Discipline)  
(2 Lec Hrs/Wk)

A course planned to give experience in observing and working with children in groups to gain insight and understanding of their behavior and needs in order that these needs may be met. Techniques for recording and reporting behavior, use of positive guidance techniques, and evaluation of the role of teacher and aide are included.

**7.167 Observation & Guidance** 2 Credits  
(1 Lec, 2 Lab Hrs/Wk)

Emphasis on understanding of child behavior and needs in group situations.

**7.170 Parent-Child Relationships I** 2 Credits  
(2 Lec Hrs/Wk)

Study of interaction process between parent and child and various styles of parent/child relationships. Emphasis on various reinforcers the growing child receives in the home and how they determine his behavior tendencies, personality, characteristics, and general life adjustment.

**7.171 Parent-Child Relationships II** 2 Credits  
(2 Lec Hrs/Wk)

Designed for individuals who intend to work with children. Effect of parental feelings upon child, effect of child's development upon parents' feelings and how parents' attitudes, problems, and feelings affect the child.

**7.172 Creative Activities for Children I** 2 Credits  
(2 Lec Hrs/Wk)

Provides overview of creative activities for young children in arts, crafts, games, and music. Description of and experimentation with a variety of materials will be included.

**7.173 Creative Activities for Children II** 2 Credits  
(1 Lec, 2 Lab Hrs/Wk)

An introduction to a variety of media to use with young children. Basic instruction in the use of tools for creating play equipment with young children. Emphasis is placed on ways to use creative activities to stimulate learning experiences for children. Prerequisite: 7.172 Creative Activities for Children I.

**7.174 Directed Participation I** 2 Credits  
(1 Lec, 3 Lab Hrs/Wk)

A course designed to provide students with an opportunity to observe an experienced preschool teacher working with a group of children and to gain practical experience working with children under the teacher's supervision.

**7.175 Directed Participation II** **2 Credits**  
(1 Lec, 3 Lab Hrs/Wk)

Provides supervised experience in working with young children in group situations in day care centers, nursery schools, and kindergartens. Prerequisite: 7.174 Directed Participation I.

**7.177 Health and Safety** **2 Credits**  
(2 Lec Hrs/Wk)

Emphasizes necessary safety procedures for childcare facilities and routine health practices to be observed in work with groups of young children.

**7.178 Child Nutrition and Health** **2 Credits**  
(2 Lec Hrs/Wk)

Explores basic nutritional needs and sources for meeting these requirements for normally developing children, including prenatal nutritional influences. Nourishment in relationship to other areas of development, behaviors, diseases and health problems will be studied.

**7.179 Operation of Child Care Centers** **2 Credits**  
(1 Lec, 2 Lab Hrs/Wk)

A study of the operation of day care centers, nursery schools and kindergartens. Program planning, organizational structure, budgeting, personnel, interviewing, operational codes and licensing will be covered. Emphasis will be on information needed for future: job opportunities with preschool children.

**7.280 Work Experience - Human Development & Family Studies** **1-3 Credits**  
(Includes Seminar)

Nine credits maximum. Prerequisite: instructor's consent.

**9.941 Exploring Family Relations** **.5-1.0 Credits**  
(5-10 Lec, 5-30 Lab Hrs Total)

Covers interpersonal relationships within the family. Emphasis will be on practical methods for the development of positive interaction between family members. Methods for dealing with common family problems such as parent-child relations, family responsibilities, parental roles, communication, and handling time of stress will be explored. Provides information geared toward persons working with family units (i.e. social workers).

**9.942 Parenting Seminar (STEP)** **1 Credit**  
(20 Hrs Total)

A course to help parents deal with the everyday difficulties of raising children in a rapidly changing world.

**0.881 The Changing Role of Today's Parents** **.25-1.0 Credits**  
(10-36 Hrs Total)

Understanding parent-child relationships and developing effective communications with children and adolescents.

## HUMAN SERVICES (Social Work)

**HS100 The Field of Human Services** **3 Credits**  
(3 Lec hrs/Wk)

Introductory course in the nature and scope of selected problems in America and the relationship of these problems to the historical development of the human service system and human service organizations.

**HS101 Alcohol Use, Misuse, and Addiction** **3 Credits**  
(3 Lec Hrs/Wk)

Designed to provide students with a familiarization of alcohol use, misuse, and alcoholism. Students will receive a historical view of alcohol use by Western cultures as well as modern approaches to alcohol treatment. Alcohol chemistry and alcohol impact on human physiology will also be stressed.

**HS107/207 Human Services Workshops** **1-3 Credits**  
(Up to 30 Lec and/or Lab Hrs/Wk)

A study of current issues and problems within the Human Services field(s) with consideration of areas and methods for human services students seeking information on special topics, backgrounds, and practices utilized within the field of human services.

**HS154 Introduction to Human Service/Resource** **3 Credits**  
(3 Lec Hrs/Wk)

Utilizes readings, lectures, audio-visual aids, guest experts and participatory exercises to teach and demonstrate the helping process. Prerequisite: HS100 strongly recommended.

**HS155 Techniques of Interview** **3 Credits**  
(3 Lec Hrs/Wk)

Will provide the student with general background information about basic human functioning and how to relate this information to the interview situation with the aim of increasing the interviewing skills of the student.

**HS198/298 Independent Study in Social Work** **To Be Arranged**

**HS253 Intro to Residential Youth Care** **3 Credits**  
(3 Lec Hrs/Wk)

Provides introductory training for child care workers, foster parents, and others interested in working in residential child care facilities. The course deals with developmental planning, needs, separation, the cottage, discipline, the group and the job setting.

**HS280 Field Experience** **3 Credits**  
(90 Hrs Total)

A supervised field work experience in one of the local human service agencies. Inservice students may pursue their own research projects in lieu of field experience. Regular contact with the coordinator and written, specific program requirements will be required outlining the experience gained during the work experience.

**9.346 Introduction to Psychological/Social Assessments & Treatment of Juveniles I** **3 Credits**  
(3 Lec Hrs/Wk)

Will introduce an ecosystemic assessment model. Students will learn how to assess then treat identified client problems. Emphasis is on assessment. Small step change technology will be introduced and used throughout the class. Designed to provide in-service training to individuals working with youth and adults.

**9.347 Introduction to Psychological/Social Assessments & Treatment of Juveniles II** **3 Credits**  
(3 Lec Hrs/Wk)

This course introduces students to a developmental model closely aligned to the Erickson Model. Personality syndromes are delineated, then suggested treatment strategies are discussed. Small step technology is used to create change in the identified problem areas. Continuation of Intro to Psychological/Social Assessment and Treatment I. Prerequisites: Intro to Psychological/Social Assessment & Treatment I.

**9.389 Oregon Alcohol Server Education Program** **1 Credit**  
(10 lec Hrs/Total)

This course is designed to provide licensees and permittees with an eight-hour course of instruction to meet the educational requirements provided by Senate Bill 726 for Class A, B, or C retail malt beverage and restaurant licenses and service permits.

Provides the student with an understanding of alcohol as a drug and its effects on the body and behavior; and, in particular, how it affects the driving ability of those who consume alcoholic beverages. Prerequisites: Ability to read, write, and comprehend at the seventh grade level.

## INDUSTRIAL MECHANICS (Automotive, Machine Tool, Small Engines, Welding, Refrigeration) AUTOMOTIVE

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

**0.776 Automotive Survival (for Women or Men)** **.5-1.5 Credits**  
(15-36 Hrs Total)

This course includes theory and hands-on orientation to various automotive systems, diagnosis, maintenance and repair procedures, use of tools, how to intelligently relate to repair technicians, how to purchase and sell a car, how to research information. This course also provides instructional time to meet the needs and desires of the majority of students based upon their ability.

**3.280 Cooperative Work Experience** **1-6 Credits**  
(4-24 Hrs/Wk)

Instructor's consent only.

**3.300 Brakes and Suspension Systems** **4 Credits****(2 Lec, 8 Lab Hrs/Wk)**

Designed to prepare students for all phases of automotive and light truck brake systems, service and diagnosis. The basic operation, diagnosis and service of suspension systems is also covered. The course stresses proper use of tools of the trade including special tools and equipment, individual and shop safety practices, use of reference materials, development of proper work habits and repair techniques.

In the laboratory students perform complete disassembly, inspection, and reassembly of brake system components and suspension systems. Using accepted trade practices and equipment, students perform brake drum, rotor turning and grinding operations, brake system overhaul, and suspension system component replacement. **Prerequisites:** 3.304 Internal Combustion Engines I or instructor's consent.

**3.304 Internal Combustion Engines I** **4 Credits****(2 Lec, 8 Lab Hrs/Wk)**

Basic automotive class - first in a sequence. Stresses the proper use of tools of the trade, including special tools and equipment, individual and shop safety practices, use of reference materials, 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 do complete disassembly, inspection and reassembly of engines.

**3.306 Internal Combustion Engines II** **4 Credits****(2 Lec, 8 Lab Hrs/Wk)**

ICE II is designed to provide students with skills and knowledge necessary to diagnose and repair internal combustion engines consistent with current trade practices. Complete engine overhaul and machining operations including all phases of head work, cylinder block boring, sleeving and honing, connecting rod and piston, precision honing and other basic practices. Operation and theory of ignition, fuel and emission control systems will be covered as well as the use of various types of testing equipment. **Prerequisites:** Student must provide basic set of hand tools. ICE I, 3.304 or instructor's consent.

**3.307 Internal Combustion Engines III** **2 Credits****(6 Lab Hrs/Wk)**

Designed to provide additional experience in engine overhaul and rebuilding techniques, and diagnosis of engine problems and repair. **Prerequisites:** 3.306 Internal Combustion Engines II or instructor's consent.

**3.308 Electrical I** **4 Credits****(34 Lec, 51 Lab Hrs/Wk)**

This course covers fundamentals of electricity, theory of operation, servicing of automobile batteries, starting motors, ignition systems (conventional), DC charging, systems and automobile wiring systems. **Prerequisites:** Practical Physics (4.304) or instructor's consent.

**3.310 Gasoline Fuel Systems** **3 Credits****(75 Lec/Lab Hrs Total)**

This course is designed to provide students with a basic working knowledge of automotive gasoline fuel systems including storage, pumpings and distribution. Carburetion and fuel injection theory, fundamentals of operation, diagnosis, repair, and adjustment will be covered. **Prerequisites:** Internal Combustion Engines I, 3.304 or instructor's consent. Student must provide basic hand tools.

**3.312 Diesel Fuel Systems** **3 Credits****(2 Lec, 3 Lab Hrs/Wk)**

This course is designed to provide students with 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 will be covered. Basic service and repairs that can be completed without a flow bench will be stressed. **Prerequisites:** Gasoline Fuel Systems (3.310) or instructor's consent.

**3.316 Power Trains** **3 Credits****(2 Lec, 3 Lab Hrs/Wk)**

This course covers fundamentals of automotive and transmission and power trains, including construction, operation and servicing of friction type clutch assemblies, three-speed, four-speed, and over-drive transmission; drive lines and universal joints; differential, and front-wheel drive transaxles. **Prerequisites:** Fifth term standing or instructor's consent.

**3.318 Automotive Steering Controls** **3 Credits****(28 Lec/59.5 Lab Hrs Total)**

This course is designed to provide students with the basic working knowledge of suspension systems and the skills necessary to perform front-end alignments and the related repair and service involved. The course covers vehicle control and handling problems, wheel balance, wheel alignment factors, and manual and power steering. Wheel balance and alignment equipment will be used. Students will be exposed to foreign and domestic vehicles and light trucks. **Prerequisites:** 3.300 Suspension and Brakes Systems or instructor's consent.

**3.322 Automotive Electrical Systems II** **3 Credits****(20 Lec, 30 Lab Hrs Total)**

This course covers alternating current charging systems, standard type and electronic controlled; electronic controlled ignition systems; and electronic controlled modules. **Prerequisites:** Electrical (3.308) or instructor's consent.

**3.324 Diagnostic Procedures and Emission Controls** **3 Credits****(20 Lec, 30 Lab Hrs Total)**

This course covers development of a systematic approach to engine tune-up and servicing exhaust emission controls. **Prerequisites:** Electrical (3.308), Electrical II (3.322), Gasoline Fuel Systems (3.310).

**3.326 Automatic Transmissions** **3 Credits****(20 Lec, 30 Lab Hrs Total)**

This course covers theory of operation, routine service procedures and overhaul of popular automatic transmissions currently being used by American auto manufacturers. **Prerequisites:** 3.316 Power Trains or instructor's consent.

**3.329 Mechanical Systems Laboratory I** **3 Credits****(120 Lab Hrs Total)**

This course is designed to give students additional experience and understanding of the automobile by giving training in diagnosis and repair of common and unusual problems, and use of professional type repair equipment. Conditions and practices of industry shop situations will be emphasized. Engine repair, brake system repair, front end alignment and wheel balancing, electrical systems troubleshooting and minor engine tune-up will be areas stressed. **Prerequisites:** Brakes and Suspension Systems (3.300) and Internal Combustion Engines II (3.306), 4th term standing or instructor's consent.

**3.331 Mechanical Systems Laboratory II** **3 Credits****(110 Lab Hrs Total)**

This course is a continuation of the Mechanical Systems Lab 3.329 in further developing students' skills and knowledge. Will improve skills with emphasis placed on power train diagnosis and repair, fuel systems, and charging systems service. **Prerequisites:** Fifth term standing. Mechanical Systems Lab 3.329 or instructor's consent.

**3.332 Automotive Service Management** **2 Credits****(25 Lec, 13 Lab Hrs Total)**

This course is designed to provide students with 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. Students will analyze shop operation and safety procedures, as well as gain an overall view of all phases of the automotive industry. **Prerequisites:** Fourth term standing or instructor's consent.

**3.333 Mechanical Systems Laboratory III** **3 Credits****(110 Lab Hrs Total)**

Further knowledge and mechanical skills through online service work. Lab projects will center around, but not be restricted to, engine tune-up emission controls, automatic transmission service and more advanced techniques of diagnosis and testing. **Prerequisites:** Mechanical Systems I & II or instructor's consent.

**9.110 Automotive Fuel Systems & Tune Up** **1.5 Credits****(1 Lec, 2 Lab Hrs/Wk)**

This course consists of theory, operation, and maintenance of automotive fuel systems. **Prerequisites:** Heavy duty mechanic, service station attendant, auto mechanic, or instructor's consent.

**9.111 Automotive Electrical Systems & Tune-Up I** **1.5 Credits****(1 Lec, 2 Lab Hrs/Wk)**

This course consists of theory, maintenance, and service of automotive electrical systems including minor engine tune-up. **Prerequisites:** Heavy duty mechanic, service station attendant, auto mechanic, or instructor's consent.

**9.112 Automotive Electrical Systems & Tune-Up II** 1.5 Credits  
(1 Lec, 2 Lab Hrs/Wk)

This course covers basic to advanced methods of automotive engine testing, tune-up, and emission control servicing. **Prerequisites:** Automotive Electrical Systems & Tune-Up (9.111).

**9.113 Heavy Duty Equipment Electrical** 3 Credits  
(2 Lec, 4 Lab Hrs/Wk)

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

**9.114 Automotive Diesel Fuel Systems** 1.5 Credits  
(1 Lec, 2 Lab Hrs/Wk)

Designed to provide automotive mechanics the latest information on diesel-powered passenger cars and light trucks: servicing procedures, diagnosis of problems, and adjustments will be covered.

**9.116 Hydraulics I: Basic Fluid Power** 2 Credits  
(1.5 Lec, 1.5 Lab Hrs/Wk)

A basic course in hydraulics covering the operating principles and the components that comprise the systems.

**9.117 Hydraulics II: Pumps, Valves, and Controls** 2 Credits  
(1.5 Lec, 1.5 Lab Hrs/Wk)

A general course dealing with the various types of hydraulic components found in industry. The uses and service procedures will be covered. **Prerequisites:** Hydraulics I (9.116) or instructor's consent.

**9.118 Hydraulics III: System Construction, Troubleshooting and Repair** 2 Credits  
(1.5 Lec, 1.5 Lab Hrs/Wk)

This course is intended to prepare individuals to diagnose and repair various hydraulic systems components. Provide individuals with the background necessary to facilitate design changes in the field. **Prerequisites:** Hydraulics II (9.117) or instructor's consent.

**9.120 Advanced Automotive Tune-Up and Emission Control** 3 Credits  
(3 Lec Hrs/Wk)

This course covers advanced methods of tune-up and emission control testing utilizing electronic test equipment. **Prerequisites:** 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)

Gasoline fuel injection will provide mechanics with a general working knowledge of all current production systems. Troubleshooting and diagnosis will be covered. **Prerequisites:** Must be employed as a mechanic or have substantial mechanical background.

**9.125 Diesel Engines: Operation & Maintenance I** .75 Credit  
(15 Hrs Total)

Designed for the owner/operator to provide a basic understanding of the operation of a diesel engine and to promote the development of a maintenance routine.

**9.126 Diesel Engines: Operation & Maintenance II** .75 Credit  
(15 Hrs Total)

Designed for the owner/operator to provide a basic understanding of the operation of a diesel engine and to promote 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** 1.5 Credits  
(3 Lec-Lab Hrs/Wk)

Designed to provide technicians with the skills and knowledge necessary to begin air conditioning service while at the same time upgrading the skills and knowledge of technicians currently providing air conditioning service with the latest information and repair techniques for late model systems.

## MACHINE TOOL PRACTICE

**4.158 Machine Tool Practices** 2 Credits  
(1 Lec, 3 Lab Hrs/Wk)

Designed to give industrial mechanics students additional experience in metals fabrication with machine tools. **Prerequisites:** Machine Tool Practice (4.170) or instructor's consent.

**4.160 Metals Application Treatment and Testing** 3 Credits  
(2 Lec, 3 Lab Hrs/Wk)

Practical guide to heat treating and testing of standard steels and alloys, including some theory in physical metallurgy. **Prerequisites:** 2nd year standing or instructor's consent.

**4.170/4.171 Machine Tool Practices I & II** 3 Credits/Term  
(1 Lec, 4 Lec-Lab Hrs/Wk)

Introduces basic shop procedures, handtools, and machines. Power tools introduced are bench grinders, lathes, drill presses, vertical milling machines, horizontal milling machines.

**4.172 Machine Tool Practice III** 3 Credits  
(1 Lec/4 Lec-Lab Hrs/Wk)

Gives student opportunity to apply skills developed in prerequisite courses 4.170 and 4.171 in individual or group projects.

**4.173 Basic Numerical Controlled Machines** 3 Credits  
(2 Lec, 3 Lab Hrs/Wk)

Introductory course in numerical controlled machine shop practices, industrial applications and economics and manufacturing processes. **Prerequisites:** Machine Tool Practices I, II, III (4.170, 4.171, 4.172) or instructor's consent.

**4.174 Machine Tool Practices V** 3 Credits  
(3 Lec Hrs/Wk)

Provides technical information applicable to inspection of work, gauges, special tools, and measuring devices. Subjects covered are nomenclature, tolerances, fits, use of handbooks, and methods of inspection. **Prerequisites:** 2nd year standing or instructor's consent.

**4.175 Machine Tool Practices VI** 3 Credits  
(2 Lec, 3 Lab Hrs/Wk)

Study of machine tools and their function in present day manufacturing processes. Machinability of materials, tooling, gauging, heat treating used are included. Students required to do precision work on all machines in shop. **Prerequisites:** Machine Tool Practices I, II, III (4.170, 4.171, 4.172) or instructor's consent.

**4.176 Machine Tool Practices VII** 3 Credits  
(9 Lab Hrs/Wk)

Emphasizes manipulation of the lathe, milling machines, and grinder in both set-up work and operations. Projects provide practices in skills for tool grinding, turning, boring, screw threads, and milling operations including dovetail and angular work. **Prerequisites:** 2nd year standing or instructor's consent.

**4.177 Machine Tool Practices VIII** 3 Credits  
(9 Lab Hrs/Wk)

Includes milling machines, grinding practices, gear cutting, hardening and tempering of steel, and gauge and fixture work. **Prerequisites:** 2nd year standing in Machine Tool Practices or instructor's consent.

**4.178 Machine Tool Practices IX** 3 Credits  
(9 Lab Hrs/Wk)

Emphasizes operation of machine tools as applied to machine and manufacturing of simple blanking, piercing, and forming dies; also second operation work for production shops. **Prerequisites:** 2nd year standing or instructor's consent.

**4.181 Machine Tool Practice XII** 3 Credits  
(2 Lec, 3 Lab Hrs/Wk)

Computer Aid Manufacturing (CAM) and Computer Numerical Control (CNC). The second course in the series beginning with the Basic in Numerical Control. **Prerequisites:** 4.173 Basic Numerical Control.

**4.280 Cooperative Work Experience** 1-6 Credits  
(4-24 Lab Hrs/Wk)

Gain on-the-job experience in coordinator approved shop situations that closely parallel with field of study. Work under supervisor and coordinator. Seminar arranged by supervisor. **Prerequisites:** Instructor's consent.

**9.166/9.167 Machine Tool Practices I & II** 2 Credits/Term  
(1 Lec, 3 Lab Hrs/Wk)

This course is an introduction to basic shop procedures, handtools, and machines. The power tools that will be introduced are: bench grinders, lathes, drill presses, vertical milling machines, and horizontal milling machines.

**9.168 Machine Tool Practices III** 2 Credits  
(1 Lec, 3 Lab Hrs/Wk)

Gives opportunity to apply skills developed in prerequisite courses Machine Tool Practice I & II (9.166, 9.167) through use of individual or group projects.

**9.228 Machine Tool Practice Workshops** .25-2 Credits  
(1-6 Lab Hrs/Wk)

This course emphasizes manipulation of the lathe, milling machines, grinders and other machines in the shop in both set up work and operations. Student projects provide further practices in skills for tool grinding, turning, boring, and milling operations. Special tools and materials to be provided by student. Prerequisites: MTP I, II, III or instructor's consent.

## SMALL ENGINES

**3.536, 3.537, 3.538, 3.539 Small Engine Repair I, II, III, IV** 3 Credits/Term  
(1 Lec, 4 Lab Hrs/Wk each)

Includes 2-cycle and 4-cycle engine theory, practice on assembly and disassembly, repair, and applications such as motorcycles, lawn mowers, and chain saws.

**9.054 Small Engines V** 3 Credits  
(1 Lec, 4 Lab Hrs/Wk)

Gives experience in marine accessories and drive units. Includes repair techniques and operational information on controls, lower unit, gear case, and major components of marine engine. Prerequisites: Small Engine Repair I, II, III (3.536, 3.537, 3.538).

**9.055 Small Engine Repair VI** 3 Credits  
(1 Lec, 4 Lab Hrs/Wk)

Gives service training and operational information of industrial application of various small engines. Includes training on the drive units in particular. Prerequisites: Small Engine Repair I, II, III (3.536, 3.537, 3.538).

## WELDING

**0.763.1 General Metals** 1 Credit  
(36 Hrs Total)

An introduction course for those interested in investigating the field of metal working. Course includes basic arc and gas welding, bending, foundry processes and sheetmetal.

**4.150 Welding I** 3 Credits  
(1 Lec, 4 Lab Hrs/Wk)

Introduction to oxyacetylene welding. Will cover theory and history of welding, safety, operations of oxyacetylene equipment on light gauge metal in flat and horizontal positions with introduction to oxyacetylene burning.

**4.151 Welding II** 3 Credits

Introduction to oxyacetylene welding in overhead and vertical positions (with light gauge plate). Continued development in welding and burning techniques emphasizing safety, efficiency of operations on various sizes and types of material to welding on some of the exotic metals. Development of an understanding of welding metallurgy. Prerequisites: Welding I (4.150) or instructor's consent.

**4.152 Welding III** 3 Credits  
(1 Lec, 4 Lab Hrs/Wk)

Introduction to oxyacetylene welding of pipe and tubing and the development of pipe templates for various pipe joints. Prerequisites: Welding I and II (4.150, 4.151) or instructor's consent.

**4.153 Welding IV** 3 Credits  
(1 Lec, 4 Lab Hrs/Wk)

Introduction to pipe arc welding stressing techniques, methods, and safety. Prerequisites: Welding I, II, III (4.150, 4.151, 4.152) or instructor's consent.

**4.154 Welding V** 3 Credits  
(1 Lec, 4 Lab Hrs/Wk)

Beginning arc welding covering safety and power supplies, arc metallurgy, rod selection, and techniques for flat and horizontal positions. Prerequisites: Welding I, II, III, IV (4.150, 4.151, 4.152, 4.153) or instructor's consent.

**4.155 Welding VI** 3 Credits  
(1 Lec, 3 Lab Hrs/Wk)

Advanced arc welding covering overhead and vertical positions with introduction of specialty rods. Safety and welding quality is stressed. Prerequisites: Welding I, II, III, IV, V (4.150, 4.151, 4.152, 4.153, 4.154) or instructor's consent.

**4.156 Welding VII** 3 Credits  
(1 Lec, 4 Lab Hrs/Wk)

Introduction to TIG welding of mild steel, aluminum, and stainless steel. Prerequisites: Welding I, II, III, IV, V, VI (4.150, 4.151, 4.152, 4.153, 4.154, 4.155) or instructor's consent.

**4.157 Welding VIII** 3 Credits  
(1 Lec, 4 Lab Hrs/Wk)

Introduction to MIG welding with emphasis on various types of wire and cover gases and their application to modern practices. Prerequisites: concurrent enrollment in Welding V, VI, VII or consent of instructor.

**4.159 Maintenance/Fitter Welding** 5 Credits  
(2 Lec, 9 Lab Hrs/Wk)

Introduction to maintenance and fitting procedures needed for safe occupations skills in welding trades. Prerequisites: Second year welding majors.

**4.165, 4.166, 4.167 Welding Lab A, B, C** 3 Credits/Term  
(9 Lab Hrs/Wk)

Emphasis on development of welding skills, job shop techniques, and related welding areas. Prerequisites: Enrollment in one of the welding classes and consent of instructor.

**4.280 Work Experience** 1-6 Credits  
(4-24 Lab Hrs/Wk)

Gain on-the-job experience in coordinator approved shop situations that closely parallel with field study. Work under supervisor and coordinator. Seminar arranged by supervisor. Prerequisites: instructor's consent.

**9.150 Welding I** 2 Credits  
(1 Lec, 3 Lab Hrs/Wk)

Introduction to welding, covering theory, practices, safety and operation of oxyacetylene equipment on light gauge materials and the history of welding and forming metals.

**9.151 Welding II** 2 Credits  
(1 Lec, 3 Lab Hrs/Wk)

Introduction to oxyacetylene burning. Covers theory, practices, and safe operations of burning equipment on various types of materials, positions, and welding in heavy plates. Prerequisites: Welding I (9.150) or instructor's consent.

**9.152 Welding II** 2 Credits  
(1 Lec, 3 Lab Hrs/Wk)

Introduction to oxyacetylene pipe welding and cutting. Prerequisites: Welding I and II (9.150, 9.151) or instructor's consent.

**9.153 Welding IV** 2 Credits  
(1 Lec, 3 Lab Hrs/Wk)

Introduction to oxyacetylene, heavy plate, and pipe welding; testing welds and reasons for testing. Prerequisites: Completion of, or concurrent enrollment in, Welding II and III.

**9.154 Electrical I** 4 Credits  
(3 Lec, 3 Lab Hrs/Wk)

Covers elementary principles of electricity as applied to welding.

**9.155 Electrical II** 3 Credits  
(2 Lec, 3 Lab Hrs/Wk)

Covers principles of electricity as applied to welding. Prerequisites: Electrical I (9.154) and welding majors.

**9.158 Advanced Maintenance/Fitter Welding** 5 Credits  
(2 Lec, 3 Lab Hrs/Wk)

Emphasizes safety, job techniques, safe material handling, and set up. Prerequisites: Completion of Maintenance Fitter Welding (4.159).

**9.161 Welding V** 2 Credits  
(1 Lec, 3 Lab Hrs/Wk)

Introduction to arc welding in flat and horizontal positions. Prerequisites: Welding I, II, III, IV (9.150, 9.151, 9.152, 9.153) or instructor's consent.

**9.162 Welding VI** 2 Credits  
(1 Lec, 3 Lab Hrs/Wk)



- 9.162 Welding VI** **2 Credits**  
 (1 Lec, 3 Lab Hrs/Wk)  
 Introduction to advanced arc welding in vertical and overhead positions. Prerequisites: Welding I, II, III, IV, V (9.150, 9.151, 9.152, 9.153, 9.161) or instructor's consent.
- 9.163 Welding VII** **2 Credits**  
 (1 Lec, 3 Lab Hrs/Wk)  
 Introduction to pipe arc welding using safe theories and practices. Prerequisites: Completion of or concurrent enrollment in Welding I, II, III (9.150, 9.151, 9.152)
- 9.164 Welding VIII** **2 Credits**  
 (1 Lec, 3 Lab Hrs/Wk)  
 Introduction to TIG safe welding procedures and practices. Prerequisites: Welding I, II, III, IV, V, VI (9.150, 9.151, 9.152, 9.153, 9.161, 9.162) or instructor's consent.
- 9.165 Welding IX** **2 Credits**  
 (1 Lec, 3 Lab Hrs/Wk)  
 Introduction to MIG safe welding procedures and practices. Prerequisites: Concurrent enrollment in Welding V, VI, VII (9.161, 9.162, 9.163).
- 9.220 Welding Skills Lab** **1 Credit**  
 (4 Lab Hrs/Wk)  
 Emphasis will be on upgrading of welding skills related to job needs and requirements. Prerequisites: Instructor's consent and previous welding experience.
- 9.225 Welding Workshop (General)** **0-3 Credits**  
 (Up to 90 Lab Hrs Total)  
 Will provide experienced welders with practice in basic welding technique for skills upgrading and/or certification. Prerequisites: Student must be an experienced welder.

## REFRIGERATION

- 9.070 Refrigeration Servicing I** **3 Credits**  
 (3 Lec Hrs/Wk)  
 Covers the principles of refrigeration systems: job placement, fundamentals, history of refrigeration, compression systems, refrigerants, flow controls.
- 9.071 Refrigeration Servicing II** **3 Credits**  
 (3 Lec Hrs/Wk)  
 Covers the principles of evaporators, compressors, condensers, and flow equipment.
- 9.072 Refrigeration Servicing III** **3 Credits**  
 (1 Lec, 2 Lab Hrs/Wk)  
 This course provides practical and theoretical laboratory experience in refrigeration servicing. It includes rebuilding and replacing of flow controls, compressors, flow equipment and brazing. Prerequisites: Refrigeration Servicing I or concurrent enrollment.

## JOURNALISM

- J198/298 Independent Study of Journalism** **To Be Arranged**
- J280 Field Experience** **Variable**  
 (Includes Seminar)  
 Combined work and study projects in fields of writing, reporting, editing, public relations and other mass media-related activities. Nine credits maximum. Prerequisites: Instructor's consent.

## LEGAL ASSISTANT

- LA100 Intro to Law and Law Ethics** **3 Credits**  
 (3 Lec Hrs/Wk)  
 Provides students with a general understanding of the structure of the court system; the operation of a law office; law ethics and an overview of various substantive law fields.

- LA101 Introduction to Legal Terminology** **3 Credits**  
 (3 Lec Hrs/Wk)  
 Will learn to identify, pronounce, and spell commonly used legal terms and apply this information to legal situations and transactions.
- LA105 Introduction to Litigation** **3 Credits**  
 (3 Lec Hrs/Wk)  
 Will learn to work under the supervision of an Oregon attorney in civil and criminal litigation with emphasis on civil law. The course provides an introduction to basic terms and concepts which are used in a litigation practice. Prerequisites: LA100 Intro to Law & Law Ethics is advised, along with at least one year of experience in a law office.
- LA107 Techniques of Interview** **3 Credits**  
 (3 Lec Hrs/Wk)  
 Will provide the student with general background information about basic human functioning and how to relate this information to the interview situation with the aim of increasing the interviewing skills of the student.
- LA128 Intro to Legal Correspondence and Forms** **3 Credits**  
 (3 Lec Hrs/Wk)  
 Will learn to recognize and utilize writing techniques and tools common to internal law office communications as well as communication techniques between the lawyer and the client. The student will learn law office memoranda, letters for clients and other attorneys, office research memoranda, argumentative memoranda, as well as language in the legal setting, punctuation, grammar and writing mechanics. Prerequisites: It is recommended the student have Wr121 or the instructor's consent.
- LA203 Introduction to Legal Research & Library Use** **3 Credits**  
 (3 Lec Hrs/Wk)  
 Will familiarize students with the law library and basic legal research; review the sources of law and the judicial system; teach the student to gather materials as an aid to the attorneys; and teach case briefing, shepardizing and digesting. Prerequisites: LA100 Intro to Law & Law Ethics, LA202 Intro to Legal Terminology or instructor's consent.
- LA208 Introduction to Family Law** **3 Credits**  
 (3 Lec Hrs/Wk)  
 Under the direction of an attorney, the student will have an opportunity to prepare initial documents, pleadings associated with the action, findings of acts, conclusion of law and orders for judgment as they relate to divorce, separation, custody, legitimacy, adoption, change of name, guardianship, support, and separation agreements.
- LA280 Field Experience** **1-3 Credits/Term**  
 (3-27 Lab Hrs/Wk)  
 Supervised field experience in one of the agencies of the legal assistant field. A seminar will be included to discuss problems and experience gained during work experience.

## LITERATURE AND LANGUAGE

- Eng101/102/103 Survey of English Literature** **3 Credits/Term**  
 (3 Lec Hrs/Wk)  
 Develops broad view of literature of British Isles, beginning with the Middle Ages and continuing to the twentieth century. Study focuses on characteristic works of giants of each period with additional attention paid to minor figures and works.
- Eng104/105/106 Introduction to Literature** **3 Credits/Term**  
 (3 Lec Hrs/Wk)  
 Designed to prepare student for further study, appreciation and enjoyment of literature. Fall quarter concerned with fiction, novels, short stories, essays, and biographies. Winter quarter concerned with drama, both ancient and modern. Spring quarter concerned with poetry, lyric, narrative, and epic. Includes English, American, and European literature.
- Eng107/108/109 World Literature** **3 Credits/Term**  
 (3 Lec Hrs/Wk)  
 This course is designed to introduce the student to the literary works of the western world. Students are encouraged to take Western Civilization concurrently.
- Eng198/298 Independent Study in Literature** **To Be Arranged**

**Eng201/202/203 Shakespeare** 3 Credits/Term  
(3 Lec Hrs/Wk)

This course is an introduction to Shakespeare's dramatic literature with an emphasis on the timelessness of his ideas and themes, the formal demands of drama, and the development of the artist. The selection of the plays will follow the chronology of the cannon. The plays will also be grouped together to enhance discussion of formal and generic concepts; i.e., comedy, tragedy, and history. Recurrent themes will be discussed and analyzed with reference to their timelessness and in relation to the culture from and for which Shakespeare wrote.

**Eng222 Image of Women in Literature** 3 Credits  
(3 Lec Hrs/Wk)

Designed to introduce both men and women to literature from a specific perspective: the social, economic, and psychological position of women.

**Eng253/254/255 Survey of American Literature** 3 Credits/Term  
(3 Lec Hrs/Wk)

Helps student investigate what is "American" in selections of native literature. Encourages student, through reading and intensive discussion, to answer questions such as: do works share common themes, techniques, characters, and mythical foundations? Should have prior experience in reading and discussing literature. May choose to take concurrently with History of the United States. Sequence order recommended but not required.

**Eng260 Introduction to Women Writers** 3 Credits  
(3 Lec Hrs/Wk)

Designed to introduce both men and women to some of the major works of literature written by women.

**Eng273 Language and People** 3 Credits  
(3 Lec Hrs/Wk)

A wide-range of study of language that introduces the student to a variety of language-related topics, which will be studied in terms of the student's developing sense of himself/herself as a language user. Topics include the origin and acquisition of language, non-human languages, the invention of writing, the formal systems of languages, the relationship between language and thought, the varied uses of language and contemporary language issues.

**Eng299 Special Topics in Literature** 3 Credits  
(3 Lec Hrs/Wk)

Designed to allow in-depth exploration of theme, problem, or 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 to study.

**0.531 Literature of Contemporary Concerns** 2-3 Credits  
(24-36 Hrs Total)

This course is offered for those with a special interest in contemporary themes, problems, and personalities, and who wish to study these as they are reflected or represented in literature. The course may utilize all genre, stressing contemporary literature, but not being confined to it. Other periods of literature may be used to trace historical development and to provide larger contexts.

**0.532 Literature in Oregon** 2 Credits  
(24 Hrs Total)

A survey of literature written by or about Oregonians, or set in Oregon. This course will familiarize the student with the neglected regional literature of his own state, and with the kinds of literary activity that have been predominant in the state of Oregon.

**0.534 Appreciation of Literature** 1-3 Credits  
(15-36 Hrs Total)

Surveys literature to stimulate and increase enjoyment and understanding through studying a variety of literary works and writing periods.

**0.536 Shakespeare: Ashland** 1-3 Credits  
(15-36 Hrs Total)

Detailed examination of Shakespearean plays being produced at Ashland with emphasis on understanding and appreciating Elizabethan culture. Students have the option of attending the plays in Ashland as a group.

## MARINE NAVIGATION

**9.615 Marine Navigation - Piloting** 3 Credits  
(3 Lec Hrs/Wk)

This course is designed to give the recipient a basic understanding of the principles involved in navigation as well as a working knowledge of navigation techniques. The course consists of an element of studies on weather, dead reckoning, piloting, electronic navigation and the utilization of these concepts as a means of navigation. It involves the use of various navigational instruments to obtain lines of position and the use of required publications necessary to interpret these lines of position to navigational fixes. Also Rules of the Road, radio communications and distress signals will be covered, as well as a distant look at celestial navigation.

**9.616 Marine Celestial Navigation** 3 Credits  
(3 Lec Hrs/Wk)

This course is designed to give the recipient a basic understanding of the principles involved in celestial navigation, as well as a working knowledge of celestial navigational techniques. Course enables recipient to meet licensing requirements set forth by the U.S. Coast Guard to prepare operators of ocean-going vessels (more than 200 miles offshore) and for examinations in celestial navigation. The course consists of a study of celestial sightings, time and the utilization of these concepts as a means of navigation. It involves the use of various instruments to obtain lines of position, and the use of required publications necessary to reduce these lines of position to navigational lines.

## MATHEMATICS

**Mth50 Intermediate Algebra I** 4 Credits  
(4 Lec Hrs/Wk)

A study of the mechanics of the properties of real and complex numbers. An introduction to solving linear and quadratic equations and inequalities as well as fractional equations. Included is the study of polynomial and rational expressions with application. Prerequisites: 4.202 or 4.203 or equivalent.

**Mth60 Practical Trigonometry** 4 Credits  
(4 Lec Hrs/Wk)

Introductions to plane trigonometry emphasizing practical applications. Prerequisites: Intermediate Algebra II (Mth100), or instructor's consent.

**Mth75 Elementary Plane Geometry** 3 Credits  
(3 Lec Hrs/Wk)

Designed to give a quick review of high school geometry. An introduction to mathematical logic as well as fundamental concepts of Euclidean geometry. Prerequisites: 4.202 Elementary Algebra.

**Mth100 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: Mth50, one year of high school algebra and/or instructor's consent.

**Mth101 College Algebra** 4 Credits  
(4 Lec Hrs/Wk)

Designed for students who have completed 1½ to 2 years of high school algebra and a year of geometry. The subject areas include the following: numbers and their properties, manipulation of algebraic expressions, equations and inequalities in one variable, functions and graphing. Other supplemental topics are covered if time permits. Prerequisites: Mth100 and 2 years high school algebra or instructor's consent.

**Mth102 Trigonometry** 4 Credits  
(4 Lec Hrs/Wk)

This course covers trigonometry to include circular functions, inverse functions, applications, and angles. The level demands competence in algebraic operations covered in Mth101. Prerequisites: Mth101 College Algebra.

**Mth191/192/193 Mathematics for Elementary Teachers** 3 Credits/Term  
(3 Lec Hrs/Wk)

A foundation course in arithmetic for elementary teachers. Topics include set theory, logic, systems of numeration, and basic operations with subsets of the real numbers. Other subjects included are measurement and right triangle trigonometry. This course is a prerequisite for majors in elementary education at Oregon State University.

**Mth198/298 Independent Study in Math** To Be Arranged

**Mth200/201/202/203 Calculus with Analytic Geometry** 4 Credits/Term  
(4 Lec Hrs/Wk)

Differentiation and integration; applications to rates, areas, and volumes. Applications in mechanics: plane analytic geometry, elementary transcendental functions. Techniques of integration, vectors, solid analytic geometry. partial differentiation, multiple integration, infinite series. Standard sequence for student in science and engineering. Prerequisites: Mth102 Trigonometry or instructor's consent.

**3.240 Applied Math for Industrial Mechanics** 4 Credits  
(4 Lec Hrs/Wk)

Students will learn basic arithmetic operations with an emphasis on applications.

**3.241 Applied Algebra & Geometry for Industrial Mechanics** 4 Credits  
(4 Lec Hrs/Wk)

This course includes basic geometric concepts, graphing in a rectangular system, basic algebraic concepts and their application. Prerequisites: Applied Math or Industrial Mechanics (3.240).

**3.242 Applied Trigonometry for Industrial Mechanics** 4 Credits  
(4 Lec Hrs/Wk)

A numerical approach to Trigonometry with an emphasis on applications, basic definitions of sine, cosine, and tangent ratios. Prerequisites: Instructor's consent.

**4.200 Basic Mathematics** 4 Credits  
(4 Lec Hrs/Wk)

A course designed for students whose knowledge of basic arithmetic is deficient. The purpose of this course is to prepare students for successful completion of their science sequence or any other program requiring knowledge of basic mathematics.

**4.202 Elementary Algebra I** 4 Credits  
(4 Lec Hrs/Wk)

Stresses the transition from arithmetic to algebra for students with little or no previous experience in algebra. Includes concepts of numbers, integers and rational numbers, their generalization and simple algebraic procedures. Includes applications in other fields such as metals and automotive mechanics. Prerequisites: Basic Mathematics (4.200) or instructor's consent.

**0.760 Mathematics: Math Lab** 0 Credit  
Individualized instruction on all levels of math from basic arithmetic to calculus. Student works at own speed and level.

## MUSIC

**MuP105/205 Jazz Ensemble (Jazz Band)** 1-3 Credits/Each  
(1-2 Lec, 1-3 Lab Hrs/Wk Each)

The jazz ensemble offers an outlet to musicians for their talents and a means to improve their techniques and skills, music reading, notation and terminology, and improvisation as it applies to the jazz idiom.

**MuP114 Stage Band** 1-3 Credits  
(3-9 Lab Hrs/Wk)

Stage band will present a wide range of musical styles including forms of jazz, popular, and rock idioms. The class is intended to improve instrumental skills, music reading, and performer's musical awareness.

**MuP121/221 Symphonic Choir (Community Choir)** 2 Credits/Each  
(1 Lec, 4 Lab Hrs/Wk)

A performance oriented class; a practice in performance materials as well as music that presents different problems and different styles of singing.

**MuP122/222 Concert Choir** 2 Credits/Each  
(1-2 Lec, 1-3 Lab Hrs/Wk Each)

This vocal ensemble offers an outlet to singers for their talents and a chance to improve. Attention will be given to voice placement and usage, music reading, terminology, and major choral literature of all styles and periods.

**MuP123/223 Opera Workshop: Community Opera** 0-3 Credits  
(2 Lec, 8 Lab Hrs/Wk)

This is a performance course which rehearses and executes the performance of an opera by an accomplished composer. Prerequisites: Vocal training and musicianship. These will be evaluated by audition.

**MuP125/225 Vocal Jazz Ensemble (Southwesters)** 2 Credits/Each  
(4 Lab Hrs/Wk)

Performance of popular vocal arrangements. Emphasis is placed on precision, sensitivity and musicianship. Prerequisites: Audition and instructor's approval.

**MuP135/136/137 Singing Fundamentals (Voice Class)** 1 Credit/Each

The chamber orchestra offers to musicians an outlet for their talents and a means to improve their musicianship and instrumental techniques and skills.

**MuP142/242 Chamber Orchestra (Sinfonietta)** 1-3 Credits  
(1-2 Lec, 1-3 Lab Hrs/Wk)

The chamber orchestra offers an outlet to musicians for their talents and a means to improve their musicianship and instrumental skills.

**MuP171/271 Applied Piano** 1 Credit  
(1 Lab Hr/Wk)

**MuP172/272 Applied Harpsichord** 1 Credit  
(1 Lab Hr/Wk)

**MuP173/273 Applied Organ** 1 Credit  
(1 Lab Hr/Wk)

**MuP174/274 Applied Voice** 1 Credit  
(1 Lab Hr/Wk)

**MuP175/275 Applied Violin** 1 Credit  
(1 Lab Hr/Wk)

**MuP180/280 Applied Guitar** 1 Credit  
(1 Lab Hr/Wk)

Private lessons are given on a one-to-one basis in the areas of piano, guitar, and other instruments when requested by the student and an instructor is available. Student may be asked to audition for the instructor. Student may also be asked to perform in recitals or in college ensembles.

**MuP202 Concert Band** 3 Credits  
(2 Lec, 3 Lab Hrs/Wk)

A 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)

This course introduces the principles and foundations of music.

**Mus111/112/113 Music Theory I** 4 Credits/Each  
(4 Lec, 1 Lab Hrs/Wk)

Examines the elements, structures and patterns of music. Analyzes the styles of major composers and develops aural and keyboard skills.

**Mus115/116/117 Ear Training & Sight Reading** 1 Credit/Each  
(1 Lec Hr/Wk)

A musician must have an ear which hears the notes and rhythms that are a part of his daily life; the student will learn to identify notes and rhythms and write them out in manuscript. All music theory students must take ear training.

**Mus131/132/133 Class Piano** 1-2 Credits/Each  
(1-2 Lec, 1 Lab Hr/Wk)

Offers theory and practice in piano and keyboard techniques.

**Mus134/135/136 Voice Class** 1 Credit/Each  
(1 Lec, 1 Lab Hr/Wk)

Class instruction in basic voice techniques.

**Mus137/138/139 Class Guitar** 1-2 Credits/Each  
(1-2 Lec, 1 Lab Hrs/Wk)

Introduces basic guitar techniques.

**Mus198/298 Independent Study in Music** To Be Arranged

**Mus201/202/203 Introduction to Music & Its Literature** 3 Credits/Each  
(3 Lec Hrs/Wk)

Develops an understanding and intelligent enjoyment of music through a study of its elements, forms, and historical styles.

**Mus211/212/213 Music Theory II** 4 Credits/Each  
(4 Lec, 1 Lab Hrs/Wk)

Continuation of Music Theory I. Examines the structure and elements of music through analysis of the styles of major composers. Prerequisites: Music Theory I (Mus111/112/113).

**Mus261/262/263 Music History I, II, III** 3 Credits/Each  
(3 Lec Hrs/Wk)

Basic stylistic concepts of the ancient to baroque periods. From baroque to classical. From romantic to contemporary periods.

**0.522.7 Band** 0 Credits  
(1-2 Lec, 1 Lab Hrs/Wk)

The jazz ensemble offers to musicians an outlet for their talents and a means to improve their techniques and skills, music reading, notation and terminology, and improvisation as it applies to the jazz idiom.

**0.522.8 Community Choir (Symphonic Choir)** 0 Credits  
(1-2 Lec, 1 Lab Hrs/Wk)

This vocal ensemble offers to singers an outlet for their talents and a chance to improve. Attention will be given to voice placement and usage, music reading, terminology, and major choral literature of all styles and periods.

**0.522.9 String Ensemble (Beginning)** 0-1 Credit  
(2 Lab Hrs/Wk)

An introduction to string ensemble playing for elementary level players (violin, viola, cello, bass).

## OCEANOGRAPHY — see GEOLOGY

## PHILOSOPHY

**PHL198/298 Independent Study in Philosophy** To Be Arranged

**PHL201/202/203 Problems of Philosophy** 3 Credits/Term  
(3 Lec Hrs/Wk)

Designed to introduce the student to some of the major philosophical problems that have always been of concern to reflective people. The class will pursue reasoned answers to questions about such topics as ethics, human nature, reality, freedom, knowledge, and religion. It is the primary goal of the class to employ philosophical methods to enable the student to move beyond wonder to serious reflection on and thoughtful examination of these topics. In doing so, it is hoped that the student will begin to develop a framework for an articulated personal philosophy. Each term will have different topics for study, thus a student may choose to take the sequence without repetition.

**PHL299 Philosophy of Christianity** 3 Credits  
(3 Lec Hrs/Wk)

A study of the origins and development of Christianity, including: the rise of monotheism, the philosophy of Jesus, the establishment of scripture and doctrine, the Reformation, and modern Christian thought.

## PHOTOGRAPHY

**0.519.1 Basic Photography I** 0.5-2.0 Credits/Term  
(15-36 Hrs Total Each)

Introduction to basic principles of photography. May include instruction in camera use, including lenses and their applications; process of developing and processing negatives; darkroom procedures; printing and enlarging techniques, which include special applications i.e. dodging, toning, etc.). Includes analysis of different types of film and developing procedures. Presentation of basic components of composition, etc., which lead to advanced courses in photography.

**0.519.2 Video Production** 0.5 Credit  
(2 Lec, 6 Lab Hrs Total)

A one-day workshop designed to teach users of home video cameras and recorders how to use their equipment to produce good quality home videos.

**9.255 Color Developing and Printing** 2 Credits  
(1 Lec, 2 Lab Hrs/Wk)

An introductory course for photographers who already have proficiency in black and white materials. The course will help a person understand color processes to the degree that he/she can process and print color film. This course is designed to assist both the serious amateur and the commercial photographer. Prerequisite: Proficiency in black and white processing and printing.

## PHYSICAL EDUCATION

Three credits of physical education courses or PE231 Wellness for Life are required for an Associate in Arts degree. Physical Education and Health majors must begin course work in the professional activities (PE195 or PE295).

**PE131 Introduction to Health & Physical Education** 3 Credits  
(3 Lec Hrs/Wk)

Professional orientation, basic philosophy and objectives, professional opportunities, and qualifications.

**PE185 Physical Education** 1 Credit  
(3 Lab Hrs/Wk)

Classes are designed to provide student with an activity that will provide physical and emotional well-being. Each course provides knowledge and skill building, which 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 Circuit Trng.	Physical Conditioning
Aerobic Dance	Slimnastics
Aerobic Exercise	Soccer
Racquetball	Social Dancing
Badminton	Softball
Basketball	Square Dancing
Basketball Techniques	Swimming
Bowling	Swimnastics
Creative Dance I, II	Tennis
Creative Exercise	Track & Field
Cycling	Track & Field Techniques
Flag Football	Water Safety Instruction
Folk Dance	Weight Training
Golf	Wrestling
Jazz Aerobics	Volleyball
Jogging	Volleyball Techniques
Lifesaving	Y's Way to Healthy Backs
Personal Defense I, II	

**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. The following 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)

Discusses lifetime fitness activities and wellness strategies.

**PE280 Field Experience** 1-3 Credits  
(Includes seminar with teaching strategy)

Nine credits maximum. Prerequisite: Instructor's consent. Students have the opportunity to experience working with K-12 students in a physical activity setting.

**0.510.1/0.510.2 Classical Ballet I, II** 1 Credit/Term  
(36 Hrs Total)

Fundamental exercises, movements, and techniques necessary to discipline the body for expression in all forms of ballet. Prerequisite: Ballet I (0.510.1) or instructor's consent for 0.510.2.

**0.580 Physical Conditioning-Women** .5-1.0 Credit

(15-36 Hrs Total)

Designed for women interested in figure control, trimming and toning activity and knowledge. (i.e., Slimnastics, Jazz Aerobics, Jazz Dance Exercise, Self-Defense, Swimnastics, Therapeutic Swimming).

**0.581 Physical Conditioning-Men** .5-1.0 Credit

(15-36 Hrs Total)

Designed for men interested in conditioning their body through various physical activities. (i.e., Physical Conditioning, Weight Training).

**0.582 Physical Conditioning-Coed** .5-1.0 Credit

(15-36 Hrs Total)

A class designed to develop one's physical fitness through a specific sport, dance, or activity. (i.e., Racquetball, Bowling, Square Dance, Gymnastics for Adults, Round Dance, Kayaking, Physical Fitness: Fitness & Exercise, Tennis, Golf, and Yoga for Relaxation).

**0.916 Fitness & Exercise** .5-1.0 Credit

(15-36 Hrs Total)

Mobility exercises for the older person so they can keep fit, agile and flexible.

## PHYSICS

**PHY198/298 Independent Study in Physics** To Be Arranged

**PHY201/202/203 General Physics** 4 Credits/Term

(4 Lec Hrs/Wk)

Intended for nonscience majors and life science majors and related areas. Concepts in mechanics, thermodynamics, sound eletromagnetism, light, relativity, quantum physics, atomic and nuclear physics are developed from fundamental approach. Prerequisites: MTH101/102, equivalent, or instructor's consent.

**PHY204/205/206 Physics Laboratory** 1 Credit/Term

(3 Lab Hrs/Wk)

This course gives the student laboratory and research experience on projects selected from classical mechanics, wave motion, sound, thermodynamics, electricity and magnetism, light, relativity, quantum mechanics, and nuclear physics.

**PHY207/208/209 Engineering Physics** 4 Credits/Term

(4 Lec Hrs/Wk)

This is a first year college physics course for students majoring in engineering or the physical sciences (i.e., physics, chemistry, etc.). Classical mechanics, wave motion, sound, thermodynamics, electricity and magnetism, light, relativity, quantum mechanics, and nuclear physics are covered. Calculus and vector algebra are used in the development of the theories and models of these physical phenomena. Prerequisites: Previous or concurrent enrollment in an introductory course in calculus or instructor's consent.

**4.300 Practical Physics (Mechanics)** 4 Credits

(3 Lec, 3 Lab Hrs/Wk)

This is an introductory course in non-calculus physics intended for vocational students. It deals with the mechanical properties of matter as they relate to motion, force, momentum, energy, and power. The application to machines and their processes is emphasized. Theory is developed through lecture/discussions and practical applications stressed in lab experiences.

**4.304 Practical Physics (Electrical)** 4 Credits

(3 Lec, 3 Lab Hrs/Wk)

An introductory course in non-calculus physics intended for vocational students. It deals with the electrical properties of matter and the concepts of electricity and magnetism as they relate to electrical devices and machines. Theory is developed through lecture discussions and applications stressed in laboratory experience.

## POLITICAL SCIENCE

**PS198/298 Independent Studies in Political Science** To Be Arranged

**PS201/202/203 American Government** 3 Credits/Term

(3 Lec Hrs/Wk)

Survey of the principles of the American constitutional system; political process and organization of the national government; foreign policy and national security; and state and local government.

**PS205 International Relations** 3 Credits

(3 Lec Hrs/Wk)

Introduction to the making of American foreign policy. Seeks to show causes of international conflict and the degree to which these conflicts might be predictable and manageable for an individual nation.

**PS252/CJ226 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.

## PSYCHOLOGY

**Psy111 Personality and Development** 3 Credits

(3 Lec Hrs/Wk)

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

**Psy115 Career Workshops** 1 Credit

(10-13 Lec Hrs Total)

Workshops include discussions of present and future job opportunities, labor market changes, how to effectively communicate 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)

This is a course designed to assist the recently divorced to work through the psychological and physical realities that are a part of that phenomenon. The students will be provided instruction and experiences that will give them some historical perspective on marriage dissolution, enable them to realistically assess their position, and direct them toward constructive planning for their futures.

**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 the development of a "Life Plan" to mesh with changing lifestyles. Occupational and personal "restructuring" throughout the life cycle.

**Psy198/298 Independent Study in Psychology** To Be Arranged

**Psy199/299 Focus on Women- Current Issues** 1 Credit Each

(10 Lec Hrs Total Each)

A group of workshops designed to examine issues facing women today, to look at choices and alternatives of women over the past twenty years and in the near future, and focus on the role of women as care givers and leaders in our society.

**Psy201/202/203 General Psychology** 3 Credits/Term

(3 Lec Hrs/Wk)

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

**Psy280 Field Experience-Psychology** 1-3 Credits

(3-9 Hrs Wk)

Prerequisite: instructor's consent.

**Psy299 Psychology of Violence and Aggression** 3 Credits

(3 Lec Hrs/Wk)

Discusses the causes and extent of violence in society. An introduction to the physiological, social, and psychological dynamics which cause human aggression and violence. Prerequisites: Psy201 and CJ100.

**9.033 Career Workshops (General)** 0-1 Credits

(1-10 Lec Hrs Total)

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

**0.771 Orientation to College** 1.5 Credits  
(18 Lec Hrs Total)

A general orientation to college, including the reading and interpretation of the catalog, class schedules, textbooks and other publications, introduction to services available to students, and to academic rules and guidelines. The course will also include a brief introduction to skills in notetaking, time management, test taking and use of specialized vocabulary particular to subject in which the students are enrolled.

## REAL ESTATE

Most real estate courses are offered on an individualized basis. Contact Business Division Chairperson for more information.

**BA258 Real Estate Principles I** 3 Credits  
(3 Lec Hrs/Wk)

Study of the nature, importance, and character of real property, the real estate business, the real estate market, the real estate brokerage, taxes and assessments, and contracts and ownership.

**BA265 Real Estate Office Management and Supervision of Sales Personnel** 3 Credits  
(3 Lec Hrs/Wk)

Survey of methods for supervising the activities of real estate sales personnel with emphasis on planning, selection, training, and evaluation of sales personnel, motivation, authority, communications, discipline and public relations. In addition, the students will examine the methods for establishing and operating a small real estate office with emphasis placed on organizational formats, planning, office facilities, financial reports, non-financial records, office personnel, office manuals, and public relations. **Prerequisites:** Real Estate Law I (BA287), Real Estate Finance I (BA288), and Real Estate Principles I (BA258).

**BA287 Real Estate Law I** 3 Credits  
(3 Lec Hrs/Wk)

Survey of Oregon real estate law as it applies to ownership, use, and transfer of real property. Emphasis is placed on classes of property, legal description, instruments of conveyance, estates, liens, easements, deed restrictions, and contracts. **Prerequisites:** Should be taken concurrently with Real Estate Principles I (BA258).

**BA288 Real Estate Finance I** 3 Credits  
(3 Lec Hrs/Wk)

A survey of the methods for financing the acquisition and transfer of real property. Emphasis is placed on money, the mortgage market, mortgage loan procedures, lending instruments, foreclosures and remedies, governmental loan programs, and non-governmental loan programs. **Prerequisites:** Real Estate Principles I (BA258).

**BA290 Real Estate Appraising I** 3 Credits  
(3 Lec Hrs/Wk)

The students will study methods for estimating the value of real property in residential form. Emphasis will be placed on appraisal process, definition of appraisal problem, appraisal plan, data collection, market approach to value, cost approach to value, income approach to value, correlations of estimates, and writing the appraisal report. **Prerequisites:** Basic knowledge of real estate.

**BA291 Real Estate Law II** 3 Credits  
(3 Lec Hrs/Wk)

A continuation of Real Estate Law I with emphasis on title insurance, earnest money receipts, options, closing statements, loan applications, escrow instructions, lending instruments, misrepresentation and insurable liability, subdivision and building codes, broker-attorney relationships, subdivision laws, and the landlord-tenant act. **Prerequisites:** Real Estate Law I (BA287).

**9.290 Oregon Real Estate** 1 Credit  
(12 Lec Hrs Total)

A review of the financing programs that are available in the marketplace today. Emphasis is placed on conventional real estate loans, government finance programs, finance regulations, and alternate and seller financing.

## SCIENCE-GENERAL

**GS104/105/106 Physical Science** 4 Credits/Term  
(3 Lec, 2-3 Lab Hrs/Wk)

Fundamental principles of physics, chemistry, astronomy, and geology; development and application of scientific methods. **Prerequisites:** One year of high school algebra and/or instructor's consent.

**GS107 Oceanography** 4 Credits  
(3 Lec, 3 Lab Hrs/Wk)

The course includes a systematic study of the basic chemical, physical, geological and biological aspects of the oceans, including the origin of the ocean basins and sea water. The significance of the interrelationships of man and the ocean is emphasized. Laboratory and field investigations of the properties of sea water and oceanic processes are also included.

**GS121 Descriptive Astronomy** 3 Credits  
(3 Lec Hrs/Wk)

A descriptive treatment of the solar system, stars, stellar evolution, galaxies and cosmology. The results of current space missions will be emphasized. New discoveries of the last few years in stellar astronomy will be discussed. Fulfills one term of Physical Science Survey requirement.

**GS198/298 Independent Studies - General Science** 1-3 Credits  
(1-9 Hrs/Wk)

Designed to provide students opportunities for studies of special interest. **Prerequisite:** Instructor's consent.

**GS275 The Oceans & Human Activities** 3 Credits  
(3 Lec Hrs/Wk)

A study of the vital significance of the world's oceans to society, and our contemporary role in the utilization of the marine environment. Specific topics include history, civilization and the oceans; food and mineral resources; water and energy resources; pollution and waste disposal; coastal processes and coastal activities; ocean law and management; technology and instrumentation; navigation and positioning; and miscellaneous issues. Local marine-related activities and problems will be emphasized.

**GS275 The Oceans & Human Activities** 3 Credits  
(3 Lec Hrs/Wk)

A study of the vital significance of the world's oceans to society, and our contemporary role in the utilization of the marine environment. Specific topics include history, civilization and the oceans; food and mineral resources; water and energy resources; pollution and waste disposal; coastal processes and coastal activities; ocean law and management; technology and instrumentation; navigation and positioning; and miscellaneous issues. Local marine-related activities and problems will be emphasized.

## SECRETARIAL TECHNOLOGY

**OA114 Personal Shorthand** 3 Credits  
(2 Lec, 3 Lab Hrs/Wk)

Notetaking technique using only 26 letters of the alphabet.

**OA116 Office Procedures** 3 Credits  
(2 Lec, 2 Lec-Lab Hrs/Wk)

Presents methods, concepts, and procedures for business office operation. Includes practice in time management skills, organizational structure and office layout, making travel arrangements, assisting with meetings and conferences, and job search skills including the development and formatting of the letter of application and the resume.

**OA121 Typing I (Beginning)** 3 Credits  
(2 Lec, 3 Lab Hrs/Wk)

This course is designed for those with no previous typing instruction. The course covers basic techniques of touch system of typewriting, building speed and accuracy, machine manipulation, letters, tables, manuscripts.

**OA122 Typing II (Intermediate)** 3 Credits  
(2 Lec, 3 Lab Hrs/Wk)

Review and advanced instruction on manuscripts, business forms, special correspondence, tabulation, centering techniques, and secretarial typing. Preparation of business documents includes arrangement of the material and problem-solving. Intensive drills to increase speed and accuracy are also included. **Prerequisites:** Minimum typing speed of 45 wpm or consent of instructor. OA124 Typing Skill Building is strongly recommended, but not required.

**OA123 Typing III (Advanced)** 3 Credits  
(2 Lec, 3 Lab Hrs/Wk)

Emphasis on speed, accuracy, and secretarial standards in typing production assignments including specialized correspondence, statistical tables, and specialized professional units. Emphasis on development of skill number proficiency. Student receives individualized instruction and completes course at own pace. **Prerequisites:** Minimum typing speed 50 wpm or consent of instructor. OA122 Typing II (Intermediate) is strongly recommended, but not required.

<b>OA124 Typing Skill Building</b> (2 Lec, 3 Lab Hrs/Wk)	<b>3 Credits</b>	<b>2.591 Pretranscription Skills</b> (2 Lec, 3 Lab Hrs/Wk)	<b>3 Credits</b>
A course designed to develop speed and accuracy beyond the beginning level with a review of simple production work including letters, tables, and manuscripts. Prerequisites: OA121 Typing I (Beginning) or the ability to touch type.		This course is designed to prepare students for the field of shorthand and machine transcription. It includes a thorough study of punctuation, capitalization, grammar, and spelling as applied to transcribing and editing commonly used documents found in the business office. Students will edit rough-draft material, and type it in mailable form. Prerequisites: A minimum score of 45 on the sentences section of the College Placement Test, typing 35 wpm, or instructor's consent.	
<b>OA200 Introduction to Word Processing</b> (2 Lec, 3 Lab Hrs/Wk)	<b>3 Credits</b>	<b>2.595/2.596 Office Simulation I, II</b> (1 Lec, 9 Lab Hrs/Wk)	<b>6 Credits/Term</b>
Emphasizes word processing techniques and use of features available on modern text-editing equipment. Prerequisites: OA122 Typing II, or equivalent; minimum typing speed, 40 wpm; good language art skills; or instructor's consent.		Designed to provide situation in which business students can practice business skills they have acquired and develop work habits, character traits, and attitudes accepted in the business world.	
<b>OA201 Word Processing - IBM-PC</b> (5 Lec, 35 Lab Hrs Total)	<b>2 Credits</b>	<b>9.709 Beginning Keyboarding for Microcomputers</b> (5 Lec, 20 Lab Hrs Total)	<b>1 Credit</b>
A five-week introductory course in the use of display text editing equipment. The student gains a basic knowledge of most of the operational features of this equipment. Prerequisites: OA200 Introduction to Word Processing; good language skills; or instructor's consent.		Designed for those wishing to develop skills in inputting alphabetic, numeric, and symbol information on a microcomputer keyboard using a touch system. Covers an understanding of the basic vocabulary and concepts used in keyboarding operations for inputting and retrieving information.	
<b>OA202 Word Processing - IBM-DW</b> (5 Lec, 35 Lab Hrs Total)	<b>2 Credits</b>	<b>9.723 Medical Terminology I</b> (3 Lec Hrs/Wk)	<b>3 Credits</b>
A source for people who desire a basic knowledge of the operation of the IBM Displaywriter and who want to train on a text-editor to gain proficiency in operating it, either for entry into the field or for a current job situation. Prerequisites: OA201 Word Processing/IBM-PC.		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.	
<b>OA211 Applied Shorthand</b> (2 Lec, 3 Lab Hrs/Wk)	<b>3 Credits</b>	<b>9.724 Medical Secretary I</b> (3 Lec Hrs/Wk)	<b>3 Credits</b>
Designed to train students for stenographic work on a production basis including a thorough review of grammar, spelling, and punctuation. Prerequisites: OA122 Typing II, or equivalent; OA214 Personal Shorthand Skill Building; 2.591 Pretranscription Skills; or instructor's consent.		Introduction to the 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. Prerequisite: Interest in the medical field.	
<b>OA214 Personal Shorthand Skill Building</b> (2 Lec, 3 Lab Hrs/Wk)	<b>3 Credits</b>	<b>9.725 Medical Insurance, Credit &amp; Collections</b> (3 Lec Hrs/Wk)	<b>3 Credits</b>
Includes theory and brief form mastery, dictation, and transcription of more advanced methods of abbreviation; additional skill development in reading and writing of notes; review of grammar, spelling and punctuation. Prerequisites: OA114 Personal Shorthand.		Medical insurance terminology, familiarity with types of insurance programs, i.e., Blue Cross and Blue Shield, OPS, Adult and Family Services, Medicare, Medicaid, specialty policies - cancer, ICU, accident. Insurance claim processing, insurance grievance, assignment and coordination of benefits. Credit and collections to include Federal and Oregon credit laws, credit application, basic billing cycles. This course is mainly designed for up-grading of already employed medical office workers, retraining of other clerical workers and students enrolled in the Medical Office Assistant Program.	
<b>OA220 Electronic Calculators</b> (1 Lec, 3 Lab Hrs/Wk)	<b>2 Credits</b>	<b>9.726 Medical Terminology II</b> (3 Lec Hrs/Wk)	<b>3 Credits</b>
The student will learn the ten-key system for machine operation and use of electronic, desk-top style calculators in the four fundamentals of mathematics. Four operations are used to solve applied business problems with speed and accuracy. Prerequisites: 4.200 Basic Mathematics, or equivalent; or instructor's consent.		A continuation of Medical Terminology I with greater attention paid to anatomical detail, primarily in essentials of human anatomy and physiology - a more intensified coverage of anatomy, structures, glands and organs. It will cover all systems introduced in Medical Terminology I and will include intensified spelling drills of terms pertinent to each system. Prerequisite: Interest in medical field.	
<b>OA225 Machine Transcription</b> (2 Lec, 3 Lab Hrs/Wk)	<b>3 Credits</b>	<b>9.727 Medical Transcription I</b> (2 Lec, 3 Lab Hrs/Wk)	<b>3 Credits</b>
Students will learn to operate transcribing machines to produce mailable copy from predicated material. Prerequisites: Minimum typing speed 40 wpm; 2.591 Pretranscription Skills; or instructor's consent.		This course introduces students to simpler forms of medical transcription with dictation by instructor from hospital dictation. Utilization of terminology with emphasis on accuracy. Prerequisites: OA225 Machine Transcription or instructor's consent.	
<b>OA240 Filing/Records Management &amp; Office Systems</b> (2 Lec, 3 Lab Hrs/Wk)	<b>3 Credits</b>	<b>9.728 Medical Terminology III</b> (3 Lec Hrs/Wk)	<b>3 Credits</b>
A comprehensive study of filing systems, equipment, and criteria by which records are created, classified, stored, and retrieved. The course covers effective communication transmittal systems with particular emphasis on mail handling and telephone systems.		Attention will be paid to anatomical detail, primarily in essentials of human anatomy and physiology with more intensified coverage of anatomy, structures, glands, and organs. It covers all systems introduced in Medical Terminology I & II and will include intensified spelling drills of terms pertinent to each system. Lectures will be given by physicians of the community on given body systems.	
<b>2.280 Cooperative Work Experience</b> (4-40 Lab Hrs/Wk)	<b>1-10 Credits</b>	<b>9.729 Medical Transcription II</b> (2 Lec, 3 Lab Hrs/Wk)	<b>3 Credits</b>
Student gain on-the-job experience in coordinator approved business situations that closely parallel with field of study. Students work under supervisor and coordinator. Seminar arranged by supervisor. Prerequisites: instructor's consent.		Specialized/complex medical dictation for transcribing by actual physicians for development of transcription skills. Prerequisites: 9.727 Medical Transcription I or instructor's consent.	
<b>BA285 Business Relations</b> (3 Lec, 1 Lab Hrs/Wk)	<b>3 Credits</b>		
This is a study of personal relations within the office, including values, goal planning, and communications. Emphasis on importance of personal behavior, adjustments in office situations, and development of desirable work climate.			

**9.730 Medical Secretary II** **3 Credits**

(3 Lec Hrs/Wk)

This course is a continuation of medical office management with medical terminology being expanded into the practical application as applied to medical records. The exploration of different facets of medical reporting and analysis will also be achieved. Prerequisites: 9.724 Medical Secretary I not required prior to Medical Secretary II.

**9.731 Clinical Procedures I** **3 Credits**

(2 Lec, 2 Lec-Lab Hrs/Wk)

This course is to provide clinical orientation, initial instruction, and basic skills for a medical/clerical assistant. Prerequisites: 9.723 Medical Terminology I or instructor's consent.

**9.732 Clinical Procedures II** **3 Credits**

(2 Lec, 2 Lec-Lab Hrs/Wk)

This course will provide in-depth simulation of clinical experience in procedures practiced by office nurses. This will prepare the medical office assistant to substitute for the physician's nurse, without major changes in office routine, for the safety, security, and comfort of patient, physician and her/himself. Prerequisites: 9.731 Clinical Procedures I or instructor's consent.

**9.733 Clinical Procedures III** **3 Credits**

(2 Lec, 2 Lec-Lab Hrs/Wk)

This course provides theoretical knowledge, skills and practical experience which enables the student to attain and maintain safe, intelligent, quality patient care under supervision of licensed personnel. Emphasis on medical and surgical asepsis, in preparation for office surgery, is stressed. Primarily for students already employed in the health care field. Prerequisites: 9.731 Clinical Procedures I, 9.732 Clinical Procedures II, or instructor's consent.

**9.735 Legal Secretarial Procedures I** **3 Credits**

(3 Lec 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. Prerequisites: OA121 or equivalent. May be taken out of sequence.

**9.736 Legal Secretarial Procedures II** **3 Credits**

(3 Lec Hrs/Wk)

This course will provide basic knowledge of the preparation of pleadings in criminal law, family law, and probate. Prerequisites: OA121 or equivalent.

**9.737 Legal Secretarial Procedures III** **3 Credits**

(3 Lec Hrs/Wk)

This course covers preparation of basic court documents in bankruptcy, real property document preparation, and administrative agencies (i.e. Worker's Comp., and Social Security). Prerequisites: OA122 or equivalent.

**9.752 Word Processing III (Advanced)** **2 Credits**

(5 Lec, 35 Lab Hrs Total)

A course for people who can operate the IBM Displaywriter well enough to produce a variety of basic business documents and who want to continue training in specialized features of the text-editor, either for entry into the field or for a current job situation. Prerequisites: OA201, OA202, or demonstrated equivalent ability on the IBM Displaywriter.

## SOCIAL WORK - See Human Services

## SOCIOLOGY

**SOC198/298 Independent Studies in Sociology** **To Be Arranged**

**SOC204/205/206 General Sociology** **3 Credits/Term**

(3 Lec Hrs/Wk)

A course sequence to acquaint the student with the discipline of sociology and its basic findings. 204: the field of sociology, society and culture, the socialization process, social groups and social stratification. 205: an examination of basic social institutions such as the family, religion and education, plus selected topics. 206: an examination of major social problems in contemporary society.

**SOC210 Marriage and the Family** **3 Credits**

(3 Lec Hrs/Wk)

A study of intimate relationships, courtship, marriage and family patterns. The course focus examines how people cope with love, sexuality, children, conflict, divorce, blended families and death of family members.

**SOC212 Social Control** **3 Credits**

(3 Lec Hrs/Wk)

Describes and analyzes social controls in relation to the family, the environment, education, health care, social services and the criminal justice system.

**SOC220/CJ131 Introduction to Penology** **3 Credits**

(3 Lec Hrs/Wk)

A basic introduction and overview of imprisonment as a correctional tool. The study of treatment and basic procedures for receiving and discharging.

**SOC221/CJ201 Juvenile Delinquency** **3 Credits**

(3 Lec Hrs/Wk)

Study of deviant behavior and current criminological theories, with emphasis on criminal justice applications, crime prevention and phenomena of crime as it relates to juveniles.

**SOC223 Sociology of Aging** **3 Credits**

(3 Lec Hrs/Wk)

Introduces the sociological and cultural aspects of gerontology in contemporary American society.

**SOC243/CJ243 Narcotics and Dangerous Drugs** **3 Credits**

(3 Lec Hrs/Wk)

This course is designed to present facts, attitudes, opinions and perspectives (medical, social, legal) necessary to understand what psychoactive drugs do, how they do it, who uses them and why.

**SOC244/CJ101 Criminology** **3 Credits**

(3 Lec Hrs/Wk)

To provide 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.

## SPEECH

**HUM100 Introduction to Humanities** **3 Credits**

(3 Lec Hrs/Wk)

Discusses human culture and ideas expressed through the social sciences and the visual and performing arts.

**SP100 Basic Speech Communications** **3 Credits**

(3 Lec Hrs/Wk)

Applies general communication behaviors and techniques including intrapersonal, interpersonal and group communication. Develops self-awareness, self-confidence, listening and feedback, nonverbal dynamics and conflicts reduction.

**SP111 Fundamentals of Speech** **3 Credits**

(3 Lec Hrs/Wk)

Provides opportunities to prepare and present original speeches with emphasis on content, organization, student adjustment, delivery and language. Prerequisite: 45 or above on verbal college placement test or consent of instructor.

**SP112 Fundamentals of Speech** **3 Credits**

(3 Lec Hrs/Wk)

Analyzes communication methods designed to change attitudes or actions. Aims at speaker effectiveness and critical thinking. Prerequisites: Score of 45 or above on verbal placement tests, college level speech course or instructor's consent.

**SP113 Fundamentals of Speech** **3 Credits**

(3 Lec Hrs/Wk)

Provides communication techniques and oral skills to effectively participate in a group or public discussion. Discusses problem-solving, analysis, reasoning, evidence and group leadership. Prerequisite: Score of 45 or above on verbal placement tests, college level speech course or instructor's consent recommended.



**SP114 Interpersonal Communications** 3 Credits  
(3 Lec Hrs/Wk)

Introduces informal speech communication in face-to-face and small group situations. Covers self-awareness, nonverbal communication, emotional listening and assertiveness. **Prerequisites:** Concurrent enrollment in SP100, SP111, SP112, or SP113.

**SP198/298 Independent Study in Speech** To Be Arranged

**SP199 Speech Workshop** 1 Credit  
(1 Lec Hr/Wk)

Students will be given help in outlining, delivery skills and critiquing their work and the work of others.

**SP229 Oral Interpretation** 3 Credits  
(3 Lec Hrs/Wk)

Interpretation is designed to help the student improve and enjoy reading aloud from prose, poetry and drama. It serves to aid in communication of intellectual and emotional values and to enhance one's appreciation of literature.

**SP270 Projects in Public Speaking** 3 Credits  
(3 Lec Hrs/Wk)

This course offers students the opportunity to think seriously of problems facing adults and to participate in such fundamentally democratic activities as debate, forum, symposium, and panel discussion. The course is designed to develop confidence, qualities for leadership, and the art of conversation as an aid to business and social success plus enjoying the company of others. Particular emphasis is placed on recognizing problems, exploring solutions and projecting one's ideas clearly through effective public speaking.

## SUPERVISORY TRAINING

**SDP101 Principles of Management/Supervision** 3 Credits  
(3 Lec Hrs/Wk)

The total responsibility of the supervisor is covered including self-development, communication, "getting along with the boss", employee development, human relations, discipline, the giving of orders and directions, organization, planning, quality control, and grievances.

**SDP204 Labor-Management Relations** 3 Credits  
(3 Lec Hrs/Wk)

The course traces the development of unionism in the United States and reviews in detail the requirements of labor legislation as it affects both supervisors and employees. Students are involved in an intensive role-playing situation involving contract negotiations.

**SDP208 Personnel Administration** 3 Credits  
(3 Lec Hrs/Wk)

The course studies the aspects of responsibilities involved with the handling of personnel including general supervisory practices, recruitment, selection, interviewing, performance appraisal, motivation techniques, training, and equal employment opportunity and affirmative action programs.

**SDP111 Communicating Effectively at Work** 3 Credits  
(3 Lec Hrs/Wk)

Concentration will be on supervisory communications in the workplace, the importance of good reading skills, the development of active listening skills, the writing of reports, letters, and inter/intra-office memos, speaking, including both prepared and "off the cuff" presentation, non-verbal communications, and the difference between formal and informal communications.

**SDP113 Human Relations for Supervisors** 3 Credits  
(3 Lec Hrs/Wk)

Practical application of basic psychology in building better employer-employee relationships by studying human relations techniques.

**SDP299 Supervision Seminars** 1-3 Credits  
(1 Seminar Session/Wk)

These seminars will concentrate on various subjects concerning supervisory problems. Different speakers will address such topics as The Problem Employee, Safety in the Workplace, Time Management, Interviewing Applicants, Career Counseling, etc.

**9.504 Employee Development** 3 Credits  
(3 Lec Hrs/Wk)

The supervisor's responsibility for developing employees through training is addressed. Developing training objectives is stressed, along with on-the-job training project development. Presentation techniques are discussed. A matrix method of analyzing training needs is presented so that supervisors can assure that training given meets valid needs.

**9.513 Performance Appraisal** 3 Credits  
(3 Lec Hrs/Wk)

This course concentrates solely on the performance appraisal process. Subjects covered will include a study of the various types of appraisals, the matter of being subjective or objective, the development of performance standards, the laws and "rules" governing the process, the development of their appraisal, and the appraisal interview.

## WRITING - See Composition



# STUDENT GRIEVANCE PROCEDURE

## I. PURPOSE

"Southwestern Oregon Community College has a responsibility to provide educational, cultural, and recreational opportunities for all the people who live within its district." Adopted by the Board of Education September 24, 1974.

"The community college is an educational institution dedicated to the optimum development of individuals, and our goals and objectives are stated in those terms." Adopted by the Board of Education December 6, 1978.

## II. DEFINITIONS

A. "College" means the Board of Education, faculty, classified staff or administrators of Southwestern Oregon Community College.

B. "Student" means anyone who is registered or has been registered for any course offered by the college.

C. "Grievance" is a student complaint, dispute, or misunderstanding that is alleged to have occurred when the college acted in a manner so as to deny, abuse or diminish the student's rights and privileges that are provided for in the written procedures and policies of the college. Complaints, disputes, or misunderstandings may include, but are not limited to, the following:

1. an alleged discrimination because of race, religion, color, sex, national origin, political affiliation, marital status, handicap, or age;
2. a financial aid award decision;
3. grades given;
4. questions of compliance or non-compliance with the college catalog;
5. administrative implementation of specific policies and/or procedures;
6. graduation;

D. "Time Limit" — A grievance must be given to the college employee in accordance with Step A within ninety (90) days of the occurrence of the complaint, dispute, or misunderstanding that is alleged to have occurred.

## III. INFORMAL RESOLUTION

The college encourages prompt resolution of all complaints, misunderstanding, or disputes. A reasonable effort by the student and the college to arrive at an informal resolution of differences should occur before the student initiates the grievance procedure that follows.

## IV. GRIEVANCE PROCEDURE

**Step A.** A student with a grievance shall make a good effort to orally resolve the situation with the appropriate college employee within the prescribed time limit. If the grievance is not resolved orally within ten (10) working days the student will write, date and sign the grievance and present it to the college employee. The college employee shall inform the student of his/her decision in the matter in a clear manner and within five (5) working days.

**Step B.** If the grievance is not resolved at Step A, the student may present the grievance in writing to the Division Chairman or appropriate supervisor of the college employee. This must be done within seven (7) working days after the decision in Step A is made known to the student. Upon receipt of the student's written, signed and dated grievance, the Division Chairman or supervisor shall meet with both parties. Meetings can occur separately or, if both parties agree, jointly. In writing, the supervisor shall notify the student and the college employee of the conclusions and decisions. This will occur within seven (7) working days of the receipt of the student's written grievance. If the immediate supervisor of the employee is a college Dean, Step B will be omitted.

**Step C.** If the problem is not resolved at Step B, or if the immediate supervisor is a Dean, the student shall file a written request to have the appropriate college Dean review the grievance. This must be done within seven (7) working days of the student's awareness of Step B's outcome, or Step A if appropriate. The Dean will meet separately with the student and the college employee and their representatives, or if all parties agree, jointly, to discuss the grievance. In writing, the Dean shall notify the student, the college employee, and any appropriate supervisor about his/her conclusions and decision. This will occur within seven (7) working days of the student's request for action by the Dean.

**Step D.** If the grievance is not resolved in Step C, the student may, in writing, request that the President of the college appoint a Committee on Student Grievances. This request must be presented within seven (7) working days of the student's awareness of Step C's outcome. The student may, in addition, notify the Associated Student Government of the grievance for the purpose of enlisting support. The student shall provide to the Committee on Student Grievances complete copies of all materials associated with Steps A, B, and C, and shall notify the chairperson of the Committee on Student Grievances of the

names of other custodians of relevant material the student does not possess.

## V. COMMITTEE OF STUDENT GRIEVANCES

### A. Selection of the Committee

1. The Committee on Student Grievances shall be an ad hoc committee composed of five (5) members.
2. The President of the college shall appoint the chairperson of the committee no later than seven (7) working days after the conclusion of Step D above.
3. The remaining four members of the Committee on Student Grievances shall be selected from two lists consisting of four names each. One list shall be submitted by the Faculty Senate and the second list shall be submitted by the Associated Student Government. Two persons shall then be randomly selected from each list by the committee chairperson. Either the student or the college shall have a total of two challenges each for just cause of any person selected from either the Faculty Senate list or the Associated Student Government list. The four remaining members of the Committee on Student Grievances shall be appointed within seven (7) working days of the appointment of the chairperson of the committee.
4. The chairperson and committee members shall serve for the duration of that grievance process. In the event a member cannot continue to serve, alternate members shall be chosen in the same manner as in numbers 1, 2, and 3 above.
5. Any member of the committee who may have a conflict of interest with the filed grievance shall be replaced by an alternate.
6. Selection of alternate members shall be made in the same manner as numbers 1, 2, and 3 above.
7. The committee may appoint non-voting experts to advise it. These experts are responsible to the committee.

### B. Powers of the Committee

The Committee on Student Grievances shall be the recommending body to the President of the college and to the college Board. The committee shall have the authority to recommend remedies that are not punitive. Remedies include, but are not limited to:

1. to enroll or withdraw a student from a course;
2. to have course objectives provided and/or followed;
3. to have a grade changed or to have grading criteria followed

### C. Procedures of the Committee

1. The chairperson shall convene a hearing of the committee within ten (10) working days of the final selection of the four committee members.
2. Four members of the committee will constitute a quorum.
3. The chairperson shall send a written notice of hearing to the student by certified mail, to the college employee, and to the appropriate supervisor and/or Dean, to the Dean of Student Services, and to the President of the college at least five (5) working days prior to the hearing. This notice shall include:
  - a. date, time, place, and nature of the hearing;
  - b. procedures the committee will follow in its deliberation;
  - c. an explicit statement of the issues involved, the facts alleged by the student, and the remedies requested by the student;
  - d. a statement telling the student and the college employee of their right to retain counsel if either desires;
4. Hearings shall be closed unless both the student and the college employee who is the object of the grievance submit written requests for an open hearing.
5. The student and the college employee shall have an opportunity to present evidence and argument on all relevant issues. The student bears the burden of proof on all allegations.
6. Oral and/or documentary evidence may be offered. However, the committee chairperson may exclude irrelevant or repetitious evidence.
7. Documentary evidence may be offered in the form of copies or excerpts.
8. The student and the college employee or their counsel and the Committee on Student Grievances shall have the right to cross-examine witnesses and to submit rebuttal testimony.
9. Neither the student nor the college employee shall be compelled to testify, but should either or both choose to do so, they shall be subject to cross-examination by the other party and/or counsel, as well as by members of the Committee on Student Grievances.
10. Decisions will be made with a majority vote of the committee.
11. Within seven (7) working days after the committee reaches a decision, the committee chairperson shall advise the President, the student by certified mail, the college employee, and the appropriate supervisor and/or Dean of the findings and recommendations of the committee. Any dissenting committee members may submit a written statement to accompany the final committee recommendation.
12. When necessary, the committee may develop additional procedures not in conflict with other procedures in this grievance statement.

## VI. ACTIONS OF THE PRESIDENT

A. The President, upon receiving the recommendations of the committee, will notify the student, the college employee, his/her supervisor or Dean, the Dean of Student Services and the Committee on Student Grievances by certified mail within seven (7) working days of his decision on the grievance.

B. The decision of the President shall be final, unless referred to the Board by him or appealed to the Board by the grievant.

C. Hearings before the college Board of Education shall be conducted according to the Board policy number 2.094, "Hearings Before the College Board."

## VII. RECORDS OF THE COMMITTEE ON STUDENT GRIEVANCES

A. The Committee on Student Grievances shall maintain the following records:

1. a log of all hearings, which shall include the time and place of the sessions and names of those who appeared;
2. all pleadings, motions, and rulings;
3. written evidence;
4. the chairperson's report of the findings and recommendations;
5. tape recordings of the hearings. Transcriptions of the tapes need not be made and maintained unless requested and paid for by the grievant.

B. All records shall be kept by the Dean of Student Services in accordance with state and federal laws protecting the confidentiality of student records.



## FULL-TIME FACULTY

- JOHN C. ANDERSON**, Professor of Technical Vocational Education  
B.S.E.E. in Engineering, 1960, Oregon State University  
M.A. in Mathematics, 1971, University of Oregon
- PHILLIP M. ANDERSON**, Associate Professor of English  
B.A. in English Literature, 1964, San Francisco State University  
M.A. in English Literature, 1966, San Francisco State University
- SHARON BARNETT**, Counselor, Assistant Professor  
B.A. in Psychology, 1971, California State University  
M.A. in Education, 1974, California State University  
Ph.D. in Counseling/Guidance, 1982, Ohio State University
- JERRI BENNETT-STILMAKER**, Visiting Assistant Professor of Nursing Education  
A.S. in Nursing, 1976, Southern Oregon State College  
B.S. in Nursing, 1979, Southern Oregon State College
- ROBERT P. BOWER**, Associate Professor of English  
B.A. in English, 1969, Lycoming College  
M.A. in English, 1971, Western Illinois University
- HANS BOETTCHER**, Assistant Professor of Industrial Mechanics  
B.S. in Mechanical Engineering, 1967, California State Polytechnic University
- DONALD E. BURDG**, Associate Professor of Mathematics  
B.S. in Mathematics, 1951, Colorado State College  
M.A. in Mathematics 1952, Colorado State College  
M.S. in Mathematics, 1966, Oregon State University
- EDWARD M. CHILLA**, Associate Professor of Speech and Drama  
B.A. in Drama, 1962, San Jose State College  
M.F.A. in Theatre Direction, 1969, University of Oregon
- JOANNE E. COOPER**, Associate Professor of Developmental Reading  
B.A. in Education, 1967, Oregon State University  
M.A. in Speech Pathology and Audiology, 1969, University of Oregon  
M.A. in Curriculum and Instruction, 1981, University of Oregon
- RAY DANIELS**, Assistant Professor of Industrial Mechanics  
B.S. in Industrial Education, 1969, Oregon State University  
Ed.M. in Industrial Education, 1977, Oregon State University
- BARBARA DODRILL**, Professor of Business  
B.S. in Business Education, 1970, Southern Oregon College  
M.S. in Business Education, 1971, Oregon State University
- NATHAN DOUTHIT**, Professor of History  
A.B. in History, 1960, Harvard University  
M.A. in History, 1965, University of California  
Ph.D. in History, 1972, University of California
- STEPHEN J. ERICKSON**, Associate Professor of Psychology  
B.A. in Psychology, 1970, Eastern Washington University  
M.S. in Psychology/Community College Teaching, 1972, Eastern Washington University
- LAWRENCE FENILI**, Associate Professor and Director of Public Services  
B.S. in History, Psychology and Criminal Justice, 1972, Portland State University  
M.S. in Criminology, 1974, Florida State University  
Ph.D. in Higher Education Administration, 1985, University of Oregon
- WILLI FURRER**, Assistant Professor of Business/Economics  
B.A. in Economics, 1981, Fairleigh Dickinson University  
M.B.A. in Finance/Economics, 1982, Fairleigh Dickinson University  
Ed.M. in Industrial Education, 1977, Oregon State University
- DOROTHY GILLET**, Associate Professor of Secretarial Science  
B.S. in Business Education, 1957, Eastern Illinois University  
M.Ed., in Business Education, 1967, Oregon State University
- RICHARD GROSSMAN**, Associate Professor of Business  
B.S.B.A. in Hotel and Restaurant Management, 1965, Denver University  
M.S. in Business Education, 1969, San Jose State University
- DENNIS HANHI**, Assistant Professor of Electronics  
A.S. in Electronics and Industrial Mechanics, 1971, Southwestern Oregon Community College  
B.S. in Trade and Industrial Education, 1979, Oregon State University  
M.Ed., in Industrial Education, 1983, Oregon State University
- CHARLES O. HOWER**, Professor of Physical Sciences  
B.A. in Chemistry, 1956, Whitman College  
Ph.D. in Inorganic and Nuclear Chemistry, 1962, University of Washington
- THOMAS HUMPHREY**, Professor of English and Literature  
B.S. in English, 1959, University of Oregon  
M.S. in Interdisciplinary Studies, History and English, 1961, University of Oregon  
M.S. in English, 1970, University of Oregon
- JOHN G. HUNTER**, Associate Professor of Psychology, Counselor  
B.S. in Education and General Science, 1964, Oregon State University  
M.Ed. in Education and Counseling Psychology, 1967, University of Oregon
- KENNETH HAROLD JENSEN**, Assistant Professor of Industrial Mechanics  
Approved Vocational Instructor
- KIRK D. JONES**, Associate Professor, Librarian  
B.A. in History, 1969, University of Washington  
M.L. in Librarianship, 1970, University of Washington
- DANIEL L. KELLY**, Associate Professor of Physics and Electronics  
B.S. in Physics/Electronics, 1971, California State University  
M.S. in Physics/Electronics, 1976, University of California
- BEVERLY L. KEMPER**, Associate Professor of Health and Physical Education  
Coordinator of Physical Education and Health  
B.S. in Physical Education, 1958, Oregon State University  
M.Ed. in Health Education, 1965, Oregon State University
- BILL LEMOINE**, Associate Professor of Forest Technology  
B.S. in Forest Management, 1961, University of Massachusetts  
M.S. in Forest Management, 1967, University of Minnesota
- LANNY R. LESLIE**, Associate Professor of Business and Forest Technology  
B.S. in Forest Management, 1967, Utah State University  
M.Ed. in Vocational Education, 1975, Oregon State University
- PATRICIA A. LILIENTHAL**, Assistant Professor of Nursing Education  
B.S. in Nursing, 1980, Southern Oregon State College  
M.S. in Nursing, 1983, University of Portland
- RONALD R. LILIENTHAL**, Professor of Science  
B.S. in General Science, 1958, University of Oregon  
M.S. in Organic Chemistry, 1961, Oregon State University  
Ph.D. in Chemistry, 1971, Louisiana State University
- DORTHA A. MCCARTHY**, Associate Professor, Director of the Learning Resource Center  
B.A. in English, 1956, West Texas State University  
M.L. in Librarianship, 1967, University of Washington
- MARGARET R. MCGUIRE**, Coordinator of Adult Basic Education, rank of Associate Professor  
B.A. in Social Administration, 1956, University of Manchester, England  
M.S. in Curriculum and Instruction, 1977, University of Oregon
- WILLIAM MCGUIRE**, Associate Professor of Computer Science  
B.A. in Physics and Mathematics, 1959, Portland State University  
M.A. in Mathematics and Physics, 1962, University of Oregon
- JEFF MENDAY**, Assistant Professor of Physical Education and Health  
B.S. in Sociology, Society, and Justice, 1974, University of Washington
- ROBERT A. MILLER, C.M.A.**, Associate Professor of Business  
B.A. in Business Administration, 1957, Bemidji State University  
M.A. in Public Administration, 1964, University of Minnesota
- JOHN NOLAND**, Associate Professor of English  
B.A. in English, 1966, Kansas State University  
M.F.A. in Creative Writing, 1968, University of Oregon
- ANGELA T. QUINN**, Assistant Professor of Nursing Education  
B.S. in Nursing, 1980, Southern Oregon State College  
M.S. in Nursing, 1983, University of Portland
- CLARA J. RADCLIFFE**, Associate Professor of English  
B.A. in English Literature/History, 1958, Wayne State University  
M.A. in English Literature/History, 1959, University of Michigan  
Ph.D. in English Literature, 1974, State University of New York
- CHRISTIAN C. ROSMAN**, Associate Professor of Music  
B.A. in Philosophy, 1966, Seattle University  
M.Ed. in Education, 1970, Western Washington University  
M.M. in Music, 1978, Eastern Washington University
- JOHN RULIFSON**, Professor of History  
B.A. in History, 1953, University of Portland  
M.A. in History, 1957, University of Washington  
Ph.D. in Higher Education, 1967, University of Washington
- DARRELL SAXTON**, Associate Professor of Fire Science, Coordinator of Fire Science Technology  
A.S. in Fire Science Technology, 1981, Southwestern Oregon Community College  
Approved Vocational Instructor
- MELANIE LOU SCHWARTZ**, Visiting Assistant Professor of Art  
B.F.A. in Fine Arts, 1972, University of Nebraska  
M.A. in Art, 1973, University of Iowa  
M.F.A. in Fine Arts, 1974, University of Iowa
- ROBERT C. SHEPARD**, Associate Professor of English  
B.A. in English, 1970, University of Oregon  
M.A. in English, 1971, University of Oregon
- JAMES M. SHUMAKE**, Associate Professor of Biological Sciences  
B.S. in Biology and Chemistry, 1964, Florida State University  
M.S. in Zoology, 1966, Oregon State University
- JOHN SPEASL**, Assistant Professor of Physical Education and Health  
B.S. in Health and Physical Education, 1972, Southern Oregon College  
M.S. in Secondary Education, 1973, Southern Oregon College
- VENEITA STENDER**, Professor of Home Economics and Grants Coordinator  
B.S. in Home Economics, 1955, University of Idaho  
M.S. in Home Economics, 1969, Oregon State University

# ADMINISTRATION

**DONALD E. STENSLAND**, Associate Professor of Geology  
B.A. in Sociology and History, 1953, Angsburg College  
M.S. in Geology, 1969, Oregon State University

**RONALD D. STUBBS**, Associate Professor of Anthropology  
and Sociology  
B.A. in Anthropology, 1965, University of Montana  
M.A. in Anthropology, 1966, University of Montana

**ANDRES P. TORIBIO**, Associate Professor of Mathematics  
B.S. in Mathematics, 1959, University of Oregon  
M.S. in Mathematics, 1966, Oregon State University

**CAROL VERNON**, Associate Professor of Art  
B.S. in Ceramics and Secondary Art Education, 1967,  
Portland State University  
M.A. in Design, 1972, University of California

**TERRY D. WEAVER**, Professor, Media Specialist  
B.A. in Religion, Chemistry, Mathematics; 1963, Graceland  
College  
M.S. Ed. in AV Communication, 1965, Indiana University  
Ed.D. in AV Communication, 1971, Indiana University

## **PRESIDENT EMERITUS (Retired)**

**JACK E. BROOKINS**

## **PROFESSORS EMERITUS (Retired)**

**CARROLL K. AUVIL**, Associate Professor Emeritus,  
Electronics

**SAM E. CUMPSTON**, Professor Emeritus, Mathematics,  
Physics, Computer Science

**J. ROBERT DIBBLE**, Associate Professor Emeritus,  
Psychology, Counseling

**BEN J. FAWVER**, Professor Emeritus, Biology, Zoology

**HELEN FERGUSON**, Associate Professor Emeritus, Business

**HOWARD A. HALL**, Associate Professor Emeritus, Fine Arts

**RAYMOND KELLEY**, Professor Emeritus, Physics and  
Mathematics

**WILLIAM D. KRAUS**, Associate Professor Emeritus,  
Mathematics

**BERNELL MEACHAM**, Associate Professor Emeritus, English  
and Journalism

**DONALD R. MOFFITT**, Associate Professor Emeritus,  
Business

**PHILIP RYAN**, Professor Emeritus, Business, Computer  
Science

**WILLIAM W. SHARP**, Associate Professor Emeritus, Business

**VERNON C. SORENSON**, Associate Professor Emeritus,  
Languages

**J.H. SWEARINGEN**, Professor Emeritus, English

## **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 four 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.

### **Board of Education**

Keeli Crook, Bandon  
Marcella Dailey, Reedsport  
Mark Hamlin, North Bend  
Kay Heikkila, Coquille  
Ron Hjort, North Bend  
John Littlefield, Coos Bay  
Dr. Sheldon Meyer, Coos Bay

### **Budget Committee**

LaVerne Brodie, Myrtle Point  
Ed Landucci, Bandon  
Debbie Larsen, North Bend  
Chuck Reigard, Coos Bay  
Bob Sund, Reedsport  
Dr. William Doerr



Robert L. Barber, President

## **ADMINISTRATIVE STAFF**

### **Office of the President**

Dr. Robert L. Barber, President  
Leslie Barrett, Executive Secretary

### **Student Development**

Jon Sapper, Director of Student Development  
Jean von Schweinitz, Registrar  
Shirley Gitchell, Financial Aid Director  
Marlis Houghton, Enrollment Management Specialist

### **Office of Human Resources**

James Love, Director of Human Resources  
Charla White, Personnel Specialist

### **Office of Business Services**

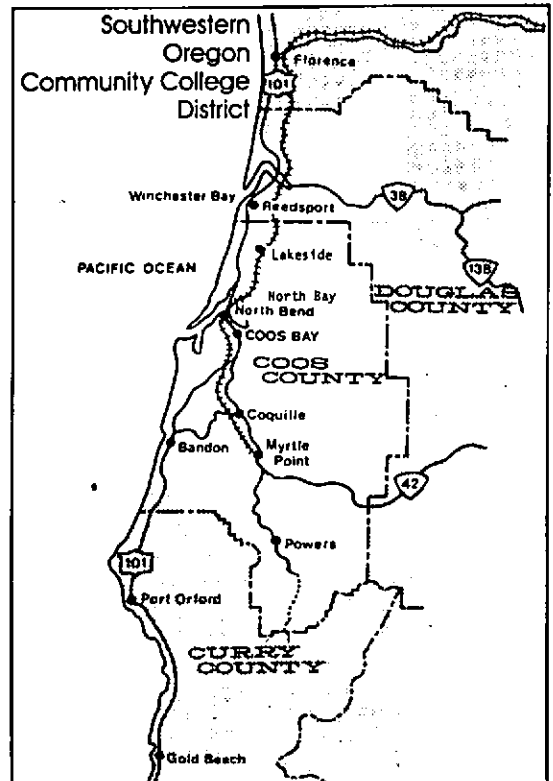
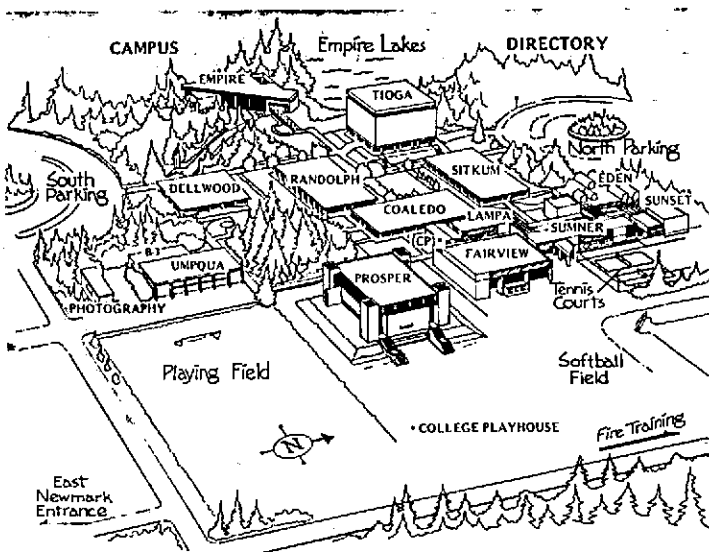
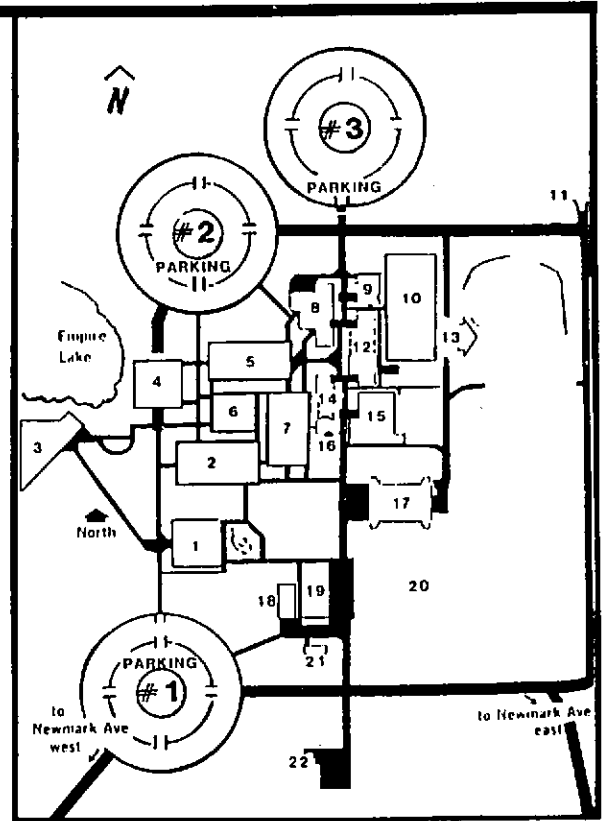
Harvey Crim, Business Manager  
Rondi Potter, Finance Director and Assistant Business Manager  
Sharlene Lillebo, Bookstore Manager  
Don Neuharth, Superintendent of Buildings and Grounds

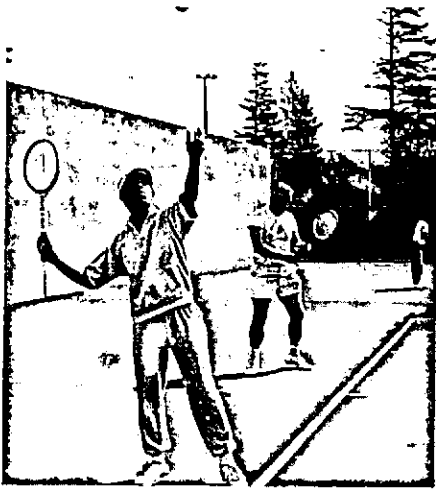
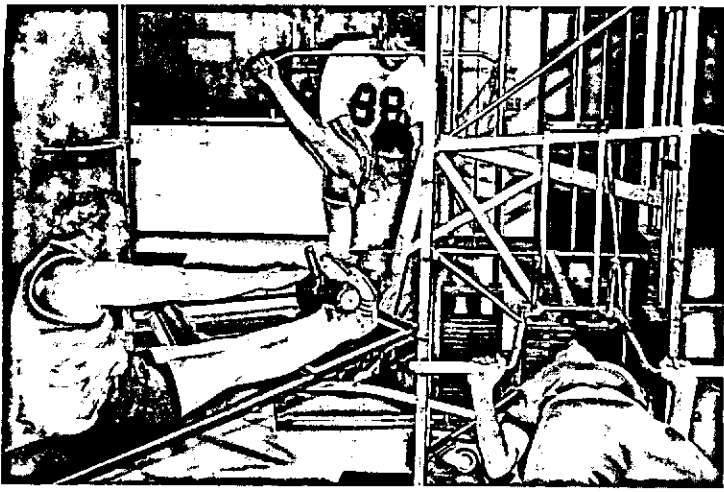
### **Office of Instruction**

Dr. Doreen Dailey, Dean of Instruction  
Barbara Davey, Interim Associate Dean of Career and Community Education  
Jan Newlander, Director of Special Programs  
Beth Kuhn, Public Information Specialist  
Jane Huckleberry, Director of Retired Senior Volunteer Program  
Dortha McCarthy, Director of Learning Resource Center  
Bonnie Koreiva, Director-Small Business Development Center  
and Foundation Officer  
Pat Alvey, Instructional Materials Technician

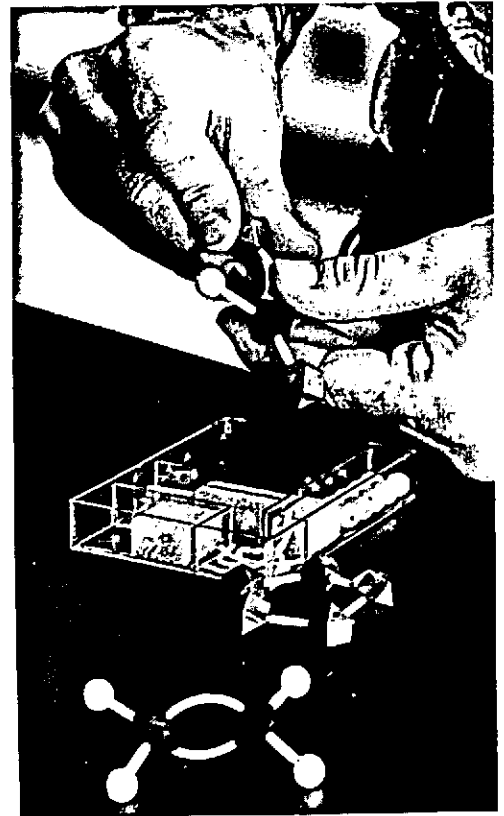
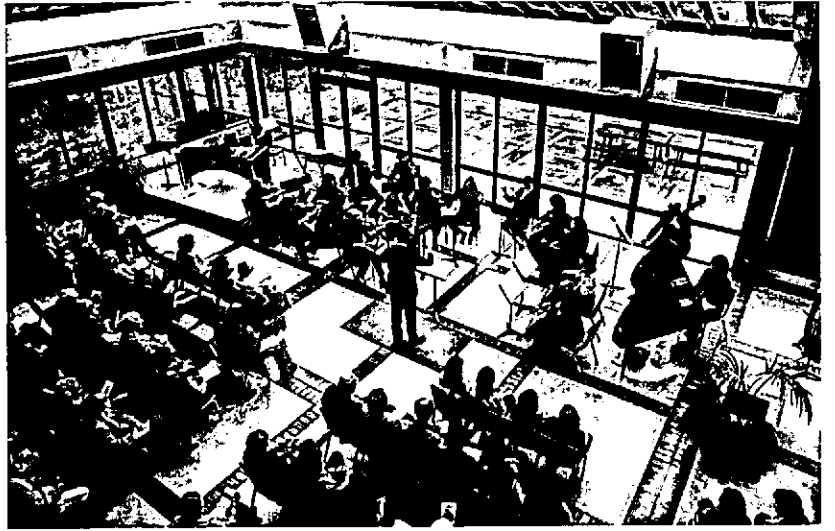
# CAMPUS DIRECTORY

- |  |   |
|--|---|
| <p><b>1 DELLWOOD HALL (D)</b><br/>Campus Information<br/>Career Center<br/>Cooperative Work Experience<br/>Counseling/Placement Center<br/>Financial Aid Office<br/>Handicapped restrooms - North side<br/>Office of Admissions and Records<br/>Office of Business Services<br/>Office of Student Development<br/>Retired Senior Volunteer Program</p> <p><b>2 RANDOLPH HALL (R)</b><br/>Administrative Data Processing<br/>Business classes<br/>Faculty offices<br/>Handicapped restrooms<br/>Instructional Computer Lab</p> <p><b>3 EDEN HALL (ED)</b><br/>Associated Student Government<br/>Food Service<br/>Game Room<br/>Handicapped restrooms - upper and lower<br/>Lounge and study space<br/>Southwest office</p> <p><b>4 TIOPA HALL (T)</b><br/>Audio-visual Center<br/>Bookstore<br/>Coos Cooperative Library Service (CCLS)<br/>Community Education<br/>Developmental Education (ADE)<br/>Faculty offices<br/>Handicapped restrooms - unisex<br/>2nd floor only<br/>Information Services<br/>Instructional Materials Center<br/>Library<br/>Listening/Viewing Center<br/>Office of Instructional Services<br/>Office of the President<br/>Personnel Office<br/>Retired Senior Volunteer Program (RSVP)<br/>Small Business Development Center</p> <p><b>5 SITKUM HALL (S)</b><br/>Classrooms<br/>Faculty offices<br/>Handicapped restrooms</p> <p><b>6 QUAD AREA</b></p> <p><b>7 COALEDO HALL (C)</b><br/>Electronics Learning Center<br/>Handicapped restrooms<br/>Science labs</p> | <p><b>8 EDEN HALL (ED)</b><br/>Arts gallery<br/>Ceramics/sculpture<br/>Handicapped restrooms<br/>Lecture hall<br/>Painting lab<br/>Printmaking lab</p> <p><b>9 SUNSET HALL (ST)</b><br/>Handicapped restrooms<br/>Music</p> <p><b>10 TENNIS COURTS</b></p> <p><b>11 FIRE TRAINING FACILITY</b></p> <p><b>12 SUMNER HALL (SM)</b><br/>Forestry<br/>Handicapped restrooms<br/>Home Economics<br/>Nursing</p> <p><b>13 SOFTBALL FIELD</b></p> <p><b>14 LAMPA HALL (L)</b><br/>Faculty offices<br/>Handicapped restrooms</p> <p><b>15 FAIRVIEW HALL (F)</b><br/>Handicapped restrooms<br/>Machine shop<br/>Welding</p> <p><b>16 B-2</b><br/>Single Parent/Displaced<br/>Homemaker Center</p> <p><b>17 PROSPER HALL (P)</b><br/>Gymnasium<br/>Handicapped restrooms -<br/>Womens' - north<br/>Mens' - south<br/>Physical Education</p> <p><b>18 B-3</b></p> <p><b>19 UNPQUA HALL (U)</b><br/>Automotive shop<br/>Handicapped restroom - unisex<br/>Small engine repair shop</p> <p><b>20 PLAYING FIELD</b></p> <p><b>21 PHOTOGRAPHY LAB</b></p> <p><b>22 MAINTENANCE</b></p> |
|--|---|











**NOTES**

*"Making a Difference"*



**Southwestern Oregon Community College**  
**1988 Newmark • Coos Bay, Oregon • 97420**  
**(503) 888-2525**

A non-discriminatory, equal opportunity college