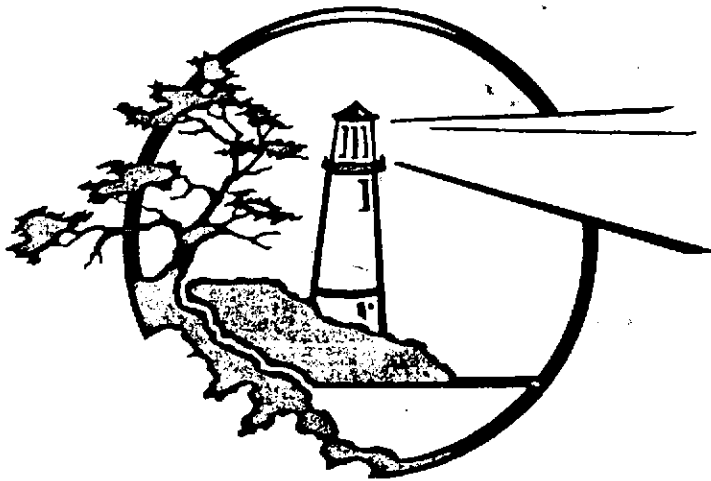


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Southwestern Oregon Community College

CATALOG MUST INCLUDE
ADDENDA TO BE
COMPLETE & ACCURATE



1989-90 Catalog

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

A non-discriminatory, equal opportunity college.

SOUTHWESTERN OREGON COMMUNITY COLLEGE

1989-90 CATALOG

Southwestern Oregon Community College is located within two miles of the Pacific Ocean in an area of beauty and mild climate. The 153 acre institution lies completely within the city of Coos Bay and is bordered on the north and west by the city of North Bend. Southwestern Oregon Community College (SWOCC) was formed in a May, 1961, tax district election. The district's 1,997 square miles include Coos and Western Douglas counties, with an estimated population in excess of 58,000. The college is the only public, post-secondary institution in the region.

Enrollment has grown from 266 students in 1961 to over 9,000 students per year in 1988. Staff size has grown from 15 to over 50 full-time faculty and from 11 to more than 125 part-time instructors. Cultural and athletic events at the college attract 20,000 men, women and children each year.

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

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

activity space, student government offices and meeting rooms for school and community activities.

Throughout the college's years a comprehensive instructional program has evolved. Instructional offerings include two-year transfer programs, one- and two-year career training programs, short course occupational programs, adult education, a high school diploma program and adult enrichment courses. Classes are offered on the campus and in towns throughout the college district and in Curry County locations, by special arrangement. As a partner in the south coast's economic development, SWOCC offers students and industrial partners education that meets their needs. When our students enroll for a short course, a two-year transfer or two-year associate degree, we know they are preparing for a rewarding future.

The college 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.

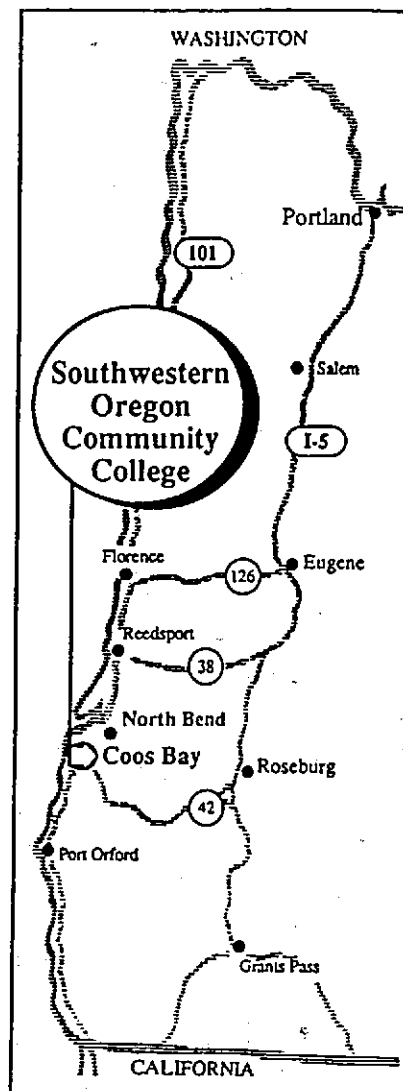
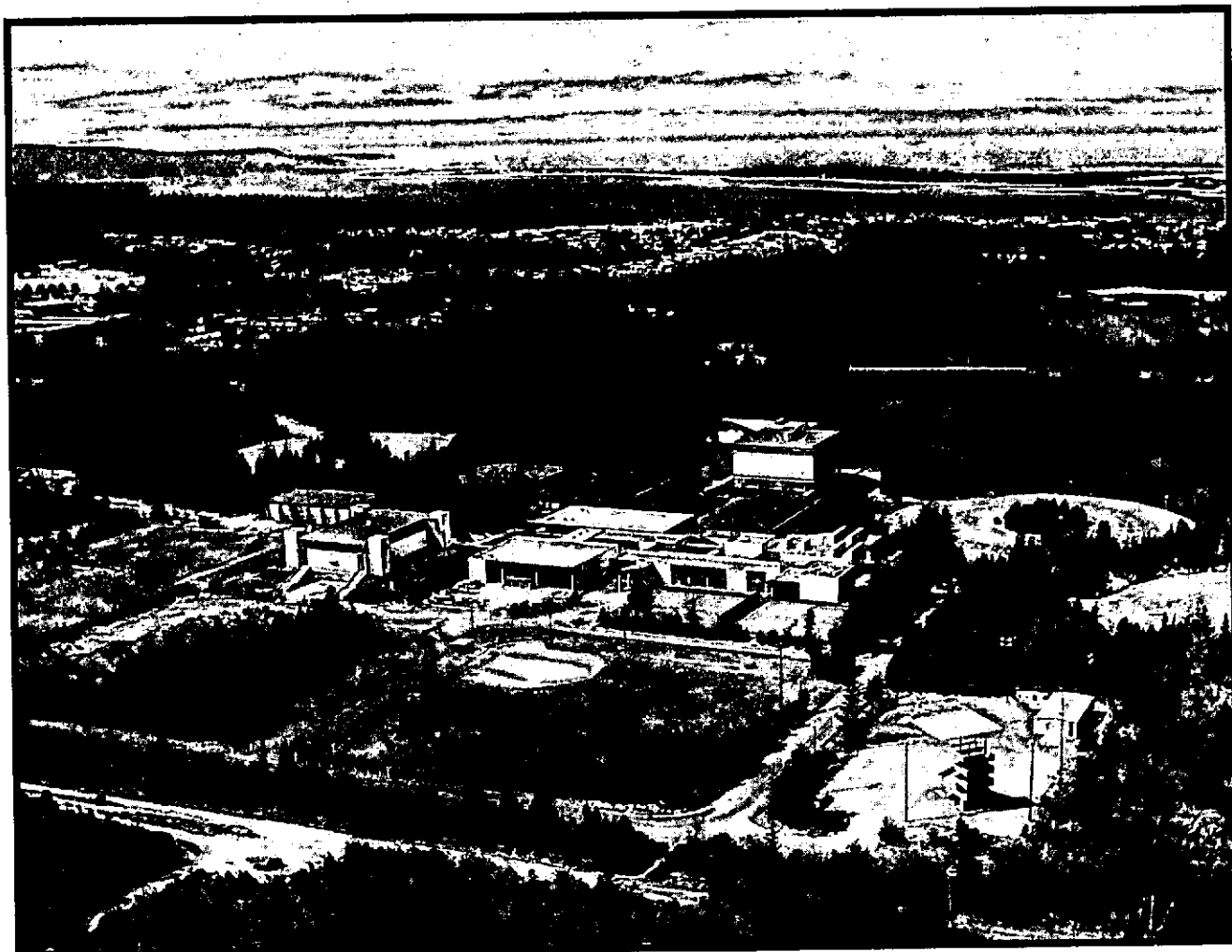


TABLE OF CONTENTS

College History	1	Student Activities	13
Academic Calendar	3	Degree Programs	
Academic Regulations	4	Associate in Arts	18 - 22
Admission to the College	5	Associate in Science	23 - 41
Adult Basic Education	6	Diploma Programs	42 - 53
Financial Aid	7	Certificate Programs	54 - 55
Small Business Development Center	11	Course Descriptions	56 - 101
Student Development	11	Student Conduct Code	102
Child Care Center	12	Administration	103
Handicapped Services	12	Full-time Faculty	104
Single Parent Homemaker Program	12	Index	107
		Application Form	109



ACADEMIC CALENDAR

FALL TERM 1989

September 18.....Formal registration for
returning sophomores
Add/drops for those who registered early
Arena advising
September 19-20.....Formal registration
Arena advising
September 25-29.....Follow-up registration
September 25.....Day and night classes begin
September 29.....Last day to register or add classes
without instructor consent
October 2.....Late fees begin
October 13.....Staff Development Day
November 3.....Last day to withdraw without
responsibility for grade
November 10.....Veteran's Day Holiday
November 23-24.....Thanksgiving Holidays
December 4-7.....Advising and formal registration
for Winter term
December 11-15.....Final Exam Week
December 29.....Fall term ends

WINTER 1990

January 2.....Winter term begins
January 2-5.....Follow-up registration
January 2.....Night classes begin
January 3.....Day classes begin
January 5.....Last day to register or add classes
without instructor consent
January 8.....Late fees begin
February 9.....Last day to withdraw without
responsibility for grade
March 5-8.....Advising and formal registration
for Spring term
March 12-16.....Final exam week
March 16.....Winter term ends

SPRING 1990

March 26.....Spring term begins
March 26-30.....Follow-up registration
March 26.....Night classes begin
March 27.....Day classes begin
March 30.....Last day to register or add classes
without instructor consent
April 2.....Late fees begin
April 2-4.....Last day to withdraw without
responsibility for grade
May 21-24.....Early registration for Fall term
May 28.....Memorial Day - Holiday
June 4-8.....Final Exam Week
June 8.....Commencement
June 15.....Spring term ends

SUMMER 1990

July 2-5.....Formal registration
July 2.....Day and night classes begin
July 4.....Independence Day - Holiday
July 5.....Last day to register or add classes
without instructor consent
July 6.....Late fees begin
July 20.....Last day to withdraw without
responsibility for grade
August 24.....Summer classes end
Summer term ends

SOUTHWESTERN OREGON COMMUNITY COLLEGE

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

A non-discriminatory, equal opportunity college.

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 taking eight or more credits are classified as full-time, except for financial aid purposes. (See special requirements for veterans).

Credits

The academic year comprises 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 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.

Grading System

A (4 points) – Excellent degree of achievement in meeting course objectives; mastery of principles and skills.

B (3 points) – Above average degree of achievement.

C (2 points) – Average - the student is expected to be able to apply the subject matter in a practical situation.

D (1 point) – Minimal degree of achievement - practical application ability is doubtful.

F (0 points) – Unacceptable degree of achievement - no credit.

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

U – Unsatisfactory - no credit.

S – Satisfactory - credit as specified.

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

X – Audit (no credit).

W – Student initiated a withdrawal.

Z – Instructor has not turned in grades.

Scholastic Status

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

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

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

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

Academic Notification Policy

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

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

1. The term GPA is less than a 2.0.
2. The student receives two or more Y's and/or F's in a term.

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

1. During the second term of enrollment and thereafter, the cumulative GPA falls below 2.0.

2. For two consecutive terms, the student receives two or more 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. The grade is changed and a copy of the grade report is filed in the student's personal file. A copy is sent to the student.

Course Repeat Procedure

When a student repeats a course other than a course that is approved for credit, the student may complete a course repeat form at the Admissions Office requesting that only the attempt resulting in the best grade will be computed into the grade point average.

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 the Admissions Office.

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

TRANSFER STUDENTS' 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

All SWOCC Associate in Arts and Associate in Science degree programs are approved by the Veterans Administration. The Veterans Advisor's Office (Dellwood Hall, Room 16, 888-7218) oversees veteran students' enrollment in these programs.

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 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 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 required to complete the major program.

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

HOUR REQUIREMENTS - To receive full-time pay, the student must take a minimum of 12 credit hours; for 3/4 time pay the student must take nine credit hours; and to receive 1/2 time pay students must take a minimum of six hours. During summer session students must maintain 12 standard class sessions per week for full-time, nine standard sessions per week for 3/4 time, and six standard class sessions per week for 1/2 time.

SATISFACTORY PROGRESS - A veteran must maintain an overall 2.00 GPA. A veteran student will be notified of possible lack of academic progress if in any one term more than one "no credit" grade is given. Veteran students must complete an "I" within one year. A veteran student will be placed on academic probation when, during the second term of enrollment and thereafter, the cumulative GPA falls below 2.00 or the student receives two or more 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 will be 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 subject - some may be acceptable as credit toward an associate degree or

baccalaureate degree.

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

200 - 299 Sophomore level college courses, which are applicable to an associate or baccalaureate degree. **Vocational/General Education courses** are indicated by number prefixes. (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.

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 may enroll in classes. In special cases younger persons may enroll. Contact the Registrar or the Counseling Center for further information.

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

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 Admissions Office;

- have a copy of your high school transcript, or proof of equivalency completion sent to the Admissions Office;

- if you are a transfer student from another college, a copy of all college transcripts should be sent to Admissions;

- 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 published each term.

ADULT BASIC EDUCATION

For adults whose education was interrupted prior to high school graduation, 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.

THE CATALOG

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 check periodically with their advisors, or the Admissions Office 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 the Equal Opportunity 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.

COOPERATIVE PROGRAMS

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

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

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

RSVP also administers the college Gold Card program, which entitles residents of the college district who

are age 62 or older to a variety of benefits, including reduced course tuition and many free activities.

SATURDAY ACADEMY - is an educational program for 4-12 grade students of the SWOCC District, hosted by Southwestern Oregon Community College and funded by grants, community contributions and class tuitions. There is scholarship help also available and no student will be turned away for lack of tuition.

Saturday Academy provides enrichment classes on a broad range of subjects. Contact the Coordinator's Office, Ext. 271, for more information.

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

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.

EXTENDED LEARNING/ COMMUNITY EDUCATION

In order to meet the educational needs of all college district residents, off-campus classes are scheduled in Bandon, Coquille, Lakeside, Myrtle Point, Reedsport and Powers. Each community has a coordinator available to assist community residents in their educational opportunities and needs. Contact the Extended Learning Office for additional information at Ext. 212.

FACILITIES

College facilities may be used by local organizations and citizen groups for meetings, workshops and other events in the public interest in accordance with Board policy.

FINANCIAL AID

Dellwood Hall, Room 14, 888-7410

Financial aid programs at the college 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 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 are 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 school 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 loans and all loans must be co-signed. Application forms are available from the Financial Aid Office. A \$25 fee will be charged for the loan. The fee is included in the loan repayment. If the loan is paid in full within 30 days of the loan disbursement, \$20 of this fee will be canceled. If the loan is paid in full after the first 30 days, but on or before the final due date, \$15 of the fee will be canceled.

Students may defer payment by paying one-third of the charges, which include a \$25 processing fee, at the time of registration. The balance is to be paid by a specified date approximately 30 days prior to the end of the term. If the balance due is paid on or before the first installment date, \$20 of the processing fee will be canceled. If the balance is paid after the first installment date, but before the final due date, \$15 of the processing fee will be cancelled. 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.

If a loan or deferred tuition contract is not paid in full by the due date of the final payment, there will be a delinquency interest charge of ten percent (10%) per annum on the unpaid balance from the date of delinquency until paid in full. Other sanctions may also be imposed. (See Administrative Action for Nonpayment Policy).

A student may not receive an Emergency Loan and defer tuition for the same term. 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 tuition, fees and textbooks.

Contributions

Organizations and individuals are invited to make contributions to the Southwestern Oregon Community College Foundation to provide scholarships, grants, or loan funds for students attending the college. The Foundation is a registered, nonprofit 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 Kutch 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 Hichenlooper Memorial
 Russell Goodsell Memorial
 T. E. Dibble Memorial
 Wooldridge Memorial Scholarship
 Young-Hansa Memorial
 Wendell VanLoan Memorial
 Cora McVey Memorial
 Jack Ripper Memorial
 Betty Keizer Memorial
 Alta McGowan Snodgrass Memorial
 Philip Ryan Memorial

Federal and State Funds

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

Federal Assistance Programs

College Work Study (CWS)
 Stafford Loans (formerly Guaranteed Student Loans)

PLUS Loans/Supplemental Loans for Students (SLS)

Perkins Loans (formerly National Direct Student Loans)

Pell Grants

Supplemental Educational Opportunity Grants (SEOG)

State Assistance Programs

State Cash Awards

State Need Grants (SNG)

Eligibility for these programs is based on need, which is established through completion of the Federal 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. In some instances, students may be enrolled less than half-time (1 to 5 credits) and receive Pell Grants. Contact the Financial Aid Office for additional information.

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.

Students must be one of the following to receive federal student aid: U.S. citizen; U.S. national; U.S. permanent resident who has an I-151, I-551, or I-551C card.

Students who have I-94 or I-688 cards may also be eligible and should contact the Financial Aid Office for additional information.

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.

How to Apply 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 24630
 Oakland, CA 94623

An additional fee is not required for processing the application for the Pell Grant. Other aid programs do require application fees. Those applying for the Pell Grant only should use the free "Application for Federal Student Aid" available from the Financial Aid Office.

3. Students should allow 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 Transcript (FAT) from each school they have attended since leaving high school.

6. Students applying for the Stafford Loan or PLUS/SLS Loans must complete an additional application available at the Financial Aid Office.

Pell Grant

The Pell Grant is an entitlement program that provides grants to eligible undergraduates. Grants do not require repayment. Application may be made by filing a FAF 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.

Eligibility is determined by the Department of Education using a standard formula which produces a Student Aid Index (SAI). Awards are determined by the cost of education, the SAI and enrollment status. 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 five full years of undergraduate study in a four-year program and six years in a five-year program, not counting any remedial course work that may be required. Grants may be received for up to one 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 students 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 lending program established for students with financial need. The amount that may be borrowed each year varies with the individual (as determined by the analysis of the completed FAF), 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 two years of a program leading to a bachelor's degree.
- \$9,000 for undergraduate students who have completed two years of study toward a bachelor's

degree and have achieved third-year status. (This total includes any amount borrowed under Perkins/NDSL for the first two years of study).

- \$18,000 for graduate or professional study. (This includes any amount borrowed under Perkins/NDSL for 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 nine 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 six 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.

Stafford Loan (formerly Guaranteed Student Loan)

The Stafford Loans are low-interest loans made to undergraduate or graduate students by a commercial lender (such as a bank, credit union, or savings and loan association) of the student's choice. These loans are insured by the state and reinsured by the federal government. 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 two years of study and has achieved third-year status.
- \$7,500 a year if a graduate student.

The total outstanding Stafford Loan debt allowable for undergraduates is \$17,250. The total for graduate or professional study is \$64,750 including any loans made at the undergraduate level. The interest rate for new borrowers who receive

loans for periods of enrollment beginning on or after July 1, 1988, is 8% for the first four years of repayment and 10 percent after that.

For new borrowers received a loan between July 1, 1987, and June 30, 1988, the interest rate is 8%. There is also a 5% "origination fee" and an insurance premium not to exceed 3% of the loan principal. These will be 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%, and 9 to 12 months if the interest rate is 7%. The following examples show typical monthly payments and total interest charges for 8% loans of varying amounts, with typical repayment periods.

Typical Repayment Plans

Total GSL indebtedness: \$2,500

number of payments: 60
monthly payment: \$50.70
interest charges: \$541.46
total repaid: \$3,041.46

Total GSL indebtedness: \$5,000

number of payments: 60
monthly payment: \$101.39
interest charges: \$1,082.92
total repaid: \$6,082.92

Total GSL indebtedness: \$10,000

number of payments: 120
monthly payment: \$121.33
interest charges: \$4,559.31
total repaid: \$14,559.31

Total GSL indebtedness: \$12,500

number of payments: 120
monthly payment: \$151.67
interest charges: \$5,699.14
total repaid: \$18,199.14

Total GSL indebtedness: \$25,000

number of payments: 120
monthly payment: \$303.33
interest charges: \$11,398.28

Total GSL indebtedness: \$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 parents who want to borrow to help pay for their dependent children's education; SLS's are for graduate students and for independent undergraduates. (In exceptional circumstances, the financial aid administrator may authorize dependent undergraduates to apply for an SLS). These loans are made by a commercial lender such as a bank, credit union, or savings and loan association. Applications are available from the Financial Aid Office.

PLUS and SLS borrowers do not have to show need; however, loans may not exceed the cost of education minus any other financial aid received by the student. SLS borrowers must apply for the Stafford Loan and Pell Grant before loan amount can be determined.

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 students to borrow up to \$4,000 per year, to a total of \$20,000. This amount is in addition to the Stafford Loan limits. An insurance premium, not to exceed 3% of the loan principal, may be deducted proportionately from each loan disbursement. PLUS and SLS loans have variable interest rates, adjusted each year.

For the 1988-89 award year, the interest rate was 10.45%. The interest rate for each borrower is shown on the promissory note and signed by the borrower.

Borrowers must begin repaying principal and interest within 60 days after the last loan disbursement. However, if a deferment applies (including a deferment for being in school), borrowers do not begin repaying any principal until deferment ends. Deferments do NOT apply to interest. For more details about specific repayment and deferment conditions, contact the Financial Aid Office.

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 made 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 in extracurricular and cocurricular activities, such 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.

INTER-COLLEGIATE ATHLETICS

Prosper Hall, Room 203, 888-7525
Southwestern Oregon Community College established the first community college athletic program 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.

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

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. Numerous all-star selections, All-Americans and state, regional and national record holders in various sports programs are represented at the college.

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

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

LIBRARY

The library, housed on the second and third floors of Tioga Hall, is for community and college use. The card catalog, reference and book collection of over 56,000 volumes are located on the second floor.

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

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

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

MEDIA SERVICES

Audio-visual services are located on Tioga Hall's first floor. They support the instructional program through scheduling and distribution of non-book media and by assisting faculty, administration and students in media production. They also support the use of technology in instruction, including computers, satellite access and interactive video. Non-students may use designated equipment and media programs by appointment.

SMALL BUSINESS DEVELOPMENT CENTER

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

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

The SBDC helps:

- 1) start-up businesses to assess the viability of their business concept and establish a sound foundation;
- 2) existing businesses to improve and expand their operations;
- 3) companies in trouble identify measures for survival.

The SBDC provides business education programs such as:

- Lunch-and-Learn series
- Seminars
- Workshops
- Conferences
- Roundtable discussions
- Greenhouse program
- Business Tutorial program
- Small Business Management Classes

SBDC maintains a library of business resource materials including:

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

SPEAKERS' BUREAU

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

STATEMENT OF PURPOSE

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

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

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

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

The community college, as its name suggest, is college serving the total community - men and women of all ages and a multitude of interests. The College Board of Education encourages citizen participation in

the college and strives to make campus services and facilities readily available to meet public needs.

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

STUDENT DEVELOPMENT

Student Development programs are designed to provide assistance to adult students in identifying and researching educational goals which are compatible with their life plans.

Academic Advising

Dellwood Hall, Room 20, 888-7405

The ultimate responsibility for decisions about life goals and educational plans rests with the individual student. The academic advisor assists students by helping to identify and assess alternatives and the consequences of decisions.

All students pursuing a major will be assigned an advisor.

Career Information/Job Placement Center

Dellwood Hall, Room 16, 888-7272

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

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

- updated career information
- job placement information and referrals
- resume and job interviewing assistance
- four-year college catalogs
- transfer student information
- career testing

Child Care Center

Building B-2, 888-7290

Childcare is available on campus for children of students. A preschool is available for children between the ages of 2-1/2 and 6 years. Children must be toilet-trained. Registration is on a first-come, first-served basis and fees are based on a cooperative work option. The center is also utilized as a lab school for students pursuing careers in related areas.

Cooperative Work Experience

Dellwood Hall, Room 17, 888-7274

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

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

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.

Counseling Services

Dellwood Hall, Room 20, 888-7405

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

Specific individual and group counseling services include:

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

Developmental Education

Tioga Hall, Room 401, 888-7300

The college maintains a Developmental Education program designed to equip students with the academic skills needed to function at the college level. After placement tests, students are placed by their advisors or by counselors in courses appropriate for their needs.

Developmental courses are listed in this catalog. These courses have non-transferable credit and are especially useful for students entering college from other careers, for retraining or re-entry into college work.

Handicapped Student Services

Dellwood Hall, Room 20, 888-7405

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

Section 504 Federal Rehabilitation Act of 1973

Statement of Intent

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

For more information about any of these services, contact the Counseling Center, Dellwood Hall Room 20, 888-7405.

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.

Single Parent Homemaker Program

Dellwood Hall, Room 12, 888-7297

The Single Parent/Homemaker program provides opportunities to become economically self-sufficient through access to education, training and employment services.

If you are adjusting to a major life change, the spouse of a dislocated worker, a single parent or a displaced homemaker, you may be able to receive many of the following services:

self-assessment
self-esteem building
peer support and encouragement
career planning
job training
job placement assistance
skills for success
decision making
goal setting
problem solving

Referrals are available for legal and credit counseling and health and wellness services.

Student Activities

Empire Hall, Room 206, 888-7325

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

The Office of Student Activities is the principal programming unit at the college for the wide range of yearly student events and it is responsible for acting upon student concerns. The Coordinator of Student Activities acts as the program advisor.

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

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

Associated Student Government

Empire 206, 888-7335

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

members are elected early in fall term. Elections, following a petition process and campaign, are conducted by balloting the general student population.

AS-SWOCC represent students on the following campus committees:

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

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

Student Clubs and Organizations

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

Testing Services

Dellwood Hall, Room 21, 888-7405

A range of testing services is offered through the college, with the following presently available:

- Placement Tests
- GED Tests
- Vocational/Occupational Interests, Skills/Ability and Work
- Values Inventories

College Level Examination Program (CLEP)

California Educational Basic Skills Test (CEBST)

Law Enforcement and Firefighter Exams

ACT/SAT

Tutoring Services

Tioga Hall, Room 419, 888-7301

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

STUDENT RECORDS POLICY

The 1974 Family Education Rights and Privacy Act is designed to protect the confidentiality of student records and student access to those records. Under the provisions of the Act, the educational institution must designate what information may be released as directory information without the written consent of the student and protect the confidentiality of all other student records. It is the intent of Southwestern Oregon Community College to designate the following data as directory information that will be released without the written consent of the student:

student's full name;

the fact that the student is or has been enrolled in the college;

local and permanent address(es) and telephone number(s); date and place of birth;

participation in officially recognized activities and sports; weight and height of members of athletic teams;

date of attendance; class level; major field of study; number of credit hours (not grades); degrees and awards received; the most recent educational institution attended by the student;

job title(s) and dates of employment for student employees who have been or are paid from college-administered funds.

The student may refuse to permit the release of directory information by filling out the appropriate form in the Admissions and Records Office before Monday of the second week of classes.* This option may not be changed or exercised for the balance of the academic quarter.

Exceptions:

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

Directory information and other personally identifiable student information may be released to college officials who have a legitimate educational interest. The president of the college may release personally identifiable student information to appropriate persons in connection with an emergency if knowledge of such information is necessary to protect the health or safety of persons and/or safety of property.

A student who believes that information contained in his/her education records is inaccurate, misleading, or violates the privacy or other of his/her right may request that his/her records be amended. However, no hearing under this policy shall be granted for challenging any grade, except the accuracy of its recording. (For further information refer to "Policy on the Confidentiality of Student Records" in the Admissions and Records Office.)

*Note: A request to withhold some or all of this information must be filed each term with the Admissions Office.

TRANSFER PROGRAMS AND PROCEDURES

Southwestern Oregon Community College offers courses for students who wish to pursue a four-year degree at a public or private college or university. A student who attends SWOCC can complete all or most of the general education requirements of the four-year institution and begin work on the requirements for a specific major. The advantages of beginning college studies at SWOCC include: small classes, lower costs, individual help from instructors, and an opportunity to improve writing, reading, math, and study skills.

PLANNING A TRANSFER PROGRAM

It is important to know that general education requirements and requirements for specific majors vary among the different colleges and universities. Students are advised to consult the current catalogs of the institutions to which they wish to transfer, or to follow the course of study listed in the "Recommended Transfer Programs Guide" published by the Oregon State System of Higher Education. This publication and institutional catalogs are available from the Career Information Center (Dellwood Hall, Room 16). Photocopies of specific programs are available upon request.

The Career Information Center has information on colleges and universities and the degree programs they offer. Counselors and academic advisors are available to help students with academic planning at SWOCC to ensure their course work is appropriate for the program at the four-year institution.

Planning is important because it helps students prepare for further studies in a particular program. For instance, it may be important that a student begin mathematics studies as early as possible. For certain majors, students need to be attending the four-year school after the first year of study because specific major requirements are part of the second-year curriculum.

Transferrable classes are those beginning with an alphabetical prefix (e.g., WR121 English Composition or CH104 General Chemistry). In most cases courses must be numbered

101-299. In some cases, up to 24 vocational credits may be transferred to a four-year institution. Check with the institution you plan to attend. Four-year colleges and universities will accept up to 108 lower division credits.

TRANSFER HOT LINE

If students have a problem in transferring classes to a college or university, they should first try to resolve it with their academic advisor. If the problem can't be solved at that point, students may call the Transfer Problem Hotline at the Office of Community College Services at the Oregon Department of Education for additional help. The hotline number is (503) 378-8609.

TRANSFER PROGRAMS

A student can begin preparing for many careers at SWOCC. The following is a list of programs for which SWOCC courses may transfer to an institution in the Oregon State System of Higher Education. (Not all programs are offered at every college or university).

Administration of Justice
Agricultural Business Management
Agriculture
American Studies
Anthropology
Architecture and Interior Architecture
Art
Art History
Atmospheric Sciences
Biochemistry and Biophysics
Biology
Botany
Business
Business Administration
Business and Economics
Chemistry
Chemistry-Business
Community Service
Comparative Literature
Computer and Information Science
Computer Science

Criminology
 Crop Science
 Dance
 Dental Hygiene
 Dentistry (Preprofessional)
 Diesel Power Technology
 Economics
 Engineering
 Engineering Technologies
 English
 Entomology
 Fire Services Administration
 Foreign Languages
 Forest Recreation Resources
 Forestry
 General Science
 General Social Science
 General Studies in Arts and Letter
 General Studies in Humanities
 Geography
 Geology
 Gerontology
 Health Care Administration
 History
 Home Economics
 Horticulture
 Hotel, Restaurant, and Tourism
 Management
 Human Services
 Humanities
 Interdisciplinary Studies
 Journalism
 Landscape Architecture
 Law (Preprofessional)
 Law Enforcement-Corrections
 Liberal Studies
 Manufacturing Engineering
 Technology
 Mathematics
 Medical Technology
 (Preprofessional)
 Medicine (Preprofessional)
 Microbiology
 Modern Languages
 Music
 Nursing
 Pest Management for Plant
 Protection
 Pharmacy (Prepharmacy)

Philosophy
 Physical Education
 Physics
 Planning, Public Policy, and
 Management
 Political Science
 Psychology
 Recreation-Leisure Studies and
 Services
 Religious Studies
 Social Work
 Sociology
 Soil Science
 Speech
 Speech Communication
 Surveying
 Technical Journalism
 Theater
 Veterinary Medicine
 (Preprofessional)
 Zoology

It is the responsibility of students to learn the program requirements of the school to which they plan to transfer. Students should periodically contact their academic advisor or the Career Information Center (Dellwood 16) to learn of any possible changes in a program.

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 minor whose residency is independent of parents or guardian and an established resident of Oregon at least 90 days

prior to registration at the college.

5. United States Military veterans, or their dependents, with residency established in Oregon within one year of separation from the service.
6. United States Military active duty personnel or dependents.
7. Owners of real property in Oregon and their legal dependents.
8. International exchange students on J-1 visas (i.e., AFS students, Rotary International students, etc.) residing with a host family in Oregon. International students, other than J visa status, will be considered out-of-state students for the duration of their enrollment.
9. An American Trust Territories resident, eligible for Federal financial aid, who has established residency in Oregon for 90 days prior to registration at the college.
10. Establish in-district residency and continually enroll at the college thereafter (excluding summer term).

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 — \$23.00 per credit hour to a maximum of \$253.00 per term to eighteen (18) credits. Nineteen (19) or more credit hours, \$23.00 per credit.

Non-residents — \$69.00 per credit hour to a maximum of \$759.00 per term to eighteen (18) credits. Nineteen (19) or more credit hours, \$69.00 per credit.

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 Myrtle Point School District or more than 30 miles from campus — 50% reduction

Within the Powers School District or more than 50 miles from 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 Club 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.

Auditing Classes

Students may audit classes without responsibility for a grade. 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)

0.748 Citizenship

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/Fire Fighting 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 Career Development - Law Enforcement

9.393 Human Services

9.385 Fire Fighting Training

9.427 Career Development - Health and Wellness

9.375 Search and Rescue Training

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 cost of off-campus facilities used for the class. Other special fees include the following:

Application Fee - \$10

Check Irregularity Fee - \$10

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 beginning second week of term, \$10 beginning third week of the term

Malpractice Insurance Fee - \$12 (nursing students)

Performance Studies Fee - \$45 (private study of voice or musical instrument; performance fees are not subject to tuition waiver Gold Card Club)

Photography Darkroom - \$25 per every 20 hours of use

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 week 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 summer session and/or short term classes, a comparable date is computed by the Admissions Office. After the times specified above, through Friday prior to final exam week, 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."

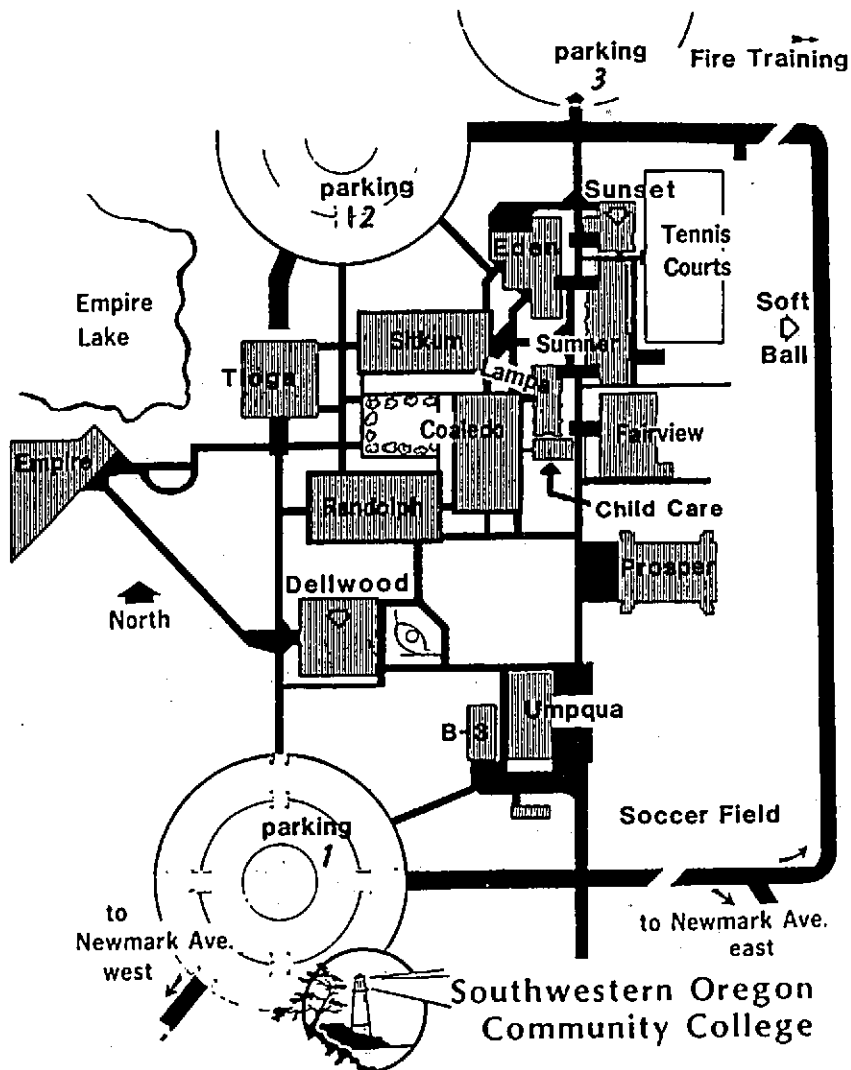
Changing Enrollment Status

Change from Audit to Credit:

A student may change enrollment from audit to credit by the drop/add process. After the first 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 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 final exam week starts.



ASSOCIATE IN ARTS DEGREE

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

1. Ninety-three or more credits of college parallel courses approved by the Oregon Board of Education for transfer credit. This program meets the block transfer requirements of the Oregon state four-year system. (Students may transfer up to 108 community college credits to four-year Oregon state system institutions).

2. Grade point average of 2.0 (C average) or better.

3. English Composition, 9 credits (WR121, 122, 123, or 227) with a grade of C or better in each quarter.

4. Health Education, 3 credits, HE250.

5. Physical Education, 3 credits of P.E. activity classes (PE180, 185, and 190); or PE231 Wellness for Life. No more than 6 credits of Physical Activities (PE180, 185, and 190) may be used in meeting the total credit requirement or counted in the student's final grade point average (GPA) for the A.A. degree. Courses must be in different activities or levels (i.e. beginning, intermediate, advanced).

Exceptions may be allowed for the following reasons:

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

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

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

6. Speech, 3 credits selected from SP100, 111, 112, or 113.

7. MTH50 Intermediate Algebra I (4 credits) or its equivalent. This requirement may also be fulfilled by passing a MTH 50 equivalence examination.

8. A student must complete 24 credits and at least two terms (including final term) at Southwestern Oregon Community College before the Associate in Arts degree is awarded.

Distribution Requirements:

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

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

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

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

Approved Sequences for the Associate in Arts Degree

A. ARTS AND LETTERS

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

Literature:

ENG101, 102, 103 Survey of English Literature

ENG104, 105, 106 Introduction to Literature

ENG107, 108, 109 World Literature,

ENG201, 202, 203 Shakespeare,

ENG253, 254, 255 Survey of American Literature

Language/Philosophy:

FR201, 202, 203 Second-year

French

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

Art and Music:

ART211, 212, 213 Survey of Visual Arts

MUS201, 202, 203 Introduction to Music and Its Literature

MUS261, 262, 263 Music History

B. SOCIAL SCIENCE

Anthropology:

ANTH101, 102, 103 General Anthropology

ANTH207, 208, 209 Introduction to Cultural Anthropology

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

CJ100 Survey of Criminal Justice

CJ120 Judicial Process

CJ130 Introduction to Corrections

PS201 American Government

Economics:

EC201, 202, 203 Principles of Economics

History:

HST101, 102, 103 History of Western Civilization

HST201, 202, 203 History of the United States

Psychology:

PSY201, 202, 203 General Psychology

Sociology:

SOC204, 205, 206 General Sociology

C. SCIENCE/MATHEMATICS

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

General Science:

GS104, 105, 106 Physical Science Survey

Geology:

G201, 202, 203 Geology

Biology:

BI101, 102, 103 General Biology

Botany:

BOT201, 202, 203 General Botany

Chemistry:

CH104, 105, 106 Elementary Chemistry

201, 202, 203 General Chemistry

Mathematics (any three sequential courses from the following):

MTH101, 102, 200 College Algebra, Trigonometry, and Calculus

MTH201, 202, 203 Calculus w/Analytic Geometry

MTH191, 192, 193 Mathematics
for Elementary Teachers

Physics:

PHY201, 202, 203 General

Physics

PHY207, 208, 209 Engineering

Physics

Zoology:

Z201, 202, 203 General Zoology

Associate in Arts Degree 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:

Anthropology

Art

Art Education

Art History

Biology

Business

Chemistry

Computer Info Systems

Economics

Education, Elementary

Education, Secondary

Engineering

English

Fire Science

Foreign Languages

Forest Technology

General Science

General Social Science

General Studies in the Arts,
Humanities, Arts and Letters

Geology

Gerontology

Health and Health
Administration

History

Human Services

Interdisciplinary Studies

Journalism

Justice Services

Liberal Studies

Mathematics

Medical Technology

Music

Philosophy

Physical Education

Physics

Political Science

Psychology

Recreation and Park
Management

Resource Recreation
Management

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 requirements for the first two years of any accredited four-year institution offering a degree in Business Administration, the student may petition for adjustments in the Southwestern Oregon Community College Associate in Arts in Business Administration Degree.

See page 18 of the college catalog for details of Associate in Arts Degree.

NOTE: Majors in this program must make a grade "C" or better in all courses.

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

1. MTH101 or above not to include MTH191, 192, 193. Students satisfying this requirement with a science sequence must complete MTH50.

2. CIS131 is equivalent to 6.900 plus 6.901 (Computer Info Systems I and II). Students must petition to receive credit for CIS131. Contact advisor or data processing instructor for details.

3. PE231 Wellness for Life may be substituted for HE250 or PE185.

4. CS133B or CS133P may be substituted.

Course No.	Course Title	Credit Hours
FRESHMAN YEAR		
Fall		
WR121	English Composition	3
BA101	Introduction to Business	4
	Literature Sequence	3
	Mathematics Sequence ¹	4
	Electives	3
		17 total
Winter		
CIS131	Computer Information Systems ²	4
WR122	English Composition	3
SP111	Fundamentals of Speech	3
	Literature Sequence	3
	Mathematics Sequence	4
		17 total
Spring		
WR123	English Composition	3
HE250	Personal Health ³	3
BA222	Finance	3
	Literature Sequence	3
	Mathematics Sequence	4
		16 total
SOPHOMORE YEAR		
Fall		
EC201	Principles of Economics	3
BA211	Principles of Accounting I	3
BA226	Business Law I	3
PE185	Physical Education ³	1
	Social Science Sequence	3
	Electives	3
		16 total
Winter		
EC202	Principles of Economics	3
BA212	Principles of Accounting II	3
BA232	Business Statistics I	3
PE185	Physical Education ³	1
	Social Science Sequence	3
	Electives	3
		16 total
Spring		
EC203	Principles of Economics	3
BA213	Principles of Accounting III	3
BA235	Business Statistics II	3
CS133F	Intro. to Programming: FORTRAN ⁴	3
PE185	Physical Education ³	1
	Social Science Sequence	3
		16 total
		98 credits total

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. 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.

See page 18 of the college catalog for details of the Associate in Arts degree.

1. MTH101 or above not to include MTH191, 192, 193. Students who choose to satisfy this requirement with a science sequence must complete MTH50.

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)

CJ2999/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 and Aggression (3)

CJ215 Criminal Justice Administration (3)

CJ225 Correctional Law (3)

CJ299/SOC212 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:

PSY235/236 Human Development I, II (6)

CJ107/207 Criminal Justice Workshops (special topics) (1)

CJ103 Introduction to Family Law (3)

CJ115 Legal and Fundamental Aspects of Lethal Weapons (4)

CJ140 Criminalistics (3)

CJ243/SOC243 Narcotics and Dangerous Drugs (3)

CJ280 Field Experience

Course No.	Course Title	Credit Hours
FRESHMAN YEAR		
Fall		
CJ100	Criminal Justice Survey	3
WR121	English Composition	3
PE185	Physical Education <u>or</u> PE231 Wellness for Life	1
SOC204	General Sociology	3
CJ110	Introduction to Law Enforcement Literature Sequence	3
		16 total
Winter		
CJ120	Intro to Judicial Process	3
WR122	English Composition	3
PE185	Physical Education <u>or</u> PE231 Wellness for Life	1
SOC205	General Sociology	3
CJ200	Police and Public Policy Literature sequence	3
		16 total
Spring		
CJ130	Intro to Corrections	3
WR123	English Composition <u>or</u> WR227 Report Writing	3
CJ220	Criminal Law	3
PE185	Physical Education <u>or</u> PE231 Wellness for Life	1
SOC206	General Sociology Literature Sequence	3
		16 total
SOPHOMORE YEAR		
Fall		
SP111	Fundamentals of Speech	3
PSY201	General Psychology	3
	CJ Career Track (see sidebar)	3
	Math/Science Sequence ¹	4
	Specific Electives (see sidebar)	3
		16 total
Winter		
PSY202	General Psychology	3
HE250	Personal Health	3
PS201	American Government <u>or</u> other Social Science course	3
	CJ Career Track (see sidebar)	3
	Math/Science Sequence ¹	4
	Specific Electives (see sidebar)	3
		16 total
Spring		
PSY203	General Psychology	3
HE252	Standard First Aid	3
	CJ Career Track (see sidebar)	3
	Math/Science Sequence	4
	Specific Electives (see sidebar)	3
		16 total
		96 credits total

ASSOCIATE IN ARTS DEGREE IN HUMAN SERVICES

The Human Services 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.

Course No.	Course Title	Credit Hours
FRESHMAN YEAR		
Fall		
CJ100	Criminal Justice Survey	3
WR121	English Composition	3
PE185	Physical Education <u>or</u> PE231 Wellness for Life	1
SOC204	General Sociology	3
	Social Science Electives	3
	Literature Sequence*	3
		16 total
Winter		
CJ120	Intro to Judicial Process	3
WR122	English Composition	3
PE185	Physical Education <u>or</u> PE231 Wellness for Life	1
SOC205	General Sociology	3
	Social Science Electives	3
	Literature Sequence*	3
		16 total
Spring		
CJ130	Intro to Corrections	3
WR123	English Composition <u>or</u> WR227 Report Writing	3
PE185	Physical Education <u>or</u> PE231 Wellness for Life	1
SOC206	General Sociology	3
	Social Science Electives	3
	Literature Sequence*	3
		16 total
SOPHOMORE YEAR		
Fall		
SP111	Fundamentals of Speech	3
PSY201	General Psychology	3
PS201	American Government <u>or</u> other Social Science course	3
HS100	The Field of Human Service	4
	Math /Science Sequence ¹	3
		16 total
Winter		
PSY202	General Psychology	3
HE250	Personal Health	3
HS154	Intro to Human Service	3
HS107	Human Service Workshop	1
	Math/Science Sequence ¹	4
		14 total
Spring		
PSY203	General Psychology	3
HS155	Intro to Interviewing and Counseling	3
HS207	Human Service Workshop	1
HS280	Field Experience	3
	Math/Science Sequence ¹	4
		14 total
		92 credits total

See page 18 of the college catalog for details of the Associate in Arts degree.

1. MTH101 or above not to include MTH191, 192, 193. Students who choose to satisfy this requirement with a science sequence must complete MTH50 or equivalent and block transfer students must complete MTH105.

Electives:

HS101 Alcohol Use, Misuse and Addiction (3)
 HS198/HS298 Independent Study (to be arranged with advisor)
 HS253 Introduction to Residential Youth Care (3)
 HS102 Drug Use, Misuse and Addiction (3)
 CJ201/SOC221 Juvenile Delinquency (3)
 CJ299/SOC212 Social Control (3)
 CJ202 Psychology of Violence and Aggression (3)
 HS203 Family Crisis Intervention (3)

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 a 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:

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

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.

ASSOCIATE IN SCIENCE IN AUTOMOTIVE TECHNOLOGY

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

See page 23 of the college catalog for details of the Associate in Science degree.

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

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

Approved Elective Courses (maximum for associate degree is nine hours, credits are listed):

BA206, Management Fundamentals, 3
BA211, Principles of Accounting, 3
BA226, Business Law I, 3
BA238, Sales, 3
BA239, Advertising, 3
CH100, Elementary Chemistry, 4
CS221, Introduction to Digital Computers, 3
GE101, Engineering Orientation, 2
G142, Geology of Pacific Northwest, 3
G221, General Geology, 3
HE252, Standard First Aid, 1
3.536, Small Engine Repair I, 3
PHL, Problems of Philosophy, 3
PE185, Physical Education, 1
SDP208, Personnel Administration, 3
9.116, Hydraulics I, 3
Foreign Language, 1-4

Course No.	Course Title	Credit Hours
FRESHMAN YEAR		
Fall		
3.304	Internal Combustion Engines	4
3.308	Electrical I	4
4.170	Machine Tool I	3
3.240	Applied Math for Industrial Mechanics <u>or</u> 4.200 Basic Math	4
RDG90	Effective Reading <u>or</u> WR121 English Composition	3
		18 total
Winter		
3.322	Electrical II	3
2.210	Gasoline Fuel Systems	3
4.300	Practical Physics (Mechanics)	4
3.241	Applied Algebra and Geometry/Ind. Mech. <u>or</u> 4.202 Elementary Algebra I	4
WR90	Paragraph Fundamentals <u>or</u> WR122 English Composition	3
		17 total
Spring		
3.300	Suspension and Brakes	4
3.318	Steering Controls	3
4.304	Practical Physics (Electrical)	4
SP100	Basic Speech <u>or</u> WR123 English Composition <u>or</u> WR227 Report Writing	3
	Electives	3
		17 total
SOPHOMORE YEAR		
Fall		
3.316	Power Trains	3
3.332	Service Management	3
3.329	Mechanical Systems Lab I	3
4.150	Welding I	3
	Social Sciences	3
	Electives or CWE Automotive	3
		18 total
Winter		
3.326	Automatic Transmissions	3
3.312	Diesel Fuel Systems	3
3.331	Mechanical Systems Lab	3
4.151A	Welding IIA	3
	Social Sciences	3
		15 total
Spring		
9.127	Automotive Air Conditioning	3
3.324	Diagnostic Procedures	3
3.333	Mechanical Systems Lab III	3
	Social Sciences	3
	Electives or CWE Automotive	3
		15 total
		100 credits total

ASSOCIATE IN SCIENCE IN BANKING AND FINANCE

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.

Course No.	Course Title	Credit Hours
WR121	English Composition	3
WR122	English Composition	3
WR123	English Composition ¹	3
MTH50	Intermediate Algebra I	4
BA211	Accounting I ² <u>or</u> 2.766 Accounting I	3 - 4
BA212	Accounting II ² <u>or</u> 2.767 Accounting II	3 - 4
BA213	Accounting ²	3
EC201	Economics	3
EC202	Economics	3
EC203	Economics	3
SDP101	Principles of Management/Supervision	3
BA222	Finance	3
BA242	Introduction to Investments	3
BA229	Family Finance and Money Management	3
CIS131	Computer Information Systems ³	4
CS110A/B	Word Processing and Spreadsheet	2
9.771	Law and Bank Principles <u>or</u> BA226 Business Law I	3
		52 total

American Institute of Banking (AIB) Courses 24 total
required

General Electives

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.

15 total
required

See page 23 of the college catalog for details of the Associate in Science degree.

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.

91 credits
total

Majors in the program must make a "C" or better in all courses except general electives.

1. WR214 Business English may be substituted for WR123.
2. 2.766, 2.767 are equivalent to BA211, BA212. Students must petition to receive credit for BA211 and BA212. Contact the advisor or accounting instructor for details.
3. CIS131 is equivalent to 6.900 plus 6.901 (Computer Info Systems I and II). Students must petition to receive credit for CIS131. Contact advisor or data processing instructor for details.

ASSOCIATE IN SCIENCE IN BUSINESS MANAGEMENT PROGRAMS (Accounting Major)

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

See page 23 of the college catalog for details of the Associate in Science degree.

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

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

Students must demonstrate ability to type or take typing.

1. 2.766, 2.767, 2.768 and BA213 are equivalent to BA211, BA212, BA213 and BA217. Students must petition to receive credit for BA211 and BA212. Contact the advisor or accounting instructor for details.
2. CIS131 is equivalent to 6.900 plus 6.901 (Computer Info Systems I and II). Students must petition to receive credit for CIS131. Contact advisor or data processing instructor for details.
3. WR227 Report Writing may be substituted for WR123 English Composition.

Course No.	Course Title	Credit Hours
FRESHMAN YEAR		
Fall		
WR121	English Composition	3
BA211*	Principles of Accounting I ¹ <u>or</u> 2.766* Accounting I	3-4
BA101	Introduction to Business	4
	Algebra through MTH50	4
CIS131*	Computer Info Systems ²	4
		18-19 total
Winter		
WR122	English Composition	3
BA212*	Principles of Accounting II ¹ <u>or</u> 2.767* Accounting II	3-4
BA285	Business Relations	3
BA222*	Finance	3
OA220	Electronic Calculators	2
		14-15 total
Spring		
WR123	English Composition ³	3
BA213*	Principles of Accounting III ¹	3
BA217*	The Accounting Process ¹ <u>or</u> 2.768* Accounting III	3-4
WR214	Business English	3
CS110A/B	Microcomputer Software: Word Processing and Spreadsheet	3 2
		14-15 total
SOPHOMORE YEAR		
Fall		
BA177*	Payroll Accounting	3
BA215*	Cost Accounting	3
2.331*	Federal Income Tax I	4
	Social Science/Humanities/Science Electives	3 3
		16 total
Winter		
BA226	Business Law I	3
2.772*	Intermediate Accounting I	3
BA223	Principles of Marketing	3
	Social Science/Humanities/Science Electives	3 3
		15 total
Spring		
BA227	Business Law II	3
2.773*	Intermediate Accounting II	3
2.280*	Work Experience <u>or</u> BA280* Field Experience	6
	Social Science/Humanities/Science	3
		15 total
		92 - 95 credits total

ASSOCIATE IN SCIENCE IN BUSINESS MANAGEMENT PROGRAMS (Data Processing Major)

This option prepares students 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.

See page 23 of the college catalog for details of the Associate in Science degree.

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

Student must demonstrate ability to type or take typing.

1. 2.766, 2.767, 2.768 and BA213 are equivalent to BA211, BA212, BA213 and BA217. Students must petition to receive credit for BA211 and BA212. Contact the advisor or accounting instructor for details.
2. CIS131 is equivalent to 6.900 plus 6.901 (Computer Info Systems I and II). Students must petition to receive credit for CIS131. Contact advisor or data processing instructor for details.

3. If the student has math proficiency equivalent to at least MTH100, he/she may substitute 12 elective credits. Additional higher math is strongly recommended.

4. WR227 Report Writing may be substituted for WR123 English Composition.

5. If CS133B or its equivalent has been taken, then schedule CS133F here.

6. Students taking BA211, BA212, BA213 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.

Suggested electives: 2.331, 2.332 Federal Income Tax I, II; BA235 Business Statistics II; BA227 Business Law II.

Course No.	Course Title	Credit Hours
FRESHMAN YEAR		
Fall		
BA211*	Principles of Accounting I ¹ <u>or</u> 2.766* Accounting I	3-4
CIS131*	Computer Information Systems ²	4
WR121	English Composition	3
4.202	Elementary Algebra I ³	4
		14-15 total
Winter		
BA101	Intro to Business	4
BA212*	Principles of Accounting II ¹ <u>or</u> 2.767* Accounting II	3-4
CS110A/B*	Microcomputer: Word Processing/ Spreadsheet	2
MTH50*	Intermediate Algebra I ³	4
WR122	English Composition	3
		16-17 total
Spring		
BA213*	Principles of Accounting III ¹ <u>or</u> 2.768* Accounting III	3-4
CS111A/B*	Microcomputer: Data Base/Integrated Systems	2
CS133B*	Intro to Programming-Basic ⁵	3
MTH100*	Intermediate Algebra II ³	4
WR123	English Composition ⁴	3
		15-16 total
SOPHOMORE YEAR		
Fall		
BA226	Business Law I	3
CS270*	Intro to Information Systems	4
6.909*	Computer Operations	4
	Social Science/Humanities/Science Electives	3 1
		15 total
Winter		
BA232*	Business Statistics I	3
CS133C*	Intro to Programming-COBOL	4
WR214	Business English	3
6.911*	Computer Applications	4
	Social Science/Humanities/Science Electives	3 1
		18 total
Spring		
BA217*	The Accounting Process ⁶ <u>or</u> BA213* Principles of Accounting III	3
CS133F*	Intro to Programming - FORTRAN	3
CS263*	Microprocessor- Machine Language Systems and Procedures	4 3
6.902*	Social Science/Humanities/Science Electives	3 1
		17 total
		95-98 credits total

ASSOCIATE IN SCIENCE IN BUSINESS MANAGEMENT PROGRAMS (Marketing Major)

This option prepares 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 will be awarded after completion of the program.

Course No.	Course Title	Credit Hours
FRESHMAN YEAR		
Fall		
WR121*	English Composition	3
BA211*	Principles of Accounting I ¹ <u>or</u> 2.766* Accounting I	3-4
BA101*	Intro to Business	4
	Algebra through MTH50	4
		14-15 total
Winter		
WR122*	English Composition	3
BA212*	Principles of Accounting II ¹ <u>or</u> 2.767* Accounting II	3-4
CIS131*	Computer Information Systems ⁵	4
BA285*	Business Relations	3
OA220	Electronic Calculators	2
		15-16 total
Spring		
WR123*	English Composition ²	3
BA217*	The Accounting Process ¹ <u>or</u> 2.768* Accounting III	3-4
BA239*	Advertising ³	3
CS110A/B	Microcomputer Software: Word Processing and Spreadsheet	2
	Elective ⁴	3
		14-15 total

SOPHOMORE YEAR

Fall		
BA226*	Business Law I	3
BA238*	Sales ³	3
SDP101*	Principles of Management/Supervision	3
2.280	Work Experience <u>or</u> BA280* Field Experience	4
	Social Science/Humanities/Science	3
		16 total
Winter		
BA227*	Business Law II	3
BA223*	Principles of Marketing	3
2.280	Work Experience <u>or</u> BA280* Field Experience	4
	Social Science/Humanities/Science	3
	Elective ⁴	3
		16 total
Spring		
BA249*	Principles of Retailing ³	3
WR214	Business English	3
2.280*	Work Experience <u>or</u> BA280* Field Experience	4
	Social Science/Humanities/Science	3
	Elective ⁴	3
		16 total

91-94 credits
total

See page 23 of the college catalog for details of the Associate in Science degree.

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

Student must demonstrate ability to type or take typing.

1. 2.766, 2.767, 2.768 and BA213 are equivalent to BA211, BA212, BA213 and BA217. Students must petition to receive credit for BA211 and BA212. Contact the advisor or accounting instructor for details.

2. WR227 Report Writing may be substituted for WR123 English Composition.

3. These courses may be offered only every other year.

4. Suggested Electives: 2.331, 2.332

Federal Income Tax I, II; Typing: BA213

Principles of Accounting III.

5. CIS131 is equivalent to 6.900 plus 6.901

(Computer Info Systems I and II).

Students must petition to receive credit for

CIS131. Contact advisor or data

processing instructor for details.

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

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.

See page 23 of the college catalog for details of the Associate in Science degree.

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

Students 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.

1. 2.766, 2.767, 2.768 and BA213 are equivalent to BA211, BA212, BA213 and BA217. Students must petition to receive credit for BA211 and BA212. Contact the advisor or accounting instructor for details.
2. CIS131 is equivalent to 6.900 plus 6.901 (Computer Info Systems I and II). Students must petition to receive credit for CIS131. Contact advisor or data processing instructor for details.
3. WR227 Report Writing may be substituted for WR123 English Composition.

Suggested electives: 2.331, 2.331, Federal Income Tax I, II, Typing.

Course No.	Course Title	Credit Hours
FRESHMAN YEAR		
Fall		
BA211*	Principles of Accounting I <u>or</u> 2.766* Accounting I	3 - 4
CIS131*	Computer Information Systems ²	4
WR121	English Composition	3
	Algebra through MTH50	4
BA101	Introduction to Business	4
		18-19 total
Winter		
BA285	Business Relations	3
BA212*	Principles of Accounting II ¹ <u>or</u>	3 - 4
OA220	2.767* Accounting II	
WR122	Electronic Calculators	2
	English Composition	3
	Elective	3
		14 - 15 total
Spring		
BA213*	Principles of Accounting III	3
BA217*	The Accounting Process <u>or</u> 2.768* Accounting III	3 - 4
WR214	Business English	3
CS110A/B	Microcomputer Software: Word Processing/ Spreadsheet	2
WR123	English Composition ³	3
		14-15 total
SOPHOMORE YEAR		
Fall		
BA226*	Business Law I	3
SDP101	Principles of Management/Supervision	3
BA177*	Payroll Records and Accounting	3
OA200	Introduction to Word Processing	3
	Social Science/Humanities/Science	3
		15 total
Winter		
BA227*	Business Law II	3
BA223	Principles of Marketing	3
OA116*	Office Procedures	3
	Social Science/Humanities/Science	3
	Electives	3
		15 total
Spring		
2.280*	Work Experience <u>or</u> BA280* Field Experience	6
OA240	Filing and Records Management	
	Social Science/Humanities/Science	3
	Electives	3
		4
		16 total
		92-95 credits total

ASSOCIATE IN SCIENCE ELECTRONICS TECHNICIAN

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

Job retraining or upgrading in electronics is available on a full- or part-time basis. Credit may be given for prior knowledge, experience and/or training. Certificates are available upon successful completion of short term training. The Associate in Science Degree is awarded upon successful completion of the two-year program. Students may continue their education by transferring to the Oregon Institute of Technology to pursue bachelor's in Electronics Engineering Technology and master's degrees. For more information, consult your advisor or the Admissions Office.

Course No.	Course Title	Credit Hours
FRESHMAN YEAR		
Fall		
6.309	Introduction to Electronics	3
6.311	DC-AC Concepts	4
3.240	Applied Math/Industrial Mechanics ¹	4
RDG90	Effective Reading	3
		14 total
Winter		
CS133B	Introduction to Programming: BASIC	3
6.313	Semiconductors	3
6.315	Digital Fundamentals	3
3.241	Applied Algebra and Geometry/Industrial Mechanics ¹	4
WR90	Sentence Fundamentals	3
		16 total
Spring		
6.316	Micro Architecture	3
6.314	Linear Circuits	4
3.242	Applied Trigonometry/Industrial Mechanics ¹	4
SP100	Speech Fundamentals	3
		14 total
SOPHOMORE YEAR		
Fall		
6.324	Electronic Communications	3
6.319	Industrial Electronics	4
6.317	Sensors and Actuators	4
	Social Science/Humanities	3
	Elective ²	3
		17 total
Winter		
6.327	Instrumentation	4
6.321	Automated Systems	4
4.300	Practical Physics	4
	Social Science/Humanities	3
		15 total
Spring		
6.328	License and Certificate	2
6.300	Electronics Project	3
6.322	Telecommunications	4
6.280	Work Experience	2
	Social Science/Humanities	3
		14 total
		90 credits total

See page 23 of the college catalog for details of the Associate in Science degree.

1. More advanced math sequences may be used in place of the basic requirement for students who are qualified: 4.200, 4.202, MTH50, MTH100, MTH60, MTH101, MTH102, MTH200.

2. The required 3-credit Special Elective may be selected from: Math, Data Processing, Business, Science or Industrial.

ASSOCIATE IN SCIENCE IN FIRE SCIENCE TECHNOLOGY

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

See page 23 of the college catalog for details of the Associate in Science degree.

1. PE231 Wellness for Life may be substituted for PE185.

Suggested electives:*

4.200 Basic Math (may be taken as refresher course if needed)
5.254 Introduction to Fire Protection
5.263 Fire Pump Construction and Orientation
5.264 Building Construction for Fire Protection
5.267 Fire Department Communications and Alerting Systems
5.268 Fire Service Rescue Practices
5.272 Fixed Systems and Extinguishers
5.282 Fire Codes and Related Ordinances
5.271 Introduction to Fire Behavior S-190
5.273 Tractor Use/Tractor Boss S-213
5.276 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 Suppressions S-320
5.293 Sector Boss S-330
5.294 Maps and Records Officer S-341
5.296 Intermediate Air Operations S-370
5.297 Fire Behavior S-390
9.301 Fire Fighting 1A
9.302 Fire Fighting 1B
9.303 Fire Fighting 1C
9.304 Fire Fighting 1D
9.305 Fire Fighting 1E

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

Course No.	Course Title	Credit Hours
FRESHMAN YEAR		
Fall		
4.202	Elementary Algebra I	4
RDG90	Effective Reading <u>or</u> WR121 English Composition	3
5.250	Firefighting Skills I	3
5.289	Legal Aspects of Fire Protection	3
	Electives	4
		17 total
Winter		
WR90	Paragraph Fundamentals <u>or</u> WR122 English Composition	3
5.251	Firefighting Skills II	3
5.253	Fire Apparatus and Equipment	3
4.300	Practical Physics <u>or</u> 4.304 Practical Physics	4
CH100	Elementary Chemistry <u>or</u> CH104 General Chemistry	4
		17 total
Spring		
WR227	Report Writing	3
5.260	Hazardous Materials I	3
5.257	Fire Service Hydraulics	3
PSY111	Personality and Development	3
	Social Science Electives	3
		15 total
SOPHOMORE YEAR		
Fall		
PE185	Physical Education ¹	1
5.280	Work Experience	3
5.237	Fire Investigation	3
5.261	Hazardous Materials II	3
5.274	Firefighting Tactics and Strategy	3
	Electives	3
		16 total
Winter		
PE185	Physical Education ¹	1
SP111	Fundamentals of Speech	3
5.280	Work Experience	3
5.262	Fundamentals of Fire Prevention	3
5.258	Fire Company Organization and Station Assignments	3
	Electives	3
		16 total
Spring		
PE185	Physical Education ¹	1
PS201	American Government <u>or</u> Social Science Elective	3
5.280	Work Experience	3
HE260	First Responder <u>or</u> HE257 EMT I <u>and</u> HE280 Field Experience	4
	Electives	6
		17 total
		98 credits total

ASSOCIATE IN SCIENCE IN FOREST TECHNOLOGY

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

See page 23 of the college catalog for details of the Associate in Science degree.

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

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

Suggested electives:

5.276 Basic Wildland Fire Management
FW251 Principles of Wildlife Conservation
FW252 Wildlife Resources: Mammals
FW253 Wildlife Resources: Birds
SP111 Fundamentals of Speech
HE252 First Aid
0.581/PE185 Physical Conditioning
HE257/9.428 EMT I
F222 Field Plant ID and Photography
9.610 Log Scaling
RR199 Recreation Resources
Criminal Justice Courses
Fire Science Courses
Welding

The faculty is active in finding employment for students during the summer.

Course No.	Course Title	Credit Hours
FRESHMAN YEAR		
Fall		
WR121	English Composition <u>or</u> RDG90 Effective Reading and WR90 Paragraph Fundamentals	3
CIS131	Computer Information Systems ¹	4
F111*	Introduction to Forestry	4
6.411*	Logging Operations	3
F254*	Tree and Shrub Identification	4
		18 total
Winter		
WR122	English Composition <u>or</u> RDG90 Effective Reading and WR90 Paragraph Fundamentals	3
4.202	Elementary Algebra I	4
6.409*	Forest Protection	3
FP210*	Forest Products Manufacturing	3
6.407	Forest Mensuration I	3
		16 total
Spring		
WR123	English Composition <u>or</u> SP100 Basic Speech Communications <u>or</u> WR227 Report Writing	3
3.242	Applied Trigonometry	4
6.408*	Forest Mensuration II	3
FE222A	Elementary Forest Surveying	3
	Electives	3
		16 total
Summer		
F280	Forestry Field Experience	6 total
SOPHOMORE YEAR		
Fall		
RR251*	Recreation Resource Management	4
FE222B*	Advanced Forest Surveying	3
	Transfer Business Course	3
	Social Sciences/Humanities	3
	Electives	3
		16 total
Winter		
6.414*	Forest Contracts and Mapping	3
6.417*	Silviculture	3
	Social Sciences/Humanities	3
	Electives	5
		14 total
Spring		
6.406*	Forest Engineering	4
6.416*	Aerial Photo Interpretation	3
6.420*	Advanced Silviculture	3
	Social Sciences/Humanities	3
		13 total
		99 credits total

ASSOCIATE IN SCIENCE IN 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 of 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 nine (9) credits of Composition (WR121, WR122, WR123 or WR227) and nine (9) credits of Social Science/Humanities/Sciences;
3. Thirty (30) additional Business credits; and
4. General electives in courses numbered 1.100 or above, or any lower division collegiate courses.
5. Total: 93 credits.

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 nine (9) credits of Composition (WR121, WR122, WR123 or WR227) and nine (9) credits of Social Science/Humanities/Sciences;
3. Thirty (30) credits in another discipline or program with prior approval from the Division Chairperson responsible for that program or discipline and the Business Division Chairperson; and
4. General electives in courses numbered 1.100 or above, or any lower division collegiate courses.
5. Total: 93 credits.

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

Course No.	Course Title	Credit Hours
RDG90*	Effective Reading	3
WR90*	Paragraph Fundamentals	3
SP100*	Basic Speech	3
	Social Science	9
9.1xx**	Apprentice-Related Training	27 - 36
	First Aid	1 - 3
	Journeyman Status	45
		91-102 total credits

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

See page 23 of the college catalog for details of the Associate in Science degree.

*WR121, WR122 and WR123 or WR227 may be substituted.

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

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

ASSOCIATE IN SCIENCE IN MACHINE TOOL TECHNOLOGY

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

See page 23 of the college catalog for details of the Associate in Science degree.

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

1. RDG90 may be substituted with WR121.
2. 3.240/3.241/3.242 may be substituted with 4.200/4.202/MTI60.
3. WR90 may be substituted with WR122.
4. SP100 may be substituted with WR123.

Work Experience may be substituted as applicable to course objectives.

Advising by Machine Tool Technology Instructor only.

Course No.	Course Title	Credit Hours
FRESHMAN YEAR		
Fall		
4.170*	Machine Tools I	3
4.175*	Manufacturing Processes	3
RDG90	Effective Reading ¹	3
3.240*	Applied Mathematics ²	4
4.110	Blueprint Reading & Sketching	3
	16 total	
Winter		
4.171*	Machine Tools II	3
4.160*	Basic Metallurgy	3
WR90	Paragraph Fundamentals ³	3
3.241*	Algebra ²	4
4.101	General Drafting	3
	16 total	
Spring		
4.172*	Machine Tools III	3
4.174*	Machine Tools Reference	3
SP100	Basic Speech ⁴	3
3.242*	Trigonometry ²	4
4.120	Introduction to Computer Assisted Drafting	3
	16 total	
SOPHOMORE YEAR		
Fall		
4.176*	Machine Tools IV	3
4.173*	Numerical Control I	3
4.150	Welding I	3
4.179*	Advanced Studies Project	3
	Social Science/Humanities	3
	15 total	
Winter		
4.177*	Machine Tools V	3
4.181*	Numerical Control II	3
4.151	Welding II	3
4.300	Practical Physics I	4
	Social Science/Humanities	3
	16 total	
Spring		
4.178*	Machine Tools VI	3
4.182*	Numerical Control III	3
4.152	Welding III	3
4.304	Practical Physics (Electrical)	4
	Social Science/Humanities	3
	16 total	
	95 credits total	

ASSOCIATE IN SCIENCE IN MANAGEMENT and SUPERVISORY TRAINING

The Management and Supervisory Training Program is designed to provide the necessary management skills for present and future first-line managers. The objectives of the program are:

- a) to provide a general education;
- b) to provide a good general business education;
- c) to provide the necessary management skills for first-line managers;
- d) to provide additional knowledge in the areas of production or marketing and retailing.

After satisfactory completion of the necessary courses, the student will receive an Associate in Science degree.

See page 23 of the college catalog for details of the Associate in Science degree.

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

1. The program provides two areas of specialization:

a. Production - Suggested Electives: MTH100 Mathematics, BA232/235 Statistics, 9.380 Cardiopulmonary Resuscitation, 9.381 Standard First Aid, 5.260 Hazardous Materials I, 2.280 Work Experience, Machine Tool, Welding, Automotive, Drafting.

b. Marketing and Retailing - Required Electives: BA238 Sales, BA239 Advertising, BA249 Retailing, Business Elective.

2. CIS131 is equivalent to 6.900 plus 6.901 (Computer Info Systems I and II). Students must petition to receive credit for CIS131. Contact advisor or data processing instructor for details.

3. WR227 Report Writing may be substituted for WR123.

Course No.	Course Title	Credit Hours
FRESHMAN YEAR		
Fall		
SDP101*	Principles of Management/Supervision	3
WR121	English Composition	3
MTH50	Intermediate Algebra I	4
EC201	Economics	3
	Electives ¹	3
		16 total
Winter		
SDP113*	Human Relations for Supervisors	3
WR122	English Composition	3
EC202	Economics	3
CIS131	Computer Information Systems ²	4
	Electives ¹	3
		16 total
Spring		
SP111	Speech	3
WR123	English Composition ³	3
BA101	Introduction to Business	4
EC203	Economics	3
	Electives ¹	3
		16 total
SOPHOMORE YEAR		
Fall		
SDP204*	Labor-Management Relations	3
BA211	Principles of Accounting I	3
BA226	Business Law I	3
CS110 A/B	Microcomputer Software: Word Processing and Spreadsheet	2
	Social Science Elective	3
	Electives ¹	3
		17 total
Winter		
SDP208*	Personnel Administration	3
BA227	Business Law II	3
BA223	Marketing	3
BA222	Finance	3
	Social Science Elective	3
		15 total
Spring		
WR214	Business English	3
BA213	Principles of Accounting III	3
	Social Science Elective	3
	Electives ¹	5
		14 total
		94 credits total

ASSOCIATE IN SCIENCE 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 Skills Building, Sentence Fundamentals, Paragraph Fundamentals, High School Math or equivalent).

See page 23 of the college catalog for details of the Associate in Science degree.

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

Before entering this program, students must receive a passing score on the English proficiency exam administered by the Placement Office. Those students not passing this exam should register for 2.591 Pretranscription Skills fall term.

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

Suggested Electives:

OA214 Personal Shorthand Skill Building, HE250 Personal Health, OA124 Typing Skill Building, BA177 Payroll Records and Accounting, BA226 Business Law I, CS111A Microcomputer Software: Data Management, CS111B Microcomputer Software: Integrated Software.

| Course No. | Course Title | Credit Hours | |------------|--------------|--------------| |------------|--------------|--------------|

FRESHMAN YEAR		
Fall		
OA122	Keyboarding II	3
9.723	Medical Terminology I	3
9.724	Medical Secretary I	3
OA240	Filing/Records Management	3
OA116	Office Procedures	3
		15 total

Winter		
9.726	Medical Terminology II	3
2.766	Accounting I	4
OA220	Electronic Calculators	2
9.730	Medical Secretary II	3
OA225	Machine Transcription	3
		15 total

Spring		
9.731	Clinical Procedures I	3
9.725	Medical Insurance, Credit and Collections	3
9.727	Medical Transcription I	3
BA285	Business Relations	3
2.280	Work Experience	4
		16 total

Summer		
2.280	Work Experience	4
		4 total

SOPHOMORE YEAR

Fall		
OA200	Introduction to Word Processing	3
OA114	Personal Shorthand	3
9.732	Clinical Procedures II	3
WR121	English Composition	3
	Social Science/Humanities/Science	3
		15 total

Winter		
OA201	Word Processing: IBM-PC	3
CIS131	Computer Information Systems ¹	4
9.733	Clinical Procedures III	3
WR122	English Composition	3
	Social Science/Humanities/Science	3
		16 total

Spring		
OA204	Advanced Word Perfect	3
HS102	Drugs Use, Misuse	3
WR227	Report Writing	3
PSY203	General Psychology	3
CS110B	Microcomputer Software: Spreadsheet	1
	Elective	3
		16 total

97 credits
total

NURSING CAREER LADDER PROGRAM

Three levels of attainment are possible for students in the Career Ladder Nursing Program, which is accredited by the Oregon State Board of Nursing. The 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 nurse's 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

Requirements for admission to any quarter in the first or 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 an official high school transcript, or transcripts from other colleges attended, submitted to the Office of Admissions.
6. Completion of placement tests with minimum standard scores on the basic skills subtests as follows:

reading	79
sentences	55
numerical skills test	21
7. An advising appointment with a nursing program advisor must be made prior to admission.
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. Current class limits are:

First Year		Second Year	
28	Fall	24	Fall
24	Winter	24	Winter
24	Spring	24	Spring

These limits are subject to change, depending on the number of faculty and clinical spaces available.

When enrollment for fall classes is filled, those applicants qualified for entry into the nursing program will be sent letters of acceptance and placed on a waiting list in order of acceptance.

Accepted applicants are required to have a physical examination before classes begin and to file the results with the Office of Admissions. This should indicate a level of good health sufficient to providing nursing care and include a TB skin test or chest X-ray.

Conditional admission can occur if a student has a 2.5 GPA, meets minimum scores on placement tests, has algebra and is enrolled in the second term of high school or college equivalent chemistry.

LICENSED PRACTICAL NURSES PROGRAM

Licensed practical nurses from non-LEGS programs must enter the fall quarter of the second year and meet all the entrance requirements of the first year of the program (see HOW TO APPLY). In addition, they need to supply a copy of their active Oregon license, have completed Anatomy & Physiology I, II, and III (BI231, 232, and 233) or the equivalent with a grade of C or higher within the past five years and have completed WR121, SOC205, PSY201, 202, and 203. If nursing courses have been taken over five years ago, they may have to be challenged for credit.

Licensed practical nurses from LEGS programs may enter winter quarter of second year if they meet the entrance requirements, prove they have an active Oregon license and meet all course work required in fall, winter and spring quarters of first year and fall quarter of second year.

Admission is dependent upon space available with preference given to on-going, currently enrolled students.

ADVANCED PLACEMENT

Students, other than LPNs, seeking admission must meet entrance requirements and will be evaluated by the Registrar, in consultation with the Director of Allied Health, for

correct placement. Any nursing science 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, with preference given to on-going, currently enrolled students.

ASSOCIATE IN SCIENCE IN NURSING

Course No.	Course Title	Credit Hours
FRESHMAN YEAR		
Fall		
BI231*	Anatomy and Physiology I ²	4
NUR101*	Fundamentals of Nursing	8
WR121	English Composition	3
NUR121*	Nursing Skills Lab I	2
		17 total
Winter		
BI232*	Anatomy and Physiology II ²	4
NUR102*	Nursing Science and Practice I	8
SOC205	General Sociology	3
NUR131*	Nursing Skills Lab II	2
		17 total
Spring		
BI233*	Anatomy and Physiology III ²	4
NUR103*	Nursing Science and Practice II	10
NUR141*	Nursing Skills Lab III	2
		16 total
Summer		
PSY201	General Psychology	3
PSY202	General Psychology	3
PSY203	General Psychology	3
		9 total
SOPHOMORE YEAR		
Fall		
BI123*	Elementary Microbiology ¹	4
NUR201*	Nursing Science and Practice III ³	10
NUR151*	Nursing Skills Lab IV	2
		16 total
Winter		
NUR202*	Nursing Science and Practice IV	10
WR122	English Composition	3
NUR161*	Nursing Skills Lab V	2
		15 total
Spring		
NUR203*	Nursing Science and Practice V	10
NUR171*	Nursing Skills Lab VI	2
	Electives	3
		15 total

See page 23 of the college catalog for details of the Associate in Science degree.

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

1. Microbiology is a prerequisite to NUR202. All science courses must have been taken within the last five years.

2. Anatomy and Physiology I, II, III are prerequisites to all subsequent nursing courses.

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

105 credits
total

**ASSOCIATE IN
SCIENCE OFFICE
ADMINISTRATION
(General Secretary
Option)**

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

Course No.	Course Title	Credit Hours
CORE PROGRAM		
WR121	English Composition	3
WR214	Business English	3
OA124	Typing Skill Building	3
2.591	Pretranscription Skills	3
OA114	Personal Shorthand ¹	3
OA214	Personal Shorthand Skill Building ²	3
2.766	Accounting I <u>or</u> BA211 Principles of Accounting I	3 - 4
OA200	Introduction to Word Processing	3
OA122	Keyboarding II	3
BA285	Business Relations	3
OA220	Electronic Calculators	2
OA201	Word Processing: IBM PC	2
OA240	Filing/Records Management & Office Systems	3
CS110B	Microcomputer Software: Spreadsheet	1
OA116	Office Procedures	3
6.900	Computer Information Systems I ³	4
CS111A	Microcomputer Software: Data Base Management	1
		46 - 47 total

GENERAL SECRETARY OPTION

WR227	Report Writing	3
OA123	Keyboarding III	3
OA225	Machine Transcription	3
2.767	Accounting II	4
2.768	Accounting III	4
BA226	Business Law I	3
2.280	Work Experience	4
WR122	English Composition	3
BA101	Introduction to Business	4
OA256	The Electronic Office	3
	Math	4
	Social Science/Humanities/Sciences	9
	Electives	6
		53 total

See page 23 of the college catalog for details of the Associate in Science degree.

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

1. Offered only Fall term.
2. Offered only Winter term.
3. CIS131 is equivalent to 6.900 plus 6.901 (Computer Info Systems I and II). Students must petition to receive credit for CIS131. Contact advisor or data processing instructor for details.

99 - 100 total
credits

ASSOCIATE IN SCIENCE IN WELDING TECHNOLOGY

Course No.	Course Title	Credit Hours
FRESHMAN YEAR		
Fall		
3.240	Applied Math for Industrial Mechanics	4
4.110	Blueprint Reading and Sketching	3
4.150*	Welding I (Gas Welding/Cutting)	3
4.151A*	Welding IIA (Arc I)	3
4.170	Machine Tools I	3
		16 total
Winter		
3.241	Applied Algebra and Geometry for Industrial Mechanics	4
4.101	General Drafting	3
4.151B*	Welding IIB (Arc II)	3
4.152*	Welding III (MIG/TIG)	4
4.171	Machine Tools II	3
		17 total
Spring		
4.153*	Welding IV (Pipe Arc)	3
4.154*	Welding V (Fitter/Welder)	5
4.172	Machine Tools III	3
9.603	Computer Assisted Drafting	3
PSY115	Career/Job Search	1
		15 total
SOPHOMORE YEAR		
Fall		
4.155*	Welding VI (Advanced Applications)	5
4.165*	Welding Lab A	3
RDG90	Effective Reading	3
	Social Science	3
		14 total
Winter		
4.159*	Maintenance Fitter Welder	5
4.166*	Welding Lab B	3
4.300	Practical Physics (Mechanical)	4
WR90	Paragraph Fundamentals	3
	Social Science	3
		18 total
Spring		
4.167*	Welding Lab C	3
4.304	Practical Physics (Electrical)	4
9.225*	Welding Workshop <u>or</u> 4.280* Work Experience	3
9.225	Welding Certification	1
SP100	Basic Speech	3
	Social Science	3
		17 total
		97 credits total

See page 23 of the college catalog for details of the Associate in Science degree.

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

Work Experience may be substituted as applicable to course objectives.

DIPLOMA PROGRAMS

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

ACCOUNTING PROGRAM

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

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

Students must demonstrate ability to type or take typing.

1. 2.766, 2.767, 2.768 and BA213 are equivalent to BA211, BA212, BA213 and BA217. Students must petition to receive credit for BA211 and BA212. Contact the advisor or accounting instructor for details.

2. CIS131 is equivalent to 6.900 plus 6.901 (Computer Info Systems I and II). Students must petition to receive credit for CIS131. Contact advisor or data processing instructor for details.

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

Course No.	Course Title	Credit Hours
FIRST YEAR		
Fall		
WR121	English Composition	3
BA211*	Principles of Accounting I ¹ <u>or</u> 2.766* Accounting I	3 - 4
BA101	Introduction to Business	4
CIS131*	Computer Information Systems ²	4
	Algebra through MTH50	4
		18 - 19 total
Winter		
WR122	English Composition	3
BA212*	Principles of Accounting II ¹ <u>or</u> 2.767* Accounting II	3 - 4
BA222*	Finance	3
OA220	Electronic Calculators	2
BA226	Business Law I	3
		14 - 15 total
Spring		
BA213*	Principles of Accounting III ¹	3
BA217*	The Accounting Process ¹ <u>or</u> 2.768* Accounting III	3-4
WR214	Business English	3
CS110A/B	Microcomputer Software: Word Processing and Spreadsheet	2
BA285	Business Relations	3
		14-15 total
SECOND YEAR		
Fall		
BA177*	Payroll Records and Accounting	3
BA215*	Cost Accounting	3
2.331*	Federal Income Tax I ³	4
2.280	Work Experience	3
	Electives	3
		16 total
		62 - 65 credits total

ADULT HIGH SCHOOL DIPLOMA PROGRAM

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

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

AUTOMOTIVE TECHNOLOGY DIPLOMA PROGRAM

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

Course No.	Course Title	Credit Hours
0.768	Study Skills <u>or</u> RDG90 Effective Reading	3
WR90	Paragraph Fundamentals <u>or</u> WR121 English Composition	3
3.240, 3.241	Applied Math for Industrial Mechanics <u>or</u> 4.200 Basic Math <u>and</u> 4.202 Elementary Algebra	8
3.300	Brakes and Suspension System	4
3.304	Internal Combustion Engines I	4
3.308*	Electrical I	4
3.322*	Electrical II	3
3.310	Gasoline Fuel Systems	3
3.312	Diesel Fuel Systems	3
3.316	Power Trains	3
3.318	Steering Controls	3
3.324*	Diagnostic Procedures and Emission Control	3
3.326	Automatic Transmissions	3
3.329*	Mechanical Systems Lab I	3
3.331*	Mechanical Systems Lab II	3
3.333*	Mechanical Systems Lab III	3
3.332	Service Management	3
		59 credits total

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 hand tools in this program.

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.

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

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

2. Students may substitute 2.766 Accounting I or BA211 Principles of Accounting I for Bookkeeping II.

Course No.	Course Title	Credit Hours
Fall		
WR90	Paragraph Fundamentals <u>or</u> WR121 English Composition	3
4.202	Elementary Algebra	4
OA124	Typing Skill Building	3
6.900	Introduction to Computer Info. Systems I ¹	4
	14 total	
Winter		
OA116	Office Procedures	3
9.715	Elementary Bookkeeping I	2
OA220	Electronic Calculators	2
BA285	Business Relations	3
CS110A	Microcomputer Software: Word Processing	1
CS110B	Microcomputer Software: Spreadsheet	1
6.901	Introduction to Computer Info. Systems II ¹	2
	14 total	
Spring		
WR214	Business English	3
OA240	Filing and Records Management	3
9.716	Elementary Bookkeeping II ²	2
BA177	Payroll Records and Accounting	3
2.280	Work Experience	4
	15 total	
	43 credits total	

EMERGENCY DISPATCHER COMMUNICATIONS TRAINING (9-1-1)

This one-year diploma program is designed to provide a pool of trained applicants for emergency dispatch agencies.

Fall		
CJ110	Introduction to Law Enforcement	3
CJ280	Field Experience	3
CJ299	Emergency Telecommunications	3
HE207	Stress Management	3
HE260	First Responder	3
	15 total	
Winter		
CJ220	Criminal Law	3
CJ280	Field Experience	3
CJ299	Emergency Telecommunications	3
5.258	Fire Co. Organization/Station Assign.	3
0.615.1	Microcomputers: Literacy & Application	2
	14 total	
Spring		
CJ203	Family Crisis Intervention	3
CJ280	Field Experience	3
CJ299	Emergency Telecommunications	3
WR227	Report Writing	3
SP100	Basic Speech Communications	3
	15 total	
	44 credits total	

EMERGENCY MEDICAL TECHNICIAN

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 arises.

Course No.	Course Title	Credit Hours
Fall		
HE257A*	Emergency Medical Technician IA ¹	4
BI231	Anatomy and Physiology ²	4
9.723	Medical Terminology I	3
0.615.1	Introduction to Microcomputers	2
WR90	Paragraph Fundamentals	3
HE280	Field Experience	1
		17 total
Winter		
HE257B*	Emergency Medical Technician IB ¹	4
BI232	Anatomy and Physiology II ²	4
9.726	Medical Terminology II	3
HE262	CPR Instructor Certification	2
HE280	Field Experience	2
	Psychology Elective	3
		18 total
Spring		
HE258*	Emergency Medical Technician II	5
BI233	Anatomy and Physiology III ²	4
9.728	Medical Terminology III	3
5.268	Fire Service Rescue	2
HE280	Field Experience ³	1
	Social Science Elective	3
		18 total
		53 credits total

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

1. All students wishing to enroll in HE257A and B, HE258 and HE259 (when 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.

2. High school chemistry or CH100 - CH101 is a prerequisite to Anatomy and Physiology I, II, III.

3. HE280 Field Experience must be taken concurrently with HE258 in spring term.

FORESTRY DIPLOMA PROGRAM

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

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

1. Students may substitute WR227 Report Writing for WR122 English Composition or WR90 Paragraph Fundamentals.
2. CIS131 is equivalent to 6.900 plus 6.901 (Computer Info Systems I and II). Students must petition to receive credit for CIS131. Contact advisor or data processing instructor for details.

Course No.	Course Title	Credit Hours
WR121,WR122	English Composition <u>or</u> RDG90 Effective Reading Strategies <u>and</u> WR90 Paragraph Fundamentals	6
4.202	Elementary Algebra I	4
F111	Intro to Forestry	4
6.409*	Forest Protection	3
6.411*	Logging Operations	3
6.407*	Forest Mensuration I	3
6.408*	Forest Mensuration II	3
FE222A*	Elementary Forest Surveying	3
RR251*	Recreation Resource Management	4
6.414*	Forest Contracts and Mapping	3
FE222B*	Advanced Forest Surveying	3
6.406*	Forest Engineering	4
FP210	Forest Products Manufacturing	3
6.416*	Aerial Photo Interpretation	3
6.417*	Silviculture	3
6.420*	Advanced Silviculture	3
F254*	Tree and Shrub Identification	4
CIS131	Computer Information Systems ²	4
	63 credits total	

LAW ENFORCEMENT PROGRAM

This program provides the essential elements necessary for immediate employment through participation in criminal justice courses and other courses as listed.

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

1. 4.200 Basic Math may be taken as a refresher course, if needed (as an elective) to qualify for entry into 4.202.
2. Students may select a criminal justice/social science elective if they can show typing competency.
3. See Associate in Arts Degree in Criminal Justice Administration for list of electives.

Fall			
RDG90*	Effective Reading <u>or</u> WR121 English Composition	3	
HE252	Standard First Aid <u>or</u> HE260 First Responder <u>or</u> HE257 Emergency Medical Technician I	3 - 8	
CJ110	Introduction to Law Enforcement	3	
CJ210	Criminal Investigation	3	
CJ100	Criminal Justice Survey	3	
	15 - 20 total		
Winter			
WR90*	Paragraph Fundamentals <u>or</u> WR122 English Composition	3	
4.202*	Elementary Algebra I ¹	4	
CJ120	Introduction to Judicial Process	3	
CJ222	Procedural Law <u>or</u> CJ223 Rules of Evidence	3	
	Criminal Justice Electives ³	2	
	15 total		
Spring			
HS155	Interviewing and Counseling <u>or</u> CJ203 Family Crisis Intervention	3	
OA121	Keyboarding I ² <u>or</u> OA124 Typing Skill Building ²	3	
CJ130	Introduction to Corrections	3	
CJ220	Criminal Law	3	
WR227	Report Writing	3	
	15 total		
	45 - 50 credits total		

LEGAL ASSISTANT PROGRAM

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

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

1. Satisfactory placement in entrance exam.
2. CIS131 is equivalent to 6.900 plus 6.901 (Computer Info Systems I and II). Students must petition to receive credit for CIS131. Contact advisor or data processing instructor for details.
3. Students must demonstrate ability to type or take typing.

MACHINE TOOL TECHNOLOGY DIPLOMA

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

Fall		
4.170	Machine Tools I	3
4.175	Manufacturing Processes	3
4.150	Welding I	3
3.240	Applied Math for Industrial Mechanics ¹	4
9.228	Machine Tool Workshop	1
4.110	Blueprint Reading & Sketching	3
		17 total
Winter		
4.171	Machine Tools II	3
4.160	Basic Metallurgy	3
4.151	Welding II	3
3.241	Applied Algebra and Geometry for Industrial Mechanics ¹	4
9.228	Machine Tool Workshop I	1
4.101	General Drafting	3
		17 total
Spring		
4.172	Machine Tools III	3
4.174	Machine Tools References	3
4.179	Advanced Studies Project	3
3.242	Applied Trigonometry for Industrial Mechanics ¹	4
9.228	Machine Tool Workshop	1
4.120	Computer Assisted Drafting	3
		17 total
		51 credits total

1. 4.200/4.202/MTH60 may be substituted for 3.240/3.241/3.242.

Work Experience may be substituted as applicable to course objectives.

Advising by Machine Tool
Technology Instructor only.

MARKETING PROGRAM

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

Course No.	Course Title	Credit Hours
FIRST YEAR		
Fall		
WR121*	English Composition	3
BA211*	Principles of Accounting I ¹ <u>or</u> 2.766* Accounting I	3 - 4
BA101*	Introduction to Business	4
CIS131*	Computer Information Systems ²	4
BA238	Sales	3
		17 - 18 total
Winter		
WR122*	English Composition	3
BA212*	Principles of Accounting II ¹ <u>or</u> 2.767* Accounting II	3 - 4
BA226*	Business Law I	3
BA223*	Principles of Marketing	3
MTH50	Intermediate Algebra I ³	4
		16 - 17 total
Spring		
BA217*	The Accounting Process ¹ <u>or</u> 2.768* Accounting III	3 - 4
WR214	Business English	3
BA227*	Business Law II	3
BA249*	Principles of Retailing	3
BA239*	Advertising	3
		15 - 16 total
SECOND YEAR		
Fall		
SDP101*	Principles of Management/Supervision	3
BA285	Business Relations	3
2.280*	Work Experience <u>or</u> BA280 Field Experience	8
OA220	Electronic Calculators	2
		16 total
		64-67 credits total

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

Students must demonstrate ability to type or take typing.

1. 2.766, 2.767, 2.768 and BA213 are equivalent to BA211, BA212, BA213 and BA217. Students must petition to receive credit for BA211 and BA212. Contact the advisor or accounting instructor for details.

2. CIS131 is equivalent to 6.900 plus 6.901 (Computer Info Systems I and II). Students must petition to receive credit for CIS131. Contact advisor or data processing instructor for details.

3. Students with a placement test score equivalent to MTH50 or above may request waiver of this requirement for this program.

MEDICAL CLERICAL DIPLOMA

This program prepares student to perform initial clerical duties in hospitals, medical clinics and other medical facilities. Certain courses may require some prep courses (i.e. Typing Skills Building, Sentence Fundamentals, Paragraph Fundamentals, high school Math or equivalent).

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

Before entering this program, students must receive a passing score on the English proficiency exam administered by the testing office. Those students not passing this exam should register for 2.591 Pretranscription Skills fall term. This is also the first year of the Medical Office Assistant Program.

Course No	Course Title	Credit Hours
Fall		
OA122	Keyboarding II	3
9.723	Medical Terminology I	3
9.724	Medical Secretary I	3
OA240	Filing/Records Management	3
OA116	Office Procedures	3
		15 total
Winter		
9.726	Medical Terminology II	3
2.766	Accounting I	4
OA220	Electronic Calculators	2
9.730	Medical Secretary II	3
OA225	Machine Transcription	3
		15 total
Spring		
9.731	Clinical Procedures I	3
9.725	Medical Insurance, Credit and Collections	3
9.727	Medical Transcription I	3
BA285	Business Relations	3
2.280	Work Experience	4
		16 total
Summer		
2.280	Work Experience	4
		50 credits total

MEDICAL TRANSCRIPTIONIST DIPLOMA PROGRAM

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

Before entering this program, students must receive a passing score on the English proficiency exam administered by the testing office. Those students not passing this exam should register for 2.591 Pretranscription Skills fall term.

Fall		
9.723	Medical Terminology I	3
9.724	Medical Secretary I	3
OA116	Office Procedures	3
OA122	Keyboarding II	3
OA240	Filing/Records Management	3
		15 total
Winter		
9.726	Medical Terminology II	3
9.727	Medical Transcription I	3
9.730	Medical Secretary II	3
OA200	Introduction to Word Processing	3
OA201	Word Processing - IBM-PC	3
		15 total
Spring		
9.725	Medical Insurance Credit and Collection	3
9.729	Medical Transcription II	3
9.731	Clinical Procedures I	3
OA220	Electronic Calculator	2
2.280	Work Experience	4
		15 total
		45 credits total

MICROCOMPUTER OPERATOR DIPLOMA PROGRAM

Students completing this program will be able to operate the microcomputer and generate reports which require the use of the standard programs of Word Processing, Spreadsheet and Data Base Management.

Students are to sign up for the core classes and one of the two options.

Course No.	Course Title	Credit Hours
CORE CLASSES		
Fall		
WR121	English Composition	3
CIS131*	Computer Information Systems ¹	4
OA121	Keyboarding I	3
Winter		
WR122	English Composition	3
CS110A/B	Microcomputer: Word Processing and Spreadsheet	2
Spring		
WR227	Report Writing	3
CS111A/B*	Microcomputer: Data Base/Int. System	2
9.754*	MS/DOS	1
		21 credits
WORD PROCESSING OPTION		
Fall		
4.202*	Elementary Algebra I	4
Winter		
OA124	Typing: Skill Building	3
OA200*	Introduction to Word Processing	3
	Elective ³	3
Spring		
OA122	Keyboarding II	3
OA201*	Word Processing: IBM-PC	2
OA202*	Word Processing: IBM-DW	2
2.610*	Microcomputer Lab Operation	1
		21 credits
ACCOUNTING OPTION		
Fall		
4.202*	Elementary Algebra I	4
BA211*	Principles of Accounting I ² <u>or</u> 2.766* Accounting I	3
Winter		
MTH50*	Intermediate Algebra I	4
BA212*	Principles of Accounting II ² <u>or</u> 2.767* Accounting II	3-4
2.610*	Microcomputer Lab Operation	1
Spring		
BA177*	Payroll Records	3
BA217*	Accounting Process ² <u>or</u> 2.768* Accounting III	3-4
	Elective ³	3
		24 - 27 credits
	TOTAL CREDITS WITH WORD PROCESSING OPTION	42 CREDITS
	TOTAL CREDITS WITH ACCOUNTING OPTION	45-48 CREDITS

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

Students must demonstrate ability to type or take typing.

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

2. 2.766, 2.767, 2.768 and BA213 are equivalent to BA211, BA212, BA213 and BA217. Students must petition to receive credit for BA211 and BA212. Contact the advisor or accounting instructor for details.

3. Students with a full load of required classes, or the prerequisites for required classes, may petition for the removal of the elective.

OFFICE ADMINISTRATION PROGRAM

Students must complete the core program as well as the courses listed under the desired option.

Legal Secretary Option

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

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

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

Steno-Clerical Option

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

Word Processing Option

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

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

Course No.	Course Title	Credit Hours
CORE PROGRAM		
WR121	English Composition	3
WR214	Business English	3
OA124	Typing Skill Building	3
2.591	Pretranscription Skills	3
OA114	Personal Shorthand	3
OA214	Personal Shorthand Skill Building	3
2.766	Accounting I <u>or</u> BA211 Principles of Accounting I	3 - 4
OA200	Introduction to Word Processing	3
OA122	Keyboarding II	3
BA285	Business Relations	3
OA220	Electronic Calculators	2
OA201	Word Processing: IBM PC	2
OA240	Filing/Records Management & Office Systems	3
CS110B	Microcomputer Software: Spreadsheet	1
OA116	Office Procedures	3
6.900	Computer Information Systems I ¹	4
CS111A	Microcomputer Software: Data Base Management	1
		46 - 47 total

LEGAL SECRETARY OPTION

9.735	Legal Secretarial Procedures I	3
9.736	Legal Terminology & Word Processing	3
9.737	Legal Transcription	3
BA226	Business Law I	3
	Electives	6
		18 total

64 - 65 credits
total

STENO-CLERICAL OPTION

2.280	Work Experience	4
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50 - 51 credits
total

WORD PROCESSING OPTION

OA123	Keyboarding: Advanced Formatting	3
OA225	Machine Transcription	3
OA202	Advanced WP on PC	2
CS111B	Integrated Information Systems	1
OA256	The Electronic Office	3
9.754	MS-DOS	1
CS131	Computer Information Systems ¹	4
		17 credits

63 - 64 credits
total

OFFICE MANAGEMENT DIPLOMA PROGRAM

This program trains the student for entry-level positions in offices. Under the direction of management, the student may learn some of the operations and become involved in formulating department policies, coordinating activities and directing personnel to attain operational goals. The courses required are applicable toward an Associate in Science degree program in Business Management with an Office Management major.

Course No.	Course Title	Credit Hours
FIRST YEAR		
Fall		
WR121	English Composition I	3
BA211*	Principles of Accounting I ¹ <u>or</u> 2.766 Accounting I	3 - 4
BA101*	Introduction to Business	4
CIS131*	Computer Information Systems ²	4
	Algebra through MTH50	4
		18 - 19 total
Winter		
WR122	English Composition	3
BA212*	Principles of Accounting II ¹ <u>or</u> 2.767 Accounting II	3 - 4
BA285	Business Relations	3
OA220*	Electronic Calculators	2
	Elective	3
		14 - 15 total
Spring		
BA217*	The Accounting Process ¹ <u>or</u> 2.768 Accounting III	3 - 4
WR214	Business English	3
CS110A/B	Microcomputer Software: Word Processing/ Spreadsheet	2
OA240	Filing/Records Management	3
BA213*	Principles of Accounting III	3
		14 - 15 total
SECOND YEAR		
Fall		
BA226*	Business Law I	3
SDP101	Principles of Management/Supervision	3
BA177*	Payroll Records and Accounting	3
OA200	Introduction to Word Processing	3
2.280	Work Experience	4
		16 total
		62 - 65 credits total

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

Students must demonstrate ability to type or take typing.

1. 2.766, 2.767, 2.768 and BA213 are equivalent to BA211, BA212, BA213 and BA217. Students must petition to receive credit for BA211 and BA212. Contact the advisor or accounting instructor for details.

2. CIS131 is equivalent to 6.900 plus 6.901 (Computer Info Systems I and II). Students must petition to receive credit for CIS131. Contact advisor or data processing instructor for details.

WELDING TECHNOLOGY DIPLOMA PROGRAM

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

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

Work experience may be substituted as applicable to course objectives.

Advising by Welding Instructors only.

Course No.	Course Title	Credit Hours
Fall		
3.240	Applied Math for Industrial Mechanics	4
4.110	Blueprint Reading and Sketching	3
4.150*	Welding I (Gas Welding/Cutting)	3
4.151A*	Welding IIA (Arc I)	3
4.170	Machine Tools I	3
		17 total
Winter		
3.241	Applied Algebra and Geometry for Industrial Mechanics	4
4.101	General Drafting	3
4.151B*	Welding IIB (Arc II)	3
4.152*	Welding III (MIG/TIG)	4
4.171	Machine Tools II	3
		17 total
Spring		
4.153*	Welding IV (Pipe Arc)	3
4.154*	Welding V (Fitter/Welder)	5
4.155*	Welding VI (Adv. Applications)	5
9.225	Welding Certification	0.25
PSY115	Career/Job Search	1
		14.25 total
		48.25 credits total

CERTIFICATE PROGRAMS

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

PROFESSIONAL CERTIFICATE IN FINANCE

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

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

FIRE FIGHTER TRAINING PROGRAM

The Fire Fighter Training Certificate Program is an aid to improve and professionalize training available to fire service personnel. The program is designed for volunteer firemen to become familiar with all phases of fire fighting.

Satisfactory completion of the program will lead to a certificate.

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

FIRE FIGHTER I PROGRAM			
		Hours	
9.301	Fire Fighter IA	32	1.5
9.302	Fire Fighter IB	32	1.5
9.303	Fire Fighter IC	32	1.5
9.304	Fire Fighter ID	32	1.5
9.305	Fire Fighter IE	32	1.5
9.382*	Basic First Aid	20	1.0
		180	8.5 credits total

NURSING ASSISTANT PROGRAM

GERIATRIC NURSING ASSISTANT

HOME HEALTH CARE

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

Students are prepared to work as nursing assistants in a nursing home or convalescent care center. The program consists of 120 hours of intensive instruction, in classroom and agencies.

A second 40-hour course prepares students as geriatric nursing assistants with emphasis on how to modify care based on disease processes. Instruction occurs 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.

REAL ESTATE PROGRAM

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

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

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

Course No.	Course Title	Credit Hours
RE112	Real Estate Law ¹	3
RE113	Real Estate Principles ¹	3
RE116	Real Estate Finance ¹	3
RE118	Real Estate Appraisal	3
RE222	Real Estate Law II	3
RE230	Real Estate Office Management and Supervision of Sales Personnel	3
		18 credits total

PROFESSIONAL CERTIFICATE IN SUPERVISION

This program prepares individuals for careers in supervision and management. Its objective is two-fold. It assists students in learning the newest supervisory and management skills and it helps businesses save money on training costs.

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

COURSE DESCRIPTIONS

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

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

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

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

BA212 Principles of Accounting II 3 Credits (3 Lec Hrs/Wk)

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

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

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

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

Prerequisite: BA212 Principles of Accounting II or equivalent.

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

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

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

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

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

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

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

Work setting that provides students with an opportunity to test knowledge learned in classrooms.

Prerequisite: Instructor's consent.

2.280 Cooperative Work Experience 1-8 Credits (3-24 Lab Hrs/Wk)

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

Prerequisite: Instructor's consent.

2.331/2.322 Federal and State Income Tax I, II 4 Credits/Term (4 Lec Hrs/Wk)

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

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

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

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

2.767 Accounting II 4 Credits (4 Lec, 1 Lab Hrs/Wk)

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

Prerequisite: 2.766 Accounting I or equivalent.

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

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

Prerequisite: 2.767 Accounting II or instructor's consent.

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

A comprehensive study of accounting theory and concepts with emphasis on how they 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 BA211, BA212 Principles of Accounting I and II or instructors' consent.

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

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

Prerequisite: 2.772 Intermediate Accounting I.

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

This course is designed to help students develop an understanding of small business bookkeeping and recordkeeping. Students will learn to analyze and record simple transactions using double entry bookkeeping methods.

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

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

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

AGRICULTURE

0.624 Mushroom Identification 1 credit
(25 Hrs Total)

Covers identification of local wild mushrooms, their basic characteristics and location. Emphasis is on positive identification of edible and nonedible species, preparation for food and methods of preserving.

0.624.1 Wild Edible Plants 1 Credit

(1 Lec, 1 Lab Hr/Wk, 2 field trips 4 Hrs Ea)

Emphasis on identification, preparation and preservation of wild edible plants and foods.

0.811 Gardening 1 Credit
(25 Hrs Total)

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

ANTHROPOLOGY

ANTH101/102/103 General Anthropology 3 Credits/Term
(3 Lec Hrs/WK)

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

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

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

ANTH198/298 Independent Study of Anthropology

1-3 Credits/Term -To be arranged.

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

ANTH207/208/209 Cultural Anthropology 3 Credits/Term
(3 Lec Hrs/Wk)

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

ANTH231 Native North American Culture: Pacific Northwest 3 credits

(2 Lec Hrs/Wk, 2-Day Field Trip)

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

APPRENTICESHIP

9.187 Industrial Electrical Apprentice 3 Credits/Term
(2 Lec, 2 Lab Hrs/Wk for 4 years)

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

9.188 Inside Electrician Related Training 1.75 Credits/Term
(10 Lec, 24 Lab Hrs/Term for 5 years)

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

ART

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 designed to enable the student to gain an awareness of the nature and character of materials through investigation and experimentation in a variety of media.

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

ART118/119/120 Beginning Calligraphy 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
(2 Lec, 4 Lab Hrs/Wk)

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

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

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

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.

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

Instruction in use of oil color, acrylic or other media. Registration permitted any term, but it is desirable to start 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)

Active participation of each student in painting experiences aimed at developing visual and manipulative skills. Study of watercolor techniques emphasized, with special attention given to the particular characteristics of the medium, emphasis on landscape material. May be substituted for a third term of ART131/132/133 Drawing to meet lower division major requirements. Open to non-majors.

Prerequisites: ART281/282/283 Painting; ART231/232/233 Drawing or instructor's consent.

ART191/192/193 Beginning Sculpture 3 Credits/Term
(2 Lec, 4 Lab Hrs/Wk)

A studio introduction to the language of forms and elements of sculpture. 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.

ART198/298 Independent Study 1-3 Credits/Term

(Hrs. to be arranged.)

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 curricula.

ART199 Papermaking 1-3 Credits

(2 Lec and/or 3 Lab Hrs/Wk)

The history, make-up, preparation, making and subsequent projects of hand-made papers.

ART211/212/213 Survey of the Visual Arts 3 Credits/Term
(3 Lec Hrs/Wk)

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 investigated through the consideration of motives, media and methods. Open to non-majors. May be used as fourth sequence in AA degree. Must be taken in sequence or instructor's consent.

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.

Prerequisite: At least one term prior experience with the letterform in question is needed.

ART221/222/223 Graphic Design (Lettering, Layout and Illustration) 1 Credit/Term

(3 Lab Hrs/Wk)

This three-term sequence course introduces 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.

ART231/232/233 Advanced Drawing 3 Credits/Term
(2 Lec, 4 Lab Hrs/Wk)

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. A variety of media will be emphasized. Open to non-majors.

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

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

ART271/271/273 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 printmaking craft with individual expressive and compositional interests.

Prerequisites: ART171/172/173 Beginning Printmaking; ART115/116/117 Basic Design; ART281 Painting; ART231 Drawing or instructor's consent.

ART280 Field Experience 1-3 Credits/Term
(3-9 Hrs/Wk)

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

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

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

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

Advanced instruction in watercolor techniques, color selection, visual compositions and media characteristics, with emphasis on landscape themes.

Prerequisites: ART184/185/186 Beginning Watercolor or instructor's consent.

ART291/292/293 Advanced Sculpture 3 Credits/Term
(2 Lec, 4 Lab Hrs/Wk)

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

0.512.1 Drawing I 1 Credit
(36 Hrs Total)

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 a broad perspective of drawing.

0.512.2 Drawing II 1 Credit
(36 Hrs Total)

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: 0.512.1 Drawing I.

0.512.3 Drawing III 1 Credit
(36 Hrs Total)

This last course of the three term sequence is designed to develop within the individual an awareness and knowledge of landscape drawing and composition.

Prerequisites: 0.512.1 Drawing I and 0.512.2 Drawing II.

0.512.4 Basic Calligraphy 1 Credit
(36 Hrs Total)

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.

0.512.8 Life Drawing 1 Credit
(36 Hrs Total)

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

0.513.1 Oil Painting I 1 Credit
(36 Hrs Total)

Acquaints the student with the medium of oil paint and methods and techniques necessary for establishing a basic knowledge of oil painting.

0.513.2 Oil Painting II 1 Credit
(36 Hrs Total)

This course continues the investigation of problems in painting related to color, methods, techniques and composition.

Prerequisite: 0.513.1 Oil Painting I

0.513.3 Oil Painting III 1 Credit
(36 Hrs Total)

Designed to further investigate and introduce mural design and composition together with landscape painting.

Prerequisites: 0.513.1 Oil Painting I and 0.513.2 Oil Painting II.

0.513.6 Experimental Painting 1 Credit
(36 Hrs Total)

Exposes the student to multiple media of art and the basic relationship of color, line and composition.

0.514.1 Watercolor Painting I 1 Credit
(36 Hrs Total)

Designed as an investigation of medium and approaches possible with transparent watercolor.

0.514.2 Watercolor Painting II 1 Credit
(36 Hrs Total)

Continues the investigation of media through the use of creative exercises and investigative method of problem solving.

Prerequisite: 0.514.1 Watercolor Painting I.

0.514.3 Watercolor Painting III 1 Credit
(36 Hrs Total)

Develops a keen awareness of particular qualities of this medium as compared to other paint media.

Prerequisites: 0.514.1, 0.514.2 Watercolor Painting I, II.

0.515.1 Ceramics I 1 Credit
(36 Hrs Total)

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

0.515.2 Ceramics II 1 Credit
(36 Hrs Total)

The throwing process and its creative possibilities for the potter.

Prerequisite: 0.515.1 Ceramics I or instructor's consent.

0.515.3 Ceramics III 1 Credit
(36 Hrs Total)

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

Prerequisites: 0.515.1, 0.515.2 Ceramics I, II or instructor's consent.

0.516.1 Elementary Sculpture I 1 Credit
(36 Hrs Total)

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

0.516.2 Elementary Sculpture II 1 Credit
(36 Hrs Total)

Emphasizes the problems and approaches of carving or subtractive method of sculpturing.

Prerequisites: 0.516.1, 0.516.2 Elementary Sculpture I, II.

0.516.3 Elementary Sculpture III 1 Credit
(36 Hrs Total)

Introduces advanced, creative design in sculpture and offers the opportunity for experiments in new media and methods.

Prerequisites: 0.516.1, 0.516.2 Elementary Sculpture I, II.

0.516.5 Woodcarving 1 Credit
(36 Hrs Total)

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

0.516.7 Glass Working (Stained Glass) 1 Credit
(36 Hrs Total)

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.

0.516.9 Papermaking
1 or 3 Credits

(1 Credit: 36 Hrs Total; 3 Credits: 2 Lec, 3 Lab Hrs/Wk)

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 and engraving, collographs and color painting.

ASTRONOMY

GS121 Descriptive Astronomy
3 Credits
(3 Lec Hrs/Wk)

A descriptive treatment of solar system, stars, stellar evolution, galaxies and cosmology. Emphasis will be on results of current space missions and new discoveries in stellar astronomy will be discussed. Fulfills one term of Physical Science Survey requirement.

AUTOMOTIVE TECHNOLOGY

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

0.775 Automotive Survival
1 Credit
(3 Lec-Lab Hrs/Wk)

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

3.280 Cooperative Work Experience 1-6 Credits
(4-24 Hr/Wk)

Prerequisite: Instructor's consent

3.300 Brakes and Suspension Systems 4 Credits
(2 Lec, 6 Lab Hrs/Wk)

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

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

3.304 Internal Combustion Engines I 4 Credits
(2 Lec, 6 Lab Hrs/Wk)

This class 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 disassemble, inspect and reassemble engines.

3.308 Electrical I 4 Credits
(2 Lec, 6 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.

Prerequisite: 4.304 Practical Physics or instructor's consent.

3.310 Gasoline Fuel Systems
3 Credits
(6 Lec-Lab Hrs/Wk)

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

Prerequisite: 3.304 Internal Combustion Engines I or instructor's consent. Student must provide basic hand tools.

3.312 Diesel Fuel Systems
3 Credits

(2 Lec, 3 Lab Hrs/Wk)

Provides 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, basic service and repairs that can be completed without a flow bench will be stressed.

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

3.316 Power Trains 3 Credits
(2 Lec, 3 Lab Hrs/Wk)

Covers fundamentals of automotive and manual 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, transaxles and drive axles.

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

3.318 Automotive Steering Controls 3 Credits
(2 Lec, 3 Lab Hrs/Wk)

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

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

3.322 Automotive Electrical Systems II 3 Credits
(2 Lec, 3 Lab Hrs/Wk)

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

Prerequisite: 3.308 Electrical I or instructor's consent.

3.324 Diagnostic Procedures and Emission Controls 3 Credits
(2 Lec, 3 Lab Hrs/Wk)

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

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

3.326 Automatic Transmissions
3 Credits

(2 Lec, 3 Lab Hrs/Wk)

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

Prerequisite: 3.316 Power Trains or instructor's consent.

3.329 Mechanical Systems Laboratory I 3 Credits

(10 Lab Hrs/Wk)

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

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

3.331 Mechanical Systems Laboratory II 3 Credits

(10 Lab Hrs/Wk)

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

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

3.332 Automotive Service Management 3 Credits

(3 Lec Hrs/Wk)

Provides 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. Shop operations and safety procedures will be analyzed.

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

3.333 Mechanical Systems Laboratory III 3 Credits

(10 Lab Hrs/Wk)

Further knowledge and mechanical skills through on-line service work. Lab projects will focus on, but not be restricted to, engine tune-up, emission

controls, automatic transmission service and more advanced techniques of diagnosis and testing.

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

9.110 Automotive Fuel Systems and Tune-Up 1.5 Credits

(1 Lec, 2 Lab Hrs/Wk)

Theory, operation and maintenance of automotive fuel systems.

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

9.111 Automotive Electrical Systems and Tune-Up I
1.5 Credits

(1 Lec, 2 Lab Hrs/Wk)

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

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

9.112 Automotive Electrical Systems and Tune-Up II
1.5 Credits

(1 Lec, 2 Lab Hrs/Wk)

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

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

9.113 Heavy Duty Equipment Electrical 3 Credits

(2 Lec, 3 Lab Hrs/Wk)

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

9.114 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)

This is a basic course in hydraulics covering the operating principles and components comprising 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. Uses and service procedures will be covered.

Prerequisite: 9.116 Hydraulics I or instructor's consent.

9.118 Hydraulics III: System Construction, Troubleshooting and Repair 2 Credits

(1.5 Lec, 1.5 Lab Hrs/Wk)

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

Prerequisite: 9.117 Hydraulics II or instructor's consent.

9.120 Advanced Automotive Tune-Up and Emission Controls
3 Credits

(3 Lec Hrs/Wk)

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

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

9.122 Gasoline Fuel Injection
1.5 Credits

(1 Lec, 2 Lab Hrs/Wk)

Gasoline fuel injection will provide mechanics with a general working knowledge of all current production systems. Troubleshooting and diagnosis will be covered.

Prerequisite: Must be employed as a mechanic or have substantial mechanical background.

9.125 Diesel Engines: Operation and Maintenance I 1 Credit

(3 Lec-Lab Hrs/Wk)

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 and Maintenance II 1 Credit

(3 Lec-Lab Hrs/Wk)

Provides the owner/operator a basic understanding of the operation of a diesel engine and 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 3 Credits

(2 Lec, 3 Lab Hrs/Wk)

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

BANKING

9.768 Principles of Banking

3 Credits

(3 Lec Hrs/Wk)

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

9.769 Fundamentals of Financial Statements 3 Credits

(3 Lec Hrs/Wk)

Basic accounting principles, concepts of various financial statements and 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)

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

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

9.771 Law and Banking Principles

3 Credits

(3 Lec Hrs/Wk)

Introduction to basic American law, presenting the rules of law which underlie banking, including jurisprudence, the court system, civil procedures, etc., including regulations, compliance and penalties. Emphasis on Uniform Commercial Code.

9.773 Money and Banking

3 Credits

(3 Lec Hrs/Wk)

Promotes the appreciation and comprehension of the functions of money and banks in a modern economy, particularly in the United States. Includes bank management and operations only as they affect monetary and credit conditions.

9.778 Marketing for Bankers

3 Credits

An overview of essential marketing for bankers, including public relations, communications, advertising, opinion research and officer calling programs.

9.780 The Trust Business 3 Credits

(3 Lec Hrs/Wk)

A study of trust department services offered by various banking agencies, wills, property rights, etc., in relationship to laws and practices of general and local jurisdiction and application.

Prerequisite: Past of concurrent enrollment in 9.768 Principles of Banking or 9.789 Inside Commercial Banking or instructor's consent.

9.781 Consumer Lending

3 Credits

(3 Lec Hrs/Wk)

An Introduction to installment credit placing emphasis on methods commonly used by banks, the bank's objective in granting credit, the functions of the bank's credit department, credit administration, financing technique and collection procedures.

9.784 Written Communication for Bankers 3 Credits

(3 Lec Hrs/Wk)

Covers various kinds of bank letters and reports between the bank and its customers and other banks.

Prerequisite: WR121 English Composition or instructor's consent.

9.785 Bank Cards 3 Credits

(3 Lec Hrs/Wk)

An overview of the bank card industry, the evolution of credit cards into electronic funds transfer, legal developments affecting credit cards and the regulatory environment in which banks operate.

9.786 Bank Investments/Funds Management 3 Credits

(3 Lec Hrs/Wk)

Investigates investment functions, risk, liquidity, yield.

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

9.788 Commercial Lending

3 Credits

(3 Lec Hrs/Wk)

An overview of the commercial lending function, including types of commercial loans, loan decision process, cost analysis, portfolio management and the regulatory and legal environment.

9.791 Selling Bank Services

3 Credits

(3 Lec Hrs/Wk)

Specifically designed to teach customer-contact people sales techniques.

9.792 Safe Deposit 1.5 Credits

(15 Lec Hrs Total)

Rules and procedures of safe deposits, good customer relations and the interrelationship of the two. A five-week course.

9.795 Commercial Loan Officer Development 3 Credits

(3 Lec Hrs/Wk)

Practical non-technical lending skills needed by a bank loan officer.

9.796 Law and Banking: Applications 3 Credits

(3 Lec Hrs/Wk)

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)

General Biology is a three term sequence course satisfying the science requirement for non-biological science preprofessional (i.e. medical) students. General Biology attempts to convey to the student an appreciation of most aspects of life on earth.

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

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

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

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 4 Credits/Term

(3 Lec, 3 Lab Hrs/Wk)

Anatomy and Physiology is a three term sequence course (must be taken in sequence), discussing in detail the molecular, cellular, tissue, organ and organ system aspects of vertebrates, with emphasis on humans. Some pathological conditions are also considered.

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

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

BI232 continues the description the respiratory, digestive, urinary, and endocrine systems.

BI233 the final term of Anatomy and Physiology, covers the reproductive, circulatory, lymphatic and nervous systems, special sense organs: the eye and the ear and If time permits, human embryology and genetics

BI198/298 Independent Study in Biology 1-3 Credits To be arranged.

Z201/202/203 General Zoology 4 Credits/Term

(3 Lec, 3 Lab Hrs/Wk)

Z201/202/203 is a three-term sequence in general zoology, intended for science majors and pre-professional majors in medicine, veterinary medicine and other health professions. Terms may be taken out of sequence.

Prerequisite: One year of high school biology or equivalent.

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

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

Z203 is a continuation of Z202. This course includes a survey of the animal kingdom, echinaria through chordata and ecology.

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)

This three-term sequence is intended for biology, forestry and agriculture majors. May be taken out of sequence.

Prerequisite: High school biology or equivalent.

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

BOT202 includes water and salt balance, energy, respiration, nitrogen balance and heterotrophy.

BOT203 includes reproduction, genetics, development and taxonomy.

0.624 Mushroom Identification 1 Credit

(25 Hrs Total)

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

0.624.1 Wild Edible Plants 1 Credit

(15-16 Hrs Total)

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

0.624.6 Plant Identification

1 Credit

(1/2 Lec, 2 Lab Hrs/Wk)

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

0.811 Gardening 0.25 Credit

(6 Lec Hrs Total)

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

BUSINESS ADMINISTRATION

BA101 Introduction to Business 4 Credits

(4 Lec Hrs/Wk)

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

BA198/298 Independent Study in Business Administration

1-3 Credits

BA222 Finance 3 Credits

(3 Lec Hrs/Wk)

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

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

BA223 Principles of Marketing 3 Credits

(3 Lec Hrs/Wk)

Provides a general survey of the nature, significance and scope of marketing. Emphasis is 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)

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

BA227 Business Law II 3 Credits

(3 Lec Hrs/Wk)

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

BA229 Personal Finance and Money Management 3 Credits

(3 Lec Hrs/Wk)

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

BA232 Business Statistics I 3 Credits

(3 Lec Hrs/Wk)

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

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

BA235 Business Statistics II 3 Credits

(3 Lec Hrs/Wk)

Builds 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.

Prerequisite: BA232 Business Statistics I or equivalent.

BA238 Sales 3 Credits

(3 Lec Hrs/Wk)

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

BA239 Advertising 3 Credits

(3 Lec Hrs/Wk)

A detailed examination of the purpose, preparation, placement and analysis of the various types of advertisements and relative merits within each of the media such as television, radio and the newspaper. Involves practice in the planning and analysis of complete advertising

campaigns and their coordination with other marketing strategies.

BA242 Introduction to Investments 3 Credits

(3 Lec Hrs/Wk)

Studies securities, investment concepts and economic trends for the private investor, investment objectives, portfolios, corporate securities, exchanges, over-the-counter, bond, options markets and the money market. Investment strategies, margin purchases, short selling and efficient market theory will be introduced. Reading financial news and corporation reports will also be covered. **NOTE:** This course may be taken for 1 credit. See 0.830 Introduction to Investments under Business Administration.

BA249 Retailing 3 Credits

(3 Lec Hrs/Wk)

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

BA280 Field Experience 1-8 Credits

(3-24 Hrs/Wk)

Using 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.

BA285 Business Relations 3 Credits

(3 Lec, 1 Lab Hrs/Wk)

Develops awareness of self and others in organizational setting. Discusses motivation, communication, the nature of prejudice, policies and procedures, memory, self-analysis, keys to promotion, goals, professional image, time and stress management.

BA285 Business Relations 3 Credits

(3 Lec, 1 Lab Hrs/Wk)

Develops awareness of self and others, motivation, communication, the nature of prejudice, policies and procedures, memory, self-analysis, keys to promotion, future direction, goals, professional image, time management and stress management in an organizational setting.

2.280 Cooperative Work Experience 1-8 Credits
(3-24 Lab Hrs/Wk)

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

Prerequisite: Instructor's consent.

587
9.200 Small Business Management I 8 Credits/Year
(510 Hrs Total)

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

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

587
9.201 Small Business Management II 8 Credits/Year
(510 Hrs Total)

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

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

9.204 Small Business Operations 3 Credits

(3 Lec Hrs/Wk)

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

0.830 Introduction to Investments 1 Credit

(1 Hr/Wk)

Studies securities, investment concepts and economic trends for the private investor, investment objectives, portfolios, corporate securities, exchanges, over-the-counter markets, bond markets, options markets and the money market. Investment strategies, margin purchases, short selling and efficient market theory, reading financial news and corporation reports will also be covered. **NOTE:** This course may be taken for 3 credits. See BA242 Introduction to Investments under Business Administration.

0.841 Family Finance and Resource 0.5-1 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 4 Credits/Term

(3 Lec, 3 Lab Hrs/Week)

CH100/101 Elementary Chemistry is a two term sequence at the introductory level. The emphasis is on chemistry for the allied health professions. There is a minimum of mathematics, but some problem-solving ability is expected and laboratory work is quantitative.

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

CH100 includes measurement, the elements, atomic structure, chemical binding, nomenclature, solution chemistry, molecular concept, gas laws, equilibrium and acid-base chemistry.

Prerequisite: High school math or 4.200 Basic Mathematics. 4.202 Elementary Algebra is recommended.

CH101 is a continuation of CH100. Subject matter includes solution chemistry, nuclear chemistry, organic chemistry and selected topics in biochemistry.

Prerequisite: CH100 Elementary Chemistry.

CH104/105/106 General Chemistry 5 Credits/Term

(4 Lec, 3 Lab Hrs/Wk)

CH104/105/106 is a three term sequence meeting the general chemistry requirements of most curricula, intended for students without previous experience in chemistry. More time is spent in lecture and problems are introduced more slowly than in CH201/202/203.

NOTE: SCIENCE AND ENGINEERING MAJORS SHOULD TAKE CH201/202/203.

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

CH105 is a continuation of CH104 and covers structure of solids, properties of solutions, kinetics, equilibrium, acids and bases and precipitation reactions.

Prerequisite: CH104 General Chemistry.

CH106 continues CH105. Material covered this term includes thermodynamics, oxidation-reduction, electrochemistry and selected topics in inorganic chemistry, organic chemistry and nuclear chemistry.

CH198/298 Independent Study in Chemistry -To Be Arranged

CH201/202/203 General Chemistry 4 Credits/Term

(3 Lec, 3 Lab Hours/Wk)

CH201/202/203 is a three-term in sequence in chemistry for a major in science, engineering, or health professions. Quantitative treatment of materials and problem-solving are emphasized.

CH201 covers the following material: periodic table, introduction to reactions, stoichiometry, thermochemistry, atomic structure, electron configurations, gas laws and kinetic-molecular theory.

Prerequisites: High school chemistry or CH101 Elementary Chemistry I, concurrent enrollment in MTH101 College Algebra.

CH202 is a continuation of CH201. Topics covered include chemical binding, liquids and solids, properties of solutions, kinetics, equilibria, acids and bases, solubility product.

Prerequisite: CH201 General Chemistry.

CH203 is a continuation of CH202. Topics covered include entropy and free energy, oxidation-reduction, chemistry of selected elements, organic chemistry, transition elements and nuclear chemistry.

Prerequisite: CH202 General Chemistry.

CH226/227/228 Elements of Organic Chemistry

4 Credits/Term

(3 Lec, 3 Lab Hrs/Wk)

Chemistry of carbon compounds; covers both mechanisms and reactions of aromatic and aliphatic compounds, with emphasis on structural theory and special properties.

Prerequisite: CH106 General Chemistry or CH203 General Chemistry.

CH234 Quantitative Analysis
5 Credits

(3 Lec, 6 Lab Hrs/Wk)

Principles of gravimetric analysis, spectrophotometric analysis, and volumetric analysis. This course is designed for pre dental, pre medical, and medical technology students.

Prerequisite: CH106 General Chemistry or CH203 General Chemistry.

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

CLOTHING, TEXTILES AND FASHION

CT110 Beginning Clothing Construction 3 Credits

(2 Lec, 3 Lab Hrs/Wk)

Application of processes in the use of the sewing machine and applies techniques of dressmaking to the construction of fashionable garments.

CT191 Careers in Fashion, Textiles and Interior Design

2 Credits

(2 Lec Hrs/Wk)

Explores opportunities in fashion, textiles and interior design including entry-level qualifications and advancement opportunities in all fashion and interior design related fields.

CT198/298 Independent Studies in Clothing, Textiles and Fashion
To be arranged

CT210 Clothing Construction
3 Credits

(2 Lec, 3 Lab Hrs/Wk)

This course studies the principles of selection, construction, and fitting. Clothing construction as a creative expression is also recognized.

CT211 Clothing and Society
3 Credits

(3 Lec Hrs/Wk)

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 and Fashion
1-3 Credits

(Includes Seminar)

Nine credits maximum.

Prerequisite: Instructor's consent.

0.925 Beginning Sewing

0.5-1 Credit

(15-36 Hrs Total)

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.

0.970 Sewing Unlimited

0.5-1 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

0.971 Sewing Something From Nothing 0.5-1 Credits

(1 Lec, 3 Lab Hrs/Wk Max.)

Demonstrations on 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, etc.

0.972 Sewing for the Home

0.5-1 Credits

(15-36 Hrs Total)

Techniques of sewing and fusing applied to window treatments, pillows, slipcovers and table covers for the home.

9.925 Textile Studies

0.5-2.0 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.

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 0-3 Credits

(1-36 Hrs Total)

A series of seminars aimed at improving competency and updating knowledge and skills in the clothing and textile area.

9.910 Basic Sewing

0.5-2 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 and basic techniques of clothing construction needed to enter more advanced classes.

9.912 Pattern Alterations and Fitting 0.5-2 Credits

(1 Lec, 3 Lab Hrs/Wk Max.)

Covers techniques for making basic fitting shell. Drafting basic pattern to use as model for making perfectly fitted clothing and creating original designs.

9.913 Tailoring: Blazers and Jackets 0.5-2 Credits

(1 Lec, 3 Lab Hrs/Wk Max.)

Includes beginning and advanced tailoring techniques applied to men's and women's clothing, methods for coats, suits and jackets. Includes the use of both 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 and 0.925 Beginning Sewing.

9.920 Clothing Selection and Coordination 0.5-2 Credits

(1 Lec, 3 Lab Hrs/Wk Max.)

Includes selection of becoming and appropriate colors, lines and fabrics. Coordination of wardrobe and selection of accessories will be covered.

9.923/9.924 Pattern Design or Drafting I, II 0.5-2 Credits

(1 Lec, 3 Lab Hrs/Wk Max.)

For individuals interested in learning flat pattern design and drafting techniques which will be useful in altering commercial patterns, drafting new patterns and restyling patterns and apparel terms.

Prerequisite: 9.910 Basic Sewing or instructor's consent.

9.925 Textile Studies

0.5-2 Credits

(1 Lec, 3 Lab Hrs/Wk Max.)

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

9.930 Interior Decorating

0.5-2 Credits

(1 Lec, 3 Lab Hrs/Wk Max.)

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.

COMMUNICATIONS

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

COMPOSITION See WRITING

CRIMINAL JUSTICE

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)

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/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 action, conclusion of law and custody, legitimacy, adoption, change of name, guardianship, support and separation agreements.

CJ107/SW207 Criminal Justice Workshops 1 Credit

(10 Hrs Total)

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)

Designed to provide students with a familiarization of police field operations and services.

CJ115 Legal and Fundamental Aspects of Lethal Weapons and Laboratory 4 Credits

(3 Lec, 2 Lab Hrs/Wk)

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

CJ122 Oregon Law 3 Credits

(3 Lec Hrs/Wk)

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

CJ130 Introduction to Corrections 3 Credits

(3 Lec Hrs/Wk)

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/PSY299 Psychology of Violence and Aggression 3 Credits
(3 Lec Hrs/Wk)

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

Prerequisites: PSY201 General Psychology, CJ100 Survey of Criminal Justice.

CJ203 Family Crisis Intervention 3 Credits
(3 Lec Hrs/Wk)

The study of family crisis intervention covering domestic violence, problems with juveniles, substance abuse, legal and social restrictions and implications and methods of prevention and intervention.

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

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 Substantive Law 3 Credits
(3 Lec Hrs/Wk)

An in-depth study of the substantive laws commonly encountered by the municipal, county, or state police, investigators 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 is strongly recommended.

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

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

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

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

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

Introduces the problem of drug abuse (alcohol, drugs, narcotics) in our society. Includes identification of drugs and causes of addiction.

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

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

CJ299 Emergency Telecommunications 9 Credits
(3 Lec Hrs/Wk 3 Terms)

A three course sequence designed to cover all areas of emergency dispatch operations including computer law enforcement networks, warrant processing, records, dealing with difficult persons, prioritization of tasks and other pertinent topics.

DATA PROCESSING

CIS131 Introduction to Computer Information Systems 4 Credits
(3 Lec, 2 Lec-Lab Hrs/Wk)

Provides an introduction to computers and computer-related information systems. The course includes a survey of concepts, methods, vocabulary, and software applications of computer systems. Programming fundamentals and computer hardware are introduced. (See 6.900 and 6.901 Introduction to Computer Information Systems I and II for an alternative).

Prerequisites: Some understanding of the BASIC computer language, math and reading skills appropriate to the subject.

CS110A Microcomputer Software: Word Processing 1 Credit

(10 Lec, 5 Lab Hrs Total)

Use of microcomputers as word processors, utilizing IBM PC and Macintosh equipment.

Prerequisite: Typing ability.

CS110B Microcomputer Software: Spreadsheets 1 Credit

(10 Lec, 5 Lab Hrs Total)

Introduction to use and applications of electronic spreadsheets including developing spreadsheets on a microcomputer, using IBM PC and Macintosh equipment.

Prerequisite: CS110A Microcomputer Software: Word Processing or instructor's consent.

CS111A Microcomputer Software: Data Management 1 Credit

(10 Lec, 5 Lab Hrs Total)

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

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

CS111B Microcomputer Software: Integrated Software 1 Credit

(10 Lec, 5 Lab Hrs Total)

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

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

CS133B Introduction to Programming/BASIC 3 Credits
(3 Lec, 1 Lab Hrs/Wk)

To program microcomputers using part of the BASIC computer language. To design and implement application of programs to business. **Prerequisite:** CIS131 Introduction to Computer Information Systems or instructor's consent.

CS133C Introduction to Programming/COBOL 4 Credits

(3 Lec, 2 Lec-Lab Hrs/Wk)

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

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

CS133F Introduction to Programming/FORTRAN 3 Credits

(2 Lec, 2 Lec-Lab Hrs/Wk)

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

Prerequisite: 4.202 Elementary Algebra.

CS133P Introduction to Programming/PASCAL 4 Credits

(3 Lec, 2 Lec-Lab Hrs/Wk)

Programming microcomputers using the PASCAL programming language.

Prerequisite: CS133B Introduction to Programming/BASIC.

CS233B Advanced Programming/BASIC 3 Credits

(2 Lec, 2 Lec-Lab Hrs/Wk)

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

Prerequisite: CS133B Introduction to Programming/BASIC.

CS233F Advanced Programming/FORTRAN 3 Credits

(2 Lec, 2 Lab-Lec Hrs/Wk)

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

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

CS233P Advanced Programming/PASCAL 4 Credits

(2 Lec, 2 Lec-Lab Hrs/Wk)

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

Prerequisite: CS133P Introduction to Programming/PASCAL.

CS263 Microprocessor Machine Language 4 Credits

(3 Lec, 2 Lec-Lab Hrs/Wk)

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

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

CS270 Introduction to Information Systems: INFO BASIC 4 Credits

(3 Lec, 2 Lab Hrs/Wk)

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

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

CS280 Field Experience 1-2 Credits

(30 Hrs Total)

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

CS298 Independent Study (To Be Arranged)

Independent study in computer science.

CS299 PASCAL Program Development 3 Credits

(2 Lec, 2 Lab Hrs/Wk)

Students taking this course will work in a team setting to develop a specific PASCAL program application.

Prerequisite: Instructor's consent

0.593 Learning Skills Lab (General) 0 Credit

Prerequisites: Instructor's consent.

0.615.1 Introduction to Microcomputers, Literacy and Applications 0.5-2 Credits

(Variable based on credit:

0.5 Credit (5 Lec, 10 Lab/Hrs for 5 Weeks)

1 Credit (1 Lec, 2 Lab Hrs/Wk/Term)
2 Credits (2 Lec, 1 Lab (Hrs/Wk/Term)

An introduction to the use and operation of microcomputers, including components, terminology, applications and some BASIC computer language.

2.610 Computer Lab Operation

1 Credit

(1 Lec-Lab, 1 Lab Hr/Wk)

An introduction to all aspects of running a microcomputer lab, assisting the users (students working class assignments), maintaining the equipment and software and keeping documentation.

Prerequisite: CIS131 or 6.900 and 6.901 and consent of instructor.

6.900 Introduction to Computer Information Systems 3 Credits

(3 Lec, 2 Lec-Lab Hrs/Wk)

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

6.901 Introduction to Computer Information Systems II 2 Credits

(3 Lec, 2 Lec-Lab Hrs/Wk for 5 Weeks)

This course plus 6.900 Introduction to Computer Information Systems I, covers the same material as CIS131. 6.901 covers the final one-third of CIS131. (See CIS131 for description.)

Prerequisite: 6.900

6.902 Systems and Procedures I 3 Credits

(2 Lec, 3 Lec-Lab Hrs/Wk)

An introduction to systems and procedures including organizational theory, documentation, coding and

control, graphic devices, feasibility studies, work analysis and applications.

Prerequisite: Sophomore standing in data processing or instructor's consent.

6.909 Computer Operations

4 Credits

(2 Lec, 4 Lec-Lab Hrs/Wk)

Basic concepts and procedures, computer operations peripheral devices, operating systems, terminals, timesharing, operational management, data base management, operations projects.

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

6.911 Computer Applications 4 Credits

(2 Lec, 4 Lec-Lab Hrs/Wk)

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.

Prerequisites: CS270 Introduction to Information Systems: INFO BASIC and 6.909 Computer Operations.

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.

9.753 Networking Microcomputers with a Local Area Network 1 Credit

(2 Lec, 5 Lec-Lab Hrs/Wk for 5 Weeks)

Designed to understand the powers and possibilities of networked microcomputers. Learn how to plan, install and manage a microcomputer network. Demonstrate how to log onto a network, share and use resources.

9.754 MS-DOS/PC-DOS on Microcomputers 1 Credit

(2 Lec, 5 Lec-Lab Hrs/Wk for 5 Weeks)

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.

NOTE: 6.900 AND 6.901 COMBINATION MAY SUBSTITUTE FOR CIS131.

DEVELOPMENTAL EDUCATION

ENG91/92/93 English for Foreign Students 3 Credits/Term

(6 Lec-Lab Hrs/Wk)

Vocabulary building, reading, writing, speaking and the understanding of spoken English or students who are not native speakers.

RDG90 Effective Reading Strategies 3 Credits

(3 Lec Hrs/Wk)

Offers 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.

101/102/103 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 individual assignment sheet is assigned each student. Materials are used to improve basic skills, vocabulary, spelling, comprehension and speed. Open enrollment and variable credit.

Prerequisite: Twelfth grade reading level with good speed and comprehension.

WR90 Paragraph Fundamentals 3 Credits

(3 Lec Hrs/Wk)

Teaches students to write clear, correct paragraphs in standard English. A final goal is to have students organize paragraphs in an essay.

Prerequisites: 0.525 Sentence Fundamentals with a grade of "C" or above (not S or U), placement test score or instructor's consent.

Sequence With: RDG90 Effective Reading Strategies, SP100 Basic Speech Communications for COMMUNICATIONS (should be taken in following order: RDG90, WR90, SP100)

0.525 Sentence Fundamentals
5 Credits

(5 Lec Hrs/Wk)

Teaches students the skills of writing well-formed, grammatically correct, and varied sentences; of organizing paragraphs; and of using correct spelling and punctuation. This course cannot be taken for credit toward an Associate degree.

0.525.1/2 Spelling Improvement I, II 3 Credits/Term
(3 Lec Hrs/Wk)

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

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

(20 Hrs/Total)

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

0.528.3/4/5 Sign Language I, II, III (Signed English) 1 Credit/Term

(1 Lec, 1 Lab Hrs/Wk)

Signed English skills of the manual alphabet, finger spelling and more advanced signs so students can communicate receptively and expressively with the hearing impaired. Games, videotapes, guest signers and amateur interpreting practice are included.

0.529.1 Speed Reading 1 Credit
(20 Hrs Total)

Designed for mature readers who are serious about improving their reading speed. The course includes step-by-step instruction to modify reading habits and adapt special techniques (S-pattern, 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 Credit
(Variable)

For the drop-in or referred writing student needing individual advising about writing and/or needing

individual instruction in writing skills from basic to advanced levels. The course is designed to help the student 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 tutorials in a broad range of writing skills. Individualized instructional materials will help the student deal with skill problems associated with course requirements and other needs.

0.745 Adult Basic Education
0 Credit
(Variable)

This is 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.

0.746 High School Equivalency Preparation (GED) 0 Credit
(Variable)

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

0.747 English as a Second Language 0 Credit
(Variable)

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

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

Enables students to prepare for and demonstrate achievement adequate to satisfy State Board of Education requirements to be awarded the standard High School Diploma. Measurement of achievement may be by formal testing procedures or by demonstration of skills as determined by an appropriate, qualified assessor.

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

Enables students to verify 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. Open enrollment and variable credit.

0.768 Study Skills 1-3 Credits
(1-3 Lec Hrs/Wk)

Students will learn techniques that teach how to succeed in a college setting. Focus will be on developing a college-level vocabulary, learning effective study techniques and methods of analyzing textbooks.

DO-IT-YOURSELF COURSES

0.519.2 Video Production
0.5 Credit
(2 Lec, 6 Lab Hrs Total)

A one-day workshop 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 (A,B) 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. [(A) 5 wpm Novice and Technician; (B) 13 wpm general]

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
1 Credit

(3 Lec-Lab Hrs/Wk)

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 preventive maintenance. Seasonal service and emergency roadside repairs are also covered.

0.776 Automotive Survival for Women 0.5-1.5 Credits

(1-2 Lec, 1.5-3 Lab Hrs/Wk)

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.

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 Lab Hrs Total)

Instruction in the basic operation of tools and equipment and safety techniques, cabin and/or furniture construction. The student will work on individual projects.

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.

Prerequisite: drafting/graphic skills helpful.

DRAFTING

4.101 Introduction to Drafting
3 Credits

(2 Lec, 3 Lab Hrs/Wk)

Introduction to basic drafting techniques. Emphasis is placed on the use of drafting instruments, orthographic projection, approved lettering and working drawings. Drafting techniques involve geometric

construction, orthographic projection, selection of views, use of special views, standard lettering and dimensioning.

4.110 Blueprint Reading and Sketching 3 Credits

(2 Lec, 3 Lab Hrs/Wk)

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

4.120 Computer Assisted Drafting
3 Credits

(3 Lec, 2 Lab Hrs/Wk)

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

DRIVER TRAINING

0.600 Defensive Driving 1 credit
(10 Hrs Total)

This course is designed to acquaint students with techniques of defensive driving, including how various types of motor vehicle accidents occur and some recommended methods of prevention.

Prerequisite: Instructor's consent.

0.601 Driving Instruction
3 Credits

(3 Lec, 1 Lab Hrs/Wk)

Provide adults with knowledge necessary to operate an automobile safely and efficiently. The class will meet minimum state requirements of 30 hours classroom instruction and 6 hours behind the wheel 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.

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

EC202 covers monetary policy, international trade and microeconomics.

EC203 includes microeconomics, labor markets, income distribution and Marxian economics.

EDUCATION

ED207 Tutoring Principles and Practices 3 Credits

(15 Lec, 25 Lab Hrs Total)

This course 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.

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

ED280 Field Experience in Education 1-3 Credits

(3-9 Hrs/Wk)

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

9.025 Instructor Training
0.5-3 Credits

(5-36 Lec Hrs Total)

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

ELECTRONICS

6.280 Work Experience 1-5 Credits

(4-20 Lab Hrs/Wk)

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

Prerequisite: Instructor's consent.

6.300 Electronics Project 1-4 Credits

(3 Lab Hrs/Wk/Credit)

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

Prerequisite: Instructor's consent.

6.309 Introduction to Electronics 3 Credits

(6 Lec-Lab Hrs/Wk)

An introductory course in career and education options for electronic technicians. Study of electronic schematics and diagrams, identification of electronic components symbols and electronic assembly techniques. Includes field trips to electronic repair workplaces.

6.311 DC-AC Electronics Concepts 4 Credits

(8 Lec-Lab Hrs/Wk)

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

Prerequisite: Concurrent enrollment in 3.240 Applied Math for Industrial Mechanics or instructor's consent.

6.313 Semiconductors 3 Credits

(6 Lec-Lab Hrs/Wk)

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

Prerequisite: 6.311 DC-AC Electronics Concepts.

6.314 Linear Circuits 4 Credits

(8 Lec-Lab Hrs/Wk)

Principles and applications of linear integrated circuit devices. Covers operational amplifiers, voltage

regulators, comparators, filters and regulated devices.

6.315 Digital Fundamentals 4 Credits

(6 Lec-Lab Hrs/Wk)

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

6.316 Microprocessor Architecture 2 Credits

(4 Lec-Lab Hrs/Wk)

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

Prerequisite: 6.315 Digital Fundamentals or instructor's consent.

6.317 Sensors and Actuators 4 Credits

(8 Lec-Lab Hrs/Wk)

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

Prerequisite: 6.316 Microprocessor Architecture.

6.319 Industrial Electronics 4 Credits

(8 Lec-Lab Hrs/Wk)

Introduction to industrial controls theory and application; knowledge and theories relating to practical concepts of various devices and methods used to control industrial systems.

6.321 Automated Systems 4 Credits

(8 Lec-Lab Hrs/Wk)

Principles of robotic systems with experimental application. Basic automated system modules will be built and operated in the lab.

Prerequisite: CS133B Introduction to Programming: Basic or instructor's consent.

6.322 Telecommunications 4 Credits

(8 Lec-Lab Hrs/Wk)

Concepts and theory of both analog and digital techniques used in various telecommunication systems.

Includes practical application of various devices and methods to real world situations.

6.324 Electronic Communications 2 Credits

(4 Lec-Lab Hrs/Wk)

This course covers the principles and concepts of commercial communications circuits, systems and applications including two-way communications, AM, FM, television, optical transmission techniques, various methods of transmission and reception and types of equipment used in electronic communication. Emphasis will be placed on a practical hands-on approach.

6.327 Instrumentation 4 Credits

(8 Lec-Lab Hrs/Wk)

A detailed study of basic electronics test equipment: testing, measurement methods, errors, limitations, covering the use of specialized equipment.

Prerequisite: 6.319 Industrial Electronics or instructor's consent.

6.328 Licensing and Certification 2 Credits

(2 Lec, Lab Hrs/Wk)

A review of current state and federal certification and licensing rules affecting electronics technicians.

Prerequisite: 6.322 Telecommunications or instructor's consent.

ENGINEERING - GENERAL

GE101/102/103 Engineering Orientation 2 Credits

(2 Lec Hrs/Wk)

GE101 is an introduction to 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 and GE102 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 and a brief introduction to the PASCAL (computer) language.

Prerequisites: MTH101 previously or concurrently.

GE198/298 Independent Study in General Engineering - To be arranged.

ENGLISH See LITERATURE and WRITING

FIRE SCIENCE TECHNOLOGY

5.237 Fire Investigation 3 Credits

(3 Lec Hrs/Wk)

Students will study state and federal laws related to fire investigation, burning characteristics of flammables and combustible materials, interpret clues and 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 Basic Firefighter Skills I 3 Credits

(3 Lec Hrs/Wk)

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

5.251 Firefighting Skills 3 Credits

(3 Lec Hrs/Wk)

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

Prerequisite: Instructor's consent.

5.253 Fire Apparatus and Equipment 3 Credits

(3 Lec Hrs/Wk)

Familiarization with fire apparatus; principles of application; care and preventive maintenance; safe operating practices; National Standards concerning fire apparatus, construction and design.

5.254 Introduction to Fire Protection 3 Credits

(3 Lec Hrs/Wk)

Development of fire services, safety, and security movements, the role of fire services, protection and safety personnel and ancillary organizations.

5.257 Fire Service Hydraulics 3 Credits

(3 Lec Hrs/Wk)

Review of basic mathematics, hydraulic laws and formulae as applied to the fire service. Application of formulae and mental calculations to hydraulic problems, the study of fireground water supply problems and underwriter's requirements for pumps and accessories.

5.258 Fire Company Organization, Station Assignment 3 Credits

(3 Lec Hrs/Wk)

Study of fire company organization and operation, company responsibilities in station, recordkeeping, station communications and watch, housekeeping and house privileges, tours and public relations, company organization for response to alarms, and company morale.

5.260 Hazardous Materials I 3 Credits

(3 Lec Hrs/Wk)

Handling of emergencies involving the ability to recognize the hazardous materials involved, as well as making proper choices to assure a safe response, intervention and stabilization of the emergency.

5.261 Hazardous Materials II 3 Credits

(3 Lec Hrs/Wk)

Handling of emergencies involving hazardous materials. By utilizing specialized equipment and techniques, the emergency involving flammable combustible liquids, explosives, toxic material and radioactive material will be safely handled from onset to completion.

Prerequisite: 5.260 Hazardous Materials I or instructor's consent.

5.262 Fundamentals of Fire Prevention 3 Credits

(3 Lec Hrs/Wk)

Fundamentals of fire inspections including standards, hazard evaluation techniques and the degree of the hazard and practical recommendations. Students will write reports, which include maps and sketches of each building inspected. They will conduct on-site inspections of buildings to locate hazards and to recommend safe practices and improvements.

5.263 Fire Pump Construction and Operation 3 Credits

(3 Lec Hrs/Wk)

Designed for pump operators and firefighters. Provides basic understanding of fire pump hydraulics and measurement, including velocity of flow, friction loss, engine and nozzle pressure, discharge, steam range, drafting water, pumping from hydrants and relaying by hose or tanker.

Prerequisite: 5.257 Fire Service Hydraulics or instructor's consent.

5.264 Building Construction for Fire Protection 3 Credits

(3 Lec Hrs/Wk)

Classification of buildings, structural features affecting fire spread, effect of fire on structural strength, fire stops and ratings of materials, fire retardants and Sanborn maps.

5.268 Fire Service Rescue Practices 2 Credits

(15 Lec, 15 Lab Hrs Total)

Trains fire company personnel to render emergency service in life saving and rescue work, development and organization of a rescue service, practices and procedures.

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

5.271 Introduction to Fire Behavior S-190 2 Credits

(2 Lec Hrs/Wk)

Provides identification of factors that affect the start and spread of wildfire, how basic suppression methods apply to breaking the fire triangle, and situations that are potentially hazardous to life and property.

Prerequisite: Instructor's consent

5.272 Fixed Systems and Extinguishers 3 Credits

(3 Lec Hrs/Wk)

A study of portable extinguisher equipment, fire alarm and detection systems, sprinkler systems and 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)

Tactics, organization, safety and management of tractor use in the field.

Prerequisites: Instructor's consent.

5.274 Firefighting Tactics and Strategy 3 Credits
(3 Lec Hrs/Wk)

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

5.276 Basic Wildland Fire Management 3 Credits
(2 Lec, 2 Lab Hrs/Wk)

Provides the student with basic fire suppression methods related to forest fires. Occupational preparatory.

5.278 Portable Pumps and Water Use S-211 1.5 Credits
(12 Lec, 12 Lab Hrs Total)

Covers all aspects of portable pump operations, water use and pumper operations.

Prerequisite: Instructor's consent.

5.279 Power Saws S-212 1.5 Credits
(8 Lec, 16 Lab Hrs Total)

This course is designed to provide the student with the knowledge of detailed operation of power saws, safety and maintenance.

Prerequisite: Instructor's consent.

5.280 Cooperative Work Experience 1-3 Credits

(4-12 Hrs/Wk)

Maximum of 9 credits applicable toward degree.

Prerequisite: Instructor's consent.

5.281 Ground Tanker/Tanker Boss S-214 2 Credits
(24 Lec Hrs Total)

Provides students with the basic knowledge in assignment of tanker crews, tactics and shift planning, administration, safety, maintenance and related operations.

Prerequisites: Instructor's consent.

5.282 Fire Codes and Related Ordinances 2 Credits
(3 Lec Hrs/Wk)

A study of fire, building exit, flammable liquid and other codes as related to fire prevention. Designed primarily for students interested in jobs as fire service inspectors.

Prerequisite: 5.254F Introduction to Fire Protection or instructor's consent.

5.283 Firing Methods and Equipment Fire Boss S-215 2 Credits

(2 Lec Hrs/Wk)

Instructs those people responsible for burn out operations on a fire line and those responsible for prescribed burning.

Prerequisite: Instructor's consent.

5.284 Crew Supervisor S-230 4 Credits
(40 Lec Hrs Total)

Provides students with the knowledge allowing advancement in job placement. Covers fire line duties, fire organization, authority and responsibility as it relates to the position of crew boss.

Prerequisites: Instructor's consent.

5.285 Basic Air Operations S-270 2 Credits
(2 Lec Hrs/Wk)

Provides personnel who are exposed directly or indirectly to aircraft with knowledge in organizational safety, tactics and logistics.

Prerequisite: Instructor's consent.

5.289 Legal Aspects of Fire Protection 3 Credits
(3 Lec Hrs/Wk)

Provides students with knowledge in laws relating to fire service; tort liability of municipalities, R.F.D.P. districts, employees and governing bodies; Oregon State Fire Marshal laws and rules; Administrative ruling; Mutual Aid Conflagration Act; Fire Codes and Ordinances.

5.292 Organizing for Fire Suppression S-320 2 Credits
(2 Lec Hrs/Wk)

Trains suppression personnel in management practices and activities of a fire at the initial attack level.

5.294 Maps and Records Officer S-341 2 Credits
(2 Lec Hrs/Wk)

Trains 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.

Prerequisite: Instructor's consent.

5.297 Fire Behavior S-390 3 Credits
(40 Lec Hrs Total)

Meets the training needs in fire behavior knowledge up through Class II fire overhead positions. Course content includes rate of fire spread, fire line intensity, flame length and fire behavior calculations.

Prerequisite: Instructor's consent.

FOODS and NUTRITION

FN225 Nutrition 4 Credits
(4 Lec Hrs/Wk)

Study of nutrition and the newer scientific investigations of optimal diet and health; present day nutritional problems for home economics majors, nursing students, physical education majors, and food service majors.

FN198/298 Independent Studies - Food and Nutrition 1-3 Credits
To be arranged.

FN280 Field Experience - Foods and Nutrition 1-3 Credits
(Includes Seminar)
(9 credits maximum.)
Prerequisite: Instructor's consent.

7.138 Practical Nutrition 2 Credits
(2 Lec Hrs/Wk)

For students enrolled in practical nursing, food service, child care programs and others 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 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.

7.280 Work Experience - Foods and Nutrition 1-3 Credits
(3 Hrs/Wk per Credit Hr - 9 credits maximum.)
Prerequisite: Instructor's consent.

9.253 Food Service Training
Variable Credits - Lec-Lab Hrs TBA

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)

Trains students in food service supervision, paraprofessional dietary work and general food service 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. Serves as background for quantity foods courses and individuals employed in food service positions.

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.

Prerequisites: 9.769 Orientation to Food Services and 9.970 Food Preparation I, or instructor's consent

9.974 Nutrition 0.5 Credit - (5 Lec, 3 Lec-Lab Hrs/Term)

1 Credit - (10 Lec, 6 Lec-Lab Hrs/Term)

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.

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

(30 Hrs Total)

Provides food service employees with an opportunity to obtain current information in areas of nutrition, management, safety and food

preparation and conducting effective food service programs.

Prerequisite: Experience in the food service field.

9.977 Food and Nutrition Workshops 0-2 Credits

(1-2 Lec, 3-6 Lab Hrs/Wk Maximum)

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

1-2 Credits

(1 Lec, 1-3 Lab Hrs/Wk Maximum)

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 dietitians, institutional workers and home care providers.

0.624 Mushroom Identification

1 Credit

(25 Hrs Total)

Positive identification and basic characteristics of edible and nonedible local wild mushrooms, preparation for food and methods of preserving will be stressed.

0.624.1 Wild Edible Plants

1 Credit

(1 Lec, 1 Lab Hr/Wk, 2-4 Hrs of Field Trips)

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

0.870 Foods for Your Family:

General 0.5-1 Credit

(15-36 Hrs Total)

Covers creative meal preparation 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 0.5-1 Credit

(15 Lec, 36 Lec-Lab Hrs Total)

Presents a variety of food preservation methods: canning, freezing, drying, pickling, jams, jellies and curing meats.

0.874 Portable Appliance Cooking 0.5-1 Credit

(15-36 Hrs Total)

Techniques of preparing foods in microwave ovens, woks, convection ovens, slow cookers, portable grills and ovens. Stresses selection of ingredients for basic foods as well as gourmet recipes.

0.875 Baking with Yeast

0.5-1.0 Credit

(1-3 Lec, Lec-Lab Hrs/Wk)

Presents various methods of making yeast breads, emphasizing variety in basic doughs and special pastries leavened with yeast.

FOREIGN LANGUAGES

FR101/102/103 First Year French 4 Credits/Term

(4 Lec Hrs/Wk)

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

Prerequisite: Must be taken in sequence.

FR198/298 Independent Study In French To Be Arrange

FR201/201/203 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 stressing reading and speaking with exercises in elementary composition and grammar.

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

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

Prerequisites: SPAN101, 102, 103 or equivalent or instructor's consent.

0.557.5/0.557.6/0.557.7 Conversational French I, II, III 1 Credit/Term
(3 Lec Hrs/Wk)

An introduction to practical French words and sentences.

0.558.1/0.558.2/0.558.3 Conversational German I, II, III 1 Credit/Term
(3 Lec Hrs/Wk)

Develops conversational German vocabulary as well as necessary basic grammar.

0.559.5 Conversational Italian I 1 Credit
(3 Lec Hrs/Wk)

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
(3 Lec Hrs/Wk)

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

0.560.2 Conversational Japanese II 1 Credit
(3 Lec Hrs/Wk)

Develops increased speaking and reading vocabulary to approximately 900 words. Emphasis on pronunciation, conversational flow of sentences and everyday phrases.

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

0.560.3 Conversational Japanese III 1 Credit
(3 Hrs/Wk)

Develops increased speaking and reading vocabulary to approximately 1400 words. Emphasis on pronunciation, conversational flow of sentences and everyday phrases.

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

0.561.1/0.561.2/0.561.3 Conversational Norwegian I, II, III 1 Credit/Term
(3 Lec Hrs/Wk)

Introduction to conversational Norwegian. Provides opportunities for practical conversation.

0.561.5 Conversational Russian 1 Credit
(3 Lec Hrs/Wk)

A program for beginners in Russian, based on the BBC television series Russian Language and People, combined with the Pimsleur System. The textbook, with the audio and video cassettes, is used for retrieval of information from Russian sources.

0.562.1 Conversational Spanish I 1 Credit
(3 Lec Hrs/Wk)

Develops conversational Spanish vocabulary including necessary grammar.

0.562.2/0.562.3 Conversational Spanish II, III 3 1 Credit/Term
(3 Lec Hrs/Wk)

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

Prerequisite: 0.582.1 Conversational Spanish or instructor's consent.

FOREST TECHNOLOGY

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

Designed for students majoring in Forestry and transferring to a four-year college or attaining a two-year Associate in Science degree in Forest Technology. Covers a broad overview of basic forestry principles. A review of the history of forestry in Europe and the United States will be balanced with discussion of current forest management programs, laws and practices implemented in the United States today.

F198 Independent Studies - Forestry 1-3 Credits

Provides students opportunities to conduct independent research areas of particular interest. Projects will be agreed upon prior to course registration; working on an ongoing

project for the Forest Service, BLM, Coos County or private industry.

Prerequisite: Instructor's consent.

F222 Plant ID and Photography 2 Credits

(6 Lec Hrs, 4-5 Day Field Trip Total)

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

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

F280 Forestry Field Studies (Summer) 6 Credits
(40 Lab Hrs/Wk)

The student is required to be employed on a full-time (approximately 40 hrs/wk) forestry or forestry-related position. (This position could be voluntary.) The positions could change during the summer work period (8 weeks) depending upon the employer's needs. The student will maintain a daily journal recording all forestry work performed which will be reviewed. The employer will be required to correlate daily work activities with academic course work at the college and report any shortcomings. Field visits will take place at the beginning and end of the work period.

FE222A Elementary Forest Surveying 3 Credits
(2 Lec, 4 Lab Hrs/Wk)

An elementary course in the basic fundamentals of plane surveying and the use of various surveying instruments. The theory of field measurements, bearings, angles and azimuths is emphasized.

FE222B Advanced Forest Surveying 3 Credits
(2 Lec, 4 Lab Hrs/Wk)

Designed to follow FE22A 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. **Prerequisite:** FE222A Elementary Forest Surveying.

**FP210 Forest Products
Manufacturing 3 Credits**
(2 Lec, 4 Lab Hrs/Wk)

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

**FW199 Conservation of Wildlife
Resources 3 Credits**
(3 Lec Hrs/Wk)

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

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

Provides firsthand knowledge and 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. Use of actual specimens.

**FW253 Wildlife Resources: Birds
3 Credits**
(3 Lec Hrs/Wk)

Provides a nontechnical introduction to ornithology, emphasizing ecology, evolution and identification of birds.

**FW255 Techniques in Wildlife
Science 3 Credits**
(3 Lec Hrs/Wk)

The techniques and equipment used to obtain biological information essential to manage wildlife on a scientific basis. Fundamental procedures of planning and conducting wildlife investigations.

**RR251 Recreation Resource
Management 3 Credits**
(2 Lec, 2 Lec-Lab Hrs/Wk)

An introductory course in outdoor recreation exploring the needs and demands of the American public for recreational opportunities, stressing importance and management of forest and wild lands for recreational use.

**6.406 Forest Engineering
4 Credits**
(3 Lec, 4 Lab Hrs/Wk)

The study of forest engineering procedures with particular emphasis on road design and location.

Prerequisites: FE222A Elementary Forest Surveying and FE222B Advanced Forest Surveying or instructor's consent.

**6.407/6.408 Forest Mensuration
I/II 3 Credits**
(2 Lec, 4 Lab Hrs/Wk)

Basic principles and skills of forest measurements including cruising, scaling, volume measurements, log and tree grading, use of measurements tools and techniques. The laboratory will apply principles learned in the classroom to measure individual trees.

**6.409 Forest Protection
3 Credits**
(2 Lec, 4 Lab Hrs/Wk)

Describes the destructive agents in the forest including disease, insects, animals and fire. Emphasis placed on identification of insect and disease organisms and control measures. Fire will be discussed relating to prevention, pre-suppression and suppression. Lab will examine these agents and various control procedures.

**6.411 Logging Operations
3 Credits**
(2 Lec, 4 Lab Hrs/Wk)

Basic logging methods, cost and techniques used in the Pacific Northwest. All types of logging operations will be visited during the laboratory period.

**6.414 Forest Contracts and
Mapping 3 Credits**
(2 Lec, 4 Lab Hrs/Wk)

Basic forms of forest contracts and their functional administration. Also covers forest mapping as it relates to forest contracts.

**6.416 Aerial Photo Interpretation
3 Credits**
(2 Lec, 4 Lab Hrs/Wk)

Provides the student with basic knowledge of using aerial photographs in forestry and 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.

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

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

GEOLOGY AND EARTH SCIENCE

**G142 Geology of the Pacific
Northwest 3 Credits**

(3 Lec Hrs/Wk and Field Trips TBA)

Beginning 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. Continuing with a systematic study of the geologic history of the Pacific Northwest, with emphasis on the sequence of geologic events for different regions. Field trips to areas of geologic interest are included.

**G145 Regional Field Geology
1-2 Credits**

(6 Lec, 24-27 Lab Hrs Total)

A field study/field trip to a region of significant unique geologic features including studies of the age and origin, geologic setting, structure, topography and significant events through geologic time. Beginning with an on-campus meeting prior to the field trip, all students will be expected to become familiar with the geologic section for the selected region. Students registering for one credit will submit a report of their field studies and demonstrate a knowledge of the geologic section. Students registering for two credits will initiate a study of the geologic literature pertaining to the region prior to the trip and continue with a detailed study of selected features seen on the trip submitting the results of these studies in a report.

G146 Field Geology of Southwest Oregon 3 Credits

(6 Lec, 24-27 Lab Hrs Total)

A field study of significant geological features of southwest Oregon with field trips arranged to illustrate geologic aspects of the Coos Bay area, the Coast Range Province, the Klamath Mountain Province and the Cascade Province.

G147 The Natural Environment of Coos Bay 3 Credits

(2 Lec, 2 Lab Hrs/Wk)

A study of the natural environment of the Coos Bay region and man's relationship to this environment, including major geographical aspects and significant historical events of the region. Experts on the local environment and the local economy are invited to speak.

G160 Volcanology 3 Credits

(3 Lec Hrs/Wk)

A systematic study of volcanic processes and volcanic phenomena. 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 study of fundamental geologic principles, natural processes acting within and upon the earth, basic earth materials, the origin of the earth and its oceans, natural resources and the interrelationships of mankind and the natural environment. Laboratory exercises include studies of minerals, rocks, topographical and geologic maps and field trips.

G203 Historical Geology 4 Credits

(3 Lec, 3 Lab Hrs/Wk)

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. Laboratory exercises and field trips are included. **Prerequisites:** Geology sequences G201/202 or instructor's consent.

G210 Minerals and Rocks 4 Credits

(4 Lec Hrs/Wk)

The nature, origin and use of minerals and rocks, structures and the classification, description and identification, study of 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)

Prehistoric life, including fossilization, classification, evolutionary mechanisms and patterns, adaptation and functional morphology, paleogeography, paleoecology and stratigraphic significance. Major groups of fossils include trace, invertebrate, plant and vertebrate fossils. The identification of significant invertebrate fossil genera will be emphasized.

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)

The fundamental processes involved in the origin and evolution of landforms, including concurrent studies of the various geomorphic provinces of the United States and the landscape features unique to each, emphasizing the national parks and monuments

G299 Special Topics - Geology 3 Credits

(3 Lec Hrs/Wk)

Contemporary topics drawn from a wide array of geologic disciplines. Topics vary, including those of recent development, fundamental problems, current and special interest and geologic significance. Course will include a brief initial survey of fundamental geologic principles and processes.

G299 Geological Hazards and Natural Catastrophes 1-3 Credits

(3 Lec Hrs/Wk)

A study of geological hazards and natural catastrophes, earthquakes, tsunamis, landslides, ground subsidence and collapse, avalanches, floods, storms, coastal erosion and

volcanic eruptions, emphasizing the causes and effects. The possibilities for prediction, mitigation and control will be examined, together with pertinent case histories and an evaluation of hazard risk potential for the state of Oregon.

GS107 Oceanography 4 Credits

(3 Lec, 3 lab Hrs/Wk)

Study of the basic chemical, physical, geological and biological aspects of the oceans, including laboratory and field investigations of the properties of sea water and oceanic pressures. The significance of the interrelationships of mankind and the ocean is emphasized.

GS275 Uses and Resources of the Oceans 3 credits

(3 Lec Hrs/Wk)

The vital significance of the world's oceans to society and our contemporary role in the utilization of the marine environment, history, civilization and the oceans; food and mineral resources; water and energy resources; pollution and waste disposal; coastal processes and activities; ocean law and management; technology and instrumentation; navigation and positioning and miscellaneous uses. Local marine-related activities and problems will be emphasized.

0.620 Geology of the Pacific Northwest 3 credits

(3 Lec Hrs/Wk and Field Trips TBA)

Studies of basic earth materials, fundamental geologic principles and processes, geologic time and the nature of the interior and surficial features of the earth, systematic study of the geologic history of the Pacific Northwest, emphasizing the sequence of geologic events for different regions. Field trips to areas of geologic interest are included.

0.620.2 Geology of the Local Area 0.25 Credit

(3.5 Lec, 4 Field Trip Hrs, 3.5 Hrs TBA)

Includes natural and manmade induced processes that affect slopes in the urban environment. Case histories illustrating changes and generated slope failures (landslides), prediction, protection and causes of landslides will be discussed.

HEALTH and FIRST AID

HE198/298 Independent Study in Health To be arranged.

HE207 Stress Management

3 Credits

(3 Lec Hrs/Wk)

This course looks into stress, its causes and methods of alleviating or controlling it. Emphasis is given to work-related stress, especially in the field of emergency services.

HE250 Personal Health 3 Credits

(3 Lec Hrs/Wk)

Study of personal health issues with emphasis on wellness, behavior, substance use and abuse, physical fitness, consumer health issues and current health concerns, sexuality, mental health, stress management and nutrition awareness.

This course is required for the Associate in Arts degree.

HE252 Standard First Aid and Personal Safety 3 Credits

(3 Lec Hrs/Wk)

This course follows the Red Cross Standard First Aid and Personal Safety Guide Requirements. The class is designed to prepare the student with first aid knowledge and skills necessary for the immediate and temporary care of the sick and/or injured until qualified medical help assumes responsibility. CPR is included. Red Cross First Aid certification is given upon completion of course requirements. Certificate is current for three (3) years.

HE262 CPR Instructor Training (AHA) 2 Credits To be announced

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.

Prerequisite: 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)

Three-day course for continuing education of critical care physicians, nurses, EMT III's and IV's in the evaluation and treatment of cardiac problems.

Prerequisites: RN, EMT III, IV or MD.

9.380 Cardiopulmonary Resuscitation (AHA or Red Cross)

0.5 Credit

(4 Lec, 6 Lab Hrs Total)

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

9.381 Standard First Aid (Multimedia) 0.5 Credit

(5 Lec, 5 Lab Hrs Total)

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 systems meets the standard requirements of OSEA (OSHA) yet exceeds CPR (Cardiopulmonary Resuscitation) requirements.

HEALTH OCCUPATIONS

HE257/9.428 Emergency Medical Technician I (A,B) 8 Credits

(73 Lec, 65 Lab Hrs Total)

Prepares individuals for state certification as an Emergency Medical Technician, Level I, as required by ORS 485.500. Emergency Medical Technician as defined means, "a person who attends any ill, injured or disabled person in connection with his transportation by ambulance. Police officers, 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: Concurrent enrollment in HE280 Field Experience and 9.723 Medical Terminology is required. 9.428, 9.431, 9.432 are for EMT volunteers/reserves with fire departments and ambulance services and may not be used toward a diploma.

HE258/9.431 Emergency Medical Technician II 5 Credits

(48 Lec, 16 Lab Hrs Total)

Designed to train the EMTII and prepare the student for the Oregon state written exam for certification. Consists of education and training in intravenous therapy, oxygen administration systems, patient

assessment and respiratory conditions requiring emergency interventions.

Prerequisites: Current graduate of EMT I approved course or certification 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 Allied Health and Physical Education. 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.

HE262 CPR Instructor Training (AHA) 5 Credits

(22 Lec Hrs Total)

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.

Prerequisite: 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 component level of knowledge of the drugs currently being used and/or abused 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)

Provides 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.

HISTORY

HST101/102/103 History of Western Civilization

3 Credits/Term

(3 Lec Hrs/Wk)

Introduces the western world's knowledge, culture and traditions. 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 nation states through the 18th century. Final term follows the course of western civilization from the 19th century to the present.

HST198/298 Independent Study in History - To Be Arranged

HST201/202/203 History of the U.S. 3 Credits

(3 Lec Hrs/Wk)

A survey course in the history of the United States, introduces students to major social, economic, political and cultural developments from colonial times to the present.

HST238 Oregon History 3 Credits

(3 Lec Hrs/Wk)

An introduction to the geography, history, economics and social life of Oregon covering development of Oregon's south coast in relation to the rest of the state.

HST257 Introduction to Ethnic History 3 Credits

(3 Lec Hrs/Wk)

An overview of the Indian presence in southwestern Oregon including subsistence practices, settlement patterns, social customs, heritage, Indian-white conflict, reservation life and adaptation to the modern world.

0.678.3 Tracing Your Family Tree (Genealogy) 1 Credit

(3 Hrs/Wk)

A 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 Perspectives in Home Economics 1 Credit

(1 Lec Hr/Wk)

Introduction to Home Economics for major and non-majors interested in developing a greater understanding of Home Economics as a dynamic profession. Explores the philosophy, contributions, trends and interdisciplinary nature of the field and 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 - 9 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.

9.943 Home and Family Management 0.5-1 Credit

(1 Lec, 3 Lab Hrs/Wk Maximum)

Emphasis on the effective decision making methods necessary to function adequately with newly assumed occupational roles in addition to the regular home-family responsibilities. Includes coping during periods of expanded stress and learning economical management of the home considering the resources of time, talent, energy and money.

9.944 Balancing Work and Family 0-2 Credits

(1-24 Lec Hrs Total)

Designed to help each participant develop strategies for managing the stress accompanying the dual roles and implementing sound strategies to accomplish tasks and responsibilities involved in maintaining a family and home while working outside the home or in a home-based business.

9.945 Family Finance and Resource Management 0.5-1 Credit

(1 Lec, 3 Lab Hrs/Wk Maximum)

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

9.946 Skills for Success .5 Credit

(18 Lab Hrs Total)

Focuses on the skills and knowledge needed to make the transition from home-maker to the dual roles involved when also working outside the home. Addresses goal setting, self-esteem, management of the home, family and personal resources including time and energy, human relations, personal development and strategies for gaining employment.

0.840 Consumer Education (Food, Facts and Fancies) 0 Credit

(15 Hrs Total)

Emphasizes the application of home management and consumer skills in the selection and use of food, housing, appliances, and other goods and services. Applied home management techniques and the use of parenting skills and resources.

0.853 Home Management
0.5-1.0 Credit

(1 Lec, 3 Lab Hrs/Wk)

General home management for students with special needs. Covers specific techniques and the decision-making process for management of time, energy, money and other family resources.

HUMAN DEVELOPMENT and FAMILY STUDIES

**HDFS198/298 Independent
Studies- Human Development and
Family Studies** - To be arranged.

HDFS222 Marriage Preparation
2 Credits

(2 Lec Hrs/Wk)

Open to men and women. Marriage, nature and motives, 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)

Complexities of personality, intellectual and physiological development of children from birth through adolescence. Surveys forces influencing growth and development. To be taken concurrently with 1-3 credits of HDFS298 Individual Studies (Lab Section).

**HDFS280 Field Experience -
Human Development and Family
Studies** 1-3 Credits

Includes Seminar - 9 credits maximum.

Prerequisite: Instructor's consent.

HDFS298 Individual Studies
1-3 Credits

(1-3 Lab Hrs/Wk)

Observation and participation with preschool age children under supervision at the Campus Child Care Center. One credit minimum to be taken concurrently with HDFS226

The Growing Years. Additional credit can be taken (up to 3 credits total) with HDFS226 as a prerequisite.

**7.101 Introduction to Early
Childhood Education Services**
2 Credits

(1 Lec, 3 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
and 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, social studies, intellectual curiosity, mental health and development of realistic self-concepts, moral and spiritual values, outdoor play and 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: Guidance
and Discipline** 2 Credits

(2 Lec Hrs/Wk)

Experience in observing and working with children in groups, understanding 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 and Guidance
2 Credits

(1 Lec, 3 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 and relationship between parent and child. Emphasis on various reinforcers the growing child receives in the home determining 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 attitudes.

**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.

**7.173 Creative activities for
Children II** 2 Credits

(1 Lec, 3 Lab Hrs/Wk)

Basic instruction in the use of tools and a variety of media for creating play equipment with young children. Emphasis 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)

Provides 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 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 meet 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, 3 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 on information needed for future job opportunities with preschool children.

7.280 Work Experience - Human Development and Family Studies
1-3 Credits

Includes Seminar - 9 credits maximum.

Prerequisite: Instructor's consent.

9.941 Exploring Family Relations
0.5-1 Credit

(5-10 Lec, 5-30 Lab Hrs Total)

Emphasizes practical methods for the development of positive interaction between family members, dealing with common family problems such as parent-child relations, family responsibilities, parental roles, communication and handling times of stress. Provides information geared toward persons working with family units (i.e. social workers).

9.942 Parent Seminar (STEP)
1 Credit

(2 Lec-Lab Hrs/Wk)

Help for parents dealing with the everyday difficulties of raising children in a rapidly changing world.

0.881 The Changing Role of Today's Parents 0.25-1 Credits

(10-36 Lec-Lab 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 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)

Provides students with familiarization of alcohol use, misuse and a historical view of alcohol use by Western cultures and modern approaches to alcohol treatment. Alcohol chemistry and alcohol impact on human physiology will be stressed.

HS102 Drug Use, Misuse and Addiction 3 Credits

(3 Lec Hrs/Wk)

Provides students with a familiarization of drug use, its misuse and the resulting addiction. Students will receive a historical view of drug use by Western cultures as well as modern approaches to drug treatment. Drug chemistry and drug impact on human physiology will be stressed.

HS107/207 Human Services Workshop-General 1-3 Credits

(Up to 30 Lec-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.

HS153 Introduction to Residential Youth Care 3 Credits

(3 Lec Hrs/Wk)

Introductory training for child care workers, foster parents and others interested in working in residential child care facilities. Deals with developmental planning, needs, separation, the cottage, discipline, the group and the job setting.

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.

Prerequisites: HS100 The Field of Human Services is strongly recommended.

HS155 Techniques of Interview
3 Credits

(3 Lec Hrs/Wk)

General background information on basic human functioning and how to relate to the interview situation to increase the interviewing skills of the student.

HS198/298 Independent Study in Social Work - To Be Arranged

HS199 Introduction to Psychological/Social Assessments & Treatment of Juveniles I

3 Credits

(3 Lec Hrs/Wk)

Introduces an ecosystematic assessment model. Students learn to assess, then treat identified client problems. Emphasis is on assessment. Small step change technology will be used throughout the class. Designed to provide in-service training to individuals working with youth and adults.

HS199 Introduction to Psychological/ Social Assessments & Treatment of Juveniles II 3 Credits

(3 Lec Hrs/Wk)

Introduces students to a developmental model closely aligned to the Erickson Model. Personality syndromes are delineated, treatment strategies are discussed. Small step technology is used to create change in the identified problem areas.
Prerequisites: HS199 Intro to Psychological/Social Assessment & Treatment of Juveniles I.

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.

9.389 Oregon Alcohol Server Education Program 1 Credit
(8 Lec Hrs Total)

Provides 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 how it affects the driving ability of those who consume alcoholic beverages.

Prerequisites: Ability to read, write and comprehend at the seventh grade level.

JOURNALISM

J198/298 Independent Study of Journalism -- To Be Arranged

J280 Field Experience
Variable

(Includes Seminar) 9 credits maximum

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

Prerequisite: Instructor's consent.

LEGAL ASSISTANT

LA100 Introduction to Law and Law Ethics 3 credits
(3 Lec Hrs/Wk)

Provides students with a general understanding of the structure of the court system; the operation of a law office; law ethics and an overview of various substantive law fields.

LA101 Introduction to Legal Terminology 3 credits

(3 Lec Hrs/Wk)

Learn to identify, pronounce and spell commonly used legal terms and apply this information to legal situations and transactions.

LA105 Introduction to Litigation 3 credits

(3 Lec Hrs/Wk)

Work under the supervision of an Oregon attorney in civil and criminal litigation with emphasis on civil law. An introduction to basic terms and concepts used in a litigation practice. **Prerequisites:** LA100 Introduction to Law and Law Ethics is advised, with at least one year of experience in a law office.

LA107 Techniques of Interview 3 credits

(3 Lec Hrs/Wk)

Provides the student with general background information on basic human functioning and relates this information to the interview situation.

LA128 Introduction to Legal Correspondence and Forms 3 credits

(3 Lec Hrs/Wk)

Learn to recognize and utilize writing techniques and tools common to internal law office communications as well as communication techniques between the lawyer and the client.

Prerequisites: It is recommended the student have WR121 or the instructor's consent.

LA203 Introduction to Legal Research and Library Use 3 credits

(3 Lec Hrs/Wk)

Familiarizes students with the law library and basic legal research; reviews the sources of law and the judicial system; teaches students to gather materials as an aid to the attorneys; and teaches case briefing, shepardizing and digesting.

Prerequisites: LA100 Introduction to Law and Law Ethics, LA202 Introduction to Legal Terminology or instructor's consent.

LA208 Introduction to Family Law 3 credits

(3 Lec Hrs/Wk)

Under the direction of an attorney, the student will prepare initial documents, pleadings associated with the action, findings of acts, conclusion of law and orders for judgment as they relate to divorce,

separation, custody, legitimacy, adoption, change of name, guardianship, support and separation agreements.

LA280 Field Experience
1-3 credits/term

(3-27 Lab Hrs/Wk)

Supervised field experience in one of the agencies of the legal assistant field. Includes a seminar to discuss problems and experience gained during work experience.

LA299 Substantive Law 3 credits

(3 Lec Hrs/Wk)

An in-depth study of the substantive laws commonly encountered by the municipal, county or state police, investigators, paralegals and other justice service employees. Includes misdemeanor and felony violations of the criminal statutes.

LITERATURE

ENG 204
ENG101 Survey of English Literature 3 Credits

(3 Lec Hrs/Wk)

Discusses the literary documents and authors of the British Isles from the Anglo-Saxon beginnings through the sixteenth century. Focuses on, but not limited to, characteristic works and major figures of the period.

Sequence With: **ENG102, ENG103**
Need not be taken in order.

ENG 205
ENG102 Survey of English Literature 3 Credits

(3 Lec Hrs/Wk)

Discusses the literary documents and authors of the British Isles from the seventeenth century through the early nineteenth centuries. Focuses on, but not limited to, characteristic works and major figures of the period.

Sequence With: **ENG101, ENG103**
Need not be taken in order.

ENG 206
ENG103 Survey Of English Literature 3 Credits

(3 Lec Hrs/Wk)

Discusses the literary documents and authors of the British Isles from the nineteenth century through the modern era. Focuses on, but not limited to, characteristic works and major figures of the period.

Sequence With: **ENG101, ENG102**
Need not be taken in order.

ENG104 Introduction to Literature - Prose 3 Credits

(3 Lec Hrs/Wk)

Introduces literature in prose through the novel, short story, essay and biography. Familiarizes students with the methods of in-depth critical reading serving as a basis for further study and enjoyment of literature.

Sequence With: **ENG105, ENG106**
Need not be taken in order.

ENG105 Introduction to Literature - Drama 3 Credits

(3 Lec Hrs/Wk)

Introduces drama both ancient and modern, the development of drama and the elements of dramatic literature (setting, theme, characterization and language) serving as a basis for further study and enjoyment of drama.

Sequence With: **ENG104, ENG106**
Need not be taken in order.

ENG106 Introduction to Literature - Poetry 3 Credits

(3 Lec Hrs/Wk)

Introduces types, elements and structures of poetry. Familiarizes students with elements of poetry, language, form, metrics, style, voice, serving as a basis for further study and enjoyment of poetry.

Sequence With: **ENG104, ENG105**
Need not be taken in order.

ENG107 World Literature 3 Credits

(3 Lec Hrs/Wk)

Introduces key literary works and authors of western civilization from the ancient and classical foundations to the Middle Ages. Occasional study of literature of other cultures. Students should consider taking History of Western Civilization concurrently.

Sequence with **ENG108, ENG109**.
Need not be taken in order.

ENG108 World Literature 3 Credits

(3 Lec Hrs/Wk)

Introduces key literary works and authors of western civilization from the late Middle Ages and Renaissance to the Enlightenment. Study of literature of other cultures. Students should consider taking History of Western Civilization concurrently.

Sequence With: **ENG107, ENG109**
Need not be taken in order.

ENG109 World Literature 3 Credits

(3 Lec Hrs/Wk)

Introduces key literary works and authors of western civilization from Romanticism to modern and contemporary writings. Study of literature of other cultures. Students should consider taking History of Western Civilization concurrently.

Sequence With: **ENG107, ENG108**
Need not be taken in order.

ENG198/298 Independent Study in Literature - To be arranged

Allows accomplished literature students to pursue their own interests on a reading and conference basis under the tutelage of faculty members. Credit is awarded based upon the completion of work outlined in a proposal accepted at the discretion of the faculty member and approved by the division chair.

ENG201 Shakespeare 3 Credits

(3 Lec Hrs/Wk)

Introduction to Shakespeare's early dramatic literature emphasizing the timelessness of his ideas and themes, the formal demands of drama and the development of the artist. The plays for this term are drawn from the early histories and comedies.

Sequence With: **ENG202, ENG203**
Need not be taken in order.

ENG202 Shakespeare 3 Credits

(3 Lec Hrs/Wk)

Introduction to Shakespeare's dramatic literature from the middle period. The timelessness of his ideas and themes, the formal demands of drama and the development of the artist are emphasized. The plays for this term are drawn from the middle comedies and tragedies.

Sequence With: **ENG201, ENG203**
Need not be taken in order.

ENG203 Shakespeare 3 Credits

(3 Lec Hrs/Wk)

Introduction to Shakespeare's dramatic literature from the late period, emphasizing the timelessness of his ideas and themes, the formal demands of drama and the development of the artist. Plays from this term are drawn from the tragedies, late comedies and romances.

Sequence With: **ENG201, ENG202**
Need not be taken in order.

ENG253 Survey of American Literature 3 Credits

(3 Lec Hrs/Wk)

Introduces the development of American Literature from the colonial beginnings through the Romantic Period. Special attention is given to developing a sense of what is "American" in selections of literature.

Sequence With: **ENG254, ENG255**
Need not be taken in order.

ENG254 Survey of American Literature 3 Credits

(3 Lec Hrs/Wk)

Introduces the development of American Literature in the middle and latter parts of the nineteenth century (often referred to as the Age of Realism). Special attention is given to developing a sense of what is "American" in literature and thought.

Sequence With: **ENG253, ENG255**
Need not be taken in order.

ENG255 Survey of American Literature 3 Credits

(3 Lec Hrs/Wk)

Introduces American Literature of the twentieth century. Special attention is given to developing a sense of what is "American" in literature and thought.

Sequence With: **ENG253, ENG254**
Need not be taken in order.

ENG260 Introduction to Women Writers 3 Credits

(3 Lec Hrs/Wk)

Introduces men and women to selected women writers, their literary styles and perspectives and the conditions affecting their work.

ENG299 Special Topics in Literature 3 Credits

(3 Lec Hrs/Wk)

Allows in-depth exploration of theme, problem and mode in literature for students having special interests in the issue. Each time the course is offered it will be subtitled to identify the special subject of study.

0.531 Literature of Contemporary Concerns 2-3 Credits

(24-36 Hrs Total)

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. May utilize all genre, stressing but not confined to, contemporary literature. Other periods of literature may be used to trace historical development and provide larger contexts.

0.534 Appreciation of Literature
1-3 Credits

(15-36 Hrs Total)

Survey of literature to stimulate and increase enjoyment and understanding through a variety of literary works, writing periods and study approaches.

0.536 Shakespeare: Ashland
1-3 Credits

(15-36 Hrs Total)

A detailed examination of Shakespeare's 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.

MACHINE TOOL TECHNOLOGY

4.160 Basic Metallurgy 3 Credits
(3 Lec Hrs/Wk)

A practical approach to the study of metals and non-metallic materials, their physical properties, heat treatment of steels, testing of some physical properties and machinability of metals.

4.170 Machine Tools I 3 Credits
(2 Lec/3 Lab Hrs/Wk)

Basic introduction of benchwork, drill presses, power saws, grinders and lathes. A general overview of tools, materials and procedures used in the machine shop.

4.171 Machine Tools II 3 Credits
(2 Lec, 3 Lab Hrs/Wk)

A continuation of Machine Tools I, introducing the vertical and horizontal milling machines, tool sharpening and threading on the lathe, emphasizing machine tool theory and precision measurement.

Prerequisite: 4.170 Machine Tools I or instructor's consent.

4.172 Machine Tools III
3 Credits

(2 Lec, 3 Lab Hrs/Wk)

The third course in a basic sequence providing the opportunity to apply the skills developed in Machine Tools I and Machine Tools II and to gain additional experience in the machine tool field. Advanced machine setups will be studied.

Prerequisite: 4.171 Machine Tools II or instructor's consent.

4.173 Numerical Control Machining I 3 Credits

(2 Lec, 3 Lab Hrs/Wk)

Introduces numerical control machining, writing of point-to-point programs, setup and operation of a N.C. Milling machine and related applications.

Prerequisites: Machine Tools I and instructor's consent.

4.174 Machine Tool References
3 Credits

(3 Lec Hrs/Wk)

Provides the experience and knowledge needed to retrieve the technical information from machine manuals, Machinery's Handbook, tool and equipment manufacturer's catalogs and to practically apply the information in machine shop situations.

4.175 Manufacturing Process
3 Credits

(3 Lec Hrs/Wk)

Production processes used in industry and the technical problems relating to mass production of metallic and non-metallic products.

4.176 Machine Tools IV
4 Credits

(2 Lec, 6 Lab Hrs/Wk)

First course in the second year sequence covering advanced setups and operations for lathes, milling machines, grinders, saws and drill presses. Emphasis is placed on higher precision in machining parts.

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

4.177 Machine Tools V
4 Credits

(2 Lec, 6 Lab Hrs/Wk)

A continuation of Machine Tools IV, including advanced setups and operations on milling machines and lathes. Basic tool and fixture making is studied with more emphasis on closer tolerances.

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

4.178 Machine Tools VI
4 Credits

(2 Lec, 6 Lab Hrs/Wk)

Final course of six-course sequence designed to consolidate topics and machines studied and to relate this information to industrial applications. Setup and operation of production machines is studied.

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

4.179 Advanced Studies Project
3 Credits

(9 Lab Hrs/Wk)

Provides additional lab experience. Students will, with instructor's approval and supervision, design and produce a special tool using any of the tools and machines available in the machine shop.

Prerequisite: Second year Machine Tool Technology Major or instructor's consent.

4.181 Numerical Control Machining II 3 Credits

(2 Lec, 3 Lab Hrs/Wk)

Second course in the N.C. series introducing computer numerical control machining, the use of computers in writing programs to operate machines, setup and operation of CNC-Milling machines and CNC-Lathes.

Prerequisite: 4.173 Numerical Control Machining I or instructor's consent.

4.182 Numerical Control Machining III 3 Credits

(2 Lec, 3 Lab Hrs/Wk)

Continuing the training in CNC-machining and CNC-programming started in N.C. II through advanced programming and machining techniques. Students will design, program and machine actual parts of moderate complexity.

Prerequisites: 4.181 Numerical Control Machining II or instructor's consent.

4.280 Cooperative Work Experience 1-9 Credits

(4-36 Lab Hrs/Wk)

Gain on-the-job experience in coordinator approved shop situations that closely parallel field of study. Work under supervisor and coordinator. Seminar arranged by supervisor.

Prerequisite: Instructor's consent.

9.228 Machine Tool Technology Workshop .25-3 Credits

(1-9 Lab Hrs/Wk)

Operation and setup of lathes, milling machines, grinders and other machines in the shop. Opportunity to advance skills in applications common to those in industry. Special tools and materials provided by student.

Prerequisite: Instructor's consent.

MARINE NAVIGATION

9.615 Marine Navigation - Piloting 3 Credits

(3 Lec Hrs/Wk)

Designed to provide a basic understanding of the principles involved in navigation as well as a working knowledge of navigation techniques. Studies include weather, dead reckoning, piloting, electronic navigation and the utilization of these concepts as a means of navigation, use of various navigational instruments to obtain lines of position and the use of required publications necessary to interpret these lines of position to navigational fixes. Also Rules of the Road, radio communications and distress signals and a distant look at celestial navigation.

9.616 Marine Celestial Navigation 3 Credits

(3 Lec Hrs/Wk)

Designed to provide a basic understanding of the principles involved in celestial navigation and 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. A study of celestial sightings, time and the utilization of these concepts as a means of navigation, involving the use of various instruments and required publications 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. Introduction to solving linear and quadratic equations, inequalities, fractional equations, polynomial and rational expressions with application.

Prerequisite: 4.202 Elementary Algebra or 4.203 Elementary Algebra II or equivalent.

MTH60 Practical Trigonometry 4 Credits

(4 Lec Hrs/Wk)

Introductions to plane trigonometry emphasizing practical applications.

Prerequisite: MTH 100 Intermediate Algebra II or instructor's consent.

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 Intermediate Algebra I, one year of high school algebra and/or instructor's consent.

MTH101 College Algebra 4 Credits

(4 Lec Hrs/Wk)

For students who have completed 1-1/2 to 2 years of high school algebra and a year of geometry, includes numbers and their properties, manipulation of algebraic expressions, equations and inequalities in one variable, functions and graphing. Other supplemental topics are covered if time permits.

Prerequisites: MTH100 Intermediate Algebra II and two years high school algebra or instructor's consent.

MTH102 Trigonometry 4 Credits (4 Lec Hrs/Wk)

Covers trigonometry to include circular functions, inverse functions, applications and angles. The level demands competence in algebraic operations covered in MTH101.

Prerequisite: MTH101 College Algebra.

MTH105 Math for Non-Science Majors 4 Credits

(4 Lec Hrs/Wk)

A survey of several areas of mathematics such as algebra, geometry and statistics with emphasis on solutions to practical, real-life problems. A terminal course meeting the math requirements for the AA degree.

Prerequisite: MTH100 Intermediate Algebra II or equivalent.

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,

measurement and right triangle trigonometry. A prerequisite for majors in elementary education at Oregon State University.

Prerequisites: Two years high school algebra or MTH100 Intermediate Algebra or instructor's consent.

MTH198/298 Independent Study In Math - To be arranged

MTH200/201/202/203 Calculus with Analytic Geometry 4 Credits/Term

(4 Lec Hrs/Wk)

Includes differentiation and integration: applications to rates, area and volumes, in mechanics; plane analytic geometry, elementary transcendental functions. Techniques of integration, vectors, solid analytic geometry. Partial differentiation, multiple integration, infinite series. Standard sequence for student in science and engineering.

Prerequisite: MTH102 Trigonometry or instructor's consent.

0.760 Math Lab 0 Credit

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

Prerequisite: Registration in any math course.

3.240 Applied Math for Industrial Mechanics 4 Credits

(4 Lec Hrs/Wk)

Basic arithmetic operations with an emphasis on applications.

3.241 Applied Algebra and Geometry for Industrial Mechanics 4 Credits

(4 Lec Hrs/Wk)

Basic geometric concepts, graphing in a rectangular system and basic algebraic concepts and applications.

Prerequisite: 3.240 Applied Math for Industrial Mechanics.

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.

Prerequisite: Instructor's consent.

math 20

4.200 Basic Mathematics
4 Credits

(4 Lec Hrs/Wk)

Prepares students for successful completion of science sequence or any other program requiring knowledge of basic mathematics.

math 70

4.202 Elementary Algebra I
4 Credits

(4 Lec Hrs/Wk)

The transition from arithmetic to algebra for students with little or no previous experience in algebra is stressed, including concepts of numbers, integers and rational numbers, their generalization and simple algebraic procedures, applications in other fields such as metals and automotive mechanics.

Prerequisite: 4.200 Basic Mathematics or instructor's consent.

4.252 Math Concepts 3 Credits
(3 Lec Hrs/Wk)

The third term of the electronics math sequence. Trigonometry and its application in electronics are covered. Applications include: AC circuit analysis, amplifier bandwidth, impedance matching.

Prerequisite: 4.251 Algebra for Electronics or instructor's consent.

MUSIC

MUP105/205 Jazz Ensemble (Jazz Band) 1-3 Credits Each

(1-2 Lec, 1-3 Lab Hrs/Wk)

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 presents a wide range of musical styles, forms of jazz, popular, and rock idioms. Improve instrumental skills, music reading and performer's musical awareness.

MUP121/221 Symphonic Choir (Community Choir)

2 Credits Each

(1-2 Lec, 1-3 Lab Hrs/Wk)

Performance oriented; 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 Lec, 4 Lab Hrs/Wk)

Vocal ensemble, offering 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

(1 Lec, 8 Lab Hrs/Wk)

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 on precision, sensitivity and musicianship.

Prerequisites: Audition and instructor's approval.

MUP135/136/137 Singing Fundamentals (Voice Class)

1 Credit Each

An outlet for musicians' 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)

An outlet for musicians' 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 and an instructor is available. Student may be asked to audition for the instructor, and may 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)

Introduction of 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 and 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 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)

Introduces basic voice techniques.

MUS137/138/139 Class Guitar
1-2 Credits Each

(1-2 Lec, 1 Lab Hr/Wk)

Introduces basic guitar techniques.

**MUS198/298 Independent Study
In Music – To be arranged.**

**MUS201/202/203 Introduction to
Music and Its Literature**

3 Credits Each

(3 Lec Hrs/Wk)

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 Hr/Wk)

Continuation of Music Theory I. Examines the structure and elements of music through analysis of the styles of major composers.

Prerequisites: MUS111/112/113 Music Theory I, II, III.

**MUS261/262/263 Music History I,
II, III** 3 Credits Each

(3 Lec Hrs/Wk)

Basic stylistic concepts of the ancient to baroque periods. From baroque to classical and romantic to contemporary periods.

0.522.7 Band (Jazz Band)
0 Credit

(1-2 Lec, 1 Lab Hrs/Wk)

The jazz ensemble offers musicians an outlet for their talents and a means to improve 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 Credit

(1-2 Lec, 1 Lab Hrs/Wk)

Offers singers an outlet for their talents and a chance to improve. Attention to voice placement and usage, music reading, terminology and major choral literature of all styles and periods.

**0.522.9 Chamber Orchestra
(Sinfonietta)** 0 Credit

(1-2 Lec, 1 Lab Hrs/Wk)

The chamber orchestra offers musicians an outlet for their talents and a means to improve musicianship and instrumental techniques and skills.

NURSING

**NUR101 Fundamentals of
Nursing** 8 Credits

(5 Lec, 9 Lab Hrs/Wk)

First quarter of a four quarter practical nursing program leading to a certificate and eligibility to take the state board examination for licensure and/or a six quarter associate degree program leading to eligibility to take state board examination for registered nurse licensure. Beginning concepts in the areas of fundamentals of nursing. Major concepts in communications, mental health, body mechanics, alignment, asepsis, nutrition, fluids, pharmacology, growth and development and maternal health are introduced.

Prerequisite: Admission to SWOCC Nursing Program

**NUR102 Nursing Science and
Practice I** 8 Credits

(5 Lec, 9 Lab Hrs/Wk)

Continuation of building upon skills and concepts learned and introduction to new skills and concepts relating to crisis, mobility, homeostasis, elimination and oxygenation. Communications, emphasis on the needs of the aged are integrated. Observation is expanded to include total assessment, nursing diagnosis, expected outcomes and rationales. Student continues to apply knowledge and skills in the hospital setting.

Prerequisites: Admission to SWOCC's Nursing Program (see catalog); completion of NUR101 and Anatomy and Physiology I (BI231) with a grade "C" or better; and English Composition (WR121).

**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: Admission to SWOCC's Nursing Program (see catalog); completion of NUR101 and 102 and Anatomy and Physiology I and II (BI231 and 232) with a grade of "C" or better; WR121 English Composition and SOC205 General Sociology.

**NUR121/131/141/151/161/171
Nursing Skills** 2 Credits/Each

(6 Lab Hrs/Each)

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)

Introduces students to the nursing program requirements and teaches 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. Nursing process in care of patients with these disorders is stressed including acute psychiatric disorders, psychoses, substance abuse and suicide. I.V. therapy is taught as far as maintenance, medications and blood administration. Students will study the Practical Nurse's transition from student to graduate working after graduation, legal/ethical aspects of LPN practice and giving medications to groups of patients.

Prerequisite: Satisfactory completion of first year of the program or admission into second year with advanced placement as an LPN or transfer student (see admission requirements in catalog).

**NUR202 Nursing Science and
Practice IV** 10 Credits

(5 Lec, 15 Lab Hrs/Wk)

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

Prerequisites: Completion of NUR201 and BI123 Elementary Micro-biology with a grade "C" or better or advanced placement as an LPN (see admission requirements in catalog).

NUR203 Nursing Science and Practice V 10 Credits

(5 Lec, 15 Lab Hrs/Wk)

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

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

5.460 Basic Nursing Assistant 6 Credits

(40 Lec, 20 Lab, 60 Clinical Hrs Total)

Prepares a Basic Nursing Assistant eligible for certification as outlined by the Oregon State Board of Nursing, to care for clients in stable environments, i.e., nursing homes, long-term and intermediate care facilities.

9.404 Home Health Aide 5 Credits

(4 Lec, 3 Lab Hrs/Wk)

Builds upon previously learned nursing skills and prepares the student to assist people to care for themselves in their own homes.

Prerequisite: 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)

Provides knowledge of physical and emotional needs of the elderly for paraprofessionals (nursing assistants, home health aides and homemakers) responsible for administering care to geriatric clients in long-term care facilities and/or homes.

Prerequisite: Current Oregon Certification as a Nursing Assistant or consent of instructor.

9.407 Restorative Nursing Assistant Training 1.5 Credits

14 Lec, 16 Lab Hrs Total)

Prepares CNA's to provide basic rehabilitation (restorative) interventions in a long-term care setting.

Prerequisites: One year as a CNA in long-term care; Oregon Certification as a Nursing Assistant.

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.

Prerequisite: Currently licensed LPN.

9.410 LPN Transition (Lab and Clinical) 2 Credits

(5 Clinical, 1 Lab Hr/Wk)

Can be taken in conjunction with the LPN Transition course. Nursing skills review, nursing care plans and care of the acutely ill hospitalized client.

Prerequisite: Currently licensed LPN.

9.416 Intravenous Therapy for Health Professionals 3 Credits

(2 Lec, 3 Lab Hrs/Wk)

Provides students with skills, knowledge and attitudes to perform venipuncture, maintain and discontinue intravenous solutions, medications and blood components.

Prerequisites: Currently licensed LPN, RN, or certified EMT II or III, or instructor's consent.

9.424/0.574 Hospice/WAC Training 3 Credits

(3 Lec Hrs/Wk)

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

9.427 Career Development Seminars: Health and Wellness - General 0-3 Credits

(1-90 Lec and/or Lab Hrs Total)

Inservice training program and seminars designed to study current issues and problems within health and wellness areas and methods of alleviating them.

9.433 Emergency Services Recertification Course

1-2.5 Credits

(10-29 Lec, 5-10 Lab Hrs Total)

Developed as part of career structure for Emergency Medical Technicians (EMTs) 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).

Prerequisite: EMT or First Responder Certification.

OFFICE ADMINISTRATION

OA114 Personal Shorthand 3 Credits

(5 Lec-Lab Hrs/Wk)

Uses abbreviated alphabetic forms to record and transcribe dictation.

OA116 Office Procedures 3 Credits

(3 Lec, 1 Lec-Lab Hrs/Wk)

Presents methods, concepts and procedures for business office operation, including practice in setting priorities, coordinating mail, organizing work, developing human relations and communication skills, budgeting and planning.

OA121 Keyboarding I 3 Credits

(5 Lec-Lab Hrs/Wk)

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

OA122 Keyboarding II 1-3 Credits

(2 Lec, 3 Lab Hrs/Wk)

Review and advanced instruction on formatting business correspondence, special correspondence and tables, business forms and reports. Intensive drills to increase speed and accuracy.

Prerequisites: OA121 Keyboarding I or equivalent with a grade of "C" or better. Typing skill level at 45 wpm; be able to format a simple letter, table and report

OA123 Keyboarding: Advanced Formatting 3 Credits

(2 Lab, 4 Lec-Lab Hrs/Wk)

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

Prerequisites: OA201 Word Processing - IBM-PC (can be taken concurrently) and OA122 Keyboarding II. Minimum typing speed of 50 wpm or instructor's consent.

OA124 Typing Skill Building 3 Credits

(2 Lec, 3 Lab Hrs/Wk)

Develops keyboard speed and accuracy through drill and production.

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

OA200 Introduction to Word Processing 3 Credits

(2 Lec/3 Lab Hrs/Wk)

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

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

OA201 Word Processing - IBM-PC 2 Credits

(4 Lec-Lab Hrs/Wk)

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

OA202 Word Processing - IBM-DW 2 Credit

(1 Lec, 3 Lab Hrs/Wk)

Continues word processing techniques and operations. Includes origination, processing reproduction and distribution.

Prerequisite: OA201 Word Processing IBM-PC or instructor's consent.

OA203 Word Processing IBM-DW 2 Credits

(1 Lec, 3 Lab Hrs/Wk 5 Wks Total)

Continues word processing techniques and operations. Includes origination, processing reproduction and distribution.

Prerequisite: OA2101 Word Processing: IBM-PC or instructor's consent.

OA204 Advanced WordPerfect 2 Credits

(4 Lec-Lab Hrs/Wk 48 Total)

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

Prerequisite: OA201 Word Processing IBM-PC or instructor's consent.

OA214 Personal Shorthand Skill Building 3 Credits

2 Lec, 3 Lab Hrs/Wk

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.

Prerequisite: OA114 Personal Shorthand.

OA220 Electronic Calculators 2 Credits

(1 Lec, 3 Lab Hrs/Wk)

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

Prerequisite: 4.200 Basic Mathematics or equivalent or instructor's consent.

OA225 Machine Transcription 3 Credits

(2 Lab, 4 Lec-Lab Hrs/Wk)

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

Prerequisites: Minimum typing speed of 40 wpm; 2.591 Pretranscription Skills or instructor's consent.

OA240 Filing/Records Management & Office Systems 3 Credits

(2 Lec, 3 Lab Hrs/Wk)

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

mail handling and telephone systems.

2.280 Cooperative Work Experience 1-8 Credits

(4-40 Lab Hrs/Wk)

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

Prerequisite: instructor's consent.

2.591 Pretranscription Skills 3 Credits

(5 Lec-Lab Hrs/Wk)

Prepares students for the fields of shorthand and machine transcription; a thorough study of punctuation, capitalization, grammar and spelling as applied to transcribing and editing commonly used documents found in the business office.

Prerequisite: 0.525 Sentence Fundamentals or a minimum standard score of 45 on the sentence section of College Placement Test or instructor's consent.

9.709 Beginning Keyboarding for Microcomputers 1 Credit

(1 Lec, 4 Lab Hrs/Wk)

Develop skills in inputting alphabetic, numeric and symbol information on a microcomputer keyboard. Introduction to and practice on the numeric keypad. Covers an understanding of the basic vocabulary and concepts used in keyboarding operations for entering and retrieving information.

9.723 Medical Terminology I 3 Credits

(3 Lec Hrs/Wk)

Introduction to medical terminology including medical prefixes, suffixes and word stems. Study in each system is categorized into additional prefixes and suffixes, diagnostic, symptomatic and operative terminology. Basic coverage of skeletal structures.

9.724 Medical Secretary I 3 Credits

(3 Lec Hrs/Wk)

Introduction to 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 medical field.

9.725 Medical Insurance, Credit and Collections 3 Credits
(3 Lec Hrs/Wk)

Medical insurance terminology, familiarity with types of insurance programs. Credit and collection procedures with Federal and Oregon laws, credit applications, basic billing cycles. This course is mainly designed for upgrading of medical office workers, retraining clerical workers and students enrolled in the Medical Office Assistant Program.

Prerequisite: Interest in medical insurance billing.

9.726 Medical Terminology II 3 Credits
(3 Lec Hrs/Wk)

A continuation of Med. Term. I, complete coverage of all body systems not covered, i.e. respiratory, endocrine, eye/ear, digestive, muscle structures, reproductive - male/female - and medical abbreviations.

9.726 Medical Terminology II 3 Credits
(3 Lec Hrs/Wk)

A continuation of Med. Term. I, complete coverage of all body systems not covered, i.e. respiratory, endocrine, eye/ear, digestive, muscle structures, reproductive - male/female - and medical abbreviations.

Prerequisite: Interest in Medical field. Med. Term. courses need not be taken concurrently.

9.727 Medical Transcription I 3 Credits
(2 Lec, 3 Lab Hrs/Wk)

Introduces simpler forms of medical transcription from hospital dictation. Utilization of terminology with emphasis on accuracy.

Prerequisites: OA225 Machine Transcription or instructor's consent.

9.728 Medical Terminology III 3 Credits
(3 Lec Hrs/Wk)

Covers all systems introduced in Medical Terminology I and II and intensifies spelling drills pertinent to each system. Attention to anatomical detail with more intensified coverage of anatomy, structures, glands and organs. Local physicians will lecture.

9.729 Medical Transcription II 3 Credits
(2 Lec, 3 Lab Hrs/Wk)

Specialized/complex medical dictation for transcribing by actual physicians for development of transcription skills.

Prerequisite: 9.727 Medical Transcription I or instructor's consent.

9.730 Medical Secretary II 3 Credits
(3 Lec Hrs/Wk)

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 be covered.

Prerequisite: 9.724 Medical Secretary I not required before 9.730 Medical Secretary II.

9.731 Clinical Procedures I 3 Credits
(2 Lec, 2 Lec-Lab Hrs/Wk)

Provides clinical orientation, initial instruction and basic skills for a medical/clerical assistant.

Prerequisite: 9.723 Medical Terminology I or instructor's consent.

9.732 Clinical Procedures II 3 Credits
(2 Lec, 2 Lec-Lab Hrs/Wk)

Provides in-depth simulation of clinical experience in procedures practiced by office nurses to prepare the medical office assistant to substitute for the physician's nurse, without major changes in office routine, for the safety, security and comfort of patient, physician and assistant.

Prerequisite: 9.731 Clinical Procedures I or instructor's consent.

9.733 Clinical Procedures III 3 Credits
(2 Lec, 2 Lec-Lab Hrs/Wk)

Provides theoretical knowledge, skills and practical experience enabling the student to attain and maintain safe, intelligent, quality patient care under supervision of licensed personnel. Emphasis on medical and surgical aspects in preparation for office surgery.

Prerequisites: 9.731 Clinical Procedures I, 9.732 Clinical Procedures II or instructor's consent.

9.735 Legal Secretarial Procedures 3 Credits
(3 Lec Hrs/Wk)

Covers background and basic operation of a law office including ethics, responsibilities and duties of a legal secretary, career opportunities in the field of law, structure of the court system, basic form preparation in personal injury litigation.

Prerequisite: OA121 Keyboarding I or equivalent. May be taken out of sequence.

9.736 Legal Terminology and Word Processing 3 Credits
(2 Lab, 4 Lec-Lab Hrs/Wk)

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

Prerequisites: OA201 Keyboarding I, 9.735 Legal Secretarial Procedures. Typing speed 50 wpm or instructor's consent.

9.737 Legal Transcription 3 Credits
(2 Lab, 4 Lec-Lab Hrs/Wk)

Operate transcribing machines and IBM-PC-compatible equipment to produce legal documents; study of legal terminology.

Prerequisites: 9.735 Legal Secretarial Procedures, 9.736 Legal Terminology and Word Processing, OA201 Word Processing IBM-PC and typing 45 wpm.

9.757 Introduction to Word Processing I 0.5 Credit
(8 Lec-Lab Hrs/Wk)

Introduction to using the WordPerfect program on micro-computers, input, save, revise and print documents. Basic format changes will be introduced.

Prerequisite: Typing 25 wpm.

PHILOSOPHY

PHL198/298 Independent Study in Philosophy - To Be Arranged

PHL201 Introduction to Philosophy 3 Credits
(3 Lec Hrs/Wk)

Introduces some of the major philosophical problems that have always been of concern to reflective people. The topics studied this term are about values or axiology. Sequence With: PHL202, PHL203.

PHL202 Introduction to Philosophy 3 Credits

(3 Lec Hrs/Wk)

Introduces some of the major philosophical problems that have been of concern to reflective people. This term focuses issues of mind and body, free will and determinism and epistemology or philosophy of knowledge.

Sequence with: PHL201, PHL203. Need not be taken in order.

PHL203 Introduction to Philosophy 3 Credits

(3 Lec Hrs/Wk)

Introduces some of the major philosophical problems that have been of concern to reflective people. Focuses on metaphysics: cosmology, religion, meaning, and purpose.

Sequences with: PHL201, PHL202. Need not be taken in order.

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 Credits/Term

(15-36 Hrs Total)

Introduction to basic principles of photography, including instruction in camera use, including lenses and their applications; developing and processing negatives; darkroom procedures; printing and enlarging techniques, special applications (i.e. dodging, toning, etc.). Includes analysis of different types of film and developing procedures. Presentation of basic components of composition, etc., leading to advanced courses in photography.

0.519.2 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.

0.519.3 Introduction To Photography Basics 1.5 Credits

(1 Lec, 1 Lab Hr/Wk, Two 2-Hr Field Trips)

Techniques of photography and how to be creative in taking photos.

Prerequisites: 35 mm. camera and knowledge of operation.

9.255 Color Developing and Printing 2 Credits

(1 Lec, 2 Lec-Lab Hrs/Wk)

Introductory course for those already proficient in black and white materials. Understanding color processes to the degree of processing and printing color film. Assists both the serious amateur and the commercial photographer.

Prerequisite: Proficiency in black and white processing and printing

PHYSICAL EDUCATION

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.

PE180 Women's Athletic Team 1 Credit

(3 Lab Hrs/Wk)

Volleyball

Volleyball Techniques

Basketball

Basketball Techniques

PE185 CoEd Athletics

1 Credit

(3 Lab Hrs/Wk)

Track & Field

Track & Field Techniques

Cross Country

CrossCountry Techniques

Fundamentals of Track & Field

Physical Conditioning for Track

PE185 Physical Education 1 Credit

(3 Lab Hrs/Wk)

Provides students with an activity that will promote physical and emotional well-being. Enables the student to develop and/or pursue life-long physical activity. Class meets three hours a week. Some courses have prerequisites or require the instructor's consent. Special arrangements may be made for restricted or corrective work.

Aerobic Circuit Training

Aerobic Dance

Aerobic Exercise

Badminton

Basketball

Bowling

Creative Dance I,II

Creative Exercise Tennis

Cycling Track & Field

Flag Football

Folk Dance

Golf

Jazz Aerobics

Jogging

Lifesaving

Personal Defense I,II

Physical Conditioning

Racquetball

Slimnastics

Square Dancing

Soccer

Social Dancing

Softball

Swimming

Swimnastics

Volleyball

Water Safety Instruction

Weight Training

Wrestling

Y's Way to Healthy Backs

PE190 Men's Athletic Team 1 Credit

(3 Lab Hrs/Wk)

Basketball

Basketball Techniques

PE195/295 Professional Activities 1-2 Credits

(3-6 Lab Hrs/Wk)

Designed to provide Physical Education majors with opportunities to learn and develop teaching techniques and gain basic skills in the activity. Sequence is offered every other year:

Fall Term:

Field Sports and Track & Field

Winter Term:

Basketball, Badminton,
Fundamentals of Movement
and Volleyball

Spring Term:

Gymnastics, Conditioning and
Tennis

**PE198/298 Independent Study in
Physical Education** - To be
arranged.

PE231 Wellness for Life 3 Credits

(3 Lec Hrs/Wk)

Lifetime fitness activities and
wellness strategies.

PE280 Field Experience 1-3 Credits

Includes seminar with teaching
strategy - 9 credits maximum.

Prerequisite: Instructor's consent.
Students have the opportunity to
experience working with K-12
students in physical activity setting.

0.510.1/.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: 0.501.1 Ballet I or
instructor's consent for 0.501.2
Classical Ballet II.

0.580 Physical Conditioning Women .5-1 Credit (15-36 Hrs Total)

Designed for women interested in
figure control, trimming and toning
activity and knowledge (i.e., Slim-
nastics, Jazz Aerobics, Jazz Dance
Exercise, Self-Defense, Swimnastics,
Therapeutic Swimming).

0.581 Physical Conditioning-Men .5-1 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 - Co-ed .5-1 Credit (15-36 Hrs Total)

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 and exercise, tennis, golf and
yoga for relaxation).

0.916 Fitness & Exercise .5-1 Credit (15-36 Hrs Total)

Mobility exercises for the older
person to keep fit, agile and flexible.

PHYSICS

PHY 201/202/203 General Physics 4 Credits/Term (4 Lec Hrs/Wk)

Studies principles and concepts of
physical science including
mechanics, heat, light, sound,
electricity, magnetism and modern
physics. For nonscience majors,
including premedical and pre dental
students. Must be taken in sequence.
Prerequisites: MTH101 and MTH102.

PHY204/205/206 Physics Laboratory 1 Credit/Term (3 Lab Hrs/Wk)

Offers laboratory activities for
General and Engineering Physics.

PHY211/212/213 Engineering Physics 4 Credits/Term (4 Lec Hrs/Wk)

Studies the physical properties and
interactions of mechanics, sound,
heat, light, electricity, magnetism,
and optics. For science and
engineering majors. Must be taken
in sequence.

Prerequisite: MTH200 (MTH200
may be taken concurrently with
PHY211, MTH201 with PHY212, and
MTH202 with PHY213).

4.300 Practical Physics (Mechanics) 4 Credits (3 Lec, 3 Lab Hrs/Wk)

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
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. Deals with the
electrical properties of matter and the
concepts of electricity and magnet-
ism 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 American Government 3 Credits (3 Lec Hrs/Wk)

Theoretical introduction to American
political institutions, processes, and
ideology are discussed, with
emphasis on constitutional law and
public policy.

PS205 International Relations 3 Credits (3 Lec Hrs/Wk)

Analysis of political relations among
nations, with an emphasis on
American foreign policy.

PSYCHOLOGY

PSY111 Personality and Development 3 Credits (3 Lec Hrs Wk)

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

PSY115 Career Workshops 1 Credit (10-13 Lec Hrs Total)

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

PSY135 Single Again: Aftermath of Divorce 1 Credit

(3 Lab Hrs/Wk)

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

PSY140 Life Plan 3 Credits

(3 Lec Hrs/Wk)

Provides an opportunity to explore current and future directions for career selection, definitions of family and 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)

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

PSY201/202/203 General

Psychology 3 Credits/Term

(3 Lec Hrs/Wk)

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

PSY280 Field Experience - Psychology 1-3 Credits

(3-9 Hrs/Wk)

Prerequisite: Instructor's consent.

PSY299 Psychology of Violence and Aggression 3 Credits

(3 Lec Hrs/Wk)

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

Prerequisites: PSY201 and CJ100.

9.033 Career Workshops (General) 0-1 Credit

(1-10 Lec Hrs Total)

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

PUBLIC SERVICE COURSES - FIRE

(See Fire Science Technology for Associate Degree courses.)

9.301 Firefighter I-A 1.5 Credits

(1 Lec, 2 Lab Hrs/Wk)

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

9.302 Firefighter I-B 1.5 Credits

(1 Lec, 2 Lab Hrs/Wk)

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)

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

9.307 Rural Firefighting Strategy & Tactics 1 Credit

(12 Lec Hrs Total)

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

9.311 Fire Tactics by Simulator 1.5 Credits

(15 Lec Hrs Total)

Familiarizes student with operation of fire simulators as training tools. Improves fire suppression tactics and ability to function in actual fire conditions. Prepares students for stress conditions to perform critical assignments under emergency situations.

9.313 Interagency Helicopter Training-Guide Ground Support S-217 1.5 Credits

(18 Lec Hrs Total)

Provides necessary skills to work as a ground support team member during fire and non-fire operations. **Prerequisite:** Instructor's consent.

9.326 Apparatus Operator I 1.5 Credits

(10 Lec, 20 Lab Hrs Total)

Provides auxiliary and regular fire service personnel with basic operation of fire apparatus and related equipment.

9.327 Apparatus Operator II 1.5 Credits

(10 Lec, 20 Lab Hrs Total)

Provides advanced training in fire apparatus and pump operation, basic knowledge in water hydraulics and methods of water movement related to fire service.

Prerequisite: 9.326 Apparatus Operator I.

9.328 Apparatus Operator III 2 Credits

(15 Lec, 15 Lab Hrs Total)

Acquaints fire fighters with basic operation and limitations of aerial trucks, water towers and related apparatus.

Prerequisite: 9.327 Apparatus Operator II.

**9.329 Live Burn Exercise
(Flammable Liquids) .25-.5
Credit**

(8-16 Lab Hrs Total)

Provides firefighters with the opportunity to apply techniques of fire suppression in flammable liquid fires and aircraft fire/rescue operations.

**9.333 Basic Incident Command
System 1 Credit**

(10 Lec Hrs Total)

Provides student with knowledge of the Incident Command System (I.C.S.) including operational requirements, eight interactive components and procedures for organizing and operating an on-scene management structure.

**9.336 Aircraft Firefighting and
Rescue Procedures 2.5 Credits**

(20 Lec, 10 Lec-Lab Hrs Total)

Basic knowledge and understanding of aircraft types, fuel systems, emergency procedures, firefighting and rescue procedures and F.A.A. requirements dealing with crash sites.

**9.337 Introduction to Wildland
Fire Suppression 1 Credit**

(12 Lec Hrs Total)

Meets specific measurable objectives as they relate to forest fire control and suppression.

**9.338 Sector Boss (S-330)
3 Credits**

(3 Lec Hrs Wk)

Identifies specific sector boss responsibilities and shows relationship to successful and economical fire management.

Prerequisites: 5.284, 5.292 and 5.297 or instructor's consent.

**9.395 Career Development - Fire
(General) 0-3 Credits**

(1-90 Hrs Total)

Practical application of current fire suppression and management operations, aimed at employed or volunteer public service employees.

PUBLIC SERVICE COURSES - POLICE

(See Criminal Justice for Associate Degree courses.)

**9.370 Basic Law Enforcement I
3 Credits**

(3 Lec Hrs/Wk)

Introduction to criminal justice and the judicial system, the U.S. Constitution, civil/legal liabilities, Oregon Criminal Code elements and Motor Vehicle laws.

**9.371 Basic Law Enforcement II
3 Credits**

(3 Lec Hrs/Wk)

A continuation of Basic Law Enforcement I, covering laws of search and seizure, laws of evidence, testimony in court and investigative techniques and motor vehicle laws.

**9.372 Basic Law Enforcement III
3 Credits**

(3 Lec Hrs/Wk)

Patrol techniques, safe vehicle operation, vehicle stop skills and safe firearm skills.

**9.374 Dispatcher Training
3 Credits**

(3 Lec Hrs/Wk)

Dispatcher training course for both fire and police dispatchers. Covers telephone skills to civil liability of a dispatcher. Those succeeding will receive Fire Standards Accreditation Board certification.

**9.375 Search and Rescue Training
3 Credits**

(2 Lec, 2 Lab Hrs/Wk)

Provides all the training and skills needed to meet state search and rescue certification standards.

**9.376 Diving Instruction for Law
Enforcement Personnel**

3 Credits

(30 Lec, 6 Lab Hrs Total)

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

**9.390 Career Development: Law
Enforcement 0-9 Credits**

(1-324 Lec and/or Lab Hrs Total)

Inservice training to study current issues and problems within the public service areas and methods of alleviating them.

**9.393 Career Development:
Human Services 0-9 Credits**

(1-324 Lec and/or Lab Hrs Total)

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

REAL ESTATE

Most real estate courses are offered on an individual basis. Contact the Business Division Chairperson for more information.

**RE112 Real Estate Law I
3 Credits**

(3 Lec Hrs/Wk)

Surveys Oregon Real Estate Law as it applies to ownership, use and transfer of real property, classes of property, legal description, instruments of conveyance, estates, liens, easements, deed restrictions and contracts. Partially fulfills the educational requirements for the Oregon Real Estate Salesperson License. Self-study using a series of slide-tape programs accompanying the chapters in the textbook. Student accumulates 30 hours of library preparation time to be eligible to take the final exam.

Prerequisite: Should be taken concurrently with RE113 Real Estate Principles I.

**RE113 Real Estate Principles I
3 Credits**

(3 Lec Hrs/Wk)

Examines the nature of real property and real estate business, markets, brokering, ownership contracts, taxes and assessments. Partially fulfills the educational requirements for the Oregon Real Estate Salesperson License. Students are required to accumulate 30 hours in the library using a self-study course, a series of slide-tape programs accompanying the chapters in the textbook.

**RE116 Real Estate Finance I
3 Credits**

(3 Lec Hrs/Wk)

Describes methods for financing the acquisition and transfer of real property. Includes the mortgage market, money, mortgage loan procedures, lending instruments, foreclosures and remedies, government loan programs and nongovernment loan programs. Partially fulfills the educational requirements for the Oregon Real Estate Salesperson License. A self-study course using a series of slide-tape programs in conjunction with the textbook. Thirty hours of preparation time in the library

qualifies student to take the final.

Prerequisites: RE113 Real Estate Principles I.

RE118 Real Estate Appraising I
3 Credits

(3 Lec Hrs/Wk)

Methods for estimating the value of real property in residential form. Emphasis will be placed on appraisal process, definition of problem, appraisal plan, data collection, market approach to value, cost approach to value, income approach to value, correlations of estimates and writing the report.

Prerequisites: Basic knowledge of real estate.

RE222 Real Estate Appraising II
3 Credits

(3 Lec Hrs/Wk)

A continuation of Real Estate Law I with emphasis on employment contracts, title insurance, earnest money receipts, options, closing statements, loan applications, escrow instructions, lending instruments, misrepresentation, insurable liability, subdivision and building codes, broker-attorney relationships, subdivision laws and the landlord-tenant act.

Prerequisite: RE112 Real Estate Law I

RE230 Real Estate Office Management and Supervision of Sales Personnel 3 Credits

(3 Lec Hrs/Wk)

Methods of supervising activities of real estate sales personnel emphasizing planning, selection, training and evaluation of sales personnel; motivation, authority, communications, discipline and public relations. Students will examine methods for establishing and operating a small real estate office with focus on organizational formats, planning, office facilities, financial reports, non-financial records, office personnel, office manuals and public relations.

Prerequisites: RE112 Real Estate Law I, RE116 Real Estate Finance I and RE113 Real Estate Principles I.

9.290 Oregon Real Estate
1 Credit

(12 Lec Hrs Total)

A review of the financing programs available in the marketplace today. Emphasis on conventional real estate loans, government finance programs, finance regulations and alternate and seller financing. Provides continuing education for realtors.

REFRIGERATION

9.130 Refrigeration I 3.25 Credits
(3 Lec, 1 Lab Hr/Wk)

Introduction to refrigeration, history trade appreciation, fundamentals of refrigeration and compression systems.

9.131 Refrigeration II 3.25 Credits
(3 Lec, 1 Lab Hr/Wk)

Introduction and fundamentals of compression systems, all types of refrigerants in use and the various type of flow controls used in refrigeration and air conditioning. Covers employment opportunities and apprenticeship.

Prerequisite: 9.130 Refrigeration I.

9.132 Refrigeration III 3.25 Credits

(3 Lec, 1 Lab Hr/Wk)

Fundamentals of refrigeration, compression systems, flow equipment, condensers, flow chart controls.

Prerequisite: 9.131 Refrigeration II.

9.133 Refrigeration IV 3.25 Credits
(3 Lec, 1 Lab Hrs/Wk)

Continuation of refrigeration covering electrical controls and control valves.

Prerequisite: 9.132 Refrigeration III.

9.134 Refrigeration V 3.25 Credits
(3 Lec, 1 Lab Hr/Wk)

Electric and electronic controls, control valves, evaporators and condensers.

Prerequisite: 9.133 Refrigeration IV.

9.135 Refrigeration VI 3.25 Credits
(3 Lec, 1 Lab Hr/Wk)

Defrosting methods and compressor drives.

Prerequisite: 9.134 Refrigeration V.

9.136 Refrigeration VII 3.25 Credits
(3 Lec, 1 Lab Hr/Wk)

Operating and servicing refrigerating equipment.

Prerequisite: 9.135 Refrigeration VI.

9.137 Refrigeration VIII
3.25 Credits

(3 Lec, 1 Lab Hr/Wk)

Operating and servicing refrigerating equipment, refrigerated enclosures, instruments, meters and heat

calculation.

Prerequisite: 9.136 Refrigeration VII.

9.138 Refrigeration IX 3.25 Credits
(3 Lec, 1 Lab Hr/Wk)

Instruments, meters and heat calculators, refrigerant lines and pressure drop.

Prerequisite: 9.137 Refrigeration VIII.

9.139 Refrigeration X 3.25 Credits
(3 Lec, 1 Lab Hr/Wk)

Refrigerant line velocity, pressure drops and liquid cooling.

Prerequisite: 9.138 Refrigeration IX.

9.140 Refrigeration XI 3.25 Credits
(3 Lec, 1 Lab Hr/Wk)

Line velocity, liquid cooling, absorption systems.

Prerequisite: 9.139 Refrigeration X.

SCIENCE-GENERAL

GS104/105/106 Physical Science
4 Credits/Term

(3 Lec, 3 Lab Hrs/Wk)

An overview of the essential ideas in physics and chemistry and their application to either astronomy or geology. Laboratory exercises illustrate important principles and provide experience with measurement and scientific method.

Prerequisite: One year of high school algebra and/or instructor's consent.

GS104 introduces the laws of motion and principles of work and energy, and develops electricity and magnetism.

GS105 is an introduction to chemistry emphasizing atomic structure, chemical change and chemical bonding.

GS106 is either descriptive astronomy or geology, depending on the year offered.

GS107 Oceanography 4 Credits
(3 Lec, 3 Lab Hrs/Wk)

A systematic study of the basic chemical, physical, geological and biological aspects of the oceans, 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.

GS121 Descriptive Astronomy
3 Credits

(3 Lec Hrs/Wk)

A descriptive treatment of the solar system, stars, stellar evolution, galaxies and cosmology, new discoveries of the last few years in stellar astronomy. Results of current space missions will be emphasized. Fulfills one term of Physical Science Survey requirement.

GS198/298 Independent Studies - General Science - 1-3 Credits

(1-9 Hrs/Wk)

Provides students opportunities for studies of special interest.

Prerequisite: Instructor's consent.

GS275 Uses and Resources of the Ocean 3 Credits

(3 Lec Hrs/Wk)

A study of the vital significance of the world's oceans to society and our contemporary role in the utilization of the marine environment, including history, civilization and the oceans; food and mineral resources; water and energy resources; pollution and waste disposal; coastal processes and activities; ocean law and management; technology and instrumentation; navigation and positioning; and miscellaneous issues. Local marine-related activities and problems will be emphasized.

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)

Introduces the field of sociology and basic knowledge of the discipline.

SOC204 covers foundations of sociology, society and culture, the socialization process, social groups, race and ethnicity, gender and social stratification.

SOC205 is a sociological examination of basic and modern social institutions: the family; education; religion; economic, political and medical sociology; plus selected topics.

SOC206 is an examination of major social problems in contemporary society from sociological perspectives focusing on feasible solutions.

SOC210 Marriage and the Family 3 Credits

(3 Lec Hrs/Wk)

A study of intimate relationships, courtship, marriage, and family patterns, examining how people cope with love, sexuality, children, conflict, divorce, blended families, disabilities and death of family members.

SOC212 Social Control 3 Credits
(3 Lec Hrs/Wk)

Social controls in relation to the family, the environment, education, health care, social services and the criminal justice system.

SOC220/CJ131 Introduction to Penology 3 Credits

(3 Lec Hrs/Wk)

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

SOC221/CJ201 Juvenile Delinquency 3 Credits

(3 Lec Hrs/Wk)

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

SOC223 Sociology of Aging 3 Credits

(3 Lec Hrs/Wk)

Introduces the sociological and cultural aspects of gerontology in contemporary American society.

SOC243/CJ243 Narcotics and Dangerous Drugs 3 Credits

(3 Lec Hrs/Wk)

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

SOC244/CJ101 Criminology 3 Credits

(3 Lec Hrs/Wk)

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 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: SP100 Basic Speech Communications, high school speech course or instructor's consent.

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: High school or 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 participate effectively in a group or public discussion; problem-solving, analysis, reasoning, evidence and group leadership.

Prerequisite: High school or college speech course or instructor's consent.

SUPERVISORY TRAINING

SDP101 Principles of Management/Supervision

3 Credits
(3 Lec Hrs/Wk)

The total responsibility of the supervisor is covered: self-development, communication, employee development, human relations, discipline, organization, planning, quality control and grievances. Course is taught as beginning level in supervision.

SDP204 Labor-Management Relations

3 Credits
(3 Lec Hrs/Wk)

The history and development of the labor movement and both union and management roles in labor relations. Discusses federal and state legislation, contracts, negotiation, conciliation, arbitration, grievances and disciplinary procedures.

SDP208 Personnel Administration

3 Credits
(3 Lec Hrs/Wk)

Aspects of responsibilities personnel including general supervisory practices, recruitment, selection, interviewing, performance appraisal, motivation techniques, training and equal employment opportunity and affirmative action programs.

SDP113 Human Relations for Supervisors

3 Credits
(3 Lec Hrs/Wk)

The practical application of basic psychology in building better employer-employee relationships by studying human relations techniques.

WELDING TECHNOLOGY

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 sheet metal.

4.150 Welding I

3 Credits
(1 Lec, 4 Lec-Lab Hrs/Wk)

Introduction to oxyacetylene welding and cutting, covering theory of welding and cutting, safety, operation of oxyacetylene equipment to join light gauge metal in flat, horizontal, vertical and overhead positions. Use of oxyacetylene cutting torch to cut and pierce steel.

Prerequisites: Instructor's consent.

4.151 Welding IIA: Shielded Metal Arc Welding (SMAW)

3 Credits
(1 Lec, 4 Lec-Lab Hrs/Wk)

Arc welding covering safety and power supplies, arc metallurgy, rod selection, and techniques for flat, horizontal, vertical and overhead positions.

Prerequisites: Welding Majors Only: Completion of 4.150 Welding I with a grade "C" or better or instructor's consent.

4.151 Welding II-B: Shielded Metal Arc Welding (SMAW)

3 Credits
(1 Lec, 4 Lec-Lab Hrs/Wk)

Arc welding covering safety and power supplies, arc metallurgy, rod selection and techniques for flat, horizontal, vertical and overhead positions.

Prerequisites: Welding Majors Only: Completion of 4.150 Welding I with a grade "C" or better or instructor's consent.

4.152 Welding III: Metal Inert Gas Welding (MIG), Tungsten Inert Gas Welding

4 Credits
(2 Lec, 4 Lec-Lab Hrs/Wk)

Metal inert gas welding and tungsten inert gas welding pertaining to the welding of ferrous and non-ferrous metals.

Prerequisites: Welding Majors Only: Completion of 4.150, 4.151 Welding I, II with a grade "C" or better or instructor's consent.

4.153 Welding IV: Pipe ARC Welding

3 Credits
(1 Lec, 4 Lec-Lab Hrs/Wk)

Introduction to pipe arc welding stressing techniques, methods and safety.

Prerequisites: Welding Majors Only: Completion of 4.150, 4.151, 4.152 Welding I, II, III with a grade "C" or better or instructor's consent.

4.154 Welding V: Welder Fitter in Fabrication

5 Credits
(10 Lec-Lab Hrs/Wk)

Synthesize all aspects of the welding field with special emphasis on integrating related fields.

Prerequisites: Welding Majors Only: Completion of 4.150, 4.151, 4.152, 4.153 Welding I, II, III, IV with a grade "C" or better or instructor's consent.

4.155 Advanced Applications

5 Credits
(10 Lec-Lab Hrs/Wk)

The capstone course for the two-year AA degree, it entails demonstration of skills and the knowledge acquired, the use of new equipment such as a Pulse/ARC MIG Welding machine and on-the-job work experience. Leads to the American Welding Society Certification (structured, AWS, ASME, API, nuclear) to qualify for entry into the job market.

Prerequisites: Welding Majors Only. 4.150, 4.151 (A,B), 4.152, 4.153, 4.154 Welding I, II (A,B), III, IV, V with a "C" or instructor's consent.

4.159 Maintenance/Fitter Welding

5 Credits
(2 Lec, 9 Lab Hrs/Wk)

Introduction to maintenance and fitting procedures needed for safe occupations skills in welding trades.

Prerequisite: Second year welding majors.

4.165 Welding Lab A

3 Credits
(9 Lab Hrs/Wk)

Development of welding skills, job shop techniques and related welding areas.

Prerequisite: Welding majors only: Completion of 4.150, 4.151A and B, 4.152 Welding I, II, III with a grade "C" or better or instructor's consent.

4.166 Welding Lab B

3 Credits
(9 Lab Hrs/Wk)

Emphasis on development of welding skills, job shop techniques and related welding areas.

Prerequisite: Welding majors only: Completion of 4.150, 4.151A and B, 4.152 Welding I, II, III with a grade "C" or better or instructor's consent.

4.167 Welding Lab C 3 Credits
(9 Lab Hrs/Wk)

Emphasis on development of welding skills, job shop techniques and related welding areas.

Prerequisite: Welding majors only: Completion of 4.150, 4.151A and B, 4.152 Welding I, II, III with a grade "C" or better or instructor's consent.

4.280 Work Experience
1-6 Credits

(1 Lec, 4 Lec-Lab Hrs/Wk)

Gain on-the-job experience in coordinator approved shop situations that closely parallel with field study. Work under supervisor and coordinator. Seminar arranged by supervisor.

Prerequisite: Instructor's consent.

9.150 Welding I 3 Credits
(1 Lec, 4 Lec-Lab Hrs/Wk)

Introduction to oxyacetylene welding and cutting. Covers theory of welding and cutting, safety, operation of oxyacetylene equipment to join light gauge metal in flat, horizontal, vertical and overhead positions. Use of oxyacetylene cutting torch to cut and pierce steel.

9.151 Welding IIA: Shielded Metal Arc Welding (SMAW) 3 Credits
(1 Lec, 4 Lec-Lab Hrs/Wk)

Introduction to arc welding covering safety and power supplies, arc metallurgy, rod selection, and techniques for flat, horizontal, vertical and overhead positions.

Prerequisites: Welding majors only: Completion of 9.150 Welding I with a grade "C" or better or instructor's consent.

9.151 Welding IIB: Shielded Metal Arc Welding (SMAW) 3 Credits
(1 Lec, 4 Lec-Lab Hrs/Wk)

Arc welding, covering safety, power supplies, arc metallurgy, rod selection, techniques for flat, horizontal, vertical and overhead positions.

Prerequisite: Welding majors only: Completion of 9.150 Welding I with a grade "C" or better or instructor's consent.

9.152 Welding III Introduction to Oxyacetylene Pipe Welding and Cutting 2 Credits
(1 Lec, 3 Lab Hrs/Wk)

Prerequisite: Completion of Welding I and II or consent of instructor.

9.154 Electrical I 4 Credits
(3 Lec, 3 Lab Hrs/Wk)

Covers elementary principles of electricity as applied to welding.

Prerequisite: Welding majors.

9.158 Advanced Maintenance/Fitter Welding 5 Credits
(2 Lec, 3 Lab Hrs/Wk)

Emphasizes safety, job techniques, safe material handling and set up.

Prerequisite: 4.159 Maintenance Fitter Welding.

9.220 Welding Skills Lab 1 Credit
(4 Lab Hrs/Wk)

Emphasis on upgrading of welding skills related to job needs and requirements.

Prerequisites: Instructor's consent and previous welding experience.

9.225 Welding Workshop: General Welding 0.25 Credit
(12 Lab Hrs Total)

Provides experienced welders with practice in basic welding techniques for skills upgrading and/or certification.

Prerequisite: Instructor's consent.

9.225 Welding Workshop: Argon/TIG Welders Only 0.25 Credit
(12 Lab Hrs Total)

Provides experienced welders with practice in basic welding techniques for skills upgrading and/or certification.

Prerequisite: Instructor's consent.

9.225 Welding Workshop : Certification for Non-Majors 0.25 Credits
(12 Lab Hrs Total)

Provides experienced welders with practice in basic welding techniques for skills upgrading and/or certification.

Prerequisite: Instructor's consent.

9.225 Welding Workshop : Certification for Majors 0.25 Credits
(12 Lab Hrs Total)

Provides experienced welders with practice in basic welding techniques for skills upgrading and/or certification.

Prerequisite: Instructor's consent.

WRITING

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

Aids students in writing clear, correct paragraphs in Standard English. A final goal is to have students organize paragraphs in an essay.

Prerequisites: 0.525 with a grade of "C" or above (not S or U), placement test score, or instructor's consent.

Sequence With: RD90, SP100 for COMMUNICATIONS (should be taken in RD90, WR90, SP100 order).

WR121 English Composition 3 Credits
(3 Lec Hrs/Wk)

Presents the fundamentals of expository prose through the development and frequent exercise of writing abilities. Designed to help students learn the use of unity, clarity, coherence and detail in the development of written ideas.

Sequence With: WR122, WR123 or WR227. Must be taken in sequence.

WR122 English Composition 3 Credits
(3 Lec Hrs/Wk)

Continues the presentation of the fundamentals of expository prose with special emphasis on the rhetorical principles of argumentation, the basic principles and use of logic in argumentative/persuasive writing.

Sequence With: WR121, WR123 or WR227. Must be taken in sequence.

WR123 English Composition 3 Credits
(3 Lec Hrs/Wk)

The research process and the conventions of writing and documenting a research paper, developing a method for planning, researching and writing papers.

Sequence With: WR121, WR122. Must be taken in sequence.

WR198/298 Independent Study In Writing - To be arranged

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

Practice in written and oral communication in business, including such elements as information gathering, writing, editing, identifying audience, listening, interviewing and nonverbal communication.

Prerequisites: WR121 or WR90

WR222 Advanced Composition
3 Credits

(3 Lec Hrs/Wk)

Advanced approaches to writing beyond the scope of traditional composition offerings. Emphasis on advanced and experimental methods in areas such as form, style and tone.

Prerequisites: WR121, WR122

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

Focus on research and writing for technical and specialized disciplines, information gathering, problem solving, organization and mechanics in reports in student's chosen disciplines. WR227 may substitute for WR123 in the English Composition sequence.

Prerequisites: WR121, WR90 or instructor's consent.

WR241 Introduction to Imaginative Writing 3 Credits
(3 Lec Hrs/Wk)

Blending personal experiences and imagination in various literary forms. Focuses on fiction writing techniques such as characterization, dialogue, scene and structure. Student and nonstudent work is discussed to develop the techniques of imaginative writing.

Sequence With: WR242, WR243
Need not be taken in order.

WR242 Introduction to Imaginative Writing 3 Credits
(3 Lec Hrs/Wk)

Creative writing techniques with a concentration on poetic devices such as imagery, rhythm, poetic meaning and structure. Various work is discussed to develop the techniques of imaginative writing.

Sequence With: WR241, WR243.
Need not be taken in order.

WR243 Introduction to Imaginative Writing 3 Credits
(3 Lec Hrs/Wk)

Provides practice in creative writing techniques of the student's choice. Student work and nonstudent work will be discussed in order to develop the techniques of imaginative writing.

Sequence With: WR241, WR242
Need not be taken in order.

WR299 Writing Fiction Workshop
1-2 Credits

(20 Hrs Total)

Writers use a variety of fictional elements such as voice, tone, point of view, setting, dreams and dialogue. Student's work will be read aloud and critiqued by class members and the instructor.

0.525 Sentence Fundamentals
5 Credits

(5 Hrs/Wk)

Students learn skills of writing well-formed, grammatically correct and varied sentences; organizing paragraphs; and using correct spelling and punctuation. 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)

Study of the commonly misspelled words, spelling rules and practice in editing written work. Enables students to spell words correctly and analyze and correct their own work.

0.543 Creative Writing 1 Credit
(3 Lec Hrs/Wk)

Fiction writing techniques such as characterization, dialogue, scenes and structure. Short stories are written and critiqued.

0.546 Creative Writing 1 Credit
(3 Lec Hrs/Wk)

Poetic techniques such as imagery, rhythm, poetic meaning and structure. Poems are written and critiqued. Other forms of fiction may also be worked on with the instructor's consent.

0.552 Creative Writing 1 Credit
(3 Lec Hrs/Wk)

A combination of fiction and poetry writing techniques. Prose, poem or nature writing may be discussed. Students may experiment with a variety of forms when writing for class critique.

HONORS IN ENGLISH

Students who have completed 15 hours of transfer classes at the college with a cumulative GPA of 3.25 or better are eligible to enter the Honors in English program. This program encourages exceptional achievement in reading, literature and writing. Completion of the program will be recognized at graduation and on the transcript with the designation "Honors in English". See your English instructor for more information.

SMALL BUSINESS MANAGEMENT

The Small Business Management Program consists of two consecutive year-long courses designed to improve small business owners' management skills.

Each course consists of ten monthly seminars and ten individual on-site business consultations.

Emphasis is placed on:

- keeping good records
- improving business decisions
- business planning
- tax management
- marketing
- profit improvement
- employee issues.

Participants also benefit from sharing ideas with other business owners in the program.

Program participants must agree to attend the scheduled seminars and to prepare as necessary for the individual consultations..

STUDENT CONDUCT CODE and STUDENT RIGHTS and RESPONSIBILITIES

SWOCC has an established student Conduct Code and Rights and Responsibilities document. Excerpts from that document follow. The complete document can be obtained from the Counseling Center in Dellwood Hall.

INTRODUCTION

Southwestern Oregon Community College is committed to the transmission of knowledge, the pursuit of truth, the development of students and the general well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of the academic community, students should be encouraged to develop the capacity for critical judgement and to engage in a sustained and independent search for truth.

Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. Students should exercise their freedom with responsibility.

The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the academic community. The college has the duty to develop policies and procedures which provide and safeguard this freedom. The purpose of this statement is to enumerate the essential provisions for student freedom to learn.

I. Freedom of Access

A. It is the policy of the Board of Education of the Southwestern Oregon Community College District (hereafter referred to as the Board of Education) that no one because of race, color, sex, national origin, political affiliation, marital status, parental status, veteran status, handicap, age or sexual preference shall be excluded from participation, denied benefits, or be subjected to discrimination or harassment in any activity of the college community. (Southwestern Oregon Community College Board Policy 1.022)

B. It is the policy of the Board of Education that the college is committed to providing equal educational opportunities.

C. It is the policy of the Board of Education that when it is in the best interests of the college, enrollment in specific programs or courses may be limited. Specific criteria for admission into programs or courses with enrollment limitations shall be approved by the president. (Southwestern Oregon Community College Board Policy 7.054)

II. In the Classroom

The faculty in the classroom and in conference will encourage free discussion, inquiry and expression. Student performance will be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards. It should be made clear that the faculty is in charge of the classroom, course content, discussions, activities and academic standards. The faculty may ask a student to leave the classroom at any time.

III. Student Records

SWOCC has a policy as to the information which is part of the student's permanent educational record and as to the conditions of its disclosure.

IV. Student Affairs

A. Freedom of Association

Policy governing clubs and organizations are established by the college Board.

B. Freedom of Inquiry and Expression

1. Students and student organizations shall be free to examine and discuss all questions of interest to them and to express opinion publicly and privately. They will always be free to support causes by orderly means which do not disrupt the regular and essential operation of the institution.

V. Off-Campus Freedom of Students

A. *Exercise of Rights of Citizenship* College and university students are both citizens and members of the academic community. As citizens, students should enjoy the same freedom of speech, assembly and

right of petition that other citizens enjoy and, as members of the academic community, they are subject to the obligations which accrue to them by virtue of this membership.

B. Institutional Authority and Civil Penalties

Activities of students may upon occasion result in violation of law. In such cases, institutional officials should be prepared to apprise students of sources of legal counsel and may offer other assistance. Students who violate the law may incur penalties prescribed by civil authorities, but institutional authority will not be used to duplicate the function of general laws.

VI. Procedural Standards in Disciplinary Proceedings

Disciplinary proceedings regarding student conduct play a role substantially secondary to example, counseling, guidance and admonition. At the same time, the college has a duty and the corollary disciplinary powers to protect its educational purpose through the setting of standards of scholarship and conduct for the students who attend them and through the regulation of the use of institutional facilities.

A. Standards of Conduct

1. Students have the responsibility to obey and follow college policy and procedures, the Associated Student Government (ASG) and bylaws, federal and state statutes and city ordinances. The ASG constitution and bylaws and college policy and procedures shall provide means for student involvement.

B. The following activities may result in disciplinary action:

1. Academic plagiarism
2. Academic cheating
3. Furnishing false information to the college with intent to deceive
4. Forgery, alteration, or misuse of college documents, records or identification cards
5. Detention, physical abuse or conduct which threatens imminent physical abuse of any person in the college community
6. Malicious destruction, damage or misuse of college or personal property on the College campus
7. Theft or extensive damage to another's property in a college or college-related environment

8. Participation in hazing

9. Possession, use or threatened use of firearms, ammunition, knives, explosives, dangerous chemicals or any other objects as weapons on college property, except as expressly authorized by law or institutional regulations

10. The possession of alcoholic beverages or controlled substances on the college campus or any other facility that is rented, leased, owned or occupied by the college at any time when classes or student activities are scheduled, except as provided for.
(Southwestern Oregon Community College Board Policy 10.034).

11. Sexual harassment

12. Substantial and material interferences with the operation of the college

13. Failure to comply with the terms of any penalties applies under this Student Conduct Code

14. Disorderly conduct

15. Eluding or attempting to elude a college security officer who is pursuing official duty.

C. Penalties

1. One or more of the following penalties may be imposed by the Dean of Instruction for any of the above violations (VI,B) or any other violations of Board policies or college administrative rules and regulations:

- a. admonition
- b. disciplinary probation
- c. withholding of transcripts or a degree
- d. bar against readmission
- e. restitution
- f. suspension of rights or privileges
- g. suspension of eligibility for official athletic and other extracurricular activities
- h. denial of degree
- i. suspension
- j. expulsion
- k. withdrawal from class for remainder of the term

2. Faculty may assign a failing grade for paper/test or course as a disciplinary action where appropriate. Faculty may also require a student to leave the classroom at any time for violations of the Student Conduct Code.

D. Investigation of Student Conduct

1. Complaint

a. All student complaints must be received no later than 90 calendar days after the incident described in the complaint or the time when the person filing the student conduct complaint first had knowledge of the incident, whichever time period is greater.

2. Action on the Complaint

a. Based on information received in the complaint the Dean of Instruction or designated representative may initiate further investigation of the complaint and/or impose appropriate penalties.

b. The Dean of Instruction, acting on a complaint, may initiate the Grievance Process when it is alleged that the college has acted in a manner that denies, abuses or diminishes a student's rights and privileges.

E. Status of Student Pending Final Action on a Complaint

Pending action on a complaint the status of a student will not be altered, or his right to be present on the campus and to attend classes suspended, except for reasons relating to his physical or emotional safety and well-being, or for reasons relating to the safety and well-being of students, faculty or college property.

F. Grievance Process

A student who has reason to believe that disciplinary action taken by faculty, Dean of Instruction or other administrative officer of the College denies, abuses or diminishes their rights and privileges may initiate the Grievance Process.

GRIEVANCE PROCEDURE

For a detailed description of the College Grievance Procedure, obtain a copy of the Student Conduct Code, Rights and Responsibilities document from the Counseling Center in Dellwood Hall.

INFORMAL RESOLUTION

The college encourages prompt resolution of all complaints, misunderstandings or disputes. A reasonable effort by the claimant and the respondent to arrive at an informal resolution of differences should occur before the grievance procedure is initiated.

FORMAL GRIEVANCE PROCEDURE

Step A:

A student with a grievance (claimant) shall make a good faith effort to resolve the situation with the college employee (respondent) against whom the student allegedly has a grievance. The claimant must make a good faith effort within ninety (90) days of the occurrence of the complaint, dispute or misunderstanding that is alleged to have occurred.

Step B:

If the grievance is not resolved at Step A, the claimant may present the grievance in writing to the Division Chair or appropriate supervisor of the respondent.

Step C:

If the problem is not resolved at Step B, the claimant shall file a written request (see example last page) to have the appropriate college dean or administrator review the grievance.

Step D:

If the grievance is not resolved in Step C, the claimant may, in writing, request that the President of the college appoint a Committee on Student Grievances.

ADMINISTRATION

BOARD OF EDUCATION

Citizens of the college district are represented in all aspects of the college operation by the Board of Education - seven men and women elected from the towns and cities of the district, by the people.

The Board, assisted by 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.

THE BOARD

Katie Eymann, Bandon
Mark Hamlin, North Bend
Ron Hjort, North Bend
Ron Kreskey, Reedsport
Clint Laird, North Bend
Jon Littlefield, Coos Bay
Toni Poole, Coquille

BUDGET COMMITTEE

John Dies, Myrtle Point
Dr. William Doerr, Coos Bay
Cindy Finlayson, North Bend
Ed Landucci, Bandon
Chuck Reigard, Coos Bay
Bob Sund, Reedsport
Debra Thommen, Coquille

ADMINISTRATIVE STAFF

OFFICE OF THE PRESIDENT

Dr. Robert Barber, President
Christy Sutton, Executive Secretary

OFFICE OF INSTRUCTION

Dr. Doreen Dailey, Dean of Instruction
Patricia Bruneau-Gaber, Associate Dean of Extended Learning
Barbara Davey, Director of Allied Health/Physical Education
Dr. Lawrence Fenili, Interim Associate Dean of Career Technology
C. J. Gradenwitz, Director of the Small Business Development Center
Jane Huckleberry, Director of the Retired Senior Volunteer Program
Jan Newlander, Director of Special Programs

OFFICE OF HUMAN RESOURCES

Dortha McCarthy, Director of the Learning Resource Center/Human Resources
Charla White, Personnel Specialist

OFFICE OF BUSINESS SERVICES

Jim Love, Dean of Administrative Services
Dr. John Haney, Director of Administrative Computer Services
Pat Alvey, Instructional Materials Technician
Carrie Colvin, Confidential Secretary
Kevin Kimball, Finance Director
Kay Kronsteiner, Payroll Bookkeeper
Sharleen Lillebo, Bookstore Manager
Don Neuharth, Superintendent of Buildings and Grounds
Ron Olson, Special Projects Accountant
Pan Pannell, Custodial/Security Supervisor
Rondi Potter, Accounting Specialist

STUDENT DEVELOPMENT

Ed Bohart, Director of Student Development
Becky Garino, Coordinator of Student Activities
Shirley Gitchell, Financial Aid Advisor
Rose Rector, Admissions Specialist
Jean vonSchweinitz, Registrar
Sheila Ward, Cooperative Work Experience Specialist

FULL-TIME FACULTY

JOHN C. ANDERSON, Technical Vocational Education
B.S.E.E. in Engineering, 1960, Oregon State University
M.A. in Mathematics, 1971, University of Oregon

PHILLIP M. ANDERSON, English
B.A. in English Literature, 1964, San Francisco State University
M.A. in English Literature, 1966, San Francisco State University

SHARON BARNETT, Counselor
B.A. in Psychology, 1971, California State University, Chico
M.A. in Education, 1974, California State University, Chico
Ph.D. in Education/Counseling, 1982, Ohio State University

JERRI BENNETT-STILLMAKER, Nursing Education
A.S. in Nursing, 1976, Southern Oregon State College
B.S. in Nursing, 1979, Southern Oregon State College
M.S. in Nursing, 1987, University of Portland

HANS BOETTCHER, Machine Tool Technology
B.S. in Mechanical Engineering, 1967, California State Polytechnic University

ROBERT P. BOWER, English
B.A. in English, 1969, Lycoming College
M.A. in English, 1971, Western Illinois University

DONALD E. BURDG, Mathematics
B.S. in Mathematics, 1951, Colorado State College
M.A. in Education, 1952, Colorado State College
M.S. in Mathematics, 1966, Oregon State University

EDWARD M. CHILLA, Speech, Composition and Drama
B.A. in Drama, 1962, San Jose State
M.F.A. in Theatre Direction, 1969, University of Oregon

JOANNE E. COOPER, 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, Industrial Technologies
B.S. in Industrial Education, 1969, Oregon State University
Ed.M. in Industrial Education, 1977, Oregon State University

JAMES B. DE STE CROIX, English
B.A. in Business Administration/Economics, 1971, Western Washington University
M.A. in English, 1984, Angelo State University

NATHAN DOUTHIT, History
A.B. in History, 1960, Harvard University
M.A. in History, 1965, University of California, Berkeley
Ph.D. in History, 1972, University of California, Berkeley

STEPHEN J. ERICKSON, Psychology
B.A. in Psychology, 1970, Eastern Washington University
M.S. in Psychology/Community College Teaching, 1972, Eastern Washington University

MARY ELLEN FAIRCHILD, Office Occupations
B.A. in Office Administration, 1966, University of Idaho

WILLI FURRER, Business/Economics
B.A. in Economics, 1981, Fairleigh Dickinson University
M.B.A. in Finance, 1982, Fairleigh Dickinson University

DOROTHY GILLET, Secretarial Science
B.S. in Business Education, 1957, Eastern Illinois University
M.Ed. in Business Education, 1967, Oregon State University

RICHARD GROSSMAN, Business
B.S.B.A. in Hotel and Restaurant
Management, 1965, Denver
University
M.S. in Business Education, 1969,
San Jose State University

DENNIS HANHI, 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

JAN HOOPER, Computer
B.A. in History, 1968, California State
University, Los Angeles
M.B.A., 1984, California State
Polytechnic University, Pomona

STEVEN L. HOOPER, Automotive
B.S. in Industrial Management, 1973,
California State Polytechnic
University Certified Master
Automobile Technician, 1980

CHARLES O. HOWER, Physical
Sciences
B.A. in Chemistry, 1956, Whitman
College
Ph.D. in Inorganic and Nuclear
Chemistry, 1962, University of
Washington

JOHN G. HUNTER, Counselor
B.S. in Education and General
Science, 1964, Oregon State
University
M.Ed. in Education and Counseling
Psychology, 1967, University of
Oregon

KENNETH H. JENSEN, Welding
Technology Approved Vocational
Instructor

KIRK D. JONES, Librarian
B.A. in History, 1969, University of
Washington
M.L. in Librarianship, 1970,
University of Washington

JAN KELLEY, Intervention/
Retention Counselor
B.S. in Social Science, 1968,
Western Oregon State College
M.S. in Education and Counseling,
1970, Western Oregon State College

DANIEL L. KELLY, Physics and
Electronics
B.S. in Physics, 1971, California
State University, Northridge
M.S. in Physics, 1973, University of
California, Los Angeles

BEVERLY L. KEMPER, Health and
Physical Education
B.S. in Physical Education, 1958,
Oregon State University
M.Ed. in Health Education, 1965,
Oregon State University

BILL LEMOINE, Forest
Technology
B.S. in Forest Management, 1961,
University of Massachusetts
M.S. in Forest Management, 1967,
University of Minnesota

LANNY R. LESLIE, Business
B.S. in Forest Management, 1967,
Utah State University
M.Ed. in Vocational Education, 1975,
Oregon State University

PATRICIA LILIENTHAL, Nursing
Education
B.S. in Nursing, 1980, Southern
Oregon State College
M.S. in Nursing, 1983, University of
Portland

RONALD LILIENTHAL, 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

MARGARET R. McGUIRE,
Coordinator of Adult Basic Education
B.A. in Social Administration, 1956,
University of Manchester, England
M.S. in Curriculum and Instruction,
1977, University of Oregon

WILLIAM McGUIRE, Computer
Science
B.A. in Physics and Mathematics,
1959, Portland State University
M.A. in Mathematics and Physics,
1962, University of Oregon

ROBERT A. MILLER, C.M.A.,
Business
B.A. in Business Administration,
1957, Bemidji State University
M.A. in Public Administration, 1964,
University of Minnesota

JOHN NOLAND, English
B.A. in English, 1966, Kansas State
University
M.F.A. in Creative Writing, 1968,
University of Oregon

RONALD T. PULLEN, Mathematics
B.A. in Mathematics, 1967, Arizona
State University
M.A. in Mathematics Education,
1972, Arizona State University

ANGELA T. QUINN, Nursing
Education
B.S. in Nursing, 1980, Southern
Oregon State College
M.S. in Nursing, 1983, University of
Portland

CLARA J. RADCLIFFE, English
B.A. in English Literature/History,
1958, Wayne State University
M.A. in English Literature/History,
1959, University of Michigan
Ph.D. in English Literature, 1974,
State University of New York

CHRISTIAN C. ROSMAN, Music
B.A. in Philosophy, 1966, Seattle
University
M.Ed. in Education, 1970, Western
Washington University
M.M. in Music, 1978, Eastern
Washington University

JOHN RULIFSON, 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, Fire Science
A.S. in Fire Science Technology,
1981, Southwestern Oregon
Community College/Approved
Vocational Instructor

MELANIE LOU SCHWARTZ, 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, English
B.A. in English, 1970, University of
Oregon
M.A. in English, 1971, University of
Oregon

JAMES M. SHUMAKE, Biological
Sciences
B.S. in Biology and Chemistry, 1964,
Florida State University
M.S. in Zoology, 1966, Oregon State
University

JOHN SPEASL, Physical Education
and Health
B.S. in Health and Physical
Education, 1972, Southern Oregon
College
M.S. in Secondary Education, 1973,
Southern Oregon College

VEINEITA STENDER, Home
Economics and Grants Coordinator
B.S. in Home Economics, 1955,
University of Idaho
M.S. in Home Economics, 1969,
Oregon State University

DONALD E. STENSLAND,
Associate Professor of Geology
B.A. in Sociology and History, 1953,
Angsburg College
M.S. in Geology, 1969, Oregon State
University

RONALD D. STUBBS, Anthropology
and Sociology
B.A. in Anthropology, 1965,
University of Montana
M.A. in Anthropology, 1966,
University of Montana

GREIG W. THOMSON, Justice
Services Faculty/Coordinator
A.S. in Law Enforcement, 1976,
Greenfield Community College
B.S. in Police Science/Administration
1978, Northern Arizona University
M.S. in Police Science and
Administration/Education, 1980,
Northern Arizona University

ANDRES P. TORIBIO, Mathematics
B.S. in Mathematics, 1959,
University of Oregon
M.S. in Mathematics, 1966, Oregon
State University

CAROL VERNON, Art
B.S. in Ceramics and Secondary Art
Education, 1967, Portland State
University
M.A. in Design, 1972, University of
California
Certificate in Art Therapy, Northwest
Institute for the Creative Arts
Therapies/University of Oregon

TERRY D. WEAVER, Media
Specialist
B.A. in Religion, Chemistry,
Mathematics; 1963, Graceland
College
M.S.Ed. in AV Communication, 1965,
Indiana University
Ed.D. in AV Communication, 1971,
Indiana University

R. RONALD WHEADON, Human
Services Faculty/Coordinator
B.S. in Psychology, 1976, University
of Utah
M.S.W. in Social Work, 1981,
University of Utah

RETIRED

PRESIDENT EMERITUS
JACK E. BROOKINS

PROFESSORS EMERITUS
CARROL K. AUVIL, Electronics

SAM E. CUMPSTON, Mathematics,
Physics, Computer Science

J. ROBERT DIBBLE, Psychology,
Counseling

BEN J. FAWVER, Biology, Zoology

HELEN FERGUSON, Business

HOWARD A. HALL, Fine Arts

RAYMOND KELLEY, Physics,
Mathematics

WILLIAM D. KRAUS, Mathematics

BERNELL MEACHAM, English,
Journalism

DONALD R. MOFFITT, Business

WILLIAM W. SHARP, Business

VERNON C. SORENSON,
Languages

J. H. SWEARINGEN, English

INDEX

Academic Regulations	4	Economics	72	Nursing - Courses	89
Accounting and Bookkeeping ..	56	Education	72	Nursing Career Ladder Program	38
Administration	103	Electronics	73	Philosophy	92
Admission to the College	5	Engineering - General	73	Photography	93
Adult Basic Education	6	English, see Literature & Writing		Physical Education	93
Agriculture	57	Extended Learning/Community Education	6	Physics	94
Anthropology	57	Facilities	7	Political Science	94
Application Form	109	Financial Aid	7	Psychology	94
Apprenticeship	57	Fire Science Technology	74	Public Service Courses - Fire ..	95
Art	57	Foods and Nutrition	75	Public Service Courses - Police ..	96
Associate in Arts Degrees	18	Foreign Languages	76	Real Estate	96
Associate in Science Degrees ..	23	Forest Technology	77	Refrigeration	97
Associated Student Government	13	Full-Time Faculty	104	Science - General	97
Astronomy	60	Geology & Earth Science	78	Single Parent Homemaker Program	12
Automotive Technology	60	Grading System	4	Small Business Development Center	11
Banking	62	Handicapped Services	12	Small Business Management Program	101
Biology/Zoology	63	Health & First Aid	79	Social Work, see Human Services	
Botany	63	Health Occupations	80	Sociology	98
Business Administration	64	History	81	Speaker's Bureau	11
Career Information/Job Placement Center	11	Home Economics	81	Speech	9
Certificate Programs	54	Honors English	101	Student Activities	13
Chemistry	65	Human Development & Family Studies	82	Student Clubs & Organizations ..	13
Child Care Center	12	Human Services	83	Student Conduct Code & Student Rights	102
Clothing, Textiles & Fashion ...	66	Intercollegiate Athletics	10	Student Records Policy	13
Communications	67	Journalism	84	Supervisory Training	99
Composition, see Writing		Legal Assistant	84	Testing Services	13
Cooperative Programs	6	Library	10	Transfer Programs & Procedures	14
Cooperative Work Experience ..	12	Machine Tool Technology	86	Tuition & Fees	15
Counseling Center	12	Marine Navigation	87	Tutoring Services	13
Course Descriptions	56	Marketing - Courses	28	Veterans	5
Criminal Justice	67	Mathematics	87	Welding Technology	99
Data Processing	69	Media Services	10	Writing	100
Developmental Education .. 12, 70		Music	88		
Diploma Options	42				
Do-It-Yourself Courses	71				
Drafting	72				
Driver Training	72				

Application For Admission

NOTE: A non-refundable
\$10.00 fee must accompany
this application.

Southwestern Oregon
Community College
1988 Newmark
Coos Bay, Oregon 97420

Personal Information

Social Security Number

			-			-			
--	--	--	---	--	--	---	--	--	--

- ☐ Fall 19__ ☐ Winter 19__
☐ Spring 19__ ☐ Summer 19__

Major area of interest (see list on back)

Please Print
Name

Last

First

Middle initial

Maiden name (or other last names)

Mailing address

Street

City

State

Zip

County

Phone

Permanent address

Street

City

State

Zip

The college is required by the federal government to report gender and ethnic data. However, it is your right to withhold this information if you wish.

Gender: ☐ Male ☐ Female Ethnic origin: ☐ White ☐ Hispanic ☐ Black ☐ American Indian/Alaskan
☐ Asian/Pacific Islander ☐ Other

Educational Background

High school last attended

School

City

State

Last grade completed

Date graduated

High School Equivalency/GED Yes

No

Date received

Enrollment status: (check one) ☐ New SWOCC student ☐ Now attending high school

☐ Returning student — year of last attendance

Residency: Have you lived continuously in the state of Oregon for at least 90 days prior to this date?

☐ Yes ☐ No

If you checked "No," please list your previous address —

City

State

Zip

Previous colleges attended

Will you be receiving veteran's educational benefits?

☐ Yes

☐ No

I certify that the above information is correct. If admitted, I agree to abide by the policies and guidelines established for all students at Southwestern Oregon Community College.

Signature

Date

A non-discriminatory, equal opportunity college.

STEPS IN GETTING ENROLLED AT SOUTHWESTERN OREGON COMMUNITY COLLEGE:

1. Have your high school send one transcript to SWOCC.
2. Have any college(s) you have previously attended send one transcript to SWOCC.
3. Return this application along with \$10 to the Business Office at SWOCC.
4. Take the placement examinations offered by the SWOCC Counseling Center.
5. Make an appointment with an advisor and/or counselor to prepare your academic program.

All documents submitted become property of the college.

The following are one and two year certificate or degree programs that can be completed at Southwestern Oregon Community College. Some of them can be transferred to four year schools and some are designed to prepare the student to go directly into the job market.

CERTIFICATE PROGRAMS AT SWOCC

- Bookkeeping/Clerical
- Certified Nursing Assistant
- Emergency Medical Technology
- Fire Fighter Technology
- Legal Assistant
- Legal Secretary
- Real Estate
- Small Business Management
- Steno.Clerical

TWO YEAR DEGREE PROGRAMS AT SWOCC ASSOCIATE IN ARTS DEGREE

- Business Administration
- Criminal Justice Administration
- General Liberal Arts & Sciences
- Human Services

ASSOCIATE IN SCIENCE DEGREE

- Automotive Technology
- Banking & Finance
- Business Management
 - Accounting Option
 - Data Processing Option
 - Marketing Option
 - Office Management Option
- Electronics Technology
- Fire Science Technology
- Forest Technology
- General Business
- Industrial Technology -Apprenticeable Trades
- Machine Tool Technology
- Management & Supervisory Training
- Medical Office Assistant
- Office Administration
- Nursing
- Welding Technology

Students planning to pursue a baccalaureate degree may select from the following majors. In most cases, two years of coursework toward the major may be completed at Southwestern Oregon Community College.

TRANSFER PROGRAMS TO OTHER COLLEGES AND UNIVERSITIES (Four or more years to complete)

- | | |
|--------------------------------------------------------|----------------------------------------|
| — Administration of Justice | — History |
| — Agri-Business | — Home Economics |
| — Agriculture | — Hotel & Restaurant Management |
| — American Studies | — Human Services |
| — Anthropology | — Industrial Management |
| — Architecture & Interior Architecture | — Interdisciplinary Studies |
| — Art/Art Education/Art History | — International Studies |
| — Atmospheric Sciences | — Journalism |
| — Biochemistry/Biophysics | — Landscape Architecture |
| — Biology/Botany/Entomology | — Law (Preprofessional) |
| — Microbiology/Zoology | — Law Enforcement & Corrections |
| — Business Administration/ Business & Economics | — Manufacturing Technology |
| — Business Education | — Mathematics |
| — Chemistry/Chemistry Education | — Mechanical Engineering |
| — Community Service/Community Service & Public Affairs | — Medical Technology (Preprofessional) |
| — Computer Science | — Music |
| — Dance | — Nursing |
| — Dental Hygiene | — Pest management |
| — Dentistry (Preprofessional) | — Pharmacy (Preprofessional) |
| — Economics | — Philosophy |
| — Elementary & Secondary Education | — Physical Education |
| — Engineering | — Physics |
| — English | — Planning & Public Policy |
| — Fire Sciences Administration | — Political Sciences |
| — Foreign Languages | — Psychology |
| — Forestry | — Recreation & Park Management |
| — General Science | — Religious Studies |
| — General Studies in the Arts & the Humanities | — Social Work |
| — Geography | — Sociology |
| — Geology | — Speech |
| — Gerontology | — Television & Film |
| — Health & Health Education | — Theatre |
| — Health Care Administration | — Veterinary Medicine |

— Undecided about any specific area

Application For Admission

NOTE: A non-refundable
\$10.00 fee must accompany
this application.

Southwestern Oregon
Community College
1988 Newmark
Coos Bay, Oregon 97420

Personal Information

Social Security Number

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- ☐ Fall 19__ ☐ Winter 19__
☐ Spring 19__ ☐ Summer 19__

Major area of interest (see list on back)

Please Print

Name

Last

First

Middle initial

Maiden name (or other last names)

Mailing address

Street

City

State

Zip

County

Phone

Permanent address

Street

City

State

Zip

The college is required by the federal government to report gender and ethnic data. However, it is your right to withhold this information if you wish.

Gender: ☐ Male ☐ Female Ethnic origin: ☐ White ☐ Hispanic ☐ Black ☐ American Indian/Alaskan
☐ Asian/Pacific Islander ☐ Other

Educational Background

High school last attended

School

City

State

Last grade completed

Date graduated

High School Equivalency/GED Yes____ No____ Date received

Enrollment status: (check one) ☐ New SWOCC student ☐ Now attending high school

☐ Returning student — year of last attendance

Residency: Have you lived continuously in the state of Oregon for at least 90 days prior to this date?

☐ Yes ☐ No If you checked "No," please list your previous address —

City

State

Zip

Previous colleges attended

Will you be receiving veteran's educational benefits?

☐ Yes ☐ No

I certify that the above information is correct. If admitted, I agree to abide by the policies and guidelines established for all students at Southwestern Oregon Community College.

Signature

Date

A non-discriminatory, equal opportunity college.

STEPS IN GETTING ENROLLED AT SOUTHWESTERN OREGON COMMUNITY COLLEGE:

1. Have your high school send one transcript to SWOCC.
2. Have any college(s) you have previously attended send one transcript to SWOCC.
3. Return this application along with \$10 to the Business Office at SWOCC.
4. Take the placement examinations offered by the SWOCC Counseling Center.
5. Make an appointment with an advisor and/or counselor to prepare your academic program.

All documents submitted become property of the college.

The following are one and two year certificate or degree programs that can be completed at Southwestern Oregon Community College. Some of them can be transferred to four year schools and some are designed to prepare the student to go directly into the job market.

CERTIFICATE PROGRAMS AT SWOCC

- Bookkeeping/Clerical
- Certified Nursing Assistant
- Emergency Medical Technology
- Fire Fighter Technology
- Legal Assistant
- Legal Secretary
- Real Estate
- Small Business Management
- Steno.Clerical

TWO YEAR DEGREE PROGRAMS AT SWOCC ASSOCIATE IN ARTS DEGREE

- Business Administration
- Criminal Justice Administration
- General Liberal Arts & Sciences
- Human Services

ASSOCIATE IN SCIENCE DEGREE

- Automotive Technology
- Banking & Finance
- Business Management
 - Accounting Option
 - Data Processing Option
 - Marketing Option
 - Office Management Option
- Electronics Technology
- Fire Science Technology
- Forest Technology
- General Business
- Industrial Technology -Apprenticeable Trades
- Machine Tool Technology
- Management & Supervisory Training
- Medical Office Assistant
- Office Administration
- Nursing
- Welding Technology

Students planning to pursue a baccalaureate degree may select from the following majors. In most cases, two years of coursework toward the major may be completed at Southwestern Oregon Community College.

TRANSFER PROGRAMS TO OTHER COLLEGES AND UNIVERSITIES (Four or more years to complete)

- | | |
|--------------------------------------------------------|----------------------------------------|
| — Administration of Justice | — History |
| — Agri-Business | — Home Economics |
| — Agriculture | — Hotel & Restaurant Management |
| — American Studies | — Human Services |
| — Anthropology | — Industrial Management |
| — Architecture & Interior Architecture | — Interdisciplinary Studies |
| — Art/Art Education/Art History | — International Studies |
| — Atmospheric Sciences | — Journalism |
| — Biochemistry/Biophysics | — Landscape Architecture |
| — Biology/Botany/Entomology | — Law (Preprofessional) |
| — Microbiology/Zoology | — Law Enforcement & Corrections |
| — Business Administration/ Business & Economics | — Manufacturing Technology |
| — Business Education | — Mathematics |
| — Chemistry/Chemistry Education | — Mechanical Engineering |
| — Community Service/Community Service & Public Affairs | — Medical Technology (Preprofessional) |
| — Computer Science | — Music |
| — Dance | — Nursing |
| — Dental Hygiene | — Pest management |
| — Dentistry (Preprofessional) | — Pharmacy (Preprofessional) |
| — Economics | — Philosophy |
| — Elementary & Secondary Education | — Physical Education |
| — Engineering | — Physics |
| — English | — Planning & Public Policy |
| — Fire Sciences Administration | — Political Sciences |
| — Foreign Languages | — Psychology |
| — Forestry | — Recreation & Park Management |
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| — Health & Health Education | — Theatre |
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— Undecided about any specific area