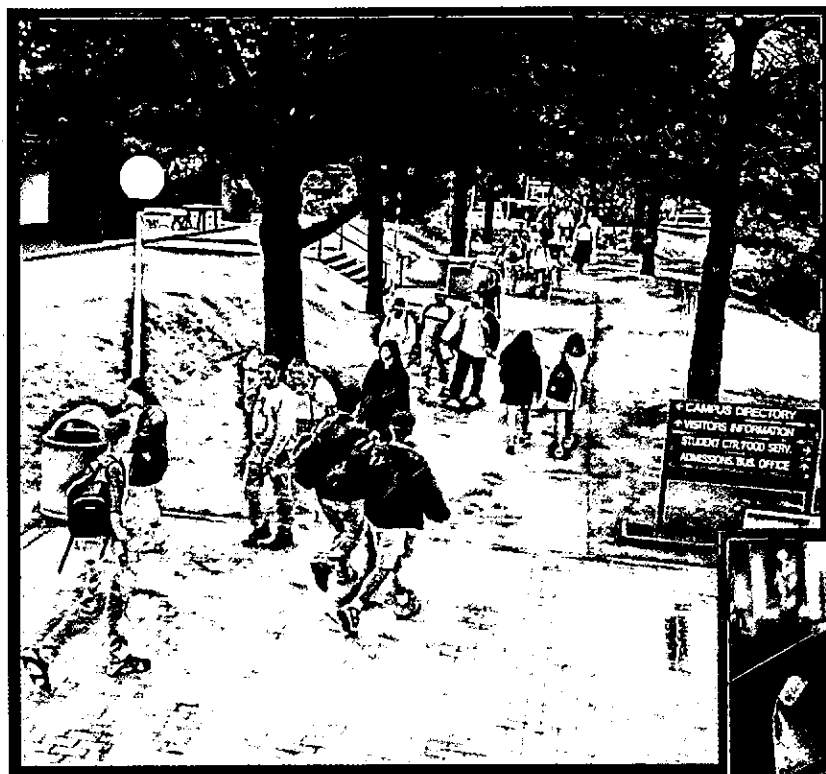


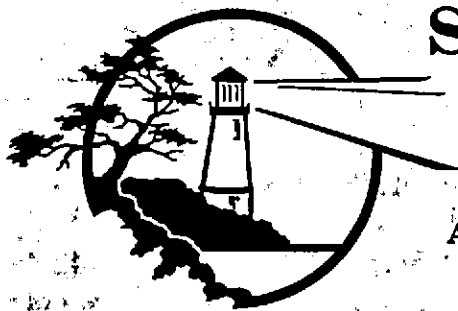
Southwestern Oregon Community College



1996-97 Catalog

1988 NEWMARK AVENUE
COOS BAY OR 97420-2956

A non-discriminatory, equal opportunity college.



SOUTHWESTERN OREGON COMMUNITY COLLEGE

**1988 Newmark Avenue
Coos Bay OR 97420-2956**

A non-discriminatory, equal opportunity college.

541 888-2525



ABOUT THE AREA

Southwestern Oregon Community College is located in the heart of Oregon's scenic south coast - an area known for its miles and miles of open public beaches, vast forests, clear lakes and rivers, immense sand dunes, abundant wildlife and boundless recreational opportunities.

Visitors and residents alike enjoy camping, fishing, hunting, clamming, crabbing, beachcombing, canoeing, kayaking, white-water rafting, surfing, swimming, scuba diving, sailing and sailboarding. Exploring the dunes via all-terrain vehicles or bicycling rugged coastal mountain trails and country roads offer other kinds of adventures.

Organized sports include softball, basketball, volleyball and bowling leagues. A Super Circuit fitness center at SWOCC and a regionally acclaimed racquetball facility in Coos Bay, along with several privately operated physical fitness facilities and a gymnastics academy, offer a wide choice of physical fitness activities.

The south coast is rich in culture and history with many theater ensembles, art galleries, libraries, and museums, as well as the nationally acclaimed Oregon Coast Music Festival held in July every year.

The Oregon International Port of Coos Bay - the largest deep-draft ocean port between San Francisco and Seattle - is a major gateway to the Pacific Rim.

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ACADEMIC CALENDAR

The academic year of Southwestern Oregon Community College begins on the first day of summer quarter classes at the main campus in Coos Bay. The academic year continues through fall, winter and spring quarters and ends the day before the beginning of the next academic year

SUMMER TERM 1996

June 24	Day and night classes begin
June 26	Last day to register or add classes <i>without</i> instructor consent
June 27, July 1, 2 ...	Follow-up registration for summer term
July 2	Campus closed - Independence Day
July 3	Late fees begin
July 3	Financial Aid students should complete all add/drops and waiting list classes for correct check disbursement
July 3	Last day to return textbooks for full refund
July 4	Campus closed - Independence Day
July 11	Financial Aid appointments to sign and receive balance of Financial Aid awards
July 18	Last day to withdraw <i>without</i> responsibility for a grade or change to audit without instructor consent
	Last day to complete summer Financial Aid transactions
August 8	Last day to change to audit or withdraw <i>with</i> instructor consent
	Last day to process summer registrations and add/drops
August 12 - 15	No fall transactions processed
	Textbook buy-back
August 15	Last day of classes
	Early fall payment or withdrawal deadline

FALL TERM 1996

August 26	Begin making <i>advising</i> appointments with Registration/Records
August 29	Last day of summer hours work week
September 2	Campus closed - Labor Day
September 6	Advising appointment schedules distributed to faculty
September 9	Faculty return to campus

FALL TERM 1996 (cont.)

September 9 - 11 ..	INSERVICE (campus may be closed) No fall transactions processed Registration/Records and Financial Aid offices closed 12 - 1:30 pm
September 11	Financial Aid/Agency fall book sales begin
September 12, 13	<i>Advising</i> by appointment in faculty offices Formal fall <i>registration</i>
September 13	New Student Orientation in Prosper Gym 1 - 4 pm
September 16	Day and night classes begin
September 16 - 20 ...	Follow-up registration
September 20	Last day to register or add classes <i>without</i> instructor consent
September 27	Last day for refunds Last day to return textbooks for full refund Financial Aid Students should complete all add/drops and waiting list classes for correct check disbursement
September 30	Late fees begin
October 3, 4	Financial Aid appointments to sign and receive balance of Financial Aid awards
October 11	Last day to complete fall Financial Aid transactions
October 21	Begin making <i>advising</i> appointments for early winter registration on sign-up sheets on faculty doors
October 25	Last day to withdraw <i>without</i> responsibility for a grade or change to audit without instructor consent
October 28	Begin making <i>registration</i> appointments for early winter registration with Registration/Records
November 6 - 12 ...	<i>Advising</i> by appointment in faculty offices
November 11	Campus closed - Veterans' Day
November 12	Early <i>registration</i> for winter term begins
November 12 - 21 ...	Registration/Records and Financial Aid offices closed 12 - 1:30 pm

ACADEMIC CALENDAR

FALL TERM 1996 (cont.)

November 13 -	Advising in the Counseling Center
December 20	
November 25	Begin making <i>advising</i> appointments for formal winter registration on sign-up sheets on faculty doors
November 27	Last day to change to audit or withdraw <i>with</i> instructor consent
	Last day to process fall registrations and add/drops
November 28, 29 ...	Campus closed - Thanksgiving Holiday
December 2 - 6	Final exam week
December 4	Early winter term payment or withdrawal deadline
December 4 - 6	Textbook buy-back
December 5 - 6	No winter transactions processed
December 9 - 13 ...	STAFF DEVELOPMENT (campus may be closed)
December 24, 25 ...	Campus closed - Christmas Holidays

WINTER TERM 1997

January 1	Campus closed - New Year's Day
January 2	Faculty returns
	Financial Aid/Agency winter book sales begin
January 2, 3	Advising and registration
January 3	New Student Orientation, Eden Hall, 1 - 3 pm
January 6	Day and night classes begin
January 6 - 10	Formal registration
January 10	Last day to register or add classes <i>without</i> instructor consent
January 17	Last day for refunds
	Last day to return textbooks for full refund
	Financial Aid students should complete all add/drops and waiting list classes for correct check disbursement
January 20	Campus closed - Dr. Martin Luther King, Jr. Day
January 21	Late fees begin
January 23, 24	Financial Aid appointments to sign for and receive balance of Financial Aid awards
January 31	Last day to complete winter Financial Aid transactions
February 3	Begin making <i>advising</i> appointments for early spring registration on sign-up sheets on faculty doors
February 10	Begin making <i>registration</i> appointments for early spring registration with Registration/Records
February 14	Last day to withdraw <i>without</i> responsibility for a grade or change to audit without instructor consent
February 17	Campus closed - Presidents' Day
February 20 - 26	Advising by appointment in faculty offices
February 24	Early <i>registration</i> for spring term begins
February 24 -	Registration/Records and Financial Aid offices closed 12 - 1:30 pm
March 5	Advising in the Counseling Center
February 28 -	
March 28	
March 10	Begin making <i>advising</i> appointments for formal spring registration on sign-up sheets on faculty doors

WINTER TERM 1997 (cont.)

March 14	Last day to change to audit or withdraw <i>with</i> instructor consent
	Last day to process winter registrations and add/drops
March 17 - 21	Final exam week
March 19	Early spring registration payment or withdrawal deadline
March 19 - 21	Textbook buy-back
March 20, 21	No spring transactions processed
March 24 - 28	Spring break

SPRING TERM 1997

March 26	Financial Aid/Agency book sales begin
March 28	New Student Orientation, Eden Hall, 1-3 pm
March 31	Faculty returns
March 31 -	Formal registration
April 14	
March 31	Day and night classes begin
April 4	Last day to register or add classes <i>without</i> instructor consent
April 11	Last day for refunds
	Last day to return textbooks for full refund
	Financial Aid Students should complete all add/drops and waiting list classes for correct check disbursement
April 14	Late fees begin
April 17, 18	Financial Aid appointments to sign and receive balance of Financial Aid awards
April 25	Last day to complete spring Financial Aid transactions
April 28	Begin making <i>advising</i> appointments for early summer and fall registration on sign-up sheets on faculty doors
May 5	Begin making <i>registration</i> appointments for early summer and fall registration with Registration/Records
May 9	Last day to withdraw <i>without</i> responsibility for a grade or change to audit without instructor consent
May 15 - 21	Advising by appointment in faculty offices
May 19	Early <i>registration</i> for summer and fall term begins
May 19 - 29	Registration/Records and Financial Aid offices closed 12 - 1:30 pm
May 22 - June 19	Advising in the Counseling Center
May 26	Campus closed - Memorial Day
June 6	Last day to change to audit or withdraw <i>with</i> instructor consent
	Last day to process spring registrations and add/drops
June 9 - 13	Final exam week
June 11	Early summer payment withdrawal deadline
June 11 - 13	Textbook buy-back
June 12, 13	No summer transactions processed
June 13	Commencement
June 16 - 19	Term break

SUMMER TERM 1997

June 16	Summer work week begins (Mon.-Thur.)
June 23	Day and night classes begin

AN OVERVIEW

ACCREDITATION

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

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

THE COLLEGE - HISTORY

Southwestern Oregon Community College is located within two miles of the Pacific Ocean in an area of scenic beauty and mild climate. The 153-acre institution lies completely within the city of Coos Bay and is bordered on the north and east by the city of North Bend.

Southwestern Oregon Community College (SWOCC) was formed in a May 1961 tax district election. It included Coos and western Douglas counties. On July 1, 1995, Curry County joined the College District. The district now encompasses 3,648 square miles with an estimated population of 92,200. The College is the only public, post-secondary institution in the region.

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

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

Permanent campus construction began in 1963. Most of the campus was built between 1965 and 1969. A

second phase of construction, which began in 1979, provided new and remodeled shops and laboratories and expanded facilities for several programs. The expansion included a college community center with a cafeteria, student activity space, student government offices and meeting rooms for school and community activities.

Throughout the College's years, a comprehensive instructional program has evolved. Instructional offerings include two-year transfer programs, one- and two-year professional/technical programs, short course occupational programs, adult education, a high school diploma program and adult enrichment courses. Classes are offered on the campus and in towns throughout the College district and in Curry County.

As a partner in the south coast's economic development, SWOCC offers students and industrial partners education that meets their needs.

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

THE COLLEGE - MISSION

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

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

1. Need guidance and counseling to assist them in establishing and achieving educational, occupational and personal goals.

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

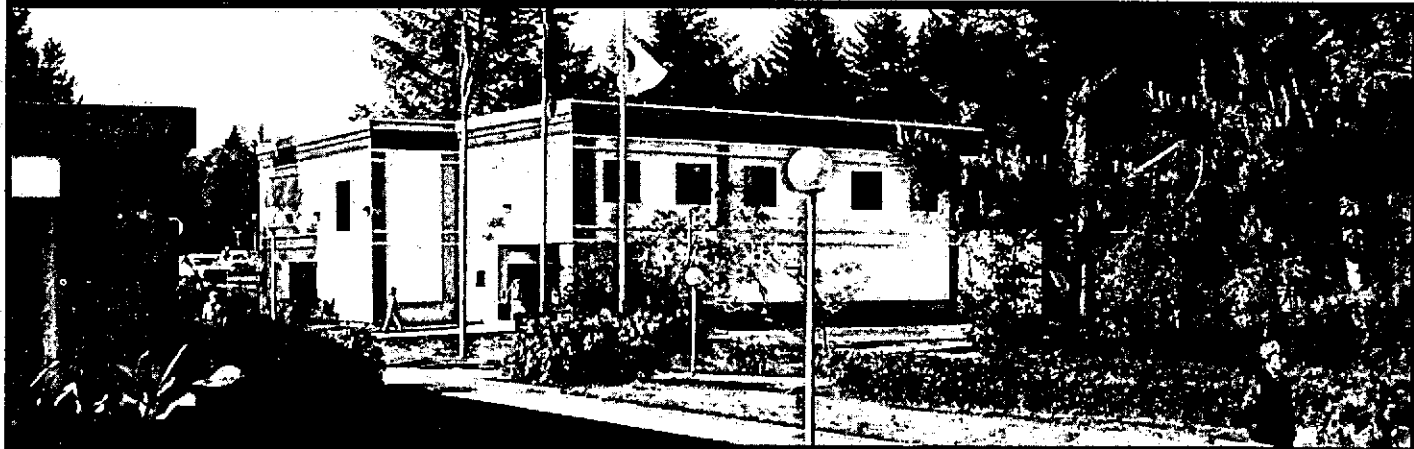
The community college, as the name suggests, is a college serving the total community—men and women of all ages and a multitude of interests. The College Board of Education encourages citizen participation in the College and strives to make campus services and facilities readily available to meet public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

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

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



ADMISSION, REGISTRATION, RESIDENCY and TUITION



ADMISSION

Open Door Policy

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

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

Persons under 16 years of age who are NOT attending high school may be admitted to the College under exceptional circumstances only. Admission will require a *Release from Compulsory Education* form signed by the principal of the high school district of residence, a completed *Application for Admission*, placement test scores

indicating readiness for college level classes, *recommendation for admission* from a counselor, and *approval* of the Dean of Instructional and Student Services. **All steps for admission must be completed before these students may register for classes.**

Students in this age group who ARE attending high school may, with the approval and authorization of the high school, register for many of the classes offered at SWOCC and possibly use the credits they earn toward high school graduation requirements. Students under 16 years of age may not register for developmental courses.

New students pursuing degree, certificate or transfer programs must complete a SWOCC *Application for Admission* form and pay the admission fee. The forms may be picked up in Dellwood Hall, or call (541) 888-7338 to request one be mailed to you.

The Curry Program offices are located in Brookings at 420 Alder Street, (541) 469-5017; in Gold Beach at 29390 Ellensburg Avenue, (541) 247-2741, and in Port Orford at 905 Oregon Street, (541) 332-5810.

Schedule of Classes

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

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

PLACEMENT and PLACEMENT TESTING

Students who will be full-time, or who will be pursuing a degree or certificate program must have completed placement tests before they may register. Placement tests may also be required before students enroll in certain individual classes for personal interest. The purpose of placement tests is to assure that students have the appropriate level of academic skills to allow them to succeed in the course and/or program. (See Financial Aid section for *Ability to Benefit*.) Students generally may not register in classes that require a skill level higher than that indicated by their placement tests. This is particularly true in the areas of math and writing. Students need to work with their advisors to ensure that they are placed in classes commensurate with their skill level. Placement tests may be taken on a walk-in basis between 8 a.m. and 4 p.m. in the Counseling Center in Stensland Hall.

Placement tests are scheduled by appointment through the local offices for the Curry Program in Brookings, Gold Beach and Port Orford.

REGISTRATION

Students may register for classes prior to the beginning of each term. Registration periods are listed in the academic calendar in this catalog and registration instructions are published each term in the SWOCC Schedule of Classes. Registration is complete when the outlined procedures have been followed.

The entry of a student's class(es) into the computer creates an accounts receivable for the student that reflects the amount of the tuition and fees the student owes. The student, at time of registration, assumes the responsibility for paying the amount due unless he/she formally withdraws from the class(es) **BEFORE THE TERM STARTS OR DURING THE FIRST TWO WEEKS OF CLASSES**. Formal withdrawal requires that the student submit a signed and dated add/drop form to the Registration and Records Office.

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

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

TUITION and FEES

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

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

A deferred payment plan (payment in three installments) is available for those who qualify; an extra fee of up to \$25 is charged for this service. If a student is under 18 years of age, SWOCC requires a deferred contract be made in the parent or guardian's name and requires their signature in the presence of the Cashier. For information, or to use this plan, consult the Cashier in Dellwood Hall.

The tuition and fees charged to students entitle them to services offered by the College, such as use of the library, laboratory equipment and some materials used in courses for which the student is registered, counseling and

testing services, and admission to certain college-sponsored events. No reduction in tuition and fees is made for students who do not utilize these services.

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

Residency Status for Tuition Purposes

Tuition calculations are based upon student's residency status. Residency is determined from information provided on the application for admission form. You may qualify for resident tuition if you are an international exchange student on a J1 visa (i.e., AFS, Rotary International students, etc.) residing with a host family in Oregon.

Resident Tuition

Resident tuition per term is \$36 per credit up to a maximum of \$540 for enrollment that does not exceed 18 credits. Enrollment in courses beyond the 18 credit limit will result in additional tuition charges of \$36 per extra credit.

International Student Tuition

Tuition for international students, other than those excluded under Residency Guidelines, will be \$123 per credit for 1 to 45 credits and \$102 per credit for the 46th credit and above.

Class Fees

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

Late Fees

Late fees are charged for registrations initiated two or more weeks after classes begin. During the third week, the late fee is \$8. After the third week, the late fee is \$14.

Tuition Waived

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

MUP0526	Band
MUP0528	Choir
MUP0529	Orchestra
HE0574	Hospice Care
ESL0747	English as a Second Language (ESL)
MISC0748	Citizenship
DEV0593	Learning Skills Lab
HE9380	Cardiopulmonary Resuscitation (CPR)
ITP0583, 4, 5	Sign Language
ABE0745	Adult Basic Education/ GED Preparation

Gold Card Club

Residents of the College district, age 62 or older, are eligible for membership in the Gold Card Club. Members are entitled to a 50% reduction of tuition for all courses numbered 0500 or higher. Members do not receive a reduction in class fees.

Refunds

Students who drop courses or withdraw from the College may be entitled to a refund if they file a completed drop form with the Registration and Records Office. In emergency situations, a phone call followed immediately by a signed letter will be accepted for withdrawal of a student from a class or classes. Any refund will be calculated from the date the drop form or the written withdrawal is received in the Registration and Records Office. Any monies owed to the College will be deducted from the refund. Any monies paid by other resources for student charges will be refunded to the agency paying the charges. Financial aid students will have refunds calculated according to federal guidelines. Refer to page 12 of this catalog for financial aid policies. A pamphlet explaining the Refund and Repayment policies is available from the Financial Aid Office.

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

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



ACADEMIC INFORMATION

Types of Credit

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

Credit classes

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

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

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

Developmental courses will generally have a departmental prefix and a two- or four- digit number. (Example: MTH70, RD0573)

Professional/Technical courses will vary, but will have a departmental prefix and a two, three or four digit number.

Because course numbers vary, students planning to transfer to four-year institutions should follow the course selections shown under the Associate in Arts Degree requirements, and consult with their faculty advisor.

Course Load

A student taking 12 or more credits in a regular term is classified as a full-time student. Summer term students taking 8 or more credits are classified as full-time, except for financial aid purposes. There are special requirements for veterans outlined under the *Veterans* section of this catalog.

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

To complete the credits required for an Associate degree in two years, a student must average 15 to 18 credits of college level coursework per quarter. Careful planning and consultation with an advisor are recommended.

Credit by Challenge or Advanced Placement

The COLLEGE LEVEL EXAMINATION PROGRAM (CLEP) and SWOCC course challenge process (Credit by Evaluation) allow students to demonstrate knowledge and proficiency and acquire credit in selected academic areas. Contact the Counseling and Testing Center in Stensland Hall for information and guidelines regarding these challenge processes.

ADVANCED PLACEMENT TESTS taken while in high school may be accepted for college credit. For information contact the Counseling and Testing Center.

Credits Transferred from Other Colleges

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

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.

Statute of Limitations on AAS and AS degrees and certificates:

1. Students whose course of study has been interrupted for a year or more must meet new certificate or degree requirements.
 - a. The application of existing coursework will be evaluated on an individual basis by the Transcript Evaluator and the appropriate instructors.
 - b. Modifications or exceptions may be made in certain circumstances—for example, if the student has been employed in the skill area, and has thus been able to keep up with developments in the field, or if the time lapse is marginally outside accepted limits. All exceptions will be made with the knowledge and consent of the appropriate instructors.
2. Students taking more than 5 years to complete an AAS or AS degree or certificate must have coursework evaluated by the Transcript Evaluator and the program department before graduation.
 - a. Students may have to retake courses or take additional coursework to graduate.

Continuing Education Unit (C.E.U.)

A Continuing Education Unit (C.E.U.) is a nationally recognized unit granted for educational experiences that have a ten-hour contact-per-unit ratio and that are designed to upgrade a person's skills in a particular profession or occupation. Courses developed to meet these needs are often approved through a professional licensing agency or a state or regional board. The units are not convertible to college credit.

Enrollment Status and Guidelines for Change

Audit, Credit and Withdrawal are defined as enrollment status. The following are guidelines for changing from one enrollment status to another. See the Academic Calendar on pages 2 and 3 for deadlines for changes:

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

Auditing Courses

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

The following guidelines apply to auditing:

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

Grades - Definitions and Points

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

changed to the appropriate grade on student records when official grades are received.

Course Repeat Procedure and

Ability to Profit Policy

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

All course attempts will remain on the transcript. Only the best grade will be reflected in the cumulative grade point average.

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

Scholastic Status

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

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

A student is not eligible for Honor Roll or Dean's List during any quarter in which he or she gets an Y, R, U, F; or I in any course.

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

Academic Notification Policy

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

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

1. the term GPA is less than a 2.0, or

2. the student receives two or more Ys, Us, Rs, and/or Fs in a term.

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

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

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

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

Students on academic suspension may attend summer school without reinstatement, provided the student sees a counselor and follows the plan of action recommended by the counselor.

Financial aid students will be required to meet additional qualitative and quantitative requirements. See the Financial Aid Office for a pamphlet explaining satisfactory academic progress for financial aid students.

Administrative Withdrawal of Students

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

It is the policy of the Board of Education of the Southwestern Oregon Community College District that an individual will be subject to involuntary administrative withdrawal from campus and related instruction if it is determined, by clear and convincing evidence, that the individual is suffering from a physical, emotional, and/or

behavioral disorder and as a result of the disorder engages or threatens to engage in behavior which:

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

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

Policy of Non-Attendance

A student reported as not attending class during the first week of the term may be administratively withdrawn unless the student makes prior arrangements with the instructor, or the class meets less than twice in a one-week period.

Student Educational Records

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

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

It is the intent of Southwestern Oregon Community College to designate the following data as directory information:

Student's full name; the fact that the student is or has been enrolled in the College; local and permanent addresses and telephone number(s); date and place of birth; participation in officially recognized activities and sports; weight and height of members of

athletic teams; dates of attendance; class level; major field of study; number of credit hours (not grades or GPA); degrees and awards received; the most recent educational institution attended by the student; job title(s) and dates of employment for student employees who have been or are paid from College-administered funds:

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

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

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

Students have the right, by pre-scheduled appointment with the Registrar, to access their educational records, as defined in OAR 582-41-410, as well as to challenge the correctness of those records, to request amendment of those records and, in case of dispute, to obtain a hearing (OAR 581-41-450). The student may not request a hearing under this policy to challenge a grade, only the accuracy of its recording. Students who wish to inspect their records must schedule an appointment with the Associate Dean of Student Services. If the student requests a copy of any document in the records, a copy charge of \$.25 per page will be

assessed. This does not include transcripts, which can be obtained for the following cost: unofficial student copies \$2.00 per copy and official copies \$5.00 for the first copy and \$4.00 for each additional copy provided at the same time. A student may forfeit the right to receive an official transcript, if he/she has an outstanding accounts receivable with the College, or has been notified that their transcript may be withheld.

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

Student Identification Number

At Southwestern Oregon Community College, student records such as registration information and transcripts are computerized for efficiency, speedy access and better service to students. A student number is the most dependable way to prevent overlap of these records, as names and even birthdates are often the same.

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

OCCURS and the College may also match your social security number with records from the following systems:

- State and private universities, colleges, and vocational schools to find out how many community college students go on with their education and to find out whether community college courses are a good basis for further education.
- The Shared Information System (SIS), which gathers information to help state and local agencies plan education

and training services to help Oregon citizens get the best jobs available.

- The Office of Professional Technical Education Management Information System, to provide reports to the state and federal governments. The information is used to learn about education, training, and job market trends for planning, research, and program improvement. Funding for community colleges is based on this information.

- **WHERE APPLICABLE**, i.e., at colleges which use the ASSET placement test, The American College Testing Service, if you take the Asset placement test, for educational research purposes. Your number will be used only for the purposes listed above. State and federal law protects the privacy of your records.

OAR 581-41-460 autoriza al colegio Southwestern Oregon Community College que solicite su número social. El número será utilizado por el colegio para reportes, estudios, y para el mantenimiento de sus archivos. Su número también será proveído al Sistema de Reporte Unificado de Colegios Comunitarios de Oregon (Oregon Community College Unified Reporting System) (OCCURS). Este es un grupo compuesto de colegios comunitarios en el estado de Oregon, la oficina estatal de servicios comunitarios de colegio y la asociación de colegios comunitarios de Oregon. OCCURS recoge información sobre los estudiantes y programas para cumplir con los requisitos de reportes estatales y federales. También ayuda en la planificación, los estudios, y para el desarrollo de programas en los colegios. Esta información ayuda a los colegios a apoyar el progreso de los estudiantes y en su éxito en el trabajo y otros programas educacionales.

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

- Universidades estatales o privadas, colegios, y escuelas vocacionales, para ver que cantidad de estudiantes de los colegios comunitarios continúan con su educación y para ver cuales cursos del colegio comunitario son una buena basis para obtener más educación.
- El sistema para compartir información, (Shared Information system) (SIS), recoge información para

ayudar a las agencias locales y estatales en su planificación para servicios en educación y entrenamiento que ayuda a los ciudadanos de Oregon a obtener los mejores trabajos a su alcance.

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

- **DONDE SEA APLICABLE**, por ejemplo en los colegios que usan el examen ASSET: El Servicio Americano de Exámenes para Colegio (American College Testing Service), si Ud toma el examen ASSET, para el propósito de estudio educacional.)

Su número será utilizado solamente para los propósitos ya mencionados. La ley estatal y federal protege los particulares de sus archivos.



LIBRARY

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

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

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

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

The library has many CD-ROM and hard copy indexes to assist in accessing needed materials. It is possible to borrow items not available at the

STUDENT SERVICES

College from other libraries through a nationwide inter-library loan system.

VETERANS

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

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

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

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

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

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

Transfer of Credits - Veterans who enter as transfer students, or who have completed any college-level course work, are required to have all transcripts forwarded to the Registration and

Records Office for evaluation. Failure to have transcripts evaluated will result in termination of benefits to the veteran student at the end of the first term of enrollment.

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

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

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



FINANCIAL AID

Southwestern Oregon Community College makes every possible effort to ensure that students with financial difficulties have access to educational opportunities. The Financial Aid Office administers a variety of local, state, and federal aid programs. Students interested in financial aid are encouraged to contact the Financial Aid Office, located in Room 12, Dellwood Hall, for information and application forms. Workshops and seminars are offered throughout the year to inform and assist students in the financial aid process - schedules are in the rack outside the Financial Aid Office. Information explaining the application procedures, verification procedures, satisfactory academic progress guidelines, scholarship information, registration procedures, loan information, financial aid programs, refund/repayment policies, loan application procedures, and other policies and procedures is available at the Financial Aid Office.

What types of financial aid are available?

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

- + Grants, scholarships, and tuition scholarships - which students do not repay
- + Loans - which students must repay
- + Part-time employment - which pays students a wage for hours worked on or off campus.

For detailed information, read the chart on pages 14 through 16.

How to apply for federal and state financial aid. See chart for required forms.

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

1. Complete the Free Application for Federal Student Aid (FAFSA) and mail as early as possible, beginning January 1 of each year. These forms are available from local high schools and colleges. Processing of the FAFSAs generally takes six to eight weeks, and Student Aid Reports (SARs) will then be mailed to the students. Students should contact the Financial Aid Office to schedule appointments to complete the files once the SARs have been

received and reviewed for accuracy.

2. Renewal applications are mailed (usually in early December) to applicants who completed the FAFSA the prior year. Carefully review the information, make any changes needed, and mail for processing, beginning January 1 of each year. SARs with the updated information will be mailed to the students and should be reviewed. Students should contact the Financial Aid Office to schedule appointments to complete the files once the SARs have been received and reviewed for accuracy.
3. Beginning April 15th, FAFSAs may also be submitted electronically through the Financial Aid Office. The Institutional Student Information Reports/Electronic Student Aid Reports (ISIR/ESARs) will be received by Southwestern Oregon Community College, and letters will be mailed to students acknowledging their receipt. Students will receive an Information Acknowledgement Form from the Central Processing System (CPS). Once the form and/or letters have been received, either make an appointment (by telephone, by mail, or in person) to complete the process or a financial aid evaluator may review the files at that time. No applications will be considered complete until this is done. It is very important to apply as early as possible and send in all requested documents promptly.
4. Students are required to provide a Financial Aid Transcript (FAT) and an official grade transcript from all schools attended since high school. The FAT forms are available at any financial aid office.
5. Students must take the placement test.
6. Students must also demonstrate the ability to benefit from instruction by having a high school diploma or a GED certificate, or by passing the placement test. See the Counseling and Testing Center regarding this test.
7. Apply for admission to SWOCC.
8. Once the files are complete and the Financial Aid Director and/or the Assistant Director have finished the final reviews, notifications of the

financial aid awards will be mailed. All required documents must be submitted before the award letters can be prepared.

9. In addition to the FAFSAs, students applying for Federal Stafford Loan or Federal PLUS funds must attend a pre-loan advising session and complete separate loan applications available at the Financial Aid Office. Contact the Financial Aid Office for dates and times.
10. Students receiving financial aid for the first time since January 1, 1994, at Southwestern Oregon Community College must attend a financial aid workshop prior to receiving funds.
11. Students working on campus must attend an orientation session. Contact the CWE Placement Specialist in Dellwood Hall for dates and times.
12. Scholarship, waiver, and/or agency students should notify the Financial Aid Office of all funds. If scholarship, waiver, and/or agency funds do not fully pay for tuition and fees, students must contact the Cashier on or before the payment due date and make arrangements to pay the outstanding balance (i.e. tuition and fees = \$540; scholarship = \$440; must pay the difference by payment deadline, \$100).
13. Financial aid students must maintain satisfactory academic progress. These guidelines are different from the institutional policy. The guidelines are explained in the Workshop and in a pamphlet available from the Financial Aid Office.

When to apply.

Students should apply as soon as possible after January 1 of each year. Students must reapply **annually**. Since many students start fall term, it may take longer to process applications filed during the summer.

Deadline dates for 1996-97 award year:
March 1, 1996 - priority for first consideration as established by file complete date.

June 30, 1997 - last date the FAFSA may be received by the processing center.

June 27, 1997 (or student's last day of enrollment in 1996-97, whichever comes first) - SAR or ISIR to the Financial Aid Office.

For 1997-1998 deadlines, see the Financial Aid Office. For additional information, procedures, and policies see the Financial Aid Office.

Availability of funds.

The Federal Pell Grant is limited, so apply early. Federal Stafford Loan and Federal PLUS funds are available throughout the year for eligible students. State Need Grant (SNG) funds are limited. Federal Supplemental Educational Opportunity Grants (FSEOG), and Federal Work-Study (FWS) funds (which are called "campus-based" funds) also are limited. The Financial Aid Office establishes an allocation formula based on the available funds. Awards are made according to the formula, students' established needs, determined family contributions, and file completion dates.

Financial Aid Disbursements

Students will receive the term amount of their grants, loans, or scholarships at the end of the third week of classes or, for scholarships only during the 4th week of classes each term. All grants, loans, and scholarships will be credited to the students' accounts and any remaining funds disbursed by check. Students must have all add/drops and wait list classes processed by the end of the second week of each term. Students must notify the Financial Aid Office in writing of any changes to their enrollment status in order to have an accurate check disbursement. Failure to notify the office in writing and to process all transactions by Friday of the second week of the term will result in a delay in disbursing funds. Employed students will be paid on the 10th of each month for the hours worked during the preceding month according to the payroll schedule/procedure. Students must follow the registration procedures, provide all required paper work, and must also provide verification of class attendance each term prior to receiving their financial aid. Loan students must confirm Satisfactory Academic Progress (SAP) by completing the loan attendance verification form each term.

Agency Billing

A fee is charged for agency-sponsored students. See the Business Office for details.

Financial Aid Refund/Repayment Policy and Rules

Students who receive student financial aid for a term and who

COMPLETELY withdraw, drop out, receive all W grades, all Ys, one or more Fs and one or more Ys, or are expelled during that term, are required to return aid received according to federal guidelines for Refund/Repayment.

Refunds

REFUNDS refer to money SWOCC returns to Federal Aid programs when students withdraw or stop attending prior to the end of a term.

Refunds of tuition and/or fees are based on the official withdrawal date established by the SWOCC Registration & Records Office, student notification, or instructor documentation, whichever is later. Financial aid students will have refunds calculated according to Federal guidelines. All other students will have their refunds calculated according to institutional policy. Refer to page 7 of this catalog for the institutional policy.

The College uses the pro-rata formula to calculate tuition and/or fee refunds for first term financial aid recipients and for federal financial aid recipients without unpaid charges who do not complete the first 60% of their enrollment in any term as documented by the withdrawal date at SWOCC.

Students (excluding first term students) with unpaid charges will have the refund calculated using the Federal refund calculation worksheet to determine the exact amount of refund.

Refund Distribution Schedule

Institutional REFUNDS will be returned to the financial aid programs up to the amount credited to the students' accounts. REFUNDS are directly credited to student accounts and applied in the following order:

1. Federal SLS Loan
2. Unsubsidized Federal Stafford Loan information, procedures, and policies
3. Subsidized Federal Stafford Loan
4. Federal Plus Loan
5. Federal Direct Sub/Unsub Loan
6. Federal Direct Plus Loan
7. Federal Perkins Loan
8. Federal Pell Grant
9. FSEOG
10. Other Title IV Aid programs
11. Other Federal sources of aid
12. Other state, private, or institutional aid
13. The student

Any refund which is allocated to a Federal Stafford Loan shall be returned

to the student's lender (the bank issuing the loan).

Repayments

REPAYMENTs refer to money students must give back to Federal Aid programs when they receive funds from these programs and withdraw or stop attending before the end of the term.

To calculate the required repayment amount, determine which week the withdrawal occurred or when attendance stopped, then apply the corresponding formula listed in the schedule below.

Financial Aid Repayment Schedule *REPAYMENT is based on the documented last date of attendance.*

Week 1	100%
Week 2	100%
Week 3	75%
Week 4	50%
Week 5	30%
Week 6	15%
After Week 6	0%

Repayment Distribution Schedule

SWOCC will return repayments to the federal student aid programs in the following order:

1. Federal Perkins Loan
2. Federal PELL Grant
3. Federal SEOG
4. Other Title IV programs
5. Other Federal sources of aid
6. State Grant
7. Other non-Title IV aid

The value of FFELP loans and Federal Work-Study earnings is not included in calculating repayments even though students receive cash from either or both programs.

The Financial Aid Office will review all grade records for financial aid recipients and will look for indicators of non-attendance at the end of each term. The grades which indicate non-attendance are: all W grades, all Y grades, or one or more F and one or more Y grades. When these indicators are found, the Financial Aid Office will verify the last date of attendance by checking the grade sheets and/or contacting each instructor. Students will have 60 days, from the date of their bill, to appeal. To successfully appeal, students will be required to provide written verification that they have attended classes and established a verifiable last date of attendance. A complete copy of these policies is available at the Financial Aid Office.

Financial Aid Programs Available at Southwestern Oregon Community College

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

- + You must enroll at least half-time (six credits) each term. Aid is given for less-than-half-time enrollment in eligible credits only if funds are available. For 1996-97, the Federal Pell Grant is available for less-than-half-time enrollment.

+ You must be in a degree or certificate program and enrolled in eligible credits for the degree/certificate program.

+ You must submit a copy of a high school diploma, a GED certificate, or demonstrate the ability to benefit from instruction by passing an approved test.

+ You must not be in default on a loan or owe a refund or repayment on any Title IV financial aid program.

+ You must file the Free Application for Federal Student Aid -FAFSA.

+ You must reapply each academic year.
- + You must be admitted as a regular student.

+ You must be a United States citizen.

+ If you are a male over 18 years of age and born after December 31, 1959, you must be registered with the United States Selective Service, unless you are currently on active duty with the armed forces (membership in the reserves does not qualify).

+ You must use the money you receive to help meet the costs of enrolling and attending Southwestern Oregon Community College.

+ You must sign a Statement of Educational Purpose/ Certification Statement on Overpayments and Default.

+ You must maintain satisfactory academic progress. A pamphlet explaining the requirements is available from the Financial Aid Office.

FINANCIAL AID PROGRAMS

Program	Brief Description	Application	Award Amounts
Federal Pell Grant	A federal grant program for undergraduate students.	FAFSA*	\$400 to \$2,470 for 96-97. Limited - apply early.
Federal Supplemental Educational Opportunity Grant	A federal funded grant program for undergraduate students.	FAFSA*	\$100 to \$450 for 96-97.
State Need Grant	A state grant program for undergraduate students.	FAFSA*	\$858 for 96-97. Subject to change. Must be 12 credits per term to receive. Limited to 12 terms/ 6 semesters.

EMPLOYMENT PROGRAMS

Federal Work-Study	A federal and college funded program to provide employment opportunities for students on or off campus.	FAFSA*	\$200 to \$1,800 per year for 96-97. Additional funds available for summer (Summer maximum of \$1800).
General Student Employment	SWOCC funded employment program.	Contact Career Center	variable

LOANS - Federal Family Education Loan Program

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

SWOCC does not participate in the Federal Perkins Loan Program.

* (FAFSA) Free Application for Federal Student Aid

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

Program	Brief Description	Application	Award Amounts
INSTITUTIONAL SCHOLARSHIPS - May not exceed 15 credits of tuition waiver.			
Merit and District Scholarships ✦	Tuition scholarship for graduating seniors from Bandon, Brookings-Harbor, Coquille, Gold Beach, Marshfield, Myrtle Point, North Bend, Pacific, Powers, or Reedsport high schools.	SWOCC Scholastic Application	Ten Merit and ten District scholarships per year up to \$540 tuition waived for 96-97. Scholarship is for 6 consecutive terms. Must be enrolled in a minimum of 12 credits each term.
Talent Grants ✦	Awarded to students with outstanding talent who participate in approved extra-curricular activities.	Contact instructor/ advisor/ coach in area of interest	Up to \$540 tuition waived per term for 96-97.
Talent Awards ✦	Awarded to students who excel in approved areas of study.	Contact instructor in area of academic excellence	Up to \$540 tuition waived per term for 96-97.
Scholarship for Excellence ✦	Tuition scholarships and \$1,000 stipends for graduating seniors from Bandon, Brookings-Harbor, Coquille, Gold Beach, Marshfield, Myrtle Point, North Bend, Pacific, Powers, or Reedsport high schools.	SWOCC Scholastic Application	\$540 tuition waived per term for 96-97. Scholarship is for 6 consecutive terms and a \$100 per month stipend for 20 months. Must be enrolled in a minimum of 12 credits each term. Ten scholarships per year.
Presidential Tuition Scholarship ✦	Awarded to students in approved areas of study.	Contact instructor in area of interest	\$540 tuition waived per term for 96-97. Must be enrolled in a minimum of 12 credits each term (up to 50 awarded).
Tuition Scholarship ✦	Awarded to returning students with at least 45 SWOCC credits but not more than 108 credits (including transfer) who have a <i>cumulative</i> GPA of 3.75 or above. This scholarship is awarded annually at end of spring term.	Notified automatically by Registrar	\$540 tuition waived per term for 3 consecutive terms (renewable each year) for 96-97. Must be enrolled in a minimum of 12 credits each term. 45 SWOCC credits must be completed by the end of spring term.
GED Tuition Scholarship ✦	Awarded to students who score an average of 65 or above on the GED test taken at SWOCC and who completed the GED program at SWOCC.	Notified automatically by Registrar	\$540 tuition waived per term for 96-97. Scholarship is for 6 consecutive terms. Must be enrolled in a minimum of 12 credits each term.

✦ (funded by Southwestern Oregon Community College)

Program	Brief Description	Application	Award Amounts
Institutional Financial Aid			
Desert Storm ✦	Awarded to students who were residents of the college district and served in the Persian Gulf during Desert Shield/Desert Storm.	Contact Financial Aid Office with DD214	Full tuition waived for 6 consecutive terms. (Summer optional)
Dislocated Workers ✦	Awarded to students who are certified dislocated workers or provide a notice from their employer of layoff due to downsizing or closure.	Contact Financial Aid Office with Dislocated Worker Certification or letter from employer	Full tuition waived for 6 consecutive terms. (Summer optional)
SWOCC Foundation	A variety of need and non-need based scholarships awarded to students in various areas of study.	SWOCC Scholastic Application	Variable - applications come out in January each year and again at other variable times throughout the year.
Payment Options			
Emergency Tuition Loan ✦	Short term loan for tuition, fees and books which must be repaid by the end of the term.	Contact Business Office to apply	Up to \$700 per term.
Deferred Tuition ✦	Tuition and fees are paid in three equal installments over the term.	Contact Business Office to apply	Variable
✦ (funded by Southwestern Oregon Community College)			

SPECIAL SERVICES and PROGRAMS



ACADEMIC ADVISING

Academic advisors are vital to the process of course selection and program planning. Any student who is enrolled full-time pursuing a degree or certificate program, or receiving financial aid should have an academic advisor assigned by the Counseling Center in Stensland Hall. Academic advising for the Curry Program is available by appointment through the local offices in Brookings, Gold Beach and Port Orford.

- ▶ Advisors help students clarify the relationship between their personal goals and their program of study.
- ▶ Advisors help students understand the requirements of classes and the options within programs.
- ▶ Advisors work with students to evaluate the outcome of the placement tests and determine appropriate course placement. SWOCC's goal for advising is to assist students in the process of developing a career or education track.

ACADEMIC SKILLS

Academic Skills offers credit (developmental) classes, non-credit classes, tutoring and Learning Hub programs designed to equip students with the academic skills needed to function at college level. After placement tests, students enroll in courses appropriate for their needs.

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

Writing Center - Provided for students in all classes, not just in writing or literature classes. The Writing Center, open daily and staffed by writing instructors, offers help with all aspects of writing—from getting, organizing, and developing ideas to editing for grammar and punctuation. The Center also sponsors weekly workshops on specific writing tasks and problems and provides students access to computer exercises and word processing.

Dennis Beetham Learning Hub - The Learning Hub provides self-paced, interactive computer programs to help students develop skills for success in college level classes. It also provides materials to supplement and enrich courses. The Learning Hub is located on the fourth floor of Tioga Hall.

Tutoring Services - Tutoring Lab services are available free of charge to all credit students. These services pair students having academic difficulties with carefully chosen student tutors. The Tutoring Lab is located on the third floor of Tioga Hall.

Special help and tutoring is also available in the Writing and Math Labs on the third floor of Tioga Hall and the Computer Lab on the fourth floor of Tioga Hall.

ADULT HIGH SCHOOL DIPLOMA PROGRAM

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

To earn the SWOCC adult high

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

To discuss the Adult High School Diploma Program, obtain an appointment with a counselor in Stensland Hall by calling 888-7405.

ADULT LEARNING SKILLS PROGRAM

The Adult Learning Skills Program provides individuals who are in the process of a major life change access to information and resources regarding the College and the community.

The program includes classes and support services to prepare participants for success in the workforce and/or academic programs. The Adult Learning Skills program includes the following:

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

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

Displaced Homemaker/Dislocated Workers - Academic and job skills are also available to unemployed or underemployed single parents, displaced homemakers, spouses of dislocated workers or injured workers, and widows, of all ages. For further information call 269-9673.

Workforce 2000 Skills Center -

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

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

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

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

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

Workplace Basics centers around understanding what employers expect at the time of job application, during interviews, and during employment. Students create their own resumé.

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

The Workforce 2000 Skills Center is located off campus at 121 N. 3rd, in downtown Coos Bay. Contact the Center at 269-9673 for orientation information. The Adult Learning Skills program will be located in the Newmark Center in 1997.

English as a Second Language -

English as a Second Language classes are free, non-credit classes that enable non-English or limited-English speakers to survive in our community. Students develop listening, speaking, reading and writing skills to improve their job skills and/or prepare for entry into ABE, GED and community college programs. There are usually several countries represented in the classes. All students must be a citizen, resident, immigrant or family member of visiting workers.

Learning takes place in large groups, small groups or through individual tutoring. When they enroll, students are interviewed and take a written exam to determine their skill levels. They may enter classes at any time during the term and work at their own speed until they have achieved their goals. Computer-assisted instruction is part of the program.

AFFIRMATIVE ACTION EQUAL OPPORTUNITY NON-DISCRIMINATION

Southwestern Oregon Community College affirms the right of all individuals to equal opportunity in education and employment.

It is the policy of the Board of Education of the Southwestern Oregon Community College District that no one because of race, religion, color, sex, national origin, political affiliation, marital status, parental status, veteran status, handicap, age, or sexual preference shall be excluded from participation, denied benefits, or be subjected to discrimination or harassment in any activity of the college community. This policy implements all state and federal non-discrimination laws and executive orders. Inquiries regarding employment practices may be directed to the Equal Opportunity Officer in Tioga Hall, room 512.

Complaints of discrimination or harassment by administration, classified staff, faculty members, students or individuals seeking the services of the institution may be filed under the provisions of the College discrimination complaint procedure through the Affirmative Action Office in Tioga Hall, room 512.

APPRENTICESHIP TRAINING

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

ARTS and LECTURES

The Faculty Senate Arts and Lectures Committee is provided a budget each year to provide enriching cultural opportunities. Ongoing presentations include dance, music, art exhibits, and guest lecturers. These opportunities are offered to the campus as well as the community.

ASSOCIATED STUDENT GOVERNMENT

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

ASG represents students on the following campus committees and groups:

- Academic Affairs
- Arts and Lectures
- Board of Education
- Faculty Senate
- Instructional Council
- Scholarships and Loans
- Student Affairs

The Associated Student Government is governed by a formal constitution and bylaws approved by the College Board of Education. The group is advised by the Coordinator of Student Activities

Nursing Books
 \$652.95 w/o
 50 - encyc.
 \$702.95



and student government is a voting member of the Community Colleges of Oregon Student Association and Commissions (CCOSAC).

ATHLETICS, INTER-COLLEGIATE

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, baseball and soccer, women's basketball, softball, volleyball, soccer and coed track.

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

BUSINESS DEVELOPMENT CENTER

The Business Development Center (BDC) is a cooperative effort involving SWOCC, the U.S. Small Business Administration and the Oregon Economic Development Department. The BDC provides information, referral, counseling and training for the business community in southwestern Oregon through offices in Coos Bay and Brookings.

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

The BDC assists persons seeking to get into business, as well as those already established in business.

The BDC is an access point for various

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

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

The BDC staff assist with business research through its library containing periodicals and reference materials, as well as its affiliations with the Oregon Innovation Center and the ASBDC Research Network, and through other on-line reference services. Training assistance is provided on site as well as through video tapes.

CAREER INFORMATION/ JOB PLACEMENT CENTER

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

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

- updated career information
- transfer student information
- job placement information and referrals
- resumé and job interviewing assistance
- career testing

- catalogs for most two- and four-year colleges in the Northwest.

CHILD CARE CENTER

Child care is available on campus Mondays through Fridays, from 8 a.m. to 5 p.m. serving children from age 2 1/2 through 12 years.

Applications and rate information are available from the Child Care Center (888-7336 or 888-7290).

COOPERATIVE WORK EXPERIENCE/FIELD EXPERIENCE

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

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

Field Experience is designed to add depth to classroom instruction through application in the areas of social science, sciences and humanities. It provides students with an opportunity to investigate career opportunities, as well as earn transferable credit for the number of hours worked per term.

COOS and WESTERN DOUGLAS COUNTIES OUTREACH

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

COUNSELING SERVICES

As a component of the educational process, counseling services are developed to assist prospective students in defining and accomplishing personal and academic goals. Assistance is

provided with academic planning, career and occupational choices and problems solving.

Specific individual and group counseling services include:

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

CURRY COUNTY

SWOCC provides an extensive array of college classes leading to degree or certificate programs, as well as business workshops and a variety of enrichment and community-oriented classes in Curry County. A schedule of classes can be obtained in Brookings at 420 Alder Street, (541) 469-5017; in Gold Beach at 29390 Ellensburg Avenue, (541) 247-2741, and in Port Orford at 905 Oregon Street, (541) 332-5810.

DRUGS AND ALCOHOL-FREE CAMPUS

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

GRADUATION

Students expecting to complete their programs of study must file an **Application for Graduation** prior to the deadline published in the *Schedule of Classes*. Graduation fees will be required for each degree awarded. Students taking more than 5 years to com-

plete an AAS or AS degree or certificate must have coursework evaluated by the Transcript Evaluator and the program department before graduation. Students may have to retake courses or take additional coursework to graduate.

GRIEVANCE PROCEDURE

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

HANDICAPPED STUDENT SERVICES

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

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

HIGH SCHOOL RELATIONS

College staff work closely with area high school counselors, administrators and faculty to provide students general information about post-secondary opportunities. The College welcomes individual and group campus tours and individual College classroom visits. College faculty are available to speak to students in the high school classroom. For information contact the Counseling Center.

INTERNATIONAL STUDIES

SWOCC offers a comprehensive array of services for international students. Two classes are offered specifically for students who do not

communicate well enough to take a full load of college-level classes. SWOCC has a special orientation process designed specifically for international students.

A mentor program brings international students together with American conversation partners. SWOCC offers TOEFL testing on campus for the convenience of our students. Periodically, activities and field trips are organized specifically for our students, to acquaint them with the recreational opportunities available in this scenic area.

OREGON ADVANCED TECHNOLOGY CONSORTIUM

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

The OATC, a consortium of 12 Oregon community colleges, serves primarily small and medium-sized manufacturers seeking access to advanced technology services and training. OATC services include technology demonstrations, prototyping, short production runs, engineering support, CAD/CAM services and support and advanced technical training. The OATC is supported by the State of Oregon, 12 Oregon community colleges and local and national manufacturing businesses.

Consortium members are: Blue Mountain Community College, Central Oregon Community College, Chemeketa Community College, Clackamas Community College,

Clatsop Community College,
Columbia Gorge Community College,
Lane Community College,
Linn-Benton Community College,
Mt. Hood Community College,
Portland Community College,
Rogue Community College, and
Southwestern Oregon Community
College.

For more information about
Consortium activities at Southwestern
Oregon Community College, please
contact the Business Development
Center at (541) 269-0123.

RETIRED SENIOR VOLUNTEER PROGRAM - RSVP

RSVP is sponsored by the College
and located on the SWOCC campus.
As part of the National Senior Service
Corps (the domestic volunteer agency),
RSVP provides over 165 nonprofit
public agencies with volunteers over the
age of 55, at an average of 95,000 +
service hours yearly and climbing.
RSVP enables seniors to share their
lifetime of talents and knowledge with
their communities.

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.

SPECIAL EVENTS

The College regularly sponsors or co-
sponsors with other community groups
and organizations events not included in
the regular schedule of offerings. To
arrange a special event or special
interest program, please contact the
Office of Extended Learning at
888-7415.

STUDENT ACTIVITIES

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

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

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

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

STUDENT CLUBS and ORGANIZATIONS

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

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

STUDENT CONDUCT CODE and STUDENT RIGHTS and RESPONSIBILITIES

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

Disciplinary action taken by the
College has a range of possibilities, up
to and including dismissal from the

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

TRAINING AND DEVELOPMENT

SWOCC's Training and Develop-
ment program provides custom training
services for both employer and
employee development. Workshops are
also offered to the general public in a
variety of topic areas such as
communication skills, TQM, computers,
Internet usage, management
development and safety.

SWOCC offers a short-term
certificate in management and a
certificate for administrative assistants
in cooperation with the American
Management Association. The
certificates are geared toward the
working individual and provide
excellent opportunities to network.

Training and Development also
provides computer and Internet training.
Training is available in most word
processing, spreadsheet, and database
software.

The College offers classes, work-
shops and seminars in all vocational
areas that focus on upgrading 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.

THE CATALOG

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

ASSOCIATE IN APPLIED SCIENCE DEGREE

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

GENERAL REQUIREMENTS:

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

GENERAL EDUCATION REQUIREMENTS:

Writing (3 credits)

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

Speech (3 credits)

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

Mathematics (4 credits)

The minimum standard will be a demonstrated competency in basic arithmetic functions (basic operations involving fractions, decimals, percentages) and their applications. If the student demonstrates a proficiency at this level, he/she may substitute a higher level course as required by the discipline area, or, if further math is not required, take 3 units of elective credit.

Workplace Issues (2 credits)

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

Health and Wellness (3 credits)

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

HE250 Personal Health
PE185 Physical Activity
PE231 Wellness for Life

No more than 6 credits of Physical Activities (PE185) may be used in meeting the total credit requirement or counted in the student's final grade point average (GPA) for the AAS degree. Courses must be in different activities or levels (i.e. beginning, intermediate, advanced).

OTHER APPROVED COURSES:

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

ARTS and HUMANITIES

ART0501 Art Appreciation
ART204 History of Western Art
ART205 History of Western Art
ART206 History of Western Art
ENG104 Introduction to Literature
ENG105 Introduction to Literature
ENG106 Introduction to Literature
ENG107 World Literature
ENG108 World Literature
ENG109 World Literature
ENG201 Shakespeare
ENG202 Shakespeare
ENG203 Shakespeare
ENG204 Survey of English Literature
ENG205 Survey of English Literature
ENG206 Survey of English Literature
ENG253 Survey of American Literature
ENG254 Survey of American Literature
ENG255 Survey of American Literature
ENG299A Mythical Backgrounds to Literature

MUS261 Music History
MUS262 Music History
MUS263 Music History
PHL101 Philosophical Problems
PHL102 Ethics
PHL103 Critical Reasoning
TA100 Introduction to Theatre

SOCIAL SCIENCES

ANTH101 General Anthropology
ANTH102 General Anthropology
ANTH103 General Anthropology
ANTH221 Introduction to Cultural Anthropology
ANTH222 Introduction to Cultural Anthropology
ANTH223 Introduction to Cultural Anthropology
ANTH230 Native North Americans: Oregon
ANTH231 Native North American Culture: Pacific Northwest
ANTH232 Native North Americans
CJ100 Foundations of Criminal Justice
CJ101 Criminology
CJ110 Introduction to Law Enforcement
CJ120 Judicial Process
CJ130 Introduction to Corrections
CJ200 American Crime Policy
CJ201 Juvenile Delinquency
CJ220 Criminal Law
CJ243 Narcotics and Dangerous Drugs
ECON201 Principles of Economics
ECON202 Principles of Economics
ECON203 Principles of Economics
ED251 Students with Special Needs
ED258 Multi Cultural Education
HDFS140 Contemporary American Families
HDFS222 Family Relations
HDFS225 Prenatal, Infant & Toddler Development
HDFS229 Development in Middle Childhood
HDFS247 Preschool Child Development
HS100 Introduction to Human Services
HS154 Community Resources
HS155 Interviewing Theory and Techniques
HS167 Gerontology
HS168 Mental Health and Aging
HS261 Counseling the Older Adult
HS265 Intervention Strategies I

HS266 Intervention Strategies II
 HS267 Intervention Strategies III
 HST101 History of Western Civilization
 HST102 History of Western Civilization
 HST103 History of Western Civilization
 HST201 History of the United States
 HST202 History of the United States
 HST203 History of the United States
 PS201 American Government: Institutions
 PS202 American Government: Policy Issues
 PS205 International Relations: Global Issues
 PSY140 Life Plan
 PSY201 General Psychology
 PSY202 General Psychology
 PSY203 General Psychology
 PSY228 Introduction to Social Science Research
 PSY239 Introduction to Abnormal Psychology
 PSY240 Introduction to Psychopharmacology
 PSY299B Psychology of Violence and Aggression
 SOC204 General Sociology
 SOC205 General Sociology
 SOC206 General Sociology
 SOC210 Marriage and the Family
 SOC221 Juvenile Delinquency
 SOC243 Narcotics and Dangerous Drugs
 SOC244 Criminology

MATH and SCIENCES

Note: Other approved Math and Science courses for the AAS degree must be taken outside the student's area of concentration.

BA232 Business Statistics
 BI101 General Biology
 BI102 General Biology
 BI103 General Biology
 BI201 Introductory Biology
 BI202 Introductory Biology
 BI203 Introductory Biology
 BI231 Human Anatomy and Physiology
 BI232 Human Anatomy and Physiology
 BI233 Human Anatomy and Physiology
 BI234 Elementary Microbiology
 BI299A Biology of the Estuaries
 CHEM104 Introductory Chemistry
 CHEM105 Introductory Chemistry
 CHEM106 Introductory Chemistry
 CHEM221 General Chemistry
 CHEM222 General Chemistry
 CHEM223 General Chemistry
 CIS131 Computer Information Systems
 CS133B Computer Language I - BASIC

CS133C Computer Language I - COBOL
 CS133U Computer Language I - C
 CS161 Introduction to Computer Science I
 CS162 Introduction to Computer Science II
 CS233B Computer Language II - BASIC
 CS233C Computer Language II - COBOL
 CS233U Computer Language II - C
 CS261 Data Structures
 ENGR111 Engineering Orientation
 ENGR112 Engineering Orientation
 ENGR201 Electrical Fundamentals I
 ENGR202 Electrical Fundamentals II
 ENGR211 Statics
 ENGR212 Dynamics
 ENGR213 Strength (Mechanics) of Materials
 ENGR250 Engineering Probability and Statistics
 F111 Introduction to Forestry
 F254 Tree and Shrub Identification
 FW251 Principles of Wildlife Conservation
 FW252 Wildlife Resources: Mammals
 FW253 Wildlife Resources: Birds
 FW255 Techniques in Wildlife Science
 G145 Regional Field Geology
 G146 Geology of Southwestern Oregon
 G160 Volcanology
 G201 Physical Geology
 G202 Physical Geology
 G203 Historical Geology
 G207 Geology of the Pacific Northwest
 G220 Prehistoric Life
 G221 General Geology
 G245 Geomorphology: Scenic Geology of the United States
 G291 Minerals and Rocks
 G299A Earth Resources: Ore Deposits and Fossil Fuels
 G299B Geological Hazards and Natural Catastrophes
 G299 Special Topics in Geology
 GS104 Physical Science Survey
 GS105 Physical Science Survey
 GS106 Introduction to Earth Science
 GS107 Astronomy
 GS108 Oceanography
 GS275 Uses and Resources of the Ocean
 MTH105 Contemporary Mathematics
 MTH111 College Algebra
 MTH112 Elementary Functions
 MTH212 Fundamentals of Elementary Algebra I
 MTH213 Fundamentals of Elementary Algebra II
 MTH241 Calculus for Business and Social Science I
 MTH242 Calculus for Business and Social Science II

MTH243 Intro to Probability and Statistics
 MTH251 Calculus I (Differential Calculus)
 MTH252 Calculus II (Integral Calculus)
 MTH253 Calculus III (Infinite Series and Sequences)
 MTH254 Vector Calculus I (Intro to Vectors and Multidimensional Calculus)
 MTH255 Vector Calculus II (Intermediate Multivariate Calculus w/ a Vector Approach)
 MTH256 Differential Equations
 PH201 General Physics
 PH202 General Physics
 PH203 General Physics
 PH211 General Physics with Calculus
 PH212 General Physics with Calculus
 PH213 General Physics with Calculus

In addition to the preceding nine (9) credits of coursework, it is expected that the following general education or related training skills and concepts will be integrated into major coursework:

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

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

ASSOCIATE IN APPLIED SCIENCE IN ALL APPRENTICE TRADES

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

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

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

Credit Hours

40

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

36

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

23

GENERAL EDUCATION COURSES

Course No.	Course Title	Credit Hours
MTH30	Applied Math for Industrial Mechanics ¹	3
PE231	Wellness for Life ²	3
SP100	Basic Communications ¹	3
WKPL4350	Workplace Issues	2
WR90	Paragraph Fundamentals ¹	3
	Other Approved Courses ³	9
		23 sub-total
		99 credits total

Notes:

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

ASSOCIATE IN APPLIED SCIENCE IN AUTOMOTIVE TECHNOLOGY

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

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

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

Notes:

1. See Other Approved Courses under AAS degree requirements.
2. Specific elective courses (maximum for Associate in Applied Science degree is nine credits.)
BA206 Management Fundamentals (3 cr)
BA211 Principles of Accounting I (3 cr)
BA226 Business Law I (3 cr)
BA238 Sales (3 cr)
BA239 Advertising (3 cr)
AUTO327 Advanced Automatic Transmissions (3 cr)
AUTO9111 Auto Electronics I (1.5 cr)
AUTO9112 Auto Electronics II (1.5 cr)
AUTO9113 Computerized Engine Controls (1 cr)
AUTO9116 Hydraulics I: Basic Fluid Power (3 cr)
AUTO9124 Engine Design and Performance (1 cr)
PE185 Physical Education (1 cr)
SDP113 Human Relations for Supervisors (3 cr)
SDP208 Personnel Administration (3 cr)
Foreign Language (1-4 cr)
3. HE250 or 3 credits of PE185 may be substituted for PE231.
4. May substitute MTH70 if MTH 31 is unavailable.

Course No.	Course Title	Credit Hours
FIRST YEAR		
<i>Fall</i>		
AUTO304	Internal Combustion Engines	4
AUTO308	Electrical I	4
MFG101	Mechanical Principles	3
MT101	Machine Tool Processes I	2
MTH31	Applied Algebra ⁴	3
		16 total
<i>Winter</i>		
AUTO322	Automotive Electronics	3
AUTO3310	Gasoline Fuel Systems	3
CS101	Computers in Society	2
MFG102	Electronic Principles	3
WR121	English Composition	3
		14 total
<i>Spring</i>		
AUTO300	Automotive Brake Systems	4
AUTO318	Chasis and Suspension Systems	3
PE231	Wellness for Life ³	3
SP100	Basic Communications	3
WR214T	Professional/Technical Writing	3
		16 total
SECOND YEAR		
<i>Fall</i>		
AUTO316	Power Trains	3
AUTO3329	Mechanical Systems Lab I	3
WELD101	Welding Processes I	2
WKPL4350	Workplace Issues	2
	Other Approved Courses ¹	3
	Specific Electives ² or CWE Automotive	3
		16 total
<i>Winter</i>		
AUTO312	Diesel Fuel Systems	3
AUTO326	Automatic Transmissions	3
AUTO3331	Mechanical Systems Lab II	3
WELD102	Welding Processes II	2
	Other Approved Courses ¹	3
		14 total
<i>Spring</i>		
AUTO324	Diagnostic Procedures and Emission Controls	3
AUTO927	Automotive Air Conditioning	3
AUTO3333	Mechanical Systems Lab III	3
	Other Approved Courses ¹	3
	Specific Electives ² or CWE Automotive	3
		15 total
		91 credits total

ASSOCIATE IN APPLIED SCIENCE IN BUSINESS MANAGEMENT

Students pursuing any of the four Business Management degree options must complete all courses in the "First Year Core Curriculum" as well as those listed as the "second year" for the chosen option.

All majors in this program must make a grade of C or better in all courses in the second year option.

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

Notes:

1. AC2766, AC2767, AC2768 are equivalent to BA211, BA212 and BA217. Students must petition if they wish to have AC2766, AC2767 and AC2768 changed to BA211, BA212 and BA217. Students choosing this option will also need to take BA213. Contact your advisor or accounting instructor for details.
2. HE250 or 3 credits of PE185 may be substituted for PE231.
3. SP112, SP218 or SP219 may be substituted for SP111.
4. See Other Approved Courses under AAS degree requirements.
5. ECON201, 202, 203 Principles of Economics is strongly recommended for Marketing option.

Course No.	Course Title	Credit Hours
FIRST YEAR CORE CURRICULUM		
<i>Fall</i>		
BA101	Introduction to Business	4
BA211	Principles of Accounting I <u>or</u> AC2766 Accounting I ¹	3 - 4
MTH94	Intermediate Algebra I	4
WR121	English Composition	3
		14 - 15 total
<i>Winter</i>		
BA212	Principles of Accounting II <u>or</u> AC2767 Accounting II ¹	3 - 4
BA222	Finance	3
BA223	Principles of Marketing	3
CIS131	Computer Information Systems	4
WR214	Business English	3
		16 - 17 total
<i>Spring</i>		
BA106	Business Leadership Practicum	1
BA213	Principles of Accounting III <u>or</u> AC2768 Accounting III ¹	3 - 4
PE231	Wellness for Life ²	3
SP111	Fundamentals of Public Speaking ³	3
WR227	Technical Report Writing	3
	Other Approved Courses ^{4,5}	3
		16 - 17 total
First Year Total Credits		46 - 49

on following pages:

Accounting Option
Banking and Finance Option
Marketing Option
Office Management Option

Associate in Applied Science in Business Management Accounting Option

The Accounting Major 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.

Course No.	Course Title	Credit Hours
ACCOUNTING OPTION - SECOND YEAR		
<i>Fall</i>		
BA177	Payroll Records and Accounting	3
BA215	Cost Accounting	3
BA226	Business Law I	3
BA285	Business Relations	3
	Other Approved Courses ⁴	3
		15 total
<i>Winter</i>		
AC2772	Intermediate Accounting I	3
AC240	Fund (Governmental) Accounting	3
BA220	Tax Accounting	3
BA280	Field Experience <u>or</u> BA2280 Cooperative Work Experience	3
	Other Approved Courses ⁴	3
		15 total
<i>Spring</i>		
AC2773	Intermediate Accounting II	3
BA217	The Accounting Process ¹	3
BA227	Business Law II	3
CS125S	Spreadsheet Applications	3
	Elective	3
		15 total
		91 - 94 credits total

Associate in Applied Science in Business Management Banking and Finance Option

The Banking and Finance option is designed primarily to improve and supplement the skills of those already in the banking profession, as well as to prepare students for entry level positions in the banking field. Advanced placement may be granted for other college work or appropriate work experience. A petition is required.

Notes:

The following SWOCC classes can be used as AIB* courses:

- BA206 Management Fundamentals
- CS125D Data Base Management
- CS125S Spreadsheet Applications
- CS125W Word Processing Applications
- OA121 Keyboarding I
- OA122 Keyboarding II
- PSY115 Career Workshops
- RE112 Real Estate Law I
- RE113 Real Estate Principles I
- RE116 Real Estate Finance I
- RE118 Real Estate Appraising I
- SDP208 Personnel Administration

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

BANKING AND FINANCE OPTION - SECOND YEAR		
<i>Fall</i>		
BA242	Introduction to Investments	3
BA280	Field Experience <u>or</u> BA2280 Coop Work Exp.	3
ECON201	Principles of Economics	3
SDP101	Principles of Management and Supervision	3
	AIB Courses	6
		18 total
<i>Winter</i>		
BA285	Business Relations	3
ECON202	Principles of Economics	3
SDP113	Human Relations for Supervisors	3
	Other Approved Courses ⁴	3
	AIB Courses	3
		15 total
<i>Spring</i>		
BA229	Personal Finance and Money Management	3
ECON203	Principles of Economics	3
	Other Approved Courses ⁴	3
	AIB Courses	6
		94 - 97 credits total

**Associate in Applied Science
in Business Management
Marketing Option**

The Marketing option prepares the student with managerial skills in the marketing field and gives actual supervised work experience. The student then may be qualified to move into assistant manager positions.

Course No.	Course Title	Credit Hours
MARKETING OPTION - SECOND YEAR		
<i>Fall</i>		
BA226	Business Law I	3
BA238	Sales	3
BA250	Small Business Management	3
SP217	Understanding Media	3
OA201	Word Processing I	3
		15 total
<i>Winter</i>		
BA239	Advertising	3
BA285	Business Relations	3
BA288	Customer Service	3
CS135W	Adv. Word Processing: Desktop Publishing	3
	Other Approved Courses ^{4, 5}	3
		15 total
<i>Spring</i>		
*BA206	Management Fundamentals	3
*BA249	Retailing	3
BA280	Field Experience <u>or</u> BA2280 Cooperative Work Experience	3
SP112	Persuasive Speech	3
	Other Approved Courses ^{4, 5}	3
		15 total
		91 - 94 credits total

**Associate in Applied Science
in Business Management
Office Management
Option**

The Office Management option prepares students for entry-level positions in an office. The student is introduced to total operations, formulating department policies, coordinating activities and directing personnel to attain operational goals.

OFFICE MANAGEMENT OPTION - SECOND YEAR		
<i>Fall</i>		
BA177	Payroll Records and Accounting	3
CS125W	Word Processing Applications	3
OA116	Office Procedures	3
OA201	Word Processing I	3
OA240	Filing/Records Management	3
SDP101	Principles of Management and Supervision	3
		18 total
<i>Winter</i>		
BA250	Small Business Management	3
BA280	Field Experience <u>or</u> BA2280 Cooperative Work Experience	3
BA285	Business Relations	3
CS125S	Spreadsheet Applications	3
CS135W	Adv. Word Processing: Desktop Publishing	3
		15 total
<i>Spring</i>		
BA217	Accounting Process	3
BA226	Business Law I	3
BA280	Field Experience <u>or</u> BA2280 Cooperative Work Experience	3
CS125D	Data Base Applications	3
	Other Approved Course ⁴	3
	Other Approved Course ⁴	3
		18 total
		97 - 100 credits total

ASSOCIATE IN APPLIED SCIENCE IN EARLY CHILDHOOD EDUCATION and FAMILY STUDIES

Students who satisfactorily complete the two years of course work will receive an Associate in Applied Science Degree in Childhood Education and Family Studies. The graduate will have the necessary training to work in a variety of educational and child care settings including nursery school, preschool, day care, private kindergarten and as a para-professional in the public schools.

Notes:

1. Prerequisite of CS101 or equivalent.
2. Students who have a child(ren) enrolled in the Preschool Program at the College can substitute ED221/2/3 Parent Enhancement for ECE150, ED209, and ED102.
3. May substitute 3 credits of PE185 or PE231 Wellness for Life for HE250.
4. Prerequisite of WR121.
5. See Other Approved Courses under AAS degree requirements.
6. Prerequisite of MTH94 with a grade of C or better.

- The following courses must be taken in sequence: ECE150, ED209, ED102, ECE163, ECE261, ECE262 (these are the practicum courses), PSY228, and HDFS285.
- All students are required to obtain a valid first aid card.
- All students are required to complete a criminal history check prior to second term course work.

Course No.	Course Title	Credit Hours
FIRST YEAR		
<i>Fall</i>		
CIS131	Computer Information Systems	4
ECE150	Introduction and Observation in Early Childhood Education ²	3
	Education <u>or</u> ED221 Parent Enhancement	
HDFS225	Prenatal, Infant, Toddler Development	3
HE250	Personal Health ³	3
SP219	Small Group Discussion <u>or</u> SP100 Basic Communication	3
		16 total
<i>Winter</i>		
ED209	Theory and Practicum <u>or</u> ED222 Parent Enhancement ²	3
ED240	Lesson and Curriculum Planning	3
HDFS247	Preschool Development	3
HS154	Community Resources	3
WR121	English Composition	3
		15 total
<i>Spring</i>		
ED102	Practicum <u>or</u> ED223 Parent Enhancement ²	3
FN225	Nutrition	4
HDFS140	Contemporary American Families ⁴	3
HDFS229	Development in Middle Childhood ⁴	3
		13 total
SECOND YEAR		
<i>Fall</i>		
ECE163	Preschool Practicum	3
ED258	Multicultural Education	3
MTH94	Intermediate Algebra I	4
WKPL4350	Workplace Issues	2
	Other Approved Courses ⁵	3
		15 total
<i>Winter</i>		
ECE261	Student Teaching I, Early Childhood Education ⁴	6
ED251	Overview of Students with Special Needs ⁴	3
HDFS222	Family Relations ⁴	3
PSY228	Introduction to Social Science Research ⁶	3
	Other Approved Courses ⁵	3
		18 total
<i>Spring</i>		
ECE262	Student Teaching II, Early Childhood Education ⁴	6
HDFS285	Professional Issues in Early Childhood Education ⁴	3
HS267	Intervention Strategies III	4
	Other Approved Courses ⁵	3
		16 total
		96 credits total

ASSOCIATE IN APPLIED SCIENCE IN COMPUTER INFORMATION SYSTEMS

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

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

Notes:

1. May substitute AC2766 Accounting I AND AC2767 Accounting II.
2. CS101 Computers in Society is a prerequisite to CIS131. Keyboarding skill is strongly recommended.
3. HE250 or 3 credits of PE185 may be substituted for PE231.
4. SP100, SP111, SP112 or SP218 may be substituted.
5. Computer Programming I and II. Select one language sequence:
BASIC - CS133B, CS233B
C++ - CS133U, CS233U
C++ - CS161, CS162
6. MAY NOT TAKE CS161 AND CS133U, CS162 AND CS233U.
7. See Other Approved Courses under AAS degree requirements.
8. CS280 (Field Experience) or CIS2280 (Work Experience) may be taken over several terms, if the student wishes, but only after completion of first year computer courses.
9. Business specific elective courses:
BA177 Payroll Records/Accounting
BA212 Principles of Accounting II
BA215 Cost Accounting
BA222 Finance
BA223 Principles of Marketing
BA238 Sales
BA239 Advertising
BA249 Retailing
10. CS specific electives:
CS125P Presentations Applications
CS133X Computer Language I
CS135W Adv. Word Processing
CS233X Computer Language II
CS261 Data Structures

Course No.	Course Title	Credit Hours
FIRST YEAR		
<i>Fall</i>		
BA101	Introduction to Business	4
BA211	Principles of Accounting I ¹	3
CIS131	Computer Information Systems ²	4
WR121	English Composition	3
		14 total
<i>Winter</i>		
CS125S	Spreadsheet Applications	3
CS125W	Word Processing Applications	3
MTH95	Intermediate Algebra II or higher	4
PE231	Wellness for Life ³	3
WR122	English Composition <u>or</u> WR214 Business English	3
		16 total
<i>Spring</i>		
BA213	Principles of Accounting III	3
CS125D	Data Base Management System Applications	3
SP219	Small Group Discussion ⁴	3
WR227	Technical Report Writing <u>or</u> WR123 English Composition Business Specific Elective ⁹	3
		15 total
SECOND YEAR		
<i>Fall</i>		
BA226	Business Law I	3
BA232	Business Statistics <u>or</u> MTH243 Intro to Probability and Statistics	4
CS133X	Computer Language I ^{5,6}	4
CS140	Introduction to Operating Systems Other Approved Courses ⁷	3
		17 total
<i>Winter</i>		
BA250	Small Business Management	3
CS240	Advanced Operating Systems	3
CS280	Field Experience <u>or</u> CIS2280 Work Experience ⁸ CS Specific Elective ¹⁰ Other Approved Courses ⁷	4
		16 total
<i>Spring</i>		
BA285	Business Relations <u>or</u> SDP113 Human Relations for Supervisors <u>or</u> WKPL4350 Workplace Issues	2 - 3
CS233X	Computer Language II ^{5,6}	4
CS244	Systems Analysis Other Approved Courses ⁷ Elective	3
		15 - 16 total
		93 - 94 credits total

ASSOCIATE IN APPLIED SCIENCE IN FIRE SCIENCE TECHNOLOGY

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

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

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

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

**92 credits
total**

Notes:

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

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

ASSOCIATE IN APPLIED SCIENCE IN FOREST RESOURCES TECHNOLOGY

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

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

Notes:

1. WR121 may be substituted.
2. Suggested electives:
DRFT110 Computer Assisted Drafting
F603 Forest Ecology
FS5276 Basic Wildland Fire Management
FW251 Principles of Wildlife Conservation
FW252 Wildlife Resources (Mammals)
FW253 Wildlife Resources (Birds)
FW255 Techniques in Wildlife Science
FW6430 Intro to Fish and Wildlife
3. See Other Approved Courses under AAS degree requirements.
4. HE250 or 3 credits of PE185 may be substituted for PE231.
5. May substitute MTH70 if MTH31 is unavailable.

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

Course No.	Course Title	Credit Hours
FIRST YEAR		
<i>Fall</i>		
CIS131	Computer Information Systems	4
*F111	Introduction to Forestry	4
*F254	Tree and Shrub Identification	4
WR90	Paragraph Fundamentals ¹	3
		15 total
<i>Winter</i>		
*F220A	Forest Mensuration I	3
*F609	Forest Protection	3
*FP210	Wood Products Utilization (Forest Products)	4
MTH31	Applied Algebra ⁵	3
SP100	Basic Communications	3
		16 total
<i>Spring</i>		
*F220B	Forest Mensuration II	3
*F611	Timber Harvesting Operations	3
*FE222A	Elementary Forest Surveying	3
MTH33	Applied Trigonometry	3
**	Electives ²	3
		15 total
<i>Summer</i>		
*F280	Forestry Field Studies	6
		6 total
SECOND YEAR		
<i>Fall</i>		
*F614	Forest Contracts and Mapping	3
*FE222B	Advanced Forest Surveying	3
*RR251	Recreation Resources Management	4
	Other Approved Courses ³	3
		13 total
<i>Winter</i>		
*FE606	Forest Engineering	5
*F617	Silviculture	3
WKPL4350	Workplace Issues	2
	Other Approved Courses ³	3
**	Electives ²	3
		16 total
<i>Spring</i>		
*F616	Aerial Photo-Interpretation: Remote Sensing	3
*F620	Advanced Silviculture	3
PE231	Wellness for Life ⁴	3
	Other Approved Courses ³	3
**	Electives ²	3
		15 total
		97 credits total

** One elective must be selected from the following:

- FW251 Principles of Wildlife Conservation
- FW252 Wildlife Resources (Mammals)
- FW253 Wildlife Resources (Birds)
- FW255 Techniques in Wildlife Science
- FW6430 Introduction to Oregon's Fish and Wildlife

ASSOCIATE IN APPLIED SCIENCE IN HUMAN SERVICES

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

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

Notes:

1. See Other Approved Courses under AAS degree requirements.
2. Prerequisite of MTH94 with a C or better or appropriate placement test score.
3. HE250 or 3 credits of PE185 may be substituted for PE231.

* Specific Electives (for all options):

- ED258 Multi Cultural Education (3 cr)
- HDFS140 Contemporary American Families (3 cr)
- HDFS225 Prenatal, Infant & Toddler Development (3 cr)
- HDFS229 Development in Middle Childhood (3 cr)
- HDFS247 Preschool Development (3 cr)
- HE201 Death and Dying (3 cr)
- HS167 Gerontology (3 cr)
- HS168 Mental Health & Aging (3 cr)
- HS200 Understanding Addictive Behavior (3cr)
- HS202 Counseling the Chemically Dependent Client (4 cr)
- HS261 Counseling the Older Adult (3 cr)
- HS265, 266, 267 Intervention Strategies I, II, III (12 cr)

- **Additional Electives for Social Services option only (Any of the above Specific Electives plus the following):**
- CJ201 Juvenile Delinquency (3 cr)
 - CJ220 Criminal Law (3 cr)
 - CJ229 Community Based Corrections (3 cr)

Course No.	Course Title	Credit Hours
FIRST YEAR		
<i>Fall</i>		
HS100	Introduction to Human Services	3
PSY201	General Psychology	3
SP111	Fundamentals of Public Speaking	3
WR121	English Composition	3
	Other Approved Courses ¹	3
		15 total
<i>Winter</i>		
HS154	Community Resources	3
PSY202	General Psychology	3
PSY228	Introduction to Social Science Research ²	3
WR214T	Professional/Technical Writing	3
	Other Approved Courses ¹	3
		15 total
<i>Spring</i>		
HS155	Interviewing Theory and Techniques	4
PSY203	General Psychology	3
PSY240	Introduction to Psychopharmacology	3
PE231	Wellness for Life ³	3
	Other Approved Courses ¹	3
		16 total
		46 sub total

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

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

SPECIALTY OPTIONS

Gerontology		Social Services	
HS261	Counseling the Older Adult	3	HS265, 266, 267 Intervention Strategies I, II, III
HS265, 266, 267	Intervention Strategies I, II, III	12	Specific Electives**
HS167	Gerontology	3	
Specific Electives*		3	
	sub total	21	sub total
			21
Substance Abuse			
HS200	Understanding Addictive Behavior	3	
HS202	Counseling the Chemically Dependent Client	4	
HS265, 266	Intervention Strategies I, II	8	
Specific Electives*		6	
	sub total	21	

99 credits
total

ASSOCIATE IN APPLIED SCIENCE IN MANUFACTURING TECHNOLOGY

The Manufacturing Technology Program prepares students for employment in world-class industries by applying advanced technology to manufacturing methods, processes and quality control.

An emphasis is placed on computer-assisted applications and intensive lab experiences in measurement, product and process control, quality assurance and manufacturing computing.

The program applies problem solving and teamwork to computer-integrated manufacturing using hands-on application of principles and technologies to the ever-changing industrial environment.

In the second year, students will specialize in one of three areas:

- Manufacturing/Machining
- Fabrication/Welding
- Industrial Electronics

One-year certificates in machine tools and welding are available. See details on pages 51 and 54.

*The Manufacturing Bridge Program provides the foundation skills equivalent to a high school Certificate of Advanced Mastery. Course proficiency may be demonstrated through a portfolio, work experience, standardized test, skills test, with instructor consent.

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

Notes:

1. In the Manufacturing/Machining Specialty, up to 9 units of credit can be earned for Cooperative Work Experience in approved area (MT4280).
2. HE250 may be substituted for PE231.
3. See Other Approved Courses under AAS degree requirements. CIS131 counts as one of the Other Approved Courses.

*MANUFACTURING BRIDGE PROGRAM

Proficiencies from the following courses must be demonstrated prior to entering the program:

Course No.	Course Title	Credit Hours
CS101	Computers in Society or equivalent	2
MFG001	Introduction to Manufacturing	3
MFG002	Introduction to Electronics	3
MFG003	Introduction to Machine Tools	3
MFG004	Introduction to Welding	3
MTH20	Basic Mathematics	3
RD90	Effective Reading Strategies	3
SP100	Basic Communications or equivalent	3
WR90	Paragraph Fundamentals	3
		26 total

FIRST YEAR

Fall

DRFT105	Blueprint Reading	3
ELEC101	Electronic Processes I	2
MFG101	Mechanical Principles	3
MT101	Machine Tools Processes I	2
MTH30	Applied Math for Industrial Mechanics	3
WELD101	Welding Processes I	2
		15 total

Winter

CIS131	Computer Information Systems	4
ELEC102	Electronic Processes II	2
MFG102	Electrical/Electronic Principles	3
MT102	Machine Tools Processes II	2
MTH31	Applied Algebra and Geometry for Industrial Mechanics	3
WELD102	Welding Processes II	2
		16 total

Spring

DRFT110	Computer Assisted Drafting I	3
ELEC103	Electronic Processes III	2
MFG103	Hydraulic/Pneumatic Principles	3
MT103	Machine Tools Processes III	2
MTH33	Applied Trigonometry I	3
WELD103	Welding Processes III	2
		15 total

SECOND YEAR COMMON CORE

MFG201	Computer Integrated Manufacturing I	3
MFG202	Computer Integrated Manufacturing II	3
MFG211	Foundations of QA/ISO9000/TQM	3
MFG280	Field Experience ¹	3
PE231	Wellness for Life ²	3
WKPL4350	Workplace Issues	2
WR121	English Composition	3
WR214T	Professional Technical Writing	3
	Other Approved Courses ³	6
		29 total
		99 credits total

AAS in Manufacturing Technology continued to next page.

**ASSOCIATE IN APPLIED SCIENCE IN
MANUFACTURING
TECHNOLOGY - continued.**

The industrial electronics specialty of the Manufacturing Technology Program is designed to lead to employment for electronic technicians in engineering, research and development, and manufacturing support. The program is intended for students who are interested in digital and computer electronics, robotics, business, industrial, medical or automotive electronics, or sales, installation, troubleshooting and repair. Emphasis in the electronics lab is on practical, hands-on learning. Job retraining or upgrading in electronics is available on a full- or part-time basis. Students may continue their education by transferring to Oregon Institute of Technology or other four-year institutions to pursue a Bachelor's in Electronics Engineering Technology.

Course No.	Course Title	Credit Hours
INDUSTRIAL ELECTRONICS SPECIALTY - SECOND YEAR		
<i>Fall</i>		
ELEC201	Instrumentation and Control I	4
ELEC211	Electronic Communications Systems	4
		8 total
<i>Winter</i>		
ELEC202	Instrumentation and Control II	4
ELEC212	Industrial Electronics	4
		8 total
<i>Spring</i>		
ELEC203	Instrumentation and Control III	4
ELEC213	Automated Systems Integration	4
		8 total

The manufacturing/machining specialty of the Manufacturing Technology Program prepares students for entry-level employment as machinists and in related trades in the manufacturing field. Classroom instruction and intensive hands-on experience give students a solid background in the traditional as well as the high technology Computer Numerical Control (CNC) machining. Completion of the program leads toward advanced studies in the fields of manufacturing engineering and teaching. Some of the skills developed in this program are beneficial to already-employed skilled workers and supervisors who find themselves in need of upgrading or retraining. Students may continue their education by transferring to Oregon Institute of Technology or other four-year institutions to pursue a Bachelor's in Manufacturing Engineering Technology.

MANUFACTURING/MACHINING SPECIALTY - SECOND YEAR		
<i>Fall</i>		
MT201	Manufacturing Processes	2
MT204	Machine Tools Processes IV	3
MT211	Computer Numerical Control Machining I	3
		8 total
<i>Winter</i>		
MT202	Basic Metallurgy	2
MT205	Machine Tools Processes V	3
MT212	Computer Numerical Control Machining II	3
		8 total
<i>Spring</i>		
MT203	Machine Tools References	2
MT206	Machine Tools Processes VI	3
MT213	Computer Numerical Control Machining III	3
		8 total

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

FABRICATION/WELDING SPECIALTY - SECOND YEAR		
<i>Fall</i>		
WELD201	Welding and Joining Processes I	2
WELD211	Shielded Metal Arc Welding I	3
WELD250	Gas Tungsten Arc Welding (TIG)	3
		8 total
<i>Winter</i>		
WELD202	Welding and Joining Processes II	2
WELD212	Shielded Metal Arc Welding II	3
WELD255	Gas Metal/Flux Cored Arc Welding	3
		8 total
<i>Spring</i>		
WELD260	Pipe Fitting and Welding	3
WELD265	Fitting and Fabrication	3
WELD270	The Welder and Manufacturing	2
		8 total

ASSOCIATE IN APPLIED SCIENCE IN MEDICAL ASSISTANT

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

Course No.	Course Title	Credit Hours
CORE CURRICULUM - FIRST YEAR		
<i>Fall</i>		
AC2766	Accounting I	4
OA116	Office Procedures	3
OA122	Keyboarding II	3
OA2591	Proofreading and Editing	3
SP218	Interpersonal Communication	3
	16 total	
<i>Winter</i>		
BA285	Business Relations	3
CIS131	Computer Information Systems	4
OA201	Word Processing I	3
OA240	Filing and Records Management	3
WR121	English Composition	3
	16 total	
<i>Spring</i>		
BA177	Payroll Records and Accounting	3
OA202	Word Processing II	3
MTH70	Elementary Algebra	4
WKPL4350	Workplace Issues	2
WR214	Business English	3
	15 total	
<i>Spring or Summer</i>		
BA2280	Cooperative Work Experience	2 total

SECOND YEAR OPTION - MEDICAL ASSISTANT

<i>Fall</i>		
OA2221	Medical Terminology I	3
OA2251	Medical Office Procedures I	3
OA5401	Body Structure and Functions I	3
PE185	Physical Education ²	1
PHAR5470	Introduction to Pharmacy/Practice and Law	4
	Other Approved Courses ³	3
	17 total	
<i>Winter</i>		
OA2222	Medical Terminology II	3
OA2231	Clinical Procedures I	4
OA2597	Medical Office Coding I	3
OA5402	Body Structures and Functions II	3
PE185	Physical Education ²	1
	Other Approved Courses ³	3
	17 total	
<i>Spring</i>		
OA2232	Clinical Procedures II	4
OA2598	Medical Office Coding II	3
OA2725	Reimbursement Management	3
OA5533	Medical Law and Ethics	2
PE185	Physical Education ²	1
	Other Approved Courses ³	3
	16 total	
<i>Spring or Summer</i>		
BA2280	Cooperative Work Experience	2 total

**101 credits
total**

Notes:

Students entering this program must have the knowledge and skills equivalent to the following:

- CS101 Computers in Society
- OA121 Keyboarding I
- OA220 Electronic Calculators

1. Students have the option of taking Bookkeeping I and II (AC9715, AC9716) in place of Accounting I or BA211.
2. PE231 Wellness for Life may be substituted for 3 credits of PE185.
3. See Other Approved Courses under AAS degree requirements.

ASSOCIATE IN APPLIED SCIENCE IN NURSING

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

Students must be formally admitted to the Nursing program. See Sheila Ward in Dellwood Hall for requirements.

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

Notes:

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

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

ASSOCIATE IN ARTS DEGREE

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

GENERAL REQUIREMENTS:

1. Ninety or more credits of college courses approved by the Oregon State Board of Education for transfer credit.
2. Grade Point average of 2.0 (C) or better.
3. Completion of 19 credits of general education requirements.
4. Completion of 48 quarter courses of Distribution Requirements.
5. No more than 9 credits of a combination of PE185, 180 and 190 may be applied to Graduation Requirements.
6. A student must complete 30 of the last 45 credits at Southwestern Oregon Community College before the Associate in Arts degree is awarded.

Note:

Beginning in 1997, students who graduate from high schools in 1997 or after, must meet the following foreign language requirement for admission to an Oregon state system four year institution:

Two years of the same high school-level foreign language or a C- or above in the third year of a high school-level language, or one year of a college-level language with a grade of C- or above, or satisfactory performance on an approved assessment of foreign language knowledge and/or proficiency. Demonstrated proficiency in American Sign Language (ASL) is acceptable in meeting the foreign language requirement.

GENERAL EDUCATION REQUIREMENTS:

1. English Composition, 9 credits, (WR121, 122, 123 or 227) with a grade of C or better in each quarter.
2. Health Education, 3 credits (HE250 or PE231).
3. Oral Communications/Rhetoric: 3 credits, (SP100, 111, 112, 217, 218, 219, or 229), with a C or better.
4. Mathematics: 4 credits of college-level mathematics, MTH105, its equivalent or higher level math (except MTH211), with a grade of C or better.

Note:

Courses taken for General Education Requirements may not be used for Distribution Requirements.

DISTRIBUTION REQUIREMENTS:

1. Arts and Letters: 15 credits chosen from at least two disciplines, with no more than 9 credits from one discipline.
 - a. A complete sequence with a minimum of 9 credit hours from the approved sequences in Arts and Letters.
 - b. Six credits chosen from the approved sequences or approved distribution lists for Arts and Humanities. Students who do not complete a sequence in literature must take 6 credits from literature.
2. Social Sciences: 15 credits chosen from at least two disciplines, with no more than 9 credits from one discipline.
 - a. A complete sequence with a minimum of 9 credit hours from the approved sequences in Social Sciences.
 - b. Six credits chosen from the approved sequences or approved distribution lists for Social Sciences.
3. Sciences/Math/Computer Science: 18 credits chosen from at least two disciplines.
 - a. A complete laboratory science sequence with a minimum of 12 credit hours from the approved sequences in science.
 - b. Six credits chosen from the approved sequences or approved distribution lists for sciences and/or science/mathematics.

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

Approved Sequences

(Courses used to meet the "Distribution Requirements" should be at least 3 credits each.)

Courses listed below may be used as a sequence, or individually as approved distribution courses.

ARTS AND LETTERS

Art History

ART204, 205, 206 History of Western Art

Literature:

ENG104, 105, 106 Introduction to Literature

ENG107, 108, 109 World Literature

ENG201, 202, 203 Shakespeare

ENG206, 207, 208 Survey of English Literature 204, 205, 206

ENG253, 254, 255 Survey of American Literature

Music History:

MUS261, 262, 263 Music History

Philosophy:

PHL101, 102, 103 Philosophy

SCIENCE

Biology:

BI101, 102, 103 General Biology

BI201, 202, 203 General Biology

BI231, 232, 233 Human Anatomy and Physiology

Chemistry:

CHEM104, 105, 106 Introductory Chemistry

CHEM221, 222, 223 General Chemistry

General Science:

GS104, 105 Physical Science

Plus either

GS106 Physical Science or

GS107 Astronomy

Geology:

G201, 202, 203 Geology

Physics:

PH201, 202, 203 General Physics

PH211, 212, 213 General Physics with Calculus

SOCIAL SCIENCE

Anthropology:

ANTH101, 102, 103 General Anthropology

ANTH221, 222, 223 Introduction to Cultural Anthropology

ANTH230, 231, 232 Native North Americans

*Childhood Education and Family Studies:

HDFS225, 247, 229 Parental, Infant & Toddler Development, Preschool Child Development, Development in Middle Childhood

Economics:

ECON201, 202, 203 Principles of Economics

History:

HST101, 102, 103 History of Western Civilization

HST201, 202, 203 History of the United States

*Human Services:

HS265, 266, 267 Intervention Strategies

*Justice Services (any three courses from the following):

CJ100 Foundations of Criminal Justice

CJ101/SOC244 Criminology

CJ120 Judicial Process

CJ200 American Crime Policy

CJ201/SOC221 Juvenile Delinquency

CJ220 Criminal Law

CJ243/SOC243 Narcotics and Dangerous Drugs

Political Science

PS201, 202, 205 American Government

Psychology:

PSY201, 202, 203 General Psychology

Sociology:

SOC204, 205, 206 General Sociology

* If students plan to transfer before completing the Associate of Arts Oregon Transfer Degree (AAOT) or transfer to a college that does not recognize the AAOT, they should consult with their advisors to see if these courses will meet the social science requirements of the school they plan to attend.

Approved Distribution Courses

(Courses used to meet the "Distribution Requirements" should be at least 3 credits each.)

Any courses from the list of approved sequences plus the following list of courses:

Arts and Letters

Acting:

TA100 Introduction to Theater
TA141, 142, 143 Acting I, II, III
TA241, 242, 243 Intermediate Acting Techniques

Art:

ART115, 116, 117 Basic Design
ART131, 132, 133 Introduction to Drawing
ART184, 185, 186 Beginning Watercolor
ART191, 192, 193 Beginning Sculpture
ART218, 219, 220 Beginning Calligraphy
ART221, 222, 223 Graphic Design
ART225 Computer Art
ART231, 232, 233 Advanced Drawing
ART240 Paper and Prints
ART250, 251, 252 Beginning Ceramics
ART253, 254, 255 Intermediate Ceramics
ART270, 271, 272 Introduction to Printmaking
ART273, 274, 275 Printmaking
ART281, 282, 283 Beginning Painting
ART284, 285, 286 Intermediate Painting
ART291, 292, 293 Intermediate Sculpture
ART294, 295, 296 Intermediate Watercolor
ART199, 299 Special Topics in Art

Journalism:

J202 Information Gathering
J203 Writing for the Media
J204 Visual Communication for Mass Media
J215 Publishing Lab
J217 Feature Writing
J199, 299 Special Topics in Journalism

Language:

FR201, 202, 203 Second-Year French
SPAN201, 202, 203 Second-Year Spanish

Literature:

ENG199, 299 Special Topics in Literature

Music:

MUS101, 102, 103 Music Fundamentals
MUS111, 112, 113 Music Theory I
MUS201, 202, 203 Music and Its Literature
MUS211, 212, 213 Music Theory II
MUS199, 299 Special Topics in Music

Philosophy:

PHL199, 299 Special Topics in Philosophy

Speech:

SP100 Basic Speech Communications
SP111 Fundamentals of Public Speaking
SP112 Persuasive Speech
SP217 Understanding Media
SP218 Interpersonal Communications
SP219 Small Group Discussion
SP229 Oral Interpretation
SP199, 299 Special Topics in Speech

Writing:

WR214 Business English
WR214T Professional Technical Writing
WR222 Advanced Composition
WR241, 242, 243 Imaginative Writing

Social Sciences

Childhood Education and Family Studies:

ED251 Students with Special Needs
ED258 Multicultural Education
HDFS140 Contemporary American Families
HDFS222 Family Relations

Human Services:

HS100 Introduction to Human Services
HS154 Community Resources
HS155 Interviewing Theory and Techniques
HS167 Gerontology
HS168 Mental Health and Aging
HS261 Counseling the Older Adult

Psychology:

PSY140 Life Plan
PSY228 Introduction to Social Science Research
PSY239 Introduction to Abnormal Psychology
PSY240 Introduction to Psychopharmacology
PSY299B Psychology of Violence and Aggression

Sociology:

SOC210 Marriage and Family
SOC221 Juvenile Delinquency
SOC243 Narcotics and Dangerous Drugs
SOC244 Criminology

If students plan to transfer before completing the Associate of Arts Oregon Transfer Degree (AAOT) or transfer to a college that does not recognize the AAOT, they should consult their advisor to see if these courses will meet the social science requirements of the school they plan to attend.

Science and Mathematics

Biology:

BI234 Elementary Microbiology

BI299A Biology of Estuaries

Chemistry:

CHEM241, 242, 243 Organic Chemistry

Computer Science:

CIS131 Computer Information Systems

CS133B Computer Language I - BASIC

CS133C Computer Language I - COBOL

CS133U Computer Language I - C

CS161 Introduction to Computer Science I

CS162 Introduction to Computer Science II

CS233B Computer Language II - BASIC

CS233C Computer Language II - COBOL

CS233U Computer Language II - C

CS261 Data Structures

Engineering:

ENGR111 Engineering Orientation I

ENGR112 Engineering Orientation II

ENGR250 Engineering Probability and Statistics

ENGR211 Statistics

ENGR212 Dynamics

ENGR213 Strength (Mechanics) of Materials

Geology:

G146 Geology of Southwestern Oregon

G207 Geology of the Pacific Northwest

G220 Prehistoric Life

G221 General Geology

G245 Geomorphology: Scenic Geology of the U.S.

G291 Minerals and Rocks

G299A Earth Resources: Ore Deposits and Fossil Fuels

G299B Geological Hazards and Natural Catastrophes

G299 Special Topics in Geology

Mathematics:

MTH105 Introduction to Contemporary Mathematics

MTH111 College Algebra

MTH112 Elementary Algebra

MTH212 Fundamentals of Elementary Algebra II

MTH213 Fundamentals of Elementary Algebra III

MTH241 Calculus for Business and Social Science I

MTH242 Calculus for Business and Social Science II

MTH251 Calculus I

MTH252 Calculus II

MTH253 Calculus III

MTH254 Vector Calculus I

MTH255 Vector Calculus II

MTH256 Differential Equations

Physics:

PH121 Introductory Astronomy

ASSOCIATE IN SCIENCE DEGREE

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

GENERAL REQUIREMENTS:

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

GENERAL EDUCATION REQUIREMENTS:

Writing 121, 122 and either 123 or 227 (9 credits).
 Math 111 or higher numbered course - (4 credits) excluding Math 211.
 Personal Health HE250 or Wellness for Life PE231 or Physical Activities PE185 (3 credits). No more than 6 credits of Physical Activities (PE185) may be used in meeting the total credit requirement or counted in the student's final grade point average (GPA) for the AS degree. Courses must be in different levels (i.e. beginning, intermediate, advanced).

Exceptions may be allowed for the following reasons:

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

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

Speech (3 credits)

SPECIFIED SEQUENCES:

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

Math/Science

Computer Science

Humanities - defined as:

Art - history and appreciation courses only

English - literature courses only

Languages - second year or higher

Music - history and appreciation only

Philosophy - all courses

Religious studies - all courses

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

Anthropology

Political Science

Economics

Psychology

Geography

Sociology

History

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

Computer Literacy

Critical Thinking

Environmental Awareness

Library/Research Skills

Major Applications in Writing and Computation

Professional Ethics

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

ASSOCIATE IN SCIENCE IN BUSINESS ADMINISTRATION

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

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

Notes:

1. Math sequence must begin with MTH111 or above, not to include MTH211, 212, 213.
2. PE231 Wellness for Life or 3 credits of PE185 may be substituted for 3 credits of HE250.
3. AC2766, AC2767, AC2768 are equivalent to BA211, BA212 and BA217. Students must petition if they wish to have AC2766, AC2767 and AC2768 changed to BA211, BA212 and BA217. Students choosing this option must take BA213 in addition to AC2766, AC2767 and AC2768.
4. MTH243 may be substituted for BA232.

Course No.	Course Title	Credit Hours
FIRST YEAR		
<i>Fall</i>		
BA101	Introduction to Business	4
WR121	English Composition	3
	Mathematics Sequence ¹	4
	Literature Sequence	3
		14 total
<i>Winter</i>		
CIS131	Computer Information Systems	4
WR122	English Composition	3
	Mathematics Sequence ¹	4
	Literature Sequence	3
		14 total
<i>Spring</i>		
BA280	Field Experience <u>or</u> BA206 Management Fundamentals	3
HE250	Personal Health ²	3
WR123	English Composition	3
	Mathematics Sequence ¹	4
	Literature Sequence	3
		16 total
SECOND YEAR		
<i>Fall</i>		
BA211	Principles of Accounting I ³	3
BA226	Business Law I	3
BA232	Business Statistics	4
ECON201	Principles of Economics	3
	Social Science Sequence	3
		16 total
<i>Winter</i>		
BA212	Principles of Accounting II ³	3
BA222	Finance	3
ECON202	Principles of Economics	3
	Social Science Sequence	3
	Electives	3
		15 total
<i>Spring</i>		
BA213	Principles of Accounting III ³	3
ECON203	Principles of Economics	3
SP111	Fundamentals of Public Speaking	3
	Social Science Sequence	3
	Electives	3
		15 total
		90 credits total

ASSOCIATE IN SCIENCE IN CRIMINAL JUSTICE ADMINISTRATION

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

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

Notes:

1. SP100, SP112, or SP219 may be substituted.
2. PE231 Wellness for Life or HE250 Personal Health may be substituted for 3 credits of PE185.
3. Humanities courses include art and music history and appreciation, literature, language (2nd year), and philosophy.
4. MTH111 or above. Students who choose to satisfy this requirement with a science sequence must complete MTH111 or higher.
5. Criminal Justice Electives:
Students must select three of the following Criminal Justice Administration electives, with the assistance of their advisor:
 CJ107/207 CJ Workshop (1 cr)
 CJ131/SOC220 Institutional Corrections
 CJ140 Criminalistics
 CJ200 American Crime Policy
 CJ203 Crisis Intervention
 CJ210 Criminal Investigation
 CJ215 Criminal Justice Administration
 CJ219 Police and the Community
 CJ225 Corrections Law
 CJ229 Community Based Corrections
 CJ243/SOC243 Narcotics and Dangerous Drugs
 CJ280 Field Experience
 CJ298 Independent Study in Criminal Justice Administration

Course No.	Course Title	Credit Hours
FIRST YEAR		
<i>Fall</i>		
CJ100	Foundations of Criminal Justice	3
CJ110	Introduction to Law Enforcement	3
SOC204	General Sociology	3
SP111	Fundamentals of Public Speaking ¹	3
WR121	English Composition	3
		15 total
<i>Winter</i>		
CIS131	Computer Information Systems	4
CJ120	Judicial Process	3
CJ201	Juvenile Delinquency	3
SOC205	General Sociology	3
WR122	English Composition	3
		16 total
<i>Spring</i>		
CJ101	Criminology	3
CJ130	Introduction to Corrections	3
SOC206	General Sociology	3
WR123	English Composition <u>or</u> WR227 Report Writing Criminal Justice Electives ⁵	3
		15 total
SECOND YEAR		
<i>Fall</i>		
CJ222	Procedural Law I	3
PE185	Physical Education Activity ²	1
PS201	American Government: Institutions	3
PSY201	General Psychology	3
	Humanities Sequence ³	3
	Math/Science Sequence ⁴	4
		17 total
<i>Winter</i>		
CJ232	Procedural Law II	3
PE185	Physical Education Activity ²	1
PSY202	General Psychology	3
	Humanities Sequence ³	3
	Math/Science Sequence ⁴	4
	Criminal Justice Elective ⁵	3
		17 total
<i>Spring</i>		
CJ220	Criminal Law	3
PE185	Physical Education Activity ²	1
PSY203	General Psychology	3
	Humanities Sequence ³	3
	Math/Science Sequence ⁴	4
	Criminal Justice Elective ⁵	3
		17 total
		97 credits total

ASSOCIATE IN SCIENCE IN HUMAN SERVICES

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

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

Notes:

1. Sequences: Student must complete one sequence in the area of Computer Science or Arts and Humanities.
2. PSY228 Introduction to Social Science Research has a prerequisite of MTH94.
3. HE250 or three (3) PE185 courses may be substituted for PE231.
4. Math sequence must begin with MTH111 or above.
5. Students who choose to satisfy the Math/Science sequence requirement with a math sequence will have satisfied the MTH111 requirement.

Specified electives:

ED258 Multicultural Education
HDFS140 Contemporary Families
HDFS225 Prenatal, Infant & Toddler Development
HDFS247 Preschool Development
HS167 Gerontology
HS168 Mental Health and Aging
HS200 Understanding Addictive Behavior
HS202 Counseling the Chemically Dependent Client I
HS261 Counseling the Older Adult
HS265 Intervention Strategies I
HS266 Intervention Strategies II
HS267 Intervention Strategies III

Course No.	Course Title	Credit Hours
FIRST YEAR		
<i>Fall</i>		
HS100	Introduction to Human Services	3
PSY201	General Psychology	3
SP219	Small Group Discussion	3
WR121	English Composition	3
	Math/Science Sequence 4	4
	16 total	
<i>Winter</i>		
HS154	Community Resources	3
PSY202	General Psychology	3
PSY228	Introduction to Social Science Research 2	3
WR122	English Composition	3
	Math/Science Sequence 4	4
	16 total	
<i>Spring</i>		
HS155	Interviewing Theory and Techniques	4
PSY203	General Psychology	3
PSY240	Introduction to Psychopharmacology	3
WR123	English Composition <u>or</u> WR227 Technical Report Writing	3
	Math/Science Sequence 4	4
	17 total	
SECOND YEAR		
<i>Fall</i>		
HS265	Intervention Strategies I	4
MTH111	College Algebra 5	4
PSY239	Introduction to Abnormal Psychology	3
SOC204	General Sociology Sequence 1	3
	17 total	
<i>Winter</i>		
HS266	Intervention Strategies II	4
SOC205	General Sociology Sequence 1	3
	Specific Elective	3
	13 total	
<i>Spring</i>		
HS267	Intervention Strategies III	4
PE231	Wellness for Life 3	3
SOC206	General Sociology Sequence 1	3
	Specific Elective	3
	16 total	
	95 credits total	

PROFESSIONAL CERTIFICATE PROGRAMS

Professional Certificates are awarded by Southwestern Oregon Community College after completion of the specified curriculum. These certificates are awarded by SWOCC and are not approved by the State Board of Education.

PROFESSIONAL CERTIFICATE IN FINANCE

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

Course No.	Course Title	Credit Hours
BA211	Principles of Accounting I <u>or</u> AC2766 Accounting I	3 - 4
BA222	Finance	3
BA229	Personal Finance and Money Management	3
BA242	Introduction to Investments	3
ECON201	Principles of Economics	3
ECON202	Principles of Economics	3
		18 - 19 credits total

FIRE FIGHTER TRAINING CERTIFICATE

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

FS5240	Basic Firefighter (Structure)	3
FS5241	Fire Skills I	2.5
FS5242	Fire Skills II	2.5
HE9381	Standard First Aid ¹	1
		9 credits total

Notes:

1. HE260 First Responder or HE257 Emergency Medical Technician I may be substituted for HE9381 Standard First Aid.

PROFESSIONAL CERTIFICATE IN MARKETING

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

Course No.	Course Title	Credit Hours
BA223	Principles of Marketing	3
BA238	Sales	3
BA239	Advertising	3
BA249	Retailing	3
SP112	Persuasive Speech	3
WR121	English Composition	3
		18 credits total

PROFESSIONAL CERTIFICATE IN REAL ESTATE PROGRAM

Courses required for the State Real Estate Salesperson examination are regularly offered on an independent study basis. Other courses listed are offered as needed. A Certificate of Completion is awarded upon completion of the required course work.

Completion of RE112, RE113 and RE116 is required for receiving the Oregon Real Estate Salesperson license.

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

RE112	Real Estate Law I	3
RE113	Real Estate Principles I	3
RE116	Real Estate Finance I	3
RE118	Real Estate Appraisal I	3
RE222	Real Estate 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 to assist students in learning the newest supervisory and management skills and to help businesses save money on training costs.

BA206	Management Fundamentals	3
SDP101	Principles of Management/Supervision	3
SDP113	Human Relations for Supervisors	3
SDP208	Personnel Administration	3
SP111	Fundamentals of Public Speaking	3
WR121	English Composition	3
		18 credits total

CERTIFICATE PROGRAMS

State of Oregon Approved Professional/Technical Programs

ACCOUNTING CERTIFICATE PROGRAM

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

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

Students must demonstrate ability to type or take OA121 Keyboarding I, and demonstrate electronic calculator proficiency. See Office Administration faculty for testing.

Notes:

1. AC2766; AC2767, AC2768 are equivalent to BA211, BA212 and BA217. Students must petition if they wish to have AC2766, AC2767 and AC2768 changed to BA211, BA212 and BA217. Students choosing this option will also need to take BA213. Contact your advisor or accounting instructor for details.
2. AC2331 Federal Income Tax I may be substituted for BA220 Tax Accounting.
3. Students are encouraged to take Federal and State Income Tax II as an elective. Completion of AC2331 and AC2332 Federal Income Tax I and II prepares students for state tax preparers' license exam.
4. CS101 Computers in Society is a prerequisite to CIS131.

Course No.	Course Title	Credit Hours
FIRST YEAR		
<i>Fall</i>		
BA101	Introduction to Business	4
*BA211	Principles of Accounting I ¹	3
MTH94	Intermediate Algebra I	4
WR121	English Composition	3
		14 total
<i>Winter</i>		
*BA212	Principles of Accounting II ¹	3
*BA220	Tax Accounting ²	3
*BA222	Finance	3
BA226	Business Law I	3
WR122	English Composition	3
		15 total
<i>Spring</i>		
*BA213	Principles of Accounting III ¹	3
*BA217	The Accounting Process ¹	3
BA285	Business Relations	3
*CIS131	Computer Information Systems ⁴	4
*WR214	Business English	3
		16 total
SECOND YEAR		
<i>Fall</i>		
BA106	Business Leadership Practicum	1
*BA177	Payroll Records and Accounting	3
*BA215	Cost Accounting	3
BA2280	Cooperative Work Experience	3 - 4
	Elective ³	3
		13 - 14 total
		58 - 59 credits total

AUTOMOTIVE TECHNOLOGY CERTIFICATE PROGRAM

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

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

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

Work Experience may be substituted as applicable to course objectives.

Course No.	Course Title	Credit Hours
AUTO300	Automotive Brake Systems	4
AUTO304	Internal Combustion Engines	4
AUTO308	Electrical I	4
AUTO312	Diesel Fuel Systems	3
AUTO316	Power Trains	3
AUTO318	Chassis and Suspension Systems	3
AUTO322	Automotive Electronics	3
AUTO324	Diagnostic Procedures and Emission Control	3
AUTO326	Automatic Transmissions	3
AUTO3310	Gasoline Fuel Systems	3
AUTO3329	Mechanical Systems Lab I	3
AUTO3331	Mechanical Systems Lab II	3
AUTO3333	Mechanical Systems Lab III	3
HD112	Study Skills <u>or</u> RDG90 Effective Reading	3
MTH30	Applied Math for Industrial Mechanics <u>or</u> MTH20 Basic Mathematics	3
MTH31	Applied Algebra and Geometry for Industrial Mechanics <u>or</u> MTH70 Elementary Algebra	3
WKPL4350	Workplace Issues	2
WR90	Paragraph Fundamentals <u>or</u> WR121 English Composition	3
		56 credits total

EARLY CHILDHOOD EDUCATION AND FAMILY STUDIES CERTIFICATE PROGRAM *

Upon satisfactory completion of the one-year course work, students will receive a Certificate in Childhood Education and Family Studies. This program will prepare students for careers as child care workers, nursery school attendants, teacher aids, and day care assistants.

*All students are required to obtain a valid first aid card.

*ECE150, ED209, ED102 must be taken in sequence.

*All students are required to complete a criminal history check prior to second term coursework.

<i>Fall</i>		
CIS131	Computer Information Systems ¹	4
ECE150	Introduction and Observation in Early Childhood ² Education <u>or</u> ED221 Parent Enhancement	3
HE250	Personal Health ³	3
HDFS225	Prenatal, Infant, Toddler Development	3
SP219	Small Group Discussion <u>or</u> SP100 Basic Communication	3
		16 total
<i>Winter</i>		
ED209	Theory and Practicum <u>or</u> ED222 Parent Enhancement ²	3
ED240	Lesson and Curriculum Planning	3
HDFS247	Preschool Development	3
HS154	Community Resources	3
WR121	English Composition	3
		15 total
<i>Spring</i>		
ED102	Practicum <u>or</u> ED223 Parent Enhancement ²	3
FN225	Nutrition	4
HDFS140	Contemporary American Families ⁴	3
HDFS229	Development in Middle Childhood ⁴	3
		13 total
		44 credits total

Notes:

1. Prerequisite of CS101 or equivalent.
2. Students who have a child(ren) enrolled in the preschool program at the College can substitute ED221/2/3 Parent Enhancement for ECE150, ED209 & ED102.
3. May substitute 3 credits of PE185 or PE231 for HE250.
4. Prerequisite of WR121.

EMERGENCY MEDICAL TECHNICIAN CERTIFICATE PROGRAM

This program is a one-year certificate program enabling students completing required course work to transfer all their courses directly into one of several associate degree paramedic programs that exist at two-year colleges in Oregon, which will complete an associate degree with one additional year of course work.

Students entering this program must be 18 years of age, possess a high school diploma, obtain satisfactory placement exam results in reading, writing, and math, and obtain required immunizations. Students should contact the Student Services Office for further information.

At the end of the EMT-Basic course, students will be eligible to take the written and practical exams required for certification as an EMT-Basic in Oregon.

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

Notes:

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

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

FORESTRY CERTIFICATE PROGRAM

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

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

Notes:

1. WR121 English Composition may be substituted.
2. May substitute MTH70 if MTH31 is unavailable.

CIS131	Computer Information Systems	4
*F111	Introduction to Forestry	4
*F220A	Forest Mensuration I	3
*F220B	Forest Mensuration II	3
*F254	Tree and Shrub Identification	4
*F609	Forest Protection	3
*F611	Timber Harvesting Operations	3
*F614	Forest Contracts and Mapping	3
*F616	Aerial Photo-Interpretation: Remote Sensing	3
*F617	Silviculture	3
*F620	Advanced Silviculture	3
*FE222A	Elementary Forest Surveying	3
*FE222B	Advanced Forest Surveying	3
*FE606	Forest Engineering	5
*FP210	Wood Products Utilization (Forest Products)	4
MTH31	Applied Algebra ²	3
*RR251	Recreation Resource Management	4
WR90	Paragraph Fundamentals ¹	3
		61 total
<i>Summer</i>		
F280	Forestry Field Studies	6
		67 credits total

MACHINE TOOL CERTIFICATE

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

Advising by Manufacturing Technology Machine Tool instructor only.

Up to 9 credits of Work Experience may be substituted as applicable to course objectives.

Course No.	Course Title	Credit Hours
DRFT105	Blueprint Reading	3
MFG101	Mechanical Principles	3
MFG102	Electrical/Electronic Principles	3
MFG103	Hydraulic/Pneumatic Principles	3
MT101	Machine Tools Processes I	2
MT102	Machine Tools Processes II	2
MT103	Machine Tools Processes III	2
MT201	Manufacturing Processes	2
MT202	Basic Metallurgy	2
MT203	Machine Tools References	2
MT4179	Advanced Studies Project	3
MT9228	Machine Tools Workshop	6
MTH30	Applied Math for Industrial Mechanics	3
MTH31	Applied Algebra and Geometry for Industrial Mechanics	3
RD90	Effective Reading Strategies	3
WKPL4350	Workplace Issues	2
WR90	Paragraph Fundamentals	3

47 credits
total

MEDICAL CLERICAL CERTIFICATE

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

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

Note:

Students entering this program must have the knowledge and skills equivalent to the following:

CS101 Computers in Society
OA121 Keyboarding I
OA201 Word Processing I
OA220 Electronic Calculators

<i>Fall</i>		
OA121	Keyboarding I	1-3
OA2221	Medical Terminology I	3
OA2251	Medical Office Procedures I	3
OA5401	Body Structure and Function I	3
WR121	English Composition	3
		13-15 total
<i>Winter</i>		
BA285	Business Relations	3
OA240	Filing/Records Management	3
OA2222	Medical Terminology II	3
OA2597	Medical Office Coding I	3
OA5402	Body Structure and Function II	3
		15 total
<i>Spring</i>		
BA2280	Cooperative Work Experience	2
MTH70	Elementary Algebra	4
OA2598	Medical Office Coding II	3
OA2725	Reimbursement Management	3
OA5533	Medical Law and Ethics	2
WKPL4350	Workplace Issues	2
		16 total

44 - 46 credits
total

MEDICAL TRANSCRIPTION CERTIFICATE

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

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

Note:

Minimum competencies in order to enter the program include knowledge and skills equivalent to the following:

CS101 Computers in Society
OA121 Keyboarding I
OA220 Electronic Calculators

Course No.	Course Title	Credit Hours
<i>Fall</i>		
OA121	Keyboarding I	3
OA2221	Medical Terminology I	3
OA5401	Body Structure and Function I	3
PHAR5470	Introduction to Pharmacy: Practice and Law	4
WR121	English Composition	3
		16 total
<i>Winter</i>		
MTH70	Elementary Algebra	4
OA2222	Medical Terminology II	3
OA2241	Medical Transcription I	3
OA5402	Body Structure and Function II	3
PHAR5472	Pharmacology I	3
		16 total
<i>Spring</i>		
BA285	Business Relations	3
BA2280	Cooperative Work Experience	2
OA201	Word Processing I	3
OA2242	Medical Transcription II	3
OA5533	Medical Law and Ethics	2
WKPL4350	Workplace Issues	2
		15 total
		47 credits total

OFFICE OCCUPATIONS CERTIFICATE PROGRAMS

Students pursuing any of the Office Occupations Certificate options must complete all courses in the "Core Curriculum" as well as those listed as the "spring term" for the chosen option.

Course No.	Course Title	Credit Hours
CORE CURRICULUM		
<i>Fall</i>		
AC2766	Accounting I	4
CIS131	Computer Information Systems	4
MTH70	Elementary Algebra	4
OA116	Office Procedures	3
		15 total
<i>Winter</i>		
AC2767	Accounting II	4
BA285	Business Relations	3
OA201	Word Processing I	3
OA240	Filing and Records Management	3
WR121	English Composition	3
		16 total

Bookkeeping Clerical Option

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

Specialty Option		
<i>Spring</i>		
AC2768	Accounting II	4
BA177	Payroll Records & Accounting	3
BA2280	Cooperative Work Experience	2
CS125S	Spreadsheet Applications	3
WKPL4350	Workplace Issues	2
WR214	Business English	3
		17 total
		48 credits total

Legal Secretary Option

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

Specialty Option		
<i>Spring</i>		
BA226	Business Law I	3
OA131/OA132	Legal Secretary Procedures	8
OA2365	Legal Transcription	3
OA2591	Proofreading and Editing	3
WKPL4350	Workplace Issues	2
		16 credits
<i>Summer</i>		
BA2280	Work Experience	2
		52 credits total

Office Occupations Option

This one-year certificate option prepares students to perform administrative/secretarial tasks in a variety of office settings.

Specialty Option		
<i>Spring</i>		
BA177	Payroll Records and Accounting	3
OA122	Keyboarding II	3
OA2591	Proofreading and Editing Skills	3
SP218	Interpersonal Communications	3
WKPL4350	Workplace Issues	2
WR214	Business English	3
		17 credits
<i>Summer</i>		
BA2280	Work Experience	2
		50 credits total

PHARMACY TECHNICIAN CERTIFICATE PROGRAM

The Pharmacy Technician Certificate Program is being revised to meet the needs of the workforce and the community.

This program has been put on hold for one academic year while these changes are made. The revised program will be available beginning Fall of 1997.

Students who are interested in this area of Health Services may work with their advisor and take the support courses which are available during the 1996-97 academic year.

Course No.	Course Title	Credit Hours
<i>Fall</i>		
MTH70	Elementary Algebra or higher	4
OA2221	Medical Terminology I	3
OA5401	Body Structure & Function I	3
PHAR5470	Introduction to Pharmacy: Practice and Law	4
WR121	English Composition	3
		17 total
<i>Winter</i>		
OA2222	Medical Terminology II	3
OA5402	Body Structure & Function II	3
PHAR5472	Pharmacology I	3
PHAR5474	Pharmacology Calculations	2
PHAR5475	Pharmacy Technician Procedures I	4
SP100	Basic Speech Communications	3
		18 total
<i>Spring</i>		
BA285	Business Relations	3
PHAR5473	Pharmacology II	3
PHAR5476	Pharmacy Technician Procedures II	4
PHAR5477	Pharmacology Records Management	3
PHAR5478	Pharmacology Technician Practicum	3
		16 total
		51 credits total

WELDING TECHNOLOGY CERTIFICATE PROGRAM

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

<i>Fall</i>		
MTH30	Applied Math for Industrial Mechanics	3
RD90	Effective Reading	3
*WELD101	Welding Processes I	2
*WELD211	Shielded Metal Arc Welding I	3
*WELD250	Gas Tungsten Arc Welding	3
*WELD4165	Welding Lab A	3
		17 total
<i>Winter</i>		
MTH31	Applied Algebra and Geometry	3
*WELD212	Shielded Metal Arc Welding II	3
*WELD255	Gas Metal/Flux Cored Arc Welding	3
*WELD4166	Welding Lab B	3
WKPL4350	Workplace Issues	2
WR90	Paragraph Fundamentals	3
		17 total
<i>Spring</i>		
DRFT105	Blueprint Reading and Sketching	3
*MFG280	Work Experience or WELD9225 Welding Workshop	3
*WELD260	Pipe Fitting and Welding	3
*WELD265	Fitting and Fabrication	3
*WELD4167	Welding Lab C	3
		15 total
		49 credits total

COURSE DESCRIPTIONS

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

(Note: Instructor consent will override prerequisites.)

ACADEMIC SKILLS

ABE0745 Adult Basic Education

0 credit (variable)

An open-entry, open-exit course designed to develop basic skills in reading, writing, grammar, vocabulary, spelling and math and Computer Assisted Instruction (CAI).

DEV0593 Tutoring Lab

0 credit (variable)

The tutoring program provides all SWOCC students with the academic assistance needed to successfully complete their programs. All tutoring is provided free of charge to SWOCC students. The tutoring lab is located on the 3rd floor of Tioga Hall.

DEV0650 Computer Assisted Language Instruction

1 credit (3 lab hrs/wk)

Independent computer lab work allows students to work on listening, pronunciation, reading or writing skills, depending on their needs. Students may also practice for the TOEFL exam.

DEV0746 High School Equivalency Preparation (GED)

0 credit (variable)

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

DEV0768 Study Skills - Individualized

1-2 credits/term (1-2 lec hrs/wk)

Ideal course for students wanting to improve a specific study skill such as note taking, test taking, spelling, computerized medical terminology lesson, preparation for Graduate Record Exam or improved TOEFL scores. Students self assess area of need and focus on improving skills in that area. Students may enroll throughout the term. Course provides specific follow-up to HD112.

ENG91/92/93 English for Foreign Students

4 credits/term (3 lec, 2 lec-lab hrs/wk)
In this class, students who are not native



English speakers will be able to improve their vocabulary, reading, writing, speaking and listening skills to prepare themselves for college-level classes.

Prerequisite: TOEFL score of 450.

ENL0747 English as a Non-Native Language (ENL)

2-4 credits (4-8 lec-lab hrs/wk)

This class is for foreign students who need to improve primarily their listening and speaking skills and secondly their reading and writing skills. It is also for foreign visitors who wish to learn English.

ESL0747 English as a Second Language (ESL)

0 credit (2-4 lec-lab hrs/wk)

A course for students whose first language is other than English. The Audio-Lingual approach to teaching English is used rather than instruction about the language.

HD112 Study Skills

3 credits (3 lec hrs/wk)

Designed for students to develop practical and efficient study strategies in order to succeed in college. Topics include note taking, listening, textbook study reading, time management, improving objective and essay test taking skills, reducing anxiety, concentration and memory improvement. Campus resources and learning styles are also included.

ITP0583/4 Beginning and Intermediate American Sign Language (ASL or Ameslan)*

2 credits (20 lec hrs/total)

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

ITP0583/4/5 Sign Language I, II, III (signed English)

2 credits/term (2 lec hrs/wk)

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

MTH0760 Mathematics Laboratory

0 credit (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.

RD90 Technical Reading

3 credits/term (3 lec hrs/wk)

Technical Reading presents techniques for reading dense technical writing. Students learn vocabulary, building and dictionary skills, improve reading comprehension and speed, and learn how to interpret graphs, charts and other illustrations used in technical reading.

Prerequisite: Appropriate score on placement test.

RD101/102/103 College Reading

3 credits/term (3 lec hrs/wk)

Students learn systematic approaches to developing reading speed, vocabulary, comprehension and efficiency assisted by computerized instruction. Introduction to critical thinking, analogies and college level vocabulary. May enroll out of sequence. *Special sections of College Reading will be designated for students with English as a second language. Coursework will focus on development of vocabulary, comprehension and effective reading speeds, utilizing primarily materials taken from textbooks.*

Prerequisite: TOEFL score of 465 and appropriate score on placement test.

RD0751/2/3 Reading Skills

3 credits/term (3 lec hrs/wk)

Designed for entering freshmen or first time college students. Students with ASSET reading scores of 30 to 42 or Compass reading scores of 90 or below are strongly encouraged to enroll in Reading Skills for all three terms. May be taken out of sequence. Students focus on vocabulary and comprehension building, concentration and speed reading techniques, learning to apply, modify and adapt reading skills to all college course work. Pre and post testing monitors student's progress. Recommend students repeat course until college level reading score is achieved.

Note: Credits do not count toward graduation.

Prerequisite: Appropriate score on placement test.

ACCOUNTING/ BOOKKEEPING

See Business Administration for BA designators.

AC240 Fund (Governmental)

Accounting 3 credits (3 lec hrs/wk)

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

Prerequisites: BA211 Principles of Accounting or AC2767 Accounting II.

AC2331/2332 Federal and State Income Tax I, II

4 credits/term (4 lec hrs/wk)

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

AC2766 Accounting I

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

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

Prerequisite: Adequate knowledge of business mathematics.

AC2767 Accounting II

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

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

partnership accounting and accounting for corporations.

Prerequisite: AC2766 Accounting I or equivalent.

AC2768 Accounting III

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

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

Prerequisite: AC2767 Accounting II or instructor consent.

AC2772 Intermediate Accounting I

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

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

Prerequisites: BA212 Principles of Accounting or AC2768 Accounting III.

AC2773 Intermediate Accounting II

3 credits (3 lec hrs/wk)

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

Prerequisite: AC2772 Intermediate Accounting I.

AC9715/9716 Elementary Bookkeeping I and II

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

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

Prerequisite: Working knowledge of arithmetic including fractions, decimals and simple equations. Must be taken in sequence.

AC9718 Bookkeeping and Records for Small Business

3 credits (3 lec hrs/wk)

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

BA2280 Cooperative Work Experience

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

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

Prerequisite: Instructor consent.

AGRICULTURE See SCIENCE, GENERAL

ANTHROPOLOGY

ANTH101 General Anthropology

3 credits/term (3 lec hrs/wk)

This course studies human evolution and traces human development through archaeological remains; introduces the human position in the animal kingdom; the principles and mechanisms of biological and human evolution and variation; fossil primates; and the development of human culture through the Paleolithic.

ANTH102 General Anthropology

3 credits/term (3 lec hrs/wk)

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

ANTH103 General Anthropology

3 credits/term (3 lec hrs/wk)

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

ANTH198/298 Independent Study of Anthropology

1-3 credits/term (to be arranged)

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

ANTH221/222/223 Introduction to Cultural Anthropology

3 credits/term (3 lec hrs/wk)

Discusses the meaning of culture; its significance for human beings; its diverse forms and degrees of elaboration among different groups of people; its processes of growth and expansion.

ANTH230 Native North Americans: Oregon

3 credits/term (3 lec hrs/wk)

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

ANTH231 Native North American Culture: Pacific Northwest

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

ANTH232 Native North Americans

3 credits/term (3 lec hrs/wk)
A broad overview of the earliest inhabitants of North America, including the traditional lifestyles, languages, and customs of selected Indian cultures of several cultural areas. The origins of Native American Culture, the cultural diversity at the time of early European contact, and Native American history from the 1600s to the present are emphasized.

Prerequisite: WR0525 or equivalent.

APPRENTICESHIP

APPR9187 Industrial Electrical Apprentice

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

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

APPR988 Inside Electrician Related Training

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

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

APPR9190 Plumbing Apprenticeship

4 credits/term (156 total hours per year)
This course will give the apprentice plumber 156 hours of training per year in the area of the Uniform Plumbing Code, the one and two family dwelling plumbing code, and a number of other related training courses.

ART

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

ART115 Basic Design

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

ART116 Basic Design

3 credits/term (3 lec, 3 TBA lab hrs/wk)
Introduces principles of two-dimensional design, color and composition. Includes color properties, combination, relatedness, proportions and interaction. Employs exercises developed to motivate individual creativity and experimentation in a variety of media.

Prerequisite: ART115.

ART117 Basic Design

3 credits/term (3 lec, 3 TBA lab hrs/wk)
Introduces principles and concepts of three-dimensional design, including mass, spaces and physical texture. Employs exercises developed to motivate individual creativity and experimentation in a variety of media. Required for art, art education and architecture majors.

Prerequisite: ART116.

ART131/132/133 Introduction to Drawing

3 credits/term (2 lec, 4 lab hrs/wk)
A beginning course in drawing and sketching. Explores form and space on a two-dimensional surface. Stresses creative and analytical vision and composition. Innovative right brain exercises allow training in the basic drawing skills of observation, selection, representation, perception, and hand-eye-brain coordination. Emphasis on composition and the understanding of visual form. Skill mastery of complex form relationships in light and space is achieved by using a variety of subjects including the human figure.

ART184/185/186 Beginning Watercolor

3 credits/term (2 lec, 4 lab hrs/wk)
Active participation in painting experiences aimed at developing visual and manipulative skills. The study of watercolor techniques is emphasized, with special attention given to the particular characteristics of the medium. Second term involves the study of color theory and value control. Third term involves experimental techniques and history and use of egg as a binder.

ART191/192/193 Beginning Sculpture

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

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

ART198/298 Independent Study in Art

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

ART199A Painting Workshop

1 credit (11 lec hrs/total)

Introduction to the very basics of working in a color medium. Through preparation, the student becomes comfortable with painting, and the idea of a studio involvement for a quarter seems much less threatening. The basics of mixing color, use of values, use of a brush, and application to the canvas are stressed. The components are guided by lecture, and each stage is done in sequence.

ART199B Paper Marbling

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

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

ART199C A.R.T. Workshop Level I

1 credit (1 lec hr/wk)

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

ART199D A.R.T. Workshop Level II

1 credit (1 lec hr/wk)

A teaching approach using right-brain techniques that develop the drawing skills the student rediscovers in Level I of the workshop series. The student can realize accurate shapes upon completion of the first level. Level II teaches how to make shapes dimensional through the use of values and edges.

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

ART204/205/206 History of Western Art
3 credits/term (3 lec hrs/wk)

This class is designed to fulfill the needs of the prospective art major, as well as the interested layman. It will stimulate and provide for a continued pleasure and interest in the visual arts. Vital concepts of art as a means of selecting and organizing, construction, creation, and as an organic rhythm of life itself will be presented. The class will also enrich vocabulary, develop an understanding of conditions, forces, and material limitations that influence art. It will show the influence of art on the environment, historically and contemporarily.

ART225 Computer Art I

2 credits (4 lec/lab hrs/wk)

This course concentrates on producing art with computer tools. It will bring the basics of design elements, drawing, composition, and color together in a presentation that uses the computer as the creative medium.

ART226 Computer Art II

2 credits (4 lec/lab hrs/wk)

Applies principles and concepts of design to selected projects. Includes planning, design sketches, functional and aesthetic tests. A continuation of the use of computer tools within a higher level art language to produce two and three dimensional images.

Prerequisite: ART225 Computer Art I

ART227 Computer Art III

2 credits (4 lec/lab hrs/wk)

Applies principles and concepts of design to selected dimensional projects. Includes planning, design sketches, functional and aesthetic tests. Develops a documented portfolio of work that will showcase a complete artistic solution with a computer medium.

Prerequisite: ART226 Computer II

ART231/232/233 Drawing (Advanced)

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

Explores principles of drawing and visual problem-solving using various media and subjects. Emphasis on taking ideas full-circle to experience completion of individual goals in drawing.

Prerequisite: ART131/132/133 Introduction to Drawing.

ART240 Paper and Prints (Handmade Paper)

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

Deals with the history, analysis, preparation of raw materials, and editioning of handmade papers which are then used in two and three-dimensional projects. Some of the two-dimensional projects involve the use of basic printmaking methods.

ART250/251/252 Ceramics (Beginning)

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

Instruction in construction techniques and methods used to design, shape and form pottery. Includes hand building, wheel throwing, decoration, glaze calculations and stoneware and raku firing techniques. Encourages creativity, skill development and personal style.

ART253/254/255 Ceramics

(Intermediate)

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

A continuation of instruction in construction techniques and methods used to design, shape and form pottery. Includes hand building, wheel throwing, decoration, glaze calculations and firing. Continued exercises developed to encourage creativity, skill building and use of ceramic equipment.

ART270/271/272 Introduction to

Printmaking

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

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

ART280 Field Experience

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

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

Nine credits maximum.

ART281/282/283 Painting (Beginning)

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

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

ART284/285/286 Painting (Intermediate)

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

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

Prerequisites: ART281/282/283 Painting.

ART291/292/293 Sculpture

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

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

ART299 Special Studies: Ceramics

1.5 credits (3 lec, 6 lab hrs/wk)

A ceramics workshop featuring emphasis on special decorating and glazing techniques and clay forms not usually done in the traditional ART250, 253 series.

ART299 Special Studies: Screen

Printing

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

Presents screen printing techniques using handcut paper and aqua stencils, tusche, and glue, photostensil materials, and types of ink for printing on paper.

ART0521 Drawing I

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

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

ART0522 Drawing II

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

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

ART0523 Drawing III

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

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

ART0524 Beginning Calligraphy

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

A study in the practice and applications of italic style calligraphic lettering using metal and fiber tip pens. An introduction to the bookhand style will be included.

ART0527 Drawing Basics - Open Studio

1 credit (3 lec/lab hrs/wk for 8 weeks)

Exploration in a lab setting of a variety of drawing media and their use, while students develop their ability to see and sketch three dimensional objects on two-dimensional surfaces. Introduces basic drawing fundamentals.

ART0528 Figure Drawing

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

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

ART0530 Painting Basics - Open Studio
1 credit (3 lec/lab hrs/wk for 8 weeks)

An exploration of painting media in a lab setting, while students develop their ability to see and paint three dimensional objects on two-dimensional surfaces. Introduces basic painting fundamentals, with an emphasis on color theory and applications.

ART0531/0532/0533 Painting I, II, III
1.5 credits/term (1 lec, 2 lab hrs/wk)

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

ART0536 Experimental Painting
1.5 credits/term (1 lec, 2 lab hrs/wk)

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

ART0540 Watercolor Basics - Open Studio
1 credit (3 lec/lab hrs/wk for 8 weeks)

An exploration of watercolor painting in a lab setting. Introduces basic watercolor fundamentals, as well as basic color theory, composition, and elements of design.

ART0541 Watercolor Painting I
1.5 credits/term (1 lec, 2 lab hr/wk)

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

ART0542 Watercolor Painting II
1.5 credits/term (1 lec, 2 lab hr/wk)

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

ART0543 Watercolor Painting III
1.5 credits/term (1 lec, 2 lab hr/wk)

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

ART0551 Ceramics I
1.5 credits/term (1 lec, 2 lab hr/wk)

An introduction to and investigation of clay and its plastic properties through hand building and beginning wheel techniques. Need not be taken in sequence.

ART0552 Ceramics II
1.5 credits/term (1 lec, 2 lab hr/wk)

Continued investigation of clay and its plastic properties through hand building and beginning wheel techniques. Fundamentals of decoration and glazing process will

provide completion of clay products. Need not be taken in sequence.

ART0553 Ceramics III
1.5 credits/term (1 lec, 2 lab hr/wk)

Continued investigation of clay and its plastic properties through hand building and beginning wheel techniques. Further study of decoration, glazing processes and firing techniques. Need not be taken in sequence.

ART0557 Ceramics Basic - Open Studio
1 credit (3 lab hrs/wk)

Supervised lab time for beginning and intermediate potters. Examines the basic processes of working in clay, designing, curing, finishing and firing. Students enhance their skills with hand building and/or wheel throwing techniques.

ART0566 Beginning Jewelry
1 credit (3 lec/lab hrs/wk for 8 weeks)

Exploration of basic silversmith techniques and processes. Sawing, piercing, soldering and stone setting included.

ART0567 Glass Working (Stained Glass)
1.5 credits/term (1 lec, 2 lab hrs/wk)

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

ART0569 Paper and Prints
1 credit (1 lec, 2 lab hrs/wk)

Deals with the history of paper, the analysis and preparation of natural fibers, and the use of handmade paper in several two- and three-dimensional projects. The intent of projects are to use the paper produced to make art that shows aesthetic use of the elements of design and color that attain reasonable levels of quality.

ASTRONOMY
See **SCIENCE, GENERAL**

AUTOMOTIVE TECHNOLOGY

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

AUTO3280 Cooperative Work Experience
1-6 credits (4-24 lab hrs/wk)

Prerequisite: Instructor consent.

AUTO 300 Automotive Brake Systems
4 credits (2 lec, 6 lab hrs/wk)

Prepares students for all phases of automotive and light truck brake systems, service and diagnosis. Proper use of tools of the

trade including special tools and equipment, individual and shop safety practices, use of reference materials, development of proper work habits and repair techniques are stressed.

AUTO304 Internal Combustion Engines
4 credits (2 lec, 6 lab hrs/wk)

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

AUTO308 Electrical
4 credits (2 lec, 6 lab hrs/wk)

Covers fundamentals of electricity, theory of operation, servicing of automobile batteries, starting motors, charging systems, and automobile wiring systems. Supplemental restraint systems and an introduction to ignition system operation and diagnosis will be covered.

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

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

Prerequisite: AUTO304 Internal Combustion Engines.

AUTO316 Power Trains
3 credits (2 lec, 3 lab hrs/wk)

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

AUTO318 Chassis and Suspension Systems
3 credits (2 lec, 3 lab hrs/wk)

Provides basic working knowledge of steering and suspension systems and the skills necessary to perform vehicle alignments and related repair and service. Covers vehicle control and handling problems, wheel balance, wheel alignment factors and manual and power steering. Wheel balance and alignment equipment will be used. Prerequisite: AUTO300 Automotive Brake Systems (can be taken concurrently).

AUTO322 Automotive Electronics

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

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

Prerequisite: AUTO308 Electrical.

AUTO324 Diagnostic Procedures and Emission Controls

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

This course is designed to provide students with a systematic approach to tune-up procedures and emission control servicing and diagnosis. Emphasis will be placed on developing a knowledge of the automobile systems affecting driveability and performance of contemporary vehicles.

Prerequisites: AUTO308 Electrical, AUTO322 Automotive Electronics, AUTO3310 Gasoline Fuel Systems.

AUTO326 Automatic Transmissions

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

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

AUTO327 Advanced Automatic Transmissions

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

Study of the development of the automatic transmission of the 80s to the present. This class is designed to add to the knowledge and development of troubleshooting electrical, hydraulic, and vacuum control components. Hands-on disassembly and inspection with updates and interchanges of unit will be covered.

Prerequisites: AUTO326 Automatic Transmissions.

AUTO3310 Gasoline Fuel Systems

3 credits (6 lec-lab hrs/wk)

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

Prerequisite: AUTO304 Internal Combustion Engines.

AUTO3329 Mechanical Systems Laboratory I

3 credits (9 lab hrs/wk)

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



and minor engine tune-up are stressed.

Prerequisites: AUTO300 Automotive Brake Systems and AUTO304 Internal Combustion Engines and fourth-term standing.

AUTO3331 Mechanical Systems Laboratory II

3 credits (9 lab hrs/wk)

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

Prerequisites: Fifth-term standing; AUTO3329 Mechanical Systems Lab I.

AUTO3332 Automotive Service Management

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

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

Prerequisite: Fourth-term standing.

AUTO3333 Mechanical Systems Laboratory III

3 credits (9 lab hrs/wk)

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

advanced techniques of diagnosis and testing.

Prerequisites: AUTO3331 Mechanical Systems II.

AUTO9111 Auto Electronics I

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

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

Prerequisites: Heavy duty mechanic, service station attendant or auto mechanic experience.

AUTO9112 Auto Electronics II

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

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

Prerequisite: AUTO9111 Auto Electronics I.

AUTO9113 Computerized Engine Control

1 credit (2 lec/lab hrs/wk)

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

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

AUTO9116 Hydraulics I: Basic Fluid Power

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

Covers basic hydraulic operating principles and components comprising the systems.

AUTO9124 Engine Design and Performance

1 credit (2 lec-lab hrs/wk)

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

Prerequisite: AUTO304 Internal Combustion Engines, one year professional field experience.

AUTO927 Automotive Air Conditioning

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

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

BANKING

BNK9768 Principles of Banking

3 credits (3 lec hrs/wk)

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

BNK9769 Analyzing Financial Statements

3 credits (3 lec hrs/wk)

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

BNK9770 Bank Management

3 credits (3 lec hrs/wk)

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

BNK9771 Law and Banking:

Applications

3 credits (3 lec hrs/wk)

An introduction to laws pertaining to secured transactions, letters of credit, and the bank collection process.

BNK9772 Skills for Bankers

1.5 credits (15 lec hrs total)

This course covers a variety of skills used by bankers and others working in banking. Courses offered by American Institute of Banking (AIB). Topics will vary.

BNK9775 Banking Seminars

0 credit (variable hours)

These are seminars, designed for bankers and others working in banking, covering a variety of topics.

BNK9791 Selling Bank Services

1.5 credits (3 lec hrs/wk for 5 weeks)

This course helps banking students develop vital selling skills.

BIOLOGY/BOTANY

BI101/102/103 General Biology

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

This three term sequence course satisfies the science requirement for non-biological science pre-professional students. Surveys biological principles applied to plants and animals, from cellular level to ecological level of organization. General Biology attempts to convey to the student an appreciation of most aspects of life on earth. Must be taken in sequence.

BI198/298 Independent Study in Biology

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

BI201, 202, 203 Introductory Biology

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

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

BI231/232/233 Human Anatomy and Physiology

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

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

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

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

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

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

BI234 Elementary Microbiology

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

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

Prerequisite: High school chemistry or equivalent in last five years.

BI299A Biology of the Estuaries

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

The course provides an overview of the estuarine habitat. Students will be introduced to the biological and chemical factors that affect the production, distribution, abundance, and diversity of estuarine organisms. The course focuses on the functioning of the Coos Bay estuary system, including lectures and laboratory, hands-on exploration field trips of how estuaries function, and a research project.

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

FW0621 Field Studies in Biology-

Ornithology (Birds)

1.5 credits (10 lec, 15 fld hrs total)

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

FW0627 Marine Biology

0.5-2 credits (16-36 hrs total)

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

BOT198/298 Independent Study in

Botany - to be arranged, under professional guidance

BOT0622 Field Studies in Biology:

Spring Flowers

1 credit (4.5 lec, 12 lab total)

Field identification of Spring flowering plants with emphasis on their ecology and phenology.

Prerequisite: Instructor consent.

BOT0624 Mushroom Identification

1 credit (5 lec, 20 lab total)

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

BOT0646 Plant Identification

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

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

BOT0811 Gardening

0.25 credit (6 lec hrs/total)

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

BOT0861 Home Landscaping: The Practical Hands-on Approach

1 credit (3 lab hrs/wk)

Introduces home landscaping design, layout, plant selection and care, pruning, shaping, irrigation systems, soils and fertilizers, traffic patterns, turf installation and maintenance.

BUSINESS ADMINISTRATION

BA101 Introduction to Business

4 credits (4 lec hrs/wk)

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

BA106 Business Leadership Practicum

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

Practical leadership training for students through membership in Delta Epsilon Chi, the junior college division of Distributive Education Clubs of America (DECA). Students gain experience in management and marketing including "hands on" work with local and regional business communities. Opportunities available for competition statewide and nationally in business skill areas.

BA177 Payroll Records and Accounting

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

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

Prerequisites: AC9715 Bookkeeping I or AC2766 Accounting I or BA211 Principles of Accounting I.

BA198/298 Independent Study in Business Administration

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

BA199A Techniques for an Empowered Workforce

2 credits (20 hours total)

A foundational and comprehensive approach to building critical workforce skills. This course builds awareness and prepares the culture for empowerment at all levels of an organization. The learned skills and techniques are paramount for trainers to succeed in preparing learners with the personal performance skills required in today's workforce where leadership teams and empowerment are prominent.

BA206 Management Fundamentals

3 credits (3 lec hrs/wk)

Explores the duties of managers and the techniques they use to improve the performance of employees and managers. The course focuses on skills involving communication, decision making, motivation, leadership styles, problem solving and managing toward productivity.

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 properly recording and measuring income, and expense. Specialized areas such as merchandise inventory, special journals, cash, and receivables are discussed.

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.

BA213 Principles of Accounting III

3 credits (3 lec hrs/wk)

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

Prerequisite: BA211 Principles of Accounting I or AC2767 Accounting II.

BA215 Cost Accounting

3 credits (3 lec hrs/wk)

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

Prerequisites: AC2766, AC2767 or BA211 Accounting I, II, Principles of Accounting I.

BA217 The Accounting Process

3 credits (3 lec hrs/wk)

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

Prerequisites: BA211, BA212, Principles of Accounting I and II or AC2766/7 Accounting I, II.

BA220 Tax Accounting

3 credits (3 lec hrs/wk)

A beginning course in federal income tax preparation. Business taxes as they relate to a single proprietor are discussed.

Prerequisite: BA211 Principles of Accounting I or AC2766 Accounting I.

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.

BA223 Principles of Marketing

3 credits (3 lec hrs/wk)

Provides a general survey of the nature, significance and scope of marketing. Emphasis is on the customers (marketing analysis and strategy), business marketing decisions in promotion, distribution and pricing and control of marketing programs.

BA226 Business Law I

3 credits (3 lec hrs/wk)

Introduces the student to the legal environment of business, court systems, functions, and jurisdiction and dispute resolution.

Particular attention is given to common and statutory law, constitutional law, administrative law, torts and the principles of contract law.

BA227 Business Law II

3 credits (3 lec hrs/wk)

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

BA229 Personal Finance and Money Management

3 credits (3 lec hrs/wk)

Discusses the role and economic decision-making of consumers in our society.

Students will study credit and borrowing, food and clothing purchases, home ownership and renting, transportation, health services, retirement, estate planning and wills, income taxes, consumer protection, financial institutions, insurance and investing.

BA232 Business Statistics

4 credits (4 lec hrs/wk)

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

Prerequisite: MTH95 Intermediate Algebra II.

BA238 Sales

3 credits (3 lec hrs/wk)

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

BA239 Advertising

3 credits (3 lec hrs/wk)

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

BA242 Introduction to Investments

3 credits (3 lec hrs/wk)
 Study of securities, investment concepts and economic trends for the private investor, investment objectives, portfolios, corporate securities, exchanges, over-the-counter, bond, options markets and the money market. Investment strategies, margin purchases, short selling and efficient market theory are introduced. Reading financial news and corporation reports are covered.

BA249 Retailing

3 credits (3 lec hrs/wk)
 A study of retail strategy, structure and management. Course stresses the role of the supervisor in the daily operation of retail work.

BA250 Small Business Management: Entrepreneurship

3 credits (3 lec hrs/wk)
 Covers the basic principles of business entrepreneurship, including planning, organizing, innovation, staffing, and controlling, stressing those elements needed for financial achievement and personal reward.

BA280 Field Experience

1-8 credits (3-24 lab hrs/wk)
 Uses a work setting that provides students with an opportunity to test knowledge learned in the classroom.
Prerequisite: Instructor consent matching the needs of students with instruction offered.

BA285 Business Relations

3 credits (3 lec hrs/wk)
 Develops awareness of self and others in organizational settings. Discusses motivation, communications, the nature of prejudice, self-analysis, keys to promotion, future direction, goals, professional image, time management and stress management.

BA288 Customer Service

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



BA2280 Cooperative Work Experience
 1-8 credits (3-24 lab hrs/wk)
 On-the-job experience gained in coordinator approved business situations that closely parallel student's field of study. Seminar will be arranged by supervisor.
Prerequisite: Instructor consent.

SBM9204 Small Business Operations
 3 credits (3 lec hrs/wk)
 Relates many factors to actual small business planning and operation. Topics include budgets, use of records, governmental requirements, insurance and financing.

CHEMISTRY

CHEM70 Foundations of Chemistry
 3 credits (3 lec hrs/wk)
 A one term course designed for students who have limited or no chemistry background and/or need practice with problem-solving skills. Offers an introduction to basic chemical principles and typical computational methods encountered in first-year, 100 level chemistry. Foundations of Chemistry is intended to provide a basis for continuing into the CHEM104 and 105 series.
Prerequisites: Concurrent enrollment in MTH70.

CHEM104/105/106 Introductory Chemistry I, II, III
 4 credits/term (3 lec, 3 lab hrs/wk)
 Covers general, organic and bio-chemistry. Primarily designed for students in nursing, in allied health fields, such as dental hygiene, and in the liberal arts. The work is quantitative and requires good basic math and problem solving skills. *This course does not meet the general chemistry*

requirements for someone majoring in the laboratory sciences or engineering. Must be taken in sequence.

CHEM104 Covers atomic structure, periodic table, chemical bonding, solutions and stoichiometry.
Prerequisite: MTH70 Elementary Algebra or CHEM70 Foundations of Chemistry.

CHEM105 Covers gases, properties of solution, equilibrium, acids and bases, radioactivity, organic and biochemistry.
Prerequisite: CHEM104 Introductory Chemistry.

CHEM106 Covers carbohydrates, lipids, proteins, enzymes, nucleic acids and metabolism.
Prerequisites: CHEM105 Introductory Chemistry.

CHEM198/298 Independent Study in Chemistry -
 Offers topics of study in chemistry with individual research or field study, under professional guidance.

CHEM221/222/223 General Chemistry
 5 credits/term (4 lec, 3 lab hrs/wk)
 First-year chemistry for science, engineering, and health pre-professional students (such as pre-dental, pre-medical, and veterinary students). High school chemistry or equivalent is a prerequisite, as is adequate preparation in algebra. Classroom and laboratory work are quantitative and require good math skills.

CHEM221 Covers atomic structure, chemical bonding, molecular geometry, reactions and stoichiometry.
Prerequisite: High school chemistry or equivalent and MTH95 with a grade of C or higher or concurrent enrollment in MTH111. Must be taken in sequence.

CHEM222 Covers gases, liquids, solutions, equilibrium theory, acids and bases, oxidation reduction. Must be taken in sequence.
Prerequisite: CHEM221, MTH111.

CHEM223 Covers thermodynamics, kinetics, electrochemistry, nuclear reactions, and transition metal chemistry. Must be taken in sequence.
Prerequisite: CHEM222.

CHEM241/242/243 Organic Chemistry
 4 credits/term (3 lec, 3 lab hrs/wk)
 Chemistry of carbon compounds; covers both mechanisms and reactions of aromatic, with emphasis on structural theory and special properties. Must be taken in sequence.
Prerequisite: CHEM223 General Chemistry.

CLOTHING, TEXTILES and FASHION

HCC9925 Textile Studies

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

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

Theory and application.

COMMUNICATIONS

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

COMPOSITION See WRITING

COMPUTER INFORMATION SYSTEMS

CIS131 Computer Information Systems

4 credits (4 lec hrs/wk)

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

Prerequisite: CS101 or equivalent.

CIS0593 Learning Skills Lab

0 credit

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

Prerequisite: CS101 or equivalent.

CIS2280 Work Experience

(1 - 4 credits)

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

Prerequisite: Instructor consent.

CS101 Computers in Society

2 credits (2 lec hrs/wk)

An introduction to the computer's role in society. Students will become familiar with current computer terminology and will use applications software, including a word processor. The course is intended for the

novice computer user. It is a prerequisite for many other CIS or CS courses, but may be waived for students with microcomputer experience. Please see your advisor or instructor.

CS125D Data Base Management System Applications

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

Use of microcomputers for database management system applications. Introduces the concepts, terminology, and application of data base management technology. Students will learn the common features of database management system software, its application to many business uses, analysis and design of data systems, and the issues involved in choosing and installing database management software. Uses one or more commercially available database management system software packages.

Prerequisite: CS101 or equivalent.

CS125P Presentation Applications:

• Microsoft Power Point

3 credits (3 lec hrs/wk)

Use of microcomputer presentation software for the development of electronic presentations. Using word processing skills and presentation theories, students will develop professional-looking and effective presentations complete with outline, speaker notes, and audience handouts.

Prerequisite: CS101 or equivalent.

CS125S Spreadsheet Applications

3 credits (3 lec hrs/wk)

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

Prerequisite: CS101 or equivalent.

CS125W Word Processing Applications

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

Use of microcomputers for word processing applications. Introduces the concepts, terminology and application of word processing technology. Students will learn the common features of word processing software, its application to many business uses, elements of style, and the issues involved in choosing and installing word processing software.

This class is intended for the general user.

Uses one or more commercially available word processing software packages.

Prerequisite: CS101 or equivalent.



CS133B Computer Language I - BASIC

4 credits (4 lec hrs/wk)

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

Prerequisite: CIS131.

CS133C Computer Language I - COBOL

4 credits (4 lec hrs/wk)

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

Prerequisite: CIS131.

CS133U Computer Language I-C++

4 credits (4 lec hrs/wk)

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

Prerequisite: CIS131.

CS135W Advanced Word Processing:

Desktop Publishing

3 credits (3 lec hrs/wk)

Use of microcomputer word processing software for desktop publishing. Using word processing skills and design/layout theories, students will learn how to develop professional-looking and effective publications.

Prerequisite: CS125W Word Processing Applications or OA201 Word Processing I.

CS140 Introduction to Operating Systems

3 credits (3 lec, 3 lab TBA hrs/wk)
Introduces the student to the theory and operation of microcomputer operating systems. Includes disk and file handling techniques, common utilities, security issues, minor hardware installation and maintenance and the use of networks. It will use one or more commercially available operating systems, including DOS.
Prerequisite: CS101 or equivalent.

CS161 Introduction to Computer Science I (using C++)

4 credits (4 lec hrs/wk)
Presents a history and overview of fundamental concepts of computer science. Includes problem-solving concepts, verification and validation, representation of numbers, machine representation of data, sources of error, and algorithm development. Introduces C++ programming language.
Prerequisite: CIS131.

CS162 Introduction to Computer Science II (using C++)

4 credits (4 lec hrs/wk)
Covers software engineering principles, basic data structures and abstract data types (arrays, strings, stacks, queues, trees). Introduces analysis of algorithms, sorting and searching. Uses C++ programming language.
Prerequisite: CS161.

CS233B Computer Language II-BASIC

4 credits (4 lec hrs/wk)
Provides advanced study of the BASIC programming language. Includes sequential and random access file handling, matrices and graphics. The emphasis is on structured programming techniques and use of programmer reference material.
Prerequisite: CS133B Computer Language I -BASIC.

CS233C Computer Language II-COBOL

4 credits (4 lec hrs/wk)
Advanced study of the COBOL programming language. Includes random access file handling, matrices, and sorting. Emphasis on structured programming techniques and use of programmer reference material.
Prerequisite: CS133C - Computer Language I - COBOL.

CS233U Computer Language II-C++

4 credits (4 lec hrs/wk)
This course continues the study of programming in C++ on a microcomputer. Includes sequential and random access file handling, advance matrices, objects, and interactive dialogs. Emphasis is placed on structured programming techniques and use of programmer reference materials.
Prerequisite: CS133U Computer Language I-CH.

CS240 Advanced Operating Systems

3 credits (3 lec hrs/wk)
Continues the study of operating systems. Includes advanced disk and file handling techniques, utilities, security issues, hardware installation, maintenance and use, installation and administration of networks. Uses one or more commercially available operating systems, including DOS.
Prerequisite: CS140.

CS244 Systems Analysis

3 credits (3 lec hrs/wk)
Introduces strategies and methods in the systems development process. Emphasis on structured analysis of computer information systems. Assignments include the analysis and evaluation of systems similar to existing systems in business and industry.
Prerequisite: CIS131 and second-year standing.

CS261 Data Structures

4 credits (4 lec hrs/wk)
Includes the topics of complexity analysis, approximation methods, trees, graphs, file processing binary search trees, hashing and storage management.
Prerequisite: CS162.

CS280 Field Experience

1-4 credits (hrs depend on credits)
Instructional program designed to give students practical experience in supervised employment-related computer information systems. Students identify job performance objectives, work a specified number of hours during the term, and are awarded credit based on the identified objectives and number of hours worked.
Prerequisite: Instructor consent.

CS6918 Personal Computers

1.5 credits (3 lec-lab hrs/wk)
Provides an introduction to the computer and its role in society. Covers terminology and applications software, includes disk operating systems and word processing. Intended for the novice computer user.

DRAFTING**DRFT100 Computer Assisted Drafting - Survey**

3 credits (2 lec, 2 lec/lab hrs/wk)
Students are introduced to computer-aided drafting (CAD) software and its typical uses in creating 2-D drawings. Instruction will include system configuration, menu structure, drawing set-up, drawing aids, basic drawing, editing, display and printing commands. Technical Drafting software is utilized to operate the system and produce 2-D schematic and mechanical drawings.
Prerequisites: CS101 Computers in Society, or equivalent.

DRFT105 Blueprint Reading

3 credits (2 lec, 2 lec/lab hrs/wk)
Instruction and skill development in blueprint reading and interpretation. Emphasis is placed on fundamentals of blueprint reading including understanding basic lines, views, dimensions, tolerances, symbols, machine call-outs, and notations. Includes recognition of detail in manufacturing and fabrication prints.

DRFT110 Computer Assisted Drafting I

3 credits (2 lec, 3 lab hrs/wk)
Introduction to computer-aided drafting (CAD) software, the hardware components comprising a CAD station, and basic disk operating systems (MS-DOS). Drawing set-up, drawing aids, basic drawing, editing and display commands are used to create 2-D schematic and mechanical drawings. Previous knowledge of computers is not required.
Prerequisite: CS101 or equivalent.

DRFT111 Computer Assisted Drafting II

3 credits (2 lec, 3 lab hrs/wk)
Review of CAD I and introduction to advanced drawing and editing commands. Introduces concept of layers, using linetypes and colors, polylines, polyline editing, manipulation of existing objects. Covers dimensioning techniques and variables, hatching and sectional views, drawing symbols, blocks and use of attributes.
Prerequisite: DRFT110 (CAD I) or prior experience with AutoCAD.

DRFT112 Computer Assisted Drafting III

3 credits (2 lec, 3 lab hrs/wk)
Review of CAD I & II and all drawing and editing commands. Introduction to isometrics, three dimensional drawing, plotting and printing a drawing, scripts and slide shows, digitizing existing drawings and use of DXF and IGES formats.
Prerequisite: DRFT111 (CAD II) or equivalent experience.

EARLY CHILDHOOD EDUCATION**ECE150 Introduction and Observation in Early Childhood Education**

3 credits (3 lec hrs/wk)
A beginning course focusing on the history of early childhood education and the value and usage of objective observation as a teaching tool. Includes weekly discussion and weekly observation.
Prerequisite: Appropriate score on placement test.

ECE163 Preschool Practicum

4 credits (8 lec/lab hrs/wk)

Student will gain experience working with young children in a laboratory preschool setting, assisting with supervision of the various activities in a preschool program; including planning, executing and evaluating curriculum materials appropriate for the young child.

Prerequisites: WR121 English Composition with a grade of C or better, second year standing, and appropriate score on placement test.

ECE261 Student Teaching I, Early Childhood Education

6 credits (12 lec/lab hrs/wk)

Students engage in supervised teaching of young children in a laboratory setting, applying what they have learned through course work and previous lab work—curriculum planning, observation/assessment, daily planning, working with children and families.

Prerequisites: ECE163 Preschool Practicum with a grade of C or better, WR121 English Composition with a grade of C or better, second year standing, and an appropriate score on placement test.

ECE262 Student Teaching II, Early Childhood Education

6 credits (12 lec/lab hrs/wk)

Students will continue to engage in supervised teaching of young children in a laboratory preschool and in a community setting.

Prerequisites: ECE261 Student Teaching I, WR121 English Composition, and appropriate score on placement test.

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

3 credits/term (3 lec hrs/wk)

Introduction to economic theory, policy and institutions.

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

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

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

**EDUCATION****ED102 Practicum**

3 credits (6 lec/lab hrs/wk)

Students will gain experience in various roles and responsibilities of the early childhood educator, working with young children in an organized setting and assisting with supervision of daily activities in a preschool program, including observation/assessment and curriculum development.

Prerequisites: ED209 Theory and Practicum, ECE150 Introduction and Observation in Early Childhood Education with a grade of C or better and appropriate score on reading and writing placement tests.

ED209 Theory and Practicum

3 credits (6 lec/lab hrs/wk)

Assists students in developing their leadership potential through classroom discussion and field experience opportunities, on campus and in the community. Students will gain experience and orient themselves to the various roles of the early childhood educator, working with young children in an organized setting and assisting with supervision of daily activities in a preschool program, including observation/assessment and guidance techniques.

Prerequisites: ECE150 Introduction and Observation in Early Childhood Education with a grade of C or better and appropriate score on placement test.

ED221/222/223 Advanced Specialized Practicum

1-6 credits (1-6 lec, 1-12 lab hrs/wk per term)

Allows students to enhance their parenting skills. Students work directly with their own child(ren) in the Child Development Center. Through direct instruction students will gain knowledge in promoting their children's

cognitive, physical, social and emotional development as well as the enhancement of the child's independence, self-confidence and self-control.

ED240 Lesson and Curriculum Planning

3 credits (3 lec hrs/wk)

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

Prerequisites: Appropriate score on reading and writing placement tests.

ED251 Overview of Students with Special Needs

3 credits (3 lec hrs/wk)

Course covers the handicapping and medical conditions teachers in the public and private sector must be able to recognize and understand to plan accordingly. The following may be covered: learning disabled, mentally retarded, severely emotionally disturbed, speech and language impaired, vision and hearing impaired, physically handicapped, other health impairments, autism, traumatic brain injuries, Tourette's syndrome, and attention deficit disorder. Although not a handicapping or medical condition, the needs of at-risk youth and techniques for teaching students for whom English is a second language will be covered.

Prerequisites: WR121 English Composition with a grade of C or better, and appropriate score on reading placement test.

ED258 Multicultural Education

3 credits (3 lec hrs/wk)

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

Prerequisites: WR121 English Composition, with a grade of C or better, and appropriate score on reading placement test.

ED280 Field Experience in Education

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

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

ELECTRONICS**ELEC101/102/103 Electronic Processes I, II, III**

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

This sequence introduces Manufacturing Technology students to electronics technology as it applies to devices and circuits used in electronic communication. Focus areas include computer interface and control used in robotics and automated manufacturing systems. Fundamentals include

semiconductor device applications, digital/microprocessor control, and programmable controllers used in the workplace. Emphasis on hands-on applications include using electronic test equipment, computer software and hardware, electronic control schematic and systems documentation interpretation, preventative maintenance, and troubleshooting techniques as they apply to the basics of manufacturing monitor and control. Must be taken in sequence.

Prerequisite: MFG002 Introduction to Electronics with a C or better.

ELEC201 Instrumentation and Control I 4 credits (8 lec-lab hrs/wk)

A detailed study of basic electronics test equipment: sensing and measuring devices, testing, measurement methods, errors and limitations. Also covers the use of devices and software for monitoring processes and control in the manufacturing environment.

Prerequisite: ELEC103 Electronic Processes III with a C or better.

ELEC202 Instrumentation and Control II

4 credits (8 lec-lab hrs/wk)

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

Prerequisite: ELEC201 Instrumentation and Control I with a C or better.

ELEC203 Instrumentation and Control III

4 credits (8 lec-lab hrs/wk)

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

Prerequisite: ELEC202 Instrumentation and Control II with a C or better.

ELEC211 Electronic Communications Systems

4 credits (8 lec-lab hrs/wk)

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

Prerequisite: ELEC103 Electronic Processes III with a C or better.

ELEC212 Industrial Electronics

4 credits (8 lec-lab hrs/wk)

Students gain an understanding of various electronic and mechanical devices and



methods used to control industrial processes and systems.

Prerequisite: ELEC201 Instrumentation and Control I with a C or better.

ELEC213 Automated Systems Integration

4 credits (8 lec-lab hrs/wk)

Brings together the electronics hardware and software to monitor and control various advanced automated manufacturing processes and robotics applications used in manufacturing industry.

Prerequisite: ELEC212 Industrial Electronics with a C or better.

ELEC280 Field Experience

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

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

Prerequisite: Program coordinator's consent.

ELEC6280 Cooperative Work Experience

1-5 credits (4-22 lab hrs/wk)

Practical, on-the-job experience in electronics and related areas. Supervised by employer or authorized, qualified personnel.

Prerequisite: Instructor consent required.

ELEC6300 Electronics Project Lab

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

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

Prerequisite: Instructor consent required.

ELEC6328 Licensing and Certification

2 credits (2 lec hrs/wk)

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

Prerequisite: ELEC6324

ELEC6340 Electronic Fabrication and Assembly Techniques

1 credit (1 lec hr/wk)

Theory and practice of electronic construction considerations involved in the process from prototype development through production of marketable products are students. Has a companion lab class of ELEC6300 Electronics Project Lab.

Prerequisite: Instructor consent required.

ENGINEERING, GENERAL

ENGR111 Engineering Orientation I

3 credits (3 lec hrs/wk)

The engineering profession, historical development, ethics and standards of practice, curricula and careers. Introduction to problem analysis and solution, examination of simple electrical and mechanical systems.

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

ENGR112 Engineering Orientation II

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

A systematic approach to solutions of engineering problems through computational programming. Fundamentals of computing systems, logical analysis, algorithm development, and input and output design. A higher-level language (e.g., FORTRAN or C) will be studied and utilized.

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

ENGR201 Electrical Fundamentals I

3 credits (3 lec hrs/wk)

Introduction to elementary DC circuits and components. Analysis of circuits by reduction methods, source transformations, loop and nodal methods. Natural, step-function, and sinusoidal response of circuits. Characteristics and utility of operational amplifiers.

Prerequisites: PH213 General Physics with Calculus with a grade of C or better.

ENGR202 Electrical Fundamentals II

3 credits (3 lec hrs/wk)

Steady-state analysis of AC circuits—single and three-phase types. Tuned resonance, mutual inductance, and operational amplifier applications. Theory and use of diodes, transistors, and microprocessors.

Instrumentation and measurement devices.

Generators, motors, and transformers.

Prerequisites: ENGR201 Electrical Fundamentals I with a grade of C or better.

ENGR211 Statics

3 credits (3 lec hrs/wk)

Analysis of forces and moments induced in structures and machines under various types of loading conditions. Applications of static equilibrium principles of engineering systems. Calculation of centroids and moments of inertia. Friction phenomena.
Prerequisite: PH213 General Physics with a grade C or better.

ENGR212 Dynamics

3 credits (3 lec hrs/wk)

Fundamental principles and methods of Newtonian mechanics, including kinematics and kinetics of motion, and work-energy and impulse-momentum relations. Applications involving systems of particles and rigid bodies.

Prerequisite: ENGR211 Statics with a grade C or better.

ENGR213 Strength (Mechanics) of Materials

3 credits (3 lec hrs/wk)

Analysis of stress and strain in deformable bodies. Examination of structural and mechanical members subjected to axial loading, torsion, bending, and shear. Consideration of combined stress states, statically-indeterminate systems, and column instability.

Prerequisite: ENGR212 Dynamics with a C or better.

ENGR250 Engineering Probability and Statistics

3 credits (3 lec hrs/wk)

Probability, expectation, common probability distributions, sampling distributions, statistical inference, one- and two-sample problems, regression analysis.

Prerequisite: MTH252 Calculus II (Integral Calculus) with a grade of C or better.

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

ENGLISH

(See Literature and Writing)

FIRE SCIENCE TECHNOLOGY**FS996A Fire Communication -Radio/Alarm**

1 credit (10 lec hrs total)

Provides knowledge in reporting, alarm receiving, equipment types, response and radio procedures.

FS996B Fire Prevention and Inspection

2 credits (20 lec hrs total)

Provides basic knowledge in fire prevention and fire inspection.

FS996C Water Supplies

1 credit (10 lec hrs total)

Provides basic information on water hydraulics, water systems, and testing for fire flows.

FS996D Fire Detection, Alarm, Extinguishing Systems

1-2 credits (10-20 lec hrs total)

Provides basic information on protection signaling systems, standards, standpipes, automatic sprinklers and water supplies.

FS996E Air Craft Fire Protection

1 credit (10 lec hrs total)

Provides student with basic knowledge in aircraft types, rescue tools, airport runway systems, training elements and extinguishing systems.

FS996I Fire Investigation

1 credit (12 lec hrs total)

Provides student with the processes to use in determining a fire's point of origin, identify factors which indicate an incendiary fire and evidence pre-investigation.

FS996J Safety Practices

1 credit (10 lec hrs total)

Covers state, federal and local agencies' rules applying to safety at the work place and preventive measures which will reduce personal injury.

FS996K Laws Affecting Fire Fighters

1 credit (10 lec hrs total)

Provides a basic understanding of state, federal and local laws affecting the fire service.

FS996L Supervision and Leadership

1-3 credits (10-30 lec hrs total)

Covers leadership skills in communication, management, problem-solving, and evaluation process.

FS996M Flammable and Reactive Hazardous Materials

2 credits (20 lec hrs total)

Provides students with basic knowledge of common flammable and reactive materials, their physical properties, response procedures and safety considerations.

FS996Q Driver (Fire Service)

3 credits (30 lec hrs total)

This basic course is designed to provide students with concepts in emergency driving, defensive driving, law/policies and maintenance.

FS996R Apparatus Operator I

2.5 credits (2 lec, 1 lab hr/wk)

Provides basic skills and knowledge to efficiently operate pumping apparatus.

FS996S Apparatus Operator II

2.5 credits (2 lec, 1 lec hr/wk)

Provides advanced skills and knowledge to efficiently operate pumping apparatus.

FS996U Instructional Techniques

2 credits (20 lec hrs total)

Designed to provide basic fundamentals in the instructional fires, which will enhance the individuals motivation in providing a sound instructional presentation.

FS5240 Basic Firefighter (Structure)

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

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

FS5241 Fire Skills I

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

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

Prerequisite: FS5240.

FS5242 Fire Skills II

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

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

Prerequisite: FS5241.

FS5264 Building Construction for Fire Suppression

1 credit (12 lec hrs total)

Classification of buildings, structural features affecting fire spread, effect of fire on structural strength, fire stops and ratings of materials, fire retardants, Sanborn maps.

FS5274 Fire Fighting Tactics and Strategy

.75 to 3 credits (7.5 to 30 lec hrs total)

This course provides students with concepts in response and size-up, fire ground operation, tactical operation, analysis, and prefire planning. Combined operations, mutual aid assistance and disaster planning with emphasis on the incident command system provide student with general knowledge in tactics and strategy.

FS5276 Basic Wildland Fire Management

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

Provides the student with basic fire suppression methods related to forest fires. Occupational preparatory.

FS5280 Cooperative Work Experience

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

Maximum of 9 credits applicable toward degree.

Prerequisite: Instructor consent.

FS9320 Hazardous Materials Awareness
 .5 credits (8 lec hrs total)
 To provide the hazardous materials first responder with the knowledge and skills to detect and identify hazardous materials and handle minor incidents.

FS9321 Hazardous Materials Operations
 1 credit (12 lec hrs total)
 Designed to provide basic operations procedures for emergency personnel involved with hazardous materials.

FS9333 Basic Incident Command System (N.I.L.M.S.)
 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.

FS9367 Basic I.C.S. (I-220)
 1.5 credits (16 lec hrs total)
 The Incident Command System includes operating requirements, eight interactive components, and procedures for organizing and operating an on-scene management structure.

FS9395 Career Development - Fire (General)
 0-3 credits (1-90 hrs total)
 Practical application of current fire suppression and management operations, aimed at employed or volunteer public service employees.

FOREIGN LANGUAGES

Note:

Beginning in 1997, students who graduate from high schools in 1997 or after, must meet the following foreign language requirement for admission to an Oregon state system four year institution:

Two years of the same high school-level foreign language or a C- or above in the third year of a high school-level language, or one year of a college-level language with a grade of C- or above, or satisfactory performance on an approved assessment of foreign language knowledge and/or proficiency. Demonstrated proficiency in American Sign Language (ASL) is acceptable in meeting the foreign language requirement.

SPAN101/102/103 First Year Spanish
 4 credits/term (4 lec hrs/wk)
 Introduces the written and spoken language of Spanish-speaking people. Includes pronunciation, grammar, vocabulary, and comprehension. Emphasizes speaking, listening comprehension, reading comprehension and writing. Must be taken in sequence.

SPAN201/202/203 Second Year Spanish
 4 credits/term (4 lec hrs/wk)
 Continues the review and expansion of language, grammar, conversation and composition. Must be taken in sequence.
Prerequisite: SPAN103

SPAN198/298 Independent Study in Spanish - to be arranged.

SPAN0521 Beginning Conversational Spanish
 3 credits (3 lec hrs/wk)
 The student develops very basic conversational Spanish vocabulary including necessary grammar.

SPAN0522 Advanced Beginner Conversational Spanish
 3 credits (3 lec hrs/wk)
 Student develops conversational Spanish vocabulary and necessary grammar. Emphasis is on fluency and pronunciation.
Prerequisite: SPAN0521.

SPAN0523 Intermediate/Advanced Conversational Spanish
 3 credits (3 lec hrs/wk)
 Students develop conversational Spanish vocabulary and necessary grammar. Emphasis is on fluency and pronunciation.
Prerequisite: SPAN0522.

FOREST RESOURCES TECHNOLOGY

F111 Introduction to Forestry
 4 credits (3 lec, 3 lab hrs/wk)
 Designed for students majoring in Forestry and transferring to a four-year college or attaining a two-year Associate in Applied Science degree in Forest Resources Technology. Covers a broad overview of basic forestry principles. A review of the history of forestry in Europe and the United States is balanced with discussion of current forest management programs, laws and practices implemented in the United States today.

F198 Independent Studies - Forestry
 1-3 credits
 Provides students opportunities to conduct independent research in areas of particular interest. Ongoing projects for the Forest Service, BLM, Coos County, or private industry will be agreed on prior to course

registration.
Prerequisite: Instructor consent.

F220A Forest Mensuration I
 3 credits (2 lec, 2 lab hrs/wk)
 Teaches the basic skills and principles of forest measurements, including cruising, scaling, volume measurements, log and tree grading and the use of various measurement tools and techniques. The labs apply principles learned in the classroom to measure individual trees.

F220B Forest Mensuration II
 3 credits (2 lec, 4 lec-lab hrs/wk)
 Extends skills and knowledge gained in Mensuration I to include various cruising methods and techniques currently used which are based on standard sampling designs such as line-plot, variable plot, strip and 3-P. A review of elementary statistics is included.
Prerequisite: F220A Forest Mensuration I with a grade of C or better.

F254 Tree and Shrub Identification
 4 credits (3 lec, 3 lab hrs/wk)
 Characteristics, classification and identification of woody plants in Oregon. Principle timber trees of the United States and many introduced species are covered.

F280 Forestry Field Studies
 (Summer) 6 credits (320 lab hrs/total)
 Student is required to be employed in a full-time (approximately 40 hrs/wk) forestry or forest-related position. (This position could be voluntary.) The positions could change during the summer work period (8 weeks) depending on the employer's needs. The student will maintain a daily journal recording all forestry work performed, which will be reviewed. The employer will be required to correlate daily work activities with academic course work at the college and report any shortcomings. Field visits will take place at the beginning and end of the work period.

F603 Forest Ecology
 3 credits (2.5 lec, 1.5 lab hrs/wk)
 Provides the student with the basic knowledge of Forest Ecology, covering the elements of the forest ecosystem and its interrelationships.

F609 Forest Protection
 3 credits (2 lec, 4 lab hrs/wk)
 Describes the destructive agents in the forest including disease, insects, animals and fire. Emphasizes identification of insect and disease organisms and control measures. Fire will be discussed as it relates to prevention, pre-suppression and suppression. Labs will examine these agents and various control procedures.

F611 Timber Harvesting Operations

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

Basic logging methods, cost and techniques used primarily in the Pacific Northwest but which are often used in many parts of the world. Various types of logging operations will be visited during laboratory periods.

F614 Forest Contracts and Mapping

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

Basic forms of forest contracts and their functional administration. Also covers forest mapping as it relates to forest contracts using new techniques such as GPS mapping and AutoCAD.

F616 Aerial Photo-Interpretation: Remote Sensing

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

Provides students with basic knowledge of aerial photography used in forestry and an update on the latest techniques used in remote sensing. New methods of photo digitizing will be introduced as well as airborne video using GPS and GIS.

F617 Silviculture

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

An introductory course to describe and observe the biological influences on forest stands. Principles involve the nature of forest trees and stands, their growth, reproduction, environment, composition, nutrition and various responses.

F620 Advanced Silviculture

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

Application of principles previously learned to the improvement of forest stands through basic silvicultural practices. Laboratory and field exercises will include actual stand treatments on both public and private land. Prerequisite: F617 Silviculture.

FE222A Elementary Forest Surveying

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

Basic fundamentals of plane surveying and the use of various surveying instruments. The theory of field measurements, bearings, angles and azimuths is emphasized.

FE222B Advanced Forest Surveying

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

Designed to follow FE222A Elementary Forest Surveying. Application and use of more precise engineering instruments will be developed. Engineering procedures used in land surveying are covered. Prerequisite: FE222A Elementary Forest Surveying with a grade of C or better.

FE606 Forest Engineering

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

Study of forest engineering procedures with particular emphasis on road design and location.

Prerequisites: FE222A Elementary Forest Surveying and FE222B Advanced Forest Surveying.

FP210 Wood Products Utilization (Forest Products)

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

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

FW251 Principles of Wildlife Conservation

3 credits (3 lec hrs/wk)

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

FW252 Wildlife Resources: Mammals

3 credits (3 lec, 1.5 lab hrs/wk)

Provides detailed information on identification, life histories, taxonomy, morphology and characteristics of mammals in general and of Oregon mammals in particular.

FW253 Wildlife Resources: Birds

3 credits (3 lec hrs/wk)

Provides detailed information on identification, life histories, taxonomy, morphology and characteristics of birds in general and Oregon birds in particular. Several field trips emphasizing identification of local birds.

FW255 Techniques in Wildlife Science

3 credits (3 lec hrs/wk)

A review of a variety of fish and wildlife populations and various management techniques. Classroom sessions will include slide programs, videos, illustrated handouts, and the use of actual specimens. The field trip will provide a "hands on" opportunity for the students to use a variety of sampling equipment.

FW6430 Introduction to Oregon's Fish and Wildlife

3 credits (3 lec, 1.5 lab hrs/wk)

Basic information on the life histories and habits of Oregon's game and non-game wildlife species including fish, reptiles and amphibians, birds, and mammals. History, legislation, and wildlife management practices will also be discussed. One full day Saturday field trip is included to view wildlife habitat and management techniques.

RR251 Recreation Resource Management

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

Introductory course in outdoor recreation exploring the needs and demands of the American public for recreational opportunities, stressing importance and management of forest and wild lands for recreational use. Economic factors of planning, design, development and management of our recreational resources will be covered.

GEOLOGY.**G145 Regional Field Geology**

1-5 credits (variable lec/field/lab wk)

A field study of significant geologic features of selected regions. Arranged to illustrate the geologic setting, stratigraphy and structure, topography, age and origin, significant events through geologic time, and special features unique to the region. Students are expected to demonstrate a knowledge of the geologic section for the region and to submit a report of their studies.

G146 Geology of Southwestern Oregon

3 credits/term (3 lec hrs/wk)

Studies the physical and historical features of southwestern Oregon. Examines the geologic setting, age and origin, stratigraphy, structure and topography. Includes the sequence of events and geologic features of the Coast Range and Klamath Mountain provinces of southwestern Oregon. The major geologic aspects of each city in the region are emphasized.

G198/298 Independent Study in Geology

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

Introduces geologic research methods. Research project, under professional guidance, is required.

G201/202 Physical Geology

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

A study of the nature of the earth and earth materials, geologic structures, fundamental geologic principles, and physical processes acting within and upon the earth. Laboratory exercises and field trips are required. Required concurrent: G145 Regional Field Geology.

G203 Historical Geology

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

A study of the physical and historical nature of the earth. Includes principles of historical geology, geologic time, the sequence of tectonic changes, stratigraphic relations, paleogeographic environments and major events through time; and the progression of plant and animal life through time. Laboratory exercises and field trips are included.

G207 Geology of the Pacific Northwest

3 credits/term (3 lec hrs/wk)

Regional study of the geologic history of the Pacific Northwest: the stratigraphic relations, the structural framework, the origin and development of landforms, other significant geologic features and the sequence of geologic events for each of the major provinces.

G220 Prehistoric Life

3 credits/term (3 lec hrs/wk)
 Nature and classification of prehistoric life, its stratigraphic significance, fossilization, evolutionary mechanisms and patterns, functional morphology and paleoecology. Identification of significant fossil invertebrate genera is emphasized.

G221 General Geology

3 credits/term (3 lec hrs/wk)
 or 4 credits/term (3 lec, 3 lab hrs/wk)
 Introduces the physical aspects of geology. Includes rocks and mineral formation and identification, volcanos, earthquakes, plate tectonics and glaciation. Also includes other gradational processes, other aspects of volcanism, geologic time, a brief survey of prehistoric life and sequence of major changes and events through time. Laboratory exercises included if taken for 4 credits.

G291 Minerals and Rocks

3 credits/term (3 lec hrs/wk)
 Nature and origin of rocks and minerals; crystallography; the chemical and physical properties, description and identification of minerals; rock-forming processes; rock composition, textures, structures; and the classification, description and identification of rocks.

G299A Earth Resources: Ore Deposits and Fossil Fuels

3 credits/term (3 lec hrs/wk)
 The nature, origin and occurrence of metallic and non-metallic deposits of economic value; the origin, migration and entrapment of petroleum, the geology of coal deposits; the relation of earth resources to plate tectonics; utilization of earth resources and the development of civilization; and earth resources of Oregon.

G299B Geological Hazards and Natural Catastrophes

3 credits/term (3 lec hrs/wk)
 The causes and effects of earthquakes, tsunamis, landslides, ground subsidence and collapses, floods, storms, coastal erosion and volcanic eruptions. The possibilities for prediction and mitigation, and the potential risks for hazards in Oregon, are included.

G0621 Geology of Western Oregon

1 credit (3 lab hrs/wk)
 Introduction to geology principles and processes with an emphasis on local geology, including topographical and geologic maps and field trips to observe local geology.

G0622 Geology of Southwestern Oregon

0 credit (3 lab hrs/wk)
 Introduction to geology principles and processes with an emphasis on local geology. Includes use of topographical and geologic maps and field trips to observe local geology.

GS108 Oceanography

3 credits (3 lec, 3 lab hrs/wk)
 Studies the ocean and its phenomena. Discusses the chemical, biological, geological and physical nature of the oceans; the ocean floor and shorelines. The course also includes sedimentation, volcanism, plate tectonics, and other geological aspects of the oceans.

HEALTH and FIRST AID

HE198/298 Independent Study in Health - to be arranged.

HE201/HE0575 Exploring Death and Dying

3 credits (3 lec hrs/wk)
 This class deals with death on a personal level. Historical, psychological, socio-cultural, epidemiological, and developmental aspects including current issues on death and dying are discussed by the class as a group and sharing personal experience is encouraged. HE0575 is non-credit.

HE207 Stress Management

3 credits (3 lec hrs/wk)
 Examines stress, its causes and methods of alleviating or controlling it. Emphasis is given to work-related stress, especially in the field of emergency services.

HE250 Personal Health

3 credits (3 lec hrs/wk)
 Study of personal health issues with emphasis on wellness, behavior, substance use and abuse, physical fitness, consumer health issues and current health concerns, sexuality, mental health, stress management and nutrition awareness.

HE262 CPR Instructor Training (AHA)

2 credits (22 lec hrs total)
 Learn how to teach CPR. Review basic life support, both theory and application. Practice methods, materials and techniques used in CPR courses. Successful completion provides Instructor Certification/Recertification.
Prerequisite: Current certification in Cardiopulmonary Resuscitation by the Oregon Heart Association (BLS Course - Level C).

HE9359 Responding to Emergencies

1 credit (23 total hours)
 Teaches First Aid skills the citizen responder needs to act as first link in EMS system. Covers skills to sustain life, reduce pain and minimize consequences of injury or sudden illness until professional medical help arrives. Emphasizes prevention of injuries and illness, with a focus on personal safety, CPR.

HE9380 Cardiopulmonary

Resuscitation (AHA or Red Cross)
 0.5 credit (4 lec, 6 lab hrs total)
 Developed to teach skills and background of application of CPR in cardiac arrests, clearing an airway obstruction of a choking victim and recognizing the aforesaid situation. Red Cross and/or American Heart Association certification.

HE9381 Basic First Aid (Red Cross)

0.5 credit (5 lec - 5 lab/hrs)
 Designed to teach a good basic knowledge of First Aid for the immediate and temporary care of the sick and injured prior to the arrival of summoned medical treatment.

HEALTH OCCUPATIONS and E.M.T.**HE257/928 Enhanced Emergency**

Medical Technician - Basic (A/B)
 10 credit (80 lec, 60 lab, 10 field study hrs total)

This course prepares individuals for certification in Oregon as an Emergency Medical Technician-Basic. Develops skills in recognition of symptoms of illness and injuries and proper procedures of emergency care. HE928 is for volunteers not pursuing the EMT 1 year Certificate.

Prerequisites: Students are required to complete a special application and meet minimum entrance requirements to register for the course. Application information can be obtained through the EMT Program Coordinator's Office or the Student Services Office.

HE258/931 Emergency Medical

Technician - Intermediate (A/B)
 9 credits (76 lec, 44 lab hrs total)
 Prepares individuals for certification in Oregon as Emergency Medical Technician-Intermediate. Covers theory and practice of procedural responsibilities delegated to the EMT-Intermediate. Incorporates discussion, demonstration, and practical application of roles and responsibilities, patient assessment and management, airway management, shock, intravenous and intraosseous infusions, defibrillation and basic ECG monitoring, pharmacology and medications, and protocols.

Prerequisites: EMT Program Course Enrollment Application and Prerequisite Verification Form, EMT-Intermediate pre-test, Current EMT-B Certification, and current CPR card.

HE260/9360 First Responder Course

3 credits (30 lec, 10 lab hrs total)
 Emergency medical care training program for first responders to traffic accident victims. Includes training in the removal of victim from vehicle.

HE262 CPR Instructor Training (AHA)
2 credits (22 lec hrs total)
Learn how to teach CPR. Review basic life support, both theory and application. Practice methods, materials and techniques used in CPR courses. Successful completion provides Instructor Certification/Recertification.

Prerequisite: Current certification in Cardiopulmonary Resuscitation by the Oregon Heart Association (BLS Course-Level C).

HE280 EMT Field Experience
1-2 credits (3-6 lab hrs/wk)
Provides increased opportunities to use EMT skills learned in the classroom.

Prerequisites: Must be enrolled or have completed transferable EMT I, II or III class and be certified at each level.

HE942 Introduction to Emergency Medical Services
3 credits (3 lec hrs/wk)

This course covers the role and responsibilities of the paramedic, emergency medical services systems, medical-legal considerations, major incident response, hazardous materials awareness and stress management.

HE943 Emergency Medical Technology Rescue
3 credits (2 lec, 4 lab hrs/wk)

This course covers elementary procedures of rescue practices, systems, components, support and control of rescue operations including ladder procedures and basic rescue tools. Introduction to techniques and tools of patient extrication, emphasizing application to traffic accidents, as required for paramedic certification.

HE944 Emergency Communication and Patient Transport
3 credits (2 lec, 3 lab hrs/wk)

This course covers ambulance operation, laws, maintenance, and safety; emergency response driving and route planning; communication systems, radio types, HEAR system, codes and correct techniques.

HE9456 Therapeutic Touch
1 credit (1 lec hrs/wk)

Therapeutic Touch is a nursing intervention which is an interpretation of the ancient healing practice of laying on of hands. It is based on compassion and the intent to use oneself and one's hands as an instrument of healing. Therapeutic Touch promotes relaxation and pain relief. It can be used in a variety of settings both in and out of the hospital. This one credit course will outline the theory, the historical perspectives, and the method of Therapeutic Touch. The participants will gain sufficient experience to be able to use it in daily practice. Therapeutic

Touch is currently being practiced by many nurses and allied health professionals throughout the world and is taught in nursing schools along with traditional curricula.

HISTORY

HST101 History of Western Civilization
3 credits/term (3 lec hrs/wk)

Introduces the knowledge, culture and traditions of the Western World from the rise of civilization in the Near East to the emergence of medieval European civilization. Sequence with HST102, HST103, need not be taken in order.

HST102 History of Western Civilization
3 credits/term (3 lec hrs/wk)

This course traces the Western World's history from the Protestant Reformation of the 16th century through the French Revolution of the late 18th century. Sequence with HST102, HST103, need not be taken in order.

HST103 History of Western Civilization
3 credits/term (3 lec hrs/wk)

Traces the knowledge, culture and political-economic development of the Western World from the early 19th century to the present. Sequence with HST101, HST102, need not be taken in order.

HST201 History of the United States
3 credits/term (3 lec hrs/wk)

The United States from colonial times to the mid-19th century just prior to the Civil War. Introduces students to major themes of American social, economic, cultural and political history. Sequence need not be taken in order.

HST202 History of the United States
3 credits/term (3 lec hrs/wk)

Major social, economic, political and cultural developments from the mid-19th century to the 1920s. Sequence need not be taken in order.

HST203 History of the United States
3 credits/term (3 lec hrs/wk)

Major social, economic, political and cultural developments from the 1920s to the present. Sequence need not be taken in order.

HOME ECONOMICS

The following listed courses are offered on a rotating basis. A few specialized courses are provided only when specific community need has been indicated. Check with the Office of Extending Learning.

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.

HEC0785 Home Maintenance and Repair
2 credits (1 lec, 2 lec/lab hrs/wk)

A course designed to teach the basic principles of home repair and maintenance based on an understanding of basic home construction techniques and the correct selection of methods, materials and tools to use to correct and repair basic problems and to develop a home maintenance and care plan.

HEC0798 Home Design
2 credits (2 lec hrs/wk)

This course is designed to introduce basic principles of home design including architectural style, site planning, home furnishing and decorating for residential building or remodeling.

HEC0850 Introduction to Furniture Making
1.5 credits (3 lec/lab hrs/wk)

An introductory course that will expose the student to the tools, techniques and materials involved in the construction of solid wood furniture. Topics include design, hand and power-tool use, joint making and finishing. This course is a blend of lectures, demonstrations and hands-on experiences for the students. The development of sound woodworking techniques and skills is emphasized.

HEC0874 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.

HEC9944 Balancing Work and Family
0-2 credits (1-24 lec hrs total)

Designed to help each participant develop strategies for managing the stress accompanying the dual roles and implementing sound strategies to accomplish tasks and responsibilities involved in maintaining a family and home while working outside the home or in a home-based business.

HEC9946 Skills for Success
0.5 credit (18 lab hrs total)

Focuses on the skills and knowledge needed to make the transition from homemaker to the dual role involved when also working

outside the home. Addresses goal setting, self-esteem, management of the home, family and personal resources including time and energy, human relations, personal development and strategies for gaining employment.

HUMAN DEVELOPMENT and FAMILY STUDIES

HD90 Life Transitions (Life 101)
3 credits (25 lec-lab, 5 lab hrs wk for 6 weeks)

Focuses on self-exploration and development of life planning skills through a process of analyzing predictable life transition. Emphasizes developing and integrating skills in goal setting, decision making and plan implementation. Designed to assist students in career planning and in the development of the communication, personal and basic skills necessary for self-sufficiency. Includes the development of work place skills such as interpersonal and team-building skills, adapting to change, recognizing diversity and balancing work and family issues. This will be accomplished using written assignments, class activities, group projects and various reading materials.

HD91 Life and Career Planning (Workforce 2000 Skills)

3 credits (95 lec-lab, 20-40 lab hrs total)
Describes planning for life careers. Includes self-assessment and decision-making techniques. Emphasis of the course is on adult career planning; identification of individual career goals and development of communication, personal and basic skills necessary for obtaining education/training in the chosen occupational area and workplace issues. Course emphasizes development of skills employers want such as communication, human relations, valuing diversity, dependability and critical thinking coupled with basic skill development in mathematics, writing and computer awareness.
Prerequisite: Intake process.

HD100 College Success and Survival
1 credit (2 lec-lab hrs/wk)
New and returning students will be assisted in the academic, personal and social adjustments needed to succeed in college.

HD112 Study Skills
3 credits (3 lec hrs/wk)
Designed for students to develop practical and efficient study strategies in order to succeed in college. Topics include note taking, listening, textbook study reading, time management, improving objective and essay test taking skills, reducing anxiety, concentration and memory improvement.

Campus resources and learning styles are also included.

HDFS140 Contemporary American Families
3 credits (3 lec hrs/wk)

This course provides an introduction to family studies. Focus is on the diversity of the American family today and a historical overview of changes in the family environment and structure over time. Students will become familiar with a variety of internal and external factors influencing families such as parenting, violence, gender, divorce, remarriage, economics and culture.

Prerequisites: WR121 English Composition with a C or better and appropriate score on reading placement test.

HDFS222 Family Relations
3 credits (3 lec hrs/wk)

A practical and theoretical course examining communication patterns and relationships between adults, adults and children and within intimate personal relations (marriage, families, and couple relations). Emphasis is on understanding the role of the family and its consequent role in the development of the child.

Prerequisites: HDFS140 Contemporary American Families with a C or better and appropriate score on reading placement test.

HDFS225 Prenatal, Infant, and Toddler Development
3 credits (3 lec hrs/wk)

This course introduces the principles of development, prenatal through two years of age. Emphasis will be on physical, intellectual, emotional, and social growth and development of young children.

Prerequisite: Appropriate score on reading placement test.

HDFS229 Development in Middle Childhood
3 credits (3 lec hrs/wk)

This course includes the study of growth and development in six through twelve year old children. Emphasis will be on physical, cognitive, emotional and social growth of the school-aged child.

Prerequisites: WR121 English Composition with a C or better and appropriate score on reading placement test.

HDFS247 Preschool Child Development
3 credits (3 lec hrs/wk)

The principles of development as they apply to the young child ages two and one-half through five. Emphasis is placed on physical, cognitive, emotional and social growth in children in this age group. Students gain experience in observation and assessment.

Prerequisites: Appropriate score on reading and writing placement test.

HDFS285 Professional Issues in Early Childhood Education

3 credits (3 lec hrs/wk)

Early childhood educators fulfill a diverse role in present society. This course prepares students to meet the many professional roles requiring knowledge of ethics, conflict resolution, advocacy, and understanding of how to influence the government process. Also covers the latest information available in child development, family studies and changes in rules and regulations governing early childhood education programs.

Prerequisites: PSY228 Introduction to Social Science Research with a grade of C or better, WR122 English Composition with a C or better and appropriate score on reading placement test.

HEC9942 Parent Seminar (STEP)
1 credit (2 lec-lab hrs/wk)

Help for parents dealing with the everyday difficulties of raising children in a rapidly changing world.

WKPL4350 Workplace Issues
2 credits (2 lec hrs/wk)

Designed to assist the student in acquiring the interpersonal and human relations (including effective and clear speaking, inquiry and listening) skills, adapting to change, valuing diversity, developing intellectual tolerance and balancing the needs of work, family and self. This is accomplished by utilizing examinations, written assignments, class activities and various reading materials.

HUMAN SERVICES

HS100 Introduction to Human Services
3 credits (3 lec hrs/wk)

An introductory course in the nature and scope of selected problems in America and the relationship of these problems to the historical development of the human service system and human services organizations.

HS102 Drug Use, Misuse and Addiction
3 credits (3 lec hrs/wk)

Examines drugs, their physiological and psychological effects, and implications of treatment and prevention. Covers food additives, prescription medication and chemicals in the environment.

HS154 Community Resources
3 credits (3 lec hrs/wk)

Addresses the history and organizational perspective of the development of Human Services institutions. Students explore Human Service work as it relates to the client, worker and work place. Community resources are identified and students learn the appropriate methods of identifying client needs and referring the client to available resources. There is an introduction to interviewing and relationship development.

HS155 Interviewing Theory and Techniques

4 credits (4 lec hrs/wk)

Theoretical background and specific interviewing techniques. Practice in interviewing situations with peers and professional observation and feedback.

HS167 Gerontology

3 credits (3 lec hrs/wk)

Presents aging as an active developmental process which occurs throughout life. Examines social, physical, emotional and cultural dynamics which influence the aging process. Examines ways of promoting positive involvement throughout life.

HS168 Mental Health and Aging

3 credits (3 lec hrs/wk)

Presents basic information regarding issues in mental health and aging that is grounded in an integrated, bio psychosocial approach to human behavior. Specific organic and functional mental disorders will be studied within the context of the family and community. The course will present an interdisciplinary approach to the care of the elder client. HS0668 Mental Health and Aging is non-credit and non-graded.

HS170 Introduction to Practicum

3 credits (3 lec hrs/wk)

Provides the background and specific skills needed to select and succeed in a Human Services practicum placement.

Prerequisite: HS100, HS154 and 155 with a grade of C or better.

HS200 Understanding Addictive Behavior

3 credits (3 lec hrs/wk)

Presents a concept for understanding addictions of any kind, examining a unifying addictions model and determining the implications this has for recovery. The majority of the course concentrates on effects of addiction with youth and families focusing on family dynamics and treatment of addictive families, with emphasis on principles of intervention with youth, juvenile assessment and the addiction process for youth and families. The material is presented in lectures, class exercises, reading assignments, group discussions and explanations.

HS202 Counseling the Chemically Dependent Client

4 credits (4 lec hrs/wk)

Students develop skills for counseling chemically dependent clients in individual sessions.

HS260 Group Dynamics

3 credits (3 lec hrs/wk)

Introduction to theory of small group behavior and skills in working with groups. Includes styles of group leadership, roles played by various group members and supervisor/ subordinate relationships.



HS261 Counseling the Older Adult

3 credits (3 lec hrs/wk)

How to work with and/or provide services for older adults. Covers physical, emotional, environmental and developmental issues unique to older persons. Includes discussion and practice of communication and counseling skills emphasizing empathy, respect, and genuineness.

HS265 Intervention Strategies I

4 credits (4 lec hrs/wk)

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

Prerequisite: HS155.

HS266 Intervention Strategies II

4 credits (4 lec hrs/wk)

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

Prerequisite: HS265.

HS267 Intervention Strategies III

4 credits (4 lec hrs/wk)

Theory and practice in family, group and community intervention strategies.

Prerequisite: HS266.

HS291 Practicum: Human Services

3-5 credits (90-150 hours per quarter at a pre-approved practicum site)

On-site clinical and community experience with human services organizations plus weekly one-hour seminars integrating field and classroom experiences.

Prerequisite: HS170 and approval from program coordinator.

INTERNATIONAL STUDIES

DEV0605 Computer Assisted English for International Students

1 credit (3 lab hrs/wk)

Methods of guided self-study are used to improve language skills. Begins with an assessment of a student's ability in speaking, learning, grammar, vocabulary and pronunciation of English. A prescription of exercises from selected computer modules are given to the student by the instructor. Students work on the material at their own pace. Students are re-assessed every two weeks to assist them in progressing toward their goals and to assign additional exercises.

JOURNALISM

Students in the Journalism Program learn the techniques and concepts of modern communication in classes that emphasize practical publishing experience. In all classes, students apply their skills by writing, editing, and designing publications, including *the Southwester*, a twice-monthly newspaper serving the College and regional community and World Wide Web pages distributed electronically. Second-year students learn advanced editing and publication management skills by serving on the editorial staffs of these publications.

J202 Information Gathering/Applied Electronic Publishing

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

Students research, annotate, and analyze information on a chosen public policy issue. Researchers will utilize libraries, computer databases, and personal interviews to create an annotated bibliography, from which they will digest and publish a research report on the World Wide Web.

Prerequisite: WR122.

J203 Writing for the Media

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

This class introduces the basic skills and responsibilities required of writers working in print and electronic media, with a focus on writing informative news articles.

Students learn to write with objectivity, clarity and style by publishing articles in the student newspaper and on the College's World Wide Web page.

J204 Visual Communication for Mass Media: Applied Desktop Publishing

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

Students learn the basic concepts, skills, and tools of visual communication, with a focus on applied desktop publishing. Students study and practice the aesthetics of page layout, page design and the use of text,

photography and graphic art. Using desktop publishing software, students design and publish pages in the student newspaper and on the Worldwide Web.

J215 Publishing Lab: Print and Electronic

2 credits (1 lec, 2 lec-lab hrs/wk)
Students practice journalism and publishing skills by publishing the student newspaper and other publications, including magazine and World Wide Web pages. Staff duties include writing, editing, photography, graphic design, computer network management, advertising, and business management. This lab is required for all staff members on the *Southwester*.

Prerequisites: Any one of the following: J202, J203, J204, J217, WR241, WR242, WR243, or WR222.

J217 Feature Writing

3 credits (3 lec hrs/wk)
Students write non-fiction feature articles for print and electronic media. After studying basic models of narrative and explanatory feature writing, students write feature articles for the student newspaper, magazine and World Wide Web page.

J280 Field Experience

9 credits maximum (variable hours)
Nine credits maximum (includes seminar). Combined work and study projects in the fields of writing, reporting, editing, public relations and other mass media-related activities.

JUSTICE SERVICES

CJ100 Foundations of Criminal Justice

3 credits (3 lec hrs/wk)
A contemporary view of the criminal justice system and its processes. Individual consideration will be given to these specific areas: the judiciary, law enforcement, corrections and juvenile systems.

CJ101/SOC244 Criminology

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

CJ107/SW207 Criminal Justice

Workshops
1 credit (10 hrs total)
Current criminal justice problems and methods of alleviating them.

CJ110 Introduction to Law Enforcement

3 credits (3 lec/hrs wk)
Introduction to Law Enforcement is the

identification of area responsibilities that include: field operations, patrol procedures, community relations, police organization and functional duties.

CJ120 Judicial Process

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

CJ130 Introduction to Corrections

3 credits (3 lec hrs/wk)
Study of contemporary correctional institutions and detention facilities, organization and personnel program and activities, inmate society and trends and career orientation.

CJ131/SOC220 Institutional Corrections

3 credits (3 lec hrs/wk)
A detailed exposure to correctional facilities used for the punishment of those convicted of crimes. The evolution of the penal institution, levels of custodial security, and issues relating to custody, treatment, and programs within penal institutions will be explored. Field trips to correctional facilities.

CJ140 Criminalistics

3 credits (3 lec hrs/wk)
Provides instruction in the proper collection, preservation and identification of physical evidence. Provides laboratory skills in field testing of some items of scientific evidence. This course familiarizes students with crime laboratory services available on both state and federal levels.

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

CJ200 American Crime Policy

3 credits (3 lec hrs/wk)
Offers a critical review of crime policy in the United States from both the liberal and conservative perspectives. Current programs and issues are addressed that relate to criminal justice administration. Factors influencing the development of public crime policy are explored, along with factors crucial to the development of successful crime prevention programs.
Prerequisite: CJ100 Foundations in Criminal Justice.

CJ201/SOC221 Juvenile Delinquency

3 credits (3 lec hrs/wk)
Study of deviant behavior and current criminological theories with emphasis on criminal justice applications, crime prevention and phenomena of crime as it relates to juveniles.

CJ203 Crisis Intervention

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

CJ210 Criminal Investigation

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

CJ215 Criminal Justice Administration

3 credits (3 lec hrs/wk)
Focuses on the need for management skills in police work. A functional approach in development of administration concepts: planning, organization, staffing, directing and controlling will be used.

CJ219 Police and the Community

3 credits (3 lec hrs/wk)
The role of the police in maintaining positive interaction with the community is presented. Interrelationships between agencies and citizens are explored including community tension, minority group interests relative to crime, social forces affecting policing, and police image. The central focus is on community-oriented policing.
Prerequisite: CJ110 Introduction to Law Enforcement with a grade of C or better.

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 I

3 credits (3 lec hrs/wk)
An examination of procedural considerations related to the investigation of crime, processing of accused persons, and maintenance of order in American society. Rights of individuals and obligations of criminal justice practitioners will be analyzed. The course focuses on First, Fourth, Fifth and Fourteenth Amendments to the United States Constitution and is designed to precede Procedural Law II.

CJ225 Corrections Law

3 credits (3 lec hrs/wk)
An analysis of the legal principles related to the rights and status of persons convicted of crimes in the United States. Constitutional

principles related to probation, incarceration, and parole will be addressed along with legal obligations and liabilities of corrections agencies and their employees.

CJ229 Community-Based Corrections
3 credits (3 lec hrs/wk)

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

CJ232 Procedural Law II
3 credits (3 lec hrs/wk)

A continuation of CJ222, Procedural Law I, focussing on Sixth and Eighth Amendment issues, civil rights matters and rules of evidence.

Prerequisite: CJ222 Procedural Law I.

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. Includes a seminar for discussion of problems and experience gained.

CJ9370 Basic Law Enforcement I
3 credits (3 lec hrs/wk)

Introduction to criminal justice and the judicial system, the U.S. Constitution, civil/legal liabilities, Oregon Criminal Code elements and Motor Vehicle laws.

CJ9371 Basic Law Enforcement II
3 credits (3 lec hrs/wk)

Continuation of Basic Law Enforcement I, covering laws of search and seizure, laws of evidence, testimony in court and investigative techniques and motor vehicle laws.

CJ9372 Basic Law Enforcement III
3 credits (3 lec hrs/wk)

Patrol techniques, safe vehicle operation, vehicle stop skills and safe firearm skills.

CJ9375 Search and Rescue Training
2.5 credits (2 lec, 2 lab hrs/wk)

Provides all the training and skills needed to meet state search and rescue certification standards.

CJ9390 Career Development; Law Enforcement
0-9 credits (1-324 lec and/or lab hrs total)
In-service training to study current issues and problems within the public service areas and methods of alleviating them.

LIBRARY

LIB127 Introduction to the Library
1 credit (3 independent study hrs/wk)

Introduction to using the fundamental resources of a library: its catalogs, periodical indexes, electronic resources, and special collections. Includes an integrated set of skills and knowledge in assessing, evaluating, and using various kinds of information.

LITERATURE

ENG104 Introduction to Literature - Fiction
3 credits (3 lec hrs/wk)

Reading analysis and appreciation of significant works of fiction, especially short stories; with emphasis on the fiction writer's craft. Presents methods of in-depth critical reading that serve as a basis for further study and enjoyment of literature. Sequence with ENG105, ENG106. Need not be taken in order.

ENG105 Introduction to Literature - Drama
3 credits (3 lec hrs/wk)

Reading, analysis and appreciation of significant works of drama and the elements of dramatic literature (setting, theme, characterization and language) serve as a basis for further study and enjoyment of drama. Sequence with ENG104, ENG106. Need not be taken in order.

ENG106 Introduction to Literature - Poetry
3 credits (3 lec hrs/wk)

Reading, analysis and appreciation of significant poems, how they are written and how they speak to human concerns. Presents those elements of poetry, language, form, metrics, style, and voice that serve as a basis for further study and enjoyment of poetry. Sequence with ENG104, ENG105. Need not be taken in order.

ENG107 World Literature
3 credits (3 lec hrs/wk)

Introduces key literary works and authors of world literature from the Ancient and Classical foundations to the Middle Ages. Students should consider taking History of Western Civilization concurrently. Sequence with ENG108, ENG109. Need not be taken in order.

ENG108 World Literature
3 credits (3 lec hrs/wk)
Introduces key literary works and authors of world literature from the late Middle Ages and Renaissance to the Enlightenment. Students should consider taking History of Western Civilization concurrently. Sequence with ENG107, ENG109. Need not be taken in order.

ENG109 World Literature
3 credits (3 lec hrs/wk)

Introduces key literary works and authors of world literature from Romanticism to modern and contemporary writings. Students should consider taking History of Western Civilization concurrently. Sequence with ENG107, ENG108. Need not be taken in order.

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

Allows accomplished literature students to pursue their own interests on a reading and conference basis under the tutorship of faculty members.

Prerequisite: Instructor consent.

ENG201/202/203 Shakespeare
3 credits/term (3 lec hrs/wk)

This course is an introduction to Shakespeare's early dramatic literature with an emphasis on the timelessness of his ideas and themes, the formal demands of drama, and the development of the artist.

ENG201 The plays for this term are drawn from early histories and comedies.

ENG202 The plays for this term are drawn from the middle comedies and tragedies.

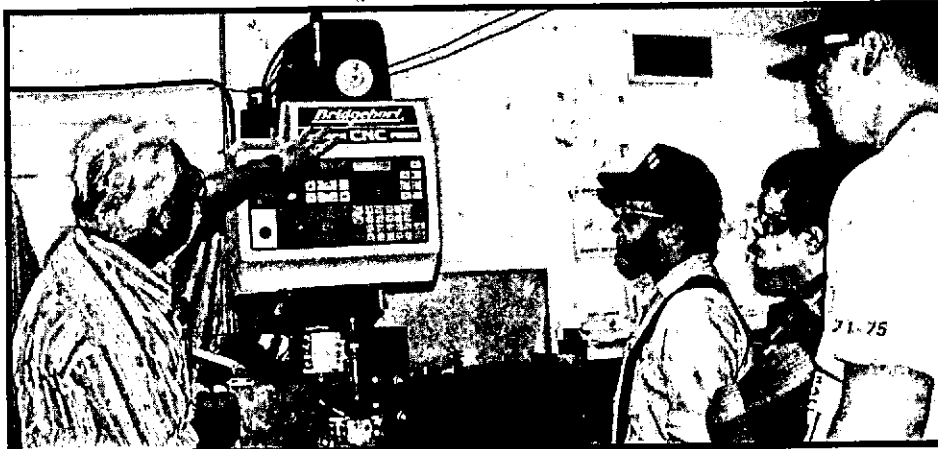
ENG203 The plays for this term are drawn from the later comedies, tragedies and romances.

ENG204 Survey of English Literature
3 credits/term (3 lec hrs/wk)

Discusses literary documents and authors of the British Isles from Anglo-Saxon beginnings through the sixteenth century. Study focuses on, but is not limited to, characteristic works and major figures of the period. Sequence with ENG205, ENG206. Need not be taken in order.

ENG205 Survey of English Literature
3 credits (3 lec hrs/wk)

Discusses literary documents and authors of the British Isles from the sixteenth century through the early nineteenth century. Study focuses on, but is not limited to, characteristic works and major figures of the period. Sequence with ENG204, ENG206. Need not be taken in order.



ENG206 Survey of English Literature

3 credits (3 lec hrs/wk)
Discusses literary documents and authors of the British Isles of the nineteenth and twentieth centuries. Sequence with ENG204, ENG205. Need not be taken in order.

ENG253 Survey of American Literature

3 credits (3 lec hrs/wk)
Introduction to the development of American Literature from the colonial beginnings through the Romantic Period. Special attention is given to helping students develop a sense of what is "American" in literature and thought. Sequence with ENG254, ENG255. Need not be taken in order.

ENG254 Survey of American Literature

3 credits (3 lec hrs/wk)
Introduction to the development of American Literature in the middle and latter parts of the nineteenth century (often referred to as the Age of Realism). Special attention is given to helping students develop a sense of what is "American" in literature and thought. Sequence with ENG253, ENG255. Need not be taken in order.

ENG255 Survey of American Literature

3 credits (3 lec hrs/wk)
Introduction to the development of American Literature of the twentieth century. Special attention is given to helping students develop a sense of what is "American" in literature and thought. Sequence with ENG253, ENG254. Need not be taken in order.

ENG299 Special Topics in Literature

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

ENG299A Mythical and Biblical Background in Literature

3 credits (3 lec hrs/wk)
Trains the students in the larger structural patterns that inform mostly narrative and dramatic literature. The course involves a consideration of the archetypal nature of the earliest myths, their role in the earliest civilizations, and the part they play in shaping the canon of the Bible as "mythopoeic history." In addition, the course introduces the student to such typical patterns as the problems of good and evil, innocence and experience; the quest, death and rebirth, and the character types which dominate the symbolic landscape of literature: the scapegoat, the wise-fool, the tempter/temptress, the hero... The modern world is built upon the ruins of the ancient. Even more so it is the case with the human psyche, the modern surface of which is underlaid with telltale layers of earlier materials. The earlier "mythoi" or tales inform and give shape to the modern as a river bed does to the surface flow of a river. This course will explore the relationship of the mythopoeic imagination to mundane consciousness.

ENG0536 Shakespeare: Ashland

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

MACHINE TOOL TECHNOLOGY

MT101/102/103 Machine Tool Processes I, II, III

2 credits/term (1 lec, 3 lab hrs/wk)
Sequence designed to introduce the manufacturing technology student to the field of machine tool technology which includes an overview of typical traditional as well as Computer Numerically Controlled (CNC) machines commonly found in industry. The function, basic operation and setup, and

tooling will be studied with practical applications on lathes, milling machines, drill presses and grinders, including an introduction to computer controlled programming and operation of CNC machines. An overview of the machine tool processes will relate how blueprints and math are applied on the job. Students gain sound understanding of why machine tools are the basis of manufacturing. Must be taken in sequence.

MT201 Manufacturing Process

2 credits (2 lec hrs/wk)
Production processes used in industry and technical problems relating to mass production of metallic and non-metallic products.

MT202 Basic Metallurgy

2 credits (2 lec hrs/wk)
A practical approach to metals and non-metallic materials, their physical properties, heat treatment of steels, testing of some physical properties and machinability of metals.

MT203 Machine Tool References

2 credits (2 lec hrs/wk)
Provides the experience and knowledge needed to retrieve the technical information from machine manuals, *Machinery's Handbook*, tool and equipment manufacturers' catalogs and to practically apply the information in machine shop situations.

MT204 Machine Tools IV

3 credits (2 lec, 3 lab hrs/wk)
First course in the second year sequence covers advanced setups and operations for lathes, milling machines, grinders, saws and drill presses. Emphasis is placed on higher precision in machining parts.
Prerequisite: MT203 Machine Tool References.

MT205 Machine Tools V

3 credits (2 lec, 3 lab hrs/wk)
A continuation of Machine Tools IV including advanced setups and operations on milling machines and lathes. Basic tool and fixture making is studied with more emphasis on closer tolerances.
Prerequisite: MT204 Machine Tools IV.

MT206 Machine Tools VI

3 credits (2 lec, 3 lab hrs/wk)
Final course of six-course sequence designed to consolidate topics and machines studied and to relate this information to industrial applications. Setup and operation of production machines is studied.
Prerequisite: MT205 Machine Tools V.

MT211 Computer Numerical Control Machining I

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

Introduces computer numerical control machining (CNC), writing of point-to-point programs; setup and operation of a CNC milling machine and related applications.

Prerequisites: MT101 Machine Tools Process I.

MT212 Computer Numerical Control Machining II

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

Second course in the series introduces computer numerical control machining, the use of computers in writing programs to operate machines, setup and operation of CNC milling machines and CNC lathes.

Prerequisite: MT211 CNC Machining I.

MT213 Computer Numerical Control Machining III

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

Continuing the training in CNC machining and CNC programming through advanced programming and machining techniques. Students will design, program and machine actual parts of moderate complexity.

Prerequisite: MT212 CNC Machining II.

MT4179 Advanced Studies Project

3 credits (9 lab hrs/wk)

Provides additional lab experience. Students will, with instructor's approval and supervision, design and produce a special tool using any of the tools and machines available in the machine shop.

Prerequisite: MT102 Machine Tool Processes II.

MT4280 Cooperative Work Experience

1-9 credits (4-36 lab hrs/wk)

Gain on-the-job experience in coordinator-approved shop situations that closely parallel field of study. Work overseen by supervisor and coordinator. Seminar arranged by supervisor. May be substituted for MFG280. See Manufacturing Technology degree.

Prerequisite: Instructor consent.

MT9228 Machine Tool Technology Workshop

25-3 credits (1-9 lab hrs/wk)

Operation and setup of lathes, milling machines, grinders and other machines in the shop. Opportunity to advance skills in applications common to those in industry. Special tools and materials provided by student.

Prerequisite: Instructor consent.

MANUFACTURING TECHNOLOGY

MFG002 Introduction to Electronics DC-AC Concepts

4 credits (8 lec-lab hrs/wk)

Provides a foundation for the understanding of basic electrical and electronic concepts, units, terminology and circuit analysis of Direct Current electronics, basic electrical and electronic concepts, units, terminology and circuit analysis of Alternating Current electronics. Covers good safety practices, identifying and understanding circuits and circuit diagrams, and proper measurement techniques. Study of electronic schematics and diagrams; identification of electronic components, their symbols and valve testing; and elementary assembly techniques. **Prerequisites:** MTH70 or equivalent, can be taken concurrently.

MFG101 Mechanical Principles

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

The study of principles, devices and systems concepts and applications encountered in industry, including belt drives, chain drives, gears and transmissions, and linkages. Subject matter covers operational principles, uses, preventative and periodic maintenance, troubleshooting, and procedures for repair and replacement. Emphasis on hands-on setup of various drive systems, use of common precision measuring equipment and the properties of sealant materials.

MFG 102 Electrical/Electronic Principles

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

Introduces the concepts and applications of various technologies found in the manufacturing industry, including actuators, transducers drives, motors, and combinations of devices used for control and monitoring of industrial processes. Emphasis on hands-on applications of electrical/electronic measurement of physical properties, sensing and control of motion, fault diagnosis, and preventative maintenance. Must be taken in sequence.

Prerequisites: MTH70 or MTH30 with a grade of C or better.

MFG103 Hydraulic/Pneumatic Principles

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

An overview of fluid power technology and a basic working knowledge of the components used in fluid power circuits with emphasis on hydraulic and pneumatic systems and the differences between the two. Hands-on setups of various fluid circuits, using standard hydraulic/pneumatic schematics will be an important part of the laboratory applications. The subject matter on fluid power includes operational principles, uses, preventative and periodic

maintenance, troubleshooting and procedures for repair and replacement.

MFG201 Computer Integrated Manufacturing I

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

Introduces manufacturing technology students to the concepts and technologies of Computer Integrated Manufacturing in a lecture/lab environment. CIM I is presented by lecture/discussion, audio visual presentations, demonstrations, lab team experiences, and research activities. Emphasis is on the development of high performance skills and standards specified by businesses, achieved by means of individual and team activities. Included are operational principles of a complete manufacturing system, manufacturing models of CIM, modern aids for planning and setting up of complex manufacturing systems, and operations of modern flexible manufacturing assembly systems, control structures of CIM systems, enterprise communication technologies and concepts, computer aided design and its impact on manufacturing.

MFG202 Computer Integrated Manufacturing II

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

Continuation of CIM I, and introduction to concepts and technologies of Computer Integrated Manufacturing. Instruction includes planning and scheduling of manufacturing operations, introduction to robotics in manufacturing, materials handling, expanded quality assurance concepts, and strategies for planning and implementing computer integrated manufacturing.

MFG211 Foundations of QA, ISO9000, and TQM

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

Introduces the second-year manufacturing technology student to the basics of Quality Control and Assurance, the ISO9000 standards, and an overview of Total Quality Management as it affects everyone in the manufacturing industry. Gives the student the foundation needed to be successful in the technical trades and professions where standards are globally applicable.

MFG280 Field Experience

3 credits (12 lab hrs/wk)

Students will gain on-the-job experience in coordinator-approved shop situations that closely parallel field of study. Work overseen by supervisor and coordinator. Seminar arranged by supervisor.

Prerequisite: Instructor consent.

MARINE NAVIGATION

IND9615 Marine Piloting and Plotting 3 credits (3 lec hrs/wk)

Provides a basic understanding of the principles involved in plotting. Electronic navigation instruments will be covered. Information will include weather; dead reckoning, and lines of position; various means for determining course and position; standard publications and their uses; marine rules of the road, and aids to navigation; and use of marine radio systems for communication.

IND9616 Marine Celestial Navigation 3 credits (3 lec hrs/wk)

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

MATHEMATICS

MTH0760 Math Lab (0 credit)

Individualized instruction in all levels of math from basic arithmetic to calculus. Student works at own speed and level.
Prerequisite: Registration in any math course.

MTH20 Basic Mathematics 4 credits (4 lec hrs/wk)

Prepares students for successful completion of any program requiring knowledge of basic mathematics.
Prerequisite: Appropriate score on placement test.

MTH30 Math for Industrial Mechanics 3 credits (3 lec hrs/wk)

Basic arithmetic operations with an emphasis on applications. Offered by the math department in cooperation with the professional technical program areas.
Prerequisites: Appropriate score on placement test.

MTH31 Applied Algebra and Geometry for Industrial Mechanics 3 credits (3 lec hrs/wk)

Basic geometric concepts, graphing in a rectangular system and basic algebra concepts with applications. Offered by the math department in cooperation with the professional technical program areas.

Prerequisite: Successful completion of MTH30 or MTH 20 with a C or better.

MTH33 Applied Trigonometry 3 credits (3 lec hrs/wk)

Introduction to plane trigonometry emphasizing practical applications. Offered by the math department in cooperation with the vocational preparation program areas.
Prerequisite: Successful completion of MTH31 or MTH70 with a C or better.

MTH40 Applied Trigonometry 4 credits (4 lec hrs/wk)

Introduction to plane trigonometry emphasizing practical applications.
Prerequisite: Successful completion of MTH31 or MTH70 with a C or better.

MTH70 Elementary Algebra 4 credits (4 lec hrs/wk)

The transition from arithmetic to algebra for students with little or no previous experience in algebra. Includes concepts of numbers, natural number integers, and rational numbers; their generalization and simple algebraic procedures.
Prerequisite: Appropriate score on placement test or successful completion of MTH20 or MTH 30 with a C or better.

MTH94 Intermediate Algebra I 4 credits (4 lec hrs/wk)

A study of the general concepts of the elementary algebra including linear functions and their graphs, quadratic functions and their graphs, linear inequalities, systems of linear equations, rational expressions and rational functions.
Prerequisite: MTH70 with a C or better or appropriate placement score.

MTH95 Intermediate Algebra II 4 credits (4 lec hrs/wk)

A study of exponents, radicals and complex numbers, quadratic equations, quadratic inequities, functions and relations, and solutions to systems of equations, plus an investigation of exponential and logarithmic functions.
Prerequisite: Appropriate score on placement test or successful completion of MTH94 with a C or better.

MTH105 Introduction to Contemporary Mathematics 4 credits (4 lec hrs/wk)

For students who have completed 1.5 to 2 years of high school algebra and a year of geometry, who have a "non-science" major and need to complete a term of college level mathematics. Subject areas: algebraic concepts applied to business situations, relations, functions, statistics, equations, geometry, inequalities and graphing.
Prerequisite: Appropriate score on placement test, MTH95 with a C or better.

MTH111 College Algebra 4 credits (4 lec hrs/wk)

Topics include polynomial and rational functions and an introduction to logarithms.
Prerequisite: Appropriate score on placement test, MTH95 or MTH105 with a C or better.

MTH112 Elementary Functions 4 credits (4 lec hrs/wk)

Topics include exponential, logarithmic functions, trigonometric functions, inverse functions, applications.
Prerequisite: Appropriate score on placement test or successful completion of MTH111 with a C or better.

MTH211 Fundamentals of Elementary Mathematics I 3 credits (3 lec 1 lec-lab hrs/wk)

Includes introduction to problem solving, number systems, number theory, probability and statistics, measurement and geometry.
Prerequisite: Appropriate score on placement test or successful completion of MTH95 with a C or better.

MTH212 Fundamentals of Elementary Mathematics II 3 credits (3 lec 1 lec-lab hrs/wk)

Includes introduction to problem solving, number systems, number theory, probability and statistics, measurement and geometry.
Prerequisite: Successful completion of MTH211 with a C or better.

MTH213 Fundamental of Elementary Mathematics III 3 credits (3 lec 1 lec-lab hrs/wk)

Includes introduction to problem solving, number systems, number theory, probability and statistics, measurement and geometry.
Prerequisite: Successful completion of MTH212 with a C or better.

MTH241 Calculus for Business and Social Science I 4 credits (4 lec hrs/wk)

Introduction to differential and integral calculus of polynomial, rational, exponential, and logarithmic functions with applications in the social and business sciences. The emphasis will be on an intuitive approach and on the applications of differentiation.

Prerequisite: MTH111 with a C or better, or appropriate score on placement test.

MTH242 Calculus for Business and Social Science II 4 credits (4 lec hrs/wk)

Introduction to differential and integral calculus of polynomial, rational, exponential, and logarithmic functions with applications in the social and business sciences. The emphasis will be on an intuitive approach and on the applications of integration.
Prerequisite: MTH241 or MTH251 with a C or better.

MTH243 Introduction to Probability and Statistics

4 credits (4 lec hrs/wk)

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

Prerequisite: MTH95 Intermediate Algebra II, with a C or better.

MTH251 Calculus I (Differential Calculus)

4 credits (4 lec hrs/wk)

Topics include rates of change, the derivative, velocity, acceleration, algebraic rules of differential calculus, applications to maximum and minimum problems, curve sketching and analytic geometry.

Prerequisite: Appropriate score on placement test or MTH112 with a C or better.

MTH252 Calculus II (Integral Calculus)

4 credits (4 lec hrs/wk)

Topics include definite and indefinite integrals with applications to area, force, work, and growth and decay problems.

Prerequisite: MTH251 with a C or better.

MTH253 Calculus III (Infinite Series and Sequences)

4 credits (4 lec hrs/wk)

Topics include indeterminate forms, infinite sequences and series, improper and multiple integrals, conic sections and the formal definition of limit.

Prerequisite: MTH252 with a C or better.

MTH254 Vector Calculus I (Introduction to Vectors and Multidimensional Calculus)

4 credits (4 lec hrs/wk)

Topics include vectors, vector functions, parametric curves, applications to motion, surface area, partial derivatives, gradients, and directional derivatives. Multiple integrals with applications.

Prerequisite: MTH253 with a C or better.

MTH255 Vector Calculus II (Vector Analysis)

4 credits (4 lec hrs/wk)

Introduction to vector analysis, divergence, curl, line, surface integrals, and the theorems of Gauss and Stokes. Multiple integrals.

Prerequisite: MTH254 with a grade of C or better.

MTH256 Differential Equations

4 credits (4 lec hrs/wk)

First and second order linear equations, first order nonlinear equations, Laplace transform, and systems of differential equations.

Prerequisite: MTH255 Vector Calculus II with a C or better.



MTH4215 How To Use A Graphing Calculator

1 credit (2 lec-lab hrs/wk)

How to use a graphing calculator to solve algebra, geometry, and trigonometry problems. Prepares the student for pre-calculus.

Prerequisites: MTH70 with a grade C or better.

MISCELLANEOUS

Note: The courses listed below are offered on a rotating basis. Contact the Office of Extended Learning for more information.

MISC0260 Beginning American Trap Shooting

0 credit (3 lec, 18 lab hrs total)

A class teaching the basic skills of the sport of Trap Shooting, including shotgun selection, care, maintenance and safety.

DRIV0620 "55 ALIVE" Defensive Driving

.5 credits (8 lec hrs total)

The AARP program of classroom instruction that defines current driving skills and teaches preventative measures to develop safe, defensive driving techniques.

A driver improvement course for persons 50 years and older developed by American Association for Retired Persons.

Prerequisite: Must be age 50 or older.

MISC0661 Amateur Radio for Beginners (No-code Technician Licensing)

0 credit (18 lec-lab hrs total)

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

MISC0861 Home Landscaping

0 credit (3 lab hrs/wk)

Introduces home landscaping design, layout, plant selection and care, pruning, shaping, irrigation systems, soils and fertilizers, traffic patterns, turf installation and maintenance.

MISC0862 Introduction to Landscape Architecture

2 credits (2 lec-.5 lab hrs/wk)

Introduction to landscape architecture, history, site planning and landscape design; natural and adapted ornamental plant materials; emphasis on practical application and solution of student problems.

MISC6500 Aviation Introduction

2 credits (2 lec hrs/wk and 2 field hrs total)

Introduces students to the history and development of the aviation industry, theories and applications of aerodynamics, aviation operations and management, careers and employment in aviation industries.

MUSIC

MUP105/205 Jazz Ensemble (Jazz Band)

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

Provides opportunity for musicians to participate and improve music techniques and skills, notation, terminology and improvisation as it applies to the jazz idiom.

MUP114 Stage Band

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

Presents a wide range of musical styles, forms of jazz, popular and rock idioms. Improves instrumental skills, music reading and performer's musical awareness.

MUP121 Symphonic Choir (Community Choir)

1 credit (2 lec-lab hrs/wk)

Performance-oriented practice for presentations, including music with different styles and problems.

MUP122/222 Concert Choir

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

Vocal ensemble provides opportunity for singers to practice and improve talents. Attention is given to voice placement and usage, music reading, terminology and major choral literature of all styles and periods.

MUP123/223 Opera Workshop

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

Provides opportunity for singers to participate in operatic literature, perform scenes from well-known and lesser-known operas, work with other singers of similar skill, and improve their stage techniques. Students will increase their understanding of the art. Performances in costume will be given periodically.

MUP125 Vocal Jazz Ensemble (Southwesters)

2 credits (4 lec-lab hrs/wk)

Students must have the ability to learn music on their own, be at rehearsal prepared on time, and have an enthusiasm for the music. They will read, rehearse and perform music of the vocal jazz idiom including swing.

blues, Latin and ballad styles.

Prerequisites: Audition or instructor approval.

MUP131 Madrigals: Chamber Choir
2 credits (4 lec-lab hrs/wk)

This is a small vocal ensemble that rehearses and performs choral chamber music from the medieval period to the present.

MUP135/136/137 Singing Fundamentals
(Voice Class)
1 credit/term (3 lab hrs/wk)

Provides opportunity for musicians to improve musicianship, instrumental techniques and skills.

MUP142 Orchestra
1-2 credits (2-4 lec-lab hrs/wk)

This course is designed to meet the needs of string players (violin, viola, cello, and bass) in chamber orchestra literature. Some literature will involve woodwinds and bass.

Private lessons on a one-to-one basis for piano, guitar and other instruments, based on request and instructor availability. Student may be asked to audition to perform in recitals or college ensembles.

Individual Lessons
1-3 credits (50 lab hr/wk)

Individual instruction in technical and stylistic aspects of solo performance. Each term, students enroll for a one-half hour lesson each week. Regular practice outside of lesson is expected.

Prerequisite: Instructor consent.

MUP171/271 Piano

MUP174/274 Voice

MUP180/280 Guitar

MUP181 Flute

MUP183 Clarinet

MUP184 Saxophone

MUP186 Trumpet

MUP187 French Horn

MUP188 Trombone

MUP191 Percussion

MUP202 Concert Band
1-2 credits (2-4 lec-lab hrs/wk)

Music studio class offering rehearsal and performance opportunities in concert band literature.

MUP204 American Folk Music
3 credits (3 lec hrs/wk)

A survey of the authentic folk music in America, its origins in Europe, and purposes

of the music regarding work, religion, entertainment, and personal expression. Emphasis is placed on the historic significance of the music as a chronicle of events which shaped the nation through personal experience.

MUP0513 Chamber Choir: Madrigals
0 credit (1 lab hr/wk)

Small vocal ensemble that rehearses and performs choral chamber music from the medieval period to the present.

MUP0525 Vocal Jazz Ensemble
0 credit (4 lec-lab hrs/wk)

Read, rehearse, and perform music of the vocal jazz idiom, including swing, blues, Latin, and ballad styles. Students must be able to learn music on their own, be at rehearsals prepared, on time, and have an enthusiasm for the music.

Prerequisite: Audition or instructor consent.

MUP0526 Band (Jazz Band)
0 credit (1-3 lec-lab hrs/wk)

Provides opportunity for musicians to participate and improve music techniques and skills, music reading, notation, terminology and improvisation as it applies to the jazz idiom.

MUP0528 Community Choir
(Symphonic Choir)
0 credit (1-3 lec-lab hrs/wk)

This vocal ensemble offers singers an outlet for their talent and a chance to improve. Attention is given to voice placement and usage, music reading, terminology, and major choral literature of all styles and periods.

MUP0529 Chamber Orchestra
0 credit (1-3 lec-lab hrs/wk)

The chamber orchestra offers musicians an outlet for their talents and a means to improve their musicianship and instrumental techniques and skills.

MUP0537 Barbershop Singing for Women: Four-part Harmony for Women
0 credit (2.5 lec-lab hrs/wk)

Introduction to women's barbershop harmony stressing musical elements peculiar to the barbershop style. Includes vocal technique, stage presence, and principles of vocal harmonization.

Prerequisite: Instructor consent.

MUS101/102/103 Music Fundamentals
1-3 credits each (1-3 lec hrs/wk)

Introduction to principles and foundations of music.

MUS111/112/113 Music Theory I
4 credits/term (4 lec, 1 lab hrs/wk)

Examines elements, structures and patterns of music. Analyzes styles of major compos-

ers and develops aural and keyboard skills. Must be taken in sequence.

Co-requisite: MUS114, 115, 116 are corequisites for MUS111, 112, 113, respectively.

NOTE: ALL MUSIC MAJORS MUST TAKE EAR TRAINING.

MUS114/115/116 Ear Training and Sight Reading
1 credit (1 lec hr/wk)

Study of the basic concepts in rhythmic principles and tonal relationships (solfege) in intervals and chords. Second and third terms study more complex rhythmic patterns, minor scales, modes, triad inversions, and harmonic progressions.

Co-requisites: MUS111, 112, 113 Music Theory I. Must be taken in sequence.

MUS134/135/136 Voice Class
1 credit/term (1 lec hr/wk)

This class is designed to help students develop their voices for singing. They will receive instruction in vocal techniques to improve the quality of their voices, learning about diction, phrasing, dynamics, expression, posting, breath-control and vocal resonance. They will learn to cope with fear of singing in front of others. No musical background required.

MUS137/138/139 Guitar Class
1-2 credits/term (1-2 lec-lab hrs/wk)

Provides a basic orientation to guitar techniques that encompass accompaniment and solo skills in a variety of styles. Need not be taken in sequence.

MUS198/298 Independent Study in Music
- to be arranged.

MUS201/202/203 Introduction to Music and Its Literature
3 credits each (3 lec, hrs/wk)

Study of musical elements, forms and historical styles.

MUS211/212/213 Music Theory II
4 credits/term (4 lec, 1 lab hr/wk)

Examines structure and elements of music through analysis of the styles of major composers.

Prerequisites: MUS113, Music Theory I.

MUS261/262/263 Music History I, II, III
3 credits/term (3 lec hrs/wk)

Basic stylistic concepts from baroque to classical and romantic to contemporary periods.

MUS0514/5/6 Ear Training and Sight Reading
0 credit (1 lab hr/wk)

Identification of notes and rhythms.

NURSING

NUR101 Fundamentals of Nursing 9 credits (5 lec, 12 lab hrs/wk)

First quarter of a four-quarter practical nursing program leading to a certificate and eligibility to take the state board examination for licensure and/or a six quarter associate degree program leading to eligibility to take state board examination for registered nurse licensure. Beginning concepts in the areas of fundamentals of nursing. Major concepts in communication, mental health, body mechanics, alignment, asepsis, nutrition, fluids, pharmacology, growth and development and maternal health are introduced.

Prerequisite: Admission to SWOCC Nursing Program.

NUR102 Nursing Science and Practice I 9 credits (5 lec, 12 lab hrs/wk)

Continues to build skills and introduce new skills and concepts relating to crisis, mobility homeostasis, elimination and oxygenation. Communications; emphasis on the needs of the aged are integrated. Observation is expanded to include total assessment, nursing diagnosis, expected outcomes and rationales. Student continues to apply knowledge and skills in the hospital setting.

Prerequisites: Admission to SWOCC Nursing Program (see catalog page 37); completion of NUR101 and Anatomy and Physiology I (BI231) with a grade C or better.

NUR103 Nursing Science and Practice II 9 credits (5 lec, 12 lab hrs/wk)

Covers maternity nursing and care of patients of all ages undergoing surgery, cardiac, gastrointestinal and fluid and electrolyte problems. Evaluation as part of nursing process is introduced. Pharmacology, nutrition and communications are integrated throughout the course. Students spend time in a hospital setting, applying skills and concepts learned.

Prerequisites: Admission to SWOCC Nursing program (see page 37); completion of NUR101 and 102 and Anatomy and Physiology I and II (BI231 and 232) with a grade C or better.

NUR201 Nursing Science and Practice III 9 credits (5 lec, 12 lab hrs/wk)

Covers alterations in physiological and psychological functioning with needed nursing interventions in relation to orthopedics, urinary, cancer, blood dyscrasia and neurological problems. Nursing process in care of patients with these disorders is stressed, including acute psychiatric disorders, psychoses, substance abuse and suicide. I.V. therapy is taught as far as



maintenance, medications and blood administration. Students will study the Practical Nurse's transition from student to graduate working after graduation, legal/ethical aspects of LPN practice and giving medications to groups of patients.

Prerequisite: Satisfactory completion of first year of the program or admission into second year with advanced placement as an LPN or transfer student (see catalog page 37).

NUR202 Nursing Science and Practice IV 9 credits (5 lec, 12 lab hrs/wk)

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

Prerequisites: Completion of NUR201 and BI234 Elementary Microbiology with a grade C or better or advanced placement as an LPN (see catalog page 37).

NUR203 Nursing Science and Practice V 10 credit (5 lec 15 hrs/wk)

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

Prerequisite: Completion of NUR202 with a grade of C or better. Students must be in satisfactory standing to enter this quarter.

NUR546 Basic Nursing Assistant 6 credits (48 lec, 22 lab, 50 clinical hrs/total)

Prepares a Basic Nursing Assistant to be eligible for certification as outlined by the Oregon State Board of Nursing, to care for

clients in stable environments, i.e., nursing homes, long-term and intermediate care facilities.

NUR951 Certified Medication Aide Training 5 credits (40 lec, 40 lab hrs/total)

The Medication Aide Training Program shall consist of a minimum of 80 hours of instruction divided into at least 40 hours classroom instruction and at least 40 hours supervised clinical experience of which at least 20 hours must be in a long-term care nursing facility. Students learn to utilize principles of safety in the administration of medication; define terms related to the administration of medications; correctly interpret abbreviations commonly used in administration of medication; demonstrate the ability to correctly calculate doses of medications; keep accurate records; and identify legal parameters of the Certified Medication Aide (CMA) role.

Prerequisite: Must be Certified Nursing Assistant (Oregon); be on the CNA registry for nine months prior to the first day of the Medication Aide Training Program; provide documentation of at least nine months full-time experience or the equivalent in part-time experience as a CNA in the last five years.

HE9424/HE0574 Hospice/WAC Training 3 credits (3 lec hrs/wk)

This is a training course for persons interested in becoming hospice volunteers. Basic hospice principles and history of the hospice movement are presented as are skills needed by the volunteers to carry out their roles. The process of dying is discussed, including needs of clients/families. The major focus of the class is on helping others. The class is conducted in group format and sharing personal experiences is encouraged. HE0574 is non-credit.

HE5280 CNA Cooperative Work Experience 0-3 credits (up to 360 lab hrs total)

The CNA Work Experience provides clinical experience between SWOCC and a local clinical site that operates from mid-June until the beginning of fall term. It is a position that nursing students may apply for during spring quarter of the first year of the nursing program. Students work under the direction of a registered nurse and function as a support person on designated nursing units in the hospital. Students are expected to safely practice within their scope of knowledge and in accordance with the policies and procedures of the designated clinical site.

Prerequisite: NUR103, Nursing Science and Practice II.

HE9427 Career Development Seminars:
Health and Wellness-General
 0-3 credits (1-90 lec and/or lab hrs/total)
 Inservice training program and seminars designed to study current issues and problems within health and wellness areas and methods of alleviating them.

OFFICE ADMINISTRATION

OA116 Office Procedures
 3 credits (3 lec, 1 lab hrs/wk)
 Methods, concepts and procedures for business office operation. Includes practice in setting priorities, coordinating mail, organizing work, developing human relations and communication skills, budgeting and planning.

OA121 Keyboarding I
 3 credits (2 lec, 3 lab hrs/wk)
 Presents principles of keyboarding, manuscript writing, tabulation, centering, correspondence, speed and accuracy development.

OA122 Keyboarding II
 3 credits (2 lec, 3 lab hrs/wk)
 Preparation of business reports, letters, tabulated materials, business forms, and advanced materials, including arrangement of problems with minimum instruction.
Prerequisites: OA121 Keyboarding I, or equivalent. Typing skill level at 25-35 wpm.

OA123 Keyboarding III
 3 credits (2 lec, 2 lab hrs/wk)
 Emphasis on speed, accuracy and secretarial standards in producing mailable documents using computer equipment and software. Assignments include simulations with emphasis on decision making.
Prerequisites: OA201 Word Processing I and OA122 Keyboarding II.

OA131 Legal Secretarial Procedures I
 4 credits (3 lec, 2 lab hrs/wk)
 The course introduces students to the law, office, to the courts, and to the law library; ethics and duties of the legal secretary; familiarization with national, state and local professional organizations; qualifications, duties, and responsibilities of a notary public; the purpose, the form and the disposition of selected non-court documents operative in Oregon; practice given to office-style documents and legal correspondence. Must be taken in sequence.
Prerequisite: Minimum typing speed 45 wpm.

OA132 Legal Secretarial Procedures II
 4 credits (3 lec, 2 lab hrs/wk)
 As an extension of Legal Secretarial Procedures I, this course emphasizes legal fundamentals, purposes, form and disposition of court documents as they apply to specialized areas of personal injury, dissolutions, probate, guardianships, bankruptcy, criminal, workers' compensation and adoptions. Practice will be given in office-style preparation of documents as they pertain to court documents and court procedures. Must be taken in sequence.
Prerequisites: OA131 Legal Secretarial Procedures I, minimum typing speed 45 wpm. **Concurrent Course:** OA201 Word Processing I.

OA133 Legal Secretarial Procedures III
 3 credits (2 lec, 3 lab hrs/wk)
 An extension of Legal Secretarial Procedures I and II, this course gives students knowledge and application of legal procedures and formatting. Must be taken in sequence.
Prerequisites: OA132 Legal Secretarial Procedures II.

OA201 Word Processing I
 3 credits (3 lec hrs/wk)
 Introduces principles and concepts of a Windows word processing software system. Includes the procedures and techniques used to operate the system and produce mailable copy documents. Emphasis is on production.

OA202 Word Processing II
 3 credits (3 lec hrs/wk)
 Advanced word processing training for persons with basic skills and knowledge of Windows IBM-compatible computers. Emphasis is on production of mailable copy and use of advanced formatting features.
Prerequisite: OA201 Word Processing I.

OA220 Electronic Calculators
 2 credits (2 lec hrs/wk)
 Ten-key system for machine operation and use of electronic, desk-top style calculators in the four fundamentals of mathematics. Four operations are used to solve applied business problems with speed and accuracy.
Prerequisite: MTH20 Basic Mathematics.

OA225 Machine Transcription
 3 credits (2 lec 2 lab hrs/wk)
 Practice in the conversion of audio-recorded dictation to typewritten copy, using English essentials, spelling, punctuation and grammar; and keyboarding skills to produce mailable business documents.
Prerequisites: Minimum typing speed of 40 wpm; OA2591 Proofreading and Editing; OA201 Word Processing I.

OA240 Filing/Records Management
 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.

OA2221 Medical Terminology I
 3 credits (3 lec hrs/wk)
 Introduction to medical terminology including medical prefixes, suffixes and word stems. Study in each system is categorized into additional prefixes and suffixes, diagnostic, symptomatic and operative terminology. Basic coverage of body systems and of skeletal structures. Must be taken in sequence.

OA2222 Medical Terminology II
 3 credits (3 lec hrs/wk)
 A complete study of medical terminology of body systems, i. e. respiratory, endocrine, eye/ear, digestive, muscle structures, reproductive - male/female, and medical abbreviations.
Prerequisite: OA2221 Medical Terminology I with a grade of C. Must be taken in sequence.

OA2231 Clinical Procedures I
 4 credits (3 lec, 2 lab hrs/wk)
 Provides clinical orientation, initial instruction and basic skills for a medical/ clerical assistant. Provides in-depth simulation of office nurse's duties. Prepares the medical office assistant to substitute for the physician's nurse, without major changes in office routine for the safety, security, and comfort of the patient, physician and the medical assistant.

Prerequisites: OA2221 Medical Terminology I and OA5401 Body Structure and Function I and concurrent enrollment in HE9380 CPR. Must be taken in sequence.

OA2232 Clinical Procedures II
 4 credits (3 lec, 2 lab hrs/wk)
 Provides theoretical knowledge, skills and practical experience which enables the student to attain and maintain safe, intelligent, quality patient care under supervision of licensed personnel. Emphasis on medical and surgical asepsis, in preparation for office surgery. Primarily for students already employed in the health care field.
Prerequisite: OA2231 Clinical Procedures I with a grade of C or better.

OA2241 Medical Transcription I
 3 credits (2 lec, 3 lab hrs/wk)
 Introduces simpler forms of medical transcription from hospital dictation. Utilization of terminology with emphasis on accuracy.
Prerequisites: OA225 Machine Transcription, OA2221 Medical Terminology I with a grade of C or better. Must be taken in sequence.

OA2242 Medical Transcription II

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

Specialized/complex medical dictation by actual physicians for the development of transcription skills.

Prerequisite: OA2241 Medical Transcription I with a grade of C or better.

OA2251 Medical Office Procedures

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

Introduction to medical office: medical history, medical ethics, medico-legal responsibility, scheduling appointments, recognizing medical emergencies, art of handling the patient's problems, medical records management, the computer in the medical office, electronic billing, producing patient statements, printing superbills and medical office management.

OA2280 Cooperative Work**Experience**

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

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

Prerequisite: Instructor consent.

OA2365 Legal Transcription

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

Practice in the conversion of legal audio-recorded dictation to hard copy. Uses legal terminology to produce mailable legal documents.

Prerequisites: OA225 Machine Transcription, OA201 Word Processing I and OA131 Legal Secretarial Procedures I.

OA2591 Proofreading and Editing

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

Prepares students for the fields of medical and machine transcription; a thorough review of punctuation, capitalization, grammar, word usage and spelling as applied to transcribing and editing commonly used documents found in the business office.

Prerequisite: ASSET-writing score of 43 or better, WR0525 with a C or better.

OA2597 Medical Office Coding I

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

Provides the student with a basic knowledge of the fundamental coding systems used between the medical community and insurance carriers (private and government). Includes coding health related conditions and diseases, descriptive terms and abbreviations for reporting medical services and procedures performed by physicians, and other coding systems in use.

Prerequisite: OA2221 Medical Terminology I, OA5401 Body Structure and Function with a C or better.

OA2598 Medical Office Coding II

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

Provides the student with a basic knowledge of the fundamental coding systems used between the medical community and the insurance carriers, private and government. Includes coding health conditions and diseases, descriptive terms, and abbreviations for reporting medical services and procedures performed by physicians and other coding systems.

Prerequisite: OA2597 Medical Office Coding I with a C or better.

OA2725 Reimbursement Management

3 credits (3 lec hrs/wk)

Medical insurance terminology, familiarity with types of insurance programs. Insurance claim processing with introduction to forms, assignment and coordination of benefits, credit and collection procedures with federal and Oregon laws, credit applications, basic billing cycles, coding introduction.

Prerequisites: OA5401 Body Structure and Function I and OA2221 Medical Terminology I with a grade of C or better.

OA5401 Body Structure and Function

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

A general survey of human anatomy and physiology. It is designed for medical office students, pharmacy technicians, and other students who desire a broad review of body systems. Normal structure and functions of the human body systems, characteristics of the cell as the basis for life, and organization of tissues and organs will be covered. The lecture/lab segment will give students the opportunity to use other than the lecture/discussion modality to visualize through the use of models of the body systems. Must be taken in sequence.

OA5402 Body Structure and Functions II

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

A continuation of Body Structure I. Must be taken in sequence.

Prerequisite: OA5401.

OA5533 Medical Law and Ethics

2 credits (2 lec hrs/wk)

Survey of the manner in which the law and codes of ethics affect the practice of health occupations para-professionals. Includes introduction to concepts of litigation, consent, introduction to law, ethics and bioethics, genetic engineering, sterilization, abortion, and death and dying.

PHARMACY TECHNICIAN

Note: Students must successfully complete all courses (attain a grade of C or better) in a quarter of the Pharmacy Technician curriculum before advancing to the next quarter.

PHAR5470 Introduction to Pharmacy**Law: Practice and Law**

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

Introduces students to the career of Pharmacy Technician, explores history and personnel related to pharmaceutical services and includes standards of pharmacy ethics.

A variety of practice environments and technician roles are identified. An introduction to Federal and State laws regulating pharmacy practice and the roles of professional associations and regulatory agencies is provided. A general overview of the knowledge base required for the occupation and introduction to standard pharmacy references prepare the student for the remainder of courses in the Pharmacy Technician certificate program.

Prerequisite: Appropriate reading placement test score or admission to the Pharmacy Technician Program.

PHAR5472 Pharmacology I

3 credits (3 lec hrs/wk)

Basic course introducing common generic trade names of therapeutic drugs and drug categories, discusses their uses to prevent or interfere with disease processes, and important contraindications in the treatment of disease states. Included are common over-the-counter (OTC) drugs.

Prerequisites: OA2221 Medical Terminology I and RD101 Effective Reading with a grade of C or better or appropriate score on the reading placement test.

PHAR5473 Pharmacology II

3 credits (3 lec hrs/wk)

Basic course introducing common generic trade names of therapeutic drugs and drug categories, discusses their uses to prevent or interfere with disease processes, and important contraindications in the treatment of disease states. Included are common over-the-counter (OTC) drugs.

Prerequisite: PHAR5472 Pharmacology I with a grade of C or better.

PHAR5474 Pharmacy Calculations

2 credits (2 lec hrs/wk)

Basic mathematics review with an introduction to application in Pharmacy Technician duties. Covers systems of weight, measure, and temperature, practice converting from one to another and the understanding of retail accounting. Students develop the basic capabilities needed to calculate percent concentrations, drug dosages, and milliequivalents.

Prerequisites: MTH70 with a grade of C or better or appropriate score on math placement test.

PHAR5475 Pharmacy Technician Procedures I

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

Provides knowledge and skills needed in the performance of technical pharmacy tasks. Included are ambulatory, prescription processing, hospital dispensing systems, compounding and prepacking, communications, computer operations, aseptic technique, IV prep admixtures and oncology preparations.

Prerequisite: PHAR5470 with a grade of C or better.

PHAR5476 Pharmacy Technician Procedures II

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

Provides knowledge and skills needed in the performance of technical pharmacy tasks. Included are ambulatory, prescription processing, hospital dispensing systems, compounding and prepacking, communications, computer operations, aseptic technique, IV prep admixtures and oncology preparations.

Prerequisite: PHAR5470 with a grade of C or better.

PHAR5477 Pharmacy Records Management

3 credits (3 lec hrs/wk)

Provides knowledge and skills in preparing, maintaining and storing a multiple of pharmacy records. Students practice typing a variety of instructional and retail prescription labels, and producing at a predetermined, satisfactory rate.

Prerequisite: PHAR5470 and PHAR5474 with a grade of C or better.

PHAR5478 Pharmacy Technician Practicum

3 credits (9 lab hrs/wk)

Pharmacy experience in retail and/or institutional pharmacy practice. Instruction and supervision provided by staff or participating agencies. Concurrent classroom activities are included.

Prerequisite: PHAR5472, PHAR5474 and PHAR5475 with a grade of C or better.

PHILOSOPHY

PHL101 Introduction to Philosophy: Philosophical Problems

3 credits (3 lec hrs/wk)

Introduces problems and systems of philosophy of concern to reflective people. Focus is on metaphysics (the nature of reality), mind and body, free will, determinism, and meaning and purpose. This course will broaden and enrich the scope of traditional introductory courses by incorporating a multi-cultural and feminist perspective, including historical comparisons from different cultures, for example when philosophy



began in the Eastern Mediterranean and in India and China. Sequence with PHL102, PHL 103. Need not be taken in order.
Prerequisite: WR121 with a grade of C or better.

PHL102 Ethics

3 credits (3 lec hrs/wk)

Develops the idea of man as a moral agent and considers critically various interpretations of the ideals and standards of moral conduct, including those of non-Western origin. Introduces ethical problems which have resulted from advances in science, technology and medicine. Attention is given to environmental and business ethics.

Sequence with PHL101, PHL 103. Need not be taken in order.

Prerequisite: WR121 with a grade of C or better.

PHL103 Critical Thinking

3 credits (3 lec hrs/wk)

Focuses on improving reasoning and critical assessment ability. Emphasizes practical methods, involves study of editorials, essays, propaganda, advertisements, etc. Examples are taken from the mass media, literature, political sources, philosophy and history. Includes introduction to logic, deductive and inductive arguments.

Sequence with PHL101, PHL 102. Need not be taken in order.

Prerequisite: WR121 with a grade of C or better.

PHOTOGRAPHY

ART0519 Basic Photography I

0.5-2 credits (15-36 hrs total)

Introduction to basic principles of photography, including instruction in camera use, including lenses and their applications. Includes analysis of different types of film and developing procedures. Presentation of basic components of composition, etc., leading to advanced courses in photography.

ART0593 Introduction to Photography Basics

1.5 credits (1 lab hr/wk, two 2-hr field trips)
Techniques of photography and how to be creative in taking photos.

Prerequisites: 35mm camera and knowledge of operation.

PHYSICAL EDUCATION

No more than 9 credits of Physical Activity (PE180, 185, 190) may be used in meeting the total credit requirement or counted in the GPA. Courses must be in different activities (basketball, volleyball, tennis, etc.) or levels (i.e., beginning, intermediate, advanced). Progressive courses such as Super Circuit, Physical Conditioning, and Slimnastics may each be taken up to 3 times for credit. See Physical Education requirement for each degree.

PE131 Introduction to Health & Physical Education

3 credits (3 lec hrs/wk)

Professional orientation, basic philosophy and objectives, professional opportunities and qualifications. Required for P.E. majors. Offered fall term only.

PE180 Women's Athletic Team

1 credit (5 lab hrs/wk)

Volleyball
Volleyball Techniques
Basketball
Basketball Techniques
Soccer
Softball

PE185 CoEd Athletics

1 credit (5 lab hrs/wk)

Track & Field
Track & Field Techniques
Cross Country
Cross Country Techniques
Fundamentals of Track & Field
Physical Conditioning for Track

PE185 Physical Education

1 credit (3 lab hrs/wk)

Provides students with an activity that will promote physical and emotional well-being. Enables the student to develop and/or pursue life-long physical activity. Class meets three hours a week. Some courses have prerequisites or require instructor consent. Special arrangements may be made for restricted or corrective work.

Aerobic Dance
Aerobic Exercise
Badminton
Basketball
Dance Fundamentals
Golf

Jazz Aerobics
Jogging
Kayaking
Personal Defense
Physical Conditioning
Racquetball
Sailing
Slimnastics
Softball
Super Circuit
Swimming
Swimnastics
Tennis
Volleyball
Weight Training

PE190 Men's Athletic Team
1 credit (5 lab hrs/wk)
Basketball
Basketball Techniques
Baseball
Soccer

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:
PE295 Field Sports and
PE195 Track & Field
Required for P.E. majors.

Winter Term:
PE295 Basketball, Badminton,
PE195 Fundamentals of Movement and
Volleyball. Required for P.E. majors.

Spring Term:
PE195 Gymnastics,
PE295 Conditioning and Tennis
Required for P.E. majors.

**PE198/298 Independent Study in
Physical Education** - to be arranged.

PE231 Wellness for Life
3 credits (3 lec hrs/wk)
Lifetime fitness activities and wellness strategies.

PE280 Field Experience
1-3 credits (3-9 lab hrs/wk)
9 credits maximum.
Includes seminar with teaching strategy.
Prerequisite: Instructor consent. Students have the opportunity to experience working with K-12 students in physical activity setting.

PHYSICS

PH121 Elementary Astronomy
3 credits (3 lec hrs/wk)
A descriptive treatment of the solar system: stars, stellar evolution, galaxies and cosmology. The results of current space missions are emphasized. Recent discoveries in stellar astronomy will be discussed.
Prerequisite: MTH70 with a grade of C or better.

PH201/202/203 General Physics
5 credits (4 lec, 3 lab hrs/wk)
Study of the physical properties and interactions of mechanics, sound, heat, light, electricity, magnetism, and optics. Includes laboratory activities. Must be taken in sequence.
Prerequisites: MTH112.

**PH211/212/213 General Physics with
Calculus**
5 credits (4 lec, 3 lab hrs/wk)
Study of the physical properties and interactions of mechanics, sound, heat, light, electricity, magnetism and optics. For science and engineering majors. Must be taken in sequence.
Co-requisites: MTH251 with PH211, MTH252 with PH212, and MTH253 with PH213.

POLITICAL SCIENCE

**PS198/298 Independent Studies in
Political Science** - to be arranged, under professional guidance.

**PS201 American Government:
Institutions**
3 credits (3 lec hrs/wk)
An introduction to American political institutions, processes and ideology in relation to politics and public policy.

**PS202 American Government: Policy
Issues**
3 credits (3 lec hrs/wk)
This course continues study of civil liberties and practical application of powers of the federal government to society's problems. Current issues in American politics and the application of federal government powers to society's problems will be addressed.

**PS205 International Politics: Global
Issues**
3 credits (3 lec hrs/wk)
Analysis of current relations between nations, international and regional organizations, and non-governmental agencies. Emphasis on international political economy, global environment, human rights and security issues. Major world regions as well as developed and developing third world countries will be studied.

PSYCHOLOGY

PSY115 Career Workshops
1 credit (10-13 lec hrs total)
Discussions of present and future job opportunities, labor market changes, how to communicate effectively at the workplace and job search strategies focusing on how to market yourself to potential employers.

PSY140 Life Plan
3 credits (3 lec hrs/wk)
Provides an opportunity to explore current and future directions for career selection, definitions of family and development of a "Life Plan" to mesh with changing lifestyles. Occupational and personal "restructuring" throughout the life cycle.

PSY201 General Psychology
3 credits (3 lec hrs/wk)
Introduces principles and theories of human behavior. Stresses scientific methodology, brain and other physiological influences on behavior, learning, sensory and perceptual processes.

PSY202 General Psychology
3 credits (3 lec hrs/wk)
Focuses on memory, language and thought, consciousness, motivation and lifespan development.

PSY203 General Psychology
3 credits (3 lec hrs/wk)
Focuses on emotion, stress, health, intelligence, personality, mental disorders, treatment of mental disorders and social psychology.

**PSY228 Introduction to Social Science
Research**
3 credits (3 lec hrs/wk)
Introduction to the basic research methods used by social scientists. Includes an introduction to statistical analysis, observational studies, survey research and experimental design.
Prerequisites: MTH 70 with grade a of C or better.

**PSY239 Introduction to Abnormal
Psychology**
3 credits (3 lec hrs/wk)
Discusses the diagnosis, etiology and therapy of emotional disturbances and behavioral disorders.

**PSY240 Introduction to Psycho-
pharmacology**
3 credits (3 lec hrs/wk)
Basic introduction to the principles of drug action on the mind and body. Focuses on drug metabolism, the nervous system and neuron physiology. Includes some psychopharmacological research findings on alcohol, psychotherapeutic drugs, benzodi-

azepines, barbiturates, stimulants, marijuana, opiates, caffeine, nicotine and hallucinogens.

WKPL4350 Workplace Issues

2 credits (2 lec hrs/wk)

Assists students in acquiring the interpersonal and human relations (including effective and clear speaking, inquiry and listening) skills, adapting to change, valuing diversity, developing intellectual tolerance and balancing the needs of work, family and self. This will be accomplished utilizing examinations, written assignments, class activities and various reading materials.

WKPL9033 Career Workshops

(General)

0-1 credit (1-10 lec hrs total)

Discussions of present and future job opportunities, labor market changes, how to communicate effectively at the workplace and job search strategies focusing on how to market yourself to potential employers.

READING (See Academic Skills)

REAL ESTATE

Most real estate courses are offered on an individual basis. Contact the Office of Extended Learning for more information.

RE112 Real Estate Law I

3 credits (3 lec hrs/wk)

Survey of Oregon Real Estate Law as it applies to ownership, use and transfer of real property, classes of property, legal description, instruments of conveyance, estates, liens, easements, deed restrictions and contracts. Partially fulfills the educational requirements for the Oregon Real Estate Salesperson License. Self-study uses a textbook and a related series of slide-tape programs. Students are required to accumulate 30 hours of library preparation time to be eligible to take the final exam. **Prerequisite:** Instructor consent.

RE113 Real Estate Principles I

3 credits (3 lec hrs/wk)

Examines the nature of real property and real estate business, markets, brokering, ownership contracts, taxes and assessments. Partially fulfills the educational requirements for the Oregon Real Estate Salesperson License. Students are required to accumulate 30 hours in the library using a self-study course that includes a textbook and a series of slide-tape programs. **Prerequisite:** Instructor consent.



RE116 Real Estate Finance I

3 credits (3 lec hrs/wk)

Describes methods for financing the acquisition and transfer of real property. Includes the mortgage market, money, mortgage loan procedures, lending instruments, foreclosures and remedies, government loan programs and nongovernment loan programs. Partially fulfills the educational requirements for the Oregon Real Estate Salesperson License. A self-study course uses a series of slide-tape programs in conjunction with the textbook. Thirty hours of preparation time in the library qualifies student to take the final. **Prerequisite:** Instructor consent.

RE118 Real Estate Appraising I

3 credits (3 lec hrs/wk)

Methods for estimating the value of real property in residential form. Emphasis will be placed on appraisal process, definition of problem, appraisal plan, data collection, market approach to value, cost approach to value, income approach to value, correlations of estimates and writing the report. **Prerequisite:** Instructor consent.

RE222 Real Estate Law II

3 credits (3 lec hrs/wk)

Continuation of Real Estate Law I with emphasis on employment contracts, title insurance, earnest money receipts, options, closing statements, loan applications, escrow instructions, lending instruments, misrepresentation, insurable liability, subdivision and building codes, broker-attorney relationships, subdivision laws and landlord-tenant act. **Prerequisite:** RE112 Real Estate Law I.

RE230 Real Estate Office Management and Supervision of Sales Personnel

3 credits (3 lec hrs/wk)

Methods of supervising activities of real estate sales personnel emphasizing planning, selection, training and evaluation of sales personnel, motivation, authority, communications, discipline and public relations.

Students will examine methods for establishing and operating a small real estate office with focus on organizational formats, planning, office facilities, financial reports, non-financial records, office personnel, office manuals and public relations.

Prerequisites: RE112 Real Estate Law I, RE113 Real Estate Principles I, and RE116 Real Estate Finance I.

RE9290 Oregon Real Estate

1 credit (12 lec hrs total)

A review of the financing program available in the marketplace today. Emphasis on conventional real estate loans, government finance programs, finance regulations and alternate and seller financing. Provide continuing education for realtors.

SCIENCE, GENERAL

PHYSICAL SCIENCE

A sequence in Physical Science must include 104 and 105 plus either 106, 107 or 108.

GS104/105 Physical Science

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

An overview of the essential ideas in physics and chemistry and their application to either astronomy or geology. Laboratory exercises illustrate important principles and provide experience with measurement and scientific method.

Prerequisite: One year of high school algebra or instructor consent.

GS104 Introduction to the laws of motion, the principles of work and energy, electricity and magnetism.

GS105 Introduction to chemistry, emphasizing atomic structure, chemical change and chemical bonding.

GS106 Introduction to Earth Science

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

Includes basic terminology, fundamental processes and respective interrelationships. Exercises may be added.

GS107 Astronomy

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

A descriptive treatment of the solar system, stars, stellar evolution, galaxies and cosmology. The results of current space missions are emphasized. Recent discoveries in stellar astronomy will be discussed. Fulfills one term of Physical Science Survey requirement. Includes lab component.

Prerequisite: MTH70 with grade of C or better.

GS108 Oceanography

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

Studies the ocean and its phenomena. Discusses the chemical, biological and physical nature of ocean water; the ocean floor, shorelines and pollution. The course also includes sedimentation, volcanism, plate tectonics and other geological aspects of the oceans.

GS198/298 Independent Studies - General Science

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

Provides opportunities for studies of special interest, under professional guidance.

Prerequisite: Instructor consent.

GS275 Uses and Resources of the Ocean

3 credits (3 lec hrs/wk)

Studies the significance of the oceans to society and our role in the utilization of the marine environment. Includes history, food and mineral resources, water and energy resources, pollution and waste disposal, coastal processes and activities, ocean law and management, technology and instrumentation, navigation and positioning, and miscellaneous issues. Local marine-related activities and problems are emphasized.

SOCIOLOGY

SOC198/298 Independent Studies in Sociology - to be arranged, under professional guidance.

SOC204 General Sociology

3 credits/term (3 lec hrs/wk)

Focuses on sociology as a science, examines concepts related to human social structure, culture, socialization, status and role, gender roles, social groups, organizations, social stratification, race and ethnic relations.

SOC205 General Sociology

3 credits/term (3 lec hrs/wk)

Applies sociological perspectives to the study of recent social changes, trends in social institutions of the family, religion, education, economics, politics, medical sociology, plus selected topics.

SOC206 General Sociology

3 credits/term (3 lec hrs/wk)

Discusses identification and analysis of social problems. Explores addictions, crime and delinquency, group discrimination, inequality, poverty, alienation, domestic and international violence, environment and energy from sociological perspectives focusing on feasible solutions.

SOC210 Marriage and the Family

3 credits (3 lec hrs/wk)

Examines intimate relationship, courtship, marriage and family patterns - old, new, and unconventional. The course focuses on how relationships are built, maintained, changed, and how people cope with love, sexuality, children, conflict, divorce, blended families, disabilities and death of family members.

SOC220/CJ131 Institutional Corrections

3 credits (3 lec hrs/wk)

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

SOC221/CJ201 Juvenile Delinquency

3 credits (3 lec hrs/wk)

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.

SOC243/CJ243 Narcotics and**Dangerous Drugs**

3 credits (3 lec hrs/wk)

Presents facts, attitudes, opinions, and perspectives (medical, social, legal) necessary to understand what psycho-active drugs do, how they do it, who uses them and why.

SOC244/CJ101 Criminology

3 credits (3 lec hrs/wk)

Provides a broad viewpoint of criminal behaviors and the justice system, consideration of human behaviors and crime, the impact of early theoretical approaches to current, theoretical and practical treatment of crime and criminals.

SPEECH**SP100 Basic Speech Communications**

3 credits (3 lec hrs/wk)

Applies general communication theories of intrapersonal, interpersonal and group communication. Develops an awareness of interpersonal communication as it relates to employment and informational interviewing, groups problem solving and communication climates.

SP111 Fundamentals of Public Speaking (Podium)

3 credits (3 lec hrs/wk)

Students prepare and present original, informative speeches with emphasis on content, organization, delivery and technique.

SP112 Persuasive Speech (Podium)

3 credits (3 lec hrs/wk)

Students examine persuasion in a variety of contexts. Students will prepare and present original persuasive speeches. The study of theory includes critical thinking, persuasive techniques, organization patterns and audience analysis.

SP217 Understanding Media: The Persuasive Image

3 credits (3 lec hrs/wk)

Focus is on the effects of mass media on society. Special discussions include media violence studies, children and television, sexism, ageism, racism in the media and social movements. The agenda setting functions of the media and critical consumer awareness is also presented.

SP218 Interpersonal Communication

3 credits (3 lec hrs/wk)

Focuses on improving communication with oneself in order to improve relationships. Addresses perception, emotions, language, non-verbal communication, listening and conflict resolution skills.

SP219 Small Group Discussion

3 credits (3 lec hrs/wk)

Focuses on skill building and theory in decision making, goal setting, presentation planning and knowledge of group processes. Students learn and practice effective small group techniques in a variety of settings.

SP229 Oral Interpretation

3 credits (3 lec hrs/wk)

Introduces techniques of delivery including diction, vocal intonations and gestures. Students apply techniques of literature and audience analysis. Class requires analysis and oral interpretation of several pieces of literature.

SUPERVISORY TRAINING**SDP101 Principles of Management/ Supervision**

3 credits (3 lec hrs/wk)

Total responsibility of the supervisor is covered, including self-development, communication, employee development, human relations, discipline, giving of orders and discipline, organization, planning, quality control and grievances. Course is taught as beginning level in supervision.

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.

SDP204 Labor-Management Relations
3 credits (3 lec hrs/wk)
History and development of the labor movement and both union and management roles in labor relations. Discusses federal and state legislation, contracts, negotiation, conciliation, arbitration, grievances and disciplinary procedures.

SDP208 Personnel Administration
3 credits (3 lec hrs/wk)
Aspects of personnel administration responsibilities including general supervisory practices, recruitment, selection, interviewing, performance appraisal, motivation techniques, training, and equal employment opportunity and affirmative action programs.

THEATRE

TA100 Introduction to Theatre
3 credits (3 lec hrs/wk)
Studies the development, theory and processes of creating live performances through human expression.

TA141 Acting I: Monologues
3 credits (3 lec hrs/wk)
Studies the methods, techniques and theory of acting as an art form. Performance of laboratory exercises and cuttings from plays are the basic teaching approaches.

TA142 Acting II: Vocal Expression
3 credits (3 lec hrs/wk)
Studies the methods, techniques and theory of acting as an art form. Performance of laboratory exercises and cuttings from plays are the basic teaching approaches.

TA143 Acting III: Scenework
3 credits (3 lec hrs/wk)
Studies the methods, techniques and theory of acting as an art form. Performance of laboratory exercises and cuttings from plays are the basic teaching approaches.

TA241 Intermediate Acting Techniques: Styles
3 credits (3 lec hrs/wk)
Surveys styles and techniques of acting including mime, improvisation, voice, stage combat and physical preparation.

TA242 Intermediate Acting Techniques: Improvisation
3 credits (3 lec hrs/wk)
Surveys styles and techniques of acting including mime, improvisation, voice, stage combat and physical preparation.

TA243 Intermediate Acting Techniques: Rehearsal Process
3 credits (3 lec hrs/wk)
Surveys styles and techniques of acting including mime, improvisation, voice, stage combat and physical preparation.

WELDING TECHNOLOGY

WELD101 Welding Processes I
2 credits (1 lec, 3 lab hrs/wk)
Emphasizes oxy-acetylene welding and cutting. Topics include mechanical fastening, brazing, silver soldering, joint design, OA welding and cutting. Introduction to electric eye and trace cutting machines along with computer numeric controlled cutting machines. Industrial safety, weld techniques, joint design and proper care of equipment will be stressed.

WELD102 Welding Processes II
2 credits (1 lec, 3 lab hrs/wk)
Further develops knowledge and skill in the set-up, shutdown, electrode selection, and uses of shielded metal arc welding (SMAW). Students will gain working knowledge of SMAW to industry safety and procedural standards. Welding metallurgy, alternative uses of the arc for cutting and plasma arc cutting will be discussed in lecture and demonstrated in lab.

WELD103 Welding Processes III
2 credits (1 lec, 3 lab hrs/wk)
Knowledge and skill development in principles of gas metal arc welding (GMAW). Students learn principles of GMAW using solid and flux-cored wire on a variety of metals. Gun manipulation, metal transfer methods, equipment needs, welding gasses, use of industrial robotics welders will be discussed. Safety, joint design, limitations and equipment maintenance will be stressed.

WELD201 Welding and Joining Processes I
2 credits (4 lec-lab hrs/wk)
Covers up-to-date welding and joining processes. The focus is on new welding and joining processes of non-ferrous materials, i.e.: plastics, graphite composites, and lamination and metal alloys. Students will learn from lecture/discussion, audio visual presentations, lab experiences, demonstrations and research activities. Emphasis is on new emerging technologies.

WELD202 Welding and Joining Processes II
2 credits (1 lec, 2 lec-lab hrs/wk)
Continuation of Welding and Joining Processes I with the focus switched to ferrous materials and the newer processes of welding and joining, i.e.: laser beam welding, robotics welding, electron beam welding, explosion welding. Students will learn through lecture/discussion, audio visual presentations, lab experiences, demonstrations and research activities.
Prerequisite: WELD201.

WELD211 Shielded Metal Arc Welding I
3 credits (1 lec, 4 lec-lab hrs/wk)
Covers shielded metal arc welding including safety, arc welding fundamentals, polarity, amperage ranges, weld defects, causes and cures. Students learn through lecture, demonstration, and practical application of skills and concepts. Lab activities will cover flat, horizontal and vertical welds using 1/8 inch E6010 and 1/8 inch 7018.
Prerequisite: WELD101, 102, 103 (any of the three) or equivalent experience.

WELD212 Shielded Metal Arc Welding II
3 credits (1 lec, 4 lec-lab hrs/wk)
Continuation of SMAW I, with emphasis on operating characteristics of E6010 and E7018 electrodes, constant current type power sources, metallurgical and chemical composition of steel and steel alloys, properties of metals, manipulative techniques, proper joint design preparation and AWS certification standards and testing methods. Lab activities will cover overhead E6010 and flat, horizontal and vertical welds using E7018.
Prerequisite: WELD211.

WELD250 Gas Tungsten Arc Welding
3 credits (1 lec, 4 lec-lab hrs/wk)
Covers all aspects of gas tungsten arc welding from safety and process operation through qualification and certification. Students learn through lecture demonstration and practical application of concepts from shielding gasses to metallurgy. Emphasis is on safety, equipment set-up, manual welding techniques and procedures for both ferrous and non-ferrous materials, quality control and inspection and industrial codes and procedures.

WELD255 Gas Metal/Flux Cored Arc Welding
3 credits (1 lec, 4 lec-lab hrs/wk)
Covers advanced uses of wire processes. Students learn advanced techniques in wire welding through lecture/demonstration and

practical application of industry methods. Automatic, semi-automatic, robotics and manual techniques will be presented. Joint design, filler materials, gasses and safety and metallurgy will be stressed.

Prerequisite: WELD101, 102, 103 (any of the three).

WELD260 Pipe Fitting and Welding
3 credits (1 lec, 4 lec-lab hrs/wk)

An introduction to pipe arc welding. Through lecture, demonstration and practical application, students learn the skills needed to weld pipe in the 1G rolled position, 2G and 5G fixed position using 6010 and 7018 electrode. Safety, quality, and proper weld technique is stressed according to industry standards for appearance and weld soundness.

Prerequisite: WELD101, 102, 103 (any of the three).

WELD265 Fitting and Fabrication
3 credits (1 lec, 4 lec-lab hrs/wk)

The welding skills specialty of the manufacturing technology program. Designed to give students experiences of fabricating a product using all skills learned throughout the manufacturing course work. Emphasis is on producing a product from design through models to final production. Students learn in a lecture/lab which will emphasize problem solving and cooperation within a work-like environment. Safety, quality and a commitment to excellence is the major emphasis.

Prerequisite: WELD101, 102, 103 (any of the three).

WELD270 The Welder and Manufacturing

2 credits (1 lec, 2 lec-lab hrs/wk)
Outlines the role of the welder in the manufacturing process, both today and tomorrow. Emphasis will be on problem solving and cooperation using individual and group projects. Students learn through lecture/discussion, audiovisual presentation, lab experiences, demonstrations and research activities.

WELD4165 Welding Lab A
3 credits (9 lab hrs/wk)

This course leads students toward AWS structural certification on 3/8 plate using E6010 electrodes. Students will free bend test coupons in each position starting in flat, progressing toward overhead. Emphasis on welding techniques that meet or exceed industrial standards.

Prerequisites: WELD101, 211 and 250 with a grade C or better. May be taken concurrently.

WELD4166 Welding Lab B
3 credits (9 lab hrs/wk)

An extension of Lab A where students continue welds with E6010 electrodes,

progressing through overhead position. Students will start welding with E7018 low hydrogen electrodes. All testing will be according to AWS structural codes. Emphasis on quality welding, not quantity.

Prerequisites: WELD4165, Welding Lab A, with a grade C or better.

WELD4167 Welding Lab C
3 credits (9 lab hrs/wk)

An extension of Welding Lab B, allowing students the opportunity to finish welding and testing with E7018 low hydrogen electrodes. Options for welding with hard wire and flux core will be available. Emphasizes welding according to structural codes.

Prerequisites: WELD4166, Welding Lab B, with a grade C or better.

WELD4280 Work Experience
1-6 credits (4 lec, 24 lec-lab hrs/wk)

Gain on-the-job experience in coordinator-approved shop situations that closely parallel field study. Work with supervisor and coordinator. Seminar arranged by supervisor.

Prerequisite: Instructor consent.

WELD9225 Welding Workshop:
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 consent.

WELD9225 Welding Workshop:
Certification for Non-Majors

0.25 credit (12 lab hrs/total)
Provides experienced welders with practice in basic welding techniques for skills upgrading and/or certification.

Prerequisite: Instructor consent.

WELD9225 Welding Workshop:
Certification for Majors

0.25 credit (12 lab hrs/total)
Provides experienced welders with practice in basic welding techniques for skills upgrading and/or certification.

Prerequisite: Instructor consent.

WRITING

WR90 Paragraph Fundamentals
3 credits (3 lec hrs/wk)

Designed to help students write clear, correct paragraphs in standard English. A final goal is to have students organize paragraphs in an extended essay. Sequence with RD90, SP100 for COMMUNICATIONS (should be taken in order: RD90, WR90, SP100).

Prerequisites: WR0525 with a grade of C or above, placement test score.

WR121 English Composition
3 credits (3 lec hrs/wk)

Presents the fundamentals of expository prose through the development and frequent exercise of writing abilities. Designed to help students learn the use of unity, clarity, coherence and detail in the development of written ideas. Sequence with WR122, WR123 or WR227. Must be taken in sequence.

Prerequisites: WR90 with a grade of C or above, placement test score.

WR122 English Composition
3 credits (3 lec hrs/wk)

Fundamentals of expository prose with special emphasis on rhetorical principles of argumentation. Special attention is given to audience and style. Basic principles and use of logic in argumentative/persuasive writing are introduced. Must be taken in sequence with WR121, WR123 or WR227.

Prerequisite: WR121 with a grade of C or better.

WR123 English Composition
3 credits (3 lec hrs/wk)

Designed to teach the research process and the conventions of writing and documenting a research paper. Emphasis is on developing a method for planning, researching and writing papers based on collected data. Must be taken in sequence with WR121, WR122.

Prerequisite: WR122 with a grade of C or above.

WR199A Writing Your Autobiography
3 credits (3 lec hrs/wk)

Introduces students to the techniques of writing an autobiography. Includes method, style and organization. Both student and non-student works are discussed in class in order to develop writing techniques.

WR214 Business English
3 credits (3 lec hrs/wk)

A study of practice in modern business communication, especially written communication. Emphasis on persuasive and routine correspondence, rhetorical strategy and appropriate conventions.

Prerequisite: WR121, with a grade of C or better.

WR214T Professional/Technical Writing
3 credits (3 lec hrs/wk)

Professional/Technical Writing will familiarize students with various strategies for accomplishing professional goals through communication. The course stresses the application of higher order thinking in routine and persuasive correspondence, memos and reports by teaching rhetorical strategies and the importance of appropriate style and conventions.

Prerequisites: WR121 with a grade of C or better.

WR222 Advanced Composition

3 credits (3 lec hrs/wk)

Explores approaches to writing that are beyond the scope of traditional composition offerings. Emphasis is on sophisticated or experimental methods and abundant student writing.

Prerequisites: WR121 and WR122 with a grade of C or above.

WR227 Report Writing

3 credits (3 lec hrs/wk)

Report Writing studies the principles of composition applied to the writing of reports required in the technical and business professions. Includes procedures for fact gathering, organization, graphic layout and other methods of compiling data. Students learn to quote, paraphrase and summarize sources correctly and effectively, and to cite those sources and list them with the aid of a style sheet. Students write reports in their chosen disciplines. Report Writing may be substituted for WR123 English Composition.

Prerequisite: WR122 English Composition, or WR214 Business English, or WR214T Professional/Technical Writing with a grade of C or better.

WR241 Imaginative Writing: Fiction Writing

3 credits (3 lec hrs/wk)

Introduces the theory, techniques and practice of fiction writing to beginning students. Emphasizes the short story. Beginning of the term is spent reading and analyzing published work for writing techniques in characterization, scenes, dialogue, thematic content and structure. Writing exercises, in class and homework, complement these discussions and are critiqued. Remainder of the term is spent in a writers' workshop in which class members and the instructor analyze and critique student writing. Sequence with WR242, WR243. Need not be taken in order.

WR242 Imaginative Writing: Poetry Writing

3 credits (3 lec hrs/wk)

Introduces the theory, techniques and practices of poetry writing to the beginning student through reading published work and through written classroom exercises. Part of the term is spent in a writers' workshop discussing, analyzing and critiquing student writing by the class and instructor. Sequence with WR241, WR243. Need not be taken in order.

WR243 Imaginative Writing: Explorations

3 credits (3 lec hrs/wk)

Discussion of the techniques of play writing, nature writing, and other selected non-fiction, poetry, and fiction through the

reading and analysis of published work and through classroom writing exercises. Areas to be explored depend upon student and teacher interest. Part of the term is spent in a writers' workshop discussing, analyzing and critiquing student writing by the class and instructor. Sequence with WR241, WR242. Need not be taken in order.

WR0525 Sentence Fundamentals

5 credits (5 lec hrs/wk)

Designed to teach the skills of writing well-formed, grammatically correct and varied sentences, and of using punctuation. Credits do not count toward graduation.

WR0542 Writing Your Autobiography

3 credits (3 lec hrs/wk)

Introduces students to the techniques of writing an autobiography. Includes method, style and organization. Both student and non-student works are discussed in class in order to develop writing techniques.

WR0543 Creative Writing: Fiction

1 credit (3 lec hrs/wk)

Concentrates on fiction writing techniques of characterization, thematic content, dialogue, scenes and structure. Exercises are written and critiqued.

WR0546 Creative Writing: Poetry

1 credit (3 lec hrs/wk)

Introduces the theory, techniques, and practices of poetry writing to the beginning student through reading published work and through written classroom exercises. Part of the term is spent in a writers' workshop discussing, analyzing and critiquing student writing by the class and instructor.

WR0552 Creative Writing: Explorations

1 credit (3 lec hrs/wk)

Discussion of the techniques of play writing, nature writing, and other selected non-fiction, poetry, and fiction through the reading and analysis of published work and through classroom writing exercises. Areas to be explored depend upon student and teacher interest. Part of the term is spent in a writers' workshop discussing, analyzing and critiquing student writing by the class and instructor.

WR0593 Writing Center

0 credit (variable hrs/wk)

Writing Lab is a support service for SWOCC students for all their college writing, providing individual assessment and instruction in specific writing problems in the writing process, as well as in grammar and mechanics.

HONORS IN ENGLISH

Students who have completed 15 hours of transfer classes at SWOCC with a cumulative GPA of 3.25 or better are eligible to enter the Honors in English program. This program encourages exceptional achievement in reading, literature and writing. Completion of the program will be recognized at graduation and on the transcript with the designation *Honors in English*. See your English instructor for more information.

SMALL BUSINESS MANAGEMENT PROGRAM

The Business Management Program (BMP) is designed to improve the management skills of small business owner/managers. The program consists of seminars, class discussions and individual on-site consultations with the BMP business counselors.

Individual business consultations include a management audit of the business, recommendations and technical assistance with specific issues, and on-going counseling on individual challenges facing the business or manager.

Only a limited number of businesses can be accommodated in the BMP program. Therefore, admittance and commitment to the program is at the discretion of the BMP director and is based on the commitment of the business owner to the program, the number of years in business, payment of fees, cooperation with requests for information and space availability.

If, in the opinion of the director, the participant is not making the commitment mutually agreed upon, the director can give the participant three months notice that further participation in the program will be terminated if commitment is not renewed. If such termination occurs before the end of the participant's tuition year, there will be no tuition refund.

Confidentiality of the business records of every participant is strictly assured, and on this basis the records must be open to the program instructor.

Registration for the BMP program is for one year at a time. Full payment of the tuition is due upon receipt of the appropriate registration forms.

Registration can be renewed for a maximum three years but is dependent upon readmittance each year.

In order to keep the program content current and manageable for the participants, the college reserves the right to modify the program.

For further information, contact the Business Development Center, 340 Central, Coos Bay, 269-0123.

ADMINISTRATION

Board of Education

Citizens of the college district are represented in all aspects of the college operation by the Board of Education - seven men and women elected, from the towns and cities of the district, by the people.

The Board, assisted by five ex-officio Board members representing the students, faculty, classified and administrative staff, determines the policy to be administered by the College President. A seven member appointed Budget Committee assists the Board with annual budget preparation.

The Board

Nancy Brouhard
Kathleen Grossman
Dorothy Heagy
Kay Helkkila

Ron Kreskey
Clint Laird
Dan Smith
Cathy Vesper-Wilson
(Curry County Ex Officio)

Budget Committee

John Babin
Stephen Doty
James Fox
Robert Olstrom

Robert Scully
James Lawton Verger
Richard Voellinger

Office of the President

Dr. Stephen Kridelbaugh, President
Christy Sutton, Administrative Assistant

Office of Instruction

Phillip Anderson, Dean of Instructional and Student Services

Kathy Blake, Educational Talent Search Specialist

Joanna Blount, Associate Dean of Student Services/Registrar

Robert Bower, Division Director, Arts and Humanities

Brenda Brecke, Director, Adult Learning Skills

Sharilyn Brown, Educational Talent Search Specialist

Kristen Cruşoe, Division Director, Health/Human Services

Barbara Davey, Associate Dean of Professional/Technical Education

Bill DeBoard, TPAD Curriculum Coordinator

Hunter Fales, Special Populations Coordinator, Carl Perkins Grant

Mary Jane Fisher, CCLS Extended Services Coordinator

Peggy Goergen, Associate Dean of Curry County

Margallee James, SOI Academic Assessment Specialist

Shawn Jennings, Director of the Retired Senior Volunteer Program

Connle Nelson, Interim Director, Educational Talent Search

Jan Newlander, Director of Special Programs

Debra Nicholls, Office Manager/Administrative Assistant to the Dean of Instructional and Student Services

Tom Nicholls, Coordinator of Student Activities/Recruiting

Judy Ocobock, Registration/Records Supervisor

Patricia Parker, Mentor/Tutor/Transfer/Retention Specialist, Student Support Services

Janet Pretti, Curry County Coordinator/Assistant

Ronald Pullen, Division Director, Math/Science/Social Science

Paul Reynolds, Director, Fire/Health/Safety Career Development

Jon Richards, Director, Business Development Center

Sheila Ward, Placement Specialist

Ron Wheadon, Division Director, Business/Manufacturing Technology

Deborah Wright, Associate Dean of Extended Learning

Administrative Services

Sheldon Meyer, Dean of Administrative Services

Greg Barker, Director of Plant Services

Robin Bunnell, Director of Financial Aid

Jill Christiana, Bookstore Manager

Michael Gaudette, Director of College Advancement

Carole Kelly, Human Resources Assistant

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Rocky Raccoon - SWOCC mascot



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