

Southwestern Oregon Community College

2006/2007 Academic Catalog



The College Mission

The mission of Southwestern Oregon Community College is to provide quality education that helps students achieve their goals. Our programs prepare people to be employable, value life-long learning, and function as good citizens in a rapidly changing world. To accomplish this mission, the college will:

- Maintain high standards of excellence in instructional programs and student services.
- Deliver real-world education and training essential for a highly skilled workforce.
- Encourage diversity, collegiality, and professionalism.
- Collaborate with businesses, agencies, schools, and universities to create mutually beneficial partnerships for economic, social, and educational development.
- Promote technological competence to compete in a global community.
- Provide multiple avenues of access to educational opportunities for all students.
- Enhance the cultural awareness of students and the community at large. (2000)

Board Policy

The Southwestern Board of Education will govern Southwestern Oregon Community College by defining institutional values, leading the institution through policy-based governance, and developing strategies for the future.

It is the policy of the Southwestern Oregon Community College Board of Education that there will be no discrimination or harassment on the grounds of race, color, gender, marital status, sexual orientation, religion, national origin, age, political affiliation, parental status, veteran status, or disability in any educational programs, activities, or employment. Persons having questions about equal opportunity and non-discrimination should contact the Vice President of Administrative Services in Tioga Hall, Room 512. Phone (541) 888-7206 or TDD (541) 888-7368. All other issues, concerns, and complaints should also be directed to the Vice President of Administrative Services for referral to the appropriate administrator.

La política del Concejo de Educación de Southwestern Oregon Community College, es que no existe discriminación ni acoso por motivos de color, género, estado civil, orientación sexual, religión, nacionalidad, edad, afiliación política, estado paternal, condición de veterano, o incapacidad en ninguno de los programas educativos, ni en las actividades, ni en el empleo. Las personas que tienen preguntas acerca de la igualdad de oportunidad y de la no discriminación deben contactar al Vice President de Servicios Administrativos en Tioga Hall, Room 512. Llame al Teléfono (541) 888-7206 o TDD (541) 888-7368. Todos los otros asuntos, preocupaciones, y quejas deben ser dirigidas también al Vice President de Servicios Administrativos para referencia del apropiado administrador.

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Welcome



Dear Southwestern Oregon Community College Student,

Congratulations on your choice of Southwestern Oregon Community College! Our half century tradition of top-notch college education for our students, echoed in this catalog, will strengthen your future, too. Please take the time to read about our college, our courses, our student opportunities, our accredited programs, our highly credentialed faculty and staff, and our commitment to you. This catalog defines our promise of excellence to you.

Welcome to your great Southwestern journey!

Judith M. L. Hansen, Ph.D.
President

Welcome



“Success is a journey, not a destination.” – Arthur Ashe

It is my pleasure to welcome you to Southwestern Oregon Community College’s 2006-07 Course Catalog. For those who have seen our catalog in previous years, you may notice some changes! Whether this is your first, or 45th, catalog from Southwestern, our goal has been to provide you with the most current information available about the academic curriculum and student support services we offer here in a user friendly format.

Contained in these pages are **Pathways of Success** – courses that can lead you to certificates, degrees, careers and/or successful transfer to four-year colleges and universities. Whether your destination is a single course or an advanced degree, Southwestern is here to help you along the way. We have engaged and talented faculty, dedicated and helpful staff; all willing to guide you to achieve the dreams you have for a better tomorrow.

I hope your journey through life brings you to our beautiful Southwestern campus – whether it be in person, online, or through one of our numerous outreach centers which include our vibrant Curry County sites in Port Orford, Gold Beach, and Brookings. May you find success along the numerous pathways we offer. If I can be of any help along the way, I hope you will contact me.

Take care,

Dr. Stephen Schoonmaker
Vice President of Instruction and Student Services
sschoonmaker@socc.edu

About Southwestern

The College History

Southwestern Oregon Community College (Southwestern) 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.

The college was formed in a tax district election in May 1961. 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 a population of more than 92,000. The college is the only public, post-secondary institution in the region.

Enrollment has grown from 266 students in 1961 to nearly 14,500 students annually. Staff has grown from 15 to more than 60 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, Southwestern held classes in surplus U.S. Navy facilities and in Coos Bay and North Bend school district buildings. Today's main campus is located on the shore of Upper Empire Lake in a natural tract of coastal pine.

Permanent campus construction began in 1963. A majority 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 student center with a cafeteria, student activity space, student government offices, and meeting rooms for school and community activities.

The college entered a new building phase in 1994 with the construction of a new student services and general classroom building. This was followed immediately by a comprehensive One-Stop Career Center, a Family Center, student housing, a new baseball field, an indoor athletic practice facility and a state-of-the-art performing arts and conference center.

The residents of Curry County voted to annex themselves to the district in 1995; the college area nearly doubled in size, extending to the California border. A full range of college services is now offered in Curry County.

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 Coos Bay campus, on the Curry campus, and in towns throughout the college district.

As a partner in the South Coast's economic development, Southwestern offers students and industrial partners education that meets their needs. Whether students enroll for a short course, a two-year transfer, or a two-year Associate degree, they are preparing for a rewarding future.

Accreditation

Southwestern is accredited by the Commission on Colleges of the Northwest Association of Schools and Colleges. Accreditation was reaffirmed in 2002. The curricula of programs are approved by the Oregon State Board of Education and are subject to periodic evaluation.

Copies of the college's accreditation, certifications, and licenses are available for review in the Office of Instruction, located in Tioga Hall.

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 by the residents of the college district. The Board, assisted by five ex-officio Board members representing the students, faculty, classified and administrative staff, determines the policies to be administered by the college President. A seven-member, appointed Budget Committee assists the Board with annual budget preparation.

The Board Vision

- Maintain high standards of excellence in instructional programs and student services.
- Deliver education and training essential for a skilled workforce.
- Provide multiple avenues of access to educational opportunities for all students.
- Promote institutional awareness of students and the community at large.
- Encourage diversity, collegiality, and professionalism.
- Collaborate with businesses, agencies, schools and universities.
- Explore entrepreneurial opportunities to enhance the future of the institution.
- Support lifelong learning.

Student Information

Southwestern Oregon Community College Curry Campus (541) 469-5017

History

In 1995, citizens in Curry County spearheaded an initiative to include Curry County in the Southwestern Oregon Community College district. Prior to this effort, the college provided classes in Curry County as part of a contract with the Educational Service District.

Under Measure 5, Curry County residents recognized a unique opportunity to bring the benefits of college services to Curry County at almost no direct cost to the taxpayers of the county. An initiative to annex Curry County into the Southwestern district was added to the ballot.

Through the diligent efforts of the citizens of Curry County in cooperation with the state legislature, the annexation was approved.

As a result, Curry County citizens have access to comprehensive student services in Brookings, Gold Beach, and Port Orford. Enrollment in Curry County has tripled since the annexation.

As the College plans for the construction of a new campus in Brookings, programs and course offerings will continue to expand to meet community needs.

Locations

The Brookings-Harbor Center (420 Alder Street; telephone (541) 469-5017, fax (541) 412-0150) has offices, three classrooms, a computer instructional lab, and student study lab.

The Gold Beach Center (29392 Ellensburg Avenue, PO Box 590; telephone (541) 247-2741, fax (541) 247-6247) contains a small computer lab for instruction and student use, with limited Internet access, and a large classroom.

In Port Orford, classrooms are located in local school and community buildings. Office hours are by appointment only, call locally at (541) 253-7553 for an appointment and/or information, or contact the Gold Beach Office at (541) 247-2741.

Programs/Courses

Southwestern provides an extensive array of college classes leading to degree or certificate programs, as well as testing (including GED), Business Development Center services and workshops, professional continuing education, and a variety of enrichment and lifelong learning opportunities (check out the website links to see what classes and workshops are available at www.socc.edu). Small class sizes and quality instruction provide students with a great place to start.

Degree and certificate programs listed in this catalog may not be offered in the sequence shown at the Curry sites. Consider such course listings as a guide, and work with an advisor to help you schedule as many local classes as possible. While it is possible to complete a degree or certificate in Curry County, students may need to attend classes on the main campus or via Distance Education to complete their program. Check the Curry Schedule of Classes for course availability.

Distance Education

Distance Education courses are available to supplement courses offered at the Curry centers. The Distance Education link, www.socc.edu/dist_learn/, will take students to a list of classes available over the Internet or by video, to be taken at their home, their office or at Curry centers. Students can also attend classes on the Coos Bay campus if not available locally.

Registration Information

The schedule of classes is mailed to county residents once a term but can also be found at www.socc.edu or at each of the local Centers. Full registration services are available, including local academic advising, book sales, and linkage to financial aid and other college programs.

Five Easy Ways to Register

- WebAdvisor: Click on the Current Students link at www.socc.edu. All students will need to fill out a Student Record form, available online and at local offices, before utilizing web registration.
- Call us: In Brookings at (541) 469-5017, Gold Beach (541) 247-2741, Port Orford (541) 253-7553 and have your VISA, Master Card or Discover Card and course information handy, along with your Student Identification Number and personal information.

Student Information

- By Mail: Write down all pertinent class information along with your name, address, phone and Student Identification numbers. Mail this with your check, credit card information, or money order to: Southwestern Oregon Community College, 420 Alder Street, Brookings OR 97415 or PO Box 590, Gold Beach OR 97444. Make checks payable to SOCC.
- In Person: Assistance is available at the Brookings Harbor and Gold Beach offices.
- By fax : Dial (541) 412-0150 or (541) 247-6247. Be sure to include personal information (name, address, phone, and Student Identification number), all class information and include VISA, Master Card or Discover Card information for payment. Available 24 hours a day.

Student Services

- Academic advising
- Placement testing
- Career Information Service
- Computer labs (Brookings and Gold Beach)
- Math and writing labs
- Transfer level classes
- Personal enrichment offerings
- Distance Education classes
- Business Development Center, counseling and classes
- Contracted training
- GED testing
- Library services are linked to Southwestern's main campus and local community libraries using online databases for periodicals and journals. Also, each community library has Internet service and an online database for easy student accessibility.

Earn Your Degree at Home

Southwestern Oregon University Center (541) 888-1518 or (800) 962-2838 ext. 1518

For many residents of the South Coast, obtaining a Bachelor's or higher degree from one of Oregon's universities has been a costly process requiring a move to the university, but now students can do it without leaving home. Through a collaborative venture between the Oregon University System and Southwestern Oregon Community College, the University Center coordinates and brokers courses and programs from Oregon's universities. Residents of communities along the South Coast can take courses and complete a range of undergraduate and graduate degrees without leaving home. Course delivery methods include limited on-site instruction, interactive television courses for Education majors only, web-based or Internet courses, and other technologies.

The University Center is located in Tioga Hall, Room 318, (541) 888-1518, and is here to help! Whether students plan to stay on the South Coast or to go away to a university, the University Center exists as an advocate to assist and support local students with advisement, information, and referral to appropriate programs and advisors at the various universities.

For students entering Southwestern, a visit to the University Center can open up a world of options beyond the Associate's degree. With careful planning beginning in the freshman year, students can build programs that can lead to an Associate's degree, a Bachelor's degree, or even a Master's degree.

The University Center can also arrange for special programs for schools and businesses and for cohorts or groups of students.

Partners in the University Center include Eastern Oregon University, Linfield College, Oregon Health and Sciences University, Oregon Institute of Technology, Oregon Institute of Marine Biology, Oregon State University, Portland State University, Southern Oregon University, University of Oregon, and Western Oregon University.

Programs include:

- BA Arts and Humanities
- BA/BS Accounting
- BA/BS Business Administration
- BA/BS Business Economics
- BA/BS Business Information Systems
- BA/BS Criminology/Criminal Justice
- BA/BS Fire Services Administration

Student Information

- BA/BS International Business
- BA/BS Liberal Studies
- BA/BS Management
- BA/BS Multidisciplinary Studies (Teacher Certification - Elementary)
- BA/BS Philosophy, Economics and Political Science
- BA/BS Psychology
- BA/BS Social and Behavioral Sciences
- BS Environmental Studies
- BS General Agriculture
- BS Natural Resources
- BS Nursing
- BS Physical Education and Health
- Certificate Accounting
- Certificate Computer Information Systems
- Certificate Human Resource Management
- Certificate Marketing
- MBA Master of Business Administration
- MS Marine Biology
- MAT Master of Arts in Teaching (Elementary and Secondary)
- MS/M.Ed. Master's in Education (Continuing License)
- Ed.D. Doctor of Education (Community College Leadership)
- or complete your degree in:
 - Echocardiography
 - Dental Hygiene
 - Radiologic Science
 - Vascular Technology
 - and more



2006-2007 Quick Reference Calendar

Term	Fall 2006	Winter 2007	Spring 2007	Summer 2007 (tentative)	Fall 2007 (tentative)
Registration	Please check each term's Schedule of Classes for registration information, including online classes, or find information online at www.socc.edu .				
Move-in day for housing residents	New students - Sept 20 Returning students - Sept 22	New students - Jan 5 Returning students - Jan 7	New students - March 30 Returning students - April 1	All students - June 23	New students - Sept 19 Returning students - Sept 21
Day and Night classes begin	September 25	January 8	April 2	June	September
Last day to register or add classes without instructor consent	September 29	January 12	April 6	June	September
Last day for refunds and to withdraw without being assigned a "W"	September 29	January 12	April 6	August	September
Holidays/ campus closures	Veteran's Day - Nov 10 Thanksgiving - Nov 23,24 Term Break - Dec 11-Jan 5 Campus Closed - Dec 21-Jan 1	MLK Day - Jan 15 Presidents Day - Feb 19 Spring Break - March 26-30	Memorial Day - May 28 Term Break - June 18-22	Independence Day - July 4	Veteran's Day - Nov 12 Thanksgiving - Nov 22,23
Last day to process registrations and add/drops or to withdraw from a class	November 29	March 14	June 6	August	November
Final exams	December 4-7	March 19-22	June 11-14	August	December
Last day of term	December 7	March 22	June 14	August	December
Commencement			June 15		

* Academic Calendar subject to change. Please check each term's Schedule of Classes for registration information.

Getting Started

Admission

Southwestern has an open-door admission policy and welcomes students who wish to obtain a quality education. In general, students may enroll in classes if they meet any one of the following requirements and have the ability to profit from instruction:

- Are 18 years of age or older.
- Have graduated from an accredited high school.
- Have completed a General Education Development (GED) certificate or an Adult High School Diploma.
- Were home schooled and have met state requirements for high school equivalency/completion.

If you need help at any time with any part of this process, see the Admissions Office in Dellwood Hall, Room 4, or call (541) 888-7636 or (800) 962-2838, ext. 7636 to schedule an appointment.

Si usted necesita más ayuda, por favor, llame a Educational Support Programs and Services (ESPS) al teléfono (541) 888-7408 o (541) 888-7407.

Individuals who do not meet the admission criteria and have not graduated from high school may be admitted under certain circumstances as a regular student or as a conditional student. Contact Educational Support Programs and Services (ESPS) in Stensland Hall at (541) 888-7405 for requirements.

Fill out an Application for Admission

First-time students

All students must complete a Student Record form located at www.socc.edu/admissions/sturecordform.cfm. This information creates a student record so the system will recognize a student when he/she calls or when he/she logs onto WebAdvisor at www.socc.edu/academics/. Please allow two to three working days to process the form.

Students who will be full-time, receiving financial aid, or pursuing a degree or certificate program must submit an Application for Admission form located at www.socc.edu/admissions/ApplicationforAdmission.pdf. Students should bring the form and the application fee to the Student First Stop Center in Dellwood Hall or mail it to Southwestern Oregon Community College, Attn: Admissions Office, 1988 Newmark Avenue, Coos Bay, OR 97420. Students can also submit their Applications for Admissions and payments online at www.socc.edu.

Students taking less than 12 credits per term and/or NOT pursuing a degree are required to complete only a Student Record form.

International Student Admission

Students who are citizens of other countries must meet federal immigration and college requirements before being admitted to Southwestern. International students who present evidence of satisfactory Test of English as a Foreign Language (TOEFL) scores may be admitted to Southwestern. The minimum TOEFL score required is 450.

Students must complete the International Application for Admission form and submit it along with TOEFL score, transcripts, and financial statement to the Coordinator of International Student Programs before the I-20 and acceptance letter are issued. For more information contact the Coordinator of International Student Programs at (541) 888-7185 or (800) 962-2838, ext. 7185.

Special Admissions Programs

Admission to the college does not ensure admittance to a particular course, program of study, or training opportunity. Restricted-entry courses, programs, or training opportunities include Culinary Arts, Nursing, Perioperative Nursing, Pharmacy Technician, Surgical Technology, Nursing Assistant, Medication Aide, Emergency Medical Technician. These programs may require separate applications. Contact the Admissions Office in Dellwood Hall, Room 4, (541) 888-7636.

Transfer Students

Students who transfer to Southwestern and plan to complete a degree and/or receive financial aid must complete the application process and have official transcripts from all colleges previously attended sent to: Southwestern Oregon Community College, Attn: Transcript Evaluator, 1988 Newmark Avenue, Coos Bay, OR 97420.

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

Declare a Major

Degree seeking students must declare a major either on the Application for Admission or with Educational Support Programs and Services (ESPS). If you wish to change your declared major, you must go to ESPS and complete a Major Change form. Advisors are unable to declare or change a student's major. Changes to majors made within the first week of the term will apply to the current term. Changes made there after will apply to the following term.

Note: For graduation and class scheduling purposes students need to use the catalog year in which they declare the major.

Getting Started

Financial Aid

Complete the Free Application for Federal Student Aid (FAFSA), available in the Student First Stop Center or online at www.fafsa.ed.gov. Southwestern's Financial Assistance code is 003220.

If you will be receiving a scholarship, federal or state financial aid, veterans and/or agency support, you will need to complete all required paperwork and continue to monitor your status with the Student First Stop Center in Dellwood Hall at (541) 888-7337. For complete financial assistance information see the Southwestern Student Handbook at www.socc.edu/student_life/handbook/index.html.

Housing

All full-time students have the privilege to live in Student Housing. Students who are out of district or out of state are required to live in housing for their freshman year. Living in Student Housing is the best way to ensure academic success, to collaborate with other students, faculty and staff and to get the full "college experience."

Prospective residents must be 18 years of age before December 15 of the current school year to live in housing. Rooms are available on a first come, first served basis according to the receipt date of the reservation deposit, application and room and board agreement. Prospective residents must also submit a \$250 reservation deposit.

Download the room and board agreement from the College's website at www.socc.edu/student_life/housing/ or visit the Housing Office in Dellwood 7. Mail the application with your deposit to: Southwestern Oregon Community College, Attn: Student Housing Office, 1988 Newmark Avenue, Coos Bay, OR 97420.

Students who are required to live in Student Housing may request a waiver from Student Housing. Pre-approved exemptions include having a dependent, being 21 years of age prior to the first day of class, being a veteran or transferring with 45 or more quarter credits. The college does not grant waivers for reasons other than those already listed.

Take a Placement Test

The purpose of placement tests is to determine a student's entry levels for reading, writing, and math. The tests are given in Stensland Hall between 8:15 a.m. and 3:00 p.m., Monday through Friday, and take about two hours to complete. Students will receive a copy of their test results, and students' advisors will discuss the results with them and assist them in selecting classes based on their placement. Call Educational Support Programs and Services (ESPS) located in Stensland Hall at (541) 888-7371 for more information.

Applicants who have ACT/SAT scores are asked to submit them to the Admissions Office in Dellwood Hall, Room 4.

Note: High scores may allow students to "test out" of some coursework. If students have prior college work or have taken a placement test at another college, they should check with ESPS located in Stensland Hall.

Meet with an Advisor

Before attempting to register, a student must see an advisor. The advisor will discuss the student's educational goals with him/her and help him/her complete his/her class schedule. A student may make an appointment to see a counselor or can be assigned an advisor at Educational Support Programs and Services (ESPS) in Stensland Hall. Students who are unsure of their educational goals can get help from counselors to determine a college major and career goal. Students can use the internet to log onto Southwestern's website at www.socc.edu/academics/, to find a listing of classes.

Note: Students must meet with their advisors each term they attend, to be approved to register for the following term.

Getting Started

Register for Classes

After meeting with an advisor and being approved to register, a student can go online to WebAdvisor at www.socc.edu or visit the Student First Stop Center.

Students should print a copy of their website registration for their records. For assistance call (541) 888-7352.

Note: Students not receiving financial assistance must make payment at time of registration.

Paying for Classes

Current tuition and fees are listed in the Schedule of Classes published each term and online at www.socc.edu/admissions/tuition.html.

Due to the current economic conditions in Oregon, tuition and fees are subject to change at any time.

International students should refer to the Schedule of Classes or online at www.socc.edu/admissions/tuition.html or the Academic Information and Policies section for current tuition and fee information.

Note: Tuition for out-of-state students and Oregon resident students is the same.

Responsibility for Payment

At the time of registration, the student assumes the responsibility for paying the amount due for the courses and fees. At the time of registration, an accounts receivable will be created for the student in the amount of tuition and fees that is owed.

Payment may be made by cash, check, money order, VISA, MasterCard, or Discover Card. Make checks payable to Southwestern Oregon Community College or pay online at WebAdvisor.

An Educational Payment Plan (in three or more installments) is available to all students. For more information see a Student First Stop Representative in Dellwood Hall.

If the student formally withdraws before the term starts or during the refund period (see Schedule of Classes for specific dates), the student will not be responsible for payment of tuition or fees. Formal withdrawal requires the student to submit a signed and dated add/drop form to the Student First Stop Center or use WebAdvisor at www.socc.edu.

Failure to receive a statement does not relieve the student of his/her financial obligation.

Purchase Your Textbooks

The Southwestern Bookstore is the one-stop shop for students. It carries everything from new and used textbooks*, computer accessories, and software to art supplies and office supplies. A variety of snacks, clothes, Southwestern memorabilia, and gifts are also available.

If the Bookstore does not have what a student needs, we will order it right away!

The Bookstore is located in Stensland Hall. Business hours are Monday-Friday, 8:30 a.m. to 4:30 p.m. Students can also find the Bookstore on the web at www.socc.edu/bookstore.

The Bookstore offers online purchasing at www.socc.bkstr.com.

(*Book buy-back is held during finals week of each term. Check the Bookstore or term schedule for exact times and dates.)

Orientation to College

An important introduction to college is held each year during the week before fall term classes start. See Educational Support Programs and Services (ESPS) in Stensland Hall for more information and for a College Orientation handout.



Distance Education



What is Distance Education?

Distance education is any type of learning where students and instructor are separated by time and/or place. It can be delivered using the variety of methods or technologies listed below:

- Online: Course offerings are provided over the Internet with instructors at either SOCC or another Oregon community college. Tests are either online or at a SOCC campus location.
- Telecourse: Classes are primarily on videotape. Videos can be rented separately for a fee, purchased on DVD at the Bookstore or on loan through the Southwestern library. Students use textbooks and interact with the instructor via online or postal service. Tests are generally proctored at a SOCC campus location. See a SOCC campus location for details.
- Videoconferencing: Classes originate from another site but are real time/place. Students meet on the Southwestern campus in the Tioga Hall first-floor videoconferencing rooms or at designated sites in Curry County and interact with the instructor and students at other sites. Tests likely will be proctored at a SOCC campus location.
- Host/Provider: This system allows Southwestern to provide additional distance learning courses by partnering with other participating community colleges in the state. The list of courses that SOCC hosts can be found quarterly on WebAdvisor.

Who should take Distance Education classes?

- Self-motivated learners.
- Independent learners.
- Lifelong learners.
- Those who do not need face-to-face or immediate interaction with faculty and other students.
- Those who enjoy working with technology and accessing the information available on the World Wide Web.

- The self-disciplined who can develop a plan for consistent course participation and a schedule for completing required coursework on time.
- The time-bound, whose job or education schedule conflicts with the times that classes are offered on campus.
- The distance-bound, who live far from where classes are offered.
- The home-bound, who cannot leave home for physical, emotional, or family reasons including the care of the young, sick, or elderly.
- Those whose work schedules prevent them from finding blocks of time to participate in classes.
- Those who seek to advance themselves in their current career or prepare for a new career.

Registering for classes

Students can register for distance education classes just as they would for any other class offered at Southwestern. For registration information refer to the Getting Started section. A list of courses and all available forms can be found on the web at www.socc.edu/dist-learn/.

Additional information for distance education classes:

- Students will receive a WebAdvisor ID and password via e-mail. **THIS IS NOT YOUR WebCT ID.**
- Registering for an online class creates a financial obligation on the student's part. He/she has reserved a space in the class that is not available for anyone else.
- Technical difficulties (unless verified by the host/provider college), lack of financial aid, or not being prepared for the coursework will not excuse students from their financial responsibility.
- Students must be sure to formally remove themselves from their online class within the first week of the term if they do not feel they can complete the course.

Financial aid

Online students are eligible to receive financial aid assistance. Complete the Free Application for Federal Student Aid (FAFSA), available in the Student First Stop Center or online at www.fafsa.ed.gov.

Southwestern's Financial Assistance code is 003220.

Distance Education

Paying for classes

Southwestern's distance education classes are assessed at the current tuition and fees listed in the Schedule of Classes published each term and online at www.socc.edu/admissions/tuition.html

Note: Other Oregon community colleges individually set their tuition and fees which can vary per credit hour.

Purchasing textbooks

Books can be ordered online using a credit card at www.socc.bkstr.com or students can call the Bookstore at (541) 888-7264. Students taking an online course provided by another Oregon community college must order books by contacting the provider college's bookstore. Links to host/provider colleges can be found at www.socc.edu/dist_learn/gettoclass.html.

Student services

• **Academic advising**

Advising is 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. Students can contact Educational Support Programs and Services (ESPS) in Stensland Hall at (541) 888-7371 to have an advisor assigned to them.

The advisor will assist students in choosing the classes that apply to their selected certificate or degree. Academic advising for the Curry campus is available by appointment through the local offices in Brookings, Gold Beach, and Port Orford.

• **Disability Services**

The mission of the Disability Services for Students Office (DSS) is to create a barrier-free environment, to support and celebrate the uniqueness and individualism of students, and to challenge stereotypes and myths about disability. For more information visit www.socc.edu/serv_resrc/disability/.

• **Library Services**

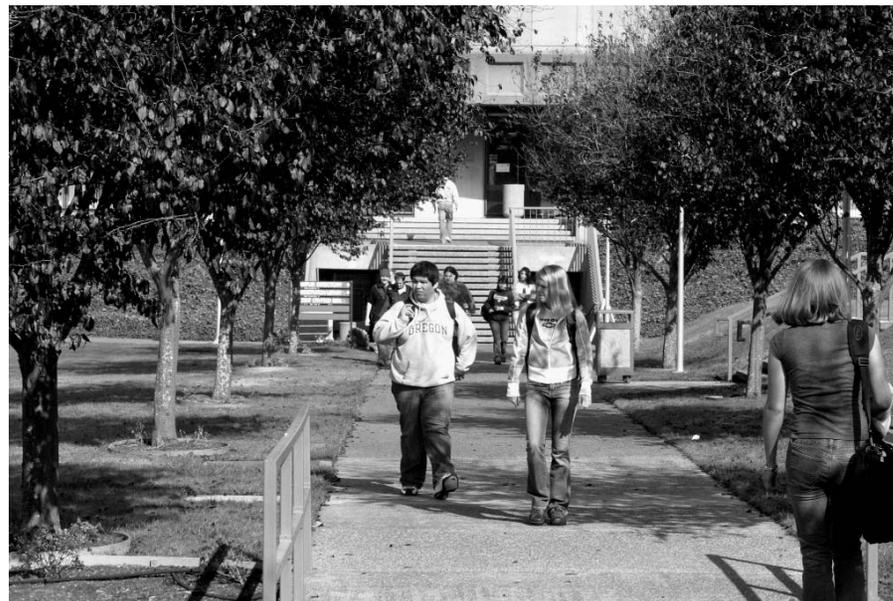
Many library services and electronic databases are available online to all Southwestern students, whether on or off campus. When not on campus, a current COASTLINE library card is needed to access most of the databases and request books/media and articles. Students can visit the library website at www.socc.edu/library/ to apply for a library card and to get a list of services and information.

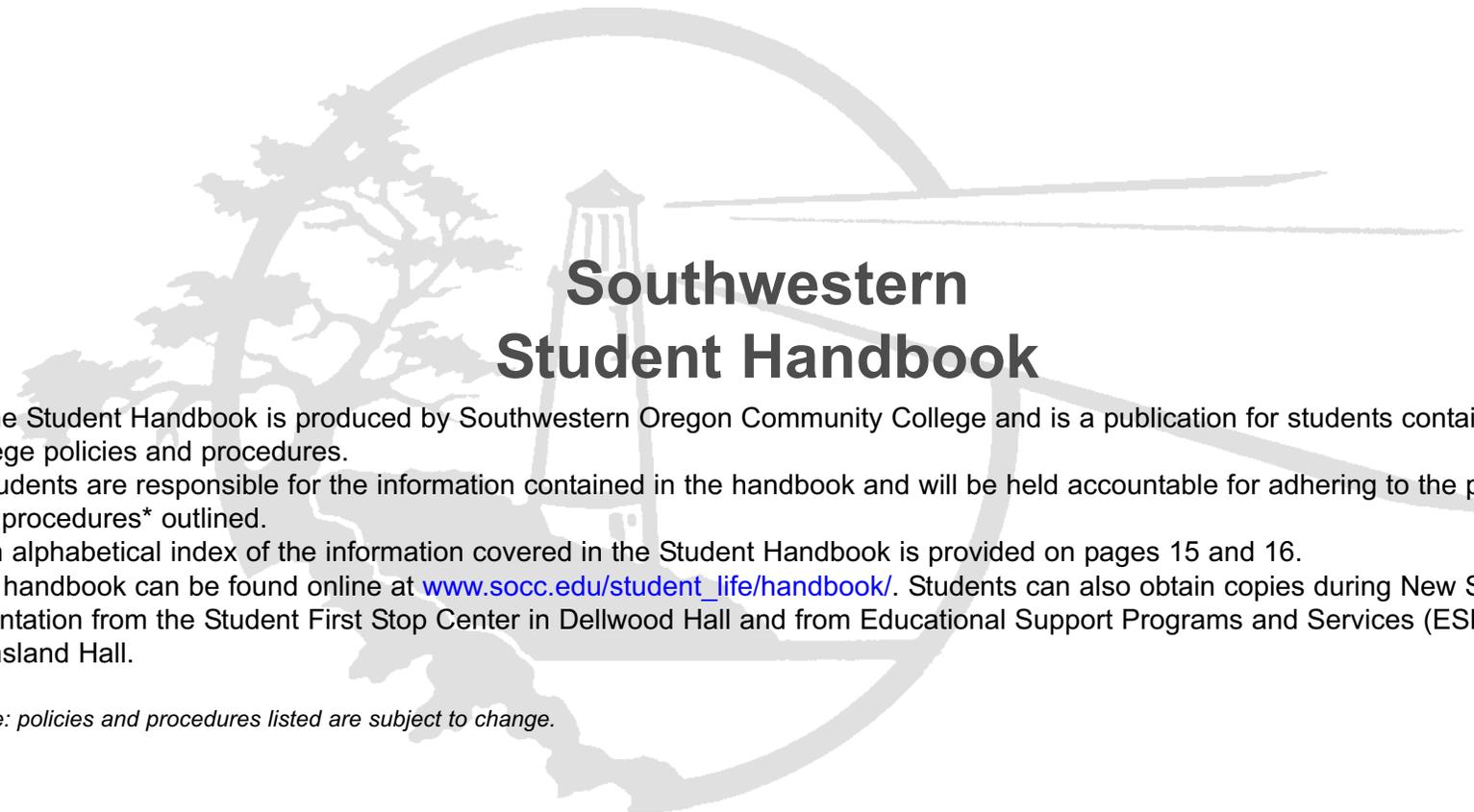
Technical help and support*

The Office of Distance and Community Education is located on the Southwestern Oregon Community College campus in Randolph Hall, Room 10 and can be reached by e-mail at esocc@socc.edu.

- E-mail the Student Help Desk at webctsupport@socc.edu, Monday - Friday from 8:00 a.m. to 5:00 p.m. for help with online courses.
- Additional information and services are on the web at www.socc.edu/dist_learn/ Students will find tutorials, FAQs, self-assessment tests and the hardware and software required to take online classes.

* *If you are enrolled in another Oregon community college course, you must contact the tech support at that community college. You can find links at www.socc.edu/dist_learn/gettoclass.html .*





Southwestern Student Handbook

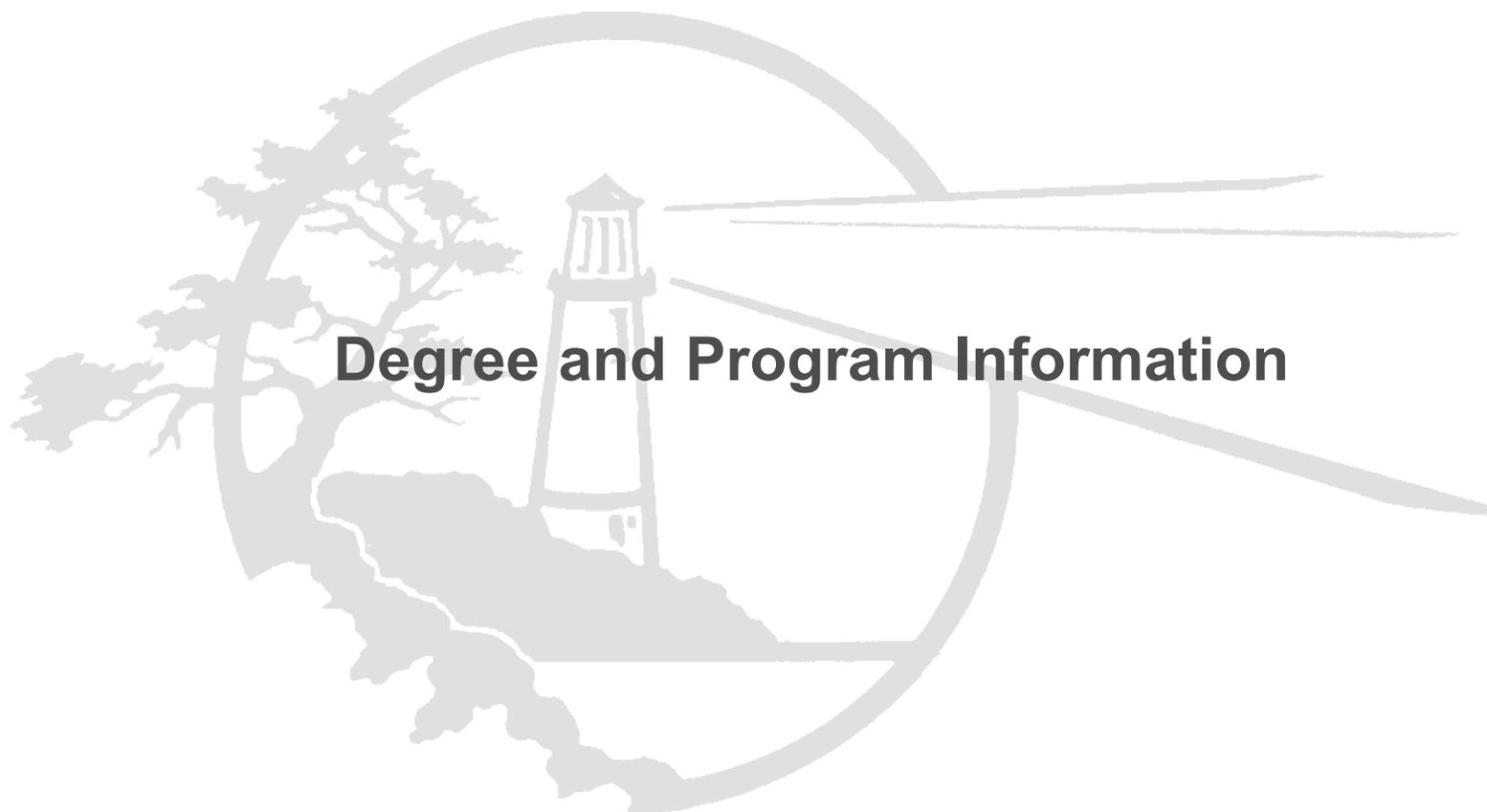
The Student Handbook is produced by Southwestern Oregon Community College and is a publication for students containing college policies and procedures.

Students are responsible for the information contained in the handbook and will be held accountable for adhering to the policies and procedures* outlined.

An alphabetical index of the information covered in the Student Handbook is provided on pages 15 and 16.

The handbook can be found online at www.socc.edu/student_life/handbook/. Students can also obtain copies during New Student Orientation from the Student First Stop Center in Dellwood Hall and from Educational Support Programs and Services (ESPS) in Stensland Hall.

**Note: policies and procedures listed are subject to change.*



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About the Program pages

The diagram and information below is provided to assist the student and advisor in creating a customized educational plan utilizing the reformatted degree and program pages. Sample worksheets (Weekly Course Schedule, Registration/Course Schedule and Educational Development and Career Plan) are available on pages 25-27 to assist in the planning process.

Certificates of Completion Web Production Specialist, Web Site Fundamentals, Internet Fundamentals

Prerequisite - This column lists prerequisites required to enter the program. Prerequisites are courses or other educational requirements that must be completed prior to another course or before proceeding to more advanced study. Prerequisites are also listed at the end of a course description (course descriptions are listed alphabetically by subject starting on page 142).

Recommended Sequence for Full-time Students
(Students should see an advisor or counselor to customize their educational plans.)

First Year Fall	First Year Winter	First Year Spring
BA266 (3) Human Relations in Organizations	CS125DB (3) Database Applications	BA268 (3) Customer Service
CS120 (4) Concepts of Computing I	CS125DM (3) Digital Media Applications	CS125ME (3) Web Editor Applications
CS125W (3) Word Processing Applications I	CS125H (3) HTML Applications	CS133WS (4) Computer Ling & Graphic Web Scripting
CS1781 (3) Internet	MT195 (4) Intro Contemporary Math or higher	CS2880 (1) Work Experience ² or CS280
WR121 (3) English Composition		Specific Elective ³ (3)
Term credits = 16	Term credits = 13	Term credits = 17
Total credits = 46		

Program Heading - Please check the Degree Index on pages 20-23 for specific names. (Note: many areas of study are listed within larger programs; for example, Web Production is under Computers and Technology).

Certificates within a Degree - The information in this area provides certificates and courses offered within a degree. See the Student Handbook on pages 15-16 for the definition of **Certificate Residency Requirements, Certificate of Completion and Training Opportunity.**

Program Notes - which can be information regarding special requirements for the degree or certificate and whom to contact for more information or advisement.

Recommended Course Sequence - The information in this area details the courses, terms and number of credits (per course and term) needed to complete a degree or certificate.

Credits earned in a certificate may be applied towards other certificates and degrees. See your advisor for more information.

= course available through Distance Learning (see pages 12-13).

⁽³⁾ = number of course credits.

Southwestern Oregon Community College 2006-07 Catalog www.socc.edu
Programs

Program Information

Weekly Course Schedule

Name: _____

ID: _____

Term: _____

*PLEASE NOTE: There are 10 minutes between classes to allow for students to make room changes.

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 am					
8:30 am					
9:00 am					
9:30 am					
10:00 am					
10:30 am					
11:00 am					
11:30 am					
12:00 pm					
12:30 pm					
1:00 pm					
1:30 pm					
2:00 pm					
2:30 pm					
3:00 pm					
3:30 pm					
4:00 pm					
4:30 pm					
5:00 pm					
5:30 pm					
6:00 pm					
6:30 pm					
7:00 pm					
7:30 pm					

Program Information

Registration/Course Schedule

TLN	Course #	Section #	Course Title	Credits	Days	Location

Program Information

Educational Development and Career Plan

Name: _____

ID: _____

Degree/Certificate: _____

First Year Fall	Credit	First Year Winter	Credit	First Year Spring	Credit	First Year Summer	Credit
Second Year Fall	Credit	Second Year Winter	Credit	Second Year Spring	Credit	Second Year Summer	Credit
Third Year Fall	Credit	Third Year Winter	Credit	Third Year Spring	Credit	Third Year Summer	Credit

I, the student, understand this is a provisional plan for the above stated degree/certificate as suggested by my advisor and is subject to change. I take responsibility for this plan and changes that I may initiate. I understand that I must review and/or amend my EDP with my advisor if I change my major and/or am within 45 credits of a degree or 20 credits for a certificate of graduation. It is strongly recommended that I check with my advisor at any time to discuss my progress.

Student _____ Date _____ Advisor _____ Date _____

Associate of Arts/Oregon Transfer (AA/OT)

Associate of Arts/Oregon Transfer (AA/OT)

The **Associate of Arts Oregon Transfer (AA/OT)** degree provides an opportunity for the student to focus on any academic area of special interest. The Oregon University System (OUS) institutions and some private schools will accept the AA/OT as meeting their lower division, general education requirements. Students transferring with an AA/OT degree will have junior standing for registration purposes. The AA/OT does not necessarily meet specific institutional, departmental, or major requirements with regard to courses or grade point average. Students may transfer between 108 and 126 community college credits to four-year OUS institutions (30 of the last 45 credits must be completed at Southwestern).

Guidelines for transferring into specific programs of study with the AA/OT are listed on pages 32-46. The general education requirements for four-year institutions in the Oregon University System are listed on pages 47-54 so that the student may, whenever possible, match his/her choices of courses in the Southwestern AA/OT to the recommendations of the institutions to which he/she might transfer. Students should plan carefully with the four-year institution to which they plan to transfer in order to meet individual institutional requirements.

Program notes

Students must complete a minimum of 90 credit hours with a minimum Grade Point Average (GPA) of 2.0 (C) average or better. Complete 30 of the last 45 credits at Southwestern before the AA/OT is awarded.

Arts and Letters (12)

Minimum 12 credits chosen from approved lists.

At least two disciplines, with no more than nine credits from one discipline.

Minimum two courses from the same discipline.

Foreign language must be second-year.

Social Sciences* (15)

Minimum 15 credits chosen from approved list.

At least two disciplines, with no more than nine credits from one discipline.

Minimum two courses from the same discipline.

**Students planning to transfer before completing the AA/OT degree or transfer to a college that does not recognize the AA/OT should consult with their advisor to determine if courses* on the next page will meet the social science requirements of the college/university they plan to attend.*

Mathematics/Science/Computer Science*/Engineering (15)

Minimum 15 credits chosen from approved list.

At least two disciplines, with a minimum of 12 credits of laboratory courses in the biological or physical sciences.

**CS120 is replacing CIS131. CS120 is not approved as an AA/OT distribution requirement. Students are encouraged to consult with their advisor and to verify CS120 will meet the computer literacy requirement at their transfer university.*

Cultural Diversity (3)

A course taken to meet the Cultural Diversity requirement can also be used to satisfy other degree requirements. The credits for such courses will only be counted once toward the 90 credits required to complete the degree.

Electives (Remaining credits to total minimum of 90)

All lower division collegiate courses numbered 100 to 299 may apply towards electives as well as 12 credits of professional technical courses (excluding remedial, developmental, courses with prefixes CE/CEU/PDU, and zero credit courses.). Additionally, the list of courses**on the next page, numbered 100 to 299, may only be used as part of the 12 credits of professional technical courses.

Supportive Courses: (will count as electives)

The college has determined that the following supportive courses may be necessary to assist students to successfully complete their programs: **CS125W, HD100, HD112, HD140, HD204, HD208, HE112, LIB127, OA121, RD101, RD102, RD103.**

Developmental/Remedial Courses:

ENL0747, HD90, MTH0520, MTH20, MTH25, MTH70, MTH94, MTH95, RD0751, RD0752, RD0753, WR0525, WR90. Maximum number of credits allowable for basic, developmental, or supportive courses under federal financial aid guidelines is 45.

Note: Effective for everyone graduating from high school in 1997 or later, all OUS institutions will require two years of high school second language for admission. This admission requirement can also be satisfied by two quarters (or semesters) of a college-level second language or demonstrated proficiency in a second language.

Students who graduated from a high school in spring 1997 or later and have not completed two years of a high school second language should complete at least two quarters of a second language sequence at Southwestern. For additional information, contact an advisor or counselor.

Associate of Arts/Oregon Transfer (AA/OT)

General Education Requirements (16 credits)	Distribution Requirements (42 credits) <i>Courses must be at least three credits each.</i>			Cultural Diversity Requirements (3 credits)	Electives (Remaining to total minimum of 90 credits)
<p>Writing (9) WR121, WR122, and WR123 or WR227 (Must complete with grade "C" or better)</p>	<p><u>Arts and Letters (12)</u></p> <p>ART115, 116, 117, 131, 132, 133, 191, 192, 204, 205, 206, 225, 226, 244, 250, 251, 252, 253, 254, 255, 281, 282, 283, 284, 285, 286, 291, 292, 199, 299</p> <p>ENG104, 105, 106, 107, 108, 109, 199, 201, 202, 203, 204, 205, 206, 253, 254, 255, 256, 258, 260, 299</p> <p>FR201, 202, 203</p> <p>GER201, 202, 203</p> <p>HUM204, 205, 206</p> <p>J199, 203, 204, 217, 299</p> <p>MUS101, 102, 103, 111, 112, 113, 199, 211, 212, 213, 261, 262, 263, 299</p> <p>PHL101, 102, 103, 199, 299</p> <p>SP100, 111, 112, 199, 217, 218, 219, 220, 299</p> <p>SPAN201, 202, 203</p> <p>TA100, 141, 142, 143, 241, 242, 243</p> <p>WR214, 214T, 222, 241, 242, 243</p>	<p><u>Social Sciences (15)</u></p> <p>ANTH101, 102, 103, 221, 222, 223, 230, 231, 232</p> <p>(Three courses from CJ): CJ100, CJ101/SOC244, CJ201/SOC221, CJ220, CJ243/SOC243</p> <p>ECON201, 202</p> <p>*ED169, 258</p> <p>GEOG105</p> <p>*HD208</p> <p>*HDFS140, 222, 225, 229, 247</p> <p>*HS100, 154, 155,</p> <p>*HS167/SOC230,261, 265, 266, 267</p> <p>HST101, 102, 103, 201, 202, 203</p> <p>PS201, 202, 203</p> <p>PSY201, 202, 203, 228, 237, 239, 240</p> <p>SOC204, 205, 206, 210, 213, SOC221/CJ201, SOC243/CJ243, SOC244/CJ101</p> <p>WS101</p>	<p><u>Mathematics/Science/Computer Science/Engineering (15)</u></p> <p><u>Laboratory Courses:</u></p> <p>BI101, 102, 103; 201, 202, 203; 231, 232, 233</p> <p>CHEM121, 122, 123; 221, 222, 223</p> <p>G201, 202, 203</p> <p>GS104, 105 and 106 or 107 or 108</p> <p>PH201, 202, 203; 211, 212, 213</p> <p><u>Other Approved Courses:</u></p> <p>BI140, 149, 234</p> <p>BOT201</p> <p>CHEM110</p> <p>CS133VB, 133WS, 160, 161, 162, 233VB, 261</p> <p>ENGR111, 112, 201, 202, 203, 211, 212, 213</p> <p>G146, 207, 220, 221, 246</p> <p>MTH105, 111, 112, 212, 213, 231, 232, 241, 242, MTH243/BA232, 251, 252, 253, 254, 255, 256, 260, 265</p> <p>PH121</p>	<p>ANTH103, 221, 222, 223, 230, 231, 232</p> <p>ED258</p> <p>ENG107, 108, 109, 240, 256, 258, 260</p> <p>GEOG105</p> <p>HDFS140</p> <p>HS167/ SOC230</p> <p>HST104</p> <p>HUM204, 205, 206, 225</p> <p>SOC210, 213, SOC230/ HS167</p> <p>SP117, 220</p> <p>WS101</p>	<p>**ECE100</p> <p>ED114, ED126, ED127, ED128, ED272, HE254, HE257, HE258, HE259, HE260, HE262, HS291, and other professional technical courses with prefixes of DRFT, ELEC, ENV, F, FE, FP, FS, HEC, HORT, MFG, MISC, MT, NUR, OA, RE, RR, WLD</p>

Oregon Transfer Module (OTM)

Oregon Transfer Module (OTM)

Any student holding an **Oregon Transfer Module (OTM)** will have met the requirements for the Transfer Module at any Oregon community college or institution in the OUS.

Upon transfer, the receiving institution may specify additional coursework that is required for a major or for degree requirements or to make up the difference between the Transfer Module and the institution's total general education requirements.

Program notes

Complete a minimum of 45 credit hours with a minimum Grade Point Average (GPA) of 2.0 ("C") average or better. Complete 15 of the last 30 credits at Southwestern before the OTM is awarded.

Arts and Letters (9)

Three courses from the AA/OT Distribution Requirement list on page 29.

Social Sciences (9)

Three courses from the AA/OT Distribution Requirement list on page 29.

Mathematics/Science/Computer Science/Engineering (15)

Three courses from the AA/OT Distribution Requirement list on pages 25, including at least one biological or physical science with a lab.

Electives (Remaining credits to total minimum of 45)

Courses must be from the Distribution Requirements areas, Arts and Letters, Social Science, or Mathematics/Computer Science/Science/Engineering

Notes:

1. Courses that are designed to prepare students for college-level work are not applicable to the transfer module.
2. When choosing courses in science and mathematics, students and advisors should check the specific requirements at receiving college/university. Courses that include a laboratory component or that deal with specific subjects may be required for majors or degrees.
3. Computer Science courses used in the Math/Science/Computer Science area must meet Oregon Council of Computer Chairs criteria for a science course. See list of courses at <http://cs.bmcc.cc.or.us/occc/>.
4. In Arts and Letters, the second year of a foreign language may be included, but not the first year. American Sign Language (ASL) is considered a foreign language.
5. All Oregon community colleges and OUS institutions will offer students the opportunity to complete an Oregon Transfer Module (OTM) designation will be posted on the transcript by the issuing institution upon request. Regionally accredited private colleges and universities within the state are also welcome to offer and issue Transfer Modules, which will be accepted at any Oregon public college or university.
6. OTM credits may not match program requirements in the receiving college/university. The OTM supplements, but does not supplant, existing articulation agreements and does not replace effective advising.

Oregon Transfer Module (OTM)

General Education Requirements (12 credits)	Distribution Requirements (33 credits) <i>Courses must be at least three credits each.</i>			Electives (Credits remaining to total minimum of 45)
Writing (6) Two courses WR121 or higher. (Must complete with grade "C" or better)	<u>Arts and Letters (9)</u> Three courses from the AA/OT Distribution Requirement list on page 29.	<u>Social Sciences (9)</u> Three courses from the AA/OT Distribution Requirement list on page 29.	<u>Mathematics/Science/Computer Science/Engineering (15)</u> Three courses from the AA/OT Distribution Requirement list on page 29, including at least one biological or physical science with a lab.	Courses must be from the Distribution Requirements areas, Arts and Letters, Social Science, or Mathematics/Science Computer Science/ Engineering
Math (3-4) One course MTH105 or higher. (Must complete with grade "C" or better)				
Oral Communication/ Rhetoric (3) One course SP100 or higher (Must complete with grade "C" or better)				

AA/OT College Transfer Programs Recommended Course Work

The sample transfer curricula on the following pages indicate programs of study that help prepare students for Bachelor's degrees at four-year institutions. These are suggested guidelines for using the Associate of Arts Oregon Transfer (AA/OT) for transfer. **See an advisor to help create an educational plan to fit a chosen program of study and the transfer requirements for the Oregon University System (OUS) institution where you plan to complete a Bachelor's degree.** Transfer requirements vary at private or out-of-state institutions. Southwestern also offers Associate of Science degrees for students who plan to transfer. **Please note:** 90 credits are required for an Associate's degree; some transfer programs suggest more credits. For more information about transfer course sequences, see page 61 or visit the University Center in Tioga Hall, Room 318.

ANTHROPOLOGY

**Suggested courses to meet AA/OT requirements and electives	Credits
ANTH101/102/103 General Anthropology	9
ART204/205/206 History of Western Art	9
BI101/102/103 General Biology	12
G201/202/203 Physical Geology	12
GEOG105 Cultural Geography	3
MTH111 College Algebra or MTH105 Intro to Contemporary Mathematics	4
PSY201/202/203 General Psychology	9
WR121/122/123 English Composition	9
Arts and Letters Course (different prefix than ART)	3
Electives (check transfer college/university requirements)	17
Speech Course*	3
Total	90

ARCHITECTURE

**Suggested courses to meet AA/OT requirements and electives	Credits
ART115/116/117 Basic Design	9
ART204/205/206 History of Western Art	9
CS120 Concepts of Computing	4
DRFT110/111/112 Computer Assisted Drafting	9
MTH112 Elementary Functions	4
PH201/202/203 General Physics	15
WR121/122/123 English Composition	9

* Speech courses include SP100, 111, 112, 217, 218, 219, excludes SP220.

** One course must meet the cultural diversity requirement, see list page 29.

ARCHITECTURE (continued)

**Suggested courses to meet AA/OT requirements and electives	Credits
Literature Course	3
Social Science Courses (two different prefixes)	15
Speech Course*	3
Electives (check transfer college/university requirements)	10
Total	90

ART

**Suggested courses to meet AA/OT requirements and electives	Credits
ART115/116/117 Basic Design	9
ART131/132/133 Drawing	9
ART204/205/206	9
CS120 Concepts of Computing	4
MTH105 Intro to Contemporary Mathematics	4
WR121/122/123 English Composition	9
Lab Science (Biological or Physical)	12
Literature Course	3
Social Science Courses (two different prefixes)	15
Speech Course*	3
Electives (Studio Art courses recommended)	13
Total	90

AA/OT College Transfer Programs Recommended Course Work

ART HISTORY

**Suggested courses to meet AA/OT requirements and electives	Credits
ART115/116/117 Basic Design	9
ART131/132/133 Drawing	9
ART204/205/206 History of Western Art	9
CS120 Concepts of Computing	4
ENG107/108/109 World Literature	9
HST101/102/103 History of Western Civilization	9
MTH105 Intro to Contemporary Mathematics	4
WR121/122/123 English Composition	9
Lab Science (Biological or Physical)	12
Social Science Courses (different prefix than HST)	6
Speech Course*	3
Electives (check transfer college/university requirements)	7
Total	90

ARTS AND LETTERS

**Suggested courses to meet AA/OT requirements and electives	Credits
CS120 Concepts of Computing	4
ENG104/105/106 Introduction to Literature or ENG107/108/109 World Literature	9
HST101/102/103 History of Western Civilization	9
MTH105 Intro to Contemporary Mathematics	4
WR121/122/123 English Composition	9
Lab Science (Biological or Physical)	12
Second-Year Foreign Language Sequence	12
Social Science Courses (different prefix than HST)	6
Speech Course*	3
Electives (200-level literature courses recommended)	22
Total	90

ATHLETIC TRAINING

For Associate of Science Athletic Training Emphasis program information see pages 128-129.

BIOCHEMISTRY/BIOPHYSICS

**Suggested courses to meet AA/OT requirements and electives	Credits
BI201/202/203 Introductory Biology or CHEM221/222/223 General Chemistry	12-15
MTH251/252/253 Calculus I, II and III	12
PH211/212/213 Physics with Calculus	15
WR121/122/123 English Composition	9
Arts and Letters Courses (two different prefixes)	12
Social Science Courses (two different prefixes)	15
Speech Course*	3
Electives (check transfer college/university requirements)	12
Total	90-93

BIOLOGY

**Suggested courses to meet AA/OT requirements and electives	Credits
BI201/202/203 Introductory Biology	12
CHEM221/222/223 General Chemistry	15
MTH251/252 Calculus I and II	8
PH201/202/203 General Physics	15
WR121/122/123 English Composition	9
Arts and Letters Courses (two different prefix)	12
Social Science Courses (two different prefixes)	15
Speech Course*	3
Elective	1
Total	90

* Speech courses include SP100, 111, 112, 217, 218, 219, excludes SP220.

** One course must meet the cultural diversity requirement, see list page 29.

AA/OT College Transfer Programs Recommended Course Work

BUSINESS

For Associate of Science/Oregon Transfer in Business program information see pages 55-57.

CHEMISTRY

**Suggested courses to meet AA/OT requirements and electives	Credits
CHEM221/222/223 General Chemistry	15
MTH251/252/253 Calculus I, II and II	12
MTH256 Differential Equations	4
PH211/212/213 General Physics with Calculus	15
WR121/122/123 English Composition	9
Arts and Letters Courses (two different prefixes)	12
Social Science Courses (two different prefixes)	15
Speech Course*	3
Electives (check transfer college/university requirements)	5
Total	90

CHILDHOOD EDUCATION AND FAMILY STUDIES

For Associate of Science Childhood Education and Family Studies Emphasis program information see pages 80-81.

CHILD AND FAMILY STUDIES

**Suggested courses to meet AA/OT requirements and electives	Credits
CS120 Concepts of Computing	4
ECE102 Practicum	3
ECE150 Introduction and Observation	3
ECE154 Children's Literature and Literacy	3
ECE209 Theory and Practicum	3
ED169 Overview of Students with Special Needs	3
ED258 Multicultural Education	3
ED280 Field Experience in Education	3

* Speech courses include SP100, 111, 112, 217, 218, 219, excludes SP220.

** One course must meet the cultural diversity requirement, see list page 29.

CHILD AND FAMILY STUDIES (continued)

**Suggested courses to meet AA/OT requirements and electives	Credits
ENG104/105 Introduction to Literature	6
HDFS225 Prenatal, Infant and Toddler Development	3
HDFS229 Development in Middle Childhood	3
HDFS247 Preschool Child Development	3
MTH111 College Algebra	4
MTH211/212 Elementary Mathematics	6
PHL101/102/103 Philosophy	9
PSY201/202 General Psychology	6
SOC204 General Sociology	3
WR121/122/123 English Composition	9
Lab Science (Biological or Physical)	12
Speech Course*	3
Total	92

CHIROPRACTIC

**Suggested courses to meet AA/OT requirements and electives	Credits
BI201/202/203 Introductory Biology or	12
BI231/232/233 Human Anatomy and Physiology	
CHEM221/222/223 General Chemistry	15
MTH251 Calculus I	4
PH201/202/203 General Physics	15
PSY201/202/203 General Psychology	9
WR121/122/123 English Composition	9
Arts and Letters Courses (two different prefixes)	12
Social Science Courses (different prefix than PSY)	6
Speech Course*	3
Electives (check transfer college/university requirements)	12
Total	97

AA/OT College Transfer Programs Recommended Course Work

COMMUNICATIONS/SPEECH

**Suggested courses to meet AA/OT requirements and electives	Credits
BI101/102/103 General Biology	12
CS120 Concepts of Computing	4
HST101/102/103 History of Western Civilization	9
MTH111 College Algebra or MTH105 Intro to Contemporary Mathematics	4
SP100 Basic Speech	3
SP111 Public Speaking	3
SP112 Persuasive Speech	3
SP218 Interpersonal Communications	3
SP219 Small Group Discussion	3
SP220 Gender and Communication	3
TA141/142/143 Acting	9
WR121/122/123 English Composition	9
Arts and Letters Courses (two different prefixes)	9
Social Science Courses (different prefix than HST)	6
Electives (check transfer college/university requirements)	10
Total	90

COMPUTER SCIENCE

**Suggested courses to meet AA/OT requirements and electives	Credits
CS120 Concepts of Computing	4
CS160 Computer Science Orientation	4
CS161 Intro to Computer Science I	4
CS162 Intro to Computer Science II	4
MTH231/232 Discrete Math I and II	8
MTH251/252/253/254 Calculus	12
SP111 Fundamentals of Public Speaking	3
PH211/212/213 General Physics w/Calculus	15
WR121/122/227 English Composition	9
Arts and Letters Courses (two different prefixes)	12
Social Science Courses (two different prefixes)	15
Total	90

* Speech courses include SP100, 111, 112, 217, 218, 219, excludes SP220.

** One course must meet the cultural diversity requirement, see list page 29.

CORRECTIONS

**Suggested courses to meet AA/OT requirements and electives	Credits
BI101/102/103 General Biology	12
CS120 Concepts of Computing	4
CJ101 Criminology	3
CJ110 Introduction to Law Enforcement	3
CJ130 Introduction to Corrections	3
CJ201 Juvenile Delinquency	3
CJ213 Interview and Interrogation	3
CJ222 Procedural Law	3
CJ230 Juvenile Justice System	3
CJ232 Corrections, Counseling and Casework	3
CJ280 Field Experience Corrections	6
MTH105 Intro to Contemporary Mathematics	4
PHL101/102/103 Philosophy	9
PSY201/202/203 General Psychology	9
SOC204/205/206 General Sociology	9
WR121/122/123 English Composition	9
Speech Course*	3
Arts and Letters Courses (different prefix than PHL)	3
Total	92

CRIMINAL JUSTICE

For Associate of Science Criminal Justice Emphasis program information see pages 96-97.

AA/OT College Transfer Programs Recommended Course Work

DENTAL HYGIENE

**Suggested courses to meet AA/OT requirements and electives	Credits
BI231/232/233 Human Anatomy and Physiology	12
BI234 Microbiology	4
CHEM121/122/123 Introductory College Chemistry I,II,III	15
CS120 Concepts of Computing	4
FN225 Nutrition	4
HUM204/205/206 World Mythology and Religion	9
MTH112 Elementary Functions	4
PSY201/202/203 General Psychology	9
SOC204/205 General Sociology	6
SP219 Small Group Discussion	3
WR121/122/123 English Composition or WR227 Report Writing	9
Arts and Letters Course (different prefix than HUM)	3
Electives (check transfer college/university requirements)	8
Total	90

DENTISTRY

**Suggested courses to meet AA/OT requirements and electives	Credits
BI201/202/203 Introductory Biology	12
CHEM221/222/223 General Chemistry	15
MTH111 College Algebra	4
MTH112 Elementary Functions	4
MTH251 Calculus	4
PH201/202/203 General Physics	15
PSY201/202/203 General Psychology	9
WR121/122/123 English Composition	9
Arts and Letters Courses (two different prefixes)	12
Social Science Courses (different prefix than PSY)	6
Speech Course*	3
Electives (check transfer college/university requirements)	12
Total	105

* Speech courses include SP100, 111, 112, 217, 218, 219, excludes SP220.

** One course must meet the cultural diversity requirement, see list page 29.

EDUCATION, ELEMENTARY

**Suggested courses to meet AA/OT requirements and electives	Credits
BI101/102/103 General Biology	12
ED280 Field Experience	3
GEOG105 Cultural Geography	3
GS104/105/106 Physical Science	12
HST201/202/203 History of the United States	9
MTH211/212/213 Fundamentals of Elementary Mathematics	9
WR121/122/123 English Composition	9
Arts and Letters Course (PHL and Art History)	12
Social Science Course (recommend PSY)	3
Speech course*	3
Electives (ART, MUS, ED258 recommended)***	15
Total	90

ENGLISH

**Suggested courses to meet AA/OT requirements and electives	Credits
CS120 Concepts of Computing	4
ENG107/108/109 World Literature	9
ENG253/254/255 Survey of American Literature or ENG204/205/206 Survey of English Literature	9
MTH105 Intro to Contemporary Mathematics	4
WR121/122/123 English Composition	9
Lab Science (Biological or Physical)	12
Second-Year Foreign Language Sequence	12
Social Science Courses (two different prefixes)	15
Speech Course*	3
Electives (check transfer college/university requirements)	13
Total	90

***Contact the University Center, Tioga Hall, Room 318, for specific requirements for the Eastern Oregon University on-site Elementary Education program.

AA/OT College Transfer Programs Recommended Course Work

ENGINEERING

For Associate of Science Engineering Emphasis program information see pages 136-137.

ENVIRONMENTAL HEALTH and SAFETY

**Suggested courses to meet AA/OT requirements and electives	Credits
BI101/102/103 General Biology	12
CHEM121/122/123 Introductory College Chemistry I,II,III	15
HE250 Personal Health	3
MTH111 College Algebra	4
MTH241 Calculus for Business and Social Science or MTH112 Elementary Functions	4
PH201 General Physics	5
WR121/122/123 English Composition	9
Arts and Letters Courses (two different prefixes)	12
Social Science Courses (two different prefixes)	15
Speech Course*	3
Electives (check transfer college/university requirements)	8
Total	90

ENVIRONMENTAL SCIENCE

**Suggested courses to meet AA/OT requirements and electives	Credits
BI201/202/203 Introductory Biology	12
CHEM221/222/223 General Chemistry	15
CS120 Concepts of Computing	4
ECON201/202 Microeconomics/Macroeconomics	8
MTH111 College Algebra	4
MTH243 Intro Probability and Statistics	4
PH201/202/203 General Physics	15
PHL102 Ethics	3
WR121/122 English Composition	6

* Speech courses include SP100, 111, 112, 217, 218, 219, excludes SP220.

** One course must meet the cultural diversity requirement, see list page 29.

ENVIRONMENTAL SCIENCE (continued)

**Suggested courses to meet AA/OT requirements and electives	Credits
WR227 Report Writing	3
Speech Course*	3
Arts and Letters Courses	9
Social Science Courses (different prefix)	9
Total	95

FOREIGN LANGUAGE

**Suggested courses to meet AA/OT requirements and electives	Credits
ANTH103 Cultural Anthropology	3
ART204 History of Western Art	3
CS120 Concepts of Computing	4
ENG107/108/109 World Literature	9
HST101/102/103 History of Western Civilization	9
HUM204/205/205 World Mythology and Religion	9
MTH105 Intro to Contemporary Mathematics	4
WR121/122/123 English Composition	9
Lab Science (Biological or Physical)	12
Second-Year Foreign Language Sequence	12
Social Science Courses (different prefix than HST)	6
Speech Course*	3
Elective (check transfer college/university requirements)	7
Total	90

AA/OT College Transfer Programs Recommended Course Work

FORESTRY/FISHERIES/WILDLIFE MANAGEMENT

**Suggested courses to meet AA/OT requirements and electives	Credits
BI201/202/203 Introductory Biology	12
CHEM221/222/223 General Chemistry	15
CS120 Concepts of Computing	4
ECON201/202 Microeconomics/Macroeconomics	8
MTH251 Calculus I	4
PH201 General Physics	5
SP111 Public Speaking	3
WR121/122 English Composition	6
WR227 Report Writing	3
Arts and Letters Courses (two different prefixes)	12
Social Science Courses (different prefix than ECON)	9
Electives (check transfer college/university requirements)	9
Total	90

GEOGRAPHY

**Suggested courses to meet AA/OT requirements and electives	Credits
CS120 Concepts of Computing	4
GEOG105 Cultural Geography	3
MTH111 College Algebra	4
MTH243 Introduction to Probability and Statistics	4
WR121/122/123 English Composition	9
Arts and Letters Courses (two different prefixes)	12
Lab Science (Biological or Physical)	12
Social Science Courses (two different prefixes)	12
Speech Course*	3
Electives (check transfer college/university requirements)	27
Total	90

GEOLOGY

**Suggested courses to meet AA/OT requirements and electives	Credits
CHEM221/222/223 General Chemistry	15
G145 Regional Field Geology	3
G201/202/203 General Geology	12
MTH251/252/253 Calculus with Analytic Geometry	12
PH201/202/203 General Physics or PH211/212/213 General Physics with Calculus	15
WR121/122/123 English Composition	9
Arts and Letters Courses (two different prefixes)	12
Social Science Courses (two different prefixes)	15
Speech Course*	3
Total	96

HEALTH CARE ADMINISTRATION

**Suggested courses to meet AA/OT requirements and electives	Credits
BA211 Principles of Accounting I	4
BI101 General Biology	4
BI234 Microbiology	4
CHEM121/122/123 Introductory College Chemistry I,II,III	15
ECON201/202 Microeconomics/Macroeconomics	8
HE250 Personal Health	3
MTH111 College Algebra	4
WR121/122 English Composition	6
WR227 Reporting Writing	3
Arts and Letters Courses (two different prefixes)	12
Social Science Courses (different prefixes than ECON)	7
Speech Course*	3
Electives (check transfer college/university requirements)	17
Total	90

* Speech courses include SP100, 111, 112, 217, 218, 219, excludes SP220.

** One course must meet the cultural diversity requirement, see list page 29.

AA/OT College Transfer Programs Recommended Course Work

HISTORY

**Suggested courses to meet AA/OT requirements and electives	Credits
CS120 Concepts of Computing	4
ECON201/202 Microeconomics/Macroeconomics	8
HST101/102/103 History of Western Civilization	9
HST201/202/203 History of the United States	9
MTH243 Introduction to Probability and Statistics	4
WR121/122/123 English Composition	9
Arts and Letters Courses (different prefixes than language)	6
Lab Science (Biological or Physical)	12
Speech Course*	3
Second-Year Foreign Language Sequence	12
Electives (check transfer college/university requirements)	14
Total	90

HORTICULTURE

**Suggested courses to meet AA/OT requirements and electives	Credits
BA211 Principles of Accounting I or BA230 Business Law	4
BI201/202/203 Introductory Biology	12
CHEM121/122/123 Introductory College Chemistry I,II,III	15
HORT100 Introduction to Horticulture	3
HORT123 Landscape Maintenance	3
HORT130 Plant Propagation	3
HORT210 Landscape Design Theory	2
HORT226 Landscape Plant Materials	3
HORT231 Landscape Irrigation and Drainage	3
HORT280 Field Experience	1-4
MTH243 Intro to Probability and Statistics	4

HORTICULTURE (continued)

**Suggested courses to meet AA/OT requirements and electives	Credits
WR121/122/123 English Composition or WR227 Report Writing	9
Arts and Letters Courses (two different prefixes)	12
Social Science Courses (two different prefixes)	15
Speech Course*	3
Total	92-95

HOSPITALITY, TOURISM and RECREATION

**Suggested courses to meet AA/OT requirements and electives	Credits
CS120 Concepts of Computing	4
MTH111 College Algebra	4
WR121/122/123 English Composition or WR227 Report Writing	9
Arts and Letters Courses (two different prefixes)	12
Lab Science (Biological or Physical)	12
Social Science Courses (two different prefixes)	15
Speech Course*	3
Electives (check transfer college/university requirements)	31
Total	90

* Speech courses include SP100, 111, 112, 217, 218, 219, excludes SP220.

** One course must meet the cultural diversity requirement, see list page 29.

AA/OT College Transfer Programs Recommended Course Work

HUMAN DEVELOPMENT/FAMILY SERVICES

**Suggested courses to meet AA/OT requirements and electives	Credits
CS120 Concepts of Computing	4
MTH111 College Algebra	4
WR121/122/123 English Composition or WR227 Report Writing	9
Arts and Letters Courses (two different prefixes)	12
Social Science Courses (two different prefixes)	15
Speech Course*	3
Lab Science (Biological or Physical)	12
Electives (check transfer college/university requirements)	31
Total	90

HUMAN SERVICES

For Associate of Science Human Services Emphasis program information see pages 118-119.

HUMAN SERVICES/SOCIAL WORK

**Suggested courses to meet AA/OT requirements and electives	Credits
BI101, 102, 103 General Biology	12
CS120 Concepts of Computing	4
HS100 Intro to Human Services	3
HS155 Interviewing Theory and Techniques	3
HUM204, 205, 206 or Literature sequence	9
MTH243 Intro to Probability and Statistics or MTH105 Intro to Contemporary Mathematics or MTH111 College Algebra	4
PSY201, 202, 203 General Psychology	9
WR121/122/123 English Composition or WR227 Report Writing	9

* Speech courses include SP100, 111, 112, 217, 218, 219, excludes SP220.

** One course must meet the cultural diversity requirement, see list page 29.

HUMAN SERVICES/SOCIAL WORK (continued)

**Suggested courses to meet AA/OT requirements and electives	Credits
Arts and Letters Courses	3
Speech Course*	3
Electives (HS265, 266, 267, or Sociology courses recommended. Check transfer school requirements. Students should consider taking three credits of internship in a human services agency)	31
Total	90

INTERIOR DESIGN

**Suggested courses to meet AA/OT requirements and electives	Credits
ART204/205/206 History of Western Art	9
CS120 Concepts of Computing	4
MTH111 College Algebra	4
WR121/122/123 English Composition or WR227 Report Writing	9
Arts and Letters Course (different prefix than ART)	3
Lab Science (Biological or Physical)	12
Social Science Courses (two different prefixes)	15
Speech Course*	3
Electives (check transfer college/university requirements)	31
Total	90

INTERNATIONAL STUDIES

**Suggested courses to meet AA/OT requirements and electives	Credits
CS120 Concepts of Computing	4
HUM204/205/206 World Mythology and Religion	9
MTH111 College Algebra or MTH105 Intro to Contemporary Mathematics	4
PS205 International Relations	3

AA/OT College Transfer Programs Recommended Course Work

INTERNATIONAL STUDIES (continued)

**Suggested courses to meet AA/OT requirements and electives	Credits
WR121/122/123 English Composition	9
Lab Science (Biological or Physical)	12
Social Science Courses (two** from list below)	6
Speech Course*	3
Two Second-Year Foreign Language Sequences	24
Electives from the following:	16
ANTH101/102/103 General Anthropology**	
ART204/205/206 History of Western Art	
ECON201/202 Microeconomics/Macroeconomics**	
ENG107/108/109 World Literature**	
HST101/102/102 History of Western Civilization**	
PSY201 General Psychology**	
SOC204/205/206 General Sociology	
Total	90

JOURNALISM

**Suggested courses to meet AA/OT requirements and electives	Credits
CS120 Concepts of Computing	4
ECON201/202 Microeconomics/Macroeconomics	8
ENG104/105/106 Introduction to Literature	9
HST101/102/103 History of Western Civilization	9
J202 Information Gathering/Applied Electronic Publishing	4
J203 Writing for the Media	4
J204 Visual Communication for Mass Media	4
J215 Publishing Lab	2
J217 Feature Writing	3
J220 Digital Media	4

* Speech courses include SP100, 111, 112, 217, 218, 219, excludes SP220.

** One course must meet the cultural diversity requirement, see list page 29.

JOURNALISM (continued)

**Suggested courses to meet AA/OT requirements and electives	Credits
MTH111 College Algebra or	4
MTH105 Intro to Contemporary Mathematics	
WR121/122/123 English Composition	9
Lab Science (Biological or Physical) (Biology or Geology)	12
Speech Course*	3
Electives (check transfer college/university requirements)	11
Total	90

MATHEMATICS

For Associate of Science Mathematics Emphasis program information see pages 138-139.

MEDICAL IMAGING

**Suggested courses to meet AA/OT requirements and electives	Credits
BI231/232/233 Human Anatomy and Physiology	12
CHEM121/122/123 Introductory College Chemistry I,II,III	15
CS120 Concepts of Computing	4
HUM204/205/206 World Mythology and Religion	9
MTH111 College Algebra	4
MTH112 Elementary Functions	4
PH201 General Physics	5
PSY201/202/203 General Psychology	9
SP111 Public Speaking	3
SP219 Small Group Discussion	3
WR121/122 English Composition	6
WR227 Report Writing	3
Social Science Courses (different prefix than PSY)	6
Business Course	3
Elective	4
Total	90

AA/OT College Transfer Programs Recommended Course Work

MEDICINE

**Suggested courses to meet AA/OT requirements and electives	Credits
BI201/202/203 Introductory Biology	12
CHEM221/222/223 General Chemistry	15
MTH251/252 Calculus I and II	8
PH201/202/203 General Physics	12-15
PSY201/202/203 General Psychology	9
WR121/122/123 English Composition	9
Arts and Letters Courses (two different prefixes)	12
Social Science Courses (different than PSY)	6
Speech Course*	3
Electives (check transfer college/university requirements)	4
Total	90-93

MICROBIOLOGY

**Suggested courses to meet AA/OT requirements and electives	Credits
BI201/202/203 Introductory Biology	12
CHEM221/222/223 General Chemistry	15
CS120 Concepts of Computing	4
MTH251/252 Calculus I and II	8
PH201/202/203 General Physics	15
WR121/122/123 English Composition	9
Arts and Letters Courses (two different prefixes)	12
Social Science Courses (two different prefixes)	15
Speech Course*	3
Total	93

MUSIC

**Suggested courses to meet AA/OT requirements and electives	Credits
MTH105 Intro to Contemporary Mathematics	4
MUP105 Jazz Band♦	1
MUP121 Symphonic Choir♦	1
MUP125 Vocal Jazz♦	2
MUP131 Chamber Choir♦	2
MUP171-191 and MUP271-291 Individual Lessons♦	3
MUP202A Concert Band♦	1
MUS111/112/113 Music Theory I	9
MUS114/115/116 Sight Reading/Ear Training	3
MUS131/132/133 Piano Course	3
MUS211/212/213 Music Theory II	9
SP111 Fundamentals of Public Speaking	3
WR121/122/123 English Composition	9
Arts and Letters Course (different than MUP or MUS)	3
Lab Science (Biological or Physical)	12
Math/Science/Computer Science course	3
Social Science Courses (two different prefixes)	15
Electives (check transfer college/university requirements)	7
Total	90

♦Six terms of appropriate ensemble participation and three terms of private study are required.

NATURAL SCIENCE

For Associate of Science Natural Science Emphasis program information see pages 140-141.

* Speech courses include SP100, 111, 112, 217, 218, 219, excludes SP220.

** One course must meet the cultural diversity requirement, see list page 29.

AA/OT College Transfer Programs Recommended Course Work

NUTRITION and FOOD MANAGEMENT

**Suggested courses to meet AA/OT requirements and electives	Credits
CHEM221/222/223 General Chemistry	15
CS120 Concepts of Computing	4
ECON201/202 Microeconomics/Macroeconomics	8
FN225 Nutrition	4
MTH112 Elementary Functions	4
PSY201/202/203 General Psychology	9
WR121/122/123 English Composition	9
Arts and Letters Courses (two different prefixes)	12
Speech Course*	3
Electives (check transfer college/university requirements)	22
Total	90

OCCUPATIONAL THERAPY

**Suggested courses to meet AA/OT requirements and electives	Credits
BI201 Introductory Biology	4
BI231/232/233 Human Anatomy and Physiology	12
CS120 Concepts of Computing	4
MTH112 Elementary Functions	4
MTH243 Introduction to Probability and Statistics	4
PH201 General Physics	5
PSY201/202/203 General Psychology	9
SOC204/205 General Sociology	6
WR121/122/123 English Composition	9
Arts and Letters Courses (two different prefixes)	12
Speech Course*	3
Electives (check transfer college/university requirements)	18
Total	90

OPTOMETRY

**Suggested courses to meet AA/OT requirements and electives	Credits
BI201 Introductory Biology	4
BI231/232/233 Human Anatomy and Physiology	12
BI234 Microbiology	4
CHEM221/222/223 General Chemistry	12
CHEM241/242 Organic Chemistry	8
MTH112 Elementary Functions	4
MTH243 Introduction to Probability and Statistics	4
MTH251 Calculus I	4
PH201/202/203 General Physics	15
PSY201/202/203 General Psychology	9
WR121/122 English Composition	6
WR227 Report Writing	3
Arts and Letters Courses (two different prefixes)	12
Speech Course*	3
Social Science Courses (different prefix than PSY)	6
Total	106

PHARMACY

**Suggested courses to meet AA/OT requirements and electives	Credits
BI201/202/203 Introductory Biology	12
BI234 Microbiology	4
CHEM221/222/223 General Chemistry	15
ECON201/202 Microeconomics/Macroeconomics	8
MTH251 Calculus	4
PH201/202/203 General Physics	15
PSY201/202/203 General Psychology	9
WR121/122 English Composition	6
WR227 Report Writing	3
Arts and Letters Courses (two different prefixes)	12
Speech Course*	3
Electives (check transfer college/university requirements)	12
Total	103

* Speech courses include SP100, 111, 112, 217, 218, 219, excludes SP220.

** One course must meet the cultural diversity requirement, see list page 29.

AA/OT College Transfer Programs Recommended Course Work

PHILOSOPHY

**Suggested courses to meet AA/OT requirements and electives	Credits
CS120 Concepts of Computing	4
MTH111 College Algebra or MTH105 Intro to Contemporary Mathematics	4
PHL101/102/103 Philosophy	9
WR121/122/123 English Composition	9
Lab Science (Biological or Physical)	12
Second Year Foreign Language Sequence	12
Social Science Courses (two different prefixes)	15
Speech Course*	3
Electives (check transfer college/university requirements)	22
Total	90

PHYSICAL THERAPY

**Suggested courses to meet AA/OT requirements and electives	Credits
BI201 Introductory Biology	4
BI231/232/233 Human Anatomy and Physiology	12
BI234 Microbiology	4
CHEM221/222/223 General Chemistry	15
MTH112 Elementary Functions	4
MTH243 Introduction to Probability and Statistics	4
MTH251 Calculus I	4
PH201/202/203 General Physics	15
PSY201/202/203 General Psychology	9
WR121/122 English Composition	6
WR227 Report Writing	3
Arts and Letters Courses (two different prefixes)	12
Social Science Courses (different prefix than PSY)	6
Speech Course*	3
Electives (check transfer college/university requirements)	8
Total	109

* Speech courses include SP100, 111, 112, 217, 218, 219, excludes SP220.

** One course must meet the cultural diversity requirement, see list page 29.

PHYSICAL EDUCATION

For Associate of Science Physical Education Emphasis program information see pages 130-131.

PHYSICS

**Suggested courses to meet AA/OT requirements and electives	Credits
CHEM221/222/223 General Chemistry	15
MTH251/252/253 Calculus I, II, III	12
MTH254/255 Vector Calculus	8
MTH256 Differential Equations	4
PH211/212/213 General Physics with Calculus	15
WR121/122/123 English Composition	9
Arts and Letters Courses (two different prefixes)	12
Social Science Courses (two different prefixes)	15
Speech Course*	3
Total	93

POLITICAL SCIENCE

**Suggested courses to meet AA/OT requirements and electives	Credits
CS120 Concepts of Computing	4
MTH111 College Algebra or MTH105 Intro to Contemporary Mathematics	4
PHL101,102,103 Philosophy	9
PS201/202/205 Political Science	9
WR121/122/123 English Composition	9
Arts and Letters Course (different than PHL)	3
Lab Science (Biological or Physical)	12
Social Science Courses (different than PS)	6
Speech Course*	3
Electives (Social Science Courses recommended)	31
Total	90

AA/OT College Transfer Programs Recommended Course Work

PSYCHOLOGY

**Suggested courses to meet AA/OT requirements and electives	Credits
CS120 Concepts of Computing	4
MTH111 College Algebra	4
MTH243 Introduction to Probability and Statistics	4
PSY201/202/203 General Psychology	9
WR121/122/123 English Composition	9
Arts and Letters Courses	12
(different prefix and PHL102 Ethics recommended)	
Lab Science (Biological or Physical) (Biology recommended)	12
Social Science Courses (different than PSY)	6
Speech Course*	3
Electives (Science, Math, PSY recommended)	27
Total	90

PUBLIC RELATIONS

**Suggested courses to meet AA/OT requirements and electives	Credits
BA285 Human Relations in Organizations	3
CS120 Concepts of Computing	4
J215 Publishing Lab	2
J217 Feature Writing	3
J220 Digital Media	4
J280 Journalism/CWE	3
MTH111 College Algebra or	4
MTH105 Intro to Contemporary Mathematics	
WR121/122/123 English Composition	9
Arts and Letters Courses	6
Lab Science (Biological or Physical)	12
Social Science Courses (two different prefixes)	15
Speech Course*	3
Electives (check transfer college/university requirements)	22
Total	90

* Speech courses include SP100, 111, 112, 217, 218, 219, excludes SP220.

** One course must meet the cultural diversity requirement, see list page 29.

RELIGIOUS STUDIES

**Suggested courses to meet AA/OT requirements and electives	Credits
CS120 Concepts of Computing	4
GEOG105 Cultural Geography	3
HST101/102/103 History of Western Civilization	9
HUM204/205/206 World Mythology and Religion	9
MTH111 College Algebra or	4
MTH105 Intro to Contemporary Mathematics	
PHL102/103 Philosophy	6
PSY201/202/203 General Psychology	9
WR121/122/123 English Composition	9
Lab Science (Biological or Physical)	12
Speech Course*	3
Electives (check transfer college/university requirements)	22
Total	90

SCIENCE

**Suggested courses to meet AA/OT requirements and electives	Credits
CHEM221/222/223 General Chemistry	15
CS120 Concepts of Computing	4
MTH111 College Algebra	4
MTH112 Elementary Functions	4
PSY201/202/203 General Psychology	9
WR121/122/123 English Composition	9
Arts and Letters Courses (two different prefixes)	12
Social Science Courses (different than PSY)	6
Select one of the following options:	24-28
Physical Science Option	
PH201/202/203 General Physics or PHI211/212/213 General Physics with Calculus	
and BI201/202/203 General Biology	
Biological Science Option	
BI201/202/203 General Biology	
Earth Science Option	
PH201/202/203 General Physics and G201/202/203 General Geology	
Speech Course*	3
Total	90-94

AA/OT College Transfer Programs Recommended Course Work

SOCIAL SCIENCE

**Suggested courses to meet AA/OT requirements and electives	Credits
CS120 Concepts of Computing	4
MTH111 College Algebra	4
MTH243 Introduction to Probability and Statistics	4
WR121/122/123 English Composition	9
Arts and Letters Courses (two different prefixes)	12
Lab Science (Biological or Physical)	12
Social Science Courses (two different prefixes)	15
Speech Course*	3
Electives (additional Social Science courses)	27
Total	90

SOCIOLOGY

**Suggested courses to meet AA/OT requirements and electives	Credits
CS120 Concepts of Computing	4
ENG107/108/109 World Literature	9
GEOG105 Cultural Geography	3
HST201/202/203 History of the United States	9
MTH243 Introduction to Probability and Statistics	4
SOC204/205/206 General Sociology	9
WR121/122/123 English Composition	9
Arts and Letters Course (different than ENG)	3
Lab Science (Biological or Physical)	12
Speech Course*	3
Electives (additional Sociology courses)	25
Total	90

THEATRE ARTS

**Suggested courses to meet AA/OT requirements and electives	Credits
BI101/102/103 General Biology	12
CS120 Concepts of Computing	4
ENG104/105/106 Introduction to Literature	9
HST101/102/103 History of Western Civilization	9
MTH111 College Algebra or MTH105 Intro to Contemporary Mathematics	4
TA111 Fundamentals of Technical Theatre	3
TA141/142/143 Acting	9
TA153 Rehearsal and Performance	3
TA241/242/243 Intermediate Acting Techniques	9
WR121/122/123 English Composition	9
Social Science Courses (different than HST)	6
Speech Course*	3
Electives (check transfer college/university requirements)	10
Total	90

VETERINARY MEDICINE

**Suggested courses to meet AA/OT requirements and electives	Credits
BI201/202/203 Introductory Biology	12
CHEM221/22/223 General Chemistry	15
MTH112 Elementary Functions	4
PH201/202/203 General Physics	15
WR121/122/123 English Composition	9
Arts and Letters Courses (two different prefixes)	12
Social Science Courses (two different prefixes)	15
Speech Course*	3
Electives (check transfer college/university requirements)	12
Total	97

* Speech courses include SP100, 111, 112, 217, 218, 219, excludes SP220.

** One course must meet the cultural diversity requirement, see list page 29.

Requirements	Credit hours	Southwestern courses that satisfy requirements
COMMUNICATION and CRITICAL THINKING:	15	Choose at least one course from each of the three categories.
Communication	1 course (minimum)	SP100 , 111, 112, 218, 219; WR121 , 122, 123, 214
Critical Thinking and Problem Solving	1 course (minimum)	CHEM121 , 122, 123; MTH243 ; MUS111 , 112, 113; PHL103
Quantitative Reasoning	1 course (minimum)	MTH105 , 212, 213, 241, 242
GENERAL KNOWLEDGE:	45	Must complete at least nine credits in each of the five categories.
Aesthetics and Humanities	9	ENG104 , 105, 106, 107, 108, 109, 201, 202, 203, 204, 205, 206, 253, 254, 255; HUM204 , 205, 206; PHL101 , 102
Human Behavior	9	ANTH101 , 102, 103, 221, 222, 223; ART204 , 205, 206; ECON201 , 202; GEOG105 ; HST101 , 102, 103, 201, 202, 203; PS201 , 202, 205; PSY201 , 202, 203; SOC204 , 205, 206
Natural World	9	BI101 , 102, 103, 149, 201, 202, 203; CHEM221 , 222, 223; ENV102 ; G145 , 146, 201, 202, 203, 207, 220, 221; GS104 , 105, 106, 107, 108; PH121 , 201, 202, 203, 207, 220, 221
Arts and Creative Processes	9	ART115 , 116, 117, 131, 132, 133, 184A, 184B, 184C, 185A, 185B, 186C, 191, 192, 193, 225, 226, 227, 250, 251, 252, 281, 282, 283, 219, 229, 293; MUS101 , 102, 103; TA141 , 142, 143
Language, Logic, and Culture	9	CS101 , 120, 140, 161, 162; CJ101 , 201; GER101 , 102, 103, 201, 202, 203; GEOG265 ; HDFS140 ; HS167 ; SOC213 , 221, 244; SPAN101 , 102, 103, 201, 202, 203; SP217 , 220

Notes:

1. A maximum of 120 credit hours earned at community colleges may be applied toward a Baccalaureate degree.
2. Students with the Associate of Arts Transfer Degree (AA/OT) from an accredited Oregon community college will be considered as having met the general education requirements at Eastern.
3. Courses in which "D" grades have been earned will transfer to Eastern.
4. For a Bachelor of Science (BS) degree: In addition to completing the General Education Distribution Requirements, students are required to demonstrate the application of mathematics at the college level. Means for satisfying this requirement are described in each major at Eastern.
5. For a Bachelor of Arts (BA) degree: In addition to completing the General Education Distribution Requirements, students are required to demonstrate proficiency in a single foreign language (completion of a second-year foreign language course sequence or equivalency).
6. Courses in the major will meet General Education Distribution Requirements. Example: a history major can use an approved history course to fulfill the social science requirement.
7. Students entering Eastern beginning fall 2004 must complete a Writing course at or above the 200 level. Students entering Eastern prior to fall term 2004 must complete the Writing Proficiency Exam.
8. Only courses with a letter prefix and a number of 100 or higher are considered transferable.
9. This guide is subject to change without notice and should not be regarded as a contract between EOU and students attending Southwestern Oregon Community College.

Requirements	Semester hours	Southwestern courses which satisfy requirements	Quarter hours
Inquiry Seminar	3	WR 121 and 122	6
Vital Past*	6	All history courses; ART 204, 205, 206; ENG 107, 108, 109, 201, 202, 203, 204, 205, 206, 253, 254, 255; MUS 261, 262, 263	9
Images and Arts*	6	All literature courses; ART = All studio, theory, and history courses; MUS = Theory, history, or literature courses; TA = All performance, technical, and history courses; WR 241, 242, 243	9
Ultimate Questions*	6	HUM 204, 205, 206; PHL 101, 102, 103	9
Individuals, Systems, and Societies*	6	ANTH 101, 102, 103, 221, 222, 223, 230, 231, 232; ECON 201, 202; PS 201, 202, 203; PSY 201, 202, 203; SOC 204, 205, 206; SP 218; WS 101	9
Natural World*	6	All courses in chemistry, environmental technology, general science, physics, geology, and biology	9
Math Proficiency	3	MTH 95 or 111	3-4

* Students need to take at least 10 courses with at least two from each of these five Areas of Inquiry. The Inquiry Seminar may count among those 10 courses.

Notes:

1. A maximum of 108 quarter credits earned at a community college can be transferred to Linfield College.
2. In general, only courses with letter prefixes and numbers above 100 are accepted at Linfield.
3. Courses in which a grade of "C" or better has been earned are transferable to Linfield.
4. In addition, there are two courses required to meet the Diversity Requirement and two courses required in Writing-Intensive courses. These requirements can be met by courses from the five Areas of Inquiry.
5. Students must demonstrate math proficiency by the time they have completed 60 semester hours through one of the following means: Score 520 or higher on the mathematics portion of the SAT; complete a college math course at or above the level of intermediate algebra with a grade of "C" or better (a "C-" does not count); or pass the Math Proficiency test that will be offered during the fall and spring Entry Colloquium sessions on the McMinnville campus. For transfer students, math proficiency must be demonstrated by the end of the student's first year at Linfield.
6. Courses used to fulfill Linfield Curriculum requirements must be at least three credit hours. A course that transfers as a two semester hour course will not on its own serve as an equivalent to a three semester hour course.
7. While no single course can fill more than one Area of Inquiry, many courses may contribute simultaneously to an Area of Inquiry, the Diversity Requirement, and the Writing Intensive Requirement. Careful records should be kept by students and their advisors each semester regarding the LC designations of selected courses.
8. This guide is subject to change without notice and should not be regarded as a contract between Linfield College and students attending Southwestern Oregon Community College.

Requirements	Credit hours	Southwestern courses which satisfy requirements
<p>Communication</p> <p>Speech 3</p> <p>English Composition 6</p> <p>Nine additional credits from Speech/Writing courses having WR122 or SP111 as a prerequisite; specified by the major department 9</p>		<p>SP111 WR121 and 122</p> <p>WR123, 214, 227; SP219</p>
<p>Humanities Nine credits selected by student or specified by a major department*</p>	9	<p>Courses with ART prefix; ENG104, 105, 106, 107, 108, 109, 201, 202, 203, 204, 205, 206, 253, 254, 255, 260; GER201, 202, 203; HUM204, 205, 206; MUS = courses with MUS prefix; PHL101, 102, 103; SPAN201, 202, 203</p>
<p>Social Science Twelve credits selected by student or specified by a major department</p>	12	<p>ANTH101, 102, 103, 221, 222, 223, 230, 231, 232; ECON201, 202; GEOG105; HST101, 102, 103, 201, 202, 203; PS201, 202, 205; PSY201, 202, 203, 228, 239, 240; SOC204, 205, 206, 210, 220, 221, 243, 244</p>
<p>Science/Mathematics One college-level mathematics course for which at least intermediate algebra is the course prerequisite.</p> <p>Twelve credits selected by student or specified by a major department from biological science, mathematics, or physical science</p>	4 12	<p>MTH105, 111, 112, 211, 212, 213, 243, 251, 252, 253, 254, 255, 256, 261</p> <p>BI101, 102, 103, 201, 202, 203, 231, 232, 233, 234; CHEM121, 122, 123, 221, 222, 223, MTH112, 211, 212, 213, 243, 251, 252, 253, 254, 255, 256, 261; PH201, 202, 203</p>
<p>Technology</p>		<p>Specific requirements for demonstrating computer proficiency may be established by the academic department.</p>

* No more than three credits of activities or performance-based courses may be used in this category.

Notes:

1. Transfer students seeking a Baccalaureate degree must complete a minimum of 60 credits of upper division work before a degree will be awarded. Upper division work is defined as 300 and 400 level courses at a Bachelor's degree granting institution.
2. OIT considers for transfer those courses that carry a grade of "D" or better. However, many OIT departments require "C" or better course grades for prerequisite and graduation purposes.
3. Students who have earned an Associate of Arts Transfer Degree (AA/OT) from Southwestern Oregon Community College will be considered as having met the lower division General Education Requirements at OIT.
4. Students seeking a Civil Engineering degree at OIT may not use "performance" based humanities (ART, MUS, TA) to satisfy the general education requirements.
5. In general, courses with a letter prefix and a number of 100 or higher are considered transferable to OIT.
6. Refer to the OIT catalog to ensure proper course selection for desired major.
7. This guide is subject to change without notice and should not be regarded as a contract between OIT and students attending Southwestern Oregon Community College.

Requirements	Credit hours	Southwestern courses which satisfy requirements
Writing I	3	WR121
Writing II	3	WR122, 123, 214, 214T, 222, 227, 241, 242
Writing III/Speech	3	Any courses listed to meet Writing II requirement not taken to meet that requirement or SP111, 112, 218, 219 (excluding WR214T)
Mathematics	3	MTH105, 111, 112, 211, 241, 242, 251 (must be completed before transferring)
Fitness	3	PE231
Writing Intensive Course	3	(Upper division course taken from OSU as part of major)
Physical Science including Lab	4	CHEM121, 122, 123, 221, 222, 223; G201, 202, 203; GS104. 105, 106, 107, 108; PH201, 202, 203, 211, 212, 213
Biological Science including Lab	4	BI101, 102, 103, 201, 202, 203, 234
One additional Physical or Biological Science course	4	Any courses listed for Physical or Biological Science above.
Western Culture	3	ART204, 205, 206; ENG107, 108, 109, 201, 202, 203, 204, 205, 206, 253, 254, 255; HST101, 102, 103, 201, 202, 203; PHL101, 102
Cultural Diversity	3	ANTH230, 231, 232; HST104; HUM204, 205, 206
Literature and the Arts	3	ART204, 205, 206; ENG104, 105, 106, 107, 108, 109, 204, 205, 206, 253, 254, 255; MUS261, 262, 263
Social Processes and Institutions	3	ANTH103, 221, 222, 223; ECON201, 202; PS201; PSY201, 203; SOC204, 205; HST101, 102, 103
Difference, Power and Discrimination	3	HST201, 202, 203; SOC206
Global Issues	3	(Upper division course; must be taken from OSU)
Science, Technology and Society	3	(Upper division course; must be taken from OSU)

Notes:

1. A maximum of 124 credit hours earned at a community college may be applied toward a Baccalaureate degree.
2. No more than two courses from the same department may be used to fulfill the Perspectives Category of the core.
3. In general, only courses with letter prefixes and numbers above 100 are accepted at OSU.
4. Students with vocational/technical credits (normally two or four digit numbers) should contact the assistant registrar at OSU for assistance in determining transferability of these courses to an OSU major.
5. Departments, schools, or colleges at OSU may restrict the courses used by their major students to satisfy each general educational component.
6. OSU will accept "D" grades for some courses. Some departments, schools, or colleges may not accept "D" grades in required courses.
7. Students with an Associate of Arts Transfer Degree (AA/OT) from Southwestern Oregon Community College will be considered as having met OSU's lower division BACC requirements.
8. OSU will accept up to 12 hours of professional/technical coursework on a credit-only basis. Grades for these courses count as pass only. Students with professional/technical credits similar to those available in their major should contact the head of the department to determine transferability.
9. This guide is subject to change without notice and should not be regarded as a contract between OSU and students attending Southwestern Oregon Community College.

Requirements	Credit hours	Southwestern courses which satisfy requirements
<p>Freshman Inquiry/General Education General Education</p> <p>Year long 15 credit course</p>	<p>30</p> <p>15</p>	<p>Complete 45 credit hours from courses listed for Associate of Arts Transfer Degree (AA/OT). Courses should include Writing, speech, and computer science. It is also important to learn appropriate information technology resources of the library.</p>
<p>Sophomore Level/General Education General Education</p> <p>Three courses, each from a different University Studies cluster.</p>	<p>33</p> <p>12</p>	

Notes:

1. A maximum of 124 credit hours earned at a community college may be applied toward a Baccalaureate degree.
2. In general, only courses with letter prefixes and numbers above 100 are accepted in transfer to PSU. Portland State equivalencies are posted on the PSU website in the Course Applicability System (CAS) pages. To see how specific courses will transfer, go to www.cas.pdx.edu. Once there, choose "Guest Login" and select "Course Equivalency Guide" for Portland State University and Southwestern Oregon Community College. Transfer questions can be sent to cctransfer@pdx.edu or admissions@pdx.edu.
3. Portland State accepts 12 credits of professional/technical courses.
4. In order to be considered a transfer student at PSU, students must have completed a minimum of 30 transferable credit hours (transferable college level work, passes with a "D" or better, or a pass from a regionally accredited college or university). Students must also meet the minimum GPA requirement: 2.00 college GPA for Oregon residents, 2.25 college GPA for out-of-state residents, or 2.50 college GPA for international students.
5. Students who have earned an Associate of Arts Transfer Degree (AA/OT) or 90-plus transferable credits from Southwestern Oregon Community College will be considered as having met PSU's lower division General Education Requirements and have junior standing.
6. Not all of the above General Education Requirements are required for Liberal Studies or Honors Program majors.
7. This guide is subject to change without notice and should not be regarded as a contract between PSU and students attending Southwestern Oregon Community College.

Requirements	Credit hours	Southwestern courses which satisfy requirements
Colloquium or Writing/Communication and Quantitative Reasoning	12	WR121 , 122 and SP111 . "C" or better in each course.
	4 - 8	MTH211 and 212 both, or one of the following: MTH112 , 243, or 251. "C" or better in each course.
SEQUENCES:	24	Some sequences may total only six credit hours. Students with less than the required 24 credit hours may complete additional courses in any of the three areas to bring the total amount of required Exploration Sequence hours to 24.
Arts and Letters	8 complete a two or three course sequence	ART205 , 206; ENG104 , 105, 106 (all three) or 107, 108, 109 (all three); GER202 , 203; MUS261 , 262, 263 (two of three); PHL101 , 102, 103; SPAN202 , 203.
Science	8 complete a two or three course sequence	BI101 and 102, or BI101 and 103; CHEM 221 , 222 or 223; G201 and 202.
Social Science	8 complete a two or three course sequence	ANTH101 or 102, and either 103, 221, 222, or 223; CJ100 and 101, or CJ100 and SOC244 ; HST101 and 102 or 103; HST201 , 202 or 203; PSY201 , 202, 203 (all three); SOC204 , 205 or 206.

Upper Division Synthesis General Education Requirements:

Students must complete three upper division credits from each of the following areas: Arts/Letters, Natural Science, and Social Science.

These selected upper division SOU courses are listed in the current SOU Schedule of courses.

Notes:

1. A maximum of 124 credit hours earned at community colleges may be applied toward a Baccalaureate degree.
2. Transfer course equivalencies for community college courses transferring to SOU can be found by going to www.sou.edu/admissions/equivalency/index.html.
3. Courses in the major, including coursework from supportive areas that is required of the major, and courses toward a minor may also be used to meet General Education Requirements.
4. Only courses with a letter prefix and a number of 100 or higher are considered transferable.
5. A maximum of 24 credit hours of vocational/technical courses are accepted as free electives.
6. Courses in which "D" grades have been earned are accepted by SOU, with the exception of Writing and Oral Communication, which require a grade of "C" or better.
7. Oregon community college transfer students who transfer into SOU with an Associate of Arts Oregon Transfer Degree (AA/OT) that was started prior to fall 2000, as certified by an Oregon community college, will be accepted by SOU as having met all General Education Requirements. Students transferring with an AA/OT started after fall 2000 will be considered as having met all lower division general education requirements.
8. Students who transfer to SOU with fewer than 36 transfer-level credits and who have not completed **WR121**, **WR122**, and **SP111** will be required to complete the sequence of College Colloquium courses (CORE 101/102/103) at SOU.
9. This guide is subject to change without notice and should not be regarded as a contract between SOU and students attending Southwestern Oregon Community College.

Requirements	Credit hours	Southwestern courses which satisfy requirements
Written English	6	WR121 (must be completed before transferring) and WR122 or WR123 (with grade "C-" or better)
Arts and Letters* **These courses must be completed in at least two subjects, and a minimum of two courses must be completed in one subject.	15	ART204, 205, 206; ENG104, 105, 106, 107, 108, 109, 201, 202, 203, 204, 205, 206, 253, 254, 255, 260; GER201, 202, 203; HUM204, 205, 206; MUS261, 262, 263; PHL101, 102, 103
Social Science* **These courses must be completed in at least two subjects, and a minimum of two courses must be completed in one subject.	15	ANTH102, 103, 221, 222, 223, 230, 231, 232; BA101; ECON201, 202; ED101; GEOG105; HST101, 102, 103, 104, 201, 202, 203, 215; PS201, 202, 205; PSY202, 203, 239; SOC204, 205, 206, 210, 213; WS101
Science* **These courses must be completed in at least two subjects, and a minimum of two courses must be completed in one subject.	15	ANTH101; BA232; BI101, 102, 103, 149, 201, 202, 203, 231, 232, 233, 234; CHEM121, 122, 123, 221, 222, 223; CS101, 133VB, 160, 161, 162, 261; G201, 202, 203, 207, 220, 221, 246; GS104, 105, 106, 107, 108; MTH105, 211, 212, 213, 231, 232, 241, 242, 243, 251, 252, 253; PH121, 201, 202, 203, 211, 212, 213; PSY201
Multiculture Same course may be chosen to meet this requirement and one of the requirements listed above.	6 credits (two courses at least three credits each)	(choose one course from two different areas) Area 1 - American Cultures: ANTH230, 231, 232; SOC213 Area 2 - Identity, Pluralism, and Tolerance: ENG260; SP220; WS101 Area 3 - International Cultures: ANTH103, 221, 222, 223; ENG107, 108, 109; GEOG105; HUM204, 205, 206; HST104

*The above General Education Requirements apply to Bachelor of Arts***, Bachelor of Science***, and Bachelor of Fine Arts degrees

Notes:

1. A maximum of 124 credit hours earned at a community college may be applied toward a Baccalaureate degree.
2. Only courses with letter prefixes and numbers above 100 are accepted at the University of Oregon.
3. A maximum of 12 credit hours of vocational/technical courses are accepted.
4. BA degree requires the equivalent of two years of college foreign language.
5. BS degree requires **MTH111** and two higher mathematics courses, or **MTH105** and two higher mathematics courses.
6. Courses in which "D" grades have been earned will transfer to UO, but will not satisfy degree requirements in Writing, mathematics, or foreign language and may not be acceptable for major requirements.
7. Students not meeting freshman admissions criteria must complete 36 transfer hours and **WR121**, and **MTH105** or **MTH111** before transferring. Students may request a waiver of the math course for the admission requirement.
8. Students with an Associate of Arts Transfer Degree (AA/OT) from Southwestern Oregon Community College will be considered as having met the General Education Requirements at UO. The Multiculture requirement is not satisfied by completing the AA/OT degree unless two of the acceptable courses are taken as part of the AA/OT degree.
9. This guide is subject to change without notice and should not be regarded as a contract between UO and students attending Southwestern Oregon Community College.
10. Approved group satisfying courses must be at least three credits each.
 ** No more than three courses from any one department may be used to satisfy the total 45 credit group requirement. Must include two courses in the same subject and at least one course in a different subject.
 *** Arts and Letters group satisfying credits cannot be used to meet the Bachelor of Arts language proficiency, and Science group satisfying credits may not be used to meet the Bachelor of Science Mathematics/Computer Science proficiency.
 Effective fall 2002, only one major course may be used to meet group requirements.

Requirements	Credit hours	Southwestern courses which satisfy requirements
Writing	3-4	WR121 . Must be passed with a "C-" or better.
Speech	3	SP111, 112, 113 . SP111 preferred.
Health and Physical Education	4	PE231 plus one activity course from PE185 or 295
Creative Arts Choose at least one credit hour in three of the four disciplines: Art, Dance, Music, Theater.	9	ART115, 116, 117, 131, 132, 204, 205, 206; MUP131; MUS111, 134, 135; TA111, 141, 142, 153
Laboratory Science At least two courses from the same sequence.	12	BI101, 102, 103, 201, 202, 203, 231, 232, 233, 234; CHEM121, 122, 123, 221, 222, 223; G201, 202, 203; PH201, 202, 203, 211, 212, 213
Social Science Choose one eight or nine hour sequence, then add one three or four credit course.	11-12	ANTH101, 102, 103, 222, 223; ECON201, 202; GEOG105; HST101, 102, 103, 201, 202, 203; PS201, 202, 203, 205; SOC204, 205, 206
Literature	8	ENG104, 105, 106, 107, 108, 109
Philosophy or Religion	3	PHL101, 102, 103

Notes:

1. A maximum of 124 credit hours earned at a community college may be applied toward a Baccalaureate degree.
2. In general, only courses with letter prefixes and numbers above 100 are accepted at WOU.
3. Up to 24 hours of professional/technical credits can be transferred as free electives.
4. Courses in which "D" grades have been earned are accepted at WOU.
5. Students who have not completed all of the Liberal Arts Core Curriculum (LACC) requirements listed above at the time they transfer will be expected to complete them with courses among those specifically required of freshmen beginning their work at WOU.
6. Students with an Associate of Arts transfer degree (AA/OT) from Southwestern Oregon Community College will be considered as having met the LACC requirements at WOU.
7. Courses numbered 198, 199, 298, and 299 and Cooperative Work Experience (CWE) credits transfer to WOU as general elective credits and are not applied to the major or LACC requirement. Up to 12 hours of CWE can be accepted.
8. Courses used to fulfill major requirements may be used to meet LACC requirements if the student earns an Associate of Arts transfer degree (AA/OT). In the absence of an AA degree, students must check with their major department to determine if courses required in the major may also be used to fulfill LACC requirements. Such courses may be used to meet major requirements or LACC, but not both.
9. This guide is subject to change without notice and should not be regarded as a contract between WOU and students attending Southwestern Oregon Community College.

Associate of Science/Oregon Transfer in Business (AS/OT in Business) Prerequisites

Institution	Prerequisites	Recommendations
Eastern Oregon University	WR 227 Technical Report Writing The Business Law course for the AS/OT-Business is required	
Oregon Institute of Technology	The Business Law course for the AS/OT-Business is required	PSY 201 General Psychology BUS 215 (equivalent to SOCC BA 206 Management Fundamentals) WR 227 Technical Writing
Oregon State University	BA 271 Information Technology in Business BA 275 Business Quantitative Methods MTH 241 Calculus for Biological/Management/Social Sciences (equivalent to SOCC MTH 242 Calculus for Business and Social Science I) MTH 245 Math for Biological/Management/Social Sciences The Business Law course for the AS/OT-Business is required	
Portland State University	CS 106 Computing Fundamentals II BA 205 Business Communications Using Technology Stat 244 Introduction to Probability and Statistics II GPA: 2.75 overall and 2.75 in pre-business core	
Southern Oregon University	BA 271 or BA 282 Applied Business Statistics GPA: 2.0 overall and 2.5 in all business courses Students must apply for admission to the Business School/Program	
University of Oregon	DSC 199 Special Studies: Business Applications Software MTH 241, MTH 242 Calculus for Business Social Science I, II Multicultural requirement GPA: 2.90 overall and 2.75 in pre-business core Students must apply for admission to the Business School/Program	
Western Oregon University	The Business Law course for the AS/OT-Business is required	

Associate of Science/Oregon Transfer in Business (AS/OT in Business)

Associate of Science/Oregon Transfer in Business (AS/OT in Business) Degree Requirements

The **Associate of Science/Oregon Transfer degree in Business (AS/OT-Business)** is a degree that is intended to prepare students for transfer into a Baccalaureate business program at an OUS institution. Students who receive this degree will have met all lower-division general education requirements of that institution's Baccalaureate degree programs. Students transferring with this degree will have junior standing for registration purposes. Admission to the business school/program of any OUS institution is not guaranteed upon completion of the AS/OT-Business degree.

It is strongly recommended that students review the list of university-specific prerequisites and recommendations on pages 55 and contact the specific OUS campus business school/program early in the first year of their AS/OT-Business program at Southwestern to be advised about additional requirements and procedures for admission consideration to the OUS institution and the business school/program (30 of the last 45 credits must be completed at Southwestern)

Program notes

Complete a minimum of 90 credit hours with a minimum Grade Point Average (GPA) of 2.0 ("C") average or better.

Arts and Letters (12)

A minimum of twelve credits, chosen from at least two disciplines. The second year of a foreign language may be included but not the first year. American Sign Language is considered a foreign language.

Social Sciences (12)

A minimum of twelve credits *Students should consult with their advisor to determine if these courses will meet the social science requirements of the college/university they plan to attend.

Science*(Must be Lab Science) (12)

A minimum of twelve credits of laboratory courses in the biological or physical sciences. *Students should consult with their advisor to determine if these courses will meet the lab science requirements of the college/university they plan to attend.

Electives (Remaining credits to total minimum of 90 depending on choice of transfer institution)

Notes: Students should discuss any possible course substitution/petition and elective choice with their advisor and/or the intended transfer institution. University-specific prerequisites and recommendations are subject to change without notice. At time of admission, consult the university catalog for binding course requirements.

Lower-division courses taken at the community college may not meet the requirements of an upper-division course with a similar title and content offered by an Oregon University System Business School/Program. In such cases, the courses in question will normally transfer as electives. The AS/OT-Business degree may include up to 12 approved professional-technical credits as electives. Courses that are developmental in nature, designed to prepare students for college transfer courses, are not applicable to this degree.

Effective for everyone graduating from high school in 1997 or later, all OUS institutions will require two years of high school second language for admission. This admission requirement can also be satisfied by two quarters (or semesters) of a college-level second language or demonstrated proficiency in a second language. If you graduated from high school in spring 1997 or later and have not completed two years of a high school second language, you should complete at least two quarters of a second-language sequence at Southwestern. For additional information, contact your advisor or counselor.

Associate of Science/Oregon Transfer in Business (AS/OT in Business)

General Education Requirements (28 credits)	Distribution Requirements (36 credits) <i>Courses must be at least three credits each.</i>			Business Specific (20 credits)
Writing (9) WR121, WR122, and WR227 (Must complete with grade "C" or better)	Arts and Letters (12) ART 115, 116, 117, 131, 132, 133, 191, 192, 204, 205, 206, 225, 226, 244, 250, 251, 252, 253, 254, 255, 281, 282, 283, 284, 285, 286, 291, 292 ENG 104, 105, 106, 107, 108, 109, 201, 202, 203, 204, 205, 206, 253, 254, 255, 260 FR 201, 202, 203 GER 201,202, 203 HUM 204, 205, 206 J 203, 204, 215, 217 MUS 101, 102, 103, 111, 112, 113, 211, 212, 213, 261, 262, 263 PHL 101, 102, 103 SPAN 201, 202, 203 TA 100, 141, 142, 143, 241, 242, 243 WR 123, 214, 214T, 222, 241, 242, 243	Social Sciences* (12) Four (4) credits from the following: ANTH 101, 102, 103, 221, 222, 223, 230, 231, 232 (Three courses from CJ): * CJ 100, CJ 101/ SOC 244, CJ 201/ SOC 221, CJ 220, CJ 243/ SOC 243 * ED 169, 258 GEOG 105 * HDFS 140, 222 * HS 100,154, 155, 167, 261 HST 101, 102, 103, 104, 201, 202, 203 PSY 201, 202, 203, 228, 237, 239, 240 PSY 201, 202, 203, 228, 237, 239, 240 SOC 204, 205, 206, 210, 213, 220, SOC 221/ CJ 201, SOC 243/ CJ 243, SOC 244/ CJ 101 WS 101 Economics (8) (With grade "C" or better) ECON 201, 202,	Science (12) BI 101, 102, 103, 201, 202, 203, 231, 232, 233, 234 CHEM 121, 122, 123, 221, 222, 223 G 201, 202, 203 GS 104, 105,106,107, or GS 108 PH 201, 202, 203, 211, 212, 213	BA 101, 211, 212, 213, 230
Math (10-12) MTH 111 or higher 4 credits of which must be MTH 243/ BA 232 (Must complete with grade "C" or better)				
Oral Communication/ Rhetoric (3) SP 100, SP 111, SP 112, SP 217, SP 218 or SP 219 (Must complete with grade "C" or better)				
Computer Applications (4) CS 120 (Must complete with grade "C" or better)				

Associate of General Studies (AGS)

Associate of General Studies (AGS) Degree Requirements

The **Associate of General Studies (AGS)** degree is intended to give individual students flexibility in using a variety of college-level courses (generally 100-level or above), academic or collegiate-level professional technical courses to meet the college-level associate degree requirements.

The AGS is tailored to the student's needs and interests while maintaining high general education standards. Students planning to transfer to a four-year institution within Oregon should complete the AA/OT degree, which is articulated statewide (30 of the last 45 credits must be completed at Southwestern).

Program notes

Complete a minimum of 90 credit hours with a minimum Grade Point Average (GPA) of 2.0 ("C") average or better. Complete 30 of the last 45 credits at Southwestern before the AGS degree is awarded.

Arts and Letters (9)

Two courses, six credits minimum, from List A **AND** one course, three credits minimum, from List A or B.

Social Sciences (9)

Two courses, six credits minimum, from List A **AND** one course, three credits minimum, from List A or B.

Mathematics/Science/Computer Science/Engineering (12)

Two courses, eight credits minimum, from List A **AND** one course, four credits minimum, from List A or B.

Electives (Remaining credits to total minimum of 90)

Combination of lower division transfer and/or professional technical education courses not to include remedial, developmental, four-digit courses that begin with a zero, courses with prefixes CE/CEU/PDU, and no more than nine credits of PE185.

In addition to the above noted requirements, 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

Supportive Courses:

The college has determined that the following supportive courses may be necessary to assist students to successfully complete their programs: **CS125W, HD100, HD112, HD140, HD204, HD208, HE112, LIB127, OA121, RD101, RD102, RD103.**

The maximum number of credits allowable for basic, developmental, or supportive courses under federal financial aid guidelines is 45.

Associate of General Studies (AGS)

General Education Requirements (20 credits)	Distribution Requirements (30 credits)			Electives (Remaining to total minimum of 90 credits)
Writing (6) WR121 and WR122 or WR214 or WR214T	Arts and Letters (9) <u>LIST A:</u> ART204, 205, 206 ENG104, 105, 106, 107, 108, 109, 201, 202, 203, 204, 205, 206, 253, 254, 255 HUM204, 205, 206 MUS261, 262, 263 PHL101, 102, 103	Social Sciences (9) <u>LIST A:</u> ANTH101, 102, 103, 221, 222, 223, 230, 231, 232 CJ100, CJ101/SOC244, CJ201/SOC221, CJ220, CJ243/SOC243 ECON201, 202; HST101, 102, 103, 201, 202, 203 HDFS225, 247, 229 HS265, 266, 267 PS201, 202, 205 PSY201, 202, 203 SOC204, 205, 206	Mathematics/Science/Computer Science/Engineering (12) <u>LIST A:</u> BI101, 102, 103, 201, 202, 203, 231, 232, 233 CHEM121, 122, 123, 221, 222, 223 G201, 202, 203 GS104, 105 and 106 or 107 or 108 PH201, 202, 203, 211, 212, 213	
Math (3-4) MTH105 or above, excluding MTH211	<u>LIST B:</u> ART115, 116, 117, 131, 132, 133, 191, 192, 199, 225, 226, 244, 250, 251, 252, 253, 254, 255, 281, 282, 283, 284, 285, 286, 291, 292, 299 ENG199, 260, 299 FR201, 202, 203 GER201, 202, 203 J199, 203, 204, 215, 217, 299 MUS101, 102, 103, 111, 112, 113, 199, 211, 212, 213, 299 PHL199, 299 SP100, 111, 112, 199, 217, 218, 219, 220, 299 SPAN201, 202, 203 TA100, 141, 142, 143, 241, 242, 243 WR123, 214, 214T, 222, 227, 241, 242, 243	<u>LIST B:</u> ED169, 258 GEOG105 HD208 HDFS140, 222 HS100, 154, 155, 167, 261 PSY228, 237, 239, 240 SOC210, SOC213, SOC221/CJ201, SOC243/CJ243, SOC244/CJ101 WS101	<u>LIST B:</u> BI140, 144, 149, 234 BOT201 CHEM110, 241, 242, 243 CS133VB, 133WS, 160, 161, 162, 233VB, 261 ENGR111, 112, 201, 202, 203, 211, 212, 213 G146, 207, 220, 221, 246 MTH105, 111, 112, 212, 213, 231, 232, 241, 242, 243, 251, 252, 253, 254, 255, 256, 260, 265 PH121	
Oral Communication/Rhetoric (3) SP100 or higher				
Health (3) HE250 or PE231				
Computer Literacy (4) CS120				

Associate of Science Emphasis (AS)

Associate of Science Emphasis (AS) Degree Requirements

The **Associate of Science (AS)** degree is a college transfer degree designed for the student who intends to transfer to four-year programs at senior institutions of the Oregon University System and whose program requirements are more specific than those of the AA/OT degree plan. **There are no majors within the AS degree, and the student's transcript will designate only that he/she has received an AS degree.** The areas of emphasis listed in the catalog are provided for advising purposes only, to assist students in planning their transition into Baccalaureate programs. Courses taken in an emphasis area may not transfer to all colleges and universities. Students may petition for adjustments in the Southwestern Oregon Community College AS degree if course requirements for the first two years of any regionally accredited four-year institution offering a degree in the student's emphasis area are met (30 of the last 45 credits must be completed at Southwestern).

Associate of Science Emphasis degree programs offered at Southwestern:

Athletic Training Emphasis	pages 128-129
Childhood Education and Family Studies Emphasis	pages 80-81
Criminal Justice Administration Emphasis	pages 96-97
Engineering Emphasis	pages 136-137
Human Services Emphasis	pages 118-119
Mathematics Emphasis	pages 138-139
Natural Science Emphasis	pages 140-141
Physical Education Emphasis	pages 130-131

Program notes

Complete a minimum of 90 credits of specified courses with a grade of "C" or better with a minimum Grade Point Average (GPA) of 2.0 ("C") average or better. Complete 30 of the last 45 credits at Southwestern before the AS is awarded.

General Education Requirements (19)

(Courses are specified in each area of emphasis.)

Health Education*:

No more than six credits of PE185 may be used in meeting the total credit requirement or counted in the student's final 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 PE185 requirement if they file official evidence of service with the Transcript Evaluator.

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

Emphasis Area Requirements (21)

One sequence of a minimum of nine credits in one of the three areas listed and a minimum of six credits in each of the remaining areas.

Electives (Remaining credits to total minimum of 90)

All lower division collegiate courses numbered 100 to 299 may apply towards electives as well as 12 credits of professional technical courses (excluding remedial, developmental, courses with prefixes CE/CEU/PDU, and zero credit courses.).

Additionally, the list of courses** on the next page, numbered 100 to 299, may only be used as part of the 12 credits of professional technical courses.

In addition to the above noted requirements, 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

Supportive Courses:

The college has determined that the following supportive courses may be necessary to assist students to successfully complete their programs: **CS125W, HD100, HD112, HD140, HD204, HD208, HE112, LIB127, OA121, RD101, RD102, RD103.**

The maximum number of credits allowable for basic, developmental, or supportive courses under federal financial aid guidelines is 45.

Associate of Science Emphasis (AS)

General Education Requirements (19 credits)	Emphasis Area Requirements approved sequences (21 credits) <i>Courses must be at least three credits each.</i>			Electives (Remaining to total minimum of 90 credits)
Writing (9) WR121 or higher (Must complete with grade "C" or better).	<u>Arts and Letters</u> ART204, 205, 206 ENG104, 105, 106 ENG107, 108, 109 ENG201, 202, 203 ENG204, 205, 206 ENG253, 254, 255 HUM204, 205, 206 MUS261, 262, 263 PHL101, 102, 103	<u>Social Sciences</u> ANTH101, 102, 103 ANTH221, 222, 223 ANTH231, 232, 233 ECON201, 202 HST101, 102, 103 HST201, 202, 203 PS201, 202, 205 PSY201, 202, 203 SOC204, 205, 206	<u>Mathematics/Science/Computer Science/Engineering</u>	**ECE100, ED114, ED126, ED127, ED128, ED272, HE254, HE257, HE258, HE259, HE260, HE262, HS291, and other professional technical courses with prefixes of DRFT, ELEC, ENV, F, FE, FP, FS, HEC, HORT, MFG, MISC, MT, NUR, OA, RE, RR, WLD
Math (3-4) MTH111 or higher (Must complete with grade "C" or better).			<u>Mathematics (any three courses)</u> MTH111, 112, 212, 213, 231, 232, 241, 242, 243/BA232, 251, 252, 253, 254, 255, 256, 260, 265	
Oral Communication/Rhetoric (3) (As specified in each area of emphasis)	<u>Science</u> BI101, 102, 103 BI201, 202, 203 BI231, 232, 233 CHEM121, 122, 123 CHEM221, 222, 223 G201, 202, 203 GS104, 105 and GS106 or GS107 or GS108 PH201, 202, 203 PH211, 212, 213			
Health Education (3) (As specified in each area of emphasis)	<u>Computer Science</u> CS160, 161, 162			
	<u>Engineering</u> ENGR201, 202, 203 ENGR211, 212, 213			

Associate of Applied Science (AAS)

Associate of Applied Science (AAS) Degree Requirements

The **Associate of Applied Science (AAS)** degree is intended to prepare students for direct entry into the workforce. It develops a student's employment skills while maintaining a recognizable core of general education courses. The student's transcript will designate the occupational program in the degree title.

It is a nationally recognized degree, approved by the State Board of Education and is granted upon completion of a two-year designated professional/technical program (30 of the last 45 credits must be completed at Southwestern).

Program notes

Complete a minimum of 90 credits of specified courses (see individual curriculum for listing) with a minimum grade point average (GPA) of 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. Complete 30 of the last 45 credits at Southwestern before the AAS is awarded.

General Education Requirements (15)

(Courses are specified in each program.)

Health and Wellness*:

No more than six credits of PE185 may be used in meeting the total credit requirement or counted in the student's final AAS 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 PE185 requirement if they file official evidence of service with the Transcript Evaluator.

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

Distribution Requirements (9)

Nine credits minimum and a minimum of three courses to include the following:

Distribution Courses (6):

(Courses are designated in each program.)

At least six credits (minimum two courses) must be outside the student's area of concentration.

Electives (3):

The balance of the requirements (minimum one course) may not be a prerequisite course to the degree/program requirements and may not include remedial or developmental courses. (Prerequisite courses are designated in each program.)

Supportive Courses: (will count as electives)

The college has determined that the following supportive courses may be necessary to assist students to successfully complete their programs: CS125W, HD100, HD112, HD140, HD204, HD208, HE112, LIB127, OA121, RD101, RD102, RD103.

Developmental/Remedial Courses:

ENL0747, HD90, MTH0520, MTH20, MTH25, MTH70, MTH94, MTH95, RD0751, RD0752, RD0753, WR0525, WR90.

Maximum number of credits allowable for basic, developmental, or supportive courses under federal financial aid guidelines is 45.

Note: Effective for everyone graduating from high school in 1997 or later, all OUS institutions will require two years of high school second language for admission. This admission requirement can also be satisfied by two quarters (or semesters) of a college-level second language or demonstrated proficiency in a second language. If you graduated from high school in spring 1997 or later and have not completed two years of a high school second language, you should complete at least two quarters of a second language sequence at Southwestern. For additional information, contact your advisor or counselor.

Associate of Applied Science (AAS)

General Education Requirements (15 credits)

Distribution Requirements (9 credits total) Distribution = 6 Electives = 3

Writing (3)

Minimum WR121 with grade "C" or better

Math (3-4)

Minimum MTH70 with grade "C" or better

Oral Communication/Rhetoric (3)

(As specified in each program)

Workplace Issues (3)

(As specified in each program)

Health and Wellness (3)

HE250 or PE185 or PE231

Arts and Letters

ART115, 116, 117, 131, 132, 133, 191, 192, 204, 205, 206, 225, 226, 244, 250, 251, 252, 253, 254, 255, 281, 282, 283, 284, 285, 286, 291, 292, 199, 299

ENG104, 105, 106, 107, 108, 109, 199, 201, 202, 203, 204, 205, 206, 253, 254, 255, 256, 258, 260, 299

FR201, 202, 203

GER201, 202, 203

HUM204, 205, 206

J199, 203, 204, 217, 299

MUS101, 102, 103, 111, 112, 113, 199, 211, 212, 213, 261, 262, 263, 299

PHL101, 102, 103, 199, 299

SP100, 111, 112, 199, 217, 218, 219, 220, 299

SPAN201, 202, 203

TA100, 141, 142, 143, 241, 242, 243

WR214, 214T, 222, 241, 242, 243

Social Sciences

ANTH101, 102, 103, 221, 222, 223, 230, 231, 232

(Three courses from CJ): CJ100, CJ101/SOC244, CJ201/SOC221, CJ220, CJ243/SOC243

ECON201, 202

ED169, 258

GEOG105

*HD208

*HDFS140, 222, 225, 229, 247

*HS100, 154, 155,

*HS167/SOC230, 261, 265, 266, 267

HST101, 102, 103, 201, 202, 203

PS201, 202, 203

PSY201, 202, 203, 228, 237, 239, 240

SOC204, 205, 206, 210, 213,

SOC221/CJ201, SOC243/CJ243

SOC244/CJ101

WS101

Mathematics/Science/Computer Science/Engineering

Laboratory Courses:

BI101, 102, 103; 201, 202, 203; 231, 232, 233

CHEM121, 122, 123; 221, 222, 223

G201, 202, 203

GS104, 105 and 106 or 107 or 108

PH201, 202, 203; 211, 212, 213

Other Approved Courses:

BI140, 149, 234

BOT201

CHEM110

CS120, 133VB, 133WS, 160, 161, 162, 233VB, 261

ENGR111, 112, 201, 202, 203, 211, 212, 213

G146, 207, 220, 221, 246

MTH105, 111, 112, 212, 213, 231, 232, 241, 242, MTH243/BA232, 251, 252, 253, 254, 255, 256, 260, 265

PH121

Electives

The balance of the requirements (minimum one course) may not be a prerequisite course to the degree/program requirements and may not include remedial or developmental courses. (Prerequisite courses are designated in each program.)

Business and Office Occupations

Description: The Business and Office Occupation programs provide students with the knowledge and skills they need for careers in fields such as accounting, finance, marketing, management and sales. The Business Department at Southwestern Oregon Community College offers two types of degrees.

The Associate of Science Oregon Transfer in Business degree is designed to provide the student with the first two years of a four-year degree. After completion of the first two years, a student transfers to a four-year institution.

The Associate of Applied Science is designed for the student who wants to be employed in two years and does not intend to transfer to a four-year institution. Southwestern also offers several certificates for students who need specific skills to enter the workforce.

The **Associate of Applied Science in Accounting** prepares students for entry into the accounting field as bookkeepers, accounting clerks, or junior accountants performing routine calculating, and posting; 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.

The **Accounting Certificate of Completion** is a one-year certificate to prepare students for entry level bookkeeping and accounting clerk positions. The courses required are applicable toward an Associate of Applied Science in Accounting.

Program notes

Associate of Applied Science Accounting

Notes:

1. AC2766 and AC2767 are equivalent to BA211. Students must petition if they wish to have AC2766 and AC2767 changed to BA211. Students choosing this option will also need to take BA212 and BA213. Students should contact an advisor or accounting instructor for details.
2. Four credits of ECON201 or ECON202 may be substituted for BA156.
3. HE250 or three credits of PE185 may be substituted for PE231.
4. SP112, SP218 or SP219 may be substituted for SP111.
5. AC2331 and AC2332 may be substituted for BA220.
6. See Distribution requirement lists on page 63. Courses must be from outside the student's area of concentration.
7. Developmental and remedial courses, listed on page 62, and CS101 will not fulfill elective requirement.

Certificate of Completion Accounting

Notes:

1. AC2766 and AC2767 are equivalent to BA211. Students must petition if they wish to have AC2766 and AC2767 changed to BA211. Students choosing this option will also need to take BA212 and BA213. Students should contact an advisor or accounting instructor for details.
2. AC2331 and AC2332 may be substituted for BA220.

Associate of Applied Science Accounting (including Certificate)

Prerequisites

All courses in this program must be completed with a "C" or better

CS101 or pass waiver test (for all CIS/CS courses)

MTH70 with a "C" or better or placement test score.

Reading Score of ASSET 39
COMPASS 69

WR90 with a "C" or better or placement test score.

Recommended Sequence for Full-time Students

(Students should see an advisor or counselor to customize their educational plans.)

First Year Fall	First Year Winter	First Year Spring	Second Year Fall	Second Year Winter	Second Year Spring
BA101 (4) Introduction to Business	BA212 (4) Principles of Accounting II ¹	BA156 (3) Essentials of Economics ²	AC2772 (3) Intermediate Accounting I	AC2773 (3) Intermediate Accounting II	AC240 (3) Fund Accounting
BA211 (4) Principles of Accounting I ¹	BA277 (3) Business Ethics	BA213 (4) Principles of Accounting III ¹	BA177 (3) Payroll Records and Accounting	BA220 (3) Tax Accounting ⁵	BA217 (3) Accounting Process
CS120 (4) Concepts of Computing	BA285 (3) Human Relations in Organizations	PE231 (3) Wellness for Life ³	BA206 (3) Management Fundamentals	BA230 (4) Business Law	BA222 (3) Finance
MTH94 (4) Intermediate Algebra I	CS125S (3) Spreadsheet Applications	SP111 (3) Fundamentals of Public Speaking ⁴	BA215 (3) Cost Accounting	Distribution Courses ⁶ (6)	BA280 (3) Field Experience or BA2280
OA220 (1) Electronic Calculators	WR121 (3) English Composition	WR214 (3) Business English or WR214T	BA223 (3) Principles of Marketing		Elective ⁷ (3)
Term credits = 17	Term credits = 16	Term credits = 16	Term credits = 15	Term credits = 16	Term credits = 15
					Total credits= 95

●Certificate of Completion Accounting

BA101
BA211¹
CS120
MTH70 or higher
OA220

BA212¹
BA220²
BA2280 or BA280
BA285
WR121

BA177
BA213¹
BA217
CS125S
WR214 or WR214T

● = Credits earned in a certificate may be applied towards other certificates and degrees. See your advisor for more information.

⌘ = Course available through Distance Learning (see pages 12-13).

(3)= Number of course credits.

Business and Office Occupations

Description: The Business and Office Occupation programs provide students with the knowledge and skills they need for careers in fields such as accounting, finance, marketing, management and sales. The Business Department at Southwestern Oregon Community College offers two types of degrees.

The Associate of Science Oregon Transfer in Business degree is designed to provide the student with the first two years of a four-year degree. After completion of the first two years, a student transfers to a four-year institution.

The Associate of Applied Science is designed for the student who wants to be employed in two years and does not intend to transfer to a four-year institution. Southwestern also offers several certificates for students who need specific skills to enter the workforce.

The **Bookkeeping Clerical Certificate of Completion** is a one-year certificate to prepare students for entry-level bookkeeping and clerical positions.

Program notes

Certificate of Completion Bookkeeping Clerical

Note:

1. AC2766 and AC2767 are equivalent to BA211. Students must petition if they wish to have AC2766 and AC2767 changed to BA211. Students should contact an advisor or accounting instructor for details.
Students choosing this option will also need to take BA212 and BA213. Students should contact an advisor or accounting instructor for details.

Certificate of Completion Bookkeeping Clerical

Prerequisites

All courses in this program must be completed with a "C" or better

CS101 or pass waiver test (for all CIS/CS courses)

MTH25 or MTH55 with a "C" or better or placement test score.

WR90 with a "C" or better or placement test score.

Recommended Sequence for Full-time Students

(Students should see an advisor or counselor to customize their educational plans.)

First Year Fall	First Year Winter	First Year Spring
BA211 (4) Principles of Accounting I ¹	BA212 (4) Principles of Accounting II	BA177 (3) Payroll Records and Accounting
MTH70 (4) Elementary Algebra or higher	BA285 (3) Human Relations in Organizations	BA217 (3) Accounting Process
OA116 (3) Office Procedures	CS120 (4) Concepts of Computing	BA2280 (3) Field Experience or BA280
OA124 (3) Keyboard Skillbuilding	CS125W (3) Word Processing Applications	CS125S (3) Spreadsheet Applications
OA220 (1) Electronic Calculators	OA240 (3) Filing and Records Management	WR214 (3) Business English or WR214T
WR121 (3) English Composition		
Term credits = 18	Term credits = 17	Term credits = 15
		Total credits= 50

● = Credits earned in a certificate may be applied towards other certificates and degrees. See your advisor for more information.

🏠 = Course available through Distance Learning (see pages 12-13).

(3)= Number of course credits.

Business and Office Occupations

Description: The Business and Office Occupation programs provide students with the knowledge and skills they need for careers in fields such as accounting, finance, marketing, management and sales. The Business Department at Southwestern Oregon Community College offers two types of degrees.

The Associate of Science Oregon Transfer in Business degree is designed to provide the student with the first two years of a four-year degree. After completion of the first two years, a student transfers to a four-year institution.

The Associate of Applied Science is designed for the student who wants to be employed in two years and does not intend to transfer to a four-year institution. Southwestern also offers several certificates for students who need specific skills to enter the workforce.

The **Associate of Applied Science in Marketing** prepares students to enter the marketing field and provides supervised work experience. Students then may be qualified to move into assistant manager positions.

The **Marketing Certificate of Completion** is for those who wish to update skills or increase advancement potential. The courses are designed to provide students with a strong basic understanding of fundamentals and current practices in the field of marketing. Businesses will find this short-term certificate especially helpful in quickly training present and new employees in basic subject matter pertinent to the marketing function.

Program notes

Associate of Applied Science Marketing

Notes:

1. AC2766 and AC2767 are equivalent to BA211. Students must petition if they wish to have AC2766 and AC2767 changed to BA211. Students choosing this option will also need to take BA212 and BA213. Students should contact an advisor or accounting instructor for details.
2. Four credits of ECON201 or ECON202 may be substituted for BA156.
3. HE250 or three credits of PE185 may be substituted for PE231.
4. SP112, SP218, or SP219 may be substituted for SP111.
5. See Distribution requirement lists on page 63. Courses must be from outside the student's area of concentration.
6. Developmental and remedial courses, listed on page 62, and CS101 will not fulfill elective requirement.

Associate of Applied Science Marketing (including Certificate)

Prerequisites

All courses in this program must be completed with a "C" or better

CS101 or pass waiver test (for all CIS/CS courses)

MTH70 with a "C" or better or placement test score.

Reading Score of ASSET 39
COMPASS 69

WR90 with a "C" or better or placement test score.

Recommended Sequence for Full-time Students

(Students should see an advisor or counselor to customize their educational plans.)

First Year Fall	First Year Winter	First Year Spring	Second Year Fall	Second Year Winter	Second Year Spring
BA101 (4) Introduction to Business	BA212 (4) Principles of Accounting II ¹	BA156 (3) Essentials of Economics ²	BA206 (3) Management Fundamentals	BA230 (4) Business Law	BA222 (3) Finance
BA211 (4) Principles of Accounting I ¹	BA277 (3) Business Ethics	BA213 (4) Principles of Accounting III ¹	BA223 (3) Principles of Marketing	BA236 (3) E-Commerce Fundamentals	BA233 (3) E-Marketing
CS120 (4) Concepts of Computing	BA285 (3) Human Relations in Organizations	PE231 (3) Wellness for Life ³	CS125P (3) Presentation Applications	BA239 (3) Advertising	BA238 (3) Sales
MTH94 (4) Intermediate Algebra I	CS125S (3) Spreadsheet Applications	SP111 (3) Fundamentals of Public Speaking ⁴	CS195 (3) Web Development I	CS125W (3) Word Processing Applications	BA280 (3) Field Experience or BA2280
	WR121 (3) English Composition	WR214 (3) Business English or WR214T	Distribution Course ⁵ (3)	Elective ⁶ (3)	Distribution Course ⁵ (3)
Term credits = 16	Term credits = 16	Term credits = 16	Term credits = 15	Term credits = 16	Term credits = 15
					Total credits= 94

●Certificate of Completion Marketing

BA 101
BA 223
BA 238
BA 239
CS 125P
CS 195
WR 121

● = Credits earned in a certificate may be applied towards other certificates and degrees. See your advisor for more information.

🏠 = Course available through Distance Learning (see pages 12-13).

(3)= Number of course credits.

Business and Office Occupations

Description: The Business and Office Occupation programs provide students with the knowledge and skills they need for careers in fields such as accounting, finance, marketing, management and sales. The Business Department at Southwestern Oregon Community College offers two types of degrees.

The Associate of Science Oregon Transfer in Business degree is designed to provide the student with the first two years of a four-year degree. After completion of the first two years, a student transfers to a four-year institution.

The Associate of Applied Science is designed for the student who wants to be employed in two years and does not intend to transfer to a four-year institution. Southwestern also offers several certificates for students who need specific skills to enter the workforce.

The **Retail Management Certificate of Completion** is a one-year certificate designed for students who would like to work in retail sales as retail clerks, management trainees, sales associates and other similar retail positions, or students who are currently working in retail sales and are interested in advancing their careers to higher levels of responsibility including supervisory management.

- **Pending state approval the Retail Management Certificate of Completion will be available fall 2006.**

Program notes

Certificate of Completion Retail Management

Note:

1. Requires course prerequisite, appropriate placement test score or instructor consent.

Certificate of Completion Retail Management (pending state approval)

Prerequisites

CS101 or pass waiver test (for all CIS/CS courses)

MTH25 or MTH55 with a "C" or better or placement test score.

WR90 with a "C" or better or placement test score.

Recommended Sequence for Full-time Students

(Students should see an advisor or counselor to customize their educational plans.)

First Year Summer	First Year Fall	First Year Winter	First Year Spring
BA101 (4)  Introduction to Business	BA206 (3)  Management Fundamentals ¹	BA224 (3)  Human Resource Management ¹	BA249 (3) Retailing ¹
MTH70 (4) Elementary Algebra	BA211 (4) Principles of Accounting I ¹	BA285 (3)  Human Relations in Organizations	SP111 (3) Fundamentals of Public Speaking
WR121 (3)  English Composition	BA223 (3)  Principles of Marketing ¹	CS120 (4)  Concepts of Computing	WR214 (3)  Business English ¹
Term credits = 11	Term credits = 10	Term credits = 10	Term credits = 9
			Total credits= 40

● = Credits earned in a certificate may be applied towards other certificates and degrees. See your advisor for more information.

 = Course available through Distance Learning (see pages 12-13).

(3)= Number of course credits.

Business and Office Occupations

Description: The Business and Office Occupation programs provide students with the knowledge and skills they need for careers in fields such as accounting, finance, marketing, management and sales. The Business Department at Southwestern Oregon Community College offers two types of degrees.

The Associate of Science Oregon Transfer in Business degree is designed to provide the student with the first two years of a four-year degree. After completion of the first two years, a student transfers to a four-year institution.

The Associate of Applied Science is designed for the student who wants to be employed in two years and does not intend to transfer to a four-year institution. Southwestern also offers several certificates for students who need specific skills to enter the workforce.

The **Associate of Applied Science in Office Management** prepares students for entry-level positions in an office. Students are introduced to office operations, formulating departmental policies, coordinating activities, and directing personnel to attain operational goals.

The **Office Administration/Office Occupations Certificate of Completion** is a one-year certificate designed to prepare students to perform administrative/secretarial tasks in a variety of office settings.

Program notes

Associate of Applied Science Office Management

Notes:

1. AC2766 and AC2767 are equivalent to BA211. Students must petition if they wish to have AC2766 and AC2767 changed to BA211. Students choosing this option will also need to take BA212 and BA213. Students should contact an advisor or accounting instructor for details.
2. Four credits of ECON201 **or** ECON202 may be substituted for BA156.
3. HE250 **or** three credits of PE185 may be substituted for PE231.
4. SP112, SP218, **or** SP219 may be substituted for SP111.
5. See Distribution requirement lists on page 63. Courses must be from outside the student's area of concentration.
6. Developmental and remedial courses, listed on page 62, and CS101 will not fulfill elective requirement.

Certificate of Completion Office Administration/ Office Occupations

Note:

1. AC2766 and AC2767 are equivalent to BA211. Students must petition if they wish to have AC2766 and AC2767 changed to BA211.

Associate of Applied Science Office Management (including Certificate)

Prerequisites

All courses in this program must be completed with a "C" or better

CS101 or pass waiver test (for all CIS/CS courses)

MTH70 with a "C" or better or placement test score.

Reading Score of ASSET 39
COMPASS 69

WR90 with a "C" or better or placement test score.

Recommended Sequence for Full-time Students

(Students should see an advisor or counselor to customize their educational plans.)

First Year Fall	First Year Winter	First Year Spring	Second Year Fall	Second Year Winter	Second Year Spring
BA101 (4) Introduction to Business	BA212 (4) Principles of Accounting II ¹	BA156 (3) Essentials of Economics ²	BA177 (3) Payroll Records and Accounting	BA230 (4) Business Law	BA217 (3) Accounting Process
BA211 (4) Principles of Accounting I ¹	BA277 (3) Business Ethics	BA213 (4) Principles of Accounting III ¹	BA206 (3) Management Fundamentals	BA280 (3) Field Experience or BA2280	BA280 (3) Field Experience or BA2280
CS120 (4) Concepts of Computing	BA285 (3) Human Relations in Organizations	PE231 (3) Wellness for Life ³	BA223 (3) Principles of Marketing	OA240 (3) Filing and Records Management	CS125DB (3) Database Applications
MTH94 (4) Intermediate Algebra I	CS125S (3) Spreadsheet Applications	SP111 (3) Fundamentals of Public Speaking ⁴	CS125W (3) Word Processing Applications	Distribution Courses ⁵ (6)	CS135W (3) Adv Word Proc: Desktop Publishing
OA220 (1) Electronic Calculators	WR121 (3) English Composition	WR214 (3) Business English or WR214T	OA116 (3) Office Procedures		Elective ⁶ (3)
Term credits = 17	Term credits = 16	Term credits = 16	Term credits = 15	Term credits = 16	Term credits = 15
					Total credits= 95

●Certificate of Completion Office Administration Office Occupations

AC2766¹
MTH70 or higher
OA116
OA124
OA220
WR121

AC2767¹
BA285
CS120
CS125W
OA240

BA177
BA2280 or BA280
CS135W
OA2591
WR214

● = Credits earned in a certificate may be applied towards other certificates and degrees. See your advisor for more information.

🏠 = Course available through Distance Learning (see pages 12-13).

(3)= Number of course credits.

Business and Office Occupations

Description: The Business and Office Occupation programs provide students with the knowledge and skills they need for careers in fields such as accounting, finance, marketing, management and sales. The Business Department at Southwestern Oregon Community College offers two types of degrees.

The Associate of Science Oregon Transfer in Business degree is designed to provide the student with the first two years of a four-year degree. After completion of the first two years, a student transfers to a four-year institution.

The Associate of Applied Science is designed for the student who wants to be employed in two years and does not intend to transfer to a four-year institution. Southwestern also offers several certificates for students who need specific skills to enter the workforce.

The **Associate of Applied Science in Small Business Management/Entrepreneurship** exposes students to all aspects of operating a business. The program prepares students for positions such as management trainee, first-line supervisor, and higher levels of management for either profit or non-profit organizations. Focus is also placed on entrepreneurship for those interested in starting/operating a business or applying this managerial approach in a medium to large organization.

The **Supervision Certificate of Completion** prepares the individual 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.

Program notes

Associate of Applied Science Small Business Management/Entrepreneurship

Notes:

1. AC2766 and AC2767 are equivalent to BA211. Students must petition if they wish to have AC2766 and AC2767 changed to BA211. Students choosing this option will also need to take BA212 and BA213. Students should contact an advisor or accounting instructor for details.
2. Four credits of ECON201 or ECON202 may be substituted for BA156.
3. HE250 or three credits of PE185 may be substituted for PE231.
4. SP112, SP218, or SP219 may be substituted for SP111.
5. Developmental and remedial courses, listed on page 62, and CS101 will not fulfill elective requirement.
6. See Distribution requirement lists on page 63. Courses must be from outside the student's area of concentration.

Associate of Applied Science Small Business Management/Entrepreneurship (including Certificate)

Prerequisites

All prerequisites in this program must be completed with a "C" or better

CS101 or pass waiver test (for all CIS/CS courses)

MTH70 with a "C" or better or placement test score.

Reading Score of ASSET 39
COMPASS 69

WR90 with a "C" or better or placement test score.

Recommended Sequence for Full-time Students

(Students should see an advisor or counselor to customize their educational plans.)

First Year Fall	First Year Winter	First Year Spring	Second Year Fall	Second Year Winter	Second Year Spring
BA101 (4) Introduction to Business	BA212 (4) Principles of Accounting II ¹	BA156 (3) Essentials of Economics ²	BA177 (3) Payroll Records and Accounting	BA224 (3) Human Resources Management	BA217 (3) Accounting Process
BA211 (4) Principles of Accounting I ¹	BA277 (3) Business Ethics	BA213 (4) Principles of Accounting III ¹	BA206 (3) Management Fundamentals	BA230 (4) Business Law	BA222 (3) Finance
CS120 (4) Concepts of Computing	BA285 (3) Human Relations in Organizations	PE231 (3) Wellness for Life ³	BA223 (3) Principles of Marketing	CS125W (3) Word Processing Applications	BA250 (3) Sm Business Mgmt Entrepreneurship
MTH94 (4) Intermediate Algebra I	CS125S (3) Spreadsheet Applications	SP111 (3) Fundamentals of Public Speaking ⁴	OA116 (3) Office Procedures	Distribution Courses ⁶ (6)	BA280 (3) Field Experience or BA2280
	WR121 (3) English Composition	WR214 (3) Business English or WR214T	Elective ⁵ (3)		BA288 (3) Customer Service
Term credits = 16	Term credits = 16	Term credits = 16	Term credits = 15	Term credits = 16	Term credits = 15
					Total credits= 94

●Certificate of Completion Supervision

BA101
BA206
BA224
BA285
SP111
WR121

● = Credits earned in a certificate may be applied towards other certificates and degrees. See your advisor for more information.

⌘ = Course available through Distance Learning (see pages 12-13).

(3)= Number of course credits.

Medical Office and Office Occupations

Description: These programs provide students with the skills they need to perform clerical work in the medical field. These positions may be available in hospitals, medical clinics, and other medical facilities. The medical field requires employees who are conscientious, responsible and respect the confidential nature of medical information.

Medical assistants help physicians examine and treat patients, as well as perform routine tasks needed to keep the office running smoothly. Although medical assistants can perform both clinical and administrative tasks, the nature of the work varies from office to office. The size of the practice affects the scope of the job, as does the physician's view of medical assisting responsibilities. Medical assistants must not only be good at putting patients at ease but also be good listeners and interpret a physician's instructions correctly the first time they are given.

Typical job tasks may include:

- Take/record vital signs and medical histories
- Complete and submit insurance claim forms
- Maintain and file patient medical records
- Prepare professional correspondence
- Telephone prescriptions to the pharmacy
- Manage billing and bookkeeping
- Explain treatment procedures to patients
- Arrange for hospital admission and laboratory services
- Schedule and receive patients
- Perform basic laboratory tests
- Order and maintain supplies
- Answer the telephone
- Assist in examinations
- Annotate incoming mail

The **Associate of Applied Science in Medical Assistant** prepares students in the first year of the curriculum to perform initial clerical duties in hospitals, medical clinics, and other medical facilities. The second year adds skills in medical terminology, management, and clinical skills with emphasis on the role of the medical assistant in the medical care delivery team.

The **Medical Aide Certificate of Completion** prepares students to work in a medical office or as an aide in a health care setting. Medical clerical workers or aides will process and transmit information to physicians, patients, office personnel and outside organizations. These activities require a good command of the English language, medical terminology and a basic understanding of the structure and functions of the human body. Medical clerical workers or aides must be tactful in their dealings with many different people, and therefore should possess excellent interpersonal skills. Discretion, judgment, organizational ability, and initiative are important, as well as versatility and adaptability. Conscientiousness, a sense of responsibility, and respect for the confidential nature of medical information are also required. Sample jobs/titles include: Home Health Aide, Caregiver, Personal Care Attendant, Residence Assistant, Office Clerk/Receptionist.

- **Pending state approval the Medical Aid Certificate of Completion will be available fall 2006.**

Program notes

Associate of Applied Science Medical Assistant

Notes:

1. See Distribution requirement lists on page 63. Courses must be from outside the student's area of concentration.
2. HE250 or PE231 may be substituted for three credits of PE185.
3. Developmental and remedial courses, listed on page 62, and OA121 and CS101 will not fulfill elective requirement.

Associate of Applied Science Medical Assistant (including Certificate)

Prerequisites

All prerequisites in this program must be completed with a "C" or better

CS101 or pass waiver test (for all CIS/CS courses)

MTH25 or MTH55 with a "C" or better or placement test score.

Reading Score of ASSET 39
COMPASS 69

WR90 with a "C" or better or placement test score.

Recommended Sequence for Full-time Students

(Students should see an advisor or counselor to customize their educational plans.)

First Year Fall	First Year Winter	First Year Spring	Second Year Fall	Second Year Winter	Second Year Spring
AC2766 (4) Accounting I or BA211	BA285 (3) Human Relations in Organizations	BA2280 (2) Cooperative Work Experience	BA177 (3) Payroll Records and Accounting	OA2222 (3) Medical Terminology II	BA2280 (2) Cooperative Work Experience
MTH70 (4) Elementary Algebra or higher	CS120 (4) Concepts of Computing	CS135W (3) Adv Word Proc: Desktop Publishing	OA2221 (3) Medical Terminology I	OA2231 (4) Clinical Procedures I	OA2232 (4) Clinical Procedures II
OA116 (3) Office Procedures	CS125W (3) Word Processing Applications	OA2591 (3) Proofreading and Editing	OA5401 (3) Body Structures and Functions I	OA2725 (3) Reimbursement Management	OA2597 (3) Medical Office Coding
OA124 (3) Keyboard Skillbuilding	OA240 (3) Filing and Records Management	SP218 (3) Interpersonal Comm. or SP219	PE185 (1) Physical Education ²	OA5402 (3) Body Structures and Functions II	OA5533 (2) Medical Law and Ethics
OA220 (1) Electronic Calculators	WR121 (3) English Composition	WR214 (3) Business English	Distribution Course ¹ (3)	PE185 (1) Physical Education ²	PE185 (1) Physical Education ²
		Distribution Course ¹ (3)		PHAR5472 (3) Pharmacology I	Elective ³ (3)
Term credits = 15	Term credits = 16	Term credits = 17	Term credits = 13	Term credits = 17	Term credits = 15
					Total credits= 93

●Certificate of Completion Medical Aide

BA285
OA124 or CS125W
OA2221
OA2222
OA5401
OA5402

Total credits = 18
(pending state approval)

● = Credits earned in a certificate may be applied towards other certificates and degrees. See your advisor for more information.

🏠 = Course available through Distance Learning (see pages 12-13).

(3)= Number of course credits.

Medical Office and Office Occupations

Description: These programs provide students with the skills they need to perform clerical work in the medical field. These positions may be available in hospitals, medical clinics, and other medical facilities. The medical field requires employees who are conscientious, responsible and respect the confidential nature of medical information.

Medical clerical staff are at the center of communications within the office. The secretary processes and transmits information to physicians, patients, other office personnel, and outside organizations. This position requires a good command of both the English language and medical terminology. Medical secretaries must be tactful in their dealings with many different people and therefore should possess excellent interpersonal skills. Discretion, judgment, organizational ability and initiative are important, as well as versatility and adaptability.

Typical job tasks may include:

- Prepare correspondence
- Answer phones
- Maintain technical library
- Transcribe dictation
- Schedule appointments
- Greet and direct patients
- Maintain files
- Assist physicians or medical scientists with procedures, reports, speeches, articles
- Arrange for hospital admission and laboratory
- Utilize knowledge of medical terminology
- Run spreadsheets, database software, graphics programs

The **Medical Clerical Certificate of Completion** 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.

Medical transcriptionists must have an excellent command of both the English language and medical terminology in order to proofread documents with accuracy. He or she must be a proficient typist and be familiar with hospital and office procedures. The medical transcriptionist uses word processing equipment to transcribe medical reports according to established guidelines for format, accuracy, and speed. These reports become part of the patient's medical record.

Typical job tasks may include:

- Read charts prepared by dictator
- Transcribe letters, medical reports, and other data
- Operate a transcribing machine with ease
- Receive and route calls
- Operate word processing software
- Operate a cassette player

The **Medical Transcription Certificate of Completion** prepares students 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.

The **Medical Aide Certificate of Completion** prepares students to work in a medical office or as an aide in a health care setting. Medical clerical workers or aides will process and transmit information to physicians, patients, office personnel and outside organizations. These activities require a good command of the English language, medical terminology and a basic understanding of the structure and functions of the human body. Medical clerical workers or aides must be tactful in their dealings with many different people, and therefore should possess excellent interpersonal skills. Discretion, judgment, organizational ability, and initiative are important, as well as versatility and adaptability. Conscientiousness, a sense of responsibility, and respect for the confidential nature of medical information are also required. Sample jobs/titles include: Home Health Aide, Caregiver, Personal Care Attendant, Residence Assistant, Office Clerk/Receptionist.

- Pending state approval the Medical Aid Certificate of Completion will be available fall 2006.

Certificates of Completion Medical Clerical, Medical Transcription, Medical Aide

Prerequisites

All courses in this program must be completed with a "C" or better

CS101 or pass waiver test (for all CIS/CS courses)

MTH25 or MTH55 with a "C" or better or placement test score.

WR90 with a "C" or better or placement test score.

Recommended Sequence for Full-time Students

(Students should see an advisor or counselor to customize their educational plans.)

First Year Fall	First Year Winter	First Year Spring	
OA116 (3) Office Procedures	CS125W (3) ^{DL} Word Processing Applications	BA2280 (2) Work Experience or BA280	●Certificate of Completion Medical Transcription BA285 OA124 OA2221 OA5401 WR121 CS125W OA2222 OA2241 OA5402 PHAR5472 BA2280 or BA280 MTH70 or higher OA2242 OA2591 OA5533
OA124 (3) Keyboard Skillbuilding	OA240 (3) Filing and Records Management	BA285 (3) ^{DL} Human Relations in Organizations	
OA2221 (3) ^{DL} Medical Terminology I	OA2222 (3) ^{DL} Medical Terminology II	CS135W (3) Advanced Word Processing	
OA5401 (3) Body Structure and Functions I	OA2725 (3) Reimbursement Management	MTH70 (4) Elementary Algebra or higher	
WR121 (3) English Composition	OA5402 (3) Body Structure and Functions II	OA2597 (3) Medical Office Coding	
		OA5533 (2) Medical Law and Ethics	
Term credits = 15	Term credits = 15	Term credits = 17	●Certificate of Completion Medical Aide BA285 OA124 or CS125W OA2221 OA2222 OA5401 OA5402 Total credits = 18
		Total credits= 47	

- = Credits earned in a certificates may be applied towards other certificates and degrees. See your advisor for more information.
- ^{DL} = Course available through Distance Learning (see pages 12-13).
- (3) = Number of course credits.

Childhood Education and Family Studies

Description: Students pursuing a career in early childhood elementary or secondary education have several career options. Opportunities are available in a variety of public and private educational and child care settings. The curriculum offers opportunities for career training as an educational assistant in preschool, elementary, or secondary school settings as well as preparation for teacher positions in preschool, day care, kindergarten, or Head Start settings. Career ladder opportunities to help students prepare for positions as licensed teachers are offered through the Para educator/Educational Assistant Certificate of Completion program, Associate of Science degree, with an emphasis in Childhood Education and Family Studies with articulation options to four-year colleges and universities.

Employment Opportunities: Childhood Education and Family Studies opportunities range from fair to excellent with occupational titles that include Child Care Worker, Day Care Aide, Child Care Attendant, Preschool Teacher Aide, Preschool Teacher, Lead Teacher, Classroom Assistant, Classroom Assistant/Special Education, Instructional Assistant, Teacher Assistant, Teacher Aide, Teacher, Family Advocate, and Child Development Specialist.

The **Associate of Science** degree, with an emphasis in Childhood Education and Family Studies, leads to the Baccalaureate degree in Human Development or Early Childhood Education. Students may petition for adjustments in the Southwestern Associate of Science degree if course requirements are met for the first two years of any regionally accredited four-year institution offering a degree in Education, Early Childhood Education, Family Studies, or Human Development. An advising agreement is in place with Eastern Oregon University for students working towards teacher certification and Eastern's newest distance education degree of Liberal Studies with an Early Childhood Education emphasis.

All coursework specific to Childhood Education and Family Studies degrees and certificates is offered online through Southwestern's e-SOCC WebCT platform. Additional elective topics are offered as program enhancement through a partnership with Educatorcredits.com professional development for educators. For further program information, please contact the Childhood Education Director.

Program notes

Associate of Science Childhood Education and Family Studies Emphasis

Notes:

1. Course must be selected from Social Sciences listing on page 61. Students seeking teacher licensure are advised to choose a minimum of one course from 100 and 200 level HST.
2. ECE209, ECE102, and ED280 must be taken in sequence. A criminal history check is required prior to enrollment in ECE209.
3. Developmental and remedial courses listed on page 60, and CS101 will not fulfill elective requirement.
4. Eastern Oregon University requires WR227
5. Course must be selected from Arts and Letters listing on page 61. Students planning to attend Eastern Oregon University should take one course from 100 level PHL.
6. Students may substitute MTH212, 213, 243. Students who plan to obtain a degree in Elementary Education through the Oregon University System should take Math 211, 212, 213. Students are encouraged to take any required math prerequisites during their first year.
7. Sequence must be selected from Sciences listing on page 61. Students seeking teaching licensure are advised to take GS104,105 and either GS106 or GS108.
8. Prerequisite of CS101 or equivalent.
9. Specific electives: ECE240, FN225, HDFS222, HDFS285, HS154, HS167, MTH211, MTH212, MTH213.
10. SP100, 111, 112, 217, 218, 219.
 - Students who have not completed two years of high school foreign language are encouraged to take approved language course.
 - Students who wish to complete the requirements for the One-Year Certificate of Completion in Childhood Education and Family Studies should take ECE240, FN225, and HS154.
 - Students seeking teaching licensure are advised to plan their academic program jointly with their Southwestern advisor and an advisor from the Southwestern University Center to be best prepared for transfer requirements. With careful advising, this degree will meet requirements for both the AS and AA/OT degrees.

Associate of Science Childhood Education and Family Studies Emphasis

Prerequisites

All prerequisites in this program must be completed with a "C" or better

CS101 or pass waiver test (for all CIS/CS courses)

MTH95 with a "C" or better or placement test score.

Reading Score of ASSET 39
COMPASS 69

WR90 with a "C" or better or placement test score.

Recommended Sequence for Full-time Students

(Students should see an advisor or counselor to customize their educational plans.)

	First Year Fall	First Year Winter	First Year Spring	Second Year Fall	Second Year Winter	Second Year Spring
	ECE150 (3) ● ☞ Intro & Observation in ECE	ECE154 (3) ● ☞ Children's Literature and Language	ECE102 (3) ● ☞ Practicum ²	ED169 (3) ● ☞ Overview of Student w/ Special Needs	CS120 (4) ● ☞ Concepts of Computing ⁸	HDFS140 (3) ● ☞ Contemporary American Families
	HDFS225 (3) ● ☞ Prenatal, Infant and Toddler Develop.	ECE209 (3) ● ☞ Theory and Practicum ²	HDFS229 (3) ● ☞ Development in Middle Childhood	ED280 (3) Cooperative Work Experience ²	ED258 (3) ● ☞ Multicultural Education	Arts and Letters Courses ⁵ (6) ● ☞
	LIB127 (1) ● ☞ Introduction to the Library	HDFS247 (3) ● ☞ Preschool Child Development	HE250 (3) ● ☞ Personal Health or PE231	MTH111 (4) College Algebra ⁶	Science Sequence ⁷ (4) ● ☞	Science Sequence ⁷ (4) ● ☞
	WR121 (3) ● ☞ English Composition	WR122 (3) ● ☞ English Composition	WR123 (3) ● ☞ English Composition or WR 227 ⁴	Arts and Letters Course ⁵ (3) ● ☞	Specific Elective ⁹ (3) ● ☞	Specific Elective ⁹ (3) ● ☞
	Social Science Course ¹ (3) ● ☞	Elective ³ (3) ● ☞	Arts and Letters Course ⁵ (3) ● ☞	Science Sequence ⁷ (4) ● ☞	Speech Course ¹⁰ (3) ● ☞	
	Term credits = 13	Term credits = 15	Term credits = 15	Term credits = 17	Term credits = 17	Term credits = 16
						Total credits= 93

● = Credits earned in a certificate may be applied towards other certificates and degrees. See your advisor for more information.

☞ = Course available through Distance Learning (see pages 12-13).

(3)= Number of course credits.

Childhood Education and Family Studies

The *Associate of Applied Science in Childhood Education and Family Studies* prepares students to work in a variety of educational and child care settings, including preschool, day care, private kindergarten and as a para-professional in the public schools. This degree offers students the opportunity to gain enhanced practical experience through practicum and student teaching courses.

The *Childhood Education and Family Studies Certificate of Completion* is a one-year certificate that prepares students for entry level positions as child care workers, preschool attendants, preschool teacher aides, and day care assistants. This certificate fulfills the requirements for the first year of the AAS in Childhood Education and Family Studies degree.

The *Childhood Education and Family Studies Certificates of Completion (30 and 15 credits)* are intended to provide students with the skills needed to begin a career in Childhood Education and Family Studies. These certificates can also assist the student in earning a Child Development Associate Certificate (CDA). Students enroll in these programs for a variety of reasons including upgrading skills and knowledge, obtaining a degree or retraining for a new profession. The credits earned can be laddered into a Childhood Education and Family Studies Certificate of Completion, an Associate of Applied Science Childhood Education and Family Studies or Associate of Science with an emphasis in Childhood Education and Family Studies which will transfer to a university.

Program notes

Associate of Applied Science Childhood Education and Family Studies

Notes:

1. HE250 or PE231 may be substituted for three credits of PE185.
 2. ECE209, ECE102, ECE163, ECE261, and ECE262 must be taken in sequence. A criminal history check is required prior to enrollment in ECE209.
 3. See Distribution requirement lists on page 63. Courses must be from outside the student's area of concentration and not include courses with prefixes ECE, ED, and HDF5.
 4. Prerequisite of WR121.
 5. May substitute appropriate elective; consult with program coordinator.
 6. Developmental and remedial courses, listed on page 62, and CS101 will not fulfill elective requirement.
- All students are required to obtain a valid first aid and CPR card.

Certificate of Completion Childhood Education and Family Studies (50 credits)

Notes:

1. ECE209, ECE102 must be taken in sequence. A criminal history check is required prior to enrollment in ECE209.
- All students are required to obtain a valid first aid and CPR card.

Certificate of Completion Childhood Education and Family Studies (30 credits and 15 credits)

Note:

All Early Childhood Education students are required to obtain a valid first aid and CPR card, a Food Handlers Card and enroll in HDF59284 Child Abuse and Neglect Reporting. They are also required to have a criminal background check.

Associate of Applied Science Childhood Education and Family Studies (including Certificates)

Prerequisites

All courses in this program must be completed with a "C" or better

CS101 or pass waiver test (for all CIS/CS courses)

MTH25 or MTH55 with a "C" or better or placement test score.

Reading Score of ASSET 39
COMPASS 69

WR90 with a "C" or better or placement test score.

Recommended Sequence for Full-time Students

(Students should see an advisor or counselor to customize their educational plans.)

	First Year Fall	First Year Winter	First Year Spring	Second Year Fall	Second Year Winter	Second Year Spring	
	CS120 (4) Concepts of Computing	ECE154 (3) [☞] Children's Literature and Literacy	ECE102 (3) [☞] Practicum ³	ECE152 (3) [☞] Creative Activities	BA285 (3) [☞] Human Relations in Organizations	ECE262 (6) [☞] Student Teaching II ECE ²	<p>●Certificate of Completion</p> <p>CS120 ECE150 ED169 HDFS225 MTH70 or higher ECE154 ECE209¹ ED258 HDFS247 HDFS9284 WR121 ECE102¹ ECE240 HDFS140 HDFS229 HS154 SP219 or SP100 Total credits = 50</p>
	ECE150 (3) [☞] Introduction and Observation in ECE	ECE209 (3) [☞] Theory and Practicum ²	FN225 (4) [☞] Nutrition	ECE163 (3) [☞] Preschool Practicum ²	ECE261 (6) [☞] Student Teaching I, Early Childhood Edu. ²	HDFS285 (3) [☞] Professional Issues in ECE ⁴	
	HDFS225 (3) [☞] Prenatal, Infant and Toddler Dev.	ECE240 (3) [☞] Lesson and Curriculum Plng	HDFS140 (3) [☞] Contemporary American Families	ED169 (3) [☞] Overview Students w/ Special Needs	ED258 (3) [☞] Multicultural Education	HS267 (4) [☞] Intervention Strat or Elective ⁵	
	MTH70 (4) [☞] Elementary Algebra or higher	HDFS247 (3) [☞] Preschool Child Development	HDFS229 (3) [☞] Development in Middle Childhood	MTH94 (4) [☞] Intermediate Algebra or higher	HDFS222 (3) [☞] Family Relations	Elective ⁶ (3) [☞]	
	PE185 (1) Physical Education ¹	PE185 (1) Physical Education ¹	HS154 (3) [☞] Community Resources	Distribution Course ³ (3) [☞]	Distribution Course ³ (3) [☞]		
	SP219 (3) [☞] Sm Grp Discussion or SP100	WR121 (3) [☞] English Composition	PE185 (1) Physical Education ¹				
	Term credits = 18	Term credits = 16	Term credits = 17	Term credits = 16	Term credits = 18	Term credits = 16	
						Total credits= 101	<p>●Certificate of Completion</p> <p>ECE 240 ED258 HDFS 225 HDFS 229 HDFS 247 Total credits = 30 (15 credits plus the 15 credits from below)</p>

● = Credits earned in a certificate may be applied towards other certificates and degrees. See your advisor for more information.

☞ = Course available through Distance Learning (see pages 12-13).

(3)= Number of course credits.

Childhood Education and Family Studies

Description: Students pursuing a career in early childhood elementary or secondary education have several career options. Opportunities are available in a variety of public and private educational and child care settings. The curriculum offers opportunities for career training as an educational assistant in preschool, elementary, or secondary school settings as well as preparation for teacher positions in preschool, day care, kindergarten, or Head Start settings. Career ladder opportunities to help students prepare for positions as licensed teachers are offered through the Para educator/Educational Assistant Certificate of Completion program, Associate of Science degree, with an emphasis in Childhood Education and Family Studies with articulation options to four-year colleges and universities.

Employment Opportunities: Childhood Education and Family Studies opportunities range from fair to excellent with occupational titles that include Child Care Worker, Day Care Aide, Child Care Attendant, Preschool Teacher Aide, Preschool Teacher, Lead Teacher, Classroom Assistant, Classroom Assistant/Special Education, Instructional Assistant, Teacher Assistant, Teacher Aide, Teacher, Family Advocate, and Child Development Specialist.

The **Para Educator/Educational Assistant Certificate of Completion** is a one-year certificate that prepares students to work in public or private elementary and secondary schools. Para Educators/educational assistants serve in positions for which a teacher or another professional has ultimate responsibility for the design and implementation of educational programs and services. Emphasis is placed on competency-based skill development in child growth and development, classroom management, technology, individuals with disabilities, working with families, and basic instructional techniques. Students will be required to participate in a distance education or online course. Many of this program's courses also fulfill requirements toward an Associate of Science or Associate of General Studies degree. Students should meet with an advisor to evaluate professional experience and previous coursework prior to beginning this course of study.

Program notes

Certificate of Completion Para Educator/ Educational Assistant

Notes:

1. This course is offered through Chemeketa Community College as part of a collaborative agreement between Southwestern and Chemeketa. ECE150 may be substituted for ED101.
2. Students pursuing an AS degree should take MTH95 or higher.
3. A criminal history check is required prior to enrollment in ED270.
 - All students are required to obtain a valid first aid and CPR card.

Certificate of Completion Para Educator/Educational Assistant

Prerequisites

CS101 or pass waiver test (for all CIS/CS courses)

MTH25 or MTH55 with a "C" or better or placement test score.

WR90 with a "C" or better or placement test score.

Recommended Sequence for Full-time Students

(Students should see an advisor or counselor to customize their educational plans.)

First Year Fall	First Year Winter	First Year Spring
CS120 (4) Concepts of Computing	BA285 (3) Human Relations in Organizations	ED130 (3) Comprehensive Classroom Mgmt ¹
ED101 (3) Intro Observation and Experience ¹	ED114 (3) Inst. Strategies in Math and Science ¹	ED131 (3) Instructional Strategies
ED258 (3) Multicultural Education	ED133 (3) Instructional Media and Materials	ED266 (3) Current Issues in Special Ed.
ED113 (3) Inst. Strategies in Lang Arts & Reading	MTH70 (4) Elementary Algebra or higher ²	ED270 (3) Practicum I ³
ED169 (3) Overview Students w/ Special Needs	WR121 (3) English Composition	HDFS229 (3) Development in Middle Childhood
Term credits = 16	Term credits = 16	Term credits = 15
		Total credits= 47

● = Credits earned in a certificate may be applied towards other certificates and degrees. See your advisor for more information.

🏠 = Course available through Distance Learning (see pages 12-13).

(3)= Number of course credits.

Computers and Technology/Computer Networking

Description: "Network technicians make sure the network hardware and software are operating properly so people in your organization get the information they need when they need it. Using cable, fiber optics or even wireless communication, you connect users to your company's computer system. You will thoroughly understand networking technology for local area networks (LANs), and for connecting to larger networks and the Internet. You learn to quickly identify, document and solve problems. Because you work with the users all the time, you know the needs of your company and can recommend improvements based on user needs and technology advances. You will probably need to keep measurements on how the network is performing charting network usage and downtime to help plan for the future. You document the network configuration and prepare backup plans and procedures. You will be responsible for adding users, making sure they have access to the files and network-connected equipment they need, while maintaining security and confidentiality of other files and data. You install upgrades with a minimum of disruption." (From the **NWCET Skill Standards for Information Technology at Bellevue Community College, Bellevue, Washington**)

Typical Work Functions:

- Perform analysis of customer needs and prepare overall design.
- Plan the system configuration in detail.
- Implement the system.
- Test the system for problems.
- Perform monitoring and management tasks.
- Maintain the system with upgrades.
- Perform administrative duties.

Sample Titles

- Network Specialist.
- Network Technician.
- PC Network Engineer.
- Information Systems Administrator.
- Information Systems Operator.
- Network Administrator.
- Systems Administrator.

The **Associate of Applied Science in Network Design and Administration** degree is intended to prepare students with the knowledge and skills to design, implement, monitor, maintain, and manage computer network systems. The network administrator's goal is to keep hardware and software operating without interruption. Students will understand networking technology for local area networks (LANs), connecting networks, and connecting networks to the Internet. Students will learn to create a new network and how to maintain an existing system. Knowledge and skills taught in this program include how to gather user information for analysis, design an appropriate network configuration, implement the system, perform system testing, monitor the system, maintain the system, and perform administrative tasks of adding users, system security, and documentation. Additionally, the program will prepare students to interface with users and function as an integral part of the management team.

Computers and Technology/Computer Networking Certificates of Completion

Description: "Network technicians make sure the network hardware and software are operating properly so people in your organization get the information they need when they need it. Using cable, fiber optics or even wireless communication, you connect users to your company's computer system. You will thoroughly understand networking technology for local area networks (LANs), and for connecting to larger networks and the Internet. You learn to quickly identify, document and solve problems. Because you work with the users all the time, you know the needs of your company and can recommend improvements based on user needs and technology advances. You will probably need to keep measurements on how the network is performing charting network usage and downtime to help plan for the future. You document the network configuration and prepare backup plans and procedures. You will be responsible for adding users, making sure they have access to the files and network-connected equipment they need, while maintaining security and confidentiality of other files and data. You install upgrades with a minimum of disruption." (From the **NWCET Skill Standards for Information Technology at Bellevue Community College, Bellevue, Washington**)

Typical Work Functions:

- Perform analysis of customer needs and prepare overall design.
- Plan the system configuration in detail.
- Implement the system.
- Test the system for problems.
- Perform monitoring and management tasks.
- Maintain the system with upgrades.
- Perform administrative duties.

Sample Titles

- Network Specialist.
- Network Technician.
- PC Network Engineer.
- Information Systems Administrator.
- Information Systems Operator.
- Network Administrator.
- Systems Administrator.

Four certificates are contained within the AAS in Network Design and Administration. The certificates will ladder to the AAS, as each is completely contained within the next.

- The **Network Technician Certificate of Completion** is intended to prepare students for entry-level jobs in networking and hardware customer support. The network technician will provide technical assistance and training to computer system users, investigate and resolve computer software and hardware problems of users, and answer clients' inquiries in person and via telephone concerning the use of computer hardware and software.

- The **Network Fundamentals Certificate of Completion** is intended to prepare students for entry-level work in data communications and networking.

- The **Advanced Network Certification Examination Preparation Certificate of Completion** is intended to prepare students for the advanced-level industry examination in networking.

- The **Network Certification Examination Preparation Certificate of Completion** is intended to prepare students for the first-level industry examination in networking.

Computers and Technology/Computer Networking

Program notes

Associate of Applied Science Network Design and Administration

Notes:

1. Students may substitute a higher level Network Academy Fundamentals course.
 2. OA121 Keyboarding is strongly recommended.
 3. WR123 or WR214 may be substituted for WR214T. WR122 is a prerequisite to WR123.
 4. HE250 or three credits of PE185 may be substituted for PE231.
 5. Developmental and remedial courses, listed on page 62, and CS101 will not fulfill elective requirement.
 6. See Distribution requirement lists on page 63. Courses must be from outside the student's area of concentration and not include courses with prefixes CIS and CS.
 7. CS280 or CIS2280 may be taken over several terms but only after completion of the first year computer courses. See CS advisor for instructor consent.
 8. Specific electives: Any CS or CIS course, except CS101; or any BA course; ART115, 116, 117, 225, 226; DRFT110, 111, 112; J202, 203, 204, 220; ELEC102; other: See CS instructor.
- **The CCNP courses, CIS6247, 6248, 6249, and 6250, will be offered on a rotating basis every other year beginning with fall term 2004-2005. Students can work on the approved courses for the program in preparation for when the CCNP courses will be offered. If there is significant interest in the CCNP courses, the College reserves the right to offer these courses each academic year.**

Certificate of Completion Network Technician

Notes:

1. Students may substitute a higher level Network Academy Fundamentals course.
2. OA121 Keyboarding is strongly recommended.
3. See CS advisor for instructor consent.

Certificate of Completion Network Fundamentals

Notes:

1. Students may substitute a higher level Network Academy Fundamentals course.
2. OA121 Keyboarding is strongly recommended.

Certificate of Completion Network Certification Exam Prep

Note:

OA121 Keyboarding is strongly recommended.

Certificate of Completion Advanced Network Certification Exam Preparation

Note:

The CCNP courses, CIS6247, 6248, 6249, and 6250, will be offered on a rotating basis every other year beginning with fall term 2004-2005. Students can work on the approved courses for the program in preparation for when the CCNP courses will be offered. If there is significant interest in the CCNP courses, the College reserves the right to offer these courses each academic year.

Associate of Applied Science Network Design and Administration (including Certificates)

Prerequisites

CS101 or pass waiver test (for all CIS/CS courses)

MTH95 with a "C" or better or placement test score.

Reading Score of ASSET 39
COMPASS 69

WR90 with a "C" or better or placement test score.

Recommended Sequence for Full-time Students

(Students should see an advisor or counselor to customize their educational plans.)

First Year Fall	First Year Winter	First Year Spring	Second Year Fall	Second Year Winter	Second Year Spring
CIS6243 (3) Network Academy Fundamentals I ¹	BA285 (3) Human Relations in Organizations	BA288 (3) Customer Service	CS278 (3-5) Data Communications or CS6247	BA277 (3) Business Ethics	CS246 (3) Systems Design
CIS6260 (3) Computer Tech Theory I	CIS6244 (3) Network Academy Fundamentals II ¹	CIS6245 (3) Network Academy Fundamentals III ¹	PE231 (3) Wellness for Life ⁴	CS244 (3) Systems Analysis	CS280 (4) Field Experience ⁷ or CIS2280
CS120 (4) Concepts of Computing ²	CIS6261 (3) Computer Tech. Theory II (Server+)	CS240U (3) Adv. Operating Systems: Unix	SP219 (3) Small Group Discussion	CS279 (4-5) Network Management or CS6248	CS288 (4-5) Network Management II or CS6249
CS140 (3) Intro to Operating Systems	CS240W (3) Adv. Operating Systems: Windows	MTH105 (4) Contemporary Math or higher	Elective ⁵ (3)	Distribution Course ⁶ (3)	Distribution Course ⁶ (3)
ELEC101 (3) Electronic Processes I	WR121 (3) English Composition	WR214T (3) Prof. Technical Writing ³			
Term credits = 16	Term credits = 15	Term credits = 16	Term credits = 12-14	Term credits = 13-14	Term credits = 14-15
		First Year Summer			Second Year Summer
		CIS6246 (3) Network Academy Fundamentals IV ¹			Specific Elective ⁸ (3-5) or CIS6250
					Total credits= 92-98

● = Credits earned in a certificate may be applied towards other certificates and degrees. See your advisor for more information.

⌘ = Course available through Distance Learning (see pages 12-13).

(3)= Number of course credits.

●Network Technician (48)
CIS6243¹
CIS6260
CS120²
CS140
ELEC101
BA285
CIS6244¹
CIS6261
CS240W
WR121
BA288
CIS6245¹
CS240U
CS280 or CIS2280³ (1 cr)
MTH95 or higher
CIS6246¹

●Network Fundamentals (28)
CIS6243¹
CS140
ELEC101
CIS6244¹
CS120²
CS240W or CS240U
BA285
CIS6245¹

●Network Cert.Exam Prep (12)
CIS6243
CIS6244
CIS6245
CIS6246

●Adv. Network Cert Exam Prep (20)
CIS6247
CIS6248
CIS6249
CIS6250

Computers and Technology/CIS: Software Support

Description: "Computer programmers design and create software applications. You may analyze, design, develop, test and maintain computer and Internet-based applications. Possibly, you'll write specialized applications or make custom programs to satisfy a user's particular needs. Not all programmers write code all day. You may evaluate the project requirements, participate in design meetings, determine the best solution to a problem or feature, and develop detailed design specifications. You use development tools and programming languages in creating and testing the software. You must also be good at documenting your work so others will know what you did and how. And of course, you have to test your work with real users to make sure it's free of errors and meets specifications." (From the **NWCET Skill Standards for Information Technology at Bellevue Community College, Bellevue, Washington**)

Typical Work Functions:

- Perform needs analysis with the users.
- Develop models to meet the needs of the project.
- Design and develop the software application.
- Test and validate the application.
- Implement the application and train the users.
- Help users with software problems.
- Perform minor hardware upgrades.

Sample Titles

- Software Support Specialist.
- Software Applications Specialist.
- Computer Programmer Aides.
- Software Engineer.
- Applications Analyst.

The **Associate of Applied Science in Computer Information Systems: Software Support** is intended to prepare students for a career as a software support specialist. The software support specialist has a strong foundation in computer systems concepts with an emphasis in microcomputer applications, programming, and practical experience. In general, a person in this occupation applies computer software and technology to business-related activities and problems. This position may have the responsibility of managing microcomputer information systems in a small business. Typical software support specialist job tasks include analyzing and solving business problems by creating a computerized system using microcomputer application software such as a word processor, spreadsheet, database, presentation, web development, other application system, writing a custom program, or integrating several software applications. This is a very creative process and uses problem solving techniques and analysis. Additionally, the program will prepare students to interface with users and function as an integral part of the information technology support team.

Two Certificates of Completion are contained within the AAS in Computer Information Systems. The certificates will ladder to the AAS, as each is completely contained within the next.

•The **Software Applications Specialist Certificate of Completion** is intended to prepare students for an entry-level job in software customer support. The software applications specialist provides technical assistance and training to computer system users, investigates and resolves computer software problems of users, and answers clients' inquiries in person and via telephone concerning the use of computer software.

•The **Software Certification Examination Preparation Certificate of Completion** is intended to prepare students for the industry examination in software applications.

Program notes

Associate of Applied Science CIS: Software Support (including Certificates)

Notes:

1. OA121 Keyboarding is strongly recommended.
2. Specific electives: May be from any CS or CIS course except CS101. CS120 is recommended for students with limited computer experience. Students who elect not to take CS120 should take CS125P fall term.
3. WR123 or WR214 may be substituted for WR214T. WR122 is a prerequisite to WR123.

4. SP100, 111, 112, or 218 may be substituted for SP219.
5. HE250 or three credits of PE185 may be substituted for PE231.
6. See Distribution requirement lists on page 63. Courses must be from outside the student's area of concentration and not include courses with prefixes CS or CIS.
7. CS280 or CIS2280 may be taken over several terms but only after completion of the first-year computer courses. See CS advisor for instructor consent.
8. Developmental and remedial courses, listed on page 62, and CS101 will not fulfill elective requirement.
9. See CS advisor for instructor consent.

Associate of Applied Science CIS: Software Support (including Certificates)

Prerequisites

All CS/CIS courses in the AAS degree must be completed with a "C" or better

CS101 or pass waiver test (for all CIS/CS courses)

MTH95 with a "C" or better or placement test score.

Reading Score of ASSET 39
COMPASS 69

WR90 with a "C" or better or placement test score.

Recommended Sequence for Full-time Students

(Students should see an advisor or counselor to customize their educational plans.)

First Year Fall	First Year Winter	First Year Spring	Second Year Fall	Second Year Winter	Second Year Spring
BA285 (3) Human Relations in Organizations	BA277 (3) Business Ethics	BA288 (3) Customer Service	CIS6260 (3) Computer Tech. Theory I (A+)	CS233VB (4) Computer Lang. II: Visual Basic	CS246 (3) Systems Design
CS125W (3) Word Processing Applications ¹	CS125DB (3) Database Applications	CS125S (3) Spreadsheet Applications	CS133VB (4) Computer Lang. I: Visual Basic	CS240W (3) Adv. Operating Systems or CS240U	CS280 (4) Field Experience ⁷ or CIS2880
CS178I (3) Internet ¹	CS125H (3) HTML Applications or CS125WE	CS135DB (3) Adv. Database Applications	CS140 (3) Intro. to Operating Systems	CS244 (3) Systems Analysis	Elective ⁸ (3)
WR121 (3) English Composition	CS125P (3) Presentation Applications	CS135W (3) Adv. Word Processing	SP219 (3) Small Group Discussion ⁴	PE231 (3) Wellness for Life ⁵	Distribution Course ⁶ (3)
Specific Elective ² (3)	MTH105 (4) Intro Contemporary Math or higher	WR214T (3) Prof. Technical Writing ³	Specific Elective ² (3)	Distribution Course ⁶ (3)	Specific Elective ² (3)
Term credits = 15	Term credits = 16	Term credits = 15	Term credits = 16	Term credits = 16	Term credits = 16
					Total credits= 94

●Certificate of Completion Software Application Specialist
CIS6260
CS125W¹
CS178I¹
WR121
Specific Electives²
CS125DB
CS125H or CS125WE
CS125P
CS125S
CS140
BA285
BA288
CS135DB
CS135W
CS280 or CIS2880⁹ (1 cr)
MTH95

●Certificate of Completion Software Certification Examination Prep.
CS125P
CS125W
CS125DB
CS125S
CS135DB
CS135W

● = Credits earned in a certificate may be applied towards other certificates and degrees. See your advisor for more information.

🏠 = Course available through Distance Learning (see pages 12-13).

(3)= Number of course credits.

Computers and Technology/Technical Support

Description: "As a technical support representative, you are a vital part of the contact between customers and your company. Educating users is part of your job, as well as solving hardware and software operation and application problems. Experience with the problems users face in daily operations is a valuable asset. When a problem occurs, you listen carefully, ask the appropriate questions to gather needed information and then take steps to solve it. Dealing directly with customer issues, you are one of the best sources of information on the product and are consulted for information about what customers want and what gives them the most trouble. You may start out on the help desk, walking users through the steps required to solve a problem over the telephone. As your experience and training increase, you may work with hardware and software installation and configuration." (From the **NWCET Skill Standards for Information Technology at Bellevue Community College, Bellevue, Washington**)

Typical Work Functions:

- Troubleshoot and resolve problems.
- Provide customer service.
- Perform hardware and software installation, configuration, and upgrades.
- Perform system operations.
- Call Center Support Representative.
- Perform monitoring tasks.
- Maintain the system with upgrades.

Sample Titles

- Technical Support Specialist.
- PC Support Specialist.
- Technical Support Engineer.
- Technical Support Representative.
- Customer Service Representative.
- Customer Support Professional.
- Help Desk Technician.

The **Associate of Applied Science in Technical Support** degree is intended to prepare students with the knowledge and skills to provide technical assistance and training to computer system users and investigate and solve computer hardware and software problems. The technical support person answers users' inquiries in person, by e-mail, and via telephone concerning the use of computer hardware and software. The technical support program prepares students with the knowledge and skills to work with users; provide customer support; troubleshoot problems; perform hardware and software installations, configurations; and upgrades; and monitor and maintain computer systems. Additionally, the program will prepare students to interface with users and function as an integral part of the information technology support team.

Two Certificates of Completion are contained within the AAS in Technical Support. The certificates will ladder to the AAS, as each is entirely contained within the next.

- The **Computer Technician Certificate of Completion** is intended to prepare students for entry-level jobs in software and hardware customer support. The computer technician will provide technical assistance to computer system users, investigate and resolve computer software and hardware problems of users, and answer clients' inquiries in person and via telephone concerning the use of computer hardware and software. Typical job functions include performing hardware and software installation, configurations, and upgrades.

- The **Computer Technician Certification Examination Preparation Certificate of Completion** is intended to prepare students for the first-level industry examination in hardware technical support.

Program notes

Associate of Applied Science Technical Support (including Certificates)

Notes:

1. OA121 Keyboarding is strongly recommended.
2. WR123 or WR214 may be substituted for WR214T.
3. SP100, 111, 112, or 218 may be substituted for SP219.
4. Specific electives: Any CS or CIS course, except CS101; or any BA course, ART115, 116, 117, 225, 226, DRFT110, 111, 112; J202, 203, 204, 220.
Other: See CS Instructor.

5. HE250 or three credits of PE185 may be substituted for PE231.
6. See Distribution requirement lists on page 63. Courses must be from outside the student's area of concentration and not include courses with prefixes CS or CIS.
7. CS280 or CIS2280 may be taken over several terms but only after completion of the first year computer courses. See CS advisor for instructor consent.
8. Developmental and remedial courses, listed on page 62, and CS101 will not fulfill elective requirement.
9. See CS advisor for instructor consent.

Associate of Applied Science Technical Support (including Certificates)

Prerequisites

CS101 or pass waiver test (for all CIS/CS courses)

MTH95 with a "C" or better or placement test score.

Reading Score of ASSET 39
COMPASS 69

WR90 with a "C" or better or placement test score.

Recommended Sequence for Full-time Students

(Students should see an advisor or counselor to customize their educational plans.)

First Year Fall	First Year Winter	First Year Spring	Second Year Fall	Second Year Winter	Second Year Spring
CIS6260 (3) Computer Tech Theory I (A+)	BA277 (3) Business Ethics	BA285 (3) Human Relations in Organizations	CS125S (3) Spreadsheet Applications	CS125DB (3) Database Applications	CS246 (3) Systems Design
CS120 (4) Concepts of Computing ¹	CIS6261 (3) Computer Tech. Theory II (Server+)	BA288 (3) Customer Service	CS133VB (4) Computer Lang. I: Visual Basic	CS244 (3) Systems Analysis	CS280 (4) Work Experience ⁷ or CIS2880
CS140 (3) Intro. to Operating Systems	CS240W (3) Adv. Operating Systems	CS240U (3) Adv. Operating Systems (Unix)	CS178I (3) Internet	PE231 (3) Wellness for Life ⁵	Elective ⁸ (3)
CIS6243 (3) Network Academy Fundamentals I	ELEC102 (3) Electronic Processes II	MTH105 (4) Intro Contemporary Math or higher	SP219 (3) Small Group Discussion ³	Distribution Course ⁶ (3)	Distribution Course ⁶ (3)
ELEC101 (3) Electronic Processes I	WR121 (3) English Composition	WR214T (3) Prof. Technical Writing ²	Specific Elective ⁴ (3)		Specific Elective ⁴ (3)
Term credits = 16	Term credits = 15	Term credits = 16	Term credits = 16	Term credits = 12	Term credits = 16
					Total credits= 91

●Certificate of Completion Computer Technician

CIS6243
CIS6260
CS140
CS178I
ELEC101
BA285
CIS6261
CS120¹
CS240W
ELEC102
BA288
CS240U
CS280 or CIS2280⁹ (1 cr)
MTH95 or higher
WR121

●Certificate of Completion Computer Technician Examination Prep.

CIS6260
CS140
ELEC101
CIS6261
CS240W
CS120¹
CS240U
CS280 or CIS2280⁹

● = Credits earned in a certificate may be applied towards other certificates and degrees. See your advisor for more information.

⌘ = Course available through Distance Learning (see pages 12-13).

(3)= Number of course credits.

Computers and Technology/Web Development and Administration

Description: "You will play a vital role in your company's presence on the World Wide Web. You may use web page development software to create or change web pages, inserting text content, graphics and interactive modules that are often supplied by others in your organizational team. Before you start, you will probably talk to the many stakeholders in your company who depend on the organization's web presence. You'll also look at successful models and research software tools to help design the look, feel and navigation. In some organizations you may be responsible for making sure the web pages and updates get installed, and work with the hardware associated with the web pages." (From the NWCET Skill Standards for Information Technology Bellevue Community College, Bellevue, Washington)

Typical Work Functions:

- Performing content and technical analysis.
- Developing models to meet the needs of the project.
- Design and develop site map and application models.
- Implementing the application.
- Maintaining web applications.
- Manage web environment.
- Manage enterprise-wide web activities.
- Communicate effectively with customers and supervisors.

Sample Titles:

- Web Administrator.
- Web Specialist.
- Web Architect.
- Web Designer.
- Web Page Developer.
- Web Producer.
- Webmaster.

The **Web Production Specialist Certificate of Completion** is intended to prepare students for an entry-level job in website production. The web production specialist is able to design, implement, and maintain websites using web editors, HTML, and other contemporary software, interface with users, provide customer support, and have an appreciation for the importance of web presence for the company.

The **Web Site Fundamentals Certificate of Completion** is intended to prepare students for basic website development with an emphasis in HTML construction.

The **Internet Fundamentals Certificate of Completion** will assist in achieving the very basic skills necessary to begin a career in web design and management. The credits earned in this certificate can be included in achieving a Web Site Fundamentals Certificate of Completion and in a Web Specialist Certificate of Completion. The skills learned in these courses can also be used by individuals working for companies or for themselves who need to develop web pages as part of their work.

Program notes

Certificate of Completion Web Production Specialist

Notes:

1. OA121 Keyboarding is strongly recommended.
2. CIS2280 or CS280 may be taken over several terms but only after completion of the first year computer courses. See CS advisor for instructor consent.
3. For a total of six credits for the program, select from ART115, ART116, BA101, CIS6260, CS133VB, CS135DB, CS140, CS160, CS161, CS162, CS195, CS199F, CS233VB, CS233WS, CS240U, CS240W, WR214T. Other options may exist, see CS advisor for approval.

***Some courses may be available via distance education as an online course only.**

Certificate of Completion Web Site Fundamentals

Note:

1. OA121 Keyboarding is strongly recommended.
***Some courses may be available via distance education as an online course only.**

Certificates of Completion Web Production Specialist, Web Site Fundamentals, Internet Fundamentals

Prerequisites

CS101 or pass waiver test (for all CIS/CS courses)

MTH94 with a "C" or better or placement test score.

WR90 with a "C" or better or placement test score.

Recommended Sequence for Full-time Students

(Students should see an advisor or counselor to customize their educational plans.)

First Year Fall	First Year Winter	First Year Spring	
BA285 (3)  Human Relations in Organizations	CS125DB (3) Database Applications	BA288 (3) Customer Service	●Certificate of Completion Web Site Fundamentals CS120 ¹ CS125W CS178I CS125DM CS125H BA285 CS125WE
CS120 (4)  Concepts of Computing ¹	CS125DM (3)  Digital Media Applications	CS125WE (3)  Web Editor Applications	
CS125W (3)  Word Processing Applications ¹	CS125H (3)  HTML Applications	CS133WS (4) Computer Lang I: Client-side Web Scripting	
CS178I (3)  Internet	MTH95 (4) Intro Contemporary Math or higher	CIS2880 (1) Work Experience ² or CS280	●Certificate of Completion Internet Fundamentals CS120 ¹ CS125H CS125WE CS178I Total credits = 13
WR121 (3)  English Composition		Specific Elective ³ (6)	
Term credits = 16	Term credits = 13	Term credits = 17	
		Total credits= 46	

● = Credits earned in a certificate may be applied towards other certificates and degrees. See your advisor for more information.

 = Course available through Distance Learning (see pages 12-13).

(3)= Number of course credits.

Criminal Justice Administration

Description: Students pursuing a career in Criminal Justice Administration have several career options in public and private corrections and law enforcement arenas. Law enforcement officers may be responsible for protection of life and property, prevention of crimes, and the arrest of violators. Corrections officers may be responsible for maintaining discipline and order in prisons, jails, detention centers, and halfway houses through the supervision and control of residents. Management opportunities in criminal justice and criminal justice administration can include local, state, and federal agency work. Persons competing for entry level criminal justice employment will generally be required to complete an employment application, written and oral exam, drug and psychological screen, background investigation, polygraph, medical exam, and physical ability/agility testing.

Employment Opportunities: Criminal justice administration employment opportunities range from fair to excellent with occupational titles that include Police Officer, Corrections Officer, Criminalist, Crime Scene Investigator, Deputy Sheriff, Crime Scene Evidence Technician, Community Inmate Post-Release Supervisor, Victim Assistance Coordinator, Juvenile Facility Officer, Community Service Officer.

The **Associate of Science** degree with an emphasis in criminal justice is for students who intend to transfer and earn a Bachelor's degree from a four-year college or university. The curriculum will lead to an Associate of Science degree upon completion from Southwestern and will satisfy most of the lower-division requirements of transfer institutions. This degree program is articulated with both Western Oregon University and Governor's State University at University Park, Illinois (online degree completion) for Bachelor's degrees in criminal justice.

Program notes

Associate of Science Criminal Justice Emphasis

Notes:

1. SP100, SP112, **or** SP219 may be substituted for SP111.
2. Specific electives: Two courses selected with the assistance of advisor from the following: CJ131/SOC220, CJ140, CJ198/298, CJ203, CJ214, CJ229, CJ243.
3. PE231 or HE250 may be substituted for three credits of PE185.
4. Select arts and letters courses from the following: ART204, 205, 206, ENG104, 105, 106, 107, 108, 109, 201, 202, 203, 204, 205, 206, 253, 254, 255, HUM204, 205, 206, MUS261, 262, 263, PHL101, 102, 103, 299E.
5. Select math/science/computer science/engineering courses from the following: BI101, 102, 103, 201, 202, 203, 231, 232, 233, CHEM121, 122, 123, 221, 222, 223, CS160, 161, 162, ENGR201, 202, 203, 211, 212, 213, G201, 202, 203, GS104, 105, and 106 or 107 or 108, MTH112, 212, 213, 231, 232, 241, 242, 243/BA232, 251, 252, 253, 254, 255, 256, 260, 265, PH201, 202, 203, 211, 212, 213.

Associate of Science Criminal Justice Administration Emphasis

Prerequisites

All CJ courses in this program must be completed with a "C" or better

CS101 or pass waiver test (for all CIS/CS courses)

MTH95 with a "C" or better or placement test score.

Reading Score of ASSET 39
COMPASS 69

WR90 with a "C" or better or placement test score.

Recommended Sequence for Full-time Students

(Students should see an advisor or counselor to customize their educational plans.)

	First Year Fall	First Year Winter	First Year Spring	Second Year Fall	Second Year Winter	Second Year Spring
	CJ100 (3) Foundations of Criminal Justice	CJ110 (3) Introduction to Law Enforcement	CJ220 (3) Criminal Law	CJ210 (3) Criminal Investigation	CJ226 (3) Constitutional Law	CJ215 (3) Criminal Justice Admin
	CJ101/SOC244 (3) Criminology	CJ201/SOC221(3) Juvenile Delinquency	CJ280 (4) Field Experience	CJ222 (3) Procedural Law	CS120 (4) Concepts of Computing	CJ225 (3) Corrections Law
	CJ130 (3) Introduction to Corrections	CJ280 (1) Field Experience	SOC 206 (3) General Sociology	PE185 (1) Physical Education ³	PE185 (1) Physical Education ³	CJ247 (3) Criminal Justice Ethics
	CJ280 (1) Field Experience	SOC205 (3) General Sociology	WR123 (3) English Composition or WR227	PS201 (3) American Govt. Political Inst.	Arts and Letters Course ⁴ (3)	CJ280 (3) Field Experience
	SOC204 (3) General Sociology	SP111 (3) Fundamentals of Public Speaking ¹	Specific Elective ² (3)	MTH111 (4) College Algebra	Math/Science/Computer Science/Engineering Course ⁵ (4)	PE185 (1) Physical Education ³
	WR121(3) English Composition	WR122 (3) English Composition		Arts and Letters Course ⁴ (3)	Specific Elective ² (3)	Math/Science/Computer Science/Engineering Course ⁵ (4)
	Term credits = 16	Term credits = 16	Term credits = 16	Term credits = 17	Term credits = 18	Term credits = 17
						Total credits= 100

● = Credits earned in a certificate may be applied towards other certificates and degrees. See your advisor for more information.

🏠 = Course available through Distance Learning (see pages 12-13).

(3)= Number of course credits.

Criminal Justice Administration

The **Associate of Applied Science Corrections Officer Administration** prepares students to perform a variety of safety, enforcement, care, custody, and control of inmate-detainee functions within a correctional facility setting. The graduate will have the necessary training to work in corrections officer capacities including detention, prison, and corrections facility settings; local, county, and regional jails; state prison/corrections facilities; and some federal correction facility appointments. Many occupational opportunities also exist in the area of post-release supervision (community corrections) of offenders. This degree program is articulated with both Southern Oregon University and Governor's State University in University Park, Illinois (online degree completion) for Bachelor's degrees in criminal justice.

The **Associate of Applied Science Criminal Justice Administration Law Enforcement** prepares students to perform a variety of safety, enforcement, and service functions within a city, county or special designated region. The graduate will have the necessary training to work in such law enforcement officer capacities as police officer, deputy sheriff, and some federal commissioned appointments. This degree program is articulated with both Southern Oregon University and Governor's State University at University Park, Illinois (online degree completion) for Bachelor's degrees in criminal justice.

The **Certificate of Completion Juvenile Corrections** program, developed in cooperation with the Oregon Youth Authority and juvenile corrections practitioners in local college districts, is available and transferable among the participating colleges throughout the State of Oregon. Students completing the program will obtain a competitive advantage to fill available positions with the Oregon Youth Authority and with other providers of youth corrections services. Students will be trained in enforcement, care, custody, and control of juvenile and youth-detainee functions within a secure facility setting.

Program notes

Associate of Applied Science Corrections Officer Administration

Notes:

1. HE250 may be substituted for PE231.
2. SP100, SP112, **or** SP219 may be substituted for SP111.
3. See Distribution requirement lists on page 63. Courses must be from outside the student's area of concentration, not to include courses with prefixes CJ or SOC.
4. Select two courses from PSY201, 202, 203, 239.
5. Developmental and remedial courses, listed on page 62, and CS101 will not fulfill elective requirement.

Associate of Applied Science Criminal Justice Administration Law Enforcement

Notes:

1. HE250 may be substituted for PE231.
2. SP100, SP112, **or** SP219 may be substituted for SP111.
3. See Distribution requirement lists on page 63. Courses must be from outside the student's area of concentration and not include courses with prefixes CJ or SOC.
4. Developmental and remedial courses, listed on page 62, and CS101 will not fulfill elective requirement.

Associate of Applied Science Corrections Officer Administration

Prerequisites

All CJ courses in this program must be completed with a "C" or better

CS101 or pass waiver test (for all CIS/CS courses)

MTH94 with a "C" or better or placement test score.

Reading Score of ASSET 39
COMPASS 69

WR90 with a "C" or better or placement test score.

Recommended Sequence for Full-time Students

(Students should see an advisor or counselor to customize their educational plans.)

	First Year Fall	First Year Winter	First Year Spring	Second Year Fall	Second Year Winter	Second Year Spring
	CJ100 (3) Foundations of Criminal Justice	CJ230 (3) Juvenile Justice System	BA285 (3) Human Relations in Organizations	CJ232 (3) Corrections Counseling & Casework	CJ201 (3) Juvenile Delinquency	CJ203 (3) Crisis Intervention
	CJ101/SOC244 (3) Criminology	CJ280 (1) Field Experience	CJ131/SOC220 (3) Institutional Corrections	CJ280 (1) Field Experience	CJ229 (3) Community-Based Corrections	CJ225 (3) Corrections Law
	CJ130 (3) Introduction to Corrections	PE231 (3) Wellness for Life ¹	CJ220 (3) Criminal Law	CS120 (4) Concepts of Computing	CJ243 (3) Narcotics and Dangerous Drugs	CJ247 (3) Criminal Justice Ethics
	CJ280 (1) Field Experience	SOC205 (3) General Sociology	CJ280 (1) Field Experience	PS201 (3) American Govt. Political Inst.	CJ280 (3) Field Experience	Elective ⁵ (3)
	SOC204 (3) General Sociology	SP111 (3) Fundamentals of Public Speaking ²	MTH95 (4) Intermediate Algebra II	Psychology Course ⁴ (3)	Distribution Course ³ (3)	Psychology Course ⁴ (3)
	WR121(3) English Composition	Distribution Course ³ (3)	SOC206 (3) General Sociology			
	Term credits = 16	Term credits = 16	Term credits = 17	Term credits = 14	Term credits = 15	Term credits = 15
						Total credits= 93

● = Credits earned in a certificate may be applied towards other certificates and degrees. See your advisor for more information.

🏠 = Course available through Distance Learning (see pages 12-13).

(3)= Number of course credits.

Associate of Applied Science Criminal Justice Administration Law Enforcement

Prerequisites

All CJ courses in this program must be completed with a "C" or better

CS101 or pass waiver test (for all CIS/CS courses)

MTH94 with a "C" or better or placement test score.

Reading Score of ASSET 39
COMPASS 69

WR90 with a "C" or better or placement test score.

Recommended Sequence for Full-time Students

(Students should see an advisor or counselor to customize their educational plans.)

	First Year Fall	First Year Winter	First Year Spring	Second Year Fall	Second Year Winter	Second Year Spring
	CJ100 (3) Foundations of Criminal Justice	CJ110 (3) Introduction to Law Enforcement	CJ203 (3) Crisis Intervention	CJ210 (3) Criminal Investigations	BA285 (3) Human Relations in Organizations	CJ140 (3) Criminalistics
	CJ101/SOC244 (3) Criminology	CJ201/SOC221 (3) Juvenile Delinquency	CJ220 (3) Criminal Law	CJ222 (3) Procedural Law	CJ213 (3) Interview and Interrogation Skills	CJ215 (3) Criminal Justice Administration
	CJ280 (1) Field Experience	CJ280 (1) Field Experience	CJ280 (1) Field Experience	CJ280 (3) Field Experience	CJ226 (3) Constitutional Law	CJ247 (3) Criminal Justice Ethics
	SOC204 (3) General Sociology	PE231 (3) Wellness for Life ¹	MTH95 (4) Intermediate Algebra II	CS120 (4) Concepts of Computing	CJ243 (3) Narcotics and Dangerous Drugs	Elective ⁴ (3)
	WR121(3) English Composition	SOC205 (3) General Sociology	SOC206 (3) General Sociology	PS201 (3) American Govt: Institutions	CJ280 (3) Field Experience	Distribution Course ³ (3)
		SP111 (3) Fundamentals of Public Speaking ²			Distribution Course ³ (3)	
	Term credits = 13	Term credits = 16	Term credits = 14	Term credits = 16	Term credits = 18	Term credits = 15
						Total credits= 92

● = Credits earned in a certificate may be applied towards other certificates and degrees. See your advisor for more information.

🏠 = Course available through Distance Learning (see pages 12-13).

(3)= Number of course credits.

Certificate of Completion Juvenile Corrections

Prerequisites

All CJ courses in this program must be completed with a "C" or better

CS101 or pass waiver test (for all CIS/CS courses)

MTH25 or MTH55 with a "C" or better or placement test score.

WR90 with a "C" or better or placement test score.

Recommended Sequence for Full-time Students

(Students should see an advisor or counselor to customize their educational plans.)

First Year Fall	First Year Winter	First Year Spring
CJ101/SOC244 (3) Criminology	CJ201/SOC221 (3) Juvenile Delinquency	CJ203 (3) Crisis Intervention
CJ232 (3) Corrections Counseling & Casework	CJ230 (3) Juvenile Justice System	CJ280 (3) Field Experience
MTH70 (4) Elementary Algebra or higher	HS200 (3) Understanding Addictive Behavior	CS101 (2) Computers in Society
PSY201 (3) General Psychology	PSY202 (3) General Psychology	HDFS229 (3) Development in Middle Childhood
WR121(3) English Composition	PSY239 (3) Intro to Abnormal Psychology	PSY203 (3) General Psychology
		SOC206 (3) General Sociology
Term credits = 16	Term credits = 15	Term credits = 17
		Total credits= 48

● = Credits earned in a certificate may be applied towards other certificates and degrees. See your advisor for more information.

🏠 = Course available through Distance Learning (see pages 12-13).

(3)= Number of course credits.

Culinary Arts

Description: The restaurant industry is one of the most dynamic in the U.S. today. The service sector is the most rapidly growing part of the American economy, and the \$460 billion hospitality segment already represents one-seventh of the nation's GNP and 15 million jobs. It is estimated that, by 2010, food service operations will need more than 100,000 new managers annually to keep pace with growth. Career options for Culinary Arts graduates range from employee to owner and from manager to team leader. Culinary professionals need to have skills in financial management to control profits and losses, marketing finesse to successfully reach customers, management abilities to lead a team in a fast-paced work environment, and the scientific know-how to prepare and serve food safely. Culinary professionals work in quick service venues, family-owned operations, fine cuisine restaurants, as well as multi-million dollar companies providing food service at industrial, school, hospital, resort, or hospitality locations.

Employment Opportunities: Culinary Arts career opportunities range from good to excellent with occupational titles that include Cook, Chief Cook, Kitchen Cook, Kitchen Chef, Kitchen Supervisor, Restaurant Cook, Station Chef, Sous Chef, Chef DeFroid, Garde Manger, and Restaurant Manager.

The **Associate of Applied Science in Baking and Pastry** provides a broad foundation of baking and pastry theory and practical training necessary for success in the food service industry. Students will learn the art of creating exquisite baked goods, pastries, and confections, from traditional bread baking to masterful showpieces fit for the most elegant dessert finales imaginable. Students will also learn to use sugar, syrups, icings, and chocolate to create feasts for the eye and palate. Prepare for a career as a professional baker or pastry chef in a bakery, fine restaurant, resort, or cruise ship. This is a restricted program. For application and fee information, contact the Director of Student Recruiting in Dellwood Hall, Room 4, (541) 888-7611.

The **Associate of Applied Science in Culinary Arts Management Training** program offers chef training (basic and advanced) as well as restaurant management skills. After studying the fundamentals of classical and contemporary cuisine and restaurant procedures, students will develop advanced skills in garde manger and a la carte cooking. Students will have the opportunity to choose between a local or distant externship during their final term in the program. The graduate will have the necessary training to work in a variety of culinary establishments as Sous Chef, Garde Manger, Kitchen Supervisor, and Restaurant Manager. This is a restricted program. For application and fee information, contact the Director of Student Recruiting in Dellwood Hall, Room 4, (541) 888-7611.

Program notes

Associate of Applied Science Baking and Pastry

•All courses intended for transfer toward a degree at the University of Las Vegas College of Hotel Administration must be completed with a grade of "C" or better. Students intending to transfer should complete MTH105.

Notes:

1. PE231 or three credits of PE185 may be substituted for HE250.
- Program and course offerings subject to change without notice.

Associate of Applied Science Culinary Arts Management Training

•All courses intended for transfer toward a degree at the University of Las Vegas College of Hotel Administration must be completed with a grade of "C" or better. Students intending to transfer should complete MTH105.

Notes:

1. PE231 or three credits of PE185 may be substituted for HE250.
- Program and course offerings subject to change without notice.

Associate of Applied Science Baking and Pastry

Prerequisites

- CS101 or pass waiver test (for all CIS/CS courses)
- MTH25 or MTH55 with a "C" or better or placement test score.
- Reading Score of ASSET 39
COMPASS 69
- WR90 with a "C" or better or placement test score.

Recommended Sequence for Full-time Students

(Students should see an advisor or counselor to customize their educational plans.)

First Year Fall	First Year Winter	First Year Spring	First Year Summer	Second Year Fall
CRT2000 (5) Intro to Professional Cooking	CRT2001 (5) Basic Food Preparation	CRT2007 (3) Inventory Control and Purchasing	ART117(3) Basic Design	CRT2280 (12) Work Experience Culinary Externship
CRT2002 (3) Intro to Food and Beverage Industry	CRT2017 (4) Restaurant Mngmt. and Supervision	CRT2033 (5) Baking and Pastry Cakes	CRT2030 (3) Bakery Design	Term credits = 12
CRT2015 (3) Sanitation and Safety for Mgrs	CRT2020 (2) Culinary Calculations II	CRT2018 (1) Culinary Arts Career Planning	CRT2034 (3) Sugar, Marzipan and Pastillage	Total credits= 96
CRT2019 (2) Culinary Calculations I	CRT2026 (1) Dessert Menu Development	CRT2023 (4) Syrups, Icings, and Sauces	CRT2035 (3) Chocolate and Confections	
CRT2031 (5) Baking & Pastry Fundamentals I	CRT2032 (5) Baking & Pastry Fundamentals II	CRT2024 (3) Frozen Desserts	CRT2036 (3) Baking and Pastry Centerpieces	
SP218 (3) Interpersonal Communication	WR121 (3) English Composition	MTH70 (4) Elementary Algebra	CRT2279 (1) Orientation to Work Exp: Culinary Externship	
			CS120 (4) Concepts of Computing	
Term credits = 21	Term credits = 20	Term credits = 20	HE250 (3) Personal Health ¹	
			Term credits = 23	

- = Credits earned in a certificates may be applied towards other certificates and degrees. See your advisor for more information.
- ☞ = Course available through Distance Learning (see pages 12-13).
- (3) = Number of course credits.

Associate of Applied Science Culinary Arts Management Training

Prerequisites

CS101 or pass waiver test (for all CIS/CS courses)

MTH25 or MTH55 with a "C" or better or placement test score.

Reading Score of ASSET 39
COMPASS 69

WR90 with a "C" or better or placement test score.

Recommended Sequence for Full-time Students

(Students should see an advisor or counselor to customize their educational plans.)

First Year Fall	First Year Winter	First Year Spring	First Year Summer	Second Year Fall
ART117(3) Basic Design	CRT2003 (6) Intro. Pastry and Baking	CRT2007 (3) Inventory Control and Purchasing	CRT2004 (1) Intro. Vineyards and Beverages	CRT2280 (12) Work Experience Culinary Externship
CRT2000 (5) Intro. Professional Cooking	CRT2005 (3) Menu Planning and Design	CRT2012 (4) A La Carte Cooking I	CRT2006 (3) Restaurant Layout and Interior Design	
CRT2001 (5) Basic Food Preparation	CRT2010 (2) Regional Cuisine	CRT2013 (4) A La Carte Cooking II	CRT2008 (5) Intro. to Garde Manager	Term credits = 12
CRT2002 (3) Intro. Food and Beverages Industry	CRT2011 (3) International Cuisine	CRT2014 (3) Adv. A La Carte	CRT2009 (3) Advanced Garde Manager	Total credits= 100
CRT2015 (3) Sanitation and Safety for Managers	CRT2019 (2) Culinary Calculations I	CRT2016 (3) Culinary Nutrition	CRT2018 (1) Culinary Arts Career Planning	
SP218 (3) Interpersonal Communication	CS120 (4) Concepts of Computing	CRT2020 (2) Culinary Calculations II	CRT2030 (3) Bakery Design	
	HE250 (3) Personal Health ¹	WR121 (3) English Composition	CRT2279 (1) Orientation to Work Exp: Culinary Externship	
			MTH70 (4) Elementary Algebra	
Term credits = 22	Term credits = 23	Term credits = 22	Term credits = 21	

● = Credits earned in a certificate may be applied towards other certificates and degrees. See your advisor for more information.

☞ = Course available through Distance Learning (see pages 12-13).

(3) = Number of course credits.

Certificate of Completion Employment Skills Training

Description: The *Employment Skills Training (EST) Certificate of Completion* provides opportunities for individual students to receive a state-approved credential for completion of an individualized program of 12 to 44 credits that leads to the skills and knowledge necessary for employment in an identified occupation or career field.

Career Description: This competency-based, short-term training program is designed to provide the learning experience for a wide variety of occupations. The EST program is designed to prepare each participant for an entry-level position in an area in which an employer exists who will provide the training and for which there is a viable local labor market.

Wage and Employment Forecast: Information will be based on forecasts that are published in the Oregon Labor Market Information System (OLMIS) and will vary according to the specific occupational interest area. The focus of each EST program is on the development of an individualized program for each student that leads to successful employment in a demand occupation. Under the EST, the labor market information will be addressed for each individualized EST program.

The *Employment Skills Training Certificate of Completion* is a less than one-year program consisting of 12-44 credits, of which up to one-third may be on-the-job training (work experience). The remainder of the curriculum is based on the needs of the particular occupation and the assessment of the individual student. This program is approved by the State Board of Education and is on the Eligible Training Provider List. Contact the Professional Technical Transition Specialist at (541) 888-7001 for further information.

Fabrication/Welding Technology

Description: The Fabrication/Welding Technology programs prepare students for employment in industries by applying advanced technology to manufacturing methods, processes, and quality control. An emphasis is placed on understanding basic processes and applications utilized in industrial fabrication with intensive lab experience to ensure a working knowledge of measurement, production, product and process control and quality assurance. The programs apply problem solving and teamwork to fabrication using hands-on application of principles and technologies to the ever-changing industrial environment.

Career Information: Students in the welding option or certificate program learn to use manual welding and flame-cutting equipment, such as shielded metal arc welders, gas metal welders, flux cored arc welders, gas tungsten arc welders, plasma arc cutting equipment, and gas torches to cut, fit, and weld together metal components. Employment opportunities are diverse; 60 percent of manufactured goods utilize welded components, from metal computer chassis to automobile chassis, clean room piping to natural gas pipelines, sheet metal ductwork to boilers and pressure vessels, artwork to aircraft, and drift-boats to supertankers. Graduates of the program typically begin work in either light or heavy metal fabrication as welders and/or fabricators, but may qualify for several types of positions in industry such as structural fabrication, welding and fitting layout, machinery fabrication, automatic and semi-automatic welding, automatic flame or plasma cutting, plant maintenance, millwright welding, pipe welding, quality assurance, or industrial safety positions. The program includes both written and oral communications, general education courses, applied mathematical and scientific applications, as well as a thorough understanding of applied mechanical principles.

The **Associate of Applied Science in Manufacturing Technology with a Fabrication/Welding option** 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.

The **Fabrication/Welding Technology Certificate of Completion** prepares students for entry-level jobs in metal working fields. Required courses are applicable toward the Associate of Applied Science degree in manufacturing technology with a fabrication/welding option.

Program notes

Associate of Applied Science Manufacturing Technology Fabrication/Welding Option

Notes:

1. Developmental and remedial courses, listed on page 62, will not fulfill elective requirement.
2. HE250 or three credits of PE185 may be substituted for PE231.
3. Student may choose from SP100, 111, 112, 217, 218, 219.
4. See Distribution requirement lists on page 63. Courses must be from outside the student's area of concentration. CS120 is recommended.

Associate of Applied Science Manufacturing Technology Fabrication/Welding Option

Prerequisites

All courses marked with an * in this program must be completed with a "C" or better

CS101 or pass waiver test (for all CIS/CS courses)

MTH55 requires an appropriate placement test score.

Reading Score of ASSET 39
COMPASS 69

WR90 with a "C" or better or placement test score.

Recommended Sequence for Full-time Students

(Students should see an advisor or counselor to customize their educational plans.)

	First Year Fall	First Year Winter	First Year Spring	Second Year Fall	Second Year Winter	Second Year Spring
	MFG4101 (3) Electrical/Electronic Principles	MFG4102 (3) Mechanical Principles	DRFT105* (3) Blueprint Reading	DRFT100 (3) Computer Assist Drafting Survey	BA285 (3) Human Relations in Organizations	MFG4180* (3) Field Experience or WLD9225
	MTH55 (3) Intro Technical Mathematics or higher	MTH80 (3) Technical Mathematics I	MFG4103 (3) Hydraulic/Pneumatic Principles	MT101 (3) Machine Tool Process I	MT102 (3) Machine Tool Processes II	WLD4047* (3) Advanced Welding Workshop
	WLD4010* (3) Welding Process I	WLD4062* (3) Shielded Metal Arc Welding II	MTH85 (3) Technical Mathematics II	PE231 (3) Wellness for Life ²	WLD4050* (3) Welding and Joining Processes I	WLD4166* (3) Welding Lab B
	WLD4061* (3) Shielded Metal Arc Welding I	WLD4125* (3) Gas Metal Arc Welding	WLD4150* (3) Pipe Fitting and Welding	WLD4100* (3) Gas Tungsten Arc Welding	WLD4165* (3) Welding Lab A	WLD4170* (3) The Welder and Manufacturing
	WLD4126* (3) Flux Cored Arc Welding	Elective ¹ (3)	WLD4155* (3) Fitting and Fabrication	WR121 (3) English Composition	WR214T (3) Professional/Technical Writing	Distribution Course ⁴ (3)
				Speech Course ³ (3)	Distribution Course ⁴ (3)	
	Term credits = 15	Term credits = 15	Term credits = 15	Term credits = 18	Term credits = 18	Term credits = 15
						Total credits= 96

● = Credits earned in a certificate may be applied towards other certificates and degrees. See your advisor for more information.

🏠 = Course available through Distance Learning (see pages 12-13).

(3)= Number of course credits.

Certificate of Completion Fabrication/Welding Technology

Prerequisites

All courses marked with an * in this program must be completed with a "C" or better

MTH55 requires an appropriate placement test score.

WR0525 with a "C" or better or placement test score.

Recommended Sequence for Full-time Students

(Students should see an advisor or counselor to customize their educational plans.)

First Year Fall	First Year Winter	First Year Spring
MTH55 (3) Intro Technical Mathematics or higher	BA285 (3) Human Relations in Organizations	DRFT105* (3) Blueprint Reading
WLD4010* (3) Welding Processes I	MTH80 (3) Technical Mathematics I	MFG4180* (3) Field Experience or WLD9225
WLD4061* (3) Shielded Metal Arc Welding I	WLD4062* (3) Shielded Metal Arc Welding II	WLD4150* (3) Pipe Fitting and Welding
WLD4100* (3) Gas Tungsten Arc Welding	WLD4125* (3) Gas Metal Arc Welding	WLD4155* (3) Fitting and Fabrication
WLD4126* (3) Flux Cored Arc Welding	WLD4165* (3) Welding Lab A	WLD4166* (3) Welding Lab B
	WR90 (3) Paragraph Fund or higher	
Term credits = 15	Term credits = 18	Term credits = 15
		Total credits= 48

Program Note:

Advising by Manufacturing Technology Fabrication/Welding instructor only.
Up to nine credits of Work Experience may be substituted as applicable to course objectives.

● = Credits earned in a certificate may be applied towards other certificates and degrees. See your advisor for more information.

🏠 = Course available through Distance Learning (see pages 12-13).

(3)= Number of course credits.

Industrial Technology

Associate of Applied Science Industrial Technology (Apprenticeship)

The *Associate of Applied Science in Industrial Technology (Apprenticeship)* program offers the apprentice and journey level an opportunity to obtain an Associate of Applied Science degree. If students wish to enter the program, they must be from one of a variety of trades and crafts recognized by Southwestern and the Bureau of Labor and Industry. This degree is not eligible for financial aid.

Program Requirements

Credit Hours

Forty (40) credits of on-the-job work experience acquired while enrolled as an apprentice.	.40
Thirty-six (36) credits allowed for completion of journeyman status. This is computed on the basis of 144 hours per year over four years.	.36
Twenty-four (24) credits of General Education courses as outlined. Substitutions may be made on the basis of demonstrated skills, knowledge, or experience.	.24
Total Requirements	.100

General Education Requirements

Credit Hours

BA285	Human Relations in Organizations	.3
MTH55	Introductory Technical Mathematics	.3
PE231	Wellness for Life ¹	.3
WR121	English Composition	.3
Elective ²		.3
Distribution Courses ³		.6
Speech Course ⁴		.3

Program notes

Students must be employed in an "Approved Apprenticeship Program" prior to registration.

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

Notes:

- HE250 or three credits of PE185 may be substituted for PE231.
- Developmental and remedial courses, listed on page 62, will not fulfill elective requirements.
- See Distribution requirement lists on page 63. Courses must be from outside the student's area of concentration.
- Speech courses include SP100, 111, 112, 217, 218, 219.

Health Occupations/Allied Health

Description: These programs are designed to prepare students for employment in a variety of medical settings. Rural hospitals serve as health care centers, often combining long-term skilled care with hospital care. Rural health aides are prepared to transcribe physician's orders, assemble charts, and perform medical clerical/medical records tasks as well as provide personal and basic patient care in homes, hospitals, long term care, and assisted living facilities under the supervision of an RN or LPN. Basic nursing assistants (when certified by the Oregon State Board of Nursing as Certified Nursing Assistants) provide personal and basic nursing care to clients and patients in homes, clinics, assisted living facilities, skilled and acute care settings under the supervision of licensed health care professionals.

Employment Opportunities: Rural health aide career opportunities range from fair to excellent with occupational titles that include Home Health Aide, Nursing Assistant, Residence Assistant, Caregiver, Personal Care Attendant, Certified Nursing Assistant, Ward Clerk, and Unit Secretary. Basic nursing assistant career opportunities range from good to excellent with occupational titles that include Home Health Aide, Nursing Assistant, Residence Assistant, Caregiver, Personal Care Attendant, and Certified Nursing Assistant.

The **Basic Nursing Assistant Training Opportunity** prepares students to be eligible for certification as outlined by the Oregon State Board of Nursing, to care for clients in a variety of settings including long-term care and intermediate care, home health, hospice care, foster care, and assisted living situations. Students must be formally admitted to the program. Contact the Student Services Office in Dellwood Hall, back lobby window, for further application requirements.

The **Rural Health Aide Certificate of Completion** program is designed to prepare students for the unique workplace requirements of rural hospitals that often serve as health care centers, combining long term care with hospital care. These graduates will be cross-trained as basic nursing assistants (eligible for CNA certification as outlined by the Oregon State Board of Nursing) and as hospital unit clerks. They will be prepared to care for clients in a variety of medical settings as well as be prepared to transcribe physician's orders, assemble charts, and perform medical clerical/medical records tasks. Much of the certificate coursework can apply to nursing program requirements.

The **Medical Aide Certificate of Completion** prepares students to work in a medical office or as an aide in a health care setting. Medical clerical workers or aides will process and transmit information to physicians, patients, office personnel and outside organizations. These activities require a good command of the English language, medical terminology and a basic understanding of the structure and functions of the human body. Medical clerical workers or aides must be tactful in their dealings with many different people, and therefore should possess excellent interpersonal skills. Discretion, judgment, organizational ability, and initiative are important, as well as versatility and adaptability. Conscientiousness, a sense of responsibility, and respect for the confidential nature of medical information are also required. Sample jobs/titles include: Home Health Aide, Caregiver, Personal Care Attendant, Residence Assistant, Office Clerk/Receptionist.

- Pending state approval the **Medical Aid Certificate of Completion** will be available fall 2006.

See the Business and Office Occupations section for:

Associate of Applied Science in Medical Office Assistant
Medical Clerical Certificate of Completion
Medical Transcription Certificate of Completion

Program notes

Certificate of Completion Rural Health Aide

Notes:

1. Students who hold a current Oregon Nursing Assistant Certificate may substitute this course with specific electives.
2. Students may substitute CHEM121/CHEM122 or CHEM122/CHEM123 for OA5401/OA5402. Students who have completed one year of advanced placement high school chemistry with a lab within the past five years with a grade of "C" or better or CHEM121/122 may substitute BI231/BI232 or BI233/BI234 for OA5401/OA5402.
3. Specific electives: ANTH103, BI234, HE201, HS167, 168, OA240, 2597, 5533, PHAR5472, 5474, PSY201, 202, 203.
4. Prerequisite is OA121 Keyboarding with a "C" or better or a typing speed of 30 wpm.
5. SP218 or SP219 may be substituted for SP100.

Certificates of Completion Rural Health Aide and Medical Aide (including Training Opportunity)

Prerequisites

CS101 or pass waiver test (for all CIS/CS courses)

MTH25 or MTH55 with a "C" or better or placement test score.

WR0525 with a "C" or better or placement test score.

Recommended Sequence for Full-time Students

(Students should see an advisor or counselor to customize their educational plans.)

First Year Fall	First Year Winter	First Year Spring	
NUR546 (8) Basic Nursing Assistant ¹	CS125W (3) Word Processing Applications	HE280 (3) Field Experience	Training Opportunity Basic Nursing Assistant NUR546 Total credits = 8
OA2221 (3) Medical Terminology I	OA2222 (3) Medical Terminology II	MTH70 (4) Elementary Algebra or higher	
OA5401 (3) Body Structure and Functions I ²	OA5402 (3) Body Structure and Functions II ²	OA124 (3) Keyboard Skillbuilding ⁴	●Certificate of Completion Medical Aide BA285 OA124 or CS125W OA2221 OA2222 OA5401 OA5402 Total credits = 18 (pending state approval)
OA116 (3) Office Procedures	WR90 (3) Paragraph Fund or higher	SP100 (3) Basic Speech Communications ⁵	
	Specific Elective ³ (3-4)	Specific Elective ³ (3-4)	
Term credits = 17	Term credits = 15-16	Term credits = 16-17	
		Total credits= 48-50	

● = Credits earned in a certificate may be applied towards other certificates and degrees. See your advisor for more information.

🏠 = Course available through Distance Learning (see pages 12-13).

(3)= Number of course credits.

Health Occupations/Medical Technical

Description: These programs are designed to prepare students for employment as skilled technical members of health occupations teams.

Pharmacy technicians are trained to assist the pharmacist in preparing and dispensing medications in hospitals, long-term care facilities, as well as independent and chain store pharmacies connected to retail stores.

Employment Opportunities: Pharmacy technician career opportunities range from fair to excellent with occupational titles that include Pharmacist Assistant and Pharmacy Technician.

The **Pharmacy Technician Certificate of Completion** program's core courses will be offered every other year. Some core courses will be offered only during those years that the program is run in its entirety. Students can work during the odd-numbered years on the approved non-core courses for the program in preparation for when the core courses and entire program will be offered. Non-core courses marked with an asterisk (*) are offered each year (see next page). Please see an advisor for further information.

The program prepares individuals for employment in hospital and retail pharmacies. Pharmacy Technician is a category of support personnel and denotes a skilled worker who has been trained to assist the pharmacist in preparing and dispensing medications. This category of support personnel is spelled out in Oregon Administrative Rules 855-41-205 under the auspices of the Oregon State Board of Pharmacy. Due to the nature of this curriculum and the access to drugs, all students will have to declare themselves "drug free" and be subject to a criminal investigation check. Any student who is unable, for any reason, to complete the practice parts of this

curriculum will not be able to continue in the program. Drug testing will be done prior to clinical practice. This is a restricted program, and students must be formally admitted to the Pharmacy Technician program. Graduates may choose to take a national certification examination at the successful conclusion of the program. Contact the Student Services Office in Dellwood Hall, back lobby window, for application requirements.

The **Medical Aide Certificate of Completion** prepares students to work in a medical office or as an aide in a health care setting. Medical clerical workers or aides will process and transmit information to physicians, patients, office personnel and outside organizations. These activities require a good command of the English language, medical terminology and a basic understanding of the structure and functions of the human body. Medical clerical workers or aides must be tactful in their dealings with many different people, and therefore should possess excellent interpersonal skills. Discretion, judgment, organizational ability, and initiative are important, as well as versatility and adaptability. Conscientiousness, a sense of responsibility, and respect for the confidential nature of medical information are also required. Sample jobs/titles include: Home Health Aide, Caregiver, Personal Care Attendant, Residence Assistant, Office Clerk/Receptionist.

- Pending state approval the **Medical Aid Certificate of Completion** will be available fall 2006.

See Public Safety section for:

Emergency Medical Technician Certificate of Completion

Program notes

Certificate of Completion Pharmacy Technician

Notes:

•Acceptance to the program will be on a first-come, first-served qualified applicant basis. Students will be formally admitted to the program during the fall term. For program application procedures and entrance requirements, contact the Student Services Office in Dellwood Hall, back lobby window. Students must successfully complete all courses in a quarter before advancing to the next quarter.

•Non-core courses marked with an asterisk (*) are offered each year. Please see an advisor for further information.

Certificate of Completion Pharmacy Technician

Prerequisites

All courses in this program must be completed with a "C" or better

CS101 or pass waiver test (for all CIS/CS courses)

MTH25 or MTH55 with a "C" or better or placement test score.

WR90 with a "C" or better or placement test score.

Recommended Sequence for Full-time Students

(Students should see an advisor or counselor to customize their educational plans.)

First Year Fall	First Year Winter	First Year Spring	
MTH70* (4) Elementary Algebra or higher	OA2222* (3) Medical Terminology II	BA285* (3) Human Relations in Organizations	●Certificate of Completion Medical Aide BA285 OA124 or CS125W OA2221 OA2222 OA5401 OA5402 Total credits = 18 (pending state approval)
OA2221(3) Medical Terminology I	OA5402* (3) Body Structure and Function II	PHAR5473 (3) Pharmacology II	
OA5401*(3) Body Structure and Function I	PHAR5472* (3) Pharmacology I	PHAR5476 (4) Pharmacy Tech Procedures II	
PHAR5470* (4) Intro to Pharmacy: Practice and Law	PHAR5474 (2) Pharmacy Calculations	PHAR5477 (3) Pharmacy Records Management	
WR121*(3) English Composition	PHAR5475 (4) Pharmacy Tech Procedures I	PHAR5478 (3) Pharmacy Tech Practicum	
	SP100* (3) Basic Speech Communication or SP219		
Term credits = 17	Term credits = 18	Term credits = 16	
		Total credits= 51	

- = Credits earned in a certificates may be applied towards other certificates and degrees. See your advisor for more information.
- ☞ = Course available through Distance Learning (see pages 12-13).
- (3) = Number of course credits.

Health Occupations/Medical Technical

Description: These programs are designed to prepare students for employment as skilled technical members of health occupations teams. Surgical technicians work as members of multi-disciplinary surgical practice teams in operating rooms and surgical arenas under the direction and supervision of Registered Nurses and surgeons.

Employment Opportunities: Surgical technician career opportunities range from good to excellent with occupational titles that include Surgical Technologist, Sterile Processing Technologist, and Operating Room Technologist.

The ***Surgical Technology Certificate of Completion*** program's core courses will be offered every other year and may begin during a term other than fall. The program prepares students to assemble operating room supplies and instruments as well as actively assist during surgery. Both classroom instruction and practicum are part of the curriculum. Students will be drug tested and have a criminal background check prior to clinical experience. Successful completion of this program qualifies the student for meeting academic and skill requirements to take the national certification exam. This is a restricted program. Students must be formally admitted to the Surgical Technology program. *This program is offered on as needed basis, approximately every two to three years. Contact the Student Services Office in Dellwood Hall, back lobby window, for requirements.

See Public Safety section for:

Emergency Medical Technician Certificate of Completion

Program notes

Certificate of Completion Surgical Technology

Note:

•Students who have completed one year of high school chemistry with a lab or CHEM121/122 within the past five years with a grade of "C" or better may substitute BI232/BI233 for OA5401/OA5402.

Certificate of Completion Surgical Technology

Prerequisites

MTH25 or MTH55 with a "C" or better or placement test score.

WR0525 with a "C" or better or placement test score.

Recommended Sequence for Full-time Students

(Students should see an advisor or counselor to customize their educational plans.)

First Year Fall	First Year Winter	First Year Spring	First Year Summer
OA5401 (3) Body Structure and Function I	MTH70 (4) Elementary Algebra	BA285 (3) Human Relations in Organizations	ST5537 (8) Clinical Rotation in Surgical Tech II
ST5530 (4) Aseptic Theory and Techniques	OA5402 (3) Body Structure and Function II	CS101 (2) Computers in Society	
ST5531 (3) Introduction to Surgical Technology	ST5533 (3) Pharmacology for Surgical Tech	ST5535 (4) Surgical Procedures II	
ST5532 (6) Princ and Pract of Surgical Tech	ST5534 (4) Surgical Procedures I	ST5536 (8) Clinical Rotation in Surgical Tech I	
	WR90 (3) Paragraph Fund or higher		
Term credits = 16	Term credits = 17	Term credits = 17	Term credits = 8
			Total credits= 58

● = Credits earned in a certificate may be applied towards other certificates and degrees. See your advisor for more information.

🏠 = Course available through Distance Learning (see pages 12-13).

(3)= Number of course credits.

Health Occupations/Nursing

Description: This program is designed to prepare students with entry-level skills needed to assume the role of a Registered Nurse. Students will need to successfully complete the licensure exam at the end of six quarters **or** students may elect to replace the last term of the Associate of Applied Science degree with a Bachelor's in Nursing course and complete three more terms to achieve a Bachelor's in Nursing degree. Students who have completed an Associate of Applied Science degree would need to complete an additional four quarters to receive a Bachelor's in Nursing degree.

Employment Opportunities: Registered Nursing career opportunities range from good to excellent with occupational titles that include Staff Nurse, Home Health Nurse (BSN preferred), Basic Nursing Assistant Program Instructor (BSN preferred), Clinic Nurse (RN), Hospice Nurse (BSN preferred), School Nurse (BSN), Specialty Nursing (Associate with in-hospital training after usually one year in Medical Surgical area, BSN, MSN with clinical specialty), Public Health nursing (BSN preferred). The salary entry range for an Associate of Applied Science degree RN ranges from \$30,000 to \$45,000 and for a BSN from \$40,000 to \$55,000. There is great variability across the country.

The **Associate of Applied Science in Nursing** degree prepares graduates to become licensed as a Registered Nurse. Successful completion of six quarters qualifies students for meeting the academic requirements to take the NCLEX exam for licensure in the state of Oregon. The license is transferable across the nation. Once admitted the student is required to take all curriculum courses as they appear in the catalog **or before**. In other words, **each term is a prerequisite to the next**. This is a restricted entry program and students must submit a separate application along with their college admission application. The Bachelor's degree is awarded by Oregon Health and Science University with all courses available in Coos Bay. Contact Jo Sullivan at 541-888-7338 or jsullivan@socc.edu or Barbara Shreckengost at 541-888-7443 or bshreckengost@socc.edu or online at www.socc.edu/academics/AAS_nurse for further application requirements.

Beginning the fall of 2006 students will need to complete a total of 49 prerequisite credits to be admitted to the Nursing program. Thirty (30) of these credits must be completed prior to submitting the nursing application. Selections will be based on the point system found in the application packet with provisional admittance requiring completion of the remaining 19 credits of prerequisites according to timelines in the application packet.

The first 30 credits must include at least one term of Anatomy and Physiology.

Prerequisite Year notes

1. Students applying for the Nursing program must have completed either a Chemistry sequence (CHEM 104, 105, 106; CHEM 121, 122, 123; or CHEM 221, 222, 223) or CHEM 110 within the last five years.
2. Students must be enrolled in or have completed BI231 prior to submitting an application winter term.
3. CIS 131 has been re-numbered to CS 120; students that have already completed CIS 131 will not have to re-take CS 120.

Program notes

1. ANTH 222 or 223 may be substituted for ANTH221.
2. See Distribution requirement lists on page 63. Courses must be from outside the student's area of concentration.
3. PE231 or three credits of PE185 may be substituted for HE250.
4. Developmental and remedial courses, listed on page 62, will not fulfill elective requirement. Courses must be from outside the student's area of concentration.

The **Perioperative Nursing Training Opportunity** is designed for practicing Registered Nurses who have no previous experience in operating room nursing. Course content includes knowledge and skills required to care for patients having surgical intervention. Preparation for beginning level independent practice will incorporate direct classroom instruction and lecture/lab work in an operating room suite. Students must have a current unencumbered Oregon State Board of Nursing Registered Nurse License.

Perioperative nurse career opportunities range from good to excellent with occupational titles that include Surgery Nurse, Operating Room Nurse, and Scrub Nurse.

<p>Training Opportunity Perioperative Nursing NUR9411 and NUR9412 Total credits = 10</p>

Associate of Applied Science Nursing (including Prerequisite Year requirements)

Prerequisites

All courses in this program must be completed with a "C" or better

Reading Score of ASSET 39
COMPASS 69

WR122 with a "C" or better or placement test score.

Recommended Sequence for Full-time Students

(Students should see an advisor or counselor to customize their educational plans.)

Prerequisite Year	First Year Fall	First Year Winter	First Year Spring	Second Year Fall	Second Year Winter	Second Year Spring
Fall Term BI149 CHEM110¹ MTH95 WR121 Total credits= 14	BI234 (4) Microbiology	NRS111 (6) Foundations Nursing Chronic Illness I	NRS112 (6) Foundations Nursing Acute Care I	NRS222 (9) Foundations Nursing Acute Care II	NRS221 (9) Foundations Nursing Chronic Illness II	NRS224 (9) Scope Pract and Precep for AAS
Winter Term BI231² CS120³ PHL102 PSY237 WR122 Total credits= 17	ANTH221 ¹ (3) Cultural Anthropology	NRS230 (3) Clinical Pharmacology I	NRS231 (3) Clinical Pharmacology II	Humanities/Social or Natural Science Courses ² (6)	Humanities/Social or Natural Science Courses ² (6)	HE250 (3) Personal Health ³
Spring Term BI232 FN225 SOC206 SP218 or SP219 Total credits= 14	NRS110 (9) Foundations Nursing Health Promotion	NRS232 (3) Pathophysiology Processes I	NRS233 (3) Pathophysiology Processes II			Elective ⁴ (3)
Summer Term BI233 Total credits= 4	WR123 (3) English Composition or WR227	PHL103 (3) Intro to Logic and Critical Thinking				
	Term credits = 16	Term credits = 15	Term credits = 15	Term credits = 15	Term credits = 15	Term credits = 15
						Total credits= 91

● = Credits earned in a certificate may be applied towards other certificates and degrees. See your advisor for more information.

🏠 = Course available through Distance Learning (see pages 12-13).

(3)= Number of course credits.

Human Services

Description: The human service professional is dedicated to providing services to assist individuals, families, and communities to function as effectively as possible in the major domains of living. Enhancing the quality of life for those served is a primary goal. A strong desire to help others is an important consideration for a job as a human services worker, but each human service worker must also have a broad, interdisciplinary knowledge base in order to succeed in their goal of helping. Human service workers hold professional and paraprofessional jobs in such diverse settings as group homes and halfway houses; correctional, developmentally disabled and community mental health centers; family, child, youth, and senior service agencies; and programs concerned with alcoholism, drug abuse and family violence.

Employment Opportunities: Human service career opportunities range from good to excellent with occupational titles that include Caseworker, Mental Health Aide, Substance Abuse Counselor, Residential Counselor, Family Support Worker, Social Service Technician, Child Abuse Worker, Personal and Home Care Aide, Child Advocate, Community Outreach Worker, Treatment Counselor, Skills Trainer, Youth Worker, Welfare Eligibility Worker, Psychological Aide, Juvenile Court Liaison, and Intake Interviewer. It is important to note that secondary education improves salary opportunities.

For additional information on any of these programs, please contact the Human Services program advisor.

The **Associate of Science** degree with an emphasis in human services is for students who intend to transfer and earn a Bachelor's degree from a four-year college or university. The curriculum will lead to an Associate of Science degree upon completion from Southwestern and will satisfy the lower-division requirements of transfer institutions. Students may petition for adjustments in the AS with an emphasis in human services at Southwestern if course requirements for the first two years of any accredited four-year institution offering a degree in social sciences, human services or social work are met.

The AS Human Services degree at Southwestern also meets all requirements for the AA/OT, so no additional courses outside of the AS Human Services need to be taken in order for a student to meet both degree requirements. When applying for graduation at Southwestern two separate applications must be submitted for the AS Human Services and the Associate of Art Oregon Transfer (AA/OT).

Program notes

Associate of Science Human Service Emphasis

Notes:

1. SP111, SP112, or SP218 may be substituted for SP219.
2. One lab science sequence must be selected from the Science Distribution Requirement list on page 61. Biology is strongly recommended.
3. Prerequisite of MTH70 with a "C" or better or appropriate placement test score.
4. Students planning to attend Oregon State University should take WR227.
5. SOC205 or SOC206 may be substituted for SOC204.
6. One Arts and Letters course must be selected from: ENG104, 105, 106, 107, 108, 109, 201, 202, 203, 204, 205, 206, 253, 254, 255; HUM204, 205, 206.
7. Specific electives from prefixes: ANTH, CJ, ED, HDFS, HS, SOC, SPAN, PSY. Students who have not completed two years of high school foreign language are encouraged to take approved foreign language courses.
8. Course must be selected from the Arts and Letters Distribution Requirement list on page 61.
9. Developmental and Remedial courses listed on page 60 will not fulfill elective requirement.
- The AS Human Services Emphasis degree meets all the requirements for the AA/OT. Students who wish to receive both degrees must submit a separate application and fee for each degree. Three (3) credits in Arts and Letters or Social Sciences must fulfill the Cultural Diversity requirement for the AA/OT.

Associate of Science Human Services Emphasis

Prerequisites

All HS courses in this program must be completed with a "C" or better

CS101 or pass waiver test (for all CIS/CS courses)

MTH95 with a "C" or better or placement test score.

Reading Score of ASSET 39
COMPASS 69

WR90 with a "C" or better or placement test score.

Recommended Sequence for Full-time Students

(Students should see an advisor or counselor to customize their educational plans.)

	First Year Fall	First Year Winter	First Year Spring	Second Year Fall	Second Year Winter	Second Year Spring
	HS100 (3) Intro to Human Services	CS120 (4) Concepts of Computing	HS155 (3) Interviewing Theory and Techniques	HS265 (4) Intervention Strategies I	HS266 (4) Intervention Strategies II	HS267 (4) Intervention Strategies III
	PSY201 (3) General Psychology	HS154 (3) Community Resources	PSY203 (3) General Psychology	MTH243 (4) Intro to Probability & Statistics or MTH111	Arts and Letters Course ⁶ (3)	PE231 (3) Wellness for Life or HE250
	SP219 (3) Small Group Discussion ¹	PSY202 (3) General Psychology	PSY228 (3) Intro to Social Science Research ³	SOC205 (3) General Sociology ⁵	Arts and Letters Elective ⁸ (3)	Arts and Letters Course ⁶ (3)
	WR121 (3) English Composition	WR122 (3) English Composition	WR123 (3) English Composition or WR227 ⁴	Arts and Letters Course ⁶ (3)	Specific Elective ⁷ (3)	Elective ⁹ (3)
	Science Sequence ² (4)	Science Sequence ² (4)	Science Sequence ² (4)	Specific Elective ⁷ (3)		
	Term credits = 16	Term credits = 17	Term credits = 16	Term credits = 17	Term credits = 13	Term credits = 13
						Total credits= 92

● = Credits earned in a certificate may be applied towards other certificates and degrees. See your advisor for more information.

🏠 = Course available through Distance Learning (see pages 12-13).

(3)= Number of course credits.

Human Services

Description: The human service professional is dedicated to providing services to assist individuals, families, and communities to function as effectively as possible in the major domains of living. Enhancing the quality of life for those served is a primary goal. A strong desire to help others is an important consideration for a job as a human services worker, but each human service worker must also have a broad, interdisciplinary knowledge base in order to succeed in their goal of helping. Human service workers hold professional and paraprofessional jobs in such diverse settings as group homes and halfway houses; correctional, developmentally disabled and community mental health centers; family, child, youth, and senior service agencies; and programs concerned with alcoholism, drug abuse and family violence.

Employment Opportunities: Human service career opportunities range from good to excellent with occupational titles that include Caseworker, Mental Health Aide, Substance Abuse Counselor, Residential Counselor, Family Support Worker, Social Service Technician, Child Abuse Worker, Personal and Home Care Aide, Child Advocate, Community Outreach Worker, Treatment Counselor, Skills Trainer, Youth Worker, Welfare Eligibility Worker, Psychological Aide, Juvenile Court Liaison, and Intake Interviewer. It is important to note that secondary education improves salary opportunities.

The **Associate of Applied Science in Gerontology** degree program is designed to prepare students for entry-level positions in the field of gerontology and to enhance their learning about the special needs of the elder population. Students will have an opportunity to participate in practicum experiences in local agencies serving seniors.

The **Basic Technical Skills and Core Concepts in Human Services Certificates of Completion** are designed to offer the student very basic skills for entry-level jobs in social service agencies and non-profit organizations. The credits achieved in these certificates can be applied to the Associate of Science Human Services Emphasis transfer program and the Associate of Applied Science (AAS) in Gerontology, Human Services or Substance Abuse programs. These certificates are designed for the individual who has a high school diploma or GED or is dual-enrolled while in high school. It is also designed for individuals currently working in social service agencies who want to advance in the field by furthering their education while maintaining employment. For employers, this certificate provides training for workers who may be promoted to higher levels of responsibility within the business, agency or organization.

Program notes

Associate of Applied Science Gerontology

Notes:

1. Students may challenge CS101.
2. Optional summer term (with instructor's approval). Six of the ten total credits of field experience required may be taken during the summer.
3. SP111, SP112, **or** SP218 may be substituted for SP219.
4. Developmental and remedial courses, listed on page 62, will not fulfill elective requirements.
5. See Distribution requirement lists on page 63. Courses must be from outside the student's area of concentration and not include courses with prefixes CJ or HS.
6. Students enrolled in HS170 must enroll in three credits of HS291.
7. SOC204 **or** SOC206 may be substituted for SOC205.
8. HE250 **or** three credits of PE185 may be substituted for PE231.
9. Prerequisite of MTH70 with a "C" or better or appropriate placement test score.

Associate of Applied Science Gerontology

Prerequisites

All HS courses in this program must be completed with a "C" or better

MTH25 or MTH55 with a "C" or better or placement test score.

Reading Score of ASSET 39
COMPASS 69

WR90 with a "C" or better or placement test score.

Recommended Sequence for Full-time Students

(Students should see an advisor or counselor to customize their educational plans.)

	First Year Fall	First Year Winter	First Year Spring	Second Year Fall	Second Year Winter	Second Year Spring
	CS101 (2) Computers in Society ¹	CS120 (4) Concepts of Computing	HS150 (3) Personal Effectiveness	HS167 (3) Gerontology	HS224 (3) Group Counseling Skills	HS261 (3) Counseling the Older Adult
	HS100 (3) Introduction to Human Services	HS154 (3) Community Resources	HS155 (3) Interviewing Theory and Techniques	HS213 (3) Cultural Competence	HS266 (4) Intervention Strategies II	HS267 (4) Intervention Strategies III
	MTH70 (4) Elementary Algebra or higher	SP219 (3) Small Group Discussion ³	HS170 (3) Introduction to Field Experience ⁶	HS219 (3) Case Management and Client Records	SOC205 (3) General Sociology ⁷	PE231 (3) Wellness for Life ⁸
	HS291 (1) Field Experience ²	Elective ⁴ (3)	HS291 (3) Field Experience ²	HS265 (4) Intervention Strategies I	HS291 (3) Field Experience ²	PSY228 (3) Intro to Social Science Research ⁹
	PSY201 (3) General Psychology	Distribution Course ⁵ (3)	PSY237 (3) Lifespan Development	HS291 (3) Field Experience ²	PSY243 (3) Drugs and Behavior	Distribution Course ⁵ (3)
	WR121 (3) English Composition					
	Term credits = 16	Term credits = 16	Term credits = 15	Term credits = 16	Term credits = 16	Term credits = 16
						Total credits= 95

●Certificate of Completion
Basic Technical Skills in Human Services
CS101¹
HS155
HS219
CS120
Total credits = 12
Program Note
1. Students may challenge CS101.

●Certificate of Completion
Core Concepts in Human Services
HS100
HS150
HS154
HS213 or PSY237
Total credits = 12

● = Credits earned in a certificate may be applied towards other certificates and degrees. See your advisor for more information.

= Course available through Distance Learning (see pages 12-13).

(3)= Number of course credits.

Human Services

Description: The human service professional is dedicated to providing services to assist individuals, families, and communities to function as effectively as possible in the major domains of living. Enhancing the quality of life for those served is a primary goal. A strong desire to help others is an important consideration for a job as a human services worker, but each human service worker must also have a broad, interdisciplinary knowledge base in order to succeed in their goal of helping. Human service workers hold professional and paraprofessional jobs in such diverse settings as group homes and halfway houses; correctional, developmentally disabled and community mental health centers; family, child, youth, and senior service agencies; and programs concerned with alcoholism, drug abuse and family violence.

Employment Opportunities: Human service career opportunities range from good to excellent with occupational titles that include Caseworker, Mental Health Aide, Substance Abuse Counselor, Residential Counselor, Family Support Worker, Social Service Technician, Child Abuse Worker, Personal and Home Care Aide, Child Advocate, Community Outreach Worker, Treatment Counselor, Skills Trainer, Youth Worker, Welfare Eligibility Worker, Psychological Aide, Juvenile Court Liaison, and Intake Interviewer. It is important to note that secondary education improves salary opportunities.

The **Associate of Applied Science in Human Services** degree program provides students an opportunity to add coursework in a variety of specialty areas in the field including early childhood education, criminal justice, abnormal psychology, and family services. Students in this program can also choose to develop or enhance their Spanish-speaking abilities. Human service workers who can converse in Spanish increase their employability substantially and students are encouraged to consider this when planning their college program.

The **Basic Technical Skills and Core Concepts in Human Services Certificates of Completion** are designed to offer the student very basic skills for entry-level jobs in social service agencies and non-profit organizations. The credits achieved in these certificates can be applied to the Associate of Science Human Services Emphasis transfer program and the Associate of Applied Science (AAS) in Gerontology, Human Services or Substance Abuse programs. These certificates are designed for the individual who has a high school diploma or GED or is dual-enrolled while in high school. It is also designed for individuals currently working in social service agencies who want to advance in the field by furthering their education while maintaining employment. For employers, this certificate provides training for workers who may be promoted to higher levels of responsibility within the business, agency or organization.

Program notes

Associate of Applied Science Human Service

Notes:

1. Students may challenge CS101.
2. Optional summer term (with instructor's approval). Six of the ten total credits of field experience required may be taken during the summer.
3. SP111, SP112, or SP218 may be substituted for SP219.
4. Developmental and remedial courses, listed on page 62, will not fulfill elective requirements.
5. Specific electives: any course with a prefix of ANTH, CJ, ED, HDFS, HS, PSY, SOC, SPAN.
6. Students enrolled in HS170 must enroll in three credits of HS291.
7. SOC205 or SOC206 may be substituted for SOC204.
8. See Distribution requirement lists on page 63. Courses must be from outside the student's area of concentration and not include courses with prefixes CJ or HS.
9. HE250 or three credits of PE185 may be substituted for PE231.
10. Prerequisite of MTH70 with a "C" or better or appropriate placement test score.

Associate of Applied Science Human Services

Prerequisites

All HS courses in this program must be completed with a "C" or better

MTH25 or MTH55 with a "C" or better or placement test score.

Reading Score of ASSET 39
COMPASS 69

WR90 with a "C" or better or placement test score.

Recommended Sequence for Full-time Students

(Students should see an advisor or counselor to customize their educational plans.)

First Year Fall	First Year Winter	First Year Spring	Second Year Fall	Second Year Winter	Second Year Spring
CS101 (2) Computers in Society ¹	CS120 (4) Concepts of Computing	HS150 (3) Personal Effectiveness	HS213 (3) Cultural Competence	HS224 (3) Group Counseling Skills	HS267 (4) Intervention Strategies III
HS100 (3) Intro to Human Services	HS154 (3) Community Resources	HS155 (3) Interviewing Theory and Techniques	HS219 (3) Case Management and Client Records	HS266 (3) Intervention Strategies II	PE231 (3) Wellness for Life ⁹
HS291 (1) Field Experience ²	SP219 (3) Small Group Discussion ³	HS170 (3) Introduction to Field Experience ⁶	HS265 (4) Intervention Strategies I	HS291 (4) Field Experience ²	PSY228 (3) Intro to Social Science Research ¹⁰
MTH70 (4) Elementary Algebra or higher	Elective ⁴ (3)	HS291 (3) Field Experience ²	HS291 (3) Field Experience ²	PSY240 (3) Intro to Psychopharmacology	Distribution Course ⁸ (3)
PSY201 (3) General Psychology	Specific Elective ⁵ (3)	PSY237 (3) Lifespan Development	SOC204 (3) General Sociology ⁷	Distribution Course ⁸ (3)	Specific Elective ⁵ (3)
WR121 (3) English Composition					
Term credits = 16	Term credits = 16	Term credits = 15	Term credits = 16	Term credits = 16	Term credits = 16
					Total credits= 95

●Certificate of Completion Basic Technical Skills in Human Services

CS101¹
HS155
HS219
CS120
Total credits = 12

Program Note
1. Students may challenge CS101.

●Certificate of Completion Core Concepts in Human Services

HS100
HS150
HS154
HS213 or PSY237
Total credits = 12

● = Credits earned in a certificate may be applied towards other certificates and degrees. See your advisor for more information.

= Course available through Distance Learning (see pages 12-13).

(3)= Number of course credits.

Human Services

Description: The human service professional is dedicated to providing services to assist individuals, families, and communities to function as effectively as possible in the major domains of living. Enhancing the quality of life for those served is a primary goal. A strong desire to help others is an important consideration for a job as a human services worker, but each human service worker must also have a broad, interdisciplinary knowledge base in order to succeed in their goal of helping. Human service workers hold professional and paraprofessional jobs in such diverse settings as group homes and halfway houses; correctional, developmentally disabled and community mental health centers; family, child, youth, and senior service agencies; and programs concerned with alcoholism, drug abuse and family violence.

Employment Opportunities: Human service career opportunities range from good to excellent with occupational titles that include Caseworker, Mental Health Aide, Substance Abuse Counselor, Residential Counselor, Family Support Worker, Social Service Technician, Child Abuse Worker, Personal and Home Care Aide, Child Advocate, Community Outreach Worker, Treatment Counselor, Skills Trainer, Youth Worker, Welfare Eligibility Worker, Psychological Aide, Juvenile Court Liaison, and Intake Interviewer. It is important to note that secondary education improves salary opportunities.

The **Associate of Applied Science in Substance Abuse** degree helps prepare students to enter the field of chemical dependency counseling. Practicum experiences are carefully constructed with agencies working to prevent and treat substance abuse in the community. Students interested specifically in the field of chemical dependency counseling will want to consider seeking certification as an alcohol and drug counselor as part of their career path.

The **Basic Technical Skills and Core Concepts in Human Services Certificates of Completion** are designed to offer the student very basic skills for entry-level jobs in social service agencies and non-profit organizations. The credits achieved in these certificates can be applied to the Associate of Science Human Services Emphasis transfer program and the Associate of Applied Science (AAS) in Gerontology, Human Services or Substance Abuse programs. These certificates are designed for the individual who has a high school diploma or GED or is dual-enrolled while in high school. It is also designed for individuals currently working in social service agencies who want to advance in the field by furthering their education while maintaining employment. For employers, this certificate provides training for workers who may be promoted to higher levels of responsibility within the business, agency or organization.

Program notes

Associate of Applied Science Substance Abuse

Notes:

1. Students may challenge CS101.
2. Optional summer term (with instructor's approval). Six of the ten total credits of field experience required may be taken during the summer.
3. SP111, SP112, or SP218 may be substituted for SP219.
4. Developmental and remedial courses, listed on page 62 will not fulfill elective requirements.
5. See Distribution requirement lists on page 63. Courses must be from outside the student's area of concentration and not include courses with prefixes CJ or HS.
6. Students enrolled in HS170 must enroll in three credits of HS291.
7. SOC205 or SOC206 may be substituted for SOC204
8. HE250 or three credits of PE185 may be substituted for PE231.
9. Prerequisite of MTH70 with a "C" or better or appropriate placement test score.

Associate of Applied Science Substance Abuse

Prerequisites

All HS courses in this program must be completed with a "C" or better

MTH25 or MTH55 with a "C" or better or placement test score.

Reading Score of ASSET 39
COMPASS 69

WR90 with a "C" or better or placement test score.

Recommended Sequence for Full-time Students

(Students should see an advisor or counselor to customize their educational plans.)

	First Year Fall	First Year Winter	First Year Spring	Second Year Fall	Second Year Winter	Second Year Spring
	CS101 (2) Computers in Society ¹	CS120 (4) Concepts of Computing	HS150 (3) Personal Effectiveness	HS213 (3) Cultural Competence	HS200 (3) Understanding Addictive Behaviors	HS202 (3) Counsel Chemically Dependent Client
	HS100 (3) Introduction to Human Services	HS154 (3) Community Resources	HS155 (3) Interviewing Theory and Techniques	HS219 (3) Case Management and Client Records	HS224 (3) Group Counseling Skills	HS267 (4) Intervention Strategies III
	HS291 (1) Field Experience ²	SP219 (3) Small Group Discussion ³	HS170 (3) Introduction to Field Experience ⁶	HS265 (4) Intervention Strategies I	HS266 (4) Intervention Strategies II	PE231 (3) Wellness for Life ⁸
	MTH70 (4) Elementary Algebra or higher	Elective ⁴ (3)	HS291 (3) Field Experience ²	HS291 (3) Field Experience ²	HS291 (3) Field Experience ²	PSY228 (3) Intro to Social Science Research ⁹
	PSY201 (3) General Psychology	Distribution Course ⁵ (3)	PSY237 (3) Lifespan Development	SOC204 (3) General Sociology ⁷	PSY240 (3) Intro to Psychopharmacology	Distribution Course ⁵ (3)
	WR121 (3) English Composition					
	Term credits = 16	Term credits = 16	Term credits = 15	Term credits = 16	Term credits = 16	Term credits = 16
						Total credits= 95

●Certificate of Completion Basic Technical Skills in Human Services

CS101¹
HS155
HS219
CS120
Total credits = 12

Program Note
1. Students may challenge CS101.

●Certificate of Completion Core Concepts in Human Services

HS100
HS150
HS154
HS213 or PSY237
Total credits = 12

● = Credits earned in a certificate may be applied towards other certificates and degrees. See your advisor for more information.

= Course available through Distance Learning (see pages 12-13).

(3)= Number of course credits.

Natural Resources

Description: Turf and Landscape Technician graduates are prepared to work in entry and mid-level management positions in landscape maintenance, golf course maintenance, or county and state park management. An important aspect of most natural resource jobs involves effective communication and cooperation with people. Speaking and writing skills, along with a solid technical foundation, are necessary to solve the difficult problems facing natural resource personnel today. Most natural resource positions involve a variety of activities that can lead to an exciting and fulfilling career.

The **Associate of Applied Science in Turf and Landscape Technology** program provides students with the skills needed to begin a career in the field of turf and landscape technology. This degree provides students with the necessary technical skills and knowledge for employment in the golf, landscape, and ground and equipment maintenance fields. This program is developed in collaboration with businesses to give students current information and skill development for employment. Students take the courses for a variety of reasons including upgrading skills and knowledge, obtaining a degree, or retraining for a new profession. This is in keeping with the institution's mission of providing high quality education that enables students to achieve their goals. The knowledge and skills gained in these courses may also be applied in preparing for certificates from the Golf Course Superintendent's Association of America and/or Professional Landcare Network (PLANET).

The **Turf and Landscape Technology Certificate of Completion** provides students with the very basic skills needed to begin a career in Turf and Landscape Technology. The knowledge and skills gained in these courses apply towards the Turf and Landscape Technology Associate of Applied Science (AAS).

- **Pending state approval the Turf and Landscape Certificate of Completion will be available fall 2006.**

Program notes

Associate of Applied Science Turf and Landscape Technology

Notes:

1. HE250 or three credits of PE185 may be substituted for PE231.
2. See Distribution requirement lists on page 63. Courses must be from outside the student's area of concentration and not include courses with prefixes ENV and HORT.
3. Developmental and remedial courses, listed on page 62, and CS101, MTH55 will not fulfill elective requirement.

Associate of Applied Science Turf and Landscape Technology (including Certificate)

Prerequisites

CS101 or pass waiver test (for all CIS/CS courses)

MTH20 or MTH55 with a "C" or better.

Reading Score of ASSET 39
COMPASS 69

WR90 with a "C" or better or placement test score.

Recommended Sequence for Full-time Students

(Students should see an advisor or counselor to customize their educational plans.)

First Year Fall	First Year Winter	First Year Spring	Second Year Fall	Second Year Winter	Second Year Spring
BOT201 (4) General Botany	ENV102 (3) Water Resources	BI140 (4) Practical Ecology	ENV 235 (3) Intro to Soil Sciences	GS 105 (4) Physical Sciences	BA 285 (3) ● Human Relations
HORT100 (4) Intro to Horticulture	HORT130 (3) Plant Propagation	CS120 (4) ● Concepts of Computing	HORT210 (2) Landscape Theory	HORT132 (3) Pesticides & Herbicides Handling & Application	ENV 145 (3) Environmental Sampling
HORT123 (3) Landscape Maintenance	HORT231 (3) Irrigation and Drainage	HORT142 (3) Tree and Shrub ID (Deciduous)	PE 231 (3) ● Wellness for Life ¹	HORT 212 (3) Landscape Design Applications	HORT227 (2) Landscape Estimating & Bidding
HORT226 (3) Landscape Plant Material	HORT141 (3) Tree and Shrub ID (Conifers)	HORT 8122 (4) Greenhouse Crops	SP 218 (3) Interpersonal Communication	Elective ³ (3)	HORT280 (4) Field Experience
	MTH80 (3) Tech Mathematics I or higher	WR 121 (3) English Composition	Distribution Course ² (3)	Distribution Course ² (3)	WR 214T (3) Professional/ Technical Writing
Term credits = 14	Term credits = 15	Term credits = 18	Term credits = 14	Term credits = 16	Term credits = 15
					Total credits= 92

●Certificate of Completion
Turf and Landscape Technology

HORT123
HORT141 or HORT142
HORT226
HORT231

Total credits=12

(pending state approval)

● = Credits earned in a certificate may be applied towards other certificates and degrees. See your advisor for more information.

● = Course available through Distance Learning (see pages 12-13).

(3)= Number of course credits.

Physical Education

Description: The athletic trainer is a health care provider who specializes in the prevention, assessment, treatment and rehabilitation of injuries and illnesses. The athletic trainer is most directly responsible for all phases of health care in an athletic environment.

Employment Opportunities: Following completion of a Bachelor's degree at an accredited institution, athletic training career opportunities range from fair to excellent with occupational titles that include Athletic Trainer, Teacher/Athletic Trainer, Physical Therapist/Athletic Trainer, and Physician's Assistant/Athletic Trainer.

The **Associate of Science** degree with emphasis in athletic training will prepare students for transfer to accredited bachelor degree athletic training programs at colleges and universities. The curriculum is based on the current athletic training education competencies published by NATA education council. Southwestern Oregon Community College currently has 2+2 articulation agreements in athletic training with Washington State University (WSU), Eastern Washington University (EWU). This program also meets the requirements for the Associate of Arts Oregon Transfer Degree and the Western Undergraduate Exchange (WUE). An emphasis is placed on hands-on experience, gained through practicum with sports teams and medical professional settings.

Program notes

Associate of Science Athletic Training Emphasis

Notes:

1. Select Social Science courses from the following: ANTH101, 102, 103, 221, 222, 223, 230, 231, 232; CJ100, 101, 201, 220, 243; ECON201, 202; HDFS225, 229, 247; HS265, 266, 267; HST101, 102, 103, 201, 202, 203; PS201, 202, 205; SOC204, 205, 206. For students transferring to Washington State University, SOC204, 205, 206 is recommended.
 2. See Arts and Letters Emphasis Area Requirement list on page 61. Courses must be from outside the student's area of concentration and not include courses with prefix ENG. For students transferring to Eastern Washington University or Washington State University, ENG104, 105, 106 is recommended.
 3. One course (3 credits) from Arts and Letters or Social Science must also fulfill the Cultural Diversity requirement listed on page 29. The credits for such course will only be counted once toward the credits required to complete the degree.
- This program fulfills all the undergraduate Athletic Training prerequisites for and has 2+2 articulation agreements with Washington State University and Eastern Washington University. Articulation agreements are pending with Boise State University and Linfield College.
 - This degree for transfer students works as designed if the student completes the AS Athletic Training Emphasis and the Associate of Arts Oregon Transfer (AA/OT) degrees and graduates. The AS Athletic Training Emphasis degree at Southwestern also meets all requirements for the AA/OT, so no additional courses outside of the AS Athletic Training Emphasis need to be taken in order for a student to meet both degree requirements. Both degrees are required to ensure the seamless transition of students to the four-year graduating institutions for athletic training. When applying for graduation at Southwestern, two separate applications must be submitted - one for the AS Athletic Training Emphasis and one for the Associate of Art Oregon Transfer (AA/OT).
 - This program also meets the requirements for the Western Undergraduate Exchange (WUE).

Associate of Science Athletic Training Emphasis

Prerequisites

All courses in this program must be completed with a "C" or better

CS101 or pass waiver test (for all CIS/CS courses)

MTH95 with a "C" or better or placement test score.

Reading Score of ASSET 39
COMPASS 69

WR90 with a "C" or better or placement test score.

Recommended Sequence for Full-time Students

(Students should see an advisor or counselor to customize their educational plans.)

	First Year Fall	First Year Winter	First Year Spring	Second Year Fall	Second Year Winter	Second Year Spring
	CHEM221 (5) General Chemistry	CHEM222 (5) General Chemistry	CHEM223 (5) General Chemistry	BI231 (4) Anatomy and Physiology I	BI232 (4) Anatomy and Physiology II	BI233 (4) Anatomy and Physiology III
	PE131 (3) Intro to Health and PE	MTH111 (4) College Algebra	MTH112 (4) Elementary Functions	PE231 (3) Wellness for Life	HE252 (3) First Aid and CPR for Prof. Rescuer	ENG106 (3) Intro to Literature
	PSY201 (3) General Psychology	PSY202 (3) General Psychology	PE261 (3) Techniques of Taping	PH201 (5) Physics	PE280P (3) Practicum	FN225 (4) Nutrition
	SP218 (3) Interpersonal Comm. or SP219	WR122 (3) English Composition	PSY203 (3) General Psychology	Arts and Letters Sequence ^{2,3} (3)	Social Science Course ¹ (3)	PE264 (3) Personal Trainer Cond Concept
	WR121 (3) English Composition	Social Science Course ¹ (3)	WR123 (3) English Composition		Arts and Letters Sequence ^{2,3} (3)	Arts and Letters Sequence ^{2,3} (3)
	Term credits = 17	Term credits = 18	Term credits = 18	Term credits = 15	Term credits = 16	Term credits = 17
						Total credits= 101

● = Credits earned in a certificate may be applied towards other certificates and degrees. See your advisor for more information.

🏠 = Course available through Distance Learning (see pages 12-13).

(3)= Number of course credits.

Physical Education

Description: The Physical Education field encompasses personal training, fitness appraisals, health clubs, corporate fitness programs, and teaching within the field. Fitness professionals must stay up to date on the latest health and physical activity research and understand the research's practical applications. Physical Education professionals help individuals and groups in fitness, goal setting, and achievement. Fitness professionals refer clients to physicians, physical therapists, and other health professionals as needed.

Employment Opportunities: Physical Education career opportunities range from fair to excellent with occupational titles that include Physical Education/Bachelor's degree, Physical Education/Master's degree, Dietitian/Nutritionist, Health Service Manager, Health/PE Teacher, Personal Trainer.

The **Associate of Science** degree, with an emphasis in physical education is articulated with Eastern Oregon University Department of Health and Physical Education leading to a baccalaureate in Physical Education. This program has two goals. Upon completion of the physical education curriculum, students will be prepared to integrate allied health care with the health club industry. The program also serves as an excellent base for those students wishing to pursue graduate work in health education, nutrition, physical education and other health sciences.

Program notes

Associate of Science Physical Education Emphasis

Notes:

1. Select Social Science courses from the following: ANTH101, 102, 103, 221, 222, 223, 230, 231, 232; CJ100, 101, 201, 220, 243; ECON201, 202; HDFS225, 229, 247; HS265, 266, 267; HST101, 102, 103, 201, 202, 203; PS201, 202, 205; SOC204, 205, 206.
 2. One course (3 credits) from Arts and Letters or Social Science must also fulfill the Cultural Diversity requirement listed on page 29. The credits for such course will only be counted once toward the credits required to complete the degree.
 3. PE262 and WR123 must be taken concurrently.
 4. See Arts and Letters requirement lists on page 61. Students planning to transfer to Eastern Oregon University (EOU) are recommended prefixes ENG, ART, PHL.
- This program fulfills all the undergraduate Physical Education prerequisites for and has 2+2 articulation agreement with Eastern Oregon University and also meets the requirements for the Western Undergraduate Exchange (WUE).
 - This degree for transfer students works as designed if the student completes the AS Physical Education Emphasis and the Associate of Arts Oregon Transfer (AA/OT) degrees and graduates. The AS Physical Education Emphasis degree at Southwestern also meets all requirements for the AA/OT, so no additional courses outside of the AS Physical Education Emphasis need to be taken in order for a student to meet both degree requirements. Both degrees are required to ensure the seamless transition of students to the four-year graduating institutions for physical education. When applying for graduation at Southwestern, two separate applications must be submitted - one for the AS Physical Education Emphasis and one for the Associate of Art Oregon Transfer (AA/OT).

Associate of Science Physical Education Emphasis

Prerequisites

All courses in this program must be completed with a "C" or better

CS101 or pass waiver test (for all CIS/CS courses)

MTH95 with a "C" or better or placement test score.

Reading Score of ASSET 39
COMPASS 69

WR90 with a "C" or better or placement test score.

Recommended Sequence for Full-time Students

(Students should see an advisor or counselor to customize their educational plans.)

	First Year Fall	First Year Winter	First Year Spring	Second Year Fall	Second Year Winter	Second Year Spring
	CHEM121 (5) Introductory College Chemistry I	CHEM122 (5) Introductory College Chemistry II	CHEM123 (5) Introductory College Chemistry III	BI231 (4) Anatomy and Physiology I	BI232 (4) Anatomy and Physiology II	BI233 (4) Anatomy and Physiology III
	PE131 (3) Intro to Health and PE	MTH111 (4) College Algebra	PE231 (3) Wellness for Life	CS120 (4) Concepts of Computing	HE252 (3) First Aid & CPR for Prof. Rescuer	HE250 (3) Personal Health
	PSY201 (3) General Psychology	PSY202 (3) General Psychology	PE262 (3) Development of Adult Fitness ³	PE259 (3) Care & Prevention of Athletic Injuries I	PE295 (2) Prof Activities: Physical Cond	PE264 (3) Personal Trainer Conditioning
	SP218 (3) Interpersonal Communications	WR122 (3) English Composition	PSY203 (3) General Psychology	PE280P (3) Practicum	Arts and Letters Course ^{2,4} (3)	Arts and Letters Course ^{2,4} (3)
	WR121 (3) English Composition	Social Science Course ^{1,2} (3)	WR123 (3) English Composition ³	Arts and Letters Course ^{2,4} (3)	Social Science Course ^{1,2} (3)	
	Term credits = 17	Term credits = 18	Term credits = 17	Term credits = 17	Term credits = 15	Term credits = 13
						Total credits= 97

● = Credits earned in a certificate may be applied towards other certificates and degrees. See your advisor for more information.

🏠 = Course available through Distance Learning (see pages 12-13).

(3)= Number of course credits.

Public Safety

Description: A position as a career firefighter is considered one of the most challenging and dangerous jobs in the United States. Firefighters enjoy a great deal of job satisfaction (many polls indicate that a career as a firefighter is the most rewarding job in the United States). Fire science professionals work in residential, industrial, commercial, medical, airport, rescue, wildland, educational, and regulatory arenas. Fire science curriculum can include suppression fire fighting, emergency medical services, specialized rescue, aircraft fire suppression, wildland interface, fire prevention, and fire marshall inspection.

Employment Opportunities: Fire science positions are among the most competitive career tracks in the employment market. Firefighters often enjoy higher retirement benefit levels, and early retirements are often available. Occupational titles include Recruit Firefighter, Firefighter, Engineer/Pumper Operator, Company Officer, Chief Officer, Crew Boss, Strike Team Leader, ARFF (aircraft rescue fire fighting) Firefighter, Fire Marshall, Public Education Specialist, Rescue Specialist, EMT-Basic through Paramedic.

The **Associate of Applied Science in Fire Science Technology** program includes the necessary general education and specialized fire and emergency medical services courses to prepare students for careers at entry-level positions within the fire service. This curriculum was developed in cooperation with the College Fire Science Advisory Committee and the Oregon Department on Public Safety Standards and Training (DPSST). Due to continually changing laws and regulations mandated by Oregon's Occupational Safety and Health Administration (OR-OSHA), DPSST and the National Fire Protection Association (NFPA), students may be required to add, modify, or delete courses and/or hours to the curriculum to meet current standards. See your advisor for current requirements.

Program notes

Associate of Applied Science Fire Science Technology

Notes:

1. Student may substitute SP100 or SP219 for SP218
2. HE250 **or** three credits of PE185 may be substituted for PE231.
3. PSY202 **or** PSY203 may be substituted for PSY201.
4. Fire Science specific electives: FS5236, 5239, 5249, 5263, 5279, 5284, 9173, 9318, 9370, 9380, 9390, 9402, 996E, 996I, 996Q, HE258A/931A, HE258B/931B, HE260/9360 or contact the Fire Science Coordinator.
5. Developmental and remedial courses, listed on page 62, and CS101 and WR121 will not fulfill elective requirement.
6. See Distribution requirement lists on page 63. Courses must be from outside the student's area of concentration.

Associate of Applied Science Fire Science Technology

Prerequisites

All courses in this program must be completed with a "C" or better

CS101 or pass waiver test (for all CIS/CS courses)

MTH25 or MTH55 with a "C" or better or placement test score.

Reading Score of ASSET 39
COMPASS 69

WR121 with a "C" or better.

Recommended Sequence for Full-time Students

(Students should see an advisor or counselor to customize their educational plans.)

Program Core Courses	First Year Fall	First Year Winter	First Year Spring	Second Year Fall	Second Year Winter	Second Year Spring
BA285	FS5244 (3.5) NFPA Firefighter I Part A	FS5245 (3) NFPA Firefighter I Part B	FS5282 (3) Fire Codes and Building Construct	FS5230 (1.5) Company Drills Part A	FS5231 (1.5) Company Drills Part B	FS5232 (1.5) Company Drills Part C
CS120	FS5254 (3) Intro to Fire Production	FS5276 (3) Basic Wildnd Fire Mgmt S-130/S-190	FS9380 (2.5) S-215 Fire Ops in the Urban Interface	FS5259 (3) Fire Organization and Control	FS5280 (1) Cooperative Work Experience	FS5280 (1) Cooperative Work Experience
MTH70	FS9320 (.05) HAZMAT Awareness	FS9175 (3) Firefighter Safety	HE943 (3) EMT Rescue	FS5280 (1) Work Experience	FS5289 (3) Legal Aspects of the Fire Service	FS996B (3) Fundamentals of Fire Prevention
SP218¹	FS9321 (1) HAZMAT Operations			FS9060 (1) Emerg. Response to Terrorism	HE257A (5) EMT Basic Part A	HE257B (5) EMT Basic Part B
PE231²	Core credits = 38	Term credits = 8	Term credits = 9	Term credits = 6.5	Term credits = 10.5	Term credits = 10.5
PSY201³			Term credits = 8.5			
WR214T						
Fire Science Specific Electives⁴ (6 credits)						
Elective⁵ (3 credits)						
Distribution Courses⁶ (6 credits)						
						Total credits= 91

● = Credits earned in a certificate may be applied towards other certificates and degrees. See your advisor for more information.

🏠 = Course available through Distance Learning (see pages 12-13).

(3)= Number of course credits.

Public Safety

Description: Emergency medical technicians find themselves in a fast-paced, challenging, and sometimes dangerous career. This career brings a great deal of professional and personal satisfaction, since the primary function is to help others. Career ladder opportunities available include: EMT-Basic (basic life support) professionals are authorized to provide basic airway management, CPR, and patient support during transport; EMT-Intermediate (basic life support) professionals are further authorized to mechanically intubate a patient to assist with breathing as well as start intravenous fluid administration; EMT-Paramedic (advanced life support) professionals are additionally authorized to administer life-saving drugs in the field.

Employment Opportunities: Emergency medical technician career opportunities range from good to excellent with occupational titles that include EMT, Hospital Technician, Ambulance Operator, Medic, Plant Medic, and Emergency Room Technician.

The **Emergency Medical Technician Certificate of Completion** enables students completing required coursework 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 coursework. 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 EMS training advisor 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.

Program notes

Certificate of Completion Emergency Medical Technician

Majors in this program must complete all courses with a grade of “C” or better.

Notes:

1. One year of advanced placement high school chemistry or CHEM110, or equivalent taken within the past five years is a prerequisite to BI231.
2. See Social Science Distribution requirement list on page 63.
Courses must be from outside the student's area of concentration.

Certificate of Completion Emergency Medical Technician

Prerequisites

All courses in this program must be completed with a "C" or better

CS101 or pass waiver test (for all CIS/CS courses)

MTH25 or MTH55 with a "C" or better or placement test score.

WR90 with a "C" or better or placement test score.

Recommended Sequence for Full-time Students

(Students should see an advisor or counselor to customize their educational plans.)

First Year Fall	First Year Winter	First Year Spring
BI231 (4) Anatomy and Physiology I ¹	BI232 (4) Anatomy and Physiology II	BI233 (4) Anatomy and Physiology III
HE942 (3) Intro to Emergency Medical Services	HE257A (5) EMT Basic Part A	CJ203 (3) Crisis Intervention
MTH70 (4) Elementary Algebra or higher	HE944 (3) Emergency Comm/Patient Transport	HE257B (5) EMT Basic-Part B
OA2221 (3) Medical Terminology	Social Science Course ² (3)	HE943 (3) EMT Rescue
WR121 (3) English Composition		
Term credits = 17	Term credits = 15	Term credits = 15
		Total credits= 47

● = Credits earned in a certificate may be applied towards other certificates and degrees. See your advisor for more information.

🏠 = Course available through Distance Learning (see pages 12-13).

(3)= Number of course credits.

Science

Description: Engineering varies with the level of education and experience and delves into the areas of biology, chemistry, computers, construction, electricity, environment, mechanics, materials, and physics. The field invites innovation and creativity as well as the opposite extremes of discipline and sequential order. All industries, at some level, depend on engineering.

The **Associate of Science** with an emphasis in engineering is designed for students who intend to transfer and earn a Bachelor's degree from a four-year college or university, majoring in one of the mainstream disciplines of chemical, civil, computer, electrical or mechanical engineering. The curriculum has been specifically designed to meet most of the lower-division requirements for mechanical, electrical, and civil engineering degree programs at Oregon State University and Portland State University. With minor modifications, the curriculum can be adapted to satisfy most of the lower-division requirements for Computer and Chemical Engineering degree programs. Specific requirements vary depending upon the institution and the discipline, making it very important to work with an advisor and the most current curriculum revisions.

The Associate of Science degree is theoretically oriented, preparing students to use scientific methods for problem solving in practical engineering situations. There are other degrees and certificate programs at Southwestern oriented for students who want to enter the workforce immediately and/or want to verify that engineering is a suitable career selection.

Program notes

Associate of Science Engineering Emphasis

Notes:

1. Arts and Letters/Social Sciences courses must be selected from each of the following areas:
Arts and Letters - two courses from: ENG104, 105, 106, 107, 108, 109, 201, 202, 203, 204, 205, 206, 253, 254, 255, PHL101 or 102 (not both).
Social Sciences - Processes and Institutions - one course from: ANTH103, ECON201, 202, PS201, 202, PSY201, 202, SOC204, 205.
Social Sciences - Western Culture - one course from: HST101, 102, 103, 201, 202, 203.
 2. One course must be selected from the following list (after consultation with an advisor): CHEM223; ENGR203, 213.
 3. One health/fitness course must be selected from HE250, PE231 **or** three credits of PE185.
 4. One course must be selected from the following list (after consultation with an advisor): MTH243, 260, 265.
- Students planning to transfer to Oregon State University (OSU) should also consider taking one biological science course from the following list (a general Baccalaureate core requirement at OSU): BI101, 201, 234.
 - The following courses are also appropriate for various engineering degree programs and will generally transfer to most four-year colleges and universities: CHEM241, 242, 243; CS160, 161, 162; MTH231, 232.

Associate of Science Engineering Emphasis

Prerequisites

All courses in this program must be completed with a "C" or better

CS101 or pass waiver test (for all CIS/CS courses)

MTH112 with a "C" or better

Reading Score of ASSET 39
COMPASS 69

WR90 with a "C" or better or placement test score.

Recommended Sequence for Full-time Students

(Students should see an advisor or counselor to customize their educational plans.)

	First Year Fall	First Year Winter	First Year Spring	Second Year Fall	Second Year Winter	Second Year Spring
	ENGR111 (3) Engineering Orientation	ENGR112 (3) Engineering Computation	ENGR245 (3) Engineering Graphics & Design	CHEM221 (5) General Chemistry	CHEM222 (5) General Chemistry	MTH256 (4) Differential Equations
	MTH251 (4) Calculus I (Differential Calculus)	MTH252 (4) Calculus II (Integral Calculus)	MTH253 (4) Calculus III (Infinite Seq & Series)	ENG201 (3) Electrical Fundamentals I	ENGR202 (3) Electrical Fundamentals II	SP111 (3) Fundamentals of Public Speaking
	PH211 (5) General Physics with Calculus	PH212 (5) General Physics with Calculus	PH213 (5) General Physics with Calculus	ENGR211 (3) Statics	ENGR212 (3) Dynamics	Engineering Elective Course ² (3-5)
	WR121 (3) English Composition	WR122 (3) English Composition	WR227 (3) Technical Report Writing	MTH254 (4) Vector Calculus I	MTH255 (4) Vector Calculus II	Health /Fitness Course ³ (3)
		Arts and Letters/ Social Science Course ¹ (3)	Mathematics Elective Course ⁴ (4)			
	Term credits = 15	Term credits = 18	Term credits = 17-19			
						Total credits= 104-106

● = Credits earned in a certificate may be applied towards other certificates and degrees. See your advisor for more information.

🏠 = Course available through Distance Learning (see pages 12-13).

(3)= Number of course credits.

Science

Description: Mathematics is a field that develops the scientific mind towards understanding logical and orderly processes. It can lead to a wide variety of employment opportunities. Students that take this academic path are problem solvers. Often, they gravitate to teaching or careers in scientific research, economics, finance, and computer programming. The kinds of employers hiring mathematicians range from school districts and governmental agencies to all levels of private and public corporations.

The **Associate of Science** with an emphasis in mathematics program has a broad range of mathematical courses that are complemented by internship courses that students use as a preview for career paths. If students intend to use their interest in this field for teaching, they should also look at the Educational Assistant Certificate of Completion program. To teach in the public schools it is necessary to have a degree in education. Students who have an Associate of Science degree may wish to transfer into advanced programs of mathematics, or they may continue in General Studies baccalaureate degree programs which they tailor to their specific interests. Interest in mathematics should involve a broad search to match personal interest to career potential. A computer program, Career Information Systems, is available for students to use at Southwestern.

Program notes

Associate of Science Mathematic Emphasis

Notes:

1. One biological sciences course must be selected from BI101, 201, 234.
 2. One natural/applied sciences sequence must be selected from: BI201, 202, 203; BI231, 232, 233; CHEM241, 242, 243; CS160, 161, 162; ENGR201, 202, 203; ENGR211, 212, 213; G201, 202, 203; PH201, 202, 203; PH211, 212, 213.
 3. Arts and Letters/Social Sciences courses must be selected from each of the following areas:
Arts and Letters - two courses from ENG104, 105, 106, 107, 108, 109, 201, 202, 203, 204, 205, 206, 253, 254, 255, PHL101 or 102 (not both).
Social Sciences - Processes and Institutions - one course from ANTH103, ECON201, 202, PS201, 202, PSY201, 202, SOC204, 205.
Social Sciences - Western Culture - one course from HST101, 102, 103, 201, 202, 203.
 4. One computer language course must be selected from CS133VB, 160, 161, 162; ENGR112.
 5. Three additional mathematics/science courses must be selected from either the list provided in Note 2 or the following list: BI234, G146, 207, 220, GS107, 108, MTH260.
 6. One health/fitness course must be selected from HE250, PE231 **or** three credits of PE185.
- In some cases, it may be necessary to take more courses than indicated by the curriculum in order to meet the 91 credit requirement for the degree. The additional courses needed should then be selected from the lists provided in Notes 2 or 5.

Associate of Science Mathematics Emphasis

Prerequisites

All courses in this program must be completed with a "C" or better

CS101 or pass waiver test (for all CIS/CS courses)

MTH112 with a "C" or better.

Reading Score of ASSET 39
COMPASS 69

WR90 with a "C" or better or placement test score.

Recommended Sequence for Full-time Students

(Students should see an advisor or counselor to customize their educational plans.)

	First Year Fall	First Year Winter	First Year Spring	Second Year Fall	Second Year Winter	Second Year Spring
	MTH251 (4) Calculus I (Differential Calculus)	MTH252 (4) Calculus II (Integral Calculus)	MTH253 (4) Calculus III (Infinite Seq & Series)	MTH231 (4) Elements of Discrete Math I	MTH232 (4) Elements of Discrete Math II	MTH256 (4) Differential Equations
	WR121 (3) English Composition	WR122 (3) English Composition	MTH265 (4) Probability & Statistics w Calculus	MTH254 (4) Vector Calculus I	MTH255 (4) Vector Calculus II	SP111 (3) Fundamentals of Public Speaking
	Biological Science Course ¹ (4)	Arts and Letters/ Social Science Course ³ (3)	WR123 (3) English Composition or WR 227	Arts and Letters/ Social Science Course ³ (3)	Arts and Letters/ Social Science Course ⁴ (3)	Health/Fitness Course ⁶ (3)
	Natural/Applied Sciences Sequence ² (4-5)	Computer Language Course ⁴ (3-4)	Arts and Letters/ Social Science Course ³ (3)	Mathematics/ Science Course ⁵ (3-5)	Mathematics/ Science Course ⁵ (3-5)	Mathematics/ Science Course ⁵ (3-5)
		Natural/Applied Sciences Sequence ² (4-5)	Natural/Applied Sciences Sequence ² (4-5)			
	Term credits = 15-16	Term credits = 17-19	Term credits = 18-19	Term credits = 14-16	Term credits = 14-16	Term credits = 13-15
						Total credits= 91-101

● = Credits earned in a certificate may be applied towards other certificates and degrees. See your advisor for more information.

🏠 = Course available through Distance Learning (see pages 12-13).

(3)= Number of course credits.

Science

Description: Natural science is a wide-open field for careers ranging from agriculture to zoology. Some students who take this academic path choose to teach, while others move into research and development for various industries and governmental agencies.

The **Associate of Science** with an emphasis in natural science focuses on biology, chemistry, geology, physics, or mathematics. This curriculum offers sufficient flexibility for majors in any of these fields and is especially suited to pre-medical or pre-dental majors. Students who intend to transfer to earn a Baccalaureate degree in engineering, computer science, or environmental science should refer to those specific programs. It is necessary for graduates who intend to teach in the public schools to have a degree in education. Students who select the Associate of Science degree enjoy the opportunity to explore personal career interests with the use of the Career Information System, internship courses, and more immediate workforce opportunities offered by Southwestern's Associate of Applied Science degrees and Certificates of Completion.

Program notes

Associate of Science Natural Science Emphasis

Notes:

1. One biological sciences course must be selected from BI101, 201, 234.
 2. Arts and Letters/Social Sciences Courses must be selected from each of the following areas:
Arts and Letters - two courses from ENG104, 105, 106, 107, 108, 109, 201, 202, 203, 204, 205, 206, 253, 254, 255, PHL101, 102.
Social Sciences - Processes and Institutions - one course from ANTH103, ECON201, 202, PSY201, 202, PSY201, 202, SOC204, 205.
Social Sciences - Western Culture - one course from HST101, 102, 103, 201, 202, 203.
 3. One computer language course must be selected from CS133VB, 160, 161, 162; ENGR112.
 4. Two additional mathematics/science courses must be selected from either the list provided in Note 5 or the following list: BI234, G146, 207, 220, GS107, 108, MTH231, 232, 260.
 5. One mathematics/sciences sequence must be selected from BI201, 202, 203; BI231, 232, 233; CHEM241, 242, 243; CS160, 161, 162; ENGR201, 202, 203; ENGR211, 212, 213; G201, 202, 203; MTH254, 255, 256, 260.
 6. One health/fitness course must be selected from HE250, PE231 **or** three credits of PE185.
- In some cases, it may be necessary to take more courses than indicated by the curriculum in order to meet the 95 credit requirement for the degree. The additional courses needed should then be selected from the lists provided in Notes 4 or 5.

Associate of Science Natural Science Emphasis

Prerequisites

All courses in this program must be completed with a "C" or better

CS101 or pass waiver test (for all CIS/CS courses)

MTH112 with a "C" or better

Reading Score of ASSET 39
COMPASS 69

WR90 with a "C" or better or placement test score.

Recommended Sequence for Full-time Students

(Students should see an advisor or counselor to customize their educational plans.)

	First Year Fall	First Year Winter	First Year Spring	Second Year Fall	Second Year Winter	Second Year Spring
	MTH251 (4) Calculus I (Differential Calculus)	MTH252 (4) Calculus II (Integral Calculus)	MTH253 (4) Calculus III (Infinite Seq & Series)	CHEM 221 (5) General Chemistry	CHEM 222 (5) General Chemistry	CHEM 223 (5) General Chemistry
	PH211 (5) General Physics w/ Calculus or PH 201	PH212 (5) General Physics w/ Calculus or PH 202	MTH265 (4) Probability & Statistics w Calculus	Arts and Letters/ Social Science ² (3)	Arts and Letters/ Social Science ² (3)	SP111 (3) Fundamentals of Public Speaking
	WR121 (3) English Composition	WR122 (3) English Composition	PH213 (5) General Physics w/ Calculus or PH203	Mathematics/ Science Course ⁴ (3-5)	Mathematics/ Science Course ⁴ (3-5)	Health/Fitness Course ⁶ (3)
	Biological Sciences Course ¹ (4)	Arts and Letters/ Social Science ² (3)	WR123 (3) English Composition or WR 227	Mathematics/ Science Sequence ⁵ (3-5)	Mathematics/ Science Sequence ⁵ (3-5)	Mathematics/ Science Sequence ⁵ (3-5)
		Computer Language Course ³ (3-4)	Arts and Letters/ Social Science ² (3)			
	Term credits = 16	Term credits = 18-19	Term credits = 19	Term credits = 14-18	Term credits = 14-18	Term credits = 14-16
						Total credits= 95-106

● = Credits earned in a certificate may be applied towards other certificates and degrees. See your advisor for more information.

🏠 = Course available through Distance Learning (see pages 12-13).

(3)= Number of course credits.

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Terms for Success *(The following is a list of terms used throughout the catalog and their definitions)*

Academic Advisor - Specializes in matters pertaining to students educational program, college policies, placement/assessment test interpretation, degree requirements, transferability, schedule planning, and graduation checks. Faculty perform ongoing advising.

Add/Drop - A period of time in which students may change schedules by adding or dropping classes without penalty.

Administrative Withdrawal - A student who fails to attend classes during the first week of the term may, at the instructor's request, be administratively withdrawn unless the student has made prior arrangements with the instructor. Students may also be withdrawn due to inappropriate or disruptive behavior or for non-payment of courses.

Audit - Registering for a course, paying appropriate tuition and fees, receiving instruction and evaluation, but no grade is issued and no credit awarded.

Cancelled Class - A class that is removed from the schedule due to low enrollment or for other reasons.

Certificate of Completion - Is awarded for a specific curriculum of fewer than 90 credits and is approved by the State Board of Education. Programs that are at least 45 credits are considered one-year Certificates of Completion and are eligible for federal financial aid (15 of the last 30 credits must be completed at Southwestern). Programs that are fewer than 45 credits are considered less than one year Certificates of Completion. These programs are state approved but may not be eligible for federal financial aid (9 of the last 24 credits must be completed at Southwestern).

Class Fee - In addition to tuition, fees cover materials, services, insurance, facility use, and other costs. Current fees are listed in each term's Schedule of Classes.

Cooperative Work Experience - Instructional program designed for students to apply skills and concepts developed in the classroom to actual job situations. Cooperative work experience is available for all programs at the college with instructor consent.

Corequisite - A second, related course in which a student must be simultaneously enrolled, in addition to the primary course.

Counselors - Individuals professionally trained to address personal issues, resolve academic anxieties, assist students in choosing career fields and majors, and problem solve other academic difficulties. If students are on restricted academic or financial aid status, counselors work to develop individual success plans, that address the specific issues inhibiting academic success.

Credit Hours - Approximately the number of hours in class each week (e.g., 3 credit hours = 3 lecture hours per week); determines tuition.

Credit Load - Number of credits taken each term. Students may not take more than 18 credit hours per term without advisor or counselor consent.

Cultural Diversity - A course taken to meet the Cultural Diversity requirement can also be used to satisfy other degree requirements. The credits for such courses will only be counted once toward the 90 credits required to complete the degree. See the Associate of Arts/Oregon Transfer degree requirements for the approved list of courses.

Curriculum - Organized program of study arranged to provide integrated cultural or professional education.

Distribution Requirements - Three areas of study required for an Associate degree: Arts and Letters (Humanities), Social Science, Math/Science.

Division - Grouping of disciplines. Divisions include Adult Learning Skills, Arts and Humanities, Social Sciences, Business/Math/Science and Technology, and Health and Human Services.

Drop Date - The last date on which a student may drop a class and receive a refund.

Educational Student Loan - Contract to pay one-third of total charges at registration, the balance payable in three equal installments during the term. A finance charge is assessed for this service.

Elective - A course that may be selected from a list of alternatives in order to fulfill requirements.

Full-time student - Enrollment in 12 or more credit hours per term.

Instructor Consent - Written permission from the course instructor, granted prior to enrollment in a course.

Lower-Division Courses - Courses typically numbered between 100 and 299.

Major - Primary field of study (e.g., Human Services, Culinary Arts); all students must declare a major in AAS and certificate programs.

Part-time student - Enrollment in less than 12 credit hours per term.

Terms for Success

(The following is a list of terms used throughout the catalog and their definitions)

Petition - Request for exception to accepted practice or for special consideration. The Financial Aid office accepts petitions for exception to satisfactory academic progress. The Student First Stop Supervisor hears petitions for special consideration relative to tuition and related charges. Exceptions to program requirements are heard by the Academic Standards Committee. See the Student First Stop Center for information on the appropriate office to petition.

Placement Test - Students who will be full-time or pursuing a degree or certificate program or are receiving financial aid must have completed a placement test before they may register.

Prerequisite - Course or other educational requirement that must be completed prior to another course or before proceeding to more advanced study; often listed in the Course Descriptions section of the Catalog.

Quarter - Another word for "term." There are four quarters each year. Fall, winter, and spring are eleven weeks, and summer term is eight weeks.

Reading and Conference (R&C) - Coursework completed outside the classroom through discussions with the instructor.

Registered - Completed registration form turned into the Student First Stop Center or completed through WebAdvisor.

Schedule of Classes - Publication listing courses offered each term, published prior to each quarter. The schedule is mailed to each household in Coos County and is available at most offices on campus; the pamphlet also lists important dates, deadlines, and current figures for tuition, fees, and other charges.

Sequence - Set of related courses that consists of two or three successive terms of a course such as English 104, 105, 106, etc.

Staff - Indicates an instructor has not been decided.

Syllabus - One or more pages that tells about course requirements. Given to students the first day of class and may also be available online. The syllabus may include detailed information about a course. It should include the grading system, attendance policies, and test and assignment due dates.

Synonym/Term Line Number (TLN) - Official identifying number for each course, lab, or section. This number gets students registered for classes.

TBA/TBS - An abbreviation for "to be announced" and "to be scheduled". This indicates that a course is available but the specific time or place has not been decided.

Term -see **Quarter**.

Transcript - Official record of all courses taken; a copy may be obtained from the Student First Stop Center.

Training Opportunities - Offered by Southwestern Oregon Community College to prepare students for further career options. These training opportunities are not available for financial aid funding, nor are they approved as degree or certificate programs by the State Board of Education.

Withdraw(al) - The official process of stopping attendance in a class after the drop date. Student receives "W" for a grade.





Course Descriptions

Courses* described in this catalog are offered on the main campus, Curry County campus, or outreach areas. Check with an advisor about courses not offered on a regular basis or not listed in the "Schedule of Classes." If there is a sufficient demand, a course may be offered more frequently than is listed in the catalog.

Lower Division Transfer credits are those that will transfer to four-year schools in the Oregon University System and apply towards a Bachelor's degree. Generally, transfer courses will have a departmental prefix and a three-digit number 100 through 299.

Developmental courses are designed to help a student gain skill and knowledge before taking college-level courses. These courses will generally have a departmental prefix and a two- or four-digit number.

Professional/Technical courses will vary, but will have a departmental prefix and a two-, three-, or four-digit number. Because course numbers vary, students planning to transfer to four-year institutions should follow the course selections shown under the Associate of Arts Oregon Transfer (AA/OT) requirements, and consult with their faculty advisor.

**Note: Instructor consent will override course prerequisites.*

ABE Academic Skills 144	ESL Academic Skills/English as a Second Language 144	MFG Manufacturing Technology 184-185
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ANTH Anthropology 145-146	FN Nutrition 174	MTH Mathematics 185-188
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Astronomy (<i>see GS</i>)	FS Fire Science 169-171	MUS Music 189-191
ASL American Sign Language 145	G Geology 173-174	NUR/NRS Nursing 191-193
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BA Business Administration 149-151	GER Foreign Language/German 171-172	PE Physical Education 197-198
BOT Botany 149	GS General Science 172	PH Physics 199
Childhood Education (<i>see ECE</i>)	HD Academic Skills/ Human Development 178	PHAR Pharmacy Technician 195-196
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Composition (<i>see WR</i>)	HE Health and First Aid/Health Occupations and EMT 174-176	PS Political Science 199
CIS/CS Computer Information Systems 152-157	HORT Horticulture 177-178	PSY Psychology 199-200
CJ Criminal Justice Services 157-160	HS Human Services 179-181	RD Academic Skills/Reading 144
CRT Culinary Arts 161-164	HST History 176	SOC Sociology 200-201
DRFT Drafting 165	HUM Humanities 181	SP Speech 201
ECE Early Childhood Education 165-166	ITP Academic Skills/Sign Language 144	SPAN Foreign Language/Spanish 171-172
ECON Economics 166	J Journalism 181-182	ST Surgical Technology 201-202
ED Education 166-168	LIB Library 182	TA Theatre 202-203
ELEC Electronics 168	Literature(<i>see ENG</i>)	WLD Welding Technology 203-205
ENG Literature 182-184		WR Writing 205-207
ENGR Engineering 168		WS Women's Studies 205
ENV Environmental Technology 169		

Course Descriptions

ACADEMIC SKILLS

ABE0745 Adult Basic Education

0 credits (variable hrs)

A modified open-entry, open-exit course. Participants study the basic skills in written communication, mathematics, and reading comprehension. Emphasis will be placed on those skills necessary to pass the five General Education Development (GED) tests, to be successful in entry-level employment, or to be successful in college or other training. Learning may take place in small groups, with individualized instruction, or in computer assisted environments.

ESL0747 English as a Second Language (ESL)

0 credits (2-15 lec-lab hrs/wk)

A course for students whose first language is other than English. The whole language approach to English will be taught, rather than instruction about the language.

ESL0791 Citizenship

0 credits (2 lec-lab hrs/wk)

Surveys the history and form of government in the United States to assist the individual in the naturalization process. The course is supplemented by English for Foreign Born/ESL.

ITP0583/0584/0585 Beginning, Intermediate, Advanced Sign Language (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.

RD0751/0752/0753 Reading Skills

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

Course provides a systematic approach for identifying and correcting reading difficulties and improving reading efficiency through lecture instruction. In addition, based on the results of standardized reading tests given at the beginning of the term, each student is given individually prescribed coursework to address areas needing strengthening. Students use multi-grade-level materials to improve their basic knowledge of vocabulary and spelling, in addition to materials designed to improve reading comprehension and efficiency. Student will participate in standardized follow-up evaluation at the end of the term, involving testing, conferencing, and advising. Because reading is a skill that involves both mental and physical activity, most students are advised and encouraged to continue their reading program by enrolling in Reading Skills RD0752 to gain further skills that will help them achieve reading fluency that enables them to interpret and understand the college-level reading they will encounter in their other academic subjects.

Prerequisite: *Appropriate score on placement test.*

RD101/102/103 College Reading I,II,III

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

College Reading presents a systematic approach for improving reading efficiency for those with a 12th grade and above reading level. Students learn an analytical method of reading non-fiction material, which can improve both speed and comprehension.

Prerequisites: *Appropriate score on placement test.*

ACCOUNTING/BOOKKEEPING

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 hr/wk)

This course prepares a record-keeper for employment and gives the accounting student a basic understanding of the accounting field. It provides an introduction to the accounting cycle for a service enterprise and a retail firm for a single proprietorship. The course covers mass processing of transactions using special journals.

AC2767 Accounting II

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

Accounting II 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 or equivalent with a "C" or better.*

AC2772 Intermediate Accounting I

3 credits (3 lec hrs/wk)

This course offers a comprehensive study of accounting theory and concepts. Emphasis is on how these concepts apply to financial accounting. Attention will also be focused on use of accounting information for management purposes.

Prerequisite: *BA213 with a "C" or better.*

Course Descriptions

AC2773 Intermediate Accounting II

3 credits (3 lec hrs/wk)

This course covers accounting concepts, theories, and practices involving particular areas of the balance sheet, as well as reporting of income and changes in financial position.

Prerequisite: AC2772 with a "C" or better.

AC240 Fund Accounting (Governmental)

3 credits (3 lec hrs/wk)

This course presents accounting for governmental and non-profit organizations. It includes budgetary and expenditure control, as well as considerations, reporting, and operations of general, special revenue, and capital projects.

Prerequisite: AC2767 or BA211.

AMERICAN SIGN LANGUAGE

ASL101 Beginning American Sign Language I

4 credits (4 lec hrs/wk)

Introduces the natural signed language of American Deaf people. Includes instruction in proper sign formation, ASL grammar and vocabulary, expressive and receptive skills. Emphasis on history of ASL, the Deaf community in North America, and Deaf education. Must be taken in sequence.

ASL102 Beginning American Sign Language II

4 credits (4 lec hrs/wk)

Continues instruction in the natural signed language of American Deaf people. Includes instruction in proper sign formation, ASL grammar and vocabulary, expressive and receptive skills. Emphasis on history of ASL, the Deaf community in North America, and Deaf education. Must be taken in sequence.

ASL103 Beginning American Sign Language III

4 credits (4 lec hrs/wk)

Continues instruction in the natural signed language of American Deaf people. Includes instruction in proper sign formation, ASL grammar and vocabulary, expressive and receptive skills. Emphasis on history of ASL, the Deaf community in North America, and Deaf education. Must be taken in sequence.

ANTHROPOLOGY

ANTH101 General Anthropology

3 credits (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 (3 lec hrs/wk)

Traces the archaeology from earliest antecedents to modern synthesis. Examines the transition of human societies from hunting and gathering to farming and the beginning of urban life through prehistoric and historic archaeology; techniques of archaeological fieldwork; analysis and dating; the development of cultural stages and civilizations in Pre-Columbian North and Meso-America.

ANTH103 General Anthropology

3 credits (3 lec hrs/wk)

Focuses on the concept of worldwide culture elaborated through function, organization, diversity, and change. Economic, religious, political, and linguistic diversity are examined.

ANTH145/SOC145 Field Studies in Anthropology/Sociology

1-3 credits (variable hrs)

A field study of significant sociological and/or anthropological features of a selected region. Students will apply techniques of inquiry and analysis from various academic disciplines in order to understand and resolve key issues at selected field study sites. Introductory lecture will survey key issues and introduce techniques required for a site-based field study, followed by on-site visit. The three credit course does not have the separate lecture component that is a preview and summary experience. That is to be included in the 10-day trip. Also offered as ANTH0250/SOC0250 for no credit or grade.

Concurrent: Any Anthropology or Sociology course.

ANTH198/298 Independent Study of Anthropology

1-3 credits (hrs to be arranged)

Prerequisite: Instructor consent.

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 (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.

Course Descriptions

ANTH231 Native North Americans: Pacific Northwest

3 credits (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 (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.

ART

ART115 Basic Design

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

Introduces more complex principles of design, color, and composition. Includes color properties, combination, relatedness, proportions, and interaction. Exercises are developed and enriched to stimulate individual creativity and experimentation in a variety of media. Also offered as ART116A, B, C in one-credit modules

Prerequisite: ART115 with a "C" or better.

ART117 Basic Design

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

Focus on principles and concepts of three-dimensional design, including mass, spaces, and texture. Class discussion and assignments are developed by investigation of unity, variety, and balance and the physical and psychological effects of those concepts. Greater experimentation and creativity is expected. Employs exercises developed to motivate individual creativity and experimentation in a variety of media.

Prerequisite: ART116 with a "C" or better.

ART131/132/133 Introduction to Drawing

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

A beginning course in drawing and sketching. Explores form and space on a two-dimensional surface. Stresses creative and analytical vision and composition. Innovative, right-brain exercises allow training in the basic drawing skills of observation, selection, representation, perception, and hand-eye-mind coordination. Emphasizes composition, the understanding of visual form, and skill mastery of complex form relationships in light and space. Also offered as ART131A, B, C in one-credit modules.

ART181A,B,C Introduction to Painting A, B, C

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

These courses continue to explore visual representation on a two-dimensional surface. It uses oil or acrylic paints for space division, color, and surface treatment. Both lecture and studio activity are involved weekly.

ART184A Watercolor Basics I

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

Introduces principles and concepts of watercolor at a beginning level.

ART184B Watercolor Basics II

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

A continuation of introductory principles and concepts of beginning watercolor. The study of color, composition, and value control are emphasized.

Prerequisite: ART184A.

ART184C Watercolor Basics III

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

A continuation of introductory principles and concepts of beginning watercolor. Special attention given to experimental techniques, and history, and use of egg as a binder.

Prerequisite: ART184B.

ART185A, B, C Watercolor Basics IV, V, VI

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

A continuation of the active participation of each student in painting experience aimed at developing visually coordinated skills in watercolor. The study of color theory, color schemes, composition, and value control is emphasized.

Prerequisite: ART184C.

ART191 Beginning Sculpture

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

Demonstrates techniques, processes, and materials in sculpture. Explores a variety of media and sculptural concepts, emphasizing the discipline and processing of handling the tools and additive materials of clay and wire, subtractive qualities of stone and clay.

ART192 Beginning Sculpture

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

Further develop aesthetic awareness and perceptions about three-dimensional form. Demonstrate techniques, processes, and materials in sculpture. Explore a variety of media and sculptural concepts, emphasizing safe and effective handling of tools and materials. Bronze casting introduced with wax process.

Course Descriptions

ART198/298 Independent Study in Art

1-3 credits (hrs to be arranged)

Prerequisite: Instructor consent.

ART199C ART Drawing Level I

1 credit (1 lec hr/wk)

A teaching approach using right-brain techniques, which allows anyone with sight to fully use their drawing skills. The student rediscovers a skill they have neglected and draws shapes well. Understanding of brain functions and processes enhances self-awareness.

ART199D ART Drawing Level II

1 credit (1 lec hr/wk)

A learning approach that develops the drawing skills that the student rediscovers in level I. Students produce accurate shapes upon completion of the first level. Level II teaches how to make observed shapes dimensional through the use of values and edges. Understanding is arrived at through the study of foundation black and white shapes.

Prerequisite: ART199C.

ART204/205/206 History of Western Art: Introduction to Art History

3 credits/term (3 lec hrs/wk)

The History of Western Art is a survey of the traditions, movements, and developments in art and architecture of the western world.

ART204 - Introduces the study of art history and the elements of art, then surveys the history of Western Art from prehistory through Early Christian Art.

ART205 - Will emphasize a survey of the history of art from the Early Middle Ages through the Baroque.

ART206 - Will survey Western Art from Neoclassicism to the present.

ART225 Computer Art I

3 credits (6 lec-lab hrs/wk)

This course concentrates on producing art with computer software tools. Principles and concepts of design are applied to projects. Basics of design elements, drawing, composition, and color are used in presentations that use the computer as the creative medium. Includes planning, design sketches, functional and aesthetic tests. Develops a documented portfolio of work that will showcase the artist/designer.

Concurrent: CIS0593.

ART226 Computer Art II

3 credits (6 lec-lab hrs/wk)

Applies principles and concepts of design to selected projects. Includes planning, design sketches, functional and aesthetic critiques. A continuation of a variety of computer tools within a higher-level art language to produce two and three-dimensional images. Picture manipulation and animation basics are explored.

Prerequisite: ART225.

Concurrent: CIS0593.

ART244 Bronze Casting II

3 credits (6 led/lab hrs/wk)

Under the direction of the instructor, the members of the class will work together as a team on the creation of a large-scale bronze sculpture. All aspects of the bronze casting process will be covered. The student will gain experience in mold making, wax pattern production, investment/ceramic shell processes, bronze casting, welding and metal chasing, bronze patina, and final installation of the finished sculpture.

ART250 Beginning Ceramics I

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

Introduces materials, methods, and techniques of pottery design and construction. Includes hand building methods and beginning wheel work. Exercises encourage the development of skills with ceramic materials, stoneware, and raku firing techniques.

ART251 Beginning Ceramics II

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

Introduces materials, methods and techniques of pottery design and construction. Includes wheel throwing and glaze application. Exercises encourage creativity and development of skills with ceramic materials. Includes stoneware and raku firing techniques.

ART252 Beginning Ceramics III

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

Introduces materials, methods and techniques of pottery design and construction. Includes continuation of wheel projects, decorating techniques, stoneware and raku firing process, skill development, and personal style.

ART253 Intermediate Ceramics

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

Demonstrates construction techniques and methods used to design, shape, and form pottery. Includes wheel throwing, pottery decoration, glaze calculation, and firing. Students develop greater creativity, skill building, and use of ceramic equipment.

Prerequisites: ART250, ART251, and ART252 or portfolio examples.

ART254 Intermediate Ceramics

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

Demonstrates construction techniques and methods used to design, shape, and form pottery appropriate to this intermediate level. Includes wheel throwing, pottery decoration, glaze calculation, and firing. Students provide studio demonstrations developed to encourage creativity, skill building, and use of ceramic equipment.

Prerequisite: ART253.

Course Descriptions

ART255 Intermediate Ceramics

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

Prepares students for self-directed artistic expression and creativity. Students demonstrate construction techniques and methods used to design, shape and form pottery through their personal practice and research. Includes wheel throwing, pottery decoration, glaze calculation, and firing. Skill and use of ceramic equipment are developed to a point of independence.

Prerequisite: ART254.

ART280 Field Experience

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

Students can take up to nine credits maximum. Practical, on-site experience in art education, graphics or art-related areas under the joint supervision of an advisor and a sponsoring professional. (Museum and gallery experience, retail art supply experience, professional studio artist, art educator apprenticeship)

Prerequisite: Instructor consent.

ART281/282/283 Painting (Beginning)

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

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

ART284/285/286 Painting (Intermediate)

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

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

Prerequisites: ART281/282/283.

ART291 Sculpture

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

Explores three-dimensional shapes and forms in greater depth and intensity from previous year. Students assess personal strengths and weaknesses to establish a plan for building skills. They become mentors to new sculpture students, thereby strengthening the critical eye.

Prerequisites: ART191, 192 or 193 with a "C" or better.

ART292 Sculpture

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

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

ASTRONOMY - SEE GENERAL SCIENCE

BIOLOGY

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 the most important aspects of life on earth.

BI140 Practical Ecology

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

An introduction to the basic concepts of ecology, using examples from the ecology of the local area, with a consideration of impacts made by different types of land use, particularly involving urban landscaping.

BI149 Introduction to Human Genetics

3 credits (3 lec hrs/wk)

Covers the basic concepts of genetics as they have developed since the nineteenth century. Discusses current techniques that are being developed and applied to problems of inheritance patterns, genetic disorders, and genetic therapy. Behavior and population genetics are included.

Prerequisites: MTH70 and WR0525 with a "C" or better.

BI198/298 Independent Study in Biology

3 credits (hrs to be arranged)

Prerequisite: Instructor consent.

BI201/202/203 Introductory Biology

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

For biological science majors in programs which will require students to complete a series in introductory biology. Comprehensive study of the life sciences, including analytical techniques used in order to perform proper inquiries.

Prerequisite: High school chemistry or one college-level chemistry course within last five years.

BI201 - Includes a review of inorganic, organic, and biochemistry as well as cellular biology and genetics.

BI202 - Includes evolution, a survey of the diversity of organisms, and plant function.

BI203 - Includes the anatomy, physiology, and behavior of the members of the animal kingdom (with emphasis on the vertebrates) and how all organisms interact (ecology).

Course Descriptions

BI231 Human Anatomy and Physiology I

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

Body organization, tissues, and a study of the integumentary skeletal, and nervous systems. Detailed study of the molecular, cellular, tissue, organ and organ systems of humans. Some pathological conditions are covered. A review of inorganic and organic chemistry will be included. In addition, metabolic pathways will be discussed.

Prerequisite: One course from BI101, BI201, CHEM110, CHEM123, or CHEM223 with a "C" or better.

BI232 Human Anatomy and Physiology II

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

The curriculum of the second term of Human Anatomy and Physiology will include the study of the nervous system, including nervous tissue; the spinal cord and spinal nerves; the brain and cranial nerves; sensory, and motor, and integrative nervous systems; the special senses, and the autonomic nervous system; the endocrine system, with emphasis on hormone activity, the major hormones of each gland, hormones involved in growth and the stress response; the cardiovascular system, including blood, the heart, blood vessels and hemodynamics; the lymphatic and immune system.

Prerequisite: BI231 with a "C" or better.

BI233 Human Anatomy and Physiology III

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

The curriculum of the third term of Human Anatomy and Physiology will include the study structure and function of the respiratory system; digestive system; metabolism; urinary system; fluid, electrolyte, and acid base balance; the reproductive system; and human development and inheritance.

Prerequisite: BI232 with a "C" or better.

BI234 Microbiology

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

Microbiology principles applied to health-related fields. Includes characteristics, physiology, and growth requirements of microorganisms; sterilization principles; infection; and immunity. Pathogenic microbes, infections, and host resistance will be a major consideration.

Prerequisite: One course from BI101, BI201, CHEM110, CHEM123 or CHEM223 with a "C" or better.

BI280 Field Experience

1-6 credits (33-198 field hrs/term)

Practical work site exposure to applied science, which provides students an opportunity to explore potential career paths in science while gaining practical experience in applying classroom science theory.

Prerequisite: Instructor consent.

Concurrent: BA0771.

BOTANY

BOT201 General Botany

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

Course covers structure, physiology, and genetics of seed plants; how plants reproduce, differentiate and grow. Survey of the plant kingdom. Plant identification through use of keys and morphology.

BUSINESS ADMINISTRATION

BA2280 Cooperative Work Experience

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

This course provides the student with an opportunity to gain on-the-job experience in coordinator approved business situations that closely parallel with the field of study.

Prerequisite: Instructor consent.

BA101 Introduction to Business

4 credits (4 lec hrs/wk)

This course surveys American business organization, operation, and management. This course develops an awareness of the nature of business in the capital system. Introduction is made to the fields of ownership, organization, personnel, accounting, financing, marketing, management, production, insurance, real estate, foreign trade, and government regulations.

BA156 Essentials of Economics

3 credits (3 lec hrs/wk)

This course introduces the subject of economics in a practical business-oriented sense. The course relies on current events and practical applications. The content includes supply and demand, fiscal and monetary policies, and international trade.

Prerequisite: BA101 and MTH94 with a "C" or better, or appropriate score on placement test.

BA177 Payroll Records and Accounting

3 credits (3 lec 1 lab hrs/wk)

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

Prerequisite: AC2766 or BA211 with a "C" or better.

BA198/298 Independent Study in Business

1-3 credits (hrs to be arranged)

Prerequisite: Instructor consent.

BA206 Management Fundamentals

3 credits (3 lec hrs/wk)

The course explores the duties of managers and the techniques they use to improve organizational performance. The course focuses on four key responsibilities of management: planning, organizing, leading, and control.

Prerequisite: BA101 with a "C" or better.

Course Descriptions

BA211 Principles of Accounting I

4 credits (4 lec hrs/wk)

Discusses the theory, principles, and procedures for organizing, interpreting, and reporting the financial transactions of business or industry. Describes and discusses the problems of properly recording and measuring income and expense. Specialized areas such as merchandise inventory, special journals, cash, and receivables are discussed.

Prerequisite: MTH70 with a "C" or better, or appropriate score on placement test.

BA212 Principles of Accounting II

4 credits (4 lec hrs/wk)

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

Prerequisite: AC2767 or BA211 with a "C" or better.

BA213 Principles of Accounting III (Managerial Accounting)

4 credits (4 lec hrs/wk)

This course will cover cost accounting for manufacturing plants, income taxes and their effect on business decisions, and analysis of financial statements.

Prerequisite: BA212 with a "C" or better.

BA215 Cost Accounting

3 credits (3 lec hrs/wk)

This course develops techniques for determining product costs under job order, process and standard costing, and introduces cost analysis for decision making.

Prerequisite: BA212 with a "C" or better.

BA217 Accounting Process

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

Review and apply basic accounting systems in practical applications. These will range from working with journals and ledgers, to the application of accounting systems on a microcomputer and analyzing financial statements.

Prerequisite: AC2767 or BA211 with a "C" or better.

BA220 Tax Accounting (Personal Income Tax)

3 credits (3 lec hrs/wk)

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

Prerequisite: AC2766 or BA211.

BA222 Finance

3 credits (3 lec hrs/wk)

This course covers the procedures, practices and policies of financial managers. It deals with financial management, financial markets, financial analysis, working capital management, and long-term financing decisions.

Prerequisite: BA101, BA212, and MTH94 with a "C" or better.

BA223 Principles of Marketing

3 credits (3 lec hrs/wk)

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

Prerequisite: BA101 with a "C" or better.

BA224 Human Resource Management

3 credits (3 lec hrs/wk)

The student will be introduced to personnel functions as they relate to the management of the human resources of an organization. Areas of concentration will include employee selection, training, and compensation.

Prerequisite: BA206 with a "C" or better.

BA230 Business Law

4 credits (4 lec hrs/wk)

This course introduces the student to the legal environment of business. Students will explore/understand the specific legal issues in conducting business. Topics include: the Legal Environment, the Law of Torts, the Law of Contracts, the Law of Sales, Legal Relationship Established in an Agency, Partnership and Corporation, and the Law of Real/Personal Property.

Prerequisite: BA101 with a "C" or better.

BA232/MTH243 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, and hypothesis testing.

Prerequisite: MTH95 with a "C" or better.

BA233 E-Marketing

3 credits (3 lec hrs/wk)

This course introduces the Internet as a marketing tool. The student will be exposed to the strategies necessary to successfully market online.

Prerequisites: BA239 and CS195.

Course Descriptions

BA236 Electronic Commerce Fundamentals

3 credits (3 lec hrs/wk)

This course will examine the use of electronic commerce from three perspectives: business-to-consumers, business-to-business, and intra-organizational. Through readings and case studies, both current and prospective e-commerce practices will be identified. In particular, this course aims to prepare students to excel in electronic commerce in three ways: 1) Personal level: students will acquire skills, which will allow them to develop applications on the Internet, 2) Firm level: students will acquire skills, which will allow them to examine the issues concerning how a company would strategically justify the investment of establishing an Internet presence, 3) Industry level: students will gain an understanding of the potential strategic impacts electronic commerce could have on altering the structure of entire industries.

Prerequisite: BA223 with a "C" or better.

BA238 Sales

3 credits (3 lec hrs/wk)

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

Prerequisite: BA223 with a "C" or better.

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.

Prerequisite: BA223 with a "C" or better.

BA242 Introduction to Investments

3 credits (3 lec hrs/wk)

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

BA249 Retailing

3 credits (3 lec hrs/wk)

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

Prerequisite: BA223 with a "C" or better.

BA250 Small Business Management/ Entrepreneurship

3 credits (3 lec hrs/wk)

This course covers the basic principles of business entrepreneurship, including planning, organizing, innovation, staffing, and controlling, stressing those elements needed for financial achievement and personal reward.

Prerequisite: BA223 with a "C" or better.

BA277 Business Ethics

3 credits (3 lec hrs/wk)

This course is designed to make the student aware of the ethical issues currently facing business and to provide a background against which the student may evaluate and/or compare his or her own ethical views/stands.

BA280 Field Experience

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

Practical on-site experience that will allow students to test knowledge learned in the classroom and explore the variety of workplaces in which to apply that knowledge.

Prerequisite: Instructor consent.

BA285 Human Relations in Organizations

3 credits (3 lec hrs/wk)

This course explores interactions in organizations by examining human perceptions, communications, small group dynamics and leadership. Includes the dynamics of change, cultural diversity, substance abuse, work stress, ethics and social responsibility, career development, and the challenges of globalization.

BA288 Customer Service

3 credits (3 lec hrs/wk)

This course 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 heart of every business. This course 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.

CHEMISTRY

CHEM110 Foundations of General, Organic & Biochemistry

4 credits (4 lec,hrs/wk)

This course is a general survey of chemistry and biochemistry. It is designed primarily for students in pre-nursing, some allied health fields, or for students who need a brief introduction to chemistry. The course surveys chemical principles from atomic structure through biochemistry. The course does not have an associated lab.

Prerequisite: MTH70 with a "C" or better.

Course Descriptions

CHEM121/122/123 Introductory College Chemistry I, II, III

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

A transfer sequence with coursework that is quantitative and requires good basic math and problem solving skills. This sequence does not meet the chemistry requirements for science, engineering, or pre-medicine.

CHEM121 - Covers measurement and the physical properties of matter, atomic structure, the periodic table, chemical bonding in molecular shapes, nomenclature, and phases of matter.

Prerequisite: MTH70 with a "C" or better.

CHEM122 - Covers properties of solutions, kinetics, equilibrium, the chemistry of acid and bases, and radioactivity.

Prerequisite: CHEM121 with a "C" or better.

CHEM123 - Covers an introduction to environmental, organic, and biochemistry.

Prerequisite: CHEM122 with a "C" or better.

CHEM198/298 Independent Study in Chemistry

1-3 credits (hrs to be arranged)

Prerequisite: Instructor consent.

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. Classroom and laboratory work are quantitative and require good math skills. Must be taken in sequence.

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

Prerequisite: MTH95 with a "C" or better.

CHEM222 - Covers gases, liquids, solutions, equilibrium theory, kinetics, and redox.

Prerequisite: CHEM221 and MTH111 with a "C" or better

CHEM223 - Covers thermodynamics, acid-base chemistry, electrochemistry, nuclear reactions, and transition metal chemistry.

Prerequisite: CHEM222.

CHILDHOOD EDUCATION - SEE EARLY CHILDHOOD EDUCATION

COMPOSITION - SEE WRITING

COMPUTER INFORMATION SYSTEMS

CIS2280 Work Experience

1-4 credits (3-12 lab hrs/wk)

This course provides the student with an opportunity to gain on-the-job experience in coordinator approved business situations that closely parallel with field of study.

Prerequisite: Instructor consent.

CIS6243 Network Academy Fundamentals I

3 credits (6 lec-lab hrs/wk)

This course introduces students to fundamental concepts of computer Internet-working, including the TCP/IP transport-layer protocol; Cisco router hardware and software architecture; Cisco IOS software configuration, backup, upgrade, and load; and static and dynamic routing. Students will be expected to apply knowledge and skills learned in this term to successive Internet-working courses. This course is the first in a series of courses (4) which will prepare students to take the Cisco CCNA Certification exam.

Concurrent: CIS0593.

CIS6244 Network Academy Fundamentals II

3 credits (6 lec-lab hrs/wk)

This course introduces students to fundamental concepts of computer Internet-working, including the TCP/IP transport-layer protocol; Cisco router hardware and software architecture; Cisco IOS software configuration, backup, upgrade, load; static and dynamic routing. Students will be expected to apply knowledge and skills learned in this term to successive Internet-working courses. This course is the second in a series of courses (4) which will prepare students to take the Cisco CCNA Certification exam.

Prerequisite: CIS6243.

Concurrent: CIS0593.

CIS6245 Network Academy Fundamentals III

3 credits (6 lec-lab hrs/wk)

This course introduces students to fundamental concepts of computer Internet-working including the TCP/IP transport-layer protocol; Cisco router hardware and software architecture; Cisco IOS software configuration, backup, upgrade, and load; and static and dynamic routing. Students will be expected to apply knowledge and skills learned in this term to successive Internet-working courses. This course is the third in a series of courses (4) which will prepare students to take the Cisco CCNA Certification Exam.

Prerequisite: CIS6244.

Concurrent: CIS0593.

Course Descriptions

CIS6246 Network Academy Fundamentals IV

3 credits (6 lec-lab hrs/wk)

This course introduces students to fundamental concepts of computer Internet-working, including Wide Area Network (WAN) theory and design; Point-to-Point Protocol data transfer; Integrated Services Digital Network (ISDN) data transfer; and Frame Relay data transfer. Students will be expected to apply knowledge and skills learned in this term to successive Internet-working courses. This course is the fourth in a series of courses (4) which will prepare students to take the Cisco CCNA Certification Exam.

Prerequisite: CIS6245.

Concurrent: CIS0593.

CIS6247 Network Academy Fundamentals V:

Cisco Advanced Routing

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

This course introduces students to advanced concepts of Internet-working routing and routing protocols. Students will learn of the need to extend the current Internet Protocol address space by using Classless Inter-Domain Routing (CIDR), Variable Length Subnet Masks (VLSM), Network Address Translation (NAT), and private IP addresses. Students will learn how to implement advanced routing protocols that support these features. Students will also learn about routing between Autonomous Systems using BGP and exterior gateway protocol. Students will be expected to apply knowledge and skills learned in this term to successive Internet-working courses. This course is the first in a series of courses (4) which will prepare students to take the Cisco CCNP Certification Exam.

Prerequisite: CIS6246.

Concurrent: CIS0593.

CIS6248 Network Academy Fundamentals VI:

Cisco Advanced WAN Configuration

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

This course introduces students to sophisticated techniques for connecting computers and Local Area Networks (LAN) using Wide Area Network (WAN) technologies. Technologies covered include Dial on Demand Routing (DDR), asynchronous modems, Integrated Services Digital Network (ISDN), X.25, and Frame Relay. Students are also introduced to methods of improving network security and reliability. Students will be expected to apply knowledge and skills learned in this term to successive Internet-working courses. This course is the second in a series of courses (4) which will prepare students to take the Cisco CCNP Certification Exam.

Prerequisite: CIS6246.

Concurrent: CIS0593.

CIS6249 Network Academy Fundamentals VII:

Cisco Multilayer Switching

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

This course introduces students to Multilayer switching. Topics include local area network (LAN) design, configuring LAN switches, VLANs and Spanning Tree Protocol, improving network performance and reliability, and security issues. Students will be expected to apply knowledge and skills learned in this term to successive Internet working courses. This course is a third in a series of courses (4) which will prepare students to take the Cisco CCNP Certification Exam.

Prerequisite: CIS6246.

Concurrent: CIS0593.

CIS6250 Network Academy Fundamentals VIII:

Cisco Internetwork Troubleshooting

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

This course introduces students to advanced concepts of inter-network troubleshooting. Students will learn to use basic troubleshooting methodologies and diagnostic tools to solve complex Internet-working problems. Specific areas of interest include troubleshooting transport and network layer protocol problems, problems related to local and wide area networks, and routing protocol problems. This course is the fourth in a series of courses (4) which will prepare students to take the Cisco CCNP Certification Exam.

Prerequisite: CIS6247, 6248, 6249.

Concurrent: CIS0593.

CIS6260 Computer Technician Theory I

(A+ Certification Preparation)

3 credits (6 lec-lab hrs/wk)

This is the first part of a two-part Computer Technician Theory course which prepares an individual to work successfully in the field of computer repair, maintenance, and support. Topics will include hardware installation, maintenance, and troubleshooting; software installation, maintenance, and troubleshooting; basic networking; and customer support.

Prerequisite: CS101.

Concurrent: CIS0593.

Course Descriptions

CIS6261 Computer Technician Theory II (Server+ Certification Preparation)

3 credits (6 lec-lab hrs/wk)

This is the second part of a two-part Computer Technician Theory course, which prepares an individual to work successfully in the field of computer repair, maintenance, and support. Topics will include hardware installation, maintenance and troubleshooting; software installation, maintenance, and troubleshooting; basic networking; and customer support.

Prerequisite: CIS6260.

Concurrent: CIS0593.

CS2635 Computer Repair and Upgrade

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

Identification of hardware required to upgrade personal computer systems to new technology. Evaluation of a computer's existing hardware and software versus the new/future technology requirements. Students will learn to install, troubleshoot, and maintain hardware and operating system. Also offered as CS2636 for no credit or grade.

Concurrent: CIS0593.

CS101 Computers in Society

2 credits (2 lec hrs/wk)

This is the first course in computer literacy and is intended for the novice user. Students will become familiar with current computer terminology. Students will learn end-user skills in file management using PC operating system, word processing and Internet searching software. Also offered as CS101A, B in one-credit modules.

Concurrent: CIS0593.

CS120 Concepts of Computing*

4 credits (4 lec hrs/wk)

This is a complete computer literacy course. Students will become familiar with current computer terminology and concepts including hardware, software, communications, networks, the Internet, and the impact of computers on society. Students will review and learn additional end-user skills in file management using PC operating system, word processing, and Internet browsers/search engines. Students will learn end-user skills in spreadsheet, database, and presentation software applications as well as basic web page construction. *CS120 is replacing CIS131. CS120 is not approved as an AA/OT distribution requirement. Students are encouraged to consult with their advisor and to verify CS120 will meet the computer literacy requirement at their transfer university.

Also offered as CS120A, B, C, D in one-credit modules.

Prerequisite: CS101 with a "C" or better.

Concurrent: CIS0593.

CS125DB Database Applications

3 credits (3 lec hrs/wk)

This course will introduce the use of microcomputers for database management systems applications. It introduces the concepts, terminology, and application of database management technology. The student 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. Relational database design rules will be introduced to enable students to eliminate data redundancy, reduce errors, and prevent data corruption while providing the flexibility needed to supply user information. This course uses one or more commercially available database management system software packages.

Prerequisite: CS101 with a "C" or better.

Concurrent: CIS0593.

CS125DM Digital Media Applications

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

This concepts-centered course will encompass beginning and intermediate concepts of multimedia applications, punctuated by several hands-on projects. Utilizing current digital tools, students will learn the concepts behind developing high-quality bit-mapped images, vector images, animation, sound, and video. Concepts include basic procedures for managing media, importing and exporting between applications, converting file types, and controlling file sizes. In addition, an emphasis on legal and ethical issues will be included.

Prerequisite: CS101 with a "C" or better.

Concurrent: CIS0593.

CS125GIS/GEOG265 Introduction to Geographic Information Systems

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

This course is designed to introduce students to the principles and practices of GIS, while providing experience using a contemporary GIS software package. This course will develop both a theoretical understanding of GIS and experience in accessing GIS data sets. Students will be exposed to raster and vector GIS. Students are expected to be comfortable using DOS and Windows.

Prerequisite: CS120 with a "C" or better.

CS125H HTML Applications

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

Using HTML, XML, and XHTML, students will learn how to design and implement simple to advanced websites, with consideration of societal and design issues.

Prerequisite: CS101 with a "C" or better.

Concurrent: CIS0593.

Course Descriptions

CS125P Presentation Applications:

Microsoft PowerPoint

3 credits (3 lec hrs/wk)

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

Prerequisite: CS101 with a "C" or better.

Concurrent: CIS0593.

CS125S Spreadsheet Applications

3 credits (3 lec hrs/wk)

This course will introduce the beginning and intermediate 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 issues involved in choosing and installing spreadsheet software. It will use one or more commercially available spreadsheet software packages.

Prerequisite: CS101 with a "C" or better.

Concurrent: CIS0593.

CS125W Word Processing Applications:

Microsoft

3 credits (3 lec, hrs/wk)

This course familiarizes students with the use of microcomputers for word processing applications at a professional level. This course will introduce the concepts, terminology, and application of word processing technology. The student 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.

Prerequisite: CS101 with a "C" or better.

Concurrent: CIS0593.

CS125WE Web Editor Applications

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

This course introduces beginning and intermediate skills to effectively use one or more contemporary web editors. It addresses the major concepts associated with website assessment, design, development, publishing, and maintenance. Emphasis is placed on developing user friendly and maintainable sites.

Prerequisite: CS101 with a "C" or better.

Concurrent: CIS0593.

CS133VB Computer Language I - Visual Basic

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

Introduces the Visual Basic programming language to learn fundamental programming techniques. Emphasizes structured and object oriented design and writing of programs to solve business and/or mathematical problems. Students will learn problem solving, procedural programming, develop a graphical user interface, and work with events and objects.

Prerequisite: CS101 with a "C" or better.

Concurrent: CIS0593.

CS133WS Computer Language I - Client-side Web Scripting

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

CS133WS is an introductory computer programming course as well as an intermediate web design course. The purpose is to introduce the basic concepts of developing an interactive website with the use of a client-side scripting language, emphasizing concepts of good website design and construction. Beginning and intermediate scripting language topics covered may include algorithm development, functions, decisions, repetition, windows and frame manipulation, interactive forms, and an introduction to cookies. A working knowledge of HTML coding is required to be successful in this course.

Prerequisite: CS125H.

Concurrent: CIS0593.

CS135DB Advanced Database Applications

3 credits (3 lec hrs/wk)

This course will explore relational database theory and structured program development. Includes design, development, testing, implementation, and documentation of database management systems in a microcomputer DBMS environment. Topics include designing complex reports, customizing forms with advanced form techniques, changing and customizing tables, creating and using macros, creating and using an application system, and creating and maintaining an online database.

Prerequisite: CS125DB with a "C" or better.

Concurrent: CIS0593.

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 with a "C" or better.

Concurrent: CIS0593.

CS140 Introduction to Operating Systems

3 credits (3 lec hrs/wk)

This course introduces the student to the theory and operation of microcomputer operating systems. It will include 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 Windows XP.

Prerequisite: CS101 with a "C" or better.

Concurrent: CIS0593.

Course Descriptions

CS160 Computer Science Orientation

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

This course introduces students to the computer science field and profession. Students will be introduced to computer science, programming, careers, as well as societal and ethical issues surrounding the use of computers. Students will have the opportunity to participate in team problem solving.

Prerequisite: MTH111 with a "C" or better.

Concurrent: CIS0593.

CS161 Introduction to Computer Science I

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

This course offers a history and overview of fundamental computer science concepts using an object-oriented programming language. Topics include object-oriented programming, software engineering, algorithm development, data representation, introduction to user interface design, and sources of error.

Prerequisite: CS160 with a "C" or better.

Concurrent: CIS0593.

CS162 Introduction to Computer Science II

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

This course covers software engineering principles and modern programming methods. Topics include event-driven programming for graphical user interfaces, recursion, stream, and exception handling. This course also introduces analysis of algorithms, sorting, and searching.

Prerequisite: CS161 with a "C" or better.

Concurrent: CIS0593.

CS178I Internet

3 credits (3 lec hrs/wk)

Students will learn to use the resources of the Internet for locating information, disseminating information and communication. The course surveys the various different technologies that form and make the Internet work, including hardware/software considerations, popular search engines, societal issues, and current topics. It will prepare the student to use the Internet as an effective research tool, understand current technologies, and make intelligent business decisions concerning the Internet. Additionally, the course will introduce students to computer networks from an end-user perspective. The course provides experience using the Internet to examine the networked environment, models, protocols, and standards, LAN topologies, and emerging technologies.

Prerequisite: CS101 with a "C" or better.

Concurrent: CIS0593.

CS195 Web Development I

3 credits (3 lec hrs/wk)

This course focuses on multimedia design techniques and considerations necessary to design and produce websites with a high degree of interactivity and user control. Topics will include content, cognitive, navigational, usability, and accessibility design issues, as well as website design testing methodologies.

Prerequisites: CS125H, CS125WE and CS133WS with a "C" or better.

CS198/298 Independent Study

1-3 credits (hrs to be arranged)

Prerequisite: Instructor consent.

CS233VB Computer Language II - Visual Basic

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

This course continues the study of programming of Visual Basic. Presents intermediate and advanced ideas of numerical computation, object-oriented programming, and problem analysis using the Visual Basic Language. Students will create Visual Basic applications using a variety of techniques and complexity.

Prerequisite: CS133VB with a "C" or better.

Concurrent: CIS0593.

CS233WS Computer Language II - Server-Side Web Scripting

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

The course is designed to provide students with an introduction to programming web-based applications using a contemporary server-based programming language. Students will learn how to design, code, and implement interactive web pages with dynamically generated content. Course assumes students have a working knowledge of HTML and client-side scripting.

Prerequisite: CS133WS with a "C" or better.

Concurrent: CIS0593.

CS240U Advanced Operating Systems (UNIX Operating System)

3 credits (3 lec hrs/wk)

This course continues the study of operating systems. It focuses on the hands-on system administration of Linux/Unix. Topics will include: installation, system configuration, X Windows system configuration, user and group account management, disk formatting and partitioning, local file systems, system startup and shutdown, run levels, backup and restore, printers and printing, serial and parallel ports and devices, basic local area networking, memory management.

Prerequisite: CS140 with a "C" or better.

Concurrent: CIS0593.

Course Descriptions

CS240W Advanced Operating Systems (Windows Operating System)

3 credits (3 lec hrs/wk)

This course continues the study of operating systems. It includes multimedia, modems and peer-to-peer networking with Microsoft Windows. This is a hands-on introduction to Windows XP Professional, including architecture, file systems, configuration, memory management, security, peer-to-peer networking, and technical support.

Prerequisite: CS140 with a "C" or better.

Concurrent: CIS0593.

CS244 Systems Analysis

3 credits (3 lec hrs/wk)

This course will introduce methods and modeling tools used in the systems development process. Emphasis is on structured analysis of computer information systems. Assignments will include the use of project management software, CASE tools, and graphics tools applied to problems similar to those found in systems in business and industry.

Prerequisite: CS120 or CS125DB with a "C" or better.

Concurrent: CIS0593.

CS246 Systems Design

3 credits (3 lec hrs/wk)

This course continues the study of the systems development process. Emphasis is on the structured design and implementation of computer information systems. Assignments will include the design and implementation of systems that are similar to those in business and industry.

Prerequisite: CS244.

Concurrent: CIS0593.

CS261 Data Structures

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

This course includes the topics of complexity analysis, approximation methods, trees, graphs, file processing, binary search trees, hashing, and storage management.

Prerequisite: CS162 with a "C" or better.

Concurrent: CIS0593.

CS278 Data Communications

3 credits (3 lec hrs/wk)

An introduction to the fundamental concepts in data communication including definition of terms, communicating concepts, comparison of voice and data communication (analog vs. digital signals), medium access, elementary data link protocols, topologies, servers, and operating system standards implemented in Local Area Networks (LAN). The course discusses the dynamic technology of transmitting, accessing, and controlling data. It introduces communications and networking strategies as well as applications of data communications.

Prerequisite: CIS6260 or CIS6243 or CS140 or CS178I with a "C" or better.

Concurrent: CIS0593.

CS279 Network Management I (Network Hardware)

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

This course introduces the concepts of network management and applications. The course discusses the implementation, administration, configuration, and troubleshooting of a communications system and exposes the student to major LAN protocol suites including de facto standards (such as TCP/IP), international standards, and vendor specific solutions. Hands-on experience and lab exercises are provided by a local area network. Also presented are advanced networking concepts for installing and configuring computer network systems.

Prerequisite: CS278 or CIS6244 with a "C" or better.

Concurrent: CIS0593.

CS280 Field Experience

1-10 credits (3-30 lab hrs/wk)

Practical on-site experience that will allow students to test knowledge learned in the classroom and explore the variety of workplaces in which to apply that knowledge.

Prerequisite: Instructor consent.

CS288 Network Management II (Network Software and Administration)

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

This course covers advanced management of network operating systems, including memory management, monitoring and setting performance parameters, managing multiple servers and services, and router and server configuration. Management of multiple LANs and WANs is emphasized. Hands-on experiences and lab exercises are provided in a network lab.

Prerequisite: CS279 with a "C" or better.

Concurrent: CIS0593.

CRIMINAL JUSTICE SERVICES

CJ5401 ROTA Module I: (Legal Concepts I)

3 credits (3 lec hrs/wk)

Legal Concepts I is the first module of the Reserve Officer Training Academy. The course offers a basic overview of the criminal justice system in Oregon to reserve police officers and focuses on the Oregon Criminal Code and laws police officers enforce while carrying out their responsibilities. Course content is based on Oregon Department of Public Safety Standards and Training performance objectives.

Course Descriptions

CJ5402 ROTA Module II: (Legal Concepts II)

3 credits (3 lec hrs/wk)

Legal Concepts II is the second module of the Reserve Officer Training Academy. The course exposes reserve officers to the Oregon Motor Vehicle Code, the juvenile justice system, procedural matters and considerations of liability in the administration of the law, and related matters. Course content is based on Oregon Department of Public Safety Standards and Training performance objectives.

CJ5403 ROTA Module III: (Human Behavior)

3 credits (3 lec hrs/wk)

Human Behavior is the third module of the Reserve Officer Training Academy. The course focuses on a variety of topics related to the variety of incidents and people encountered in policing. Topics addressed include professionalism, domestic conflict management, cultural dynamics, communication strategies, traumatic incident awareness and dealing with mentally ill persons. Course content is based on Oregon Department of Public Safety Standards and Training performance objectives.

CJ5404 ROTA Module IV: (Patrol Procedures)

3 credits (3 lec hrs/wk)

Patrol Procedures is the fourth module of the Reserve Officer Training Academy. The course focuses on procedures and practices used in carrying out law enforcement responsibilities. Topics covered include patrol and traffic enforcement procedures, DUI enforcement, hazardous materials awareness, and contemporary issues in community policing. Course content is based on Oregon Department of Public Safety Standards and Training performance objectives.

CJ5405 ROTA Module V: (Investigations)

3 credits (3 lec hrs/wk)

Investigation is the fifth module of the Reserve Officer Training Academy. The module focuses primarily on aspects of preliminary investigations of crimes and introduces students to death investigations. Students are also exposed to accident investigation, investigative concepts related to controlled substances, and report writing, among other topics. Course content is based on Oregon Department of Public Safety Standards and Training performance objectives.

CJ5406 ROTA Module VI: (Skills Proficiency I)

3 credits (10 lec, 55 lec-lab hrs/total)

Skills Proficiency I is the sixth module of the Reserve Officer Training Academy. The module focuses primarily on skill needed by police officers to carry out their responsibilities related to defensive tactics and high-risk vehicle stops, and on topics related to personal health. Course content is based on Oregon Department of Public Safety Standards and Training performance objectives.

CJ5407 ROTA Module VII: (Skills Proficiency II)

3 credits (10 lec, 55 lec-lab hrs/total)

Skills Proficiency II is the seventh module of the Reserve Officer Training Academy. The module focuses primarily on skills needed by police officers to carry out their responsibilities related to care, use, and limitations of firearms and in relation to emergency vehicle operations. Course content is based on Oregon Department of Public Safety Standards and Training performance objectives.

CJ9355 Private Security Services Provider Training (Unarmed Private Security Officer)

2 credits (2 lec hrs/wk)

This course covers required training for unarmed private security providers to become certified in Oregon by the Oregon Board on Public Safety Standards and Training.

CJ9375 Search and Rescue Training

2.5 credits (3 lec hrs/wk, 4 TBA hrs)

This course is to prepare students to meet requirements to become Search and Rescue volunteers. It provides the training to perform search and rescue activities, including use of navigational tools, survival skills, mountaineering skills, and search methods.

CJ9390 Career Development: Criminal Justice Administration

0 credit (up to 324 hrs/total/term)

A variety of in-service training activities conducted within criminal justice agencies in the College district. Current issues and problems are addressed along with methods of alleviating them.

CJ100 Foundations of Criminal Justice

3 credits (3 lec hrs/wk)

This course presents a contemporary view of the criminal justice system and its processes. The structural and theoretical framework of the system is examined and the function, role and practices of police, courts, and corrections components of the system are surveyed. Career opportunities in the criminal justice field are explored.

CJ101/SOC244 Criminology

3 credits (3 lec hrs/wk)

This course offers an interdisciplinary perspective of crime and criminal behavior in relation to the criminal justice system. Theoretical approaches to explaining crime, criminal statistics, typologies, and victimology will be assessed. The influence of crime theory on public policy will be explored.

Course Descriptions

CJ110 Introduction to Law Enforcement

3 credits (3 lec/hrs wk)

This course offers a comprehensive look at law enforcement in America ranging from the historical evolution of police systems to an analysis of the work of police officers. Topics addressed include law enforcement jurisdiction and field operations, patrol procedures, organization of law enforcement agencies, selection and socialization of police officers, and current issues related to law enforcement.

CJ130 Introduction to Corrections

3 credits (3 lec hrs/wk)

This course introduces the student to the philosophy and history of corrections in the United States. Sentencing, corrections institutions, and community corrections are addressed along with critical issues in the field. A field trip to a correctional facility is scheduled as part of this course.

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 will be included in this course.

CJ140 Criminalistics

3 credits (3 lec hrs/wk)

This course introduces students to the application of science to criminal investigation. Scientific techniques useful in preventing and recognizing crime, and in identifying perpetrators of crimes are addressed. Students are introduced to proper techniques for collecting, preserving, and identifying physical evidence and are introduced to the services offered by state and federal crime laboratories.

Prerequisite: CJ210 is recommended, but not required.

CJ198/298 Independent Study in Criminal Justice Administration

1-3 credits (hrs to be arranged)

Prerequisite: Instructor consent.

CJ201/SOC221 Juvenile Delinquency

3 credits (3 lec hrs/wk)

A philosophical, historical, and practical survey of juvenile justice administration in the United States. Considered in the context of an interdisciplinary framework, theories, factors, and characteristics of delinquency will be presented, and treatment and delinquency prevention programs will be surveyed.

CJ203 Crisis Intervention

3 credits (3 lec hrs/wk)

Crisis intervention is a daily function of the professional in public safety. Proper response to a crisis situation may have a profound effect on the overall outcome of the situation. This course will provide students the proper tools to intervene effectively when faced with a crisis situation.

CJ210 Criminal Investigation

3 credits (3 lec hrs/wk)

This course is a study of basic principles and theories of investigative routines. The course focuses upon the primary skills used in all justice agency investigations with specific emphasis on criminal proceedings. Attention will be given to crime scenes, interviewing, evidence collection and preservation, witness and suspect identification information, surveillance, technical resources for investigations, specific investigation operations techniques, and case preparation for prosecutor and courtroom presentation.

CJ213 Interview and Interrogation Skills

3 credits (3 lec hrs/wk)

This course will examine the dynamics of psychological persuasion as they are applied through the course of criminal interrogations. The deliberate, refined processes and techniques of psychological persuasion will be examined, with specific attention to the practical and legal limitations of achieving the goals of criminal interviewing and interrogation.

CJ214 Crime Scene Investigation (Contemporary Applications)

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

This course will focus on specialized investigative issues specific to a variety of contemporary crime scenes and criminal events. The crime scenes/events focused on each term will vary according to availability of crime scene access in the community. Analysis of crime scenes and events will include the specialized investigative approaches unique to homicides and assaults, arson, crimes against children, hate crime, and environmental crime investigations. Issues discussed will include discovery of a typical crime events, their investigation, reconstruction, examination, and management by law enforcement investigators.

CJ215 Criminal Justice Administration

3 credits (3 lec hrs/wk)

This course surveys the complexities of organizing and managing a police agency. A variety of topics are covered, including principles of organizing and operating police agencies, leadership, policy formulation, and human resource management along with traditional management functions such as planning and budgeting. Traditional and non-traditional management principles are addressed.

Course Descriptions

CJ218 Corrections System (Special Populations Supervision)

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

This course will focus on the supervisory issues specific to the management of a variety of special corrections populations, including sex offenders, women, violent youth, the elderly/geriatric client, and physically disabled clients under correction supervision. Supervision activities and client supervision techniques required for public safety and effective case management will be discussed. The unique discipline concerns regarding special management populations and their supervision needs will be addressed for each special corrections population identified.

CJ220 Criminal Law

3 credits (3 lec hrs/wk)

This course offers an introductory analysis of the criminal law and the development and philosophy of the criminal law, criminal law as a social force, definitions and concepts, constitutional principles and the classification of crimes in relation to criminal justice administration. The student is introduced to legal research, the study of case law and methodology, and specific criminal offenses.

CJ222 Procedural Law

3 credits (3 lec hrs/wk)

An examination of legal procedure and process 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, particularly law enforcement, will be analyzed. The course focuses on First, Fourth, Fifth, and Fourteenth Amendments to the United States Constitution.

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.

CJ226 Constitutional Law

3 credits (3 lec hrs/wk)

This course presents a thorough overview of the primary freedoms afforded by the first ten amendments and the 14th amendment of the U.S. Constitution. Specific emphasis will be placed on the role of the courts, constitutional case interpretation and rights of the accused.

CJ229 Community-Based Corrections

3 credits (3 lec hrs/wk)

This course 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.

CJ230 Juvenile Justice System

3 credits (3 lec hrs/wk)

This course introduces students to the historical and contemporary aspects of the juvenile justice system. Primary emphasis in the course is centered on juvenile justice system philosophy as applied to juvenile offenders from arrest to adjudication.

CJ232 Corrections Counseling and Casework

3 credits (3 lec hrs/wk)

This course offers an overview of approaches to behavior modification through interviewing and counseling along with techniques available to entry-level corrections practitioners in interviewing and counseling. The course also introduces students to advanced methods utilized by professional counselors.

CJ247 Criminal Justice Ethics

3 credits (3 lec hrs/wk)

Ethical violations are terribly damaging to the entire criminal justice system. The course will examine ethical dilemmas pertaining to the administration of criminal justice, focusing on law enforcement, the courts, corrections, research and crime policy. This course will deal with specific ethical issues related to the criminal justice system and will be required of all criminal justice majors. The course is an introduction to ethical decision making through the perspectives of Virtue Ethics, Formalism, and Utilitarianism. The course will examine social context by comparing ethics and the law before dealing with the components of the criminal justice system: police, courts, and corrections. Finally, the course will question whether unethical behavior should have liabilities attached to as well as future development of ethics in everyday life.

CJ280 Field Experience

1-6 credits (3-18 lab hrs/wk)

This course offers career exploration and workplace experience in a variety of supervised settings applicable to the development of the student as a professional in the criminal justice field.

Prerequisite: Instructor consent.

Course Descriptions

CULINARY ARTS

CRT2000 Introduction to Professional Cooking

5 credits (1 lec, 12 lab hrs/wk)

This course will focus on the fundamental principles of modern cooking. Students will learn about what happens to food when it is heated, about how food is cooked with different cooking methods, and about rules of seasoning and flavoring. Theories which explain the chemistry of cooking will be emphasized so students can successfully practice them in the kitchen. Emphasis will be placed on the vocabulary of cooking, procedures, ingredients, menu terms, food quality standards, and equipment use.

Prerequisite: Instructor consent.

CRT2001 Basic Food Preparation

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

This course will focus on learning pre-preparation techniques important to professional kitchen operations - Mise En Place. The students will learn the importance of carefully planned pre-preparation, the difference in preparation requirements for set and extended meal service, and keeping sharp edges on knives. Students will gain competence in performing basic cutting techniques, basic cooking and marinating procedures, and handling convenience foods in pre-preparation operations.

Prerequisite: Instructor consent.

Concurrent: HEC9932.

CRT2002 Introduction to the Food and Beverage Industry

3 credits (3 lec hrs/wk)

This course offers students an overview of the food service industry; its structure, organization, size, economic impact, regulatory and peripheral industries, managerial problems and practices, trade journals, and resources. Emphasis will be on operational topics of current concern for the industry. Guest speakers representing various segments of the industry will provide an introduction to career opportunities and a view of real-world activities.

Prerequisite: Instructor consent.

CRT2003 Introduction to Pastry and Baking

6 credits (12 lec-lab hrs/wk)

This course will cover fundamentals of baking and pastry (including terminology, ingredients, technology, equipment, recipe conversion, measurements, storage, and sanitation). Students will gain experience in using various mixing methods. Techniques in yeast and quick bread, pastry, pie, cookie, and dessert making and presentation will be covered.

Prerequisite: CRT2000 with a "C" or better.

CRT2004 Introduction to Vineyards and Beverages

1 credit (1 lec hr/wk)

This course will present an introduction from a culinary perspective to wine and spirits produced by European and American vineyards. Students will study wine production, labeling, and laws of the beverage industry. Emphasis is on developing a knowledge base suitable for assisting customers in choosing the "correct" wine for classical and contemporary cuisine.

Prerequisite: Instructor consent.

CRT2005 Menu Planning and Design

3 credits (3 lec hrs/wk)

This course will cover the basic principles of planning and design necessary to create a variety of menus for various food service operations. Layout, costing, and promotional approaches will be covered.

Prerequisite: Instructor consent.

CRT2006 Restaurant Layout and Interior Design

3 credits (3 lec hrs/wk)

This course will offer students an opportunity to design their own restaurant from the ground floor up. Emphasis will be on kitchen layout, dining room design, menu planning, staff allocation, exterior design, and obtaining financing. Students develop a concept proposal suitable for presentation.

Prerequisite: Instructor consent.

CRT2007 Inventory Control and Purchasing

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

This course will present basic principles of purchasing food, beverage, equipment, contract services, and supplies. Students will learn the necessary skills for product identification, supplier selection, ordering, receiving, storing, and issuing processes as they apply to purchasing and inventory controls in the food service industry.

Prerequisite: Instructor consent.

Course Descriptions

CRT2008 Introduction to Garde Manger

5 credits (2 lec, 6 lec-lab hrs/wk)

This course will cover the preparation and artistic presentation of cold cuisine. While using garde manger small tools, students will develop skills in the fundamentals of preparing hot and cold appetizers, lunch and dinner salads, egg cookery, dressings, pates, vegetable and fruit carving, garnishes, hot and cold sandwiches, and food decoration. Basics of cold food pantry organization and sanitizing techniques will be covered.

Prerequisite: CRT2000 with a "C" or better.

CRT2009 Advanced Garde Manger

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

This course expands on the basic knowledge of the cold food garde manger kitchen. Students will be introduced to the artistic production and presentation of buffet arrangements. Terrines, galantines, pates, and charcuterie.

Prerequisite: CRT2008 with a "C".

CRT2010 Regional Cuisine

2 credits (4 lec-lab hrs/wk)

This course will focus on various International and American regional cuisines. Students will develop a working understanding of the local products, traditional ethnic recipes, and kitchen tools indigenous to various regional cuisines. The course will include the cuisines from national and international regions including New England, Louisiana, New Mexico, Florida, France, Italy, and Scandinavia.

Prerequisite: CRT2000 with a "C" or better.

CRT2011 International Cuisine

3 credits (6 lec-lab hrs/wk)

This course will focus on various international cuisines including Oriental, Italian, Mexican, British and other European countries. Cultural and historical perspectives will be covered, as well as ingredients and methods specific to each cuisine. Students will prepare and present classic dishes from each cuisine.

Prerequisite: Instructor consent.

CRT2012 A La Carte Cooking I

4 credits (8 lec-lab hrs/wk)

This course will focus on the necessary skills to mise en place--to work at each station of a professional kitchen with emphasis on the sauce station (stocks, thickening agents, reduction, liaison, purees, mother sauces, and butters). The students will gain competence in A la minute methods for preparing entrees and side dishes. Plate presentation approaches in the classical and contemporary styles will be included.

Prerequisite: CRT2000 with a "C" or better.

CRT2013 A La Carte Cooking II

4 credits (8 lec-lab hrs/wk)

This course will enable students to further develop their basic A la carte and leadership skills in a classical kitchen. Students will study entree preparation and plating styles particular to the featured cuisine. The focus will be on the production of quality food and service, organization on the line, and coordination with the expediter.

Prerequisite: CRT2012 with a "C" or better.

CRT2014 Advanced A La Carte Cooking in a Restaurant

3 credits (6 lec-lab hrs/wk)

This course is designed for the advanced student to prepare classical and contemporary entrees and plating techniques. The focus is on the preparation and presentation of high quality food and service as well as the organization of classical and contemporary style kitchens.

Prerequisite: CRT2013 with a "C" or better.

CRT2015 Sanitation and Safety for Managers

3 credits (3 lec hrs/wk)

This course provides information necessary to inform, strengthen, and update hospitality and tourism industry supervisors on current principles and practices of sanitation and safety. The course is based on the Educational Foundation of the National Restaurant Association's ServSafe training and certification coursework. Discussion will include Oregon's recent enactment of statewide food handler training and the Hazard Analysis Critical Control Point (HACCP) system. Other topics of study will include potable water systems, waste treatment, lodging facilities, recreational facilities, swimming pool and spa regulations, and hazardous materials.

Prerequisite: Instructor consent.

CRT2016 Culinary Nutrition

3 credits (3 lec hrs/wk)

This course will cover the study of nutrition as it applies to food preparation, menu analysis, and recipe alternatives for the culinary arts. Students will learn how food affects the human body and will prepare nutritional menus within the context of kitchen and restaurant operation.

Prerequisite: Instructor consent.

Course Descriptions

CRT2017 Restaurant Management and Supervision

4 credits (4 lec hrs/wk)

This course will focus on the necessary skills for effective restaurant management and supervision, operations analysis, food production and service, culinary techniques, sanitation and safety, food costing and supervision of staff, and service management. State regulations and cost controls specific to restaurant operations will be covered.

Prerequisite: Instructor consent.

CRT2018 Culinary Arts Career Planning

1 credit (11 lec hrs/total)

This course will focus on the development of habits, traits, and grooming standards necessary for success in today's culinary arts job market. Students will review career tracts and opportunities in the culinary arts industry. Interview skills and portfolio development will be included.

Prerequisite: Instructor consent.

CRT2019 Culinary Calculations I

2 credits (2 lec hrs/wk)

This course covers the first half of a review of basic calculation procedures used by culinarians in food preparation. Students will learn basic calculations used in the kitchen for recipe conversions and food cost controls. Topics covered will include the metric system and finding approximate yields of recipes.

Prerequisite: Instructor consent.

CRT2020 Culinary Calculations II

2 credits (2 lec hrs/wk)

This course covers the second half of a review of basic calculation procedures used by culinarians in food preparation. Students will learn basic calculations used to figure recipe costs, pricing, daily cost reports, inventories, and financial statements. Topics covered will include the metric system and conducting a break-even analysis.

Prerequisite: CRT2019 with a "C" or better.

CRT2021 Baking and Pastry Fundamentals

10 credits (22 lec-lab hrs/wk)

This course will cover fundamentals of baking and pastry, including history of baking, terminology, ingredients, technology, equipment, storage and sanitation in the bakeshop. Students will gain hands on experience in using various mixing, holding and baking methods as well as international techniques to create an assortment of yeast dough and quick breads. Students will also learn to prepare enriched yeast doughs, brioche, challah, cookies, bar cookies, pies and tarts.

Prerequisite: Instructor consent.

CRT2022 Cakes, Tortes, and Laminated Doughs

8 credits (16 lec-lab hrs/wk)

Starting with a classic genoise, preparing butter cakes, pound cake, devil's food, joconde, angel food and chiffon cake will be covered in this course. Assembling and decorating cakes and tortes using several techniques, storing and presentation plates and platters will be included. Custards, creams and souffles will also be prepared. Laminated doughs will include the preparation of puff pastry, croissants and Danish pastry. Students will also prepare various forms of pate a choux products.

Prerequisite: Instructor consent.

CRT2023 Syrups, Icings, and Sauces

4 credits (8 lec-lab hrs/wk)

This course is the understanding of the cooking stages of sugar. A variety of sugar syrups and icings that rely on sugar syrup will be prepared along with royal icing, ganache, Italian and French butter cream icings, marshmallows, caramel and other cooked sugar fillings. Dessert sauces are also included in this course, including plate presentation and various sauce feathering techniques. Students will also learn the art of candying whole and sliced fruits.

Prerequisite: Instructor consent.

CRT2024 Frozen Desserts

3 credits (6.6 lec-lab hrs/wk)

This course will cover the origin and history of frozen desserts as well as the various churning methods for making ice cream, gelato and sorbets. Still frozen methods will also be discussed. Students will learn to prepare a variety of ice creams, gelatos, sorbets and frozen desserts, granite and parfaits.

Prerequisite: Instructor consent.

CRT2025 Chocolate and Advanced Pastry Techniques

8 credits (16 lec-lab hrs/wk)

Introduces students to a variety of chocolate products, and an understanding of the various procedures for tempering and working with chocolate. Students will have hands on experience on how to prepare simple and complex chocolate decorations and assorted confections. Handling and storage temperatures will be discussed. Chocolate spraying techniques will be covered. This course also includes the preparation of spun sugar, pulled sugar, blown sugar, gum paste and pastillage. Marzipan and nougatine preparations will be taught and a variety of candies and centerpieces will be prepared using these techniques.

Prerequisite: Instructor consent.

CRT2026 Dessert Menu Development

1 credit (1 lec hr/wk)

The dessert crowns the dinner. To create a fine dessert, one has to combine the skills of a confectioner, a decorator, a painter, an architect, an ice cream maker, a sculptor and a florist. Students will learn to develop dessert menus for the food service industry using a variety of techniques to add visual appeal to plated desserts. This course will be an eleven week project where teams of students will work towards a goal of developing a complete dessert menu.

Prerequisite: Instructor consent.

Course Descriptions

CRT2030 Bakery Design

3 credits (6 lec-lab hrs/wk)

This course will cover the theory and methodology behind designing and building a bakery, from location and equipment to menu options and staffing. Students will spend lab time conceptually designing and creating a bakery. A simulation of each student's bakery will include a presentation of the complete dessert menu, recipes, staffing plan and service of bakery products to customers.

Prerequisite: CRT2026 with a "C" or better.

CRT2031 Bakery and Pastry Fundamentals I

5 credits (10 lec-lab hrs/wk)

This course will cover the fundamentals of baking and pastry, including the history of baking, terminology, ingredients, technology, equipment, storage and sanitation in the bakeshop. Students will gain hands on experience in using various mixing, holding and baking methods as well as international techniques to create an assortment of lean yeast doughs and quick breads. Students will also learn to prepare enriched doughs, brioche, challah, cookies, bar cookies, pies and tarts.

Prerequisite: Instructor consent.

CRT2032 Bakery and Pastry Fundamentals II

5 credits (10 lec-lab hrs/wk)

This course will cover more advanced bakery techniques. Students will learn the production methods for American and European artisan breads, breads using natural yeast, European style pastries and tarts as well as a variety of international cookies. Sugar free, reduced sugar and reduced fat baking will be covered in this course.

Prerequisite: CRT2031 with a "C" or better.

CRT2033 Bakery and Pastry Cakes

5 credits (10 lec-lab hrs/wk)

Starting with a classic genoise, preparing butter cakes, pound cake, devil's food, joconde, angel food and chiffon cake will be covered in this course. Assembling and decorating cakes and tortes using several techniques, storing and presentation plates and platters will be included. This course will take the student from the basics of cake making through a complete understanding of cake structure development and how to alter recipes to create their own new cake varieties. Students will learn a variety of hands on decorating styles from American birthday cakes, to French wedding cakes and various other celebration cakes from around the world.

Prerequisite: Instructor consent.

CRT2034 Sugar, Marzipan and Pastillage

3 credits (6 lec-lab hrs/wk)

This course will take the student through the making and usage of pulled, blown casted and spun sugar. Students will also learn how to make and use marzipan for decorations, fillings and confections. Students will gain a functioning knowledge of how to make, form and present pastillage.

Prerequisite: CRT2032 with a "C" or better.

CRT2035 Chocolate and Confections

3 credits (6 lec-lab hrs/wk)

This course will cover the realm of Theobroma Cacao, "The food of the Gods". Students will learn the history of chocolate and it's many uses through the ages. Students will gain an understanding of how the crystal structure of chocolate is developed and used. Students will make chocolate confection using molds and hand molding techniques. Students will also gain a working knowledge of designing and building show pieces.

Prerequisite: Instructor consent.

CRT2036 Baking and Pastry Centerpieces

3 credits (6 lec-lab hrs/wk)

A capstone course that merges the student's finest pastry skills with artistic expression. Students will learn to make centerpieces to grand show pieces which include edible cake and confection serving stands and platters..

Prerequisite: CRT2032 with a "C" or better.

CRT2279 Orientation to Work Experience Culinary Externship

1 credit (11 lec hrs/total)

This course offers students orientation and advising for workplace experience in a variety of supervised settings that are applicable to the development of a student as a professional in the Food Service Industry. Students will set up procedures for the opportunity to work in different areas under the direction of chefs and food/beverage managers. Externships will be progressive training experiences structured to fit the background and career goals of each individual student.

Prerequisite: Instructor consent.

CRT2280 Work Experience: Culinary Externship

12 credits (39.6 lec-lab hrs/wk)

This course offers the student workplace experience in a variety of supervised settings that are applicable to the development of a student as a professional in the food service industry. Students will have the opportunity to work in different areas under the direction of chefs and food/beverage managers. Externships will be progressive training experiences structured to fit the background and career goals of each individual student.

Prerequisite: Instructor consent.

Course Descriptions

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 requirements, menu structure, drawing setup, drawing aids, basic drawing, editing, display, dimensioning, using blocks, graphic patterns, and printing commands. AutoCAD software is utilized to produce 2-D schematic and mechanical drawings.

Prerequisite: CS101 or equivalent.

Concurrent: CIS0593

DRFT105 Blueprint Reading

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

This course presents instruction and skill development in blueprint reading and interpretation as applicable in the manufacturing and fabrication trades. Emphasis is placed on fundamentals of blueprint reading, including understanding basic lines, views, dimensions, tolerances, symbols, machine call-outs, and notations. Also included is recognition of detail in manufacturing and fabrication prints.

DRFT110 Computer Assisted Drafting I

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

Introduction to computer-aided drafting (CAD) software and the hardware components comprising a CAD station. Drawing set-up, drawing aid, basic drawing, editing, and display commands are used to create 2-D schematic and mechanical drawings.

Prerequisite: CS101 or equivalent.

Concurrent: CIS0593.

DRFT111 Computer Assisted Drafting II

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

Review of DRFT110 and introduction to advanced drawing and editing commands. Introduces concept of polylines and splines, obtaining information from the computer, basic and advanced dimensioning and dimension editing, use of tolerances, and limits. Producing section views and graphic patterns, blocks for multiple use, multiview layout, external references, and plotting.

Prerequisite: DRFT110.

Concurrent: CIS0593.

DRFT112 Computer Assisted Drafting III

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

Computer Assisted Drafting deals with the use of the computer to create three dimensional representative (pictorial) drawings, three dimensional drawings, and "solid models." Script files, slide shows, digitizing, file exchange formats, menu bar customization, and using AutoCAD files in other programs will be introduced.

Prerequisite: DRFT111.

Concurrent: CIS0593.

EARLY CHILDHOOD EDUCATION

ECE102 Practicum

3 credits (1 lec, 6 lab hrs/wk)

Students will gain experience in various roles and responsibilities of the early childhood educator. Students will gain experience in working with young children in an organized setting and assisting with supervision of daily activities in a preschool program. Students will also gain experience in observation/assessment and curriculum development.

Prerequisite: ECE209 with a "C" or better.

ECE150 Introduction and Observation in Early Childhood Education

3 credits (3 lec hrs/wk)

A beginning course focusing on the history and basic concepts of early childhood education and the value and usage of objective observations as a teaching tool. Includes weekly discussion and weekly observation.

ECE152 Creative Activities

3 credits (3 lec hrs/wk)

A curriculum course focusing on understanding and implementing a development approach to creative activities as well as discussion on presentation and methods of evaluation. Students will learn how to utilize various art mediums and materials, incorporate science/cooking experiences, drama/puppetry, and the development of mathematical thinking. Specifically, this course will teach students how to develop art, math, science, music and movement activities, and curriculum.

ECE154 Children's Literature and Literacy

3 credits (3 lec hrs/wk)

This course is designed to give the student an in-depth experience of studying and observing how children develop emerging literacy skills. Students will also study children's literature, what is available in quality children's literature, along with a rationale for the purpose of such literature, ways to implement its use, and ways to evaluate its appropriateness in given school situations.

ECE163 Preschool Practicum

3 credits (1 lec, 6 lab hrs/wk)

The student will gain experience working with young children in a laboratory preschool setting. The student will assist with supervision of the various activities in a preschool program, including planning, executing, and evaluating curriculum materials appropriate for the young child. The student will continue to develop skills in observation/assessment and curriculum planning.

Prerequisite: ECE102 with a "C" or better.

Course Descriptions

ECE209 Theory and Practicum

3 credits (1 lec, 6 lab hrs/wk)

Assists students in developing their leadership potential through classroom discussion and practicum opportunities in early childhood education classrooms. Students will also gain experience and orient themselves to the various roles of the early childhood educator. Students will gain experience in working with young children in a supervised setting and assisting with various daily activities in a preschool program. Students will gain experience in observation/assessment and guidance techniques.

ECE240 Lesson and Curriculum Planning

3 credits (3 lec hrs/wk)

Instruction is planning daily and weekly activities for Early Childhood Education teachers. Methods and materials are used to focus learning on the whole child's needs including social, emotional, creative, physical and cognitive, developmentally appropriate practice, and multiple intelligences.

ECE261 Student Teaching I, Early Childhood Education

6 credits (2 lec, 12 lab hrs/wk)

Students will engage in supervised teaching of young children in a laboratory setting. Students will apply what they have learned through coursework and previous lab work-curriculum planning, observation/assessment, daily planning, working with children and families.

Prerequisite: ECE163 with a "C" or better.

ECE262 Student Teaching II, Early Childhood Education

6 credits (2 lec, 12 lab hrs/wk)

Students will continue to engage in supervised teaching of young children in a laboratory preschool and in a community setting.

Prerequisite: ECE261 with a "C" or better.

ECONOMICS

ECON198/298 Independent Studies in Economics

1-3 credits (hrs to be arranged)

Student and instructor identify a project or problem in economics and jointly draw up a contract. The contract sets forth a proposal to complete the project or solve the problem. The contract identifies objectives, procedures, and equipment needed, together with key checkpoints for student instructor conferences.

Prerequisite: Instructor consent.

ECON201 Microeconomics

4 credits (4 lec hrs/wk)

Analyzes the market system, with attention given to the role of households, firms, and government in determining wages/prices and the allocation of productive resources.

Prerequisite: MTH94 with a "C" or better or appropriate score on placement test.

ECON202 Macroeconomics

4 credits (4 lec hrs/wk)

Analyzes the national economy as a whole, with attention given to determining national income, business cycles, economic growth, fiscal and monetary policy, and international trade.

Prerequisite: MTH94 with a "C" or better or appropriate score on placement test.

EDUCATION

ED101 Introduction and Observation and Experience

3 credits (3 lec hrs/wk)

This introductory course focuses on the history of education. Students will review the value and usage of objective/subjective observations as a teaching tool. Specific times for elementary/secondary level classroom observation as well as a regular group discussion of observation experiences will be included.

ED113 Instructional Strategies in Language Arts and Reading

3 credits (3 lec hrs week)

This introductory course for future educators will focus on specific concepts related to the development of reading and language abilities as well as the development of a literacy-rich learning environment. Reading and language development concepts covered include book and print awareness; phonological awareness; language, comprehension, and response to text; letter recognition, decoding, and word recognition; fluency and oral reading; spelling and writing; and working with students who are exhibiting reading and language development difficulties. Students will use their skills to develop reading and language activities and lesson plans for use in their practicum experiences, future classrooms, and particular grade-level interests.

Course Descriptions

ED114 Instructional Strategies in Math and Science

3 credits (3 lec hrs/wk)

This introductory course for future educators will focus on specific mathematical and scientific concepts, the application of these mathematical and scientific concepts in problem solving, and the development of a positive attitude toward mathematics and science. Math concepts covered include patterns, estimation, graphing, addition, subtraction, multiplication, division, and fractions. Science concepts include observation, communication, comparison/measurement, organization/classification, and relating observations. Hands-on activities in science areas such as biology, geology, or physical science will offer students opportunities to observe and to communicate, compare, measure, organize, find patterns, relate one observation to another, and integrate math within developing science concepts. Students will use these skills to develop math and science activities and lesson plans for use in their practicum experiences, future classrooms, and particular grade-level interests.

ED126 Tutoring Certification I

2 credits (10 lec, 30 lab hrs/total)

Provides techniques for acquainting adults with basic communications and computational skills. Lecture and laboratory includes practice in tutoring adults in reading, writing, and mathematics.

Prerequisite: *Instructor consent.*

ED127 Tutoring Certification II

2 credits (2 lec hrs/wk for 5 wks
and 3 lab hrs/wk for 10 wks)

Provides techniques for acquainting adults with basic communication and computational skills. Lecture and laboratory includes practice in tutoring adults in reading, writing, and mathematics.

Prerequisite: *ED126 with a "C" or better.*

ED128 Tutoring Certification III

2 credits (2 lec hrs/wk for 5 wks
and 3 lab hrs/wk for 10 wks)

Provides techniques for acquainting adults with basic communication and computational skills. Lecture and laboratory includes practice in tutoring adults in reading, writing, and mathematics.

Prerequisite: *ED127 with a "C" or better.*

ED130 Comprehensive Classroom Management

3 credits (3 lec hrs/wk)

This course provides current theory and methodology effective in managing small and large groups of students so that those students choose to be productively involved in instructional activities. Major factors or skill areas of effective classroom management will include: 1) understanding students; personal/psychological and learning needs, 2) establishing positive teacher-student relationships, 3) implementing instructional methods that facilitate optimal learning, and 4) using organizational and group management methods that maximize on-task student behavior.

ED133 Instructional Media and Materials

3 credits (3 lec hrs/wk)

This course covers the preparation and use of instructional media and materials commonly found in public schools. An introduction to computers and other learning technologies; and how to design lessons using these materials will be included. Students will develop an understanding of the place for and importance of instructional tools in the implementation of curricular programs.

ED169 Overview of Students with Special Needs

3 credits (3 lec hrs/wk)

An introductory course covering the handicapping and medical conditions that teachers in the public and private sector must be able to recognize and understand in order to plan accordingly. The following are special conditions which 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 presented. This course is also offered on-line.

ED258 Multicultural Education

3 credits (3 lec hrs/wk)

A course that will introduce 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.

ED266 Current Issues in Special Education

3 credits (3 lec hrs/wk)

This course is designed to provide students with an opportunity to explore, in depth, current special education issues. Students will review current philosophical frameworks, legislative changes, emerging conditions, and technological advances in the field of special education.

Course Descriptions

ED269 Educating the Mildly and Severely Disabled

3 credits (3 lec hrs/wk)

This course covers theories and effective techniques for working with students with disabilities. Students will receive instruction in various educational approaches based on various types of special needs. Students will also learn about services and funding provided for children with mild to severe disabilities, legal issues, and family dynamics.

ED280 Cooperative Work Experience

1-4 credits (3-12 hrs/wk)

Cooperative Work Experience in education is a course which provides students with the opportunity to gain practical experience in applying teaching or tutoring methods and techniques. The course also allows students to explore the field of public education as a possible career choice.

Prerequisite: Instructor consent.

ELECTRONICS

ELEC101 Electronic Processes

3 credits (6 lec-lab hrs/wk)

This course is designed to introduce students to electricity technology as it applies to devices and circuits used in electronic communication, computers and computer interfaces, and manufacturing systems. The course emphasizes fundamental electronic concepts, theory, and practices. Students learn to apply concepts and theory to practical applications and verify results using a variety of electronic test equipment. Students also learn procedures and practices necessary to maintain a safe working environment.

ENGINEERING, GENERAL

ENGR111 Engineering Orientation

3 credits (3 lec hrs/wk)

Topics include: survey of the engineering profession; educational and professional development; standards of practice; engineering information, calculations, and analysis. An engineering design project will be incorporated.

Prerequisite: MTH111 with a "C" or better.

ENGR112 Engineering Computation

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

Introduction to solution of engineering problems by means of programmed numerical methods. Exposure to fundamentals of computational systems, logical analysis, algorithm development, and program input/output design. A higher-level programming language will be presented and utilized.

Prerequisite: MTH111 with a "C" or better.

ENGR201 Electrical Fundamentals I

3 credits (3 lec hrs/wk)

Topics include: circuit variables and elements, simple resistive circuits, techniques of circuit analysis, applications of operational amplifiers, inductors and capacitors, first-order circuits.

Prerequisite: PH213 with a "C" or better.

ENGR202 Electrical Fundamentals II

3 credits (3 lec hrs/wk)

Topics include: first-order and second-order circuits, analysis methods and power calculations for sinusoidal steady-state circuits, balanced three-phase circuits, mutual inductance and transformers.

Prerequisite: ENGR201 with a "C" or better.

ENGR203 Electrical Fundamentals III

3 credits (3 lec hrs/wk)

Topics include: Laplace transforms and their applications to circuit analysis; frequency-selective circuits, active filter circuits; Fourier series, Fourier transforms and their applications to circuit analysis; two-port circuits.

Prerequisite: ENGR202 with a "C" or better.

ENGR211 Statics

3 credits (3 lec hrs/wk)

Topics include: equilibrium of particles, equivalent force systems, equilibrium of rigid bodies, distributed forces and centroids, structures and machines, beams and cables.

Prerequisite: PH213 with a "C" or better.

ENGR212 Dynamics

3 credits (3 lec hrs/wk)

Topics include: kinematics and kinetics of particles, systems of particles, kinematics and kinetics of rigid bodies, work-energy and impulse momentum relations.

Prerequisite: ENGR211 with a "C" or better.

ENGR213 Strength (Mechanics) of Materials

3 credits (3 lec hrs/wk)

Topics include: stress and strain in deformable bodies, material effects caused by axial loading, torsion, pure bending, and transverse loading; transformation of stress; combined stress states; statically-indeterminate systems; beam deflection; column instability.

Prerequisite: ENGR211 with a "C" or better.

ENGR245 Engineering Graphics and Design

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

An introductory engineering graphics course. A computer-aided drawing (CAD) application will be presented and utilized. An engineering design project will be incorporated.

Prerequisite: MTH111 with a "C" or better.

Course Descriptions

ENGLISH - SEE LITERATURE AND WRITING

ENVIRONMENTAL TECHNOLOGY

ENV102 Introduction to Water Resources

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

This course examines the role of water in the natural world and in modern society. Students will be introduced to general principles of hydrology and stream and channel morphology. Management of water resources, including supply, distribution, uses, conservation, protection, waste water treatment, and pollution, will be examined, with emphasis on Oregon and local water resources, problems, and governance. Offered every other year.

ENV145 Environmental Sampling

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

A lecture and laboratory course designed to provide students with the knowledge and field experience in environmental sampling. This course will cover fundamentals of sampling for various environmental parameters including water, soils, riparian or other habitat and biota. Emphasis will be placed on the accurate collection of data with the use of common field and laboratory techniques used in environmental monitoring. Students will learn the importance of data management analysis and reporting.

ENV148 Conservation of Environmental Resources

3 credits (3 lec hrs/wk)

This course examines the need, importance, and philosophy of conservation in a contemporary world. Human dependency on an understanding of ecological principles and natural systems are emphasized. Topics to be discussed include natural resource classification; history, importance, and current methods of conservation; resource management issues; citizens' role in conservation; and prospects for the future. Current environmental issues are discussed from a local, national, and global perspective. This course is designed to increase student awareness of the importance of conservation as a social and behavioral science, and to increase student participation in natural resource conservation. This course is offered every other year.

ENV235 Introduction to Soil Science

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

An introduction to the physical, chemical, and biological properties of soil as influenced by climate and geologic processes. Emphasis is placed on the understanding of soil processes and includes issues of disturbance, erosion, productivity, and conservation. The behavior of water in soil and soil-water interactions will also be discussed.

FIRE SCIENCE TECHNOLOGY

FS996Q Fire Science Driver

2 credits (18 lec, 12 lec-lab hr/total)

This course is designed to provide firefighter students with concepts in emergency driving, defensive driving, Oregon law/policies, and vehicle maintenance. Students will also receive skills and knowledge to drive and maintain emergency vehicles.

FS5230/5231/5232 Company Drills, Part A, B, C

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

Course is designed to provide second-year fire science students with the opportunity to gain an awareness of the various types of emergencies which they may encounter as professional firefighters. Each scenario is somewhat limited in scope, yet should stimulate the student to further develop needed skills and self-study to help them prepare for potential incidents.

Prerequisites: FS5244, FS5245 and FS5246 with a "C" or better and instructor consent.

FS5244 National Fire Protection Association (NFPA) Firefighter I, Part A: Entry Level Firefighter Training Program

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

This course is designed to provide the beginning fire science student with the basic knowledge and hands-on skills necessary to be involved in fire suppression activities under the direct supervision of a skilled firefighter. Oregon's Department of Public Safety Standards and Training (DPSST) establishes this level as meeting the requirements for paid and volunteer firefighters to be actively involved in fire suppression activities. This course meets the performance-based objectives established in the National Fire Protection Association (NFPA) Standard 1001, Standard for Firefighter Professional Qualifications, and NFPA Standard 1403, Entry Level Firefighter Training Program.

FS5245 National Fire Protection Association (NFPA) Firefighter I, Part B

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

This course, along with NFPA Firefighter I, Part A is designed to provide the beginning fire science student with the basic knowledge and hands-on skills necessary to be involved in fire suppression activities under the direct supervision of a skilled firefighter.

Course Descriptions

FS5246 National Fire Protection Association (NFPA) Firefighter II

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

The purpose of this course is to provide the more skilled fire science student with the “intermediate” knowledge and hands-on skills necessary to be involved in fire suppression activities under the general supervision of a skilled officer. Students completing this course have met the NFPA 1001 standards for certification as NFPA Firefighter IIs.

Prerequisites: FS5244 and FS5245 with a “C” or better.

FS5253 Fire Apparatus and Equipment

3 credits (2.5 lec, 1 lec-lab hrs wk)

This course provides students with information on care and preventive maintenance of emergency vehicles, safe operating practices, and techniques necessary for safely pumping water from various types of engines. This course meets part of the training requirements for NFPA Apparatus Operator (NFPA Standard 1002). FS5257 completes the training requirements for NFPA Apparatus Operator.

Prerequisite: FS5240 or FS5244 with a “C” or better.

FS5254 Introduction to Fire Protection

3 credits (3 lec hrs/wk)

This course introduces the student to different aspects of the fire protection career field. It is primarily intended for the person who wishes to become a firefighter. This class is considered the foundation course for all of the fire science technology students. Included is an overview of aspects of the hiring/selection process, fire protection opportunities other than structural firefighter positions (emergency medical technician, wildland firefighter, airport firefighter, search and rescue team members, fire prevention, etc.) and resources utilized in the fire service. Also, the students will be introduced to the concept of the systems approach to fire protection by presenting the components of modern fire department responsibility, including emergency incident management, public education, training, resource management, and customer service.

FS5257 Fire Service Hydraulics

3 credits (3 lec hrs/wk)

The goal of this course is to present and explain the different formulas and methods for correctly calculating engine pressure during pumping operations. It is vital to safe and effective fire ground operations that the driver/operator be able to properly calculate engine pressures while operating a pumper.

FS5259 Fire Organization and Command

3 credits (3 lec hrs/week)

The course is designed to provide students with basic concepts of organizational structure and command sequences associated with emergency scene management. Students will receive training on basic elements of the Incident Command System (ICS), preparation for company officer emergency scene management, and decision making process for managing company tactical operations (MCTO).

FS5276 S-130/190 Wildland Firefighter Type II

3 credits (33 lec, 7 lab hrs/total)

This entry-level course is designed to train new firefighters in basic wildland fire fighting skills. Firefighters successfully completing this course will be qualified to suppress wildland fires under close supervision. This course comprises four separate wildland classes; I-100 (Introduction to Incident Command System), S-130 (Basic Wildland Firefighter Training), S-190 (Introduction to Fire Behavior) and PMS-416 (Standards for Survival). This training is required for all personnel prior to certification as a Firefighter (Type 2) under the National Wildfire Coordinating Group (NWCG) wildland qualification system.

FS5279 S-212 Wildfire Powersaws

2 credits (20 lec, 8 lab hrs/total)

The course is a “skill” course that is designed to instruct prospective chain saw operators in the Job Performance requirements (JPRs) of the wildfire powersaw operator position.

FS5280 Cooperative Work Experience

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

Maximum of 6 credits applicable toward degree. This course consists of a planned program of observation and practical experience in a selected organization within the fire suppression field, or with an organization whose work is related to firefighting. This course is designed to give fire science degree students actual field experience and the opportunity to apply fire science concepts, theory, and training in field situations.

Prerequisite: Instructor consent.

Course Descriptions

FS5282 Fire Codes and Related Ordinances

3 credits (3 lec hrs/wk)

Provides students with basic knowledge of federal, state and local codes related to building construction, fire and life safety requirements, and other codes. Includes Oregon state fire marshal fire safety regulations and related state requirements. National Fire Protection Association (NFPA) and other standards related to fire prevention and life safety are examined. Also covered is an examination of possible fire conditions within construction of buildings, which can cause problems for firefighters.

FS5289 Legal Aspects of the Fire Service

3 credits (3 lec hrs/wk)

Provides students with firefighters' legal responsibilities regarding operating emergency vehicles and other fire protection activities. Course also examines firefighters' rights, duties, liabilities, and participation in legal activities, including state fire marshal and OSHA laws related to fire protection.

FS9175 Firefighter Safety

3 credits (30 lec, 12 lec-lab hrs/total)

Course is designed to explore all aspects of firefighter safety. Firefighters are subjected to hazards on the fire ground, during training, en route to an incident, at the station, and at other incidents which can result in injury or death. Students will explore those safety hazards and possible mitigation techniques for ensuring their safety.

FS9320 Hazardous Materials Awareness

0.5 credit (9 lec hrs/total)

This course prepares "first responders" (fire, EMS, law enforcement personnel) who, in the course of their normal duties, could be the first on the scene of an emergency involving hazardous materials (HAZMAT). First responders at the awareness level are expected to recognize the presence of HAZMAT, protect themselves, call for trained personnel, and secure the area. This course meets the training standard for competencies for the First Responder at the awareness level as outlined in NFPA Standard 472 and OSHA 1910.120.

FS9321 Hazardous Materials Operations

1 credit (16 lec hrs/total)

This course prepares "first responders" (fire, EMS, law enforcement personnel) who, in the course of their normal duties, could be the first on the scene of an emergency involving hazardous materials (HAZMAT). In the event of a HAZMAT incident, first responders at the operations level are expected to respond in a defensive fashion to control the release from a safe distance and keep it from spreading. This course meets the training standard for competencies for the First Responder at the operations level as outlined in NFPA Standard 472 and OSHA 1910.120.

Prerequisite: FS9320 with a "C" or better.

FOREIGN LANGUAGE

Note: Effective for everyone graduating from high school in 1997 (and thereafter), all Oregon University System institutions require two years of high school second language for admission. This admission requirement can also be satisfied by two quarters (or semesters) of a college-level second language or demonstrated proficiency in a second language.

If a student graduated from a high school in spring 1997 or later and has not completed two years of a high school second language, he/she should complete at least two quarters of a second language sequence at Southwestern. For additional information, contact an advisor or counselor.

FR101/102/103 First Year French

4 credits/term (4 lec hrs/wk)

Introduces the French language through pronunciation, grammar, reading, writing, and conversation. The emphasis is on survival communication skills. Must be taken in sequence.

GER101/102/103 First Year German

4 credits/term (4 lec hrs/wk)

Introduces the written and spoken language of German-speaking people. Includes pronunciation, grammar, vocabulary, and comprehension. Emphasizes speaking, listening comprehension, reading comprehension and writing. Must be taken in sequence.

GER198/298 Independent Study in German

1-4 credits/term (hrs to be arranged)

Prerequisite: Instructor consent.

Course Descriptions

GER201/202/203 Second Year German

4 credits/term (4 lec hrs/wk)

Continues the review and expansion of language, grammar, conversation, composition, and culture. Emphasizes speaking, listening comprehension, reading comprehension, and writing. Must be taken in sequence.

Prerequisite: GER103 or two years of high school German.

SPAN0521 Beginning Conversational Spanish

3 credits (3 lec hrs/wk)

The student develops conversational Spanish vocabulary including necessary grammar for those with knowledge in Spanish.

SPAN0522/0523 Intermediate/Advanced Conversational Spanish

3 credits (3 lec hrs/wk)

The student develops conversational Spanish vocabulary and necessary grammar for those with knowledge in Spanish. Emphasis is on fluency and pronunciation.

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.

SPAN198/298 Independent Study in Spanish

1-4 credits (hrs to be arranged)

Prerequisite: Instructor consent.

SPAN201/202/203 Second Year Spanish

4 credits/term (4 lec hrs/wk)

Continues the review and expansion of language, grammar, conversation, culture, and composition. Emphasizes speaking, listening comprehension, reading comprehension, and writing. Must be taken in sequence.

Prerequisite: SPAN103, two years high school Spanish or instructor consent.

FOREST RESOURCES TECHNOLOGY

FW251 Principles of Wildlife Conservation

3 credits (3 lec hrs/wk)

This course will give the student first-hand 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 will be presented and analyzed in relation to physical and economic feasibility.

GENERAL SCIENCE

A sequence in General Science must include GS104 and GS105 plus either GS106, GS107, or GS108.

GS104 Physical Science

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

This course provides an overview of the essential ideas in physics with an emphasis on the laws of motion, work, and energy, heat and temperature. The topics are presented through an activity-based learning pedagogy.

Prerequisites: MTH70 and WR90 with a "C" or better.

GS105 Physical Science

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

This course is an introduction to the elementary facts and ideas of chemistry and also a brief survey of the broader world of chemistry and its contributions to modern technology. Several environmental issues will be developed as a framework for learning chemistry. The course will cover atomic structure, properties of the elements, chemical reactions, molecular structure, chemical bonding, atmospheric chemistry, solution chemistry, and selected topics in organic and biochemistry.

Prerequisites: MTH70 or MTH80 and WR90 with a "C" or better.

GS106 Introduction to Earth Science

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

Introduces various branches of earth science. Includes basic terminology, fundamental processes and respective interrelationships. Discusses rock and mineral formation, plate tectonic theory, volcanism, earthquakes, surficial processes, and geological time. Includes laboratory component. Credit cannot be earned for this course and G221.

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.

Prerequisite: MTH70 with a "C" or better.

GS108 Oceanography

4 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 shoreline. The course also includes sedimentation, volcanism, plate tectonics, and other geological aspects of the oceans.

Course Descriptions

GEOGRAPHY

GEOG105 Cultural Geography

3 credits (3 lec hrs/wk)

This course examines the nexus of human and environmental interaction. We will consider issues such as the origins of domestication of animals and plants for food, economic development and underdevelopment, environmental racism, and the geographic origins of cultural differences.

GEOG265/CS125GIS Introduction to Geographic Information Systems

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

This course is designed to introduce students to the principles and practices of GIS, while providing experience using a contemporary GIS software package. This course will develop both a theoretical understanding of GIS and experience in accessing GIS datasets. Students will be exposed to raster and vector GIS. Students are expected to be comfortable using DOS and Windows.

Prerequisite: CS120 with a "C" or better.

GEOLOGY

G145 Regional Field Geology

1-3 credits (variable hrs)

A field study of significant geologic features of a selected region. The course consists of a field trip 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. Also offered as G0250 for no credit or grade.

G146 Geology of Southwestern Oregon

3 credits (3 lec hrs/wk)

Studies the physical and historical features of southwestern Oregon. Examines the geological 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 to be arranged)

Prerequisite: Instructor consent.

G201 Physical Geology I

4 credits (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.

Concurrent: G145 or G0250.

G202 Physical Geology II

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

A systematic study of fundamental geologic principles and the natural processes acting within and upon the earth, basic earth materials, the origin of the earth and its oceans, the nature of the interior and superficial earth, geologic time, natural resources and the inter-relationships of people and their natural environment. Laboratory exercises include studies of minerals, rocks, topographical maps, and geological maps, as well as field trips to areas of geologic interest.

Concurrent: G145 or G0250.

G203 Historical Geology

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

A study of the physical and historical nature of the earth through time. 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.

Concurrent: G145 or G0250.

G207 Geology of the Pacific Northwest

3 credits (3 lec hrs/wk)

Geology of the Pacific Northwest introduces the regional geology of the Pacific Northwest with an emphasis on Oregon geology. The course includes a basic overview of geologic principles, earth materials, and development of the geologic history of Pacific Northwest provinces.

G220 Prehistoric Life

3 credits (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 (3 lec hrs/wk)

Introduces various branches of earth science. Includes basic terminology, fundamental processes and respective interrelationships. Discusses rock and mineral formation, plate tectonic theory, volcanism, earthquakes, surficial processes, and geologic time. Credit cannot be earned for this course and GS106.

Course Descriptions

G246 Geological Hazards and Natural Catastrophes

3 credits (3 lec hrs/wk)

The causes and effects of earthquakes, tsunamis, landslides, ground subsidence and collapse, floods, storms, coastal erosion, and volcanic eruptions. The possibilities for prediction and mitigation will be examined, as will the potential for natural hazards in Oregon.

HEALTH AND FIRST AID

FN225 Nutrition

4 credits (4 lec hrs/wk)

This course focuses on the study of basic nutrition principles and newer scientific investigations of optimal diet for health. A review of present-day nutrition problems is included. The course is valuable for home economic, nursing, physical education, food service, dental hygiene, and childhood education majors.

HE9359 Responding to Emergencies

1 credit (6 lec, 5 lab, 12 lec-lab hrs/total)

Teaches the First Aid skills the citizen responder will need in order to act as first link in Emergency Medical Services (EMS) system. It will provide the citizen responder with the knowledge and skills necessary in an emergency to help sustain life, reduce pain, and minimize the consequences of injury or sudden illness until professional medical help arrives. The course content and activities will prepare participants to recognize emergencies and make appropriate decisions for first aid care. The course includes emphasis on prevention of injuries and illness, with a focus on personal safety and 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 Standard First Aid

0.5 credit (5 lec, 5 lab hrs/total)

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. This course meets the standard requirements of OSHA, yet exceeds with CPR (Cardiopulmonary Resuscitation).

HE9424 Hospice Training

3 credits (3 lec hrs/wk)

This course prepares adults to work with hospice clients (terminally ill persons and their families) as hospice volunteers. Attendees learn with history and principles of hospice care, common experiences of hospice clients as they move through the dying and bereavement processes, and skills needed to carry out the volunteer role. Although this course focuses primarily on interpersonal interventions and activities, personal and cultural reactions to death and dying are included. Also offered as HE9419 for approved volunteer training.

HE198/298 Independent Study in Health

1-3 credits (hrs to be arranged)

Prerequisite: Instructor consent.

HE112 Introduction to Allied Health Careers

1 credit (2 TBA lab hrs/wk)

This course is designed to expose students to a variety of allied health careers. Students will learn about educational, physical, and professional demands of the various careers from the perspective of the currently practicing professionals. This course is considered a supportive course.

HE201 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. Also offered as HE0575 for approved volunteer training.

HE250 Personal Health

3 credits (3 lec hrs/wk)

HE250 is a basic personal health class dealing with current health trends and issues in the United States. The course will include information on mental, emotional, and social health and behavior aspects. Physical health including nutrition, weight management, physical conditioning, environmental health, sexually transmitted disease, cancer and aging, drug education (including tobacco, alcohol, and psycho-active drugs), and cardiovascular disease will be reviewed.

Course Descriptions

HE252 Standard First Aid and CPR for the Professional Rescuer

3 credits (3 lec hrs/wk)

This course follows the American Red Cross, American Heart Association, and OSHA requirements to prepare the student with knowledge, skill, and techniques necessary to recognize and provide care in first aid, respiratory, and cardiac emergencies, using the latest CPR and emergency cardiac care guidelines. Students learn how to perform rescue breathing, one-rescuer and two-rescuer CPR, how to use airway adjuncts (bag-valve-mask, oxygen administration), and how to operate an Automated External Defibrillator (AED). American Red Cross Professional Rescuer and First Aid certification is given upon completion of course requirements.

HEALTH OCCUPATIONS AND EMERGENCY MEDICAL TECHNICIAN

HE9404 Emergency Vehicle Driver

1 credit (10 lec, 2 lec-lab hrs/total)

This course covers various topics which address both past and potential causes of emergency vehicle problems. The information provided demonstrates where vehicle shortcomings can be found during operation and suggests ways to operate the vehicle within safe ranges.

HE9424/HE9419 Hospice Training

3 credits (3 lec hrs/wk)

This course prepares adults to work with hospice clients (terminally ill persons) and their families as hospice volunteers. Attendees learn the history of principles of hospice care, common experiences of hospice clients as they move through the dying and bereavement processes, and skills necessary to be effective in the volunteer role. Although this course focuses on interpersonal interventions and activities personal and cultural reactions to death and dying are included.

HE9433/9443 Emergency Medical Technician-Basic (Refresher)

2.5 credits (20 lec, 16 lec-lab hrs/total)

This course is considered to be a "refresher course" for those students who have previously completed an EMT-Basic course, yet were unable to pass the state written and/or the practical examination. This course prepares selected individuals for the certification process in Oregon as an Emergency Medical Technician - Basic. **Prerequisites:** HE257(A/B) or HE928(A/B) with a "C" or better.

HE257/928 Emergency Medical Technician-Basic (A/B)

10 credits (4 lec, 3 lab, hrs/week)

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 one-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)

8 credits (3.8 lec, 2.2 lab hrs/week)

This course prepares individuals for certification in Oregon as an Emergency Medical Technician-Intermediate. The course covers theory and practice of procedural responsibilities delegated to the EMT-Intermediate. The course incorporates discussion, demonstration, and practical application of the following: roles and responsibilities, patient assessment, oxygenation, ventilation, airway adjuncts, shock, intravenous and intraosseous therapy, basic ECG monitoring, defibrillation, pharmacology and EMT-Intermediate protocols. Upon successful completion of the EMT-Intermediate curriculum course, a student will be eligible to sit for the state EMT-Intermediate certifying examinations, ventilation, airway adjuncts, defibrillation, shock, intravenous and intraosseous infusions, defibrillation and basic ECG monitoring, pharmacology and medications, and protocols.

Prerequisite: HE258A or HE931A with a "C" or better.

HE260/9360 First Responder

3 credits (30 lec, 10 lab hrs/total)

This course prepares students for certification as a First Responder. The course offers training designed to improve the quality of emergency care rendered to victims of accidents and illness. Students are taught to be proficient in providing basic life support, and to take actions necessary to minimize patients' discomfort, and to prevent further complications. Must be at least 16 years of age.

Course Descriptions

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 and/or Recertification.

Prerequisite: Current certification in Cardiopulmonary Resuscitation by the Oregon Heart Association (BLS Course-Level C).

HE280E EMT Field Experience

1 credit (33 lab hrs/total)

This course consists of a planned program of observation and practical experience with an organization providing emergency medical services. The course is designed to provide students with experience and an opportunity to apply emergency medical concepts and theory in a field situation.

Prerequisites: HE257A and HE258B (HE928A and HE928B) or HE258A and HE285B (HE931A and HE931B) and instructor consent.
(May be taken concurrently.)

HE942 Introduction to Emergency Medical Services

3 credits (3 lec hrs/wk)

This course covers the role and responsibilities of the Emergency Medical Technician - Paramedic (EMT-P), emergency medical services (EMS) systems, medical-legal considerations, major incident response, hazardous materials awareness, stress management, and blood-borne pathogens/communicable diseases, and safety precautions.

HE943 Emergency Medical Technician Rescue

3 credits (2 lec, 3 lab hrs/wk, 11TBA lab hrs/total)

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 paramedical 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.

HISTORY

HST101/102/103 History of Western Civilization

3 credits/term (3 lec hrs/wk)

Sequence need not be taken in order.

HST101 - 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, and its transformation by the Renaissance and the Reformation.

HST102 - 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.

HST103 - This course traces the Western World's knowledge, culture, and political-economic development from the early 19th century to the present day.

HST104 History of the Middle East

3 credits (3 lec hrs/wk)

A survey of Middle Eastern history with emphasis on modern, post-World War II era. Course will include geographic, religious, political, and cultural issues of the region. Also offered as HST0250 for no credit or grade.

HST198/298 Independent Study

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

Prerequisite: Instructor consent.

HST201/202/203 History of the United States

3 credits/term (3 lec hrs/wk)

Sequence need not be taken in order.

HST201 - 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.

HST202 - Major social, economic, political and cultural developments from the mid-19th century to the 1920s.

HST203 - Major social, economic, political and cultural developments from 1914 to the present.

HST215 History of World War II

3 credits (3 lec hrs/wk)

This course traces the causes, progression, and results of World War II, including political, social, and military development.

Course Descriptions

HORTICULTURE

HORT8122 Greenhouse Crops

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

This course will introduce students to the environmental influences on plant growth, crop scheduling, greenhouse structures, and equipment. It will also cover the selection, propagation, commercial production, and garden management of herbaceous perennial plants.

Prerequisite: HORT130.

HORT100 Introduction to Horticulture

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

This course is designed to offer students a general background in the basic principles of plant reproduction, growth, and development as they apply to a wide range of horticulture crops and the industries related to production, marketing, maintenance, and utilization of horticulture crops. Laboratory (greenhouse) activities include plant propagation, plant growth manipulations, maintenance, and greenhouse environmental control. Students will be introduced to career opportunities with the many varied horticulture industries.

HORT123 Landscape Maintenance

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

This course is designed to introduce students to all phases of turf and landscape maintenance. Students learn how to select appropriate plant and turf types, prepare growing beds, seed and transplant turf and landscape areas, recognize growth deficiencies and disease, and to maintain turf and landscape areas. Laboratory activities provide hands-on opportunities for students to prepare, establish, renovate, and maintain sodded and seeded areas.

HORT130 Plant Propagation

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

This course is designed to introduce students to all facets of plant propagation including methods of propagating by seeds, bulbs, divisions, layers, cutting, budding, grafting, and micropropagation. Students learn about timing, technique, and materials for making cuttings; temperature and media requirements for rooting plants; and seedbed preparation. Various propagating structures, soils, and fertilizer requirements will be discussed, as well as its application to the southern coast of Oregon.

Prerequisite: HORT100.

HORT132 Pesticide and Herbicide Handling and Application

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

Course covers identification of, use for, and proper, effective and safe application of state approved pesticides and herbicides in the landscapes.

HORT141 Tree and Shrub Identification: Conifer

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

Learn to identify the principal conifer trees of North America, and the principal conifer trees and shrubs of Oregon. Learn about forest regions of the world, and the structure and function of forest plants.

HORT142 Tree and Shrub Identification: Deciduous

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

Learn to identify the principal deciduous trees of North America, and the principal deciduous trees and shrubs of Oregon. Learn about forest regions of the world, and the structure and function of forest plants.

HORT210 Landscape Design Theory

2 credits (2 lec hrs/wk)

Functional and aesthetic aspects of landscape planning as a basis for design decisions affecting the built environment; the site planning process; history of landscaping planning; and case studies.

HORT212 Landscape Design Applications

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

Landscape design software and its use in landscape design. Students will use software to produce several custom designs, plant lists, and reports.

Prerequisite: CS101 and HORT210 with a grade of "C" or better.

HORT226 Landscape Plant Materials

3 credits (3 lec hrs/wk)

The identification of trees, shrubs, vines, and ground cover used in landscape horticulture.

HORT227 Landscape Estimating and Bidding

2 credits (2 lec hrs/wk)

Methods and mechanics of estimation. Interpretation of specifications and drawings, material takeoffs, contingency and overhead calculations, pricing strategies, production rates, and bid procedures.

Prerequisite: MTH80 with a grade of "C" or better.

Course Descriptions

HORT231 Landscape Irrigation and Drainage

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

This course is designed to introduce students to all phases of turf and landscape irrigation and drainage systems. Students learn how to design, estimate, install, maintain, and troubleshoot irrigation and drainage systems. This course will emphasize the design and maintenance of efficient irrigation and drainage systems on golf courses and residential, commercial, and public parks facilities. Students are exposed to the components of sprinkler, micro-sprinkler and drip irrigation systems. Compliance codes and regulations, as they apply to the industry, are included.

HORT280 Field Experience in Horticulture

1-4 credits (33-132 lab hrs/term)

The student is required to be employed in a full-time (paid or voluntary, 40-hour week) horticulture or horticulture-related position for an organization or company utilizing environmental principles, methods, techniques, and/or skills.

HUMAN DEVELOPMENT

HD100 College Success and Survival

3 credits (3 lec hrs/wk)

This course is designed to assist the student in adjusting to the college environment and building academic skills and personal development to reach his/her educational goals. Students are exposed to interdisciplinary areas through evening seminars and develop critical thinking skills. This course is recommended for new and returning students to gain an understanding of what tools are needed to be successful in college.

HD112 Study Skills

3 credits (3 lec hrs/wk)

A course designed to increase the student's success in college by assisting the student in obtaining skills necessary to reach his/her educational objectives. Students will be introduced to time management strategies, note taking, library usage, problem solving, exam strategies, muscle reading, and memory development. Additionally, students will identify their primary learning style, and they will be assisted in identifying goals and the steps necessary to achieve those goals. This course is considered a supportive course.

HD140 Career/Education Exploration

1 credit (1 lec hrs/wk)

Provides tools needed to make an informed career and educational decision. Includes interest testing; self-assessment of skills, values, and attitudes. Learn how to locate occupational information and relate it to making informed educational choices. This course is considered a supportive course.

HD204 Eliminating Self-Defeating Behaviors (Increasing Success Attributes)

3 credits (3 lec hrs/wk)

Students learn success attributes which transcend college functioning and create success in life. Through guided journal assignments students apply success strategies while practicing writing skills. Students evaluate the maturity of their decisions, develop purposeful goals, identify and modify self-defeating patterns and limiting beliefs, and strengthen self-concept. The course emphasizes development of self-responsibility, self-motivation, self-management, mutually supportive relationships, inner awareness, active and lifelong learning, self-esteem, creative and critical thinking skills, and a positive experience of life.

Prerequisite: HD100, HD112 or HD208.

HD208 Career/Life Plan

3 credits (3 lec hrs/wk)

Students learn a process for career selection, emphasizing development as an ongoing process. Attention is given to self-assessment (skills, interests, values, attitudes, motivational patterns), decision-making models, job and career research techniques (including electronic resources), and development of a personal action plan. This course is considered a supportive course.

HD215 Transfer Success

1 credit (2 lec-lab hrs/wk)

This class is designed to assist students in preparation for transfer to a college or university of choice. Course content will focus on understanding the different types of institutions, development of strategies for choosing a transfer institution, identification of resources to assist in the transfer process, choice of college and major, and strategies for obtaining financial aid. Students will be guided through the application process.

Concurrent: CIS0593.

HUMAN DEVELOPMENT AND FAMILY STUDIES

HDFS140 Contemporary American Families

3 credits (3 lec hrs/wk)

This course will provide an introduction to family studies. It will focus 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.

Prerequisite: WR121 with a grade of "C" or better.

Course Descriptions

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 placed on understanding the role of the family and its consequent role in the development of the child, along with the development of practical application skills to use this knowledge base to conduct individualized home visits with families with young children.

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.

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 placed on physical, cognitive, emotional, and social growth of the school-aged child.

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.

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.

Prerequisite: WR121 with a "C" or better.

HUMAN SERVICES

HS100 Introduction to Human Services

3 credits (3 lec hrs/wk)

An introductory course in the nature and scope of selected social problems in America and the relationship of these problems to the historical development of the human service system and human service organizations. This course will assist the student in exploring the field of human services as a possible career choice. Students will examine their values, interpersonal skills, and knowledge base related to becoming a competent professional.

HS150 Personal Effectiveness for the Helping Professions

3 credits (3 lec hrs/wk)

Develops knowledge and skills to improve personal effectiveness. Uses individual and small group experiences to enhance skills in communication, values clarification, problem-solving, self-awareness, conflict management, and ethical decision-making.

HS154 Community Resources

3 credits (3 lec hrs/wk)

Students will learn about the agencies and programs that form the foundation for human service practice. Visits to local social services organizations are an integral part of this course. Students will begin to acquire the skills for needs assessment, resource referral and effective service delivery required at the micro, mezzo, and macro levels of practice.

HS155 Interviewing Theory and Techniques

3 credits (3 lec hrs/wk)

This course is designed to provide the student with the theoretical basis for effective interviewing techniques. Special emphasis will be placed on developing attending skills at the beginning level. Students will participate extensively in classroom role-plays as well as utilize audiotapes and video-recording. While this course is specifically designed for the developing human services worker, students of other disciplines can benefit greatly from participation. Multicultural examples will be included throughout the course.

HS167/SOC230 Gerontology

3 credits (3 lec hrs/wk)

This course presents an exciting and dynamic survey of the developmental process of aging. Students will examine the social, physical, emotional, spiritual, and cultural aspects which influence the experience of aging. Coursework provides essential information for all who plan to work with elders, as well as an excellent opportunity to explore and promote a positive personal view of aging. Students will be introduced to the current theories, policies, and practices in gerontology and professional opportunities in the field. Concerns of practitioners and focus on service delivery and policy directions will also be addressed.

Course Descriptions

HS170 Introduction to Practicum

3 credits (3 lec hrs/wk)

This course is designed to prepare students for success in the profession. Students will study the standards of conduct guiding human services practice. Students will explore the areas of ethics, stress, supervision, and social responsibility as part of the work environment as well as develop learning strategies for the practicum site. Effective and appropriate communication skills for the workplace will be introduced, including those required for job search.

Concurrent: HS291.

HS200 Understanding Addictive Behavior

3 credits (3 lec hrs/wk)

This course presents a context for understanding addictions of all kinds. Students will be introduced to the core concepts of the addiction process in youth and adults and examine a variety of treatment approaches. The effects of addiction on the family system will also be explored.

HS202 Counseling the Chemically Dependent Client

3 credits (3 lec hrs/wk)

This course is designed to introduce students to the theory of addiction, dual diagnosis, and their inter-relatedness. The student will be expected to utilize various treatments with chemically dependent clients. Family, group, and individual treatment relating to chemical dependency will be included in the focus of study in the course.

HS213 Cultural Competence

3 credits (3 lec hrs/wk)

This course is designed to introduce students to cross cultural perspectives and issues related to social and restorative justice. The influence of differing cultural values, world views, and family structures will be explored. The course combines study of current theories of cross cultural understanding with practical skill building and awareness exercises designed to increase cultural sensitivity. Students will be encouraged to examine their personal cultural identity and its influence on their values and beliefs, as well as develop the ability to place others within a cultural context.

HS219 Case Management and Client Records

3 credits (3 lec hrs/wk)

This course is designed to prepare students to write clinical documentation related to screening and intake processes, assessments, treatment plans, service agreements, reports, progress notes, discharge summaries, and other client-related data applying State, ASAM, and other professionally relevant criteria. Students will be introduced to the concept of evidenced-based best practices.

HS224 Group Counseling Skills

3 credits (3 lec hrs/wk)

This course introduces the student to basic issues and key concepts of group counseling. Students will focus on acquiring the knowledge and skills necessary for facilitating a variety of groups related to personal development and change. Through study and application students will learn techniques of group process, casework and therapeutic intervention. Attention will be given to multicultural issues as they apply to group work.

HS260 Group Dynamics

3 credits (3 lec hrs/wk)

This course focuses on skill building and theory in decision making, problem solving, presentation planning, and knowledge of group process. This course is also designed to assist students in using small group techniques in a variety of settings.

HS261 Counseling the Older Adult

3 credits (3 lec hrs/wk)

This course presents theoretical and practical information for providing effective services to elders. Students will explore the physical, emotional, spiritual, and developmental issues unique to older persons. Opportunities to practice communication and relationship skills for working with elders will be an integral part of learning.

HS265 Intervention Strategies I (Basic Counseling Skills)

4 credits (4 lec hrs/wk)

This course is designed as a continuation of HD155. Students will learn the theoretical basis for introductory counseling techniques based on the skill of intentional interviewing and solution-focused counseling. Role-plays, audiotapes, and video-recordings will form an integral part of learning activities. Students will explore more advanced interviewing techniques and strategies for assisting clients. Attention will be given to multicultural issues as well as assisting students to integrate interviewing skills with their personal style and theoretical approach to helping.

Prerequisite: HS155 with a "C" or better.

Course Descriptions

HS266 Intervention Strategies II (Counseling Theories)

4 credits (4 lec hrs/wk)

This course is designed to provide students with an introduction to the major counseling theories and applications for the practice of Human Services. Students will study an overview of specific theories, their founders, key concepts, and techniques. Students will explore their view of human nature as it relates to change, as well as their personal values related to the concepts of each model.

HS267 Intervention Strategies III (Working with Families)

4 credits (4 lec hrs/wk)

The goal of this course is to expand students' knowledge of Human Service practice as it relates to working with families. Students will study the history of family structure from a multicultural perspective, as well as address the various non-traditional family forms in contemporary society. Specific theories and techniques designed to assist families will be presented.

HS291 Practicum: Human Services

1-10 credits (30-360 lab hrs/term)

This course offers supervised clinical and community experience in human service organizations. Permission from the program instructor or internship coordinator is required to register. Regularly scheduled supervision/seminar sessions will be scheduled throughout the term. Students will also complete a personalized learning objective contract which will guide the practicum experience.

Prerequisite: Approval from program coordinator.

HUMANITIES

HUM204 World Mythology and Religion (Archetypal and Shamanic Mythologies)

3 credits (3 lec hrs/wk)

The origins and character of world mythologies. Course explores the archetypal stories by which human consciousness shapes a sense of order and belonging in the natural and supernatural worlds. Emphasis will be given to the shaman as storyteller and sage, as living bridge between the worlds, as healer and shaper of community and culture.

HUM205 World Mythology and Religion (India and the Far East)

3 credits (3 lec hrs/wk)

A consideration of the great myths of India and the Far East. This course will explore the foundational myths and the sacred texts which give rise to and inform the great religions of the region, particularly Hinduism and the vehicles of Buddhism. Consideration will also be given to the indigenous myths of the Orient and the ways of life for instance: Shinto, Daoism, Confucianism they support.

HUM206 World Mythology and Religion (Middle East and Western)

3 credits (3 lec hrs/wk)

Treats the great myths and religions of Egypt and the fertile crescent. Course also treats Celtic and Nordic beliefs indigenous to Europe, and the mystery religions of Greece. The influence of the ancient myths of early pastoral and agrarian cultures on the Hebrew, Islamic, and Christian religions will be considered, as well as the departure those religions make from the mythic character of the world from which they emerged.

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.

J203 Writing for the Media

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

Through lecture/discussion and classroom exercises, students will learn basic policies and criteria for news journalists and put them into practice through composing assigned stories, eventually writing news articles suitable for the campus newspaper.

Prerequisite: WR121 with a "C" or better.

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 World Wide Web.

Course Descriptions

J215 Publishing Lab: Print and Electronic

2 credits (1 lec, 2 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*.

Prerequisite: 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.

J220 Digital Media

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

Digital media provides an introduction to software, production techniques, and theory required for new media and multimedia publishing. Students will practice and analyze new media and multimedia technologies, and analyze the effects of these technologies on the communication process, focusing on the practice of documentary journalism and on the interplay between audience and interactive content. Students will apply these technologies in media projects that integrate digital imaging (graphics, photography, and video) and digital audio for publication in various delivery formats.

Prerequisite: J204 with a "C" or better.

J280 Field Experience

1-5 credits (variable hours)

This course offers career exploration and workplace experience within a widely defined number of supervised settings which provide professional experience in the field of Journalism.

Prerequisite: WR122 with a "B" or better.

LIBRARY

LIB127 Introduction to the Library

1 credit (3 TBA 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. This course is considered a supportive course.

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.

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.

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.

ENG107 World Literature

3 credits (3 lec hrs/wk)

This course introduces the student to 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.

ENG108 World Literature

3 credits (3 lec hrs/wk)

This course introduces the student to 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.

ENG109 World Literature

3 credits (3 lec hrs/wk)

This course introduces the student to key literary works and authors of World Literature from Romanticism to modern and contemporary writings. Occasional study of literature of other cultures may be introduced. Students should consider taking History of Western Civilization concurrently.

ENG198/298 Independent Study in Literature

1-3 credits (hrs to be arranged)

Prerequisite: Instructor consent.

Course Descriptions

ENG201 Shakespeare

3 credits (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. The plays for this term are drawn from early histories and comedies.

ENG202 Shakespeare

3 credits (3 lec hrs/wk)

This course is an introduction to Shakespeare's middle period, with an emphasis on the timelessness of his ideas and themes, the formal demands of drama, and the development of the artist. The plays for this term are drawn from middle comedies and tragedies.

ENG203 Shakespeare

3 credits (3 lec hrs/wk)

This course is an introduction to the dramatic literature of Shakespeare's later period with an emphasis on the timelessness of his ideas and themes, the formal demands of drama, and the development of the artist. The plays for this term are drawn from the later comedies, tragedies and romances.

ENG204 Survey of English Literature

3 credits (3 lec hrs/wk)

This course discusses the literary documents and authors of the British Isles from Anglo-Saxon beginnings through the sixteenth century. It will also treat the surviving Celtic materials and their influence on British literature. The study will focus on, but is not necessarily limited to, characteristic works and major figures of the period.

ENG205 Survey of English Literature

3 credits (3 lec hrs/wk)

This course discusses the literary documents and authors of the British Isles from the sixteenth century through the early nineteenth century. The study will focus on characteristic works and major figures of the period.

ENG206 Survey of English Literature

3 credits (3 lec hrs/wk)

This course discusses the literary documents and authors of the British Isles of the nineteenth and twentieth centuries and the historic context.

ENG240 Native American Literature - Criticism and Genre

3 credits (3 lec hrs/wk)

This course is designed to 1) introduce students to important statements and authors and their works; 2) present these works in a historical and culturally specific context and link context to changes in a genre; 3) encourage students to trace themes of race, war, holocaust, Imperialism, generational responsibility, ecologies, class, power, and gender in literature by Native American authors; 4) deepen students' appreciation and understanding of significant contributions to American life; 5) introduce students to the persistence of folk arts, Native American cultural losses and cultural "recoveries," myths, and historical movements; 6) guide students in explorations of the role of "race," identity, and voice as discovered and represented in literary texts; 7) encourage students to define in critical terms "culture," "aesthetics," and "university"; 8) introduce student discussions about self-identity and the creative process.

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.

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 (late Romanticism, Realism and Naturalism). Special attention is given to helping students develop a sense of what is "American" in literature and thought.

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.

Course Descriptions

ENG256 African American Literature - Criticism and Genre

3 credits (3 lec hrs/wk)

This course is designed to 1) introduce students to important African American authors and works; 2) present these works in a historical and culturally specific context and link context to changes in a genre; 3) encourage students to trace themes of race, class, and gender in literature by African American authors; 4) deepen students' appreciation and understanding of significant contributions to American life and to trace certain techniques and themes that cut across various literary art forms; 5) introduce students to the persistence of folk arts, African cultural "recoveries," myths, linear versus de-constructed/improvisational plots, and influences in music; 6) guide students in explorations of the role of "race," identity, and voice as discovered and represented in literary texts; 7) encourage students to define in critical terms "culture," "aesthetics," and "university"; 8) introduce student discussions about self-identity and the creative process.

ENG258 Hispanic/Latino Literature - Criticism and Genre

3 credits (3 lec hrs/wk)

This course is designed to 1) introduce students to important Hispanic and Latino/a authors and their works; 2) present these works in a historical and culturally specific context and link context to changes in a genre; 3) encourage students to trace themes of race, class, power, and gender in literature by Hispanic and Latino authors; 4) deepen students' appreciation and understanding of significant contributions to American life; 5) introduce students to the persistence of folk arts, Chicano and Hispanic cultural "recoveries," myths, and historical movements; 6) guide students in explorations of the role of "race," identity, and voice as discovered and represented in literary texts; 7) encourage students to define in critical terms "culture," "aesthetics," and "university"; 8) introduce student discussions about self-identity and the creative process.

ENG260 Introduction to Women Writers - Criticism and Genre

3 credits (3 lec hrs/wk)

This course is designed to 1) introduce students to some important authors and works; 2) present these works in an historical and culturally specific context and link context to changes in a genre; 3) encourage students to trace themes of race, class, and gender in literature by women; 4) guide students discussing self-identity and the creative process. Fulfills cultural diversity/multicultural requirement.

MACHINE TOOL TECHNOLOGY

MT101 Machine Tool Processes I

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

This sequence is designed to introduce the manufacturing technology student in 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 application on lathes, milling machines, drill press, and grinders, including an introduction to computer controlled programming and operations of CNC machines. An overview of the machine tool process will relate how blueprints and math are applied on the job. This beginning course will introduce the student to bench work, basic measurement, lathe, and bench grinders.

MT102 Machine Tool Processes II

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

This second course in this sequence continues the study of machine tool operations and setup, with emphasis on the vertical milling machines, tool sharpening by hand and advanced lathe setups such as threading and tapering. Machine theory and precision measurement is studied and applied. Students gain sound understanding of why machine tools are the basis of manufacturing.

Prerequisite: MT101 with a "C" or better.

MANUFACTURING TECHNOLOGY

MFG4101 Electrical/Electronic Principles

3 credits (6 lec-lab hrs/wk)

Electrical/Electronic principles 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.

MFG4102 Mechanical Principles

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

This course presents a study of the principles, concepts and applications of various mechanisms encountered in industry, including belt drives, chain drives, and linkages. Subject matter on mechanical components and systems covers operational principles, uses, 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 various sealant materials.

Course Descriptions

MFG4103 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. Both hydraulic and pneumatic systems will be discussed, with an emphasis on 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. Fluid power will include operational principles, uses, preventative and periodic maintenance, troubleshooting, and procedures for repair and replacement.

MFG4180 Field Experience

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

The student is required to be employed in a manufacturing-related position for an organization or company utilizing manufacturing principles, methods, techniques, and/or skills.

Prerequisite: Instructor consent.

MATHEMATICS

MTH20 Basic Mathematics

4 credits (4 lec hrs/wk)

A course designed to: (1) introduce students to various applications of basic mathematics and (2) prepare students for elementary algebra by strengthening their foundations in the real number system. Topics include: whole numbers and their operations, fraction and decimal notation, ratio and proportion, percent notation, measurement and geometry, and solution of simple equations. The understanding and utilization of mathematics vocabulary is emphasized.

Prerequisite: Appropriate score on placement test.

MTH25 Pre-algebra

4 credits (4 lec hrs/wk)

This course provides a brief review of arithmetic operations and gradually introduces selected concepts and principles from elementary algebra. Ordinarily, a student progresses from MTH20 to MTH70. Pre-Algebra, MTH25, is an optional course for students who desire further preparation for MTH70. Prospective students should consult their advisor or a mathematics instructor for proper placement into this course.

Prerequisite: MTH20 with a "C" or better or appropriate score on placement test.

MTH55 Introductory Technical Mathematics

3 credits (3 lec hrs/wk)

Basic arithmetic operations, with an emphasis on applications. Offered by the mathematics department in cooperation with the Professional Technical Education faculty.

Prerequisite: Appropriate score on placement test.

MTH70 Elementary Algebra

4 credits (4 lec hrs/wk)

A study of the concepts and principles considered in introductory algebra. Topics include: signed numbers; algebraic expressions; linear equations and inequalities; graphs of linear equations; polynomial expressions, operations, and factorizations; square roots and radical expressions. Prospective students are not required to have previous experience with algebra.

Prerequisite: MTH20 or MTH25 or MTH55 with a "C" or better or an appropriate score on placement test

MTH80 Technical Mathematics I

3 credits (3 lec hrs/wk)

Basic geometric concepts with applications, graphing in a rectangular coordinate system, basic algebra concepts with applications, basic statistics, and right triangle trigonometry. Offered by the mathematics department in cooperation with the Professional Technical Education faculty.

Prerequisite: MTH20 or MTH55 with a "C" or better.

MTH85 Technical Mathematics II

3 credits (3 lec hrs/wk)

Introduction to plane trigonometry emphasizing practical applications. Offered by the mathematics department in cooperation with the Professional Technical Education faculty.

Prerequisite: MTH80 with a "C" or better.

MTH94 Intermediate Algebra I

4 credits (4 lec hrs/wk)

A study of the concepts and principles considered in intermediate algebra. Topics include: linear equations and inequalities, the Cartesian plane, graphs of equations, functions and their graphs, polynomial operations and factorizations, rational expressions and equations.

Prerequisite: MTH70 with a "C" or better, or appropriate score on placement test.

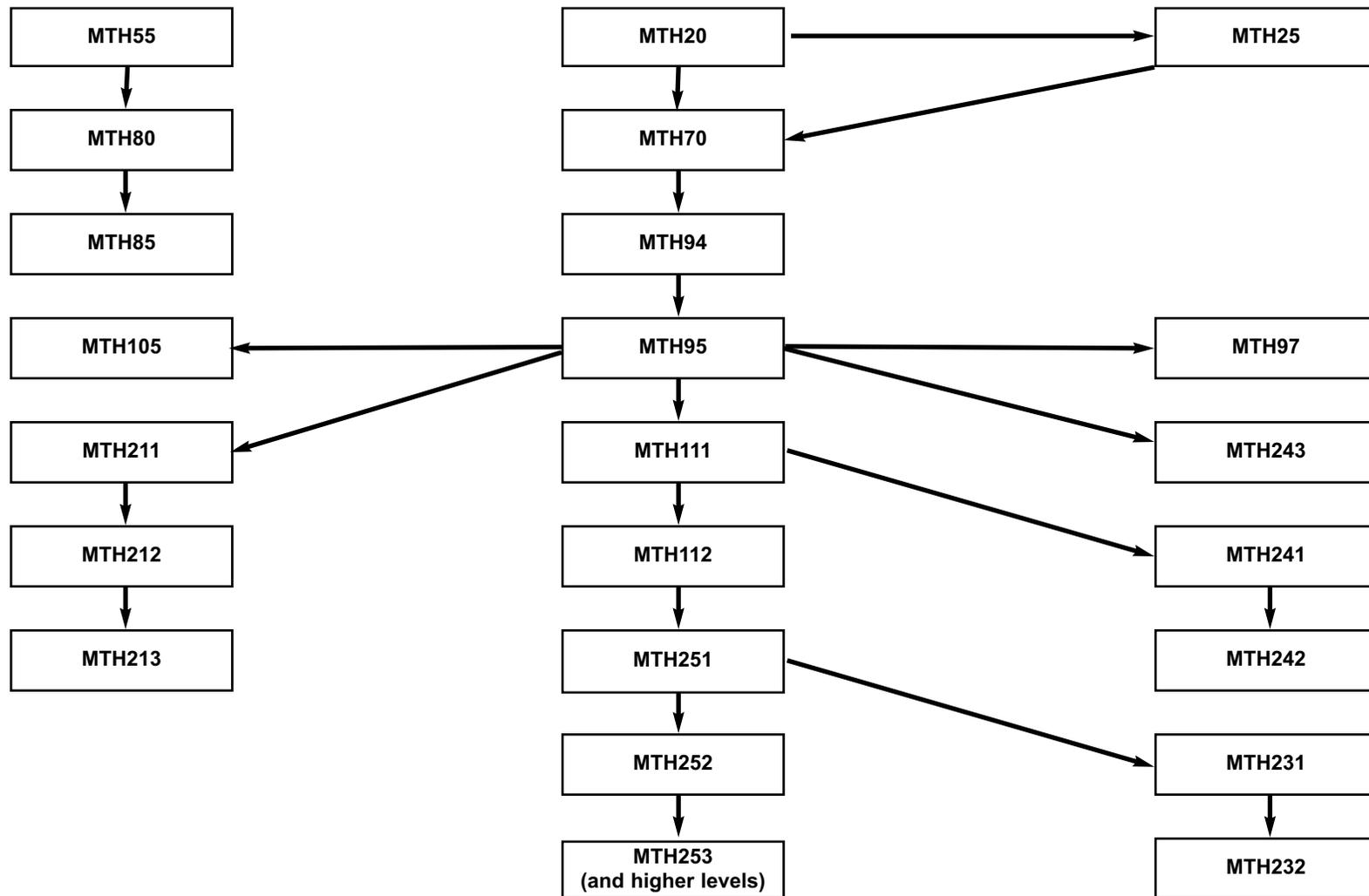
MTH95 Intermediate Algebra II

4 credits (4 lec hrs/wk)

A study of the concepts and principles considered in intermediate algebra. Topics include: radical expressions, complex numbers, quadratic equations, quadratic functions and their graphs, conic sections, exponential and logarithmic functions and their graphs, exponential and logarithmic equations.

Prerequisite: MTH94 with a "C" or better.

Sequence of Mathematics courses



Course Descriptions

MTH105 Introduction to Contemporary Mathematics

4 credits (4 lec hrs/wk)

Topics include systems of linear equations, statistics, mathematical modeling, problem solving, and logic. This course is designed 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.

Prerequisite: MTH95 with a "C" or better or appropriate score on placement test.

MTH111 College Algebra

4 credits (4 lec hrs/wk)

A study of the concepts and principles considered in precalculus. Topics include: rational expressions, solution of equations and inequalities, analysis of functions and their graphs, polynomial and rational functions and their graphs, systems of linear equations, sequences and series.

Prerequisite: MTH95 with a "C" or better or appropriate score on placement test.

MTH112 Elementary Functions

4 credits (4 lec hrs/wk)

A study of the concepts and principles considered in precalculus. Topics include: exponential and logarithmic functions and their graphs; exponential and logarithmic equations; trigonometric functions and their graphs; trigonometric identities, equations, and formulas; oblique-triangle trigonometry; complex numbers, and DeMoivre's theorem.

Prerequisite: MTH111 with a "C" or better or appropriate score on placement test.

MTH198/298 Independent Study

1-4 credits (hrs to be arranged)

Prerequisite: Instructor consent.

MTH211 Fundamentals of Elementary Mathematics I

3 credits (3 lec hrs/wk)

A foundation in mathematics for elementary teachers. Topics include: introduction to problem solving, number systems, number theory, logic, sets, relations, and functions.

Prerequisite: MTH95 with a "C" or better or appropriate score on placement test.

MTH212 Fundamentals of Elementary Mathematics II

3 credits (3 lec hrs/wk)

A foundation in mathematics for elementary teachers. Topics include: rational numbers, exponents, decimals, and applications. Probability and statistics will be introduced.

Prerequisite: MTH211 with a "C" or better.

MTH213 Fundamentals of Elementary Mathematics III

3 credits (3 lec hrs/wk)

A foundation in mathematics for elementary teachers. Topics include Euclidean geometry, constructive geometry, measurement, motion, and tessellation.

Prerequisite: MTH212 with a "C" or better.

MTH231 Elements of Discrete Mathematics I

4 credits (4 lec hrs/wk)

Topics include: propositional calculus (the logic of compound statements), predicate calculus (the logic of quantified statements), elementary number theory and proof methods, sequences and mathematical induction, set theory. The first course of a two-term sequence strongly recommended for computer engineering, computer science, and mathematics majors.

Prerequisite: MTH251 with a "C" or better.

MTH232 Elements of Discrete Mathematics II

4 credits (4 lec hrs/wk)

Topics include: functions, recursion, graphs of functions, coordinate diagrams, order notation, efficiency of algorithms, relations, partially and totally ordered sets, (topological) graph and tree theory. The second course of a two-term sequence strongly recommended for computer engineering, computer science and mathematics majors.

Prerequisite: MTH231 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 manager 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 manager sciences. The emphasis will be on an intuitive approach and on the applications of integration.

Prerequisite: MTH241 with a "C" or better or appropriate score on placement test.

MTH243/BA232 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, and hypothesis testing.

Prerequisite: MTH95 with a "C" or better.

Course Descriptions

MTH251 Calculus I (Differential Calculus)

4 credits (4 lec hrs/wk)

Topics include: pre-calculus concepts and principles; limits and their properties, continuous functions; derivatives and their properties; the chain rule, implicit differentiation; relative extrema, the first and second derivative tests; applications involving rectilinear motion of a particle and optimization of functions. This course covers the standard differential calculus topics required for engineering, mathematics, and science majors.

Prerequisite: MTH112 with a "C" or better.

MTH252 Calculus II (Integral Calculus)

4 credits (4 lec hrs/wk)

Topics include: antiderivatives, Riemann sums, integrals and their properties; the first and second fundamental theorems of calculus; calculation of length, area, volume, work, and resultant force via integration; derivatives and integrals of exponential, logarithmic, hyperbolic, and various inverse functions; indeterminate forms and L'Hôpital's rule. This course covers the standard integral calculus topics required for engineering, mathematics, and science majors.

Prerequisite: MTH251 with a "C" or better.

MTH253 Calculus III (Infinite Sequences and Series)

4 credits (4 lec hrs/wk)

Topics include: principles of integral evaluation, improper integrals; infinite sequences and series; convergence tests for infinite series; Taylor series for functions; translated and rotated conic sections. This course covers the standard sequences and series topics required for engineering, mathematics, and science majors.

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: polar coordinates, conic sections, parametric equations, three-dimensional space, analytic geometry, vector algebra, space curves, vector-valued functions, vector calculus.

Prerequisite: MTH253 with a "C" or better.

MTH255 Vector Calculus II (Differential and Integral Vector Calculus)

4 credits (4 lec hrs/wk)

Topics include: functions of several variables, partial derivatives; iterated integration; multiple integrals; divergence and curl of vector fields; line and surface integrals; Green's, Gauss', and Stokes' theorems.

Prerequisite: MTH254 with a "C" or better.

MTH256 Differential Equations

4 credits (4 lec hrs/wk)

Topics include: first-order linear and nonlinear ODEs, second order linear ODEs, series solutions to second-order linear ODEs, Laplace transforms, systems of linear ODEs.

Prerequisite: MTH255 with a "C" or better.

MTH260 Matrix Methods and Linear Algebra

4 credits (4 lec hrs/wk)

Topics include: matrix concepts and algebra; determinants and inverses of matrices; solution methods for systems of linear equations; linear independence linear transformations, and vector spaces; bases and coordinates; eigenvalues and eigenvectors; diagonalization of matrices. This course covers the standard linear algebra topics required for engineering, mathematics, and science majors.

Prerequisite: MTH255 with a "C" or better.

MTH265 Probability and Statistics with Calculus

4 credits (4 lec hrs/wk)

Topics include: probability theory, random variables and probability distributions, probabilistic expectation, classical discrete and continuous probability distributions, sampling theory and sampling distributions; estimation and confidence intervals, hypothesis tests and statistical significance, curve fitting and regression analysis. A calculus-based probability and statistics course strongly recommended for engineering, mathematics, and science majors.

Prerequisite: MTH252 with a "C" or better.

MUSIC

All music ensemble credits are transferable and can be used as elective credits up to 12 credits. Most music programs require 12 ensemble credits.

MUP105 Jazz Band

1 credit (2 lec-lab hrs/wk)

The sounds of the "Big Band" era. This group performs regularly both locally and throughout the state. Only advanced musicians are admitted.

Prerequisite: Instructor consent.

MUP114 Stage Band

1 credit (2 lec-lab hrs/wk)

A performance ensemble which rehearses and performs the appropriate musical literature chosen by the instructor. Instruction will be given to individuals as well as the ensemble as how to improve the overall musical effect. Pop ballads to jazz, both traditional and non-traditional. Intermediate and advanced musicians are admitted. Instructor consent is not required for the student to register for the class, but the student may be asked by the instructor to demonstrate their ability.

Course Descriptions

MUP121 Symphonic Choir

1 credit (2 lec-lab hrs/wk)

A large choral ensemble performing the works of major composers, encompassing all musical periods and styles. Instructor consent is not required, but students may be asked to audition.

MUP123 Opera

1-3 credits (2-8 lec-lab hrs/wk)

Operas, opera selections, operatic arias or operettas done in costumes, staging and concert style. Instructor consent is not required, but students may be asked to audition.

MUP125 Vocal Jazz (Southwesters)

2 credits (4 lec-lab hrs/wk)

Pop ballads, early rock and roll, traditional jazz, and blues will be the material rehearsed and performed by this ensemble. Emphasis will be placed upon the dynamics of live performance.

Prerequisite: Instructor consent.

MUP131 Chamber Choir

2 credits (4 lec-lab hrs/wk)

Small choral ensemble performing the major works and the octavo literature of prominent composers of every musical period. Instructor consent is not required, but the student may be asked to audition.

MUP142 Orchestra

1 credit (2 lec-lab hrs/wk)

Strings, woodwinds, brass, and percussion performing the works of composers from every musical period. Intermediate and advanced musicians admitted. Instructor consent is not required, but the student may be asked to audition.

MUP202A Concert Band

2 credits (4 lec-lab hrs/wk)

A performance ensemble which rehearses and performs the appropriate musical literature chosen by the instructor. Instruction will be given to individuals as well as the ensemble as how to improve the overall musical effect.

A college ensemble performing marches, traditional band literature, classical literature arranged for concert band. Intermediate and advanced musicians are admitted.

Prerequisite: Instructor consent.

MUP202B Community Band

1 credit (2 lec-lab hrs/wk)

A performance ensemble which rehearses and performs the appropriate musical literature chosen by the instructor. Instruction will be given to individuals as well as the ensemble as how to improve the overall musical effect.

A college ensemble performing marches, traditional band literature, classical literature arranged for concert band. Intermediate and advanced musicians are admitted.

Prerequisite: Instructor consent.

Individual lessons are based on request and instructor availability. Student may be asked to audition, to perform in recitals or college ensembles.

Individual Lessons

1-3 credits (2-6 lec-lab hrs/wk)

Individual lessons are arranged with the instructor, based upon available time and space. Instructor consent is required for all private lessons. All credits for private lessons are transferable. Music majors are expected to have a primary instrument of performance and be enrolled for individual instruction.

Prerequisite: Instructor consent.

Lessons are given for all levels of musicianship: beginning, intermediate, and advanced.

MUP171/271 Piano	MUP174/274 Voice
MUP175/275 Violin/Fiddle	MUP178/278 Bass Guitar
MUP180/280 Guitar	MUP 181/281 Flute
MUP183/283 Clarinet	MUP184/284 Saxophone
MUP186/286 Trumpet	MUP187/287 French Horn
MUP188/288 Trombone	MUP191/291 Percussion

Lecture Courses

Many music courses can be used for Distribution and Elective requirements for degree programs.

MUS101/102/103 Music Fundamentals

3 credits/term (3 lec hrs/wk)

A course to instruct in the fundamentals of music. A preparatory course for private instruction, for ensemble participation, and for a better understanding of music and music history. Music fundamentals, scales, key signatures, meter, notation, chords, non-harmonics, introduction to piano, and sight-singing. Recommended for music minors, beginning musicians, and preparatory for some music majors. (Contact music advisor for proper placement.)

Course Descriptions

MUS111/112/113 Music Theory I

3 credits/term (3 lec hrs/wk)

A course to instruct in the fundamentals of music, figured bass analysis, four part composition, chords with sevenths, secondary dominants, modulation, and basic musical form. This is a preparatory course for private instruction, for ensemble participation, and for a better understanding of music and music history. Required for music majors and minors, recommended for beginning and intermediate musicians.

Prerequisites: For MUS112; MUS111. For MUS113; MUS112.

Concurrent: For MUS111; MUS131. MUS112; MUS132. MUS113; MUS133.

MUS114/115/116 Sight Reading and Ear Training

1 credit/term (2 lec-lab hr/wk)

Learn to hear music and identify tones and chords, transfer music notation and communicate notation by voice.

Prerequisites: For MUS115; MUS114. For MUS116; MUS115.

MUS120 FINALE: Music Printing (Computer Composition)

2 credits (1 lec, 1 lec-lab hr/wk)

Learn to use Finale, a music printing program and secondarily a sequencing program. A wide range of musical capabilities will be put at the disposal of the student. This program will benefit every musician from the elementary to the most advanced. Students will learn to enter both vocal and instrumental music into the computer, how to use musical markings and terminology, how to transpose and arrange, how to prepare a musical composition to be a professional-looking sheet of music. Students will be expected to schedule computer time outside of the class and to maintain personal disks with all of their assignments.

MUS131 Piano Class

1 credit (2 lec-lab hr/wk)

Piano basics and music fundamentals. Learn to read notes, basic music symbols, perform simple chords proper finger techniques and major and minor scale performance.

Concurrent: MUS111

MUS132 Piano Class

1 credit (2 lec-lab hr/wk)

Based upon continuing the work in MUS131, all major keys - introduction to minor keys. Performance of chord progressions in major & minor keys, transposition, simple modulations using Deceptive Cadences, Sight reading, and repertoire. This course is taught in conjunction with MUS112.

Prerequisite: MUS131.

Concurrent: MUS112.

MUS133 Piano Class: (Introduction to Finale)

1 credit (2 lec-lab hr/wk)

Learn to use Finale, a music printing program and secondarily a sequencing program. A wide range of musical exposure will be at the disposal of the student. The Finale program will benefit every musician from the elementary to the most advanced. Students will learn to enter both vocal and instrumental music into the computer, how to use musical markers and technology, how to transpose and arrange, how to prepare a musical composition to be a professional looking sheet of music. Students will be expected to schedule computer time outside of the class. Students are expected to maintain personal disks with all of their assignments.

Prerequisite: MUS132.

Concurrent: MUS113.

MUS134/135/136 Voice Class

1 credit/term (1 lec hr/wk)

Vocal basics and music fundamentals. Learn tone production, breathing, vowel-consonant clarity, and relaxation techniques.

MUS137 Guitar Class

1 credit (1 lec hr/wk)

Guitar basics and music fundamentals. Learn to read notes, basic music symbols, perform simple to advanced chords, strumming-picking techniques, and "barring." Introduction to Classical Guitar Methods.

MUS198/298 Independent Study in Music

1-3 credits (hr to be arranged)

This course allows students to independently increase their knowledge and skills in the discipline of music by studying specific topics which are not part of other 100/200-level music courses or which may not be offered in depth in other 100-level music courses. Instructor supervision and division approval required.

Prerequisite: Instructor consent.

MUS211 Music Theory II

3 credits (3 lec hrs/wk)

A study of polyphony, counterpoint, extended chromatically altered chords, and 20th century composition.

Prerequisite: MUS113.

Concurrent: MUS114.

MUS212 Music Theory II

3 credits (3 lec hrs/wk)

A study of polyphony, counterpoint, chromatic chords, and 20th century composition.

Prerequisite: MUS211.

Concurrent: MUS115.

Course Descriptions

MUS213 Music Theory II

3 credits (3 lec hrs/wk)

A study of polyphony, counterpoint, extended and chromatically altered chords, and 20th century composition.

Prerequisite: MUS212.

Concurrent: MUS116

MUS261/262/263 Music History I, II, III

3 credits/term (3 lec hrs/wk)

A study of history concentrating on the life and times of composers and their music. Attention will be given to the change forms and styles of music combined with a wide range of listening. History will be divided into three sections: 1) Early Music, Renaissance, Baroque-350 to 1750; 2) Classical and Romantic-1750 to 1900; 3) Contemporary-1990 to present.

NURSING

NRS110 Fundamentals of Nursing - Health Promotions

9 credits (5 lec, 9 lab, 2 lec-lab hrs/wk)

This course introduces the learner to framework of the Oregon Consortium for Nursing Education (OCNE) curriculum. The emphasis on health promotion across the lifespan includes learning about self-health as well as client health practices. To support self and client health practices, students learn to access research evidence about healthy lifestyle patterns and risk factors for disease/illness, apply growth and development theory, interview clients in a culturally sensitive manner, work as members of the interdisciplinary team giving and receiving feedback about performance, and use reflective thinking about their practice as nursing students. The family experiencing a normal pregnancy is a major exemplar. Includes classroom, lab/clinical and lecture/lab learning experiences. This course will also cover content related to providing an overview of the health care

system, role of health care professional and paraprofessionals, and skills provided to clients in acute and extended care facilities. Students will learn how to modify skills to meet the needs of acute and chronic patients.

Prerequisite: Minimum of 49 prerequisite credits with a 2.75 GPA or higher and admission to the Nursing Program.

NRS111 Foundations of Nursing in Chronic Illness I

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

This course introduces assessment and common interventions (including technical procedures) for clients with chronic illnesses common across the lifespan in major ethnic groups. The client and family's "lived experience" of the illness, coupled with clinical practice guidelines and extant research evidence is used to guide clinical judgments in care to the chronically ill. Roles of multidisciplinary team in care of the chronically ill, and legal aspects of delegations are explored. Through case scenarios, cultural, ethical, health policy, and health care delivery system issues are explored in the context of the chronic illness care. Case exemplars include children with asthma, adolescent depression, adult-onset diabetes, and older adults with dementia. Includes classroom and clinical learning experiences.

Prerequisite: NRS110 with a "C" or better.

Concurrent: NRS230 and NRS232.

NRS112 Foundations of Nursing in Acute Care I

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

This course introduces the learner to assessment and common interventions (including relevant technical procedures) for care of patients during an acute episode of disease/illness. Disease/illness trajectories and their translation into clinical practice guidelines and/or standard procedures are considered in relation to their impact on providing culturally sensitive, client-centered care. Includes classroom and clinical learning experiences.

Prerequisite: NRS111, NRS230 and NRS232 with a "C" or better.

Concurrent: NRS231 and NRS233.

NRS221 Foundations of Nursing in Chronic Illness II and End-of-Life

9 credits (4 lec, 9 lab, 4 lec-lab hrs/wk)

This course builds on Foundations of Nursing in Chronic Illness I. The evidence base related to family care giving and symptom management is a major focus and basis for nursing interventions with patients and families. Ethical issues related to advocacy, self-determination, and autonomy are explored. Complex skills associated with symptom management, negotiating in interdisciplinary teams, and the impact of cultural beliefs are included in the context of client and family-centered care. Exemplars include patients with chronic mental illness as well as other chronic conditions and disabilities affecting functional status and family relationships. Includes classroom and clinical learning experiences.

Prerequisite: NRS222 with a "C" or better.

Course Descriptions

NRS222 Foundations of Nursing in Acute Care II and End-of-Life

9 credits (4 lec, 9 lab, 4 lec-lab hrs/wk)

This course builds on Nursing in Acute Care I, focusing more on complex and/or unstable patient care situations, some of which require strong recognitional skills rapid decision-making, and some of which may result in death. The evidence base supporting appropriate focused assessments, and effective, efficient nursing interventions is explored. Lifespan factors, cultural variables, and legal aspects of care frame the ethical decision-making employed in patient choices for treatment or palliative care within the acute care setting. Case scenarios incorporate prioritizing care needs, delegation and supervision, family and patient teaching for discharge planning. Exemplars include acute psychiatric disorders as well as acute conditions affecting multiple body systems. Includes classroom and clinical learning experiences.

Prerequisite: NRS112, NRS231 and NRS233 with a "C" or better.

NRS224 Scope of Practice and Preceptorship for AAS Completion

9 credits (4 lec, 15 lab, hrs/wk)

This course is designed to formalize the clinical judgments, knowledge and skills necessary in safe, registered nurse practice. The preceptorship model provides a context that allows the student to experience the nursing work world in a selected setting, balancing the demands of job and lifelong learner. Faculty/preceptor/student analysis and reflection throughout the experience provide the student with evaluative criteria against which they can judge their own performance and develop a practice framework. Includes seminar, self-directed study and clinical experience. Required for AAS and eligibility for RN Licensure.

Prerequisite: NRS221 with a "C" or better.

NRS230 Clinical Pharmacology I

3 credits (3 lec hrs/wk)

This is the first course in a two course sequence. This course introduces the theoretical background that enables students to provide safe and effective care related to drugs and natural products to persons throughout the lifespan. Students will learn to make selected clinical decisions regarding using current, reliable sources of information, monitoring and evaluating the effectiveness of drug therapy, teaching persons from diverse populations regarding safe and effective use of drugs and natural products, intervening to increase therapeutic benefits and reduce potential negative effects, and communicating appropriately with other health professionals regarding drug therapy. Drugs are studied by therapeutic or pharmacological class using an organized framework.

Prerequisite: NRS110 with a "C" or better.

Concurrent: NRS111 and NRS232.

NRS231 Clinical Pharmacology II

3 credits (3 lec hrs/wk)

This is the second course in the pharmacology sequence. Clinical Pharmacology II continues to provide the theoretical background that enables students to provide safe and effective care related to drugs and natural products to persons throughout the lifespan. Students will learn to make selected clinical decisions regarding using current, reliable sources of information, monitoring and evaluating the effectiveness of drug therapy, teaching persons from diverse populations regarding safe and effective use of drugs and natural products, intervening to increase therapeutic benefits and reduce potential negative effects, and communicating appropriately with other health professionals regarding drug therapy. The course addresses additional classes of drugs and related natural products not contained in Clinical Pharmacology

This course starts with drugs related to the renal

system and includes drug name, drug intended actions, side effects, drug interactions, and nursing management, including teaching plans for clients. A review of anatomy and physiology for each system is also included. The course covers related nursing diagnoses and collaborative nursing problems. Other drugs included are hypertensives, hyperlipidemias, diuretics, and vasodilators. The respiratory system starts with drugs related to the nasal passage mucous membranes down through the lungs. Drugs for asthma and other COPD diseases, GI system (upper and lower) diseases and problems, endocrine system drugs including the pancreas, endocrine and exocrine glands. Diabetes Mellitus drug therapy and treatments are covered extensively. The immune system in relation to the inflammatory response and drugs that effect the response, are explored such as immunosuppressives. The last major system covered is the immune system as it relates to the various forms of cancer and subsequent infections. Antitubercular and antiviral drugs are also covered.

Prerequisite: NRS111, NRS230, NRS232 with a "C" or better.

Concurrent: NRS112 and NRS233.

NRS232 Pathophysiological Processes I

3 credits (3 lec hrs/wk)

This course introduces pathophysiological processes that contribute to many different disease states across the lifespan and human responses to those processes. Students will learn to make selective clinical decisions regarding using current, reliable sources of pathophysiology information, selecting and interpreting focused assessments based on knowledge of pathophysiological processes, teaching persons from diverse populations regarding pathophysiological processes, and communicating with other health professionals regarding pathophysiological processes.

Prerequisite: NRS110 with a "C" or better.

Concurrent: NRS111 and NRS230.

Course Descriptions

NRS233 Pathophysiological Processes II

3 credits (3 lec hrs/wk)

This sequel to Pathophysiological Process I continues to explore pathophysiological processes that contribute to disease states across the lifespan and human responses to those processes. Students will learn to make selected clinical decisions regarding using current, reliable sources of pathophysiology information, selecting and interpreting focused assessments based on knowledge of pathophysiological process, teaching persons from diverse populations regarding pathophysiological processes, and communicating with other health professionals regarding pathophysiological processes. The course addresses additional pathophysiological processes not contained in Pathophysiological Process I.

Prerequisite: NRS111, NRS230, NRS232 with a "C" or better.

Concurrent: NRS112 and NRS231.

NUR9411 Perioperative Nursing

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

This introductory course is designed for the registered nurse who has had no previous experience in operating room nursing. Course content includes knowledge and skills required to care for patients having surgical intervention. Emphasis will be on those skills required to prepare the nurse for beginning-level independent practice. Students, through direct classroom instruction and lecture/lab work in an operating room suite, will gain the knowledge and skills required to provide care to patients during the preoperative, intraoperative, and postoperative period.

NUR9412 Perioperative Nursing Clinical Practicum

6 credits (18 lab hrs/wk)

This course is designed as a vehicle to put into practice the knowledge and skills learned in Perioperative Nursing, NUR9411. Students will complete a minimum of two 8-hour practicum shifts per week in an operating room. Emphasis will be placed on performing those functions directly related to scrubbing and circulating for selected surgical procedures.

Prerequisite: NUR9411.

NUR9413 Basic Critical Care Nursing

3 credits (3 lec hrs/wk)

This introductory course is designed for practicing registered nurses to increase their knowledge of physiology and application of this knowledge with critical thinking skills to care approaches for the more acute critical patient. Its purpose is to provide information on body-system specific pathophysiology for advanced nursing management. Students will be introduced to specific skills pertinent to care of critical patients, with an emphasis on skills needed in Intensive Care Units (ICU), Intermediate Care Units (IMCU), Post Anesthesia Care Units (PACU), and Emergency Departments (ED).

NUR201 Nursing Science and Practice III

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

Builds on concepts learned in NUR101, 102, and 103. The student will learn to care for clients experiencing acute alterations in functional health patterns related to orthopedics, the renal system, cancer, the pediatric client and family, and the geriatric client and family. Students will complete this course with the LPN Capstone, the beginning of their professional status as a licensed practitioner.

Prerequisites: NUR103 with a "C" or better, or admission into NUR201 through advanced placement as an LPN, and BI231, BI232, and BI233 with a "C" or better.

NUR202 Nursing Science and Practice IV

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

Builds on concepts and skills learned in NUR101, 102, 103, and 201. The student has studied basic nursing skills and the issues surrounding chronic and acute illness. The student will explore these concepts as applied to patients experiencing acute alterations in fluid and electrolyte balance, the hemopoetic system, the liver, skin and tissue integrity following a major burn, and the endocrine system. The student will learn about caring for the high-risk childbearing family, and the acutely mentally ill patient, and will be introduced to basic concepts in Community Health Nursing and how they are applied to his/her practice in clinical nursing.

Prerequisite: NUR201 with a "C" or better.

NUR203 Nursing Science and Practice V

10 credits (5 lec, 15 lab hrs/wk)

Introduces students to theoretical and practical applications related to the care of clients requiring high acuity nursing care. Primary focus is on critical thinking, decision-making, and client care management. Students learn how to apply patient/client care in a variety of health care management settings. Concepts such as managed care, case management, and delegation are covered.

Prerequisite: NUR202 with a "C" or better.

NUR546 Basic Nursing Assistant

8 credits (52 lec, 101 lab hrs/total)

This course prepares a Basic Nursing Assistant to be eligible for certification as outlined by the Oregon State Board of Nursing. The student is prepared to care for clients in a variety of settings including long-term care, intermediate care, home health, hospice care, acute care, foster care, and assisted living situations.

Prerequisites: CPR Certification: Heartsaver from the American Heart Association or Adult CPR from the American Red Cross; Pre-application testing, health assessment, immunization status.

Course Descriptions

OFFICE ADMINISTRATION

OA2221 Medical Terminology I

3 credits (3 lec hrs/wk)

This course provides the student with the basic knowledge of building medical terms with root words, suffixes, and prefixes. Also provides medical terminology related to the body as a whole; the skeletal, muscular, cardiovascular, lymphatic and immune, respiratory, and digestive systems. Must be taken in sequence.

OA2222 Medical Terminology II

3 credits (3 lec hrs/wk)

Medical Terminology II is a continuation of Medical Terminology I; to include terminology and abbreviations related to the urinary, nervous integumentary, endocrine, and reproductive systems as well as special senses, diagnostic procedures, and pharmacology. Each system outline will include functions and components, suffixes, prefixes, anatomic reference points, and terminology (diagnostic, symptomatic, and operative) pertinent to that system. Must be taken in sequence.

Prerequisite: OA2221 with a "C" or better.

OA2231 Clinical Procedures I

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

This course is to provide clinical orientation, initial instruction, and basic skills for a medical/clerical assistant. It will provide in-depth simulation of office nurses' duties. This will prepare the medical office assistant to substitute for the physician's nurse, without major changes in office routine for the safety, security, and comfort of the patient, physician and the medical assistant. Must be taken in sequence.

Prerequisites: OA2221 and OA5401 with a "C" or better.

Concurrent: HE9380.

OA2232 Clinical Procedures II

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

This course provides theoretical knowledge, skills, and practical experience which enables the student to attain and maintain safe, intelligent, quality patient care under supervision of licensed personnel. Emphasis on medical and surgical asepsis, in preparation for office surgery is stressed. Primarily for students already employed in the health care field.

Prerequisite: OA2231 with a "C" or better.

OA2241 Medical Transcription I

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

This course introduces students to simpler forms of medical transcription from hospital dictation. Utilization of terminology with emphasis on accuracy.

Prerequisite: OA2221 with a "C" or better.

OA2242 Medical Transcription II

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

This course introduces students to the use of specialized/complex medical dictation by actual physicians for the purpose of developing transcription skills.

Prerequisite: OA2241 with a "C" or better.

OA2280 Cooperative Work Experience

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

Gain on-the-job experience in coordinator-approved office situations that closely parallel with field of study.

Prerequisite: Instructor consent.

OA2591 Proofreading and Editing

3 credits (3 lec hrs/wk)

This course is designed to prepare students to proofread and edit business documents. It includes the study of punctuation, capitalization, grammar, and spelling as applied to transcribing and editing commonly used documents found in the business office.

Prerequisite: WR0525 with a "C" or better or an appropriate score on placement test.

OA2597 Medical Office Coding

3 credits (3 lec hrs/wk)

Medical Office Coding 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.

Prerequisite: OA2221 with a "C" or better.

OA2725 Reimbursement Management

3 credits (3 lec hrs/wk)

This course teaches students medical insurance terminology and provides familiarity with various types of insurance programs. Content covers insurance claim processing with an introduction to forms, assignment and coordination of benefits, credit and collection procedures with federal and Oregon laws, credit applications, basic billing cycles, and an introduction to coding.

Prerequisite: OA2221 with a "C" or better.

Course Descriptions

OA5401 Body Structure and Functions I

3 credits (3 lec hrs/wk)

This course is an introduction to 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 of life and organization of tissues and organs will be covered.

OA5402 Body Structure and Functions II

3 credits (3 lec hrs/wk)

This course is an introduction to 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 of life and organization of tissues and organs will be covered.

Prerequisite: OA5401 with a "C" or better.

OA5533 Medical Law and Ethics

2 credits (2 lec hrs/wk)

Medical Law and Ethics is a survey of the manner in which the law and codes of ethics affect the practice of health occupations paraprofessionals. An introduction to the concepts of litigation, consent, introduction to law, ethics and bioethics, genetic engineering, sterilization, abortion, and death and dying.

OA116 Office Procedures

3 credits (3 lec hrs/wk)

Office Procedures presents the methods, concepts and procedures for business office operations. This includes career planning, understanding the office environment, and how to organize an efficient work place. It also includes information on the office technology, communications, an overview of records management, meetings, travel, and career advancement.

Prerequisite: CS101 with a "C" or better.

OA121 Keyboarding I

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

Presents principles of touch method typing. Typing speed and accuracy are developed through drills and practice using the touch method of typing. Students are introduced to basic production work in the form of business and personal letters, tables, manuscripts, and memos. This course is considered a supportive course.

OA124 Keyboard Skillbuilding

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

Development of speed and accuracy utilizing a diagnostic approach to individual skill assessment and prescribed drill work.

Prerequisite: OA121 with a "C" or better.

OA220 Electronic Calculators

1 credit (2 lec-lab hrs/wk)

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

Prerequisite: MTH20.

OA240 Filing/Records Management

3 credits (3 lec hrs/wk)

This course provides a comprehensive study of filing systems, equipment, and criteria by which records are created, classified, stored, and retrieved according to the rules established by the Association of Records Managers and Administrators (ARMA).

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)

This course 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: COMPASS Reading score of 85 or higher.

Course Descriptions

PHAR5472 Pharmacology I

3 credits (3 lec hrs/wk)

This basic course introduces the student to generic and trade names of common therapeutic drugs. Drug categories and drug use in prevention of or interference with disease processes are discussed. Important contraindication, side effects, cautions, and interactions regarding drug use are included. The course also covers common nonprescription drugs.

Prerequisites: OA2221 and RD101 with a "C" or better or COMPASS Reading score of 85 or higher.

PHAR5473 Pharmacology II

3 credits (3 lec hrs/wk)

This basic course continues the student's introduction to generic trade names of common therapeutic drugs. Drug categories and drug use in prevention of or interference with disease processes are discussed. Important contraindication, side effects, cautions, and interactions regarding drug use are included. The course also covers common nonprescription drugs.

Prerequisites: PHAR5472, PHAR5474 and PHAR5475 with a "C" or better.

PHAR5474 Pharmacy Calculations

2 credits (2 lec hrs/wk)

This course reviews basic mathematics and includes the application of math concepts in the performance of certain Pharmacy Technician duties (and other health-care provider duties). It covers systems of weight, measure, and temperature and the conversion from one system to another. The basics of retail accounting are introduced. Students develop the capabilities needed to calculate dosages, drug amount or volume, percent concentrations, milli-equivalents, and intravenous infusion rates.

Prerequisite: MTH70 with a "C" or better, or COMPASS Algebra score of 26-70.

PHAR5475 Pharmacy Technician Procedures I: Retail Chain and Independent

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

This course is designed to provide students with the knowledge and skills needed in the performance of technical pharmacy tasks. These include ambulatory, prescription processing, compounding and prepacking, communications, and computer operations.

Prerequisite: PHAR5470 with a "C" or better.

PHAR5476 Pharmacy Technician Procedures II: Institutional Hospital and Extended Care

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

This course is designed to provide students with the knowledge and skills needed in the performance of technical pharmacy tasks. These include hospital dispensing systems, compounding and prepacking, communications, computer operations, aseptic technique, IV prep admixtures, and oncology preparations.

Prerequisites: PHAR5470, PHAR5472, PHAR5474, and PHAR5475 with a "C" or better.

PHAR5477 Pharmacy Records Management

3 credits (3 lec hrs/wk)

This course is designed to provide knowledge and skills in preparing, maintaining, and storing a multiple of pharmacy records. The student will have practice typing a variety of instructional and retail prescription labels, and be capable of producing at a predetermined, satisfactory rate.

Prerequisites: PHAR5470, PHAR5472, PHAR5474, and PHAR5475 with a "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.

Prerequisites: PHAR5470, PHAR5472, PHAR5474, and PHAR5475 with a "C" or better.

PHILOSOPHY

PHL101 Introduction to Philosophy: Philosophical Problems

3 credits (3 lec hrs/wk)

This course is an introduction to the fundamental concepts, problems, questions, and systems of philosophy. In particular, this course investigates philosophical principles as they relate to epistemology (how we know what we know); metaphysics (the nature of reality); mind/body dualism, the problem of other minds, language and meaning; freedom and determinism, the existence or nonexistence of God; and meaning and purpose in life. This course will also introduce multicultural and feminist perspectives on these philosophical problems.

Prerequisite: WR121 with a "C" or better.

PHL102 Ethics

3 credits (3 lec hrs/wk)

This course critically examines the idea of human beings as moral agents. More specifically, this class investigates the nature of moral philosophy from a theoretical and applied perspective. Particular attention is paid to the history of moral philosophy; the various schools of moral philosophy; applied ethics, including business, environmental, medical, and sexual ethics; and how to develop a more sophisticated, personal, moral philosophy.

Prerequisite: WR121 with a "C" or better.

Course Descriptions

PHL103 Introduction to Logic and Critical Thinking

3 credits (3 lec hrs/wk)

This course focuses on improving reasoning and critical assessment ability through the study of fundamental principles of formal logic, informal logic, and critical thinking. This course examines the history of logic, the laws of reasoning logically, and the methods of developing and analyzing extended formal argumentation. Attention is also paid to examining logic in a practical context through the study of illogical or absurdist centers of mass communication as found in propaganda, advertising, politics, the mass media, and mass entertainment.

Prerequisite: WR121 with a "C" or better.

PHYSICAL EDUCATION

Students may use no more than 9 credits of Physical Activity (PE185) in meeting the total credit requirement for an Associate of Arts/Oregon Transfer or counted in their GPA; see Physical Education requirements for each degree. Degrees offered include an Associate of Science Physical Education Emphasis and an Associate of Science Athletic Training Emphasis.

PE0587 Introduction to Golf Caddying

0 credits (6 lec, 11 lec-lab hrs/total)

This course is designed to provide students with an understanding of the game of golf and the role of the golf caddy. Students will be able to practice caddying techniques before being employed. Students will become aware of the rules and regulations of golf, the etiquette of golf, and how customer service plays a role in the caddying experience.

PE131 Introduction to Health and Physical Education (Athletic Training, Health Education, Physical Education, and Fitness Management)

3 credits (3 lec hrs/wk)

This course is designed to offer an orientation for those students seeking a teaching career in athletic training, health education, physical education, and fitness management. Students will be introduced to basic philosophies and objectives, professional opportunities, qualifications, and certification requirements for their desired field of study. Students will learn how the various disciplines related to health and fitness interact and broaden their understanding of the profession. Students will develop their four-year plan, including courses that will be taken at Southwestern and those to be taken during their junior and senior years at the desired institution. This course will be taught fall and winter terms each year.

PE185 Physical Education

1 credit (Variable hours)

Provides students with an activity that will promote physical and emotional well-being. Enables the student to develop and/or pursue lifelong 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.

Badminton	Karate
Baseball	Kayaking
Basketball	Physical Conditioning
Bicycling	Plyometrics
Bowling	Soccer
Canoeing	Softball
Cross Country	Super Circuit
Golf	Tennis
Gymnastics	Track and Field
Indoor Rock Climbing	Volleyball
Judo	Weight Training
	Wrestling

PE231 Wellness for Life

3 credits (3 lec hrs/wk)

Students will learn about basic human anatomy, nutrition, and weight management concepts in this course. They will learn the importance of physical activity, good health habits, and how these behaviors will improve the quality of life as they age. Students will use physical assessment techniques to assess their present strength, flexibility, and cardiovascular health, and will receive informational tools needed to facilitate change in their present state of fitness. Current health issues and concepts will also be covered in this course.

PE259 Care and Prevention of Athletic Injuries I

3 credits (3 lec hrs/wk)

Care and Prevention of Athletic Injuries I is an introductory course in athletic health care. It is the first course of a two-course sequence with the purpose of exposing students to myriad injuries and conditions that occur in athletics and physical activity. With a focus on the lower extremity, this class prepares students to recognize and identify an injury, evaluate it, and begin appropriate care for it. Preventive measures are a prominent component of the class, aimed at minimizing the number and severity of injuries resulting from participation in athletics or physical activity. This class is most relevant to those students pursuing careers in athletic training, allied health, coaching, education, and for those who personally enjoy physical activity.

Course Descriptions

PE260 Care and Prevention of Athletic Injuries II

3 credits (3 lec hrs/wk)

Care and Prevention of Athletic Injuries II is an introductory course in athletic health care. It is the second course of a two-course sequence with the purpose of exposing students to myriad injuries and conditions that occur in athletics and physical activity. With a focus on the upper extremity, axial skeleton, and general conditions, this class prepares students to recognize and identify an injury, evaluate it, and begin appropriate care for it. Preventive measures are a prominent component of the class, aimed at minimizing the number and severity of injuries resulting from participation in athletics or physical activity. This class is most relevant to those students pursuing careers in athletic training, allied health, coaching, education, and for those who personally enjoy physical activity.

Prerequisite: PE259.

PE261 Techniques of Athletic Taping and Bracing

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

Techniques of Athletic Taping and Bracing is an introductory course in athletic training. Its purpose is to educate and train students in the basic principles of prophylactic taping and wrapping, by learning theory and application strategies for athletic activity. Students will use multimedia and produce their own field guide textbook as a component of this course.

PE262 Development of Adult Fitness Programs

3 credits (3 lec hrs/wk)

Students will gain experience with how to develop and supplement effective adult fitness programs that promote better health and wellness. This course studies what happens to people as they age, both physically and mentally, and how exercise and healthy lifestyles will promote a better quality of life and longer lifespan. Principles of exercise physiology and kinesiology will be studied, as they apply to issues of fitness, nutrition, exercise prescription, and the health needs of specific populations. This is a research-based course, with appropriate expectations of research methodology and writing.

Concurrent: WR123.

PE264 Personal Trainer Conditioning Concepts

3 credits (3 lec hrs/wk)

Study of exercise and physical conditioning concepts for personal trainers. This course bridges the scientific fundamentals of human movement (exercise physiology, functional anatomy, biomechanics, and neurophysiology) into personal training conditioning concepts. Provides students with the knowledge and skills needed to assess physical fitness status of apparently healthy individuals, rather than individuals who have suspected or documented cardiovascular disease and other ailments. This course uses a multi-disciplinary approach that synthesizes concepts, principles, and theories based on research in exercise, physiology, kinesiology, measurement, psychology, and nutrition. The net result is a direct and clearcut approach to physical fitness assessment and exercise prescription.

PE265 Tests and Measurements

4 credits (4 lec hrs/wk)

This course is designed for students participating in the Fitness Management and Athletic Training programs. The major goal is to help each student apply the principles of measurement and evaluation to the fitness job market. Students will be introduced to the "how" and "why" of evaluation. In addition, the class will provide a wide assortment of tests, administrative instructions, and norms regarding physical education and fitness testing. Finally, practical computer applications will be covered to show the support they can be provided regarding tests and measurements. This course will emphasize techniques for constructing, evaluating, and administering tests in the psychomotor domain; the analysis and interpretation of test data.

Prerequisite: MTH70.

PE280P Practicum: Physical Education/Athletic Training

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

Students will gain experience in the various roles and responsibilities of the Health and Physical Education fields. Students will participate in a variety of supervised settings that are applicable to the development of the student as a professional in the Health and Fitness field.

Prerequisite: PE131 with a "C" or better.

PE295 Professional Activities

2 credits (3-6 lec-lab hrs/wk)

Designed to provide Physical Education majors with opportunities to learn and develop teaching techniques and gain basic skills in the following activities: Adventure Sports, Badminton, Basketball, Physical Conditioning, Tennis, Volleyball. Required for P.E.majors.

Course Descriptions

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 "C" or better.

PH201/202/203 General Physics

5 credits/term (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.

Prerequisite: MTH112 with a "C" or better.

PH211/212/213 General Physics with Calculus

5 credits/term (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. Includes laboratory activities. Must be taken in sequence.

Prerequisite: MTH112 with a "C" or better.

Concurrent: MTH251 with PH211; MTH252 with PH212; and MTH253 with PH213.

POLITICAL SCIENCE

PS198/298 Independent Studies in Political Science

1-3 credits (hrs to be arranged)

Prerequisite: Instructor consent.

PS201 American Government: Political 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 the 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.

PS203 Local Politics and Government

3 credits (3 lec hrs/wk)

This course introduces the student to United States state and local governments with comparative political behavior in states and communities. The course defines and discusses the political and institutional processes by which state and local governments make policy and law. The course also examines the role of state and local governments within the federal system of government. Also offered as PS203A, B, C in one-credit modules.

PS205 International Relations: US Foreign Policy in the 20th Century

3 credits (3 lec hrs/wk)

The course focuses on the development of US Foreign Policy within the 20th Century, with an emphasis on past precedents, new challenges, and how America's increasing economic interconnectedness with our neighbors has changed our policies. The course uses the World Wars and the Cold War as major events which have shaped American foreign policy and continues to do so.

PS280 Field Experience

1-6 credits (33-198 lab hrs/term)

This course offers career exploration and workplace experience within a widely defined number of supervised settings which will provide professional experience in the field of Political Science, political organizing, and campaigning.

Prerequisite: Instructor consent.

PSYCHOLOGY

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, consciousness, language and thinking, lifespan development, and motivation.

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)

This course is an introduction to the basic research methods used by social scientists. The course includes an introduction to statistical analysis, observational studies, survey research, and experimental design.

Prerequisite: MTH70 with a "C" or better.

PSY237 Life Span Development

3 credits (3 lec hrs/wk)

Designed to survey the major principles of behavior and patterns of change in people over the lifespan. Revolves around the area of development in physical, intellectual, social, personality and cross cultural diversity, for infants, children, adolescents, adults and the elderly. Within the psychological framework, students will be able to research and apply development concepts to relevant problems in daily life.

Course Descriptions

PSY239 Introduction to Abnormal Psychology

3 credits (3 lec hrs/wk)

This course discusses the diagnosis, etiology, and therapy of emotional disturbances and behavioral disorders.

PSY240 Introduction to Psychopharmacology

3 credits (3 lec hrs/wk)

This course is a basic introduction to the principles of drug action on the mind and body. The course will focus on drug metabolism, the nervous system, and neuron physiology. The course will include some of the psychopharmacological research findings on alcohol, psychotherapeutic drugs, SSRIs, stimulants, marijuana, opiates, caffeine, nicotine, and hallucinogens.

PSY243 Drugs and Behavior

3 credits (3 lec hrs/wk)

This course is a basic introduction to the principles of drug action on the mind and body and the relationship of substance abuse to crime and criminal justice administration. Drug metabolism and psychopharmacological research findings on legal and illicit drugs are addressed including drug effects, theories of abuse, legislation, enforcement strategies, policy options and treatment, and prevention strategies. Treatment issues and prevention models are related to diverse cultures, lifestyles, gender, age, and the needs of people with disabilities.

READING - SEE ACADEMIC SKILLS

SOCIOLOGY

SOC145/ANTH145 Special Topics in Sociology

1-3 credits (variable hrs)

A field study of significant sociological and/or anthropological features of a selected region. Students will apply techniques of inquiry and analysis from various academic disciplines in order to understand and resolve key issues at selected field study sites. Introductory lecture will survey key issues and introduce techniques required for a site-based field study, followed by on-site visit. The three credit course does not have the separate lecture component that is a preview and summary experience that is included in the ten-day trip. Also offered as SOC0250/ANTH0250 for no credit or grade.
Concurrent: Any Anthropology or Sociology course.

SOC198/298 Independent Studies in Sociology

1-3 credits (hrs to be arranged)

Prerequisite: Instructor consent.

SOC204 General Sociology

3 credits (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 (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 (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 relationships, 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.

SOC213 Racial and Ethnic Relations

3 credits (3 lec hrs/wk)

An historical perspective on contemporary problems in American society as related to minority and majority populations.

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.

Course Descriptions

SOC221/CJ201 Juvenile Delinquency

3 credits (3 lec hrs/wk)

This course presents a philosophical, historical, and practical survey of juvenile justice administration in the United States. Considered in the context of an interdisciplinary framework, theories, factors, and characteristics of delinquency will be presented, and treatment and delinquency prevention programs will be surveyed.

SOC230/HS167 Gerontology

3 credits (3 lec hrs/wk)

This course presents an exciting and dynamic survey of the developmental process of aging. Students will examine the social, physical, emotional, spiritual and cultural aspects which influence the experience of aging. coursework provides essential information for all who plan to work with elders, as well as an excellent opportunity to explore and promote a positive personal view of aging. Students will be introduced to the current theories, policies, and practices in gerontology and professional opportunities in the field. Concerns of practitioners and focus on service delivery and policy directions will also be addressed.

SOC244/CJ101 Criminology

3 credits (3 lec hrs/wk)

This course offers an interdisciplinary perspective of crime and criminal behavior in relation to the criminal justice system. Theoretical approaches to explaining crime, criminal statistics, typologies, and victimology will be assessed. The influence of crime theory on public policy will be explored.

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, group problem-solving, and communication climates.

SP111 Fundamentals of Public Speaking (Podium Speaking)

3 credits (3 lec hrs/wk)

Students prepare and present original speeches, with emphasis on content, organization, delivery, and technique.

SP112 Persuasive Speech

3 credits (3 lec hrs/wk)

The psychology of persuasion is examined, as well as methods speakers use to persuade an audience. Factors of credibility, using evidence, reasoning skills, and emotional appeals are examined. Students prepare and present original persuasive speeches. The study of theory includes critical thinking, organizational patterns, outlining techniques, and audience analysis.

SP217 Understanding Media (The Persuasive Message)

3 credits (3 lec hrs/wk)

Focus is on the impact 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. Content provides a historic, sociologic, and economic examination of the mass media role today.

SP218 Interpersonal Communication

3 credits (3 lec hrs/wk)

Focuses on improving communication with oneself in order to improve relationships. Addresses perception, emotions, language, verbal and non-verbal communication, listening, and conflict resolution skills.

SP219 Small Group Discussion

3 credits (3 lec hrs/wk)

This course focuses on skill building and theory in decision making, problem solving, presentation planning, and knowledge of group process. This course is also designed to assist students in using effective small group techniques in a variety of settings.

SP220 Gender and Communication

3 credits (3 lec hrs/wk)

This course is intended for people who are interested in increasing their understanding and awareness of differences in male and female communication styles. Students will explore how culture, media, attitudes, and gender roles influence how they communicate with women and men.

SURGICAL TECHNOLOGY

ST5530 Aseptic Theory and Techniques

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

This course covers the concept of asepsis by describing micro-organisms that affect the surgical arena and their role in the disease process. Disinfection, antisepsis, sterilization, as well as physical/chemical aseptic techniques are emphasized within the context of developing a surgical consciousness. The course concludes with discussion of transmissible diseases of concern to the health care provider.

Course Descriptions

ST5531 Introduction to Surgical Technology

3 credits (3 lec hrs/wk)

This course introduces the student to the broad field of surgical technology. It is a prerequisite course to entry into the clinical training sequence of surgical technology courses. Students will review the concepts and events that contributed to the development of surgery, contemporary health care facility/agency types, and professional accreditation requirements. Basic principles of aseptic technique, care of the surgical patient, as well as physical structure of surgical areas will be discussed. The surgical team concept, role of the surgical technologist, and surgical conscience will also be explored.

ST5532 Principles and Practices of Surgical Technology (Circulator and Scrub Roles)

6 credits (12 lec-lab hrs/wk)

This course introduces students to the practice of surgical technology, both circulator and scrub roles. Students will develop their ability to scrub, gown, glove, set up and perform routine procedures, and break down an operating room lab properly in a reasonable amount of time. An emphasis will be placed on pre-op site preparation, specimen handling, thermoregulator devices, and recording of vital signs. The course will also include discussion of methods of hemostasis and blood replacement, surgical positioning, documentation, urinary catheter placement, and appropriate actions towards patient emerging from surgery.

Concurrent: Obtain certification in *Cardiopulmonary Resuscitation (CPR)* and *Basic Life Support (BLS)*.

ST5533 Pharmacology for Surgical Technologists

3 credits (3 lec hrs/wk)

This course introduces the surgical technology student to the pharmacological knowledge and skills needed specific to the surgical arena. The course will include an emphasis on measurement/basic arithmetic review, terminology, care and handling of drugs/solutions used in surgery, and anesthesia.

ST5534 Surgical Procedures I

4 credits (8 lec-lab hrs/wk)

This course is the first of two clinical practice courses structured to introduce all the surgical specialties to the students. Students will study the basic surgical anatomy, instrumentation, and procedural steps specific to general, rectal, ob-gyn, and orthopedics surgical procedures. Through the use of Clinical Case Information Worksheets students will develop a working knowledge of many advanced surgical procedures. Indications for surgery, special equipment, purpose and expected outcome of surgery, and possible complications will be discussed.

Prerequisites: ST5530, ST5531, and ST5532 with a "C" or better.

ST5535 Surgical Procedures II

4 credits (8 lec-lab hrs/wk)

This course is the second of two clinical practice courses structured to introduce all the surgical specialties to the students. Students will study the basic surgical anatomy, instrumentation, and procedural steps specific to ophthalmic, ear/nose/throat, head/neck, oral/maxillofacial, plastic, genitourinary, hand, neurological, thoracic, cardiac, peripheral vascular, general pediatric, trauma, transplant, and procurement surgeries. Through the use of Clinical Case Information Worksheets students will develop a working knowledge of many advanced surgical procedures. Indications for surgery, special equipment, purpose and expected outcome of surgery, and possible complications will be discussed.

Prerequisite: ST5534.

ST5536 Clinical Rotation in Surgical Technology I

8 credits (24 lab hrs/wk)

This course is designed to give related clinical practice based on the procedures covered in Surgical Procedures I. The student will apply the principles of sterile technique as they relate to the function and responsibilities of the surgical technologist, including pre-operative and

peri-operative routine and care of the patient. The student must demonstrate knowledge of principles and techniques that apply to entry-level surgical procedures through demonstration and written assignments (as outlined in the AST core curriculum clinical practicum rules). Students will function in the first scrub role and will begin scrubbing on 125 cases within the scope of procedures covered in Surgical Procedures I as required by the AST core curriculum.

Prerequisites: ST5531 and ST5534.

Concurrent: ST5535.

ST5537 Clinical Rotation in Surgical Technology II

8 credits (24 lab hrs/wk)

This course is designed to give related clinical practice based on the procedures covered in Surgical Procedures II and complete the student's clinical rotation experience begun in Clinical Rotation in Surgical Technology I. The student will apply the principles of sterile technique as they relate to the function and responsibilities of the surgical technologist, including pre-operative and peri-operative routine and care of the patient. The student must demonstrate knowledge of principles and techniques that apply to entry-level surgical procedures through demonstration and written assignments (as outlined in the AST core curriculum clinical practicum rules). Students will function in the first scrub role and will finish scrubbing on 125 cases within the scope of procedures covered in Surgical Procedures II as required by the AST core curriculum.

Prerequisites: ST5535 and ST5536.

THEATRE

TA100 Introduction to Theatre

3 credits (3 lec hrs/wk)

Studies the development, theory, and processes of creating live performances through human expression.

Course Descriptions

TA111 Fundamentals of Technical Theatre

3 credits (6 lec-lab hrs/wk)

A practical introduction to scenic construction and/or design, stage rigging, lighting hang and focus, and lighting and sound operation. This course is structured to support the technical needs of the theatre program's production each term. Course is suitable for local theatre group members.

TA141 Acting I: Fundamental Techniques

3 credits (3 lec hrs/wk)

Studies the methods, techniques, and theory of acting as an art form, with an emphasis on the theories of Staniskavski. Performance of laboratory exercises, improvisations, and short scenes and monologues from plays are the basic teaching approaches.

TA142 Acting II: Fundamental Techniques

3 credits (3 lec hrs/wk)

Studies the methods, techniques, and theory of acting as an art form. Performance of laboratory exercises and extended scenes from plays and a Shakespearean monologue are the basic teaching approaches.

TA143 Acting III: Fundamental Techniques

3 credits (3 lec hrs/wk)

Studies the methods, techniques, and theory of acting as an art form. Performance of laboratory exercises, scene cuttings, a one-act play, and a classical monologue are the basic teaching approaches.

TA153 Rehearsal and Performance

(From Audition to Closing Night)

1-3 credits (variable hrs)

Training in theatre production through rehearsal of a play for public performance. Includes stage crew, production people, and performers.

TA241 Intermediate Acting Techniques: Styles

3 credits (3 lec hrs/wk)

Surveys styles and techniques of acting including improvisation, and physical preparation, with the emphasis on exploring the idea of styles. Emphasis is placed on the incorporation of non-mimetic dramaturgy into performance.

TA242 Intermediate Acting Techniques: Shakespeare

3 credits (3 lec hrs/wk)

Surveys styles and techniques of acting, including mime, improvisation, voice and physical preparation, with the emphasis on Shakespeare performance.

TA243 Intermediate Acting Techniques: Auditioning

3 credits (3 lec hrs/wk)

Surveys styles and techniques of acting, including improvisation, voice and physical preparation, with the emphasis on auditioning, portfolio development, and acting professionally.

TA254 Directing I: The Art of Directing

3 credits (3 lec hrs/wk)

Practical exposure to the fundamentals of play direction: conceptualization, casting, staging, actor coaching, and design collaboration. Culminates in public performances of student-directed scenes or one-act plays.

Prerequisites: TA141 and TA142 with a "C" or better.

TA280 Field Experience

1-6 credits/term (3-18 lab hrs/wk)

This course offers career exploration and workplace experience within a widely defined number of supervised settings which provide professional experience in the field of Theater/Acting.

Prerequisite: Instructor consent.

TA299A Special Studies: Interactive Theatre

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

Presents selected topics of study in interactive theatre. Class participants will conceive of, rehearse, and perform in ensemble-selected scenes based upon issues of personal, theoretical, social, and political concern. Performance component may result in interactive, playback, or Forum Theatre.

WELDING TECHNOLOGY

WLD4010 Welding Processes I

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

Emphasizes oxy-acetylene welding and cutting, introduction to gas tungsten arc welding (GTAW) and plasma arc cutting. Topics include soft soldering, brazing, silver soldering and oxy-acetylene welding in flat, horizontal and vertical positions using several joint designs. Efficient use of hand and machine oxy-acetylene torch cutting are covered. An introduction to gas tungsten arc welding (GTAW), basic setup and operation, and plasma arc cutting setup and operation. Industrial Safety, joint design, welding techniques, cutting techniques, and proper care of equipment will be stressed.

WLD4011 Welding Processes II

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

Introduction to Electric Arc Welding Processes with primary emphasis on the basics of Shielded Metal Arc Welding, Gas Metal Arc Welding and Flux Cored Arc Welding. Students will develop basic knowledge and skill in setup and safe use of Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW) and Flux Cored Arc Welding (FCAW) to industry standards. Basic welding application using SMAW, GMAW and FCAW will be discussed in lecture and demonstrated in lab with students required to perform basic welds.

Course Descriptions

WLD4047 Advanced Welding Workshop

3 credits (9 lab hrs/wk)

This course allows students to either specialize in welding techniques and processes they find appropriate for their needs and/or design, draw, estimate, order material, lay out, and fabricate an individualized project. Student will utilize practical application of industry methods in accomplishing these goals. The student will also be required to define equipment needs, set up, design weld joints, determine filler metals, select shielding gases, determine welding techniques, along with safety practices to be utilized. Student will present a written proposal no later than the end of the second week of class and will be evaluated on the progress toward final outcomes on a weekly basis.

Prerequisites: WLD4155.

WLD4050 Welding and Joining Processes

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

This course studies the application of modern welding, joining, and forming processes on new emerging manufacturing materials. The focus is on new welding and joining processes for ferrous and non-ferrous metals and various materials used in manufacturing. Metallurgy of ferrous and non-ferrous materials and properties of other materials will be researched. Students will learn from lecture/discussion, audiovisual presentations, lab experiences, demonstrations, and research activities. Emphasis will be on new emerging products and technologies.

Prerequisites: WLD4061 and WLD4125 or WLD4126 with a "C" or better.

WLD4061 Shielded Metal Arc Welding I

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

This course covers shielded metal arc welding (SMAW) including safety, arc welding fundamentals, polarity, amperage ranges, weld techniques, 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 E6010 and E7018 electrodes.

Prerequisites: WLD4010 or WLD4011.

WLD4062 Shielded Metal Arc Welding II

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

This course is an advanced level course in shielded metal arc welding (SMAW). Emphasis is on operating characteristics of E6010 and E7018 electrodes, constant current type power sources, properties of steels, manipulative techniques for welding, proper joint design preparation, and American Welding Society (AWS) certification standards and testing methods. Lab activities will cover vertical and overhead welds using E6010 and horizontal fillet, vertical and overhead welds using E7018.

Prerequisite: WLD4061.

WLD4100 Gas Tungsten Arc Welding (TIG)

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

This course covers all aspects of manual gas tungsten arc welding (GTAW) from safety and process operation through welding techniques and applications. Students learn through lecture, demonstration, and practical application of concepts and techniques. Emphasis will be on safety, equipment setup, manual welding techniques, and procedures for both ferrous and non-ferrous materials, quality control and inspection, and industrial codes and procedures.

WLD4125 Gas Metal Arc Welding

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

This course covers gas metal arc welding (GMAW) process. Students learn through lecture/demonstration and practical application of industry methods. The semi-automatic gas metal arc welding (GMAW) process and manual welding techniques will be presented. Equipment needs, setup, joint design, filler metals, shielding gases, welding techniques, along with safety will be stressed.

Prerequisites: WLD4010.

WLD4126 Flux Cored Arc Welding

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

This course covers flux cored arc welding (FCAW) process. Students learn through lecture/demonstration and practical application of industry methods. The semi-automatic flux cored arc welding (FCAW) process, both with and without shielding gas, and manual welding techniques will be presented. Equipment needs, setup, joint design, filler metals, shielding gases, welding techniques, along with safety, will be stressed.

Prerequisites: WLD4010.

WLD4150 Pipe Fitting and Welding

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

This course is an introduction to pipe layout, fitting, and arc welding. Through lecture, demonstration, and practical application, students will be presented with basic pipe and piping information, basic pipe layout practices, and basic pipe welding techniques for 1G rolled position, 2G and 5G fixed position, using E6010 and E7018 electrodes. Safety, quality, and proper weld technique will be stressed according to industry standards for appearance and weld soundness.

Prerequisites: WLD4010 or WLD4061.

Course Descriptions

WLD4155 Fitting and Fabrication

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

Provides layout and fitting skills applicable to an industrial welding and fabrication shop. It is designed to provide students with the experience of reading prints, estimating and ordering material, performing layout and cutting work, fitting pieces into assemblies, and weld-out procedures applicable to fabricating a finished product. Students will learn in a lecture/lab environment which will emphasize problem-solving and cooperation within an industrial-like environment. Safety, accuracy, quality, and a commitment to excellence will be emphasized in completing assigned lab fabrications.

Prerequisites: WLD4010 and WLD4061.

WLD4165 Welding Lab A

3 credits (9 lab hrs/wk)

This course leads the student toward American Welding Society (AWS) structural certification with the shielded metal arc welding process (SMAW). Students will interpret weld procedure sheets, produce test plates, set machine variables, weld coupons, free bend test coupons and interpret test results. The skill development of the course will start welding coupons in the flat position and progress toward overhead. Emphasis will be on welding techniques that meet or exceed industrial standards.

Prerequisite: WLD4061 with a "C" or better. May be taken concurrently.

WLD4166 Welding Lab B

3 credits (9 lab hrs/wk)

This course is a continuation of WLD4165 in developing the student's ability to meet American Welding Society (AWS) structural certification with the shielded metal arc welding (SMAW) process. Students will interpret weld procedure sheets, produce test plates, set machine variables, weld coupons, free bend test coupons, and interpret test results. The skill development of the course will start weld coupons, free bend test coupons, and interpret progress toward overhead. Emphasis will be on welding techniques that meet or exceed industrial standards.

Prerequisite: WLD4165 with a "C" or better.

WLD4170 The Welder and Manufacturing

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

This course will provide insight into the role of the welder in manufacturing processes, in both current and future manufacturing facilities. Problem-solving and cooperation for individual and group projects will be stressed. Students will learn through lecture/discussion, audiovisual presentation, lab experiences, demonstrations, manufacturing simulations, and research activities.

Prerequisites: WLD4061, and WLD4125 or WLD4126 with a "C" or better.

WLD9225 Welding Workshop:

Certification for Non-Majors

0.25-3 credits (8-90 lab hrs/total)

Provides experienced welders with lab time for practice in basic welding techniques for skills upgrading and/or certification. The instructor is available for technical assistance.

Prerequisites: WLD4010, WLD4061 and WLD4125 or WLD4126 with a "C" or better.

WOMEN'S STUDIES

WS101 Introduction to Women's Studies: Gender and Power

3 credits (3 lec hrs/wk)

An overview of the many issues facing women today. Topics cover a range of stereotypes of feminism: women and the media, the beauty myth, socialization, sexuality, women in education, sports science, history and law, women and family, violence against women, spirituality, economic empowerment, and a global perspective on women's concerns. The primary focus is on the present and future in which women and men have opportunities to fulfill their potential. This course is intended for men as well as women. Students should expect a process-oriented class that personalizes the readings and lectures by interaction in small group discussions and projects.

WRITING

WR0525 Sentence Fundamentals

5 credits (5 lec hrs/wk)

This course is designed to teach students the skills of writing well-formed, grammatically correct and varied sentences, and of using punctuation. Credits do not count toward graduation.

Prerequisite: Appropriate placement test score.

WR60 Writing for Foreign Students

5 credits (5 lec hrs/wk)

Writing for international students focuses on improving sentence construction and variety as well as paragraph and essay development. All reading and writing practice is done using texts from various disciplines in the humanities and science for the purpose of preparing international students for success in mainstream college courses.

Prerequisite: Minimum TOEFL score of 450.

Course Descriptions

WR90 Paragraph Fundamentals

3 credits (3 lec hrs/wk)

Paragraph Fundamentals is designed to help students write clear, correct paragraphs in standard English.

A final goal is to have students organize paragraphs in an extended essay. The class will include discussion of grammar, punctuation, and conventions of style and usage.

Prerequisite: WR0525 with a "C" or better or placement test score.

WR110 Writing From Observation

1 credit (20 lec hrs/total)

Students will apply techniques of inquiry and analysis from various academic disciplines in order to understand and resolve key issues at selected field sites.

Introductory lecture/lab will survey key issues and introduce techniques required for a site-based field study. Initial visits will be organized by a lead instructor or a team of instructors. With pre-approval and consultation of a writing instructor, this course may provide writing assignments for the Freshman Composition sequence. This course may also serve as preparation for a second-year capstone project.

WR121 English Composition

3 credits (3 lec hrs/wk)

This course presents the fundamentals and development of expository prose through frequent writing exercises. It is designed to help students learn the use of unity, clarity, coherence, and detail in the development of written ideas.

Prerequisite: WR90 with a "C" or better or placement test score.

WR122 English Composition

3 credits (3 lec hrs/wk)

This course continues the preparation of the fundamentals of expository prose, with special emphasis on rhetorical principles of argumentation. Special attention is given to audience and style. The basic principles and use of logic in argumentative/persuasive writing are introduced.

Prerequisite: WR121 with a "C" or better.

WR123 English Composition

3 credits (3 lec hrs/wk)

This course is designed to teach the research process and the conventions of writing and documenting a research paper and the discourse conventions, audience expectations, and bibliographic formats of selected disciplines. Emphasis is on developing a method for planning, researching, and writing papers based on collected information. The research paper develops an argumentative or analytical thesis; it necessitates critical reading and persuasive writing.

Prerequisite: WR122 with a "C" or better.

WR214 Business English

3 credits (3 lec hrs/wk)

For Business and Office Occupations majors, WR214 consists of the study of and practice in modern business communication, especially written communication. Emphasis is on persuasive and routine correspondence, rhetorical strategies, and appropriate conventions. The class will shape students' language skills, focusing on conciseness, correctness, and consistent and appropriate tone. Students learn to use style sheets and current conventions in punctuation. Students will take their knowledge of human behavior, business environments, and business organization and apply it to effective written and oral business communication.

Prerequisite: WR121 with a "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 will stress the application of higher order thinking in persuasive and routine correspondence, memos, and reports by examining rhetorical strategies and the importance of appropriate style and conventions. Students will write at least 3,000 words to be evaluated by the instructor, in addition to other, non-evaluated assignments.

Prerequisite: WR121 with a "C" or better.

WR222 Advanced Composition

3 credits (3 lec hrs/wk)

This advanced course explores approaches to writing that are beyond the scope of traditional composition offerings. The emphasis is on sophisticated or experimental methods and abundant student writing.

Prerequisite: WR122 with a "C" or better.

WR227 Report Writing

3 credits (3 lec hrs/wk)

Report Writing will study the principles of composition applied to the writing of reports required in the technical and business professions. It includes procedures for fact gathering, organization, graphic layout, and other methods of compiling data. Students will 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 will write reports in their chosen disciplines.

Prerequisite: WR122, WR214 or WR214T with a "C" or better.

Course Descriptions

WR241 Imaginative Creative Writing: Fiction Writing

3 credits (3 lec hrs/wk)

This course introduces the theory, techniques, and practice of fiction writing to the beginning student. It emphasizes the short story. Part of the term is spent reading and analyzing published work in terms of such writing techniques as characterization, scenes, dialogue, thematic content, and structure. Writing exercises, both to take home and to do in the classroom, complement these discussions. Part of each week is spent in a writers' workshop where student writing is discussed, analyzed, and critiqued by the whole class and the instructor.

WR242 Imaginative Writing: Poetry Writing

3 credits (3 lec hrs/wk)

This course introduces the theory, techniques, and practice of poetry writing to the beginning student through reading published work and through writing exercises. Part of each week is spent in a writers' workshop where student writing is discussed, analyzed, and critiqued by the whole class and the instructor.

WR243 Imaginative Writing: Explorations

3 credits (3 lec hrs/wk)

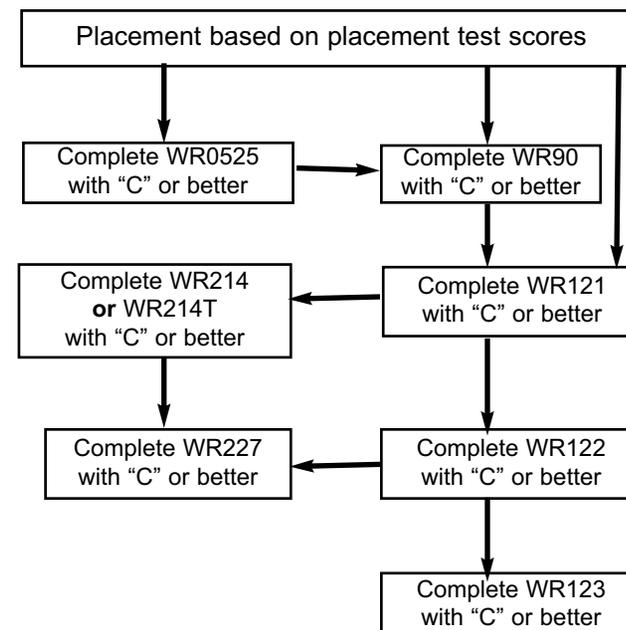
This course centers on discussion of the techniques of play writing and monologue writing through the reading and analysis of published work and through writing exercises. Areas to be explored depend upon student and teacher interest. Part of each week is spent in a writers' workshop where student writing is discussed, analyzed, and critiqued by the whole class and the instructor.

WR250 Autobiography Writing

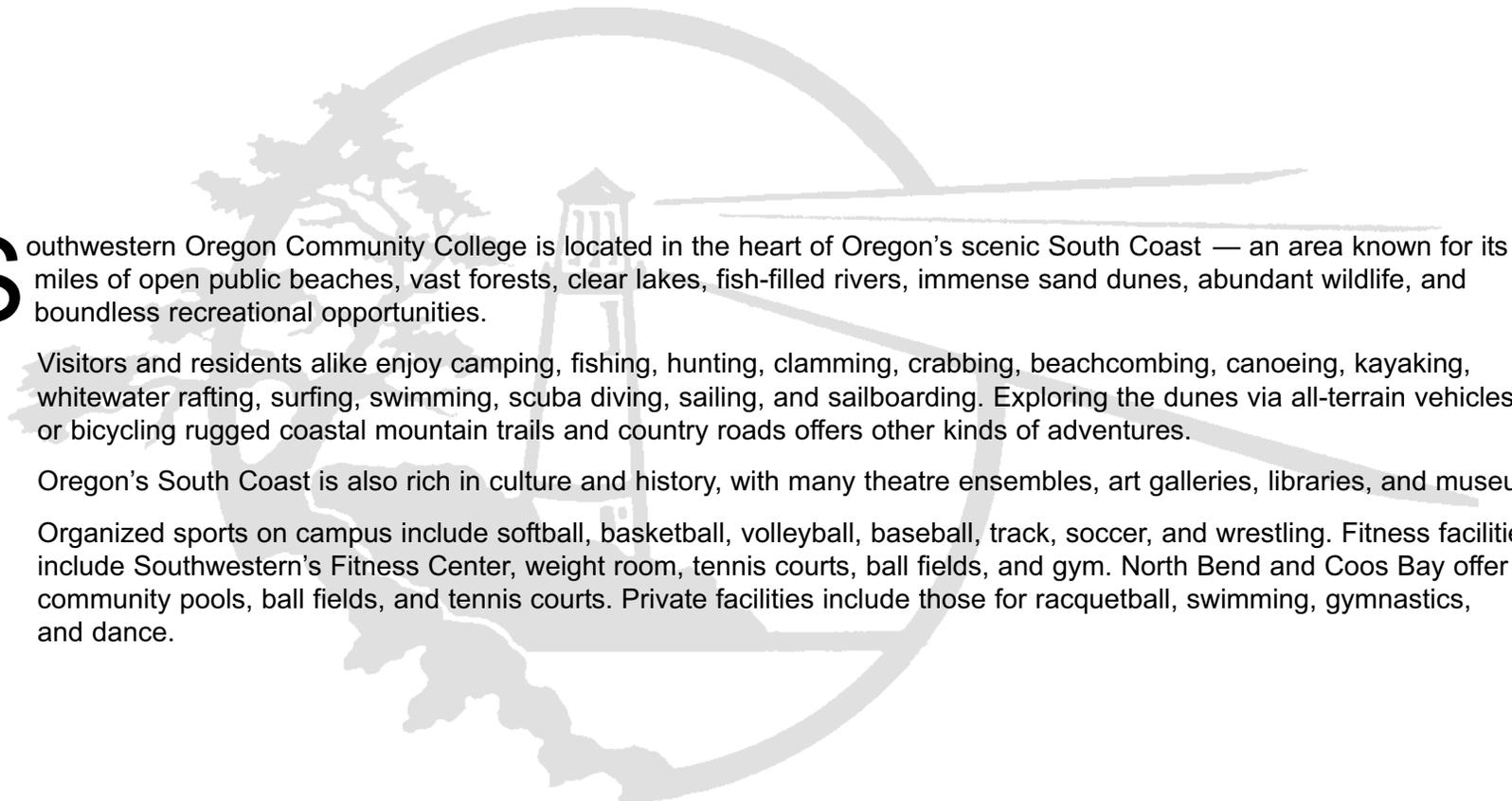
3 credits (3 lec hrs/wk)

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.

SEQUENCE OF WRITING CLASSES



Administration and Faculty



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

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

Oregon's South Coast is also rich in culture and history, with many theatre ensembles, art galleries, libraries, and museums.

Organized sports on campus include softball, basketball, volleyball, baseball, track, soccer, and wrestling. Fitness facilities include Southwestern's Fitness Center, weight room, tennis courts, ball fields, and gym. North Bend and Coos Bay offer community pools, ball fields, and tennis courts. Private facilities include those for racquetball, swimming, gymnastics, and dance.

Administration and Faculty

The Board

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Cherie Mitchell Carol Oelke Clara Radcliffe

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Tim Salisbury Timm Slater Vacant

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Judith M.L. Hansen, Ph. D, President
Debra Nicholls, Executive Assistant to the President, Board Secretary

Instructional Services

Stephen Schoonmaker, Ed. D, Vice President of Instruction and Student Services
Kristi Rayevich, Administrative Assistant to the Vice President of Instruction and Student Services
Joanna Blount, Ed. D, Assistant to the Vice President of Instruction and Student Services
Brenda Brecke, Dean of Workforce Development
Peggy Goergen, Dean of Curry County
Patty Scott, Ed.D, Dean of Students
Blake Bowers, Instructional Director, Health and Human Services
Karen Helland, Instructional Director, Learning Resources and Development
Linda Kridelbaugh, Interim Instructional Director, Professional and Technical Education
Sarah Recken, Instructional Director, Arts and Sciences
Tom Nicholls, Director of Enrollment Management
Robin Bunnell, Instructional Researcher
Aaron Anderson, International Student Programs Coordinator
Sandi Arbuckle, Instructional Computer Labs Supervisor
Kathy Barber, Even Start Coordinator/ Family Liaison
Tom Bennett, College Work Study/Job Placement/Internship Coordinator
John Berman, Tech Prep Coordinator
Daniel Birkovich, Family Center Coordinator/ECE Practicum Instructor
Kathy Blake, Educational Talent Search Specialist
Margie Boak, Educational Talent Search Specialist
James Bouley, BDC Coordinator, Curry County
Sharilyn Brown, Educational Talent Search Specialist

Carol Chard, Parent Cooperative Associate Teacher
Paul Comfort, Theatre Operations Specialist
Tim Dailey, ADA Coordinator
Barbara Davey, Director of Nursing and Health Occupations
Cheryl Davies, Upward Bound Education Specialist
Tracie Duval, Educational Talent Search Specialist
Mary Jane Fisher, CCLS Extended Services Director
Corey Fox, Upward Bound Coordinator/Educational Talent Search Specialist
Helen Holgate, Interim Curry County Even Start Program Coordinator
Margalee James, Career Pathways Specialist
Chris Johnson, OCCI Recruiting, Advising and Retention Specialist
Barbara Johnson, Retention Specialist, Student Support Services
Donna Kifer, RSVP Senior Programs Coordinator
Shaun Kohn, Student Life Coordinator/Women's Soccer Coach
Howard Kubli, Educational Talent Search Specialist
Shawn Liggett, Student First Stop Coordinator/Supervisor
Gerry Livingston, Educational Talent Search Specialist
Lynne Lorenzen, Even Start Family Literacy Specialist - Coquille
Karen Matson, Instructional Design/Student Support Specialist
Bonnie Maxwell, Director of Corrections Education
Barbara Miles, Director of Family Education and Resources
Barry Miller, Educational Talent Search Specialist
Leanna Olson, Parent Cooperative Coordinator/Lead Teacher
Diana Plum, Associate Director of Financial Aid
Sean Park, CCLS Library Network Administrator
Patrick Platt, ALSP Professional Technical Transition Specialist
Laurie Potts, Director of Childhood Education
Janet Pretti, Curry County Coordinator/Assistant
Paul Reynolds, Coordinator, Public Safety Programs
Jon Richards, Director of Business Development Center
Sharon Smith, Director of Library Services
Carol Todd, ALSP Training Development Specialist
Mark Turner, Director of Educational Talent Search/Upward Bound
Lela Wells, Admissions/Recruiting Specialist
Vacant, Curry County Even Start Family Literacy Specialist
Vacant, Director of Adult Learning Skills Program
Vacant, Director of Oregon Coast Culinary Institute
Vacant, Director of Retired and Senior Volunteer Program

Administration and Faculty

Administrative Services

Sheldon Meyer, Ph.D, Vice President of Administrative Services

Carol Richards, Administrative Assistant to the Vice President of
Administrative Services

Jill Christiana, Bookstore Manager

Joe Colo, Business Manager

Janis Farnsworth-Thompson, Mail Services/Printshop Supervisor

Lisa Fletcher-Gordon, Human Resources Specialist, Recruitment/Contracts

Carole Howland, Interim Director of Human Resources

Dave McKiney, Director of Plant Services

Ron Olson, Special Projects Accountant

Greg Stange, Custodial Supervisor

Bill Winfield, Public Safety Officer Supervisor

Marketing/Recruitment/College Advancement

Mike Gaudette, Dean of Institutional Advancement

Richard Jackson-Osborn, Director of Community College Relations

Marie Simonds, Resource Development and Communications Specialist/Golf Coach

Amy Thackery, Graphic Design/Marketing Specialist

Suzanne Wash, Grant Development Specialist

Jeff Whitey, Director of Housing/Conferencing/Student Services

Carl Yeh, Assistant Director of Resident Life and Conferencing

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John Speasl, Athletic Director, Volleyball Coach

Jennifer Franklin, Fitness Center Supervisor, Head Softball Coach

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Kat Flores, Director of Integrated Technology Services, Research and Planning

Cari Friesen, Associate System Information Specialist

Carl Gerisch, Systems Administrator and Media Supervisor

Jaymalee Johnson, Application Analyst and Training Specialist

Rocky Lavoie, Assistant Director of Integrated Technology Services,
Systems Administrator

Avena Singh, Web System Administrator

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B.A. in Interdisciplinary Studies, 1993;

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B.S. in Theatre Arts, 1978;

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M.A. in Education, 2000, Oregon State University

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FBI Academy, 1982, Quantico, VA

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Corporate Pastry Chef, Rich's, Idaho

Executive Pastry Chef, Amore

CA Creuse, Boise

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Ph.D. in Curriculum and Instruction, 1988, University of Oregon



Emeritus Administration and Faculty

Pat Alvey

Dorothy Anacleto

John Anderson

Phillip Anderson

Carroll Auvil

Rodger Barber

Hans Boettcher

Bob Bower

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Barbara Davey

Barbara Dodrill

Nathan Douthit

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Shirley Gitchell

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Jacqueline McNeill

Robert Miller

Donald Moffitt

Don Neuharth

Jan Newlander

Jean Noland

John Noland

Ron Pullen

Clara Radcliffe

Christian Rosman

John Rulifson

Darrell Saxton

Robert Shepard

Jim Shumake

Veneita Stender

Mary Stricker

Carol Vernon

Jean von Schweinitz

Sheila Ward

Terry Weaver



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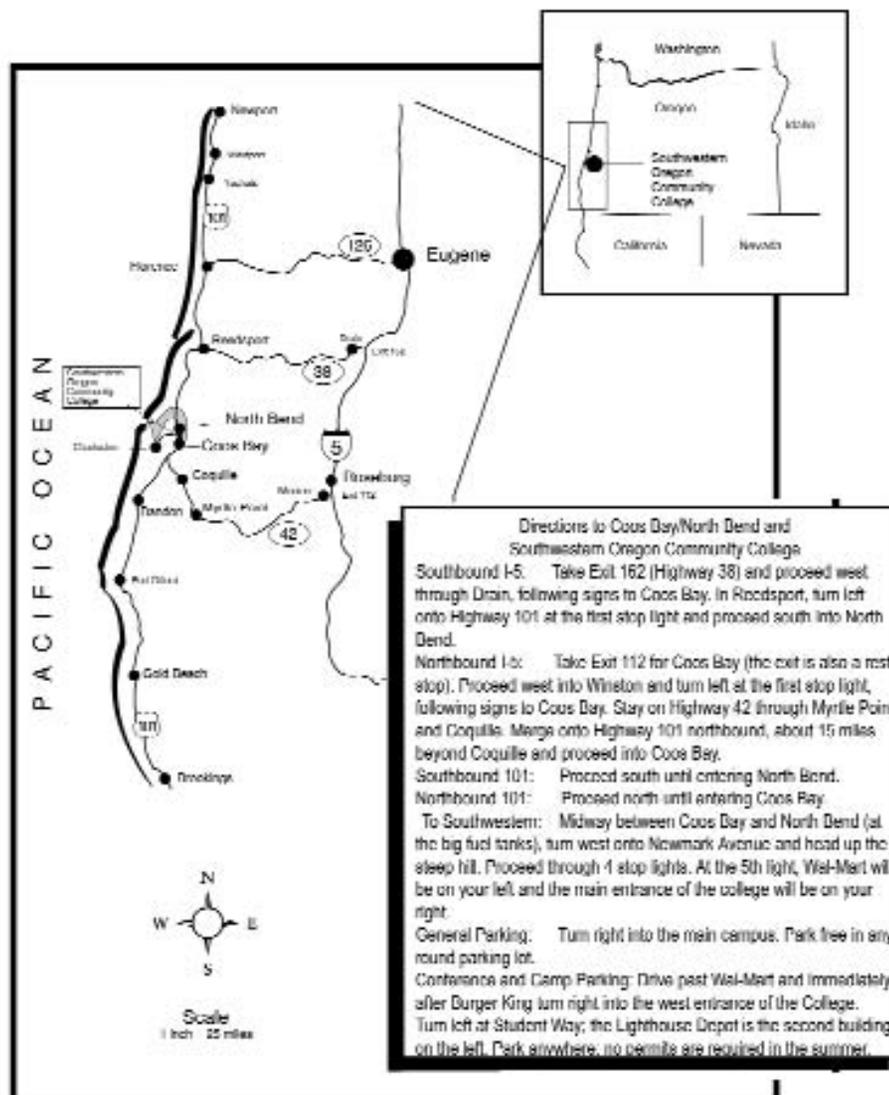


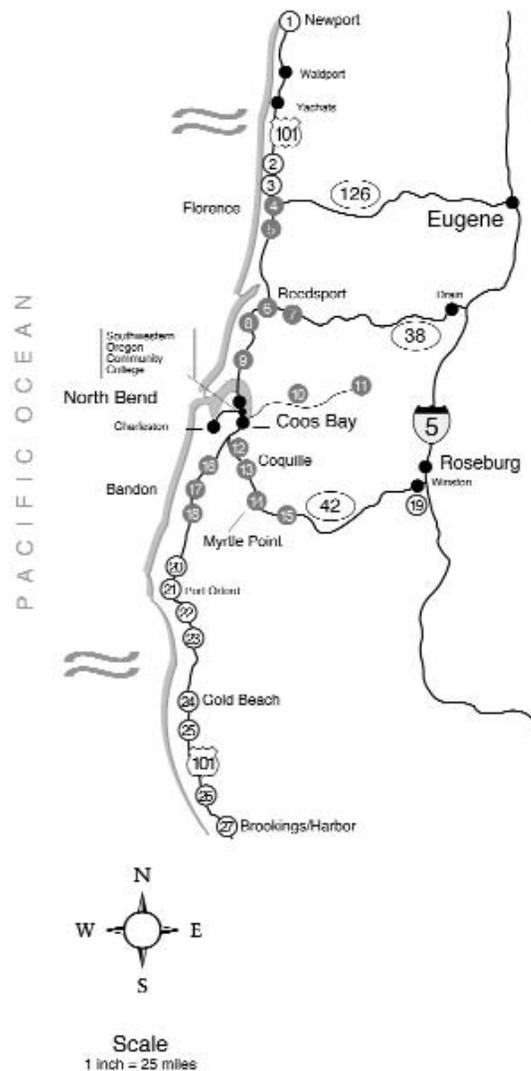
SOUTHWESTERN OREGON COMMUNITY COLLEGE

DIRECTORY

1. DELLWOOD HALL	26. PLANT SERVICES / MAINT.
2. STENSLAND	27. FAMILY CENTER / CHILD CARE
3. RANDOLPH HALL	28. NEWMARK CENTER
4. EMPIRE HALL/ HALES PERF. ARTS CENTER	29. OREGON COAST CULINARY INSTITUTE
5. TIIGA HALL	30. NEIGHBORHOOD FACILITY
6. SITKUM HALL	31. NORTH HEAD
7. COLEDO HALL	32. LIGHTHOUSE DEPOT
8. EDEN HALL	33. ST. GEORGE REEF
9. LAMPA HALL	34. CAPE BLANCO
10. B-2	35. COQUILLE RIVER
11. SUNSET HALL	36. CAPE ARAGO
12. SUMNER HALL	37. UMPQUA RIVER
13. FAIRVIEW HALL	38. HECETA HEAD
14. TENNIS COURTS	39. YAQUINA HEAD
15. FIELD HOUSE	40. CAPE MEARES
16. FIRE SCIENCE	41. TILLAMOOK ROCK
17. BASEBALL FIELD	42. POINT ADAMS
18. FIRE TOWER	43. DESDEMONA SANDS
19. SOFTBALL FIELD	44. WARRIOR ROCK
20. PROSPER HALL / GYM	45. WILLAMETTE RIVER
21. UMPQUA HALL	46. BATTERY POINT
22. B-3 STORAGE	47. TRINIDAD HEAD
23. OFFICES	48. WILLAPA BAY
24. STUDENT RECREATION CENTER	49. GRAY'S HARBOR
25. TRACK/ SOCCER FIELD	

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What To Do On The Oregon Coast

1. Newport- Yaquina Head Lighthouse and Interpretive Center, Yaquina Bay Lighthouse and State Park, Wax Works wax museum, Undersea Gardens, Mark O. Hatfield Marine Science Center, Oregon Coast Aquarium, sports fishing, whale watching
 2. Sea Lion Caves
 3. Heceta Head Lighthouse
 4. Florence- Old Town (shopping), Westward Ho! Steamwhorl (cruises, sightseeing/natural history), golf course, Northern Gateway to the Oregon Dunes National Recreation Area, sand dune buggy, ATV rentals and dune tours
 5. Scaplanic rides
 6. Reedsport- Old Town (shopping), Umpqua Discovery Center
 7. Dean Creek Elk Viewing Area
 8. Winchester Bay- Umpqua River Lighthouse, Spyhoppers Whale Watching Platform, Douglas County Visitors Center and Museum, sports fishing
 9. Southern Gateway to the Oregon Dunes National Recreation Area, dune buggy and ATV rentals, and dune tours
 10. Millicoma Salmon Hatchery
 11. Golden and Silver Falls State Park
 12. Coos Bay- International Speedway
 13. Coquille- Sawdust Theatre (melodrama and oleos)
 14. Myrtle Point Coos County Logging Museum, Coos County Fair and Rodeo
 15. Sandy Creek Covered Bridge
 16. Bandon- Old Town (shopping), kayaking, Bandon Cheese Factory, horseback riding on the beach, Faco Rock and Table Rock, windsurfing, Coquille River Lighthouse at Bullards Beach State Park, cranberry bogs
 17. West Coast Game Park Safari
 18. Wildlife Safari
 19. Cape Blanco- Lighthouse and historic Hughes House
 20. Port Orford—Oregon's most unique fishing village Battle Rock State Park
 21. Humbug Mountain
 22. Prehistoric Gardens
 23. Gold Beach/Wedderburn- Rogue River jet boat tours, Curry County Fair, sports fishing, Schrader Old growth Trail, Oregon Coast Trail
 24. Arch Rock Scenic Lookout
 25. Thomas Creek Bridge (highest in Oregon)
 26. Brookings/Harbor- sports fishing, Azalea Park, Loeb State Park
- Within one hour by car ○ Within two hours by car

**SOUTHWESTERN
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Southwestern Main Campus	(541)888-2525/(800)962-2838
Admissions	(541)888-7636
Athletic Department	(541)888-7452
Community/Distance Education	(541)888-7415
Educational Support Programs and Services	(541)888-7405
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Federal Work Study/General Student Employment	(541)888-7337
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Student Support Services	(541)888-7419
Southwestern Curry County Brookings campus	(541)469-5017
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