



CATALOG  
2010/11



SOUTHWESTERN  
Oregon Community College



YOU  
can get  
There  
from  
HERE





To all of our students and members of our communities:

Thank you for choosing Southwestern Oregon Community College (SWOCC) as your destination for education and training. As we near the college's 50th anniversary, we celebrate a tradition of exceptional instruction and excellent student services. We also continue to seek innovation and creativity that adapts our instruction and services to the needs of future students and industry.

The following pages provide you with a potential map to your future. A short investment of your time in reviewing this catalog may lead to a large reward in the form of a career pathway, certificate, or degree.

There are many classes available that can help you advance in your current career, learn new skills to find a new job or career pathway, or classes to simply help you relax when a job is the last thing on your mind. There are many people here to guide and advise you through your journey, one that you lead at your own pace, in a campus and college district like no other in Oregon.

Thirty years ago this fall, I attended a community college. This turned out to be a very wise decision. I experienced small classes, caring instructors, and activities to enhance my classroom work. At SWOCC, you will enjoy these same advantages. I invite you to visit our website at [www.socc.edu](http://www.socc.edu) to learn and see even more.

Welcome to Southwestern!

*Patty M. Scott, Ed.D.*  
President

## HISTORY

Southwestern Oregon Community College is located within two miles of the Pacific Ocean in an area of scenic beauty and mild climate.

The 153-acre institution lies completely within the city of Coos Bay and is bordered on the north and east by the city of North Bend.

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.

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.

# SOUTHWESTERN MISSION STATEMENT & ACCREDITATION

## MISSION STATEMENT

Southwestern Oregon Community College serves the educational and cultural needs of our students and communities by providing access to quality education in a professional and engaging environment which supports innovation, sustainability and lifelong enrichment. Learning experiences are characterized by excellent teaching, support for student achievement and the enhancement of social and economic opportunities.

Adopted January 25, 2010.

## THEMES

Themes are pending Board of Education approval.

Access

Student Learning and Achievement

Community Engagement

Sustainability

Innovation

## ACCREDITATION

Southwestern is accredited by the Northwest Commission on Colleges and Universities, a nationally recognized regional accrediting agency by the U.S. Department of Education. Accreditation was reaffirmed in the Spring of 2007 after the 5th Year Regular Interim Visit conducted by the Commission. Copies of the college's accreditation, self-study reports, approvals, and certifications are available for review by contacting the Accreditation Liaison Officer or requesting to review copies available at the Library, located in Tioga Hall. NWCCU Accreditation status is granted as an institution; any program accreditation or approvals are granted by other agencies.

## OREGON COAST CULINARY INSTITUTE PROGRAM ACCREDITATION

Oregon Coast Culinary Institute at Southwestern Oregon Community College was granted a five-year accreditation by the American Culinary Federation, ACF in 2007.

## OREGON COAST CULINARY INSTITUTE BAKING & PASTRY PROGRAM ACCREDITATION

In 2009, The OCCI Baking and Pastry Program was granted accreditation by the American Culinary Federation for a five-year period. The five-year accreditation is the highest level available for initial accreditation by the ACF – the premier professional chefs' organization in North America, focusing its efforts on offering education, apprenticeship and industry certification. With the accreditation, OCCI's graduates will automatically gain the title of Certified Culinarian upon graduation, along with their associate's degrees.

## NURSING PROGRAM ACCREDITATION

The Oregon State Board of Nursing is the state agency responsible for overseeing the standards for approval of Nursing Programs in Oregon. Southwestern is an approved program having submitted the required self-study in Fall 2006. The OSBN website provides the following information:

"The Oregon State Board of Nursing safeguards the public's health and well being by providing guidance for, and regulation of, entry into the profession, nursing education and continuing safe practice.

The Oregon State Board of Nursing monitors continuing compliance with the Standards for Approval at least every 8 years with exceptions made for programs that have been nationally accredited which may be reviewed at least every 10 years. The standards address faculty approval, curriculum approval, and student standards and records as well as several other program specific approvals. Southwestern is responsible for submitting an annual report each year. Copies of the report are available by contacting the Office of Instruction.

## EMT PARAMEDIC PROGRAM ACCREDITATION

The State of Oregon Office of Workforce Development, in partnership with the State's Emergency Medical Services Office, reviews program accreditation every five years for each college offering emergency medical services (EMS) training. The accreditation encompasses all aspects of a training program, including administrative support, curriculum, facilities, funding, instructor credentials, and program management.

Southwestern began offering the two-year Paramedic Degree in Fall 2008. The first on-site visit for program approval took place on May 28 and 29, 2009. The program was approved through 2012.



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While every effort is made to ensure the accuracy of the information in this catalog, Southwestern Oregon Community College has the right to make changes at any time without prior notice. This catalog is not a contract between Southwestern Oregon Community College and current or prospective students. Some policies and procedures are subject to change. See quarterly schedule of courses for details.

## EQUAL OPPORTUNITY

It is the policy of 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 nondiscrimination should contact the Vice President of Administrative Services in Tioga 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.

## 1. GENERAL ADMISSION INFORMATION

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 benefit 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.

Students in need of assistance with any part of this process, are encouraged to see the Admissions Office Staff in Dellwood Hall, Room 4, or call 541-888-7636 or 800-962-2838, ext. 7636 to schedule an appointment.

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

Students under the age of 18, who have not graduated from high school or earned a GED must visit [www.socc.edu](http://www.socc.edu) or meet with an advisor/counselor and his or her parent(s), to fill out the "Underage Student Agreement" or "High School Partnership" form. Please contact the Educational Support Programs and Services (ESPS) office in Stensland Hall or call 541-888-7405.

Curry County residents have three locations to contact for assistance, the Brookings-Harbor Center, 420 Alder Street, 541-469-5017, the Gold Beach Center, 29392 Ellensburg Ave, PO Box 590, 541-247-2741 and the Port Orford Center, 541-253-7553.

## 2. COMPLETE AN APPLICATION FOR ADMISSION

### FIRST-TIME STUDENTS

Students taking 12 credits or more in a term, receiving financial aid and/or pursuing a degree or certificate are required to submit an Application for Admission.

- Apply online at [www.socc.edu/admissions](http://www.socc.edu/admissions) and submit the application fee online, or
- Visit the Student First Stop Center in Dellwood Hall for an application and submit it with the application fee, in person or by mail.

Students taking less than 12 credits in a term or attending for personal interest only need to complete a Student Record form. The Student Record form is located in WebAdvisor at [www.socc.edu](http://www.socc.edu). Once the required information is submitted, please allow three working days to receive your user ID and password by email.

### INTERNATIONAL STUDENT ADMISSION

International students must meet federal immigration and college requirements before being admitted to Southwestern. International students who present Test of English as a Foreign Language (TOEFL) scores with a minimum score of 450 may be admitted to Southwestern. Other tests accepted are listed online at [www.socc.edu/isp/admissions.html](http://www.socc.edu/isp/admissions.html).

Students must complete the International Application for Admission form and submit it along with TOEFL scores and a financial statement to the Coordinator of International Student Programs before the I-20 and acceptance letter are issued. Students are also required to send any international transcripts to a third party evaluator for translation.

### SOUTHWESTERN FACT

International Transcripts must be mailed to a third party evaluator. A fee is charged for this service. World Education Services Inc. - ask for a "Course by Course Report". WES Inc., P.O. Box 26879, San Francisco, CA 94126, 800-414-0147, [www.wes.org](http://www.wes.org).

Or

Academic Evaluation Institute Inc. ask for a "Comprehensive Report." ACEI Inc., P.O. Box 6908, Beverly Hills, CA 90212, 310-275-3530, [www.acei1.com](http://www.acei1.com).

Southwestern provides a comprehensive array of services. Aside from the special orientation process designed specifically to familiarize our international students with the college and community, we offer TOEFL preparation on campus, personal and academic counseling, special tutoring services to help students progress in their courses, a mentor program that brings international students together with American conversation partners, and a bridge course (Writing 60: College Writing for International Students) designed to provide international students with writing practice in most disciplines. In addition, there is housing assistance, advice about immigration regulations, and activities and field trips which are periodically organized to acquaint our students with the recreational opportunities available in this scenic area. For additional information, [www.socc.edu/isp/index.shtml](http://www.socc.edu/isp/index.shtml)

For more information please contact the Coordinator of International Student Programs at 541-888-7185 or 800-962-2838, ext. 7185.

## SPECIAL ADMISSIONS PROGRAMS

There are additional admission processes for restricted-entry courses, programs, and training opportunities which include:

- Baking and Pastry: 541-888-7700
- Culinary Arts: 541-888-7700
- Nursing, Nursing Assistant and Medical Aide: 541-888-7340
- Phlebotomy: 541-888-7443
- Emergency Medical Technician Paramedic: 541-888-7432

These programs may require separate applications. Call the numbers indicated or the Admissions Office in Dellwood Hall, Room 4, 541-888-7636.

## TRANSFER STUDENTS

Transfer students who plan to complete a degree and/or receive financial assistance must complete the application process and have official transcripts sent to Southwestern. 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 used to calculate the cumulative grade point average (GPA) are transferred; however, some of the credits may not apply to a student's Southwestern program.

### **SOUTHWESTERN FACT**

Send all Official Grade Transcripts to Southwestern Oregon Community College, Attn: Transcript Evaluator, 1988 Newmark Avenue, Coos Bay, OR 97420.

## 3. DECLARE A MAJOR

Degree seeking students must declare a major on the Application for Admission. To change a declared major, visit the Educational Support Programs and Services (ESPS) office and complete a Change of Major form. Advisors are unable to declare or change majors. Changes to majors made within the second week of the term will apply to the current term. Changes

made after the third week of the term will apply to the following term. Refer to the catalog from the year in which you declared your major.

## STATUTE OF LIMITATIONS ON AA/OT, AS, AGS AND AAS DEGREES & CERTIFICATES

To earn an Associates Degree or Certificate of Completion, students must meet the requirements in the catalog year in which they declared their major at Southwestern. Students who are not enrolled in at least one course toward their degree for more than one year will lose the right to complete the degree under the original catalog requirements. Students must then meet the requirements in the catalog from the year they re-enroll at Southwestern.

The application of existing coursework will be evaluated on an individual basis by the Transcript Evaluator and the appropriate instructors. Modifications or exceptions may be made in certain circumstances by approval from the Academic Standards Committee. For example, if the student has been employed in the skill area and has thus been able to keep up with developments in the field or if the time lapse is marginally outside accepted limits. All exceptions will be made with the knowledge and consent of the appropriate instructors.

An edition of the catalog is valid for five academic years. For example, a catalog that takes effect in summer of 2010 is valid only through spring of 2015. Students should regularly consult an advisor in their major field. Failure to complete the requirements within that time line will require students to move to the current catalog year or to petition the Academic Standards Committee, using the Academic Standards Committee Petition form, for an exception to the policy. Students taking more than five years to complete their degree program must have coursework evaluated by the Transcript Evaluator and the program faculty before graduation. Students may have to retake courses or take additional coursework in order to graduate.

### **SOUTHWESTERN FACT**

Students receiving Financial Aid are required to declare a valid major.

A declared major contains a list of required courses a student needs in order to graduate with a degree or certificate.

Your catalog year is the academic year you declared your major. A catalog is your guide book for success at any college. Always refer to your catalog when planning your following term's course schedule. Your catalog will assist you in keeping on track for graduation by helping you determine the courses you need and do not need.

Some programs may impose shorter time limits for accepting credits for degree or certificate requirements. Occasionally, the college may change courses and course numbers within a program. Southwestern has the right to terminate or reinstate programs. The college will assist students enrolled in these programs to complete the degree or certificate requirements.

## 4. APPLY FOR FINANCIAL AID

All students interested in receiving any type of financial assistance, including loans, must complete the FAFSA (Free Application for Federal Student Aid). The application is available on line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). **Southwestern's school code is 003220.**

Southwestern's Financial Aid office contacts students by mail/email for the next steps in the financial aid process. For further information visit us online at [www.socc.edu](http://www.socc.edu), at the Financial Aid office in Dellwood Hall, or call 541-888-7337.

## **SOUTHWESTERN FACT**

A FAFSA is required every academic year. Starting January 1, the FAFSA and the renewal FAFSA are available online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

All students seeking student loans must complete a FAFSA and must complete all the financial aid and loan steps.

Degree seeking students taking less than 12 credits in a term may still have financial assistance available to them. Complete the FAFSA and contact the Financial Aid office for more information.

## **5. ARRANGE FOR HOUSING**

All full-time students have the privilege to live in Student Housing. Students who are from out-of-district or from out-of-state are required to live in housing during 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 academic year to live in housing. The room and board agreement and the housing application are available online at [www.socc.edu](http://www.socc.edu) or visit the Housing office in the Lighthouse Depot, Room A-1.

Students who are required to live in student housing may request a waiver for exception from the Student Housing office. 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 listed.

## **6. TAKE A PLACEMENT TEST**

The purpose of a placement test is to determine students' entry level for reading, writing, and math. Tests are given in the Educational Support Programs and Services (ESPS) office located in Stensland Hall between 8:15 a.m. and 3:00 p.m., Monday through Friday, and take an average of two hours to complete. Students will receive a copy of their test results, and students' advisors will discuss the results with them as

well as assist them in selecting classes based on their placement. Call 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.

## **SOUTHWESTERN FACT**

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.

## **DETERMINING MANDATORY READING**

A reading skills class is required for all full time (12 credit) or degree seeking students whose test scores are between 30-38 on the ASSET Placement test or 36-68 on the COMPASS Placement test. These students are required to attend reading skills classes until their test scores are 39 or higher on the ASSET or 69 or higher on the COMPASS. Students may take other courses needed to complete their programs or degrees while enrolled in reading skills classes. Students with disabilities will not be excluded from this policy based on disability alone.

## **DETERMINING MANDATORY COLLEGE SUCCESS**

### **HD100 College Success and Survival**

**3 credits (3 lec hrs/wk)**

**HD100A, HD100B, and HD100C 1 credit each  
(3 to 4 week modules taken in sequence)**

These courses facilitate the adjustment to the college environment. Focuses on self-assessment, personal development, educational goal setting and critical thinking. Includes interdisciplinary lectures, exposure to multiple modes of educational delivery, and structured exercises to turn individual talents into strengths. **HD100A is required for new, undecided students; tuition and fee free.** Regular tuition and fees apply to HD100B and HD100C.

## **7. MEET WITH AN ADVISOR**

Degree seeking students must see their advisor for the following term before they may register. Students will discuss their educational goals with their advisors and receive assistance planning their class schedules. Students should visit Educational Support Programs and Services (ESPS) in Stensland Hall if they need an advisor assigned. Students who are unsure of their educational goals may receive help from counselors to determine a college major and career goal.

Visit WebAdvisor at [www.socc.edu](http://www.socc.edu) to find a listing of Southwestern classes. Students should register using WebAdvisor online at [www.socc.edu](http://www.socc.edu) but may also register in person at the Student First Stop Center.

## **SOUTHWESTERN FACT**

Degree seeking students must meet with their advisors to be approved to register for the following term.

For further assistance in determining your educational goals, visit ESPS to use the Oregon Career Information System (CIS). CIS is a free online aptitude test. An aptitude test is a resource that offers career fields based on students' interests.

## **8. REGISTER FOR CLASSES**

Register at WebAdvisor online at [www.socc.edu](http://www.socc.edu). Students may also receive assistance at the Student First Stop Center in Dellwood Hall.

### **WHAT WEBADVISOR CAN DO FOR YOU AT SOUTHWESTERN!**

#### **• ACCESS:**

- Get a user ID
- How to use/receive a password
- Learn your Southwestern student ID
- Use your Southwestern e-mail address

#### **• REGISTRATION:**

- Search for classes
- Register for classes
- Check your preferred list
- Add/drop classes
- Manage your waitlist

• **FINANCIAL:**

- Check your account summary
- Make a payment
- Check your financial aid status
- Apply for a student loan

• **ACADEMIC NEEDS:**

- E-mail your advisor
- Print an unofficial transcript
- Order an official transcript
- View your GPA and grades
- Print an enrollment verification

• **DIFFICULTIES WITH WEBADVISOR?**

- Visit the Southwestern Student First Stop Center in Dellwood Hall; Email [firststop@socc.edu](mailto:firststop@socc.edu); or Call (541) 888-7352.

## 9. PAY FOR CLASSES

Current tuition and fees are listed online at [www.socc.edu](http://www.socc.edu), in this catalog and in Southwestern's Schedule of Classes. All courses carry a per credit tuition charge, per credit fee, and a per course fee.

Payment in full or a payment plan is required at the time of registration. Financial Aid students should verify their funding with the Student First Stop Center.

**SOUTHWESTERN FACT**

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

## UNDERSTANDING YOUR RESPONSIBILITY FOR PAYMENT

Southwestern accepts cash, checks, money orders, VISA, MasterCard, and Discover.

Refer to Southwestern's web site, Southwestern's Schedule of Classes, or the catalog for the refund and withdrawal periods. Refer to the Financial Aid sections if you will be receiving any type of Financial Aid assistance.

**SOUTHWESTERN FACT**

All students seeking a student loan must complete a FASFA and complete the Financial Aid process.

## 10. 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, they 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. on the web at [www.socc.edu/bookstore](http://www.socc.edu/bookstore).

The Bookstore offers online purchasing at [www.socc.bkstr.com](http://www.socc.bkstr.com).

**SOUTHWESTERN FACT**

Book buy-back is held during finals week of each term. Refer to the academic calendar for exact dates.

## 11. ATTEND ORIENTATION TO COLLEGE

New Student Orientation is held each year during the week before fall term begins and attendance is highly recommended. Visit Educational Support Programs and Services (ESPS) in Stensland Hall for more information.



## PHILOSOPHY OF GENERAL EDUCATION

Southwestern holds that general education should accomplish two major objectives. The first objective is to provide students with knowledge that will help them attain their full potential as informed and responsible members of society. General education courses offer knowledge that enables students to communicate effectively, to explain relationships among societies, to articulate what it is to be human, to develop artistic expression, to analyze the natural world, and to make informed decisions about physical and mental health.

The second objective of general education is to equip students with the mental skills they must possess if they are to learn independently. Mental skills such as listening, speaking, writing, computing, analyzing, synthesizing, and deliberating logically will enable students to learn on their own throughout their lives.

Southwestern intends that students who complete general education classes shall possess the knowledge and the mental skills essential if they are to develop their potential as individuals and as citizens. General education requirements are aimed at conveying to students the knowledge that each person is valuable and that communities of people are valuable. They are designed to prepare students to promote their own personal well being and that of society.

A core of general education instruction permeates each of the college's five degrees (AAS, AGS, AA/OT, AS, AS/OT-Business), offering students many opportunities to acquire the knowledge and mental skills they must possess to become lifelong learners and responsible citizens.

## GENERAL STUDENT LEARNING OUTCOMES

Students graduating from Southwestern with a two-year degree are expected to have gained the knowledge, skills and attitudes (dispositions) and to demonstrate competency for the following institutional general learning outcomes:

**Communication:** Students completing a degree will be able to demonstrate effective knowledge, skills, and attitudes in reading, writing, speaking, and listening, presentation of self and information.

**Computation:** Students completing a degree will be able to demonstrate effective knowledge, skills, and attitudes in technology skills, computer proficiency, math proficiency, decision analysis (synthesis & evaluation), understanding of and ability to apply mathematical concepts and reasoning, analyzing and using numerical data.

**Creative, Critical & Analytical Thinking:** Students completing a degree will be able to demonstrate effective knowledge, skills and attitudes using curiosity, learning strategies, information gathering, analysis, synthesis, evaluation, creativity, research, and problem solving.

**Community/Global Consciousness & Responsibility:** Students completing a degree will be able to demonstrate effective knowledge, skills, and attitudes involving respect, citizenship, cultural awareness, interpersonal skills, ethics, lifelong learning, community service, self-esteem, integrity, and empathy.

**Discipline Content:** Students completing a degree will be able to demonstrate effective skills and attitudes that are specific to a discipline or career.

## CAAP TEST

Students demonstrate achievement of these outcomes by participating in the Collegiate Assessment of Academic Proficiency (CAAP) test. Data is collected from the CAAP tests taken by graduates to analyze the level of achievement of our students.

## ENTRY REQUIREMENTS

Students are required to take the college placement test to determine skill level and readiness in math, reading and writing. As part of their program, students must begin with the courses within their skill level as determined by the placement test score.

Certain programs are restricted entry programs, please see program page for further instruction.

## ADVANCED STANDING

Course work from accredited colleges and universities will be accepted in accordance with college policies.

## **ASSOCIATE OF ARTS-OREGON TRANSFER DEGREE (AA/OT)**

The AA/OT degree is designed for students planning to transfer into a bachelor's degree program in the Oregon University System (University of Oregon, Oregon State University, Eastern Oregon University, Western Oregon University, Southern Oregon University, Portland State University, or Oregon Institute of Technology). All of these universities accept the AA/OT as a "block transfer," enabling a student to enter as a junior with all of the transfer school's lower division general education requirements met. The AA/OT offers students the flexibility to choose courses that interest them while fulfilling requirements at their transfer schools.

Several Oregon private institutions and a limited number of out-of-state institutions also accept the AA/OT . These include Concordia University, Pacific University, Warner Pacific College, George Fox University and Marylhurst University in the Portland area, as well as Western Baptist College, BYU - Hawaii, Hawaii Pacific University, Boise State University, Seattle Pacific University, and Washington State University.

It is important to note that the AA/OT may not be the best degree option for all majors. Students should consult advisors in their major areas for educational planning related to required courses in their majors.

## **ASSOCIATE OF SCIENCE – OREGON TRANSFER IN BUSINESS (AS/OT-BUS)**

The AS/OT-Bus degree is designed for business majors planning to transfer to a baccalaureate degree program at four-year institutions in the Oregon University System (OUS). It does not guarantee admission to the Business school/program of any OUS institution. A student who holds the AS/OT-Bus degree transferring to any institution in the Oregon University System will have met the lower-division general education requirements for that institution's baccalaureate degree programs. Students will also have junior standing for admission and registration purposes.

## **ASSOCIATE OF SCIENCE (AS)**

The AS degree is designed for students who plan to transfer and complete a Bachelors of Science degree at a four-year institution. The degree requirements allow students more flexibility in course selection, allowing them to focus on their major requirements. NOTE : Completion of this degree does not guarantee that all lower-division General Education requirements have been met for a baccalaureate degree (i.e., this is not a block transfer degree as is the AA/OT ). In selecting courses for this degree, students are strongly encouraged to consult the specific transfer curriculum pages in this catalog, the faculty advisor, and the institution to which they intend to transfer to determine if it is an appropriate choice.

## **ASSOCIATE OF GENERAL STUDIES DEGREE (AGS)**

This flexible degree option enables a student to complete an associate's degree that is tailored to the general education requirements of the transfer school. Students must exercise caution in using the AGS option, as the degree does not guarantee transferability of courses completed. Educational planning for the AGS should be done with the help of an advisor.

## **OREGON TRANSFER MODULE (OTM)**

The OTM is a sub-set of the AA/OT. It is not a certificate or a degree. The OTM is designed to provide students with the typical general education requirements required during the freshman year at the OUS schools.

## **DIRECT TRANSFER**

Transfer without a degree is an option for Southwestern students. A student may select a major and transfer school, then take only the specific courses required for that major and/or college. Students in certain majors may need to transfer after one year to take advantage of critical major courses offered in the sophomore year. When a student opts for direct transfer, Southwestern courses are evaluated and accepted on a course-by-course basis by the transfer institution.

Direct transfer students must meet the transfer schools' freshman' or 'transfer admission' requirements. Catalogs from transfer institutions contain information about credit hour and grade point average requirements and transfer application procedures.

## SUCCESSFUL TRANSFER

Success in the transfer process is largely the result of careful planning. It is each student's responsibility to learn the program requirements of any prospective transfer school, and to keep up to date on changes in those requirements. Therefore, students should periodically contact the Educational Support Programs and Services (ESPS) Office and/or the transfer institution for updates. Prudent use of available resources and advising can help ensure smooth transition to a four year institution. Students can benefit from following these tips for successful transfer:

- Plan Ahead: Enroll in HD100: College Success and Survival and/or contact an advisor during your first term at Southwestern to develop an education plan. If you need help with choosing a major or career, enroll in HD140 Career/Education Exploration or HD208 Career/Life Plan.
- Maintain Contact: Establish early contact with admissions representatives and major advisors at Southwestern and transfer institutions. Keep in touch with them in order to keep up to date on major and transfer requirements.
- Know the Rules: Pay attention to GPA and transfer credit policies, application deadlines and both general education and major course requirements of transfer institutions.
- Confirm Transferability of Courses: Not all 100-200 level courses transfer to all four-year schools. Transfer colleges have the "last say" on transferability. Consider taking HD215 Transfer Success.
- Utilize Transfer Resources: This catalog, the Educational Support Programs and Services (ESPS) Office, quarterly Transfer Days and Southwestern faculty advisors are key sources of information and guidance.

- Ask for Help: Make sure you have current and complete information; ask for what you need to complete the transfer process successfully.

## TRANSFER HOTLINE

If a student has a problem transferring classes to a college or university, the student should first try to resolve the problem through contact with the transfer institution. Southwestern advisors may be of assistance in such cases. However, if a problem cannot be resolved, the student may call the Transfer Problem Hotline at the Oregon Department of Education for help. The hotline number is 503-378-8609, ext 367.



PAGE	TRANSFER EMPHASIS	DEGREE OR DIRECT TRANSFER	TRANSFER AGREEMENT
36-37	Athletic Training	AS	Washington State University Eastern Washington University
12-15	Associate of Arts/Oregon Transfer (AA/OT)	AA/OT	Oregon University System
18-19 38-39	Associate of Science/Oregon Transfer Business (AS/OT-BUS)	AS/OT-BUS	Oregon University System
47-48	Childhood Education and Family Studies	AS	Eastern Oregon University Portland State University Southern Oregon University
68-69	Criminal Justice	AS	Southern Oregon University
76-77	Engineering	AS	Oregon State University Portland State University
82-83	Mathematics	AS	
88-89	Natural Science	AS	
96-97	Physical Education	AS	Eastern Oregon University
16-17	Oregon Transfer Module	OTM	Oregon Community Colleges Oregon University System

DEGREE REQUIREMENTS

# ASSOCIATE OF ARTS/OREGON TRANSFER DEGREE (AA/OT)

DEGREE  
REQUIREMENTS

The AA/OT is a program of study that community college students can follow to fulfill all their lower division general education requirements for a bachelor's degree at an Oregon University System (OUS) institution. It is an agreement between the Oregon State System of Higher Education and Oregon's community colleges to provide transfer of community college coursework to an Oregon University System institution.

Completion of the AA/OT Degree can lead to junior standing, for registration purposes, for any student admitted to a university in the OUS (University of Oregon, Oregon State University, Portland State University, Western Oregon University, Southern Oregon University, Oregon Institute of Technology and Eastern Oregon University). 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 128 community college credits to four-year OUS institutions. Students should plan carefully with the four-year institution to which they plan to transfer in order to meet individual institutional requirements. Students considering transfer to private and out-of-state institutions will find the AA/OT to be excellent preparation for upper division study.

Upon enrolling at Southwestern, students need to be ready for college-level mathematics, writing and science in order to complete the Associate of Arts Degree in two years. If students lack the necessary skills, Southwestern offers excellent preparatory courses and tutorial assistance to help them get on track quickly.

## FOUNDATIONAL REQUIREMENTS LEARNING OUTCOMES

Upon successful completion of this program the student will be able to:

### WRITING

- Read actively, think critically, and write purposefully and capably for academic and, in some cases, professional audiences.
- Locate, evaluate, and ethically utilize information to communicate effectively.

- Demonstrate appropriate reasoning in response to complex issues.

### INFORMATION LITERACY

- Formulate a problem statement.
- Determine the nature and extent of the information needed to address the problem.
- Access relevant information effectively and efficiently.
- Evaluate information and its source critically.
- Understand many of the economic, legal, and social issues surrounding the use of information.

### SPEECH/ORAL COMMUNICATION

- Engage in ethical communication processes that accomplish goals.
- Respond to the needs of diverse audiences and contexts.
- Build and manage relationships.

### MATHEMATICS

- Use mathematics to solve problems.
- Recognize which mathematical concepts are applicable to a scenario, apply appropriate mathematics and technology in its analysis, and then accurately interpret, validate, and communicate the results.

### HEALTH, WELLNESS AND FITNESS

- Evaluate and assess physical fitness needs.
- Create an effective physical conditioning program.
- Evaluate how well a physical training program works and how to make adjustments to improve it.
- Understand strength, flexibility, speed and power.

### DISCIPLINE STUDIES LEARNING OUTCOMES

Upon successful completion of this program the student will be able to:

### ARTS AND LETTERS

- Interpret and engage in the Arts and Letters, making use of the creative process to enrich the quality of life.
- Critically analyze personal values and ethics within the stream of human experience and expression to engage more fully in local and global issues.  
(“Arts and Letters” refers to works of art, whether written, crafted or designed, and performed, and documents of particular poignancy and significance in statement or design.)

### SOCIAL SCIENCES

- Apply analytical skills to historical and contemporary social phenomena so as to explain, evaluate, and predict human behavior.
- Apply knowledge and experience critically so as to realize an informed sense of self, family, community, and the diverse social world in which we live.

### SCIENCE, MATH, COMPUTER SCIENCE

- Gather, comprehend, and communicate scientific and technical information in order to explore ideas, models, and solutions and generate further questions.
- Apply scientific and technical modes of inquiry, individually, and collaboratively, to critically evaluate existing or alternative explanations, solve problems, and make evidence-based decisions in an ethical manner.
- Assess the strengths and weaknesses of scientific studies and critically examine the influence of scientific and technical knowledge on human society and the environment.

### CULTURAL LITERACY

- Identify and analyze complex practices, values, and beliefs and the culturally and historically defined meanings of difference.

# ASSOCIATE OF ARTS/OREGON TRANSFER DEGREE (AA/OT)

## GRADUATION REQUIREMENTS

Complete a minimum of 90 credit hours all courses must be passed with a grade of 'C' or better. Students must have a minimum cumulative GPA of 2.0 at the time the AA/OT is awarded. Complete 30 of the last 45 credits at Southwestern before the AA/OT degree is awarded.

Successfully complete the following: Courses (except for elective credits) must be selected from the list of approved courses for the AA/OT Degree (see page 14). The list is available on the following pages and

in the Admissions, Student First Stop Center, the Educational Support Programs and Services (ESPS) or from the program advisor.

Students may take any college-level course that would bring total credits to 90 quarter hours including up to 12 credits of college designated Career and Technical Education (career-technical) courses. *Note: Please see page 104 for a list of career-technical alpha prefixes offered at Southwestern. A maximum of nine (9) credits of PE185 may be applied to the AA/OT degree.*

Courses that are developmental in nature, designed to prepare students for college transfer courses, are not applicable to this degree.

Complete the graduation application process one term prior to the term of completion (i.e., spring term graduates must apply during winter term.

DEGREE  
REQUIREMENTS



# ASSOCIATE OF ARTS/OREGON TRANSFER DEGREE (AA/OT)

DEGREE REQUIREMENTS

FOUNDATIONAL REQUIREMENTS	DISCIPLINE STUDIES REQUIREMENTS <i>Note: All courses must be completed with a grade of 'C' or better.</i> Cultural Literacy: Students must select one course from any of the discipline studies that is designated as meeting the statewide criteria for cultural literacy. Courses indicated with a * meet Cultural Literacy.			ELECTIVES
<p><b>WRITING (3 COURSES)</b></p> <p>WR121, WR122 and WR123 or WR227. (Must complete with a grade of 'C' or better)</p> <p><i>Note: Information Literacy is included through embedding the appropriate content and analytical activity in courses that count toward the writing Foundational Requirement.</i></p>	<p><b>ARTS AND LETTERS</b></p> <p>Three (3) courses chosen from two or more disciplines.</p> <p><i>Note: A second year foreign language may be included, but not first year.</i></p> <p>ART115, 116, 117, 131, 132, 133, 191, 192, 204, 205, 206, 225, 244, 250, 251, 252, 253, 254, 255, 281, 282, 283, 284, 285, 286, 291, 292</p>	<p><b>SOCIAL SCIENCES</b></p> <p>Four (4) courses chosen from two or more disciplines.</p> <p>ANTH101, 102, 103*, 221*, 222*, 223*, 230*, 231*, 232*</p>	<p><b>SCIENCE/MATH/ COMPUTER SCIENCE</b></p> <p>Four (4) courses from at least two disciplines including at least three (3) laboratory courses in biological and/or physical science.</p>	<p>Students may take any college-level course that would bring total credits to 90 quarter hours including up to 12 credits of college designated Career and Technical Education (career-technical) courses.</p>
<p><b>MATHEMATICS (1 COURSE)</b></p> <p>MTH105 or higher, excluding MTH211. (Must complete with a grade of 'C' or better)</p>	<p>ASL201, 202, 203</p> <p>ENG104, 105, 106, 107*, 108*, 109*, 201, 202, 203, 204, 205, 206, 240*, 253, 254, 255, 256*, 258*, 260*</p>	<p>CJ101</p> <p>ECON201, 202</p> <p>ED169, 258*</p> <p>GEOG105*</p> <p>HDFS140*, 222</p> <p>HST101, 102, 103, 104*, 201, 202, 203</p>	<p><b>LABORATORY COURSES:</b></p> <p>BI101, 102, 103; 201, 202, 203; 231, 232, 233</p> <p>CHEM 221, 222, 223</p> <p>G201, 202, 203</p> <p>GS104, 105, 106, 107, 108</p> <p>PH201, 202, 203; 211, 212, 213</p>	<p><i>Note: All courses must be completed with a grade of 'C' or better.</i></p> <p>Please see page 104 for a list of career-technical alpha prefixes offered.</p> <p>A maximum of nine (9) credits of PE185 may be applied to the AA/OT degree.</p> <p>Three (3) credit hours of PE185 may be granted toward the AA/OT degree for completion of military basic training. A copy of the military transcript A copy of the military transcript or DD-214 is required.</p>
<p><b>SPEECH/ ORAL COMMUNICATION (1 COURSE)</b></p> <p>SP100, SP111, SP112, SP217, SP218 or SP219</p> <p>(Must complete with a grade of 'C' or better)</p>	<p>HUM204*, 205*, 206*</p> <p>J 203, 205, 215, 217</p> <p>MUP105</p> <p>MUS101, 102, 103, 111, 112, 113, 205*, 206, 211, 212, 213, 261, 262, 263</p> <p>PHL101, 102, 103</p>	<p>PS201, 202, 203</p> <p>PSY201, 202, 203, 228, 231*, 237, 239, 240</p> <p>SOC105, 204, 205, 206, 208*, 210*, 213*, 221, 243</p> <p>WS101*</p>	<p><b>OTHER APPROVED COURSES:</b></p> <p>BI140, 149, 234</p> <p>BOT201</p> <p>CHEM110</p> <p>CS160, 161, 162, 261</p> <p>ENGR111, 112, 201, 202, 203, 211, 212, 213</p> <p>G146, 207, 220, 221, 246, 291</p> <p>MTH105, 111, 112, 212, 213, 231,</p>	<p>Courses numbered 199/299 will qualify as elective credit only.</p>
<p><b>HEALTH, WELLNESS AND FITNESS (3 CREDITS)</b></p> <p>PE185 (3 courses) or One (3 credit course) HE250 or PE231</p> <p>(Must complete with a grade of 'C' or better)</p>	<p>SP100, 111, 112, 217*, 218, 219, 220*</p> <p>SPAN201, 202, 203</p> <p>WR214, 214T, 241, 242, 243</p>		<p>232, 241, 242, 243, 251, 252, 253, 254, 255, 256, 260, 265</p> <p>PH121</p>	<p><b>SUPPORTIVE COURSES</b></p> <p><i>Note: The college has determined that the following supportive courses may be necessary to assist students to successfully complete their program. They will count as electives only. CIS125W, HD100, 112, 140, 147, 152, 154, 204, 215, 208, HE112, LIB127, OA121, RD101, 102, 103.</i></p> <p>A maximum number of 45 credits is allowed for basic, developmental, or supportive courses under federal financial aid guidelines.</p>

**PROGRAM NOTES**

1. Community colleges may not add requirements at the local level. The total credits should not exceed the number required to meet these course requirements within the college's credit structure.

2. Writing courses must meet the specific course outcomes as identified by Oregon Writing and English Advisory Council. In addition, the group of courses that is sufficient for meeting this requirement must, together, provide all of the content recommended by the Oregon Writing and English Advisory Committee (OWEAC), including a research component.

3. Although they are important in terms of preparation, courses that are developmental in nature are designed to prepare students for college-level work and are not counted in the 90 quarter hours required for the AA/OT.

4. The "Foundational Requirements" above represent minimal skill competencies. As such, they may be open to demonstration of competency. Each community college is encouraged to establish how students may demonstrate competency in lieu of completing the course(s).

5. Computer Science courses used in the Science/Math/Computer Science area must meet Oregon Council of Computer Chairs criteria for a science course. See list of courses at (Oregon Council of Computer Chairs). Math courses listed in the Science/Math/Computer Science area must meet the outcomes and criteria for Mathematics.

6. All Foundational Requirement courses and Discipline Studies courses must meet the statewide outcomes and criteria for the specific area.

7. The second year of a foreign language, but not the first year, may be included among courses that count toward the Arts and Letters requirement. American Sign Language (ASL) is considered a foreign language.

8. WR115 may be included in the AA/OT degree as an elective providing that the WR115 course at the community college has been approved by the Department of Community Colleges and Workforce

Development as meeting statewide learning outcomes for the course.

9. The principal advantage of the AA/OT is that it fulfills the lower-division (freshman / sophomore) General Education requirements for baccalaureate degrees at all OUS institutions. It does not necessarily meet all of the degree requirements that an OUS institution might have beyond the requirements for majors. The AA/OT guarantees that all General Education credits that a student earned will be accepted as the General Education requirements at the receiving institution.

10. In some cases, students may also be able to use AA/OT General Education courses to meet certain lower-division requirements in their intended majors. Here, caution is required, however, since the AA/OT degree was not intended for this purpose. Students who have a major in mind, and also want to maximize the amount of AA/OT coursework that will count toward it, should work closely with an academic adviser and make use of the ATLAS system when designing their AA/OT degrees. For students intending to become teachers, specific recommendations on structuring their AA/OT degrees are given at: How to become an Oregon Teacher. General transfer information is available at: <http://www.ous.edu/stucoun/prospstu/transfer.php>

11. Because the amount of coursework required for an AA/OT degree corresponds to two academic years, degree recipients are considered juniors for purposes of registration at an Oregon University System institution. Students should keep in mind, however, that the AA/OT does not guarantee that two additional years will suffice to earn a baccalaureate degree. That is because the AA/OT does not give students junior-standing in their majors. Neither does it guarantee entrance into a competitive major. Students may need to take additional introductory work to prepare for certain majors and should check with an advisor regarding availability at their local community colleges. In addition, it's not uncommon for students to change their majors and find that they must go back and take introductory work in the new area.

12. Students and academic advisers should recognize that although the AA/OT provides an excellent structure for many students—particularly those who are unsure of their primary academic focus—it is not ideal for everyone. In particular, it does not articulate well with certain majors such as engineering, biological and physical sciences, and the fine and performing arts. Students contemplating these majors cannot easily accommodate their highly-specific prerequisite coursework into the AA/OT framework. In general, an AA/OT recipient who is pursuing any course of study that is credit-heavy at the major lower-division level may have to take additional lower-division coursework, specific to the major, after transfer. Students contemplating such majors should consult closely with an advisor.



# OREGON TRANSFER MODULE (OTM)

The OTM allows for institutional recognition of the completion of one-year (full-time equivalent) of General Education coursework. Once awarded, the OTM is recognized by all of the public institutions of post-secondary education in the state.

## DEGREE REQUIREMENTS

The OTM may lead to an AA/OT degree or an AS/OT-BUS degree, from a community college, or to a baccalaureate degree from a university. The OTM is neither a certificate nor a degree. After completing the module, students are still obligated to take additional, institution-specific, General Education coursework if they pursue an AA/OT, an AS/OT-BUS, or a baccalaureate degree.

Any student completing an OTM who conforms to the guidelines below will have met the requirements for the OTM at any Oregon community college or institution in the Oregon University System.<sup>1</sup> Upon transfer, the receiving institution may specify additional course work that is required for a major, for degree requirements, or to make up the difference between the OTM and the institution's total General Education requirements.<sup>2</sup>

The OTM includes coursework chosen from the courses approved for the categories below by the institution issuing the credit. In the case of community colleges, these are courses approved for the AA/OT degree; in the case of universities and four-year colleges, they are courses approved for the General Education portion of a baccalaureate degree.

## FOUNDATIONAL SKILLS LEARNING OUTCOMES

Upon successful completion of this program the student will be able to:

### WRITING

- Read actively, think critically, and write purposefully and capably for academic and, in some cases, professional audiences.
- Locate, evaluate, and ethically utilize information to communicate effectively.
- Demonstrate appropriate reasoning in response to complex issues.

## SPEECH/ORAL COMMUNICATION

- Engage in ethical communication processes that accomplish goals.
- Respond to the needs of diverse audiences and contexts.
- Build and manage relationships.

## MATHEMATICS

- Use mathematics to solve problems.
- Recognize which mathematical concepts are applicable to a scenario, apply appropriate mathematics and technology in its analysis, and then accurately interpret, validate, and communicate the results.

## INTRODUCTION TO DISCIPLINES

### LEARNING OUTCOMES

Upon successful completion of this program the student will be able to:

### ARTS AND LETTERS

- Interpret and engage in the Arts and Letters, making use of the creative process to enrich the quality of life.
- Critically analyze personal values and ethics within the stream of human experience and expression to engage more fully in local and global issues.

("Arts and Letters" refers to works of art, whether written, crafted or designed, and performed, and documents of particular poignancy and significance in statement or design.)

### SOCIAL SCIENCES

- Apply analytical skills to historical and contemporary social phenomena so as to explain, evaluate, and predict human behavior.
- Apply knowledge and experience critically so as to realize an informed sense of self, family, community, and the diverse social world in which we live.

## SCIENCE, MATH, COMPUTER SCIENCE

- Gather, comprehend, and communicate scientific and technical information in order to explore ideas, models, and solutions and generate further questions.
- Apply scientific and technical modes of inquiry, individually, and collaboratively, to critically evaluate existing or alternative explanations, solve problems, and make evidence-based decisions in an ethical manner.
- Assess the strengths and weaknesses of scientific studies and critically examine the influence of scientific and technical knowledge on human society and the environment.

## REQUIREMENTS

Complete a minimum of 45 credit hours all courses must be passed with a grade of 'C' or better. Students must have a minimum cumulative GPA of 2.0 at the time the OTM is awarded. Complete 15 of the last 30 credits at Southwestern before the OTM degree is awarded.

Complete elective courses to reach a total of 45 credits. The courses must be numbered 100 or above. Complete the graduation application process one term prior to the term of completion (i.e., spring term graduates must apply during winter term).

## PROGRAM 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 schools. 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.

FOUNDATIONAL SKILLS REQUIREMENTS	INTRODUCTION TO DISCIPLINES REQUIREMENTS			ELECTIVES
	<i>Note: All courses must be completed with a grade of 'C' or better.</i>			
<p><b>WRITING (2 COURSES)</b> Two (2) courses of college-level composition. WR121, and WR122. (Must complete with a grade of 'C' or better)</p>	<p><b>ARTS AND LETTERS</b> Three (3) courses. <i>Note: A second year foreign language may be included, but not first year.</i></p> <p>ART115, 116, 117, 131, 132, 133, 191, 192, 204, 205, 206, 225, 244, 250, 251, 252, 253, 254, 255, 281, 282, 283, 284, 285, 286, 291, 292</p> <p>ASL201, 202, 203</p> <p>ENG104, 105, 106, 107, 108, 109, 201, 202, 203, 204, 205, 206, 240, 253, 254, 255, 256, 258, 260</p> <p>HUM204, 205, 206</p> <p>J 203, 205, 215, 217</p> <p>MUP105</p> <p>MUS101, 102, 103, 111, 112, 113, 205, 206, 211, 212, 213, 261, 262, 263</p> <p>PHL101, 102, 103</p> <p>SP100, 111, 112, 217, 218, 219, 220</p> <p>SPAN201, 202, 203</p> <p>WR214, 214T, 241, 242, 243</p>	<p><b>SOCIAL SCIENCES</b> Three (3) courses.</p> <p>ANTH101, 102, 103, 221, 222, 223, 230, 231, 232</p> <p>CJ101</p> <p>ECON201, 202</p> <p>ED169, 258</p> <p>GEOG105</p> <p>HDFS140, 222</p> <p>HST101, 102, 103, 104, 201, 202, 203</p> <p>PS201, 202, 203</p> <p>PSY201, 202, 203, 228, 231, 237, 239, 240</p> <p>SOC105, 204, 205, 206, 208, 210, 213, 221, 243</p> <p>WS101</p>	<p><b>SCIENCE/MATH/ COMPUTER SCIENCE</b> Three (3) courses (including at least one course in biological or physical sciences with laboratories).</p> <p><b>LABORATORY COURSES:</b> BI101, 102, 103; 201, 202, 203; 231, 232, 233 CHEM 221, 222, 223 G201, 202, 203 GS104, 105, 106, 107, 108 PH201, 202, 203; 211, 212, 213</p> <p><b>OTHER APPROVED COURSES:</b> BI140, 149, 234 BOT201 CHEM110 CS160, 161, 162, 261 ENGR111, 112, 201, 202, 203, 211, 212, 213 G146, 207, 220, 221, 246, 291 MTH105, 111, 112, 212, 213, 231, 232, 241, 242, 243, 251, 252, 253, 254, 255, 256, 260, 265 PH121</p> <p><i>Note: When choosing a courses in science and mathematics, students and advisors should check the specific requirement at receiving school.</i></p>	<p>Students may take any college-level course that would bring total credits to 45 quarter hours. Courses must be from the Introduction to Disciplines areas (Arts &amp; Letters, Social Science, or Science/Math/Computer Science).</p> <p><i>Note: All courses must be completed with a grade of 'C' or better.</i></p> <p><i>Courses numbered 199/299 will qualify as elective credit only.</i></p> <p><b>SUPPORTIVE COURSES</b></p> <p><i>Note: The college has determined that the following supportive courses may be necessary to assist students to successfully complete their program. They will count as electives only. CIS125W, HD100, 112, 140, 147, 152, 154, 204, 208, 215, HE112, LIB127, OA121, RD101, 102, 103.</i></p> <p><i>A maximum number of 45 credits is allowed for basic, developmental, or supportive courses under federal financial aid guidelines.</i></p>
<p><b>MATHEMATICS (1 COURSE)</b> One (1) course of college-level mathematics, for which at least Intermediate Algebra is a prerequisite. MTH105 or higher, excluding MTH211. (Must complete with a grade of 'C' or better)</p>				
<p><b>SPEECH/ORAL COMMUNICATION (1 COURSE)</b> One (1) course of fundamentals of speech or communication. SP100, SP111, SP112, SP217, SP218 or SP219 (Must complete with a grade of 'C' or better)</p>				

**PROGRAM NOTES**

5. All Oregon community colleges and Oregon University System institutions will offer students the opportunity to complete an Oregon Transfer Module and the 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. Oregon Transfer Module credits may not match program requirements in the receiving school. The OTM supplements, but does not supplant existing articulation agreements and does not replace effective advising.

# ASSOCIATE OF SCIENCE/OREGON TRANSFER DEGREE IN BUSINESS (AS/OT-BUS)

DEGREE  
REQUIREMENTS

Any student who holds the AS/OT-Bus degree who conforms to the following guidelines and who transfers to any institution in the Oregon University System, (University of Oregon, Oregon State University, Portland State University, Western Oregon University, Southern Oregon University, Oregon Institute of Technology and Eastern Oregon University) will have met the lower-division general education requirements of that institution's baccalaureate degree programs. Students transferring with this degree will have junior standing for registration purposes.

## GENERAL EDUCATION OUTCOMES

Upon successful completion of this program the student will be able to:

### WRITING

- Read actively, think critically, and write purposefully, capably, and ethically for a variety of audiences.
- Use appropriate reasoning and artful communication to address complex issues in the service of learning, discovery, reflection, justice, and self expression.
- Focus, organize, and logically develop the ideas in their written work.

### SPEECH/ORAL COMMUNICATION

- Engage in ethical communication processes that allow people to accomplish goals.
- Respond to the needs of diverse audiences and contexts.
- Build and manage personal and community relationships.

### MATHEMATICS

- Use mathematics to solve problems.
- Recognize when mathematics is applicable to a scenario, apply appropriate mathematics in its solution, accurately interpret, and communicate the results.

### COMPUTER APPLICATIONS

- Perform functions common to all Microsoft Windows applications with an emphasis on the common functionality between the two

Microsoft Office applications, Microsoft Word and Excel, including: start and exit either the Word or Excel application, modify the display of toolbars and other on-screen elements, use online help, and perform file management, editing, formatting and printing functions common to Word, Excel, and most Windows applications.

- Identify common terminology associated with computer networks and the Internet.

## DISTRIBUTION REQUIREMENTS OUTCOMES

Upon successful completion of this program the student will be able to:

### ARTS AND LETTERS

- Interpret and engage in the Arts and Letters, making use of the creative process to enrich the quality of life.
- Critically analyze personal values and ethics within the stream of human experience and expression to engage more fully in local and global issues.

("Arts and Letters" refers to works of art, whether written, crafted or designed, and performed, and documents of particular poignancy and significance in statement or design.)

### SOCIAL SCIENCES

- Apply analytical skills to historical and contemporary social phenomena so as to explain, evaluate, and predict human behavior.
- Apply knowledge and experience critically so as to realize an informed sense of self, family, community, and the diverse social world in which we live.

### SCIENCE

- Use scientific modes of inquiry, individually and collaboratively, to critically evaluate diverse ideas, solve problems, and make evidence-based decisions for self, family, community, and the world.

- Gather, comprehend, and communicate scientific and technical information to generate new ideas, solutions, models, and further questions confidently, creatively, and joyfully.

## BUSINESS SCHOOL/PROGRAM ADMISSION

Admission to the business school/program of any Oregon University System (OUS) institution is not guaranteed upon completion of the AS/OT-Bus degree. It is strongly recommended that students contact the specific OUS campus' business school/program early in the first year of their AS/OT-Bus program to be advised about additional requirements and procedures for admission consideration to the OUS institution and the business school/program.

## GRADUATION REQUIREMENTS

Complete a minimum of 90 credit hours of specified courses 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 Associate of Science/Oregon Transfer Degree in Business is awarded.

Successfully complete the following: Courses (except for elective credits) must be selected from the list of approved courses for the Associate of Science/Oregon Transfer Degree in Business (see page 25). The list is available on the following pages and in Admissions, the Student First Stop Center, Educational Support Programs and Services (ESPS) or from the program advisor.

Students may take any college-level course that would bring total credits to 90 quarter hours including up to 12 credits of college designated Career and Technical Education (career-technical) courses. *Note: Please see page 104 for a list of career-technical alpha prefixes offered at Southwestern. A maximum of 9 credits of PE185 may be applied to the AS/OT-BUS degree.*

Complete the graduation application process one term prior to the term of completion (i.e., spring term graduates must apply during winter term).

# ASSOCIATE OF SCIENCE/OREGON TRANSFER DEGREE IN BUSINESS (AS/OT-BUS)

<b>GENERAL EDUCATION</b> <i>Note: Each course in this section must be completed with a grade of 'C' or better. These requirements represent minimal skill competencies. As such, they may be open to demonstration of proficiency.</i>	<b>DISTRIBUTION REQUIREMENTS</b> <i>Note: In Arts and Letters, the second year of a foreign language may be included, but not the first year. ASL is considered a foreign language. Each course must be a at least three (3) credits.</i>			<b>BUSINESS-SPECIFIC REQUIRED COURSES</b> <i>Note: Each course in this section must be completed with a grade of 'C' or better.</i>
<b>WRITING</b> A minimum of eight (8) credits of college-transfer writing courses. Designated courses are: WR121, WR122, WR227	<b>ARTS AND LETTERS</b> A minimum of twelve (12) credits, chosen from at least two disciplines.  ART115, 116, 117, 131, 132, 133, 191, 192, 204, 205, 206, 225, 244, 250, 251, 252, 253, 254, 255, 281, 282, 283, 284, 285, 286, 291, 292  ASL201, 202, 203	<b>SOCIAL SCIENCES</b> A minimum of twelve (12) credits, with a minimum of eight credits of "Principles of Economics" (to include microeconomics and macroeconomics) at the 200 level.  <i>Note: The courses in economics must be completed with a grade of 'C' or better.</i>  ANTH101, 102, 103, 221, 222, 223, 230, 231, 232  CJ101  ECON201, 202  ED169, 258  GEOG105  HD208  HDFS140, 222  HST101, 102, 103, 104, 201, 202, 203  PS201, 202, 203  PSY201, 202, 203, 228, 231, 237, 239, 240  SOC105, 204, 205, 206, 208, 210, 213, 221, 243  WS101	<b>SCIENCE</b> A minimum of twelve (12) credits of laboratory courses in the biological or physical sciences.  <b>LABORATORY COURSES:</b>  BI101, 102, 103; 201, 202, 203; 231, 232, 233  CHEM 221, 222, 223  G201, 202, 203  GS104, 105, 106, 107, 108  PH201, 202, 203; 211, 212, 213	BA101, 211, 212, 213, 230*  <i>*Or other advisor-approved Business-Specific Electives.</i>
<b>SPEECH/ ORAL COMMUNICATION</b> A minimum of three (3) credits of a fundamentals of speech or communication course.				<b>ELECTIVES AND/OR UNIVERSITY-SPECIFIC PREREQUISITES</b>
<b>MATHEMATICS</b> A minimum of twelve (12) credits, MTH111 or above, four of which must be statistics.	ENG104, 105, 106, 107, 108, 109, 201, 202, 203, 204, 205, 206, 240, 253, 254, 255, 256, 258, 260  HUM204, 205, 206		<b>OTHER APPROVED COURSES:</b>  BI140, 149, 234  BOT201  CHEM110  CS160, 161, 162, 261  ENGR111, 112, 201, 202, 203, 211, 212, 213  G146, 207, 220, 221, 246, 291  MTH105, 111, 112, 212, 213, 231,  232, 241, 242, 243, 251, 252, 253, 254, 255, 256, 260, 265  PH121	Students may take any college-level course that would bring total credits to 90 quarter hours including up to 12 credits of college designated Career and Technical Education (career-technical). Eight to nine (8-9) credits, depending on choice of transfer institution.  <i>Note: See Program Notes for specific courses by Oregon University page 36.</i>  <i>Please see page 104 for a list of career-technical alpha prefixes offered.</i>
<b>COMPUTER APPLICATIONS</b> Proficiency in word processing, spreadsheet, database, and presentation software as demonstrated by successful completion of applicable course.  Designated course CIS120.	J 203, 205, 215, 217  MUP105, MUS101, 102, 103, 111, 112,  113, 205, 206, 211, 212, 213, 261, 262, 263  PHL101, 102, 103  SP100, 111, 112, 217, 218, 219, 220  SPAN201, 202, 203  TA100, 141, 142, 143, 241, 242, 243  WR214, 214T, 241, 242, 243			A maximum of nine (9) credits of PE185 may be applied to the AS/OT-BUS degree. Three (3) credit hours of PE185 may be granted toward the AS/OT-BUS for completion of military basic training. A copy of the military transcript or DD-214 is required.  Courses numbered 199/299 will qualify as elective credit only.  A maximum number of 45 credits is allowed for basic, developmental, or supportive courses under federal financial aid guidelines.

DEGREE REQUIREMENTS

# ASSOCIATE OF SCIENCE DEGREE

The AS degree is designed for students who plan to transfer and complete a Bachelors of Science degree at a four-year institution. The degree requirements allow students more flexibility in course selection, allowing them to focus on their discipline requirements.

**DEGREE REQUIREMENTS**  
*NOTE : Completion of this degree does not guarantee that all lower-division General Education requirements have been met for a baccalaureate degree (i.e., this is not a block transfer degree as is the AA/OT ). In selecting courses for this degree, students are highly encouraged to consult the specific transfer curriculum pages in this catalog, the faculty advisor, and the institution to which they intend to transfer to determine if it is an appropriate choice.*

## GENERAL EDUCATION OUTCOMES

Upon successful completion of this program the student will be able to:

### WRITING

- Read actively, think critically, and write purposefully, capably, and ethically for a variety of audiences.
- Use appropriate reasoning and artful communication to address complex issues in the service of learning, discovery, reflection, justice, and self expression.
- Focus, organize, and logically develop the ideas in their written work.

### SPEECH/ORAL COMMUNICATION

- Engage in ethical communication processes that allow people to accomplish goals.
- Respond to the needs of diverse audiences and contexts.
- Build and manage personal and community relationships.

### MATHEMATICS

- Perform calculations and algebraic manipulations at a college mathematics level.
- Apply mathematics to successfully formulate and solve real-world problems.
- Understand and correctly use mathematical notation and terminology.

## HEALTH, WELLNESS AND FITNESS

- Evaluate and assess current and future physical fitness needs.
- Create and perform an effective physical conditioning program for lifetime wellness.
- Understand how muscular strength and endurance, muscular flexibility, cardiorespiratory fitness, and body composition affect lifetime wellness.

## DISTRIBUTION REQUIREMENTS OUTCOMES

Upon successful completion of this program the student will be able to:

### ARTS AND LETTERS

- Interpret and engage in the Arts and Letters, making use of the creative process to enrich the quality of life.
- Critically analyze personal values and ethics within the stream of human experience and expression to engage more fully in local and global issues.  
("Arts and Letters" refers to works of art, whether written, crafted or designed, and performed, and documents of particular poignancy and significance in statement or design.)

### SOCIAL SCIENCES

- Apply analytical skills to historical and contemporary social phenomena so as to explain, evaluate, and predict human behavior
- Apply knowledge and experience critically so as to realize an informed sense of self, family, community, and the diverse social world in which we live.

### SCIENCE, COMPUTER SCIENCE, MATH

- Use scientific modes of inquiry, individually and collaboratively, to critically evaluate diverse ideas, solve problems, and make evidence-based decisions for self, family, community, and the world.

- Gather, comprehend, and communicate scientific and technical information to generate new ideas, solutions, models, and further questions confidently, and creatively.

The following curricula are governed by a formal transfer agreement with a four-year university and must be followed specifically to satisfy Associate of Science Degree requirements: Childhood Education and Family Studies Emphasis, Criminal Justice Administration Emphasis, Athletic Training Emphasis, Physical Education Emphasis, Engineering Emphasis, Mathematics Emphasis, and Natural Science Emphasis.

## GRADUATION REQUIREMENTS

Complete a minimum of 90 credit hours of specified courses 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.

Complete elective courses to reach a total of 90 credits. The courses must be numbered 100 or above. Career-technical courses may only be applied to the AS degree in the following curricula which are governed by formal transfer agreements with four-year universities and are part of a current, formal transfer agreement with a four-year institution (see specific catalog transfer pages). Career-technical courses offered at community colleges in Oregon are identified by specific alpha prefixes, see page 104.

Childhood Education & Family Studies Emphasis

Criminal Justice Emphasis

Athletic Training Emphasis

Physical Education Emphasis

Engineering Emphasis

Mathematics Emphasis

Natural Science Emphasis

Complete the graduation application process one term prior to the term of completion (i.e., spring term graduates must apply during winter term).

GENERAL EDUCATION REQUIREMENTS	DISTRIBUTION REQUIREMENTS <i>Courses must be at least three (3) credits each complete six (6) credits each from the following Related Area of Instruction Requirements.</i>			ELECTIVES
<p><b>WRITING</b> Nine (9) credit hours at a level equivalent to WR121, WR122 and WR123 or WR227. (Must complete with a grade of 'C' or better)</p>	<p><b>ARTS AND LETTERS</b> Six (6) credit hours. <i>Note: A second year foreign language may be included, but not first year.</i> ART115, 116, 117, 131, 132, 133, 191, 192, 204, 205, 206, 225, 244, 250, 251, 252, 253, 254, 255, 281, 282, 283, 284, 285, 286, 291, 292</p>	<p><b>SOCIAL SCIENCES</b> Six (6) credit hours. ANTH101, 102, 103, 221, 222, 223, 230, 231, 232 CJ101 ECON201, 202 ED169, 258 GEOG105 HDFS140, 222 HST101, 102, 103, 104, 201, 202, 203 PS201, 202, 203 PSY201, 202, 203, 228, 231, 237, 239, 240 SOC105, 204, 205, 206, 208, 210, 213, 221, 243, 244 WS101</p>	<p><b>SCIENCE/MATH/ COMPUTER SCIENCE</b> Six (6) credit hours. <b>LABORATORY COURSES:</b> BI101, 102, 103; 201, 202, 203; 231, 232, 233 CHEM 221, 222, 223 G201, 202, 203 GS104, 105, 106, 107, 108 PH201, 202, 203; 211, 212, 213 <b>OTHER APPROVED COURSES:</b> BI140, 149, 234 BOT201 CHEM110 CS160, 161, 162, 261 ENGR111, 112, 201, 202, 203, 211, 212, 213 G146, 207, 220, 221, 246, 291 MTH105, 111, 112, 212, 213, 231, 232, 241, 242, 243, 251, 252, 253, 254, 255, 256, 260, 265 PH121</p>	<p>Students may take any college-level course that would bring total credits to 90 quarter hours. Career and Technical Education courses may only be applied to the AS degree in the designated emphasis areas which are governed by agreements with four-year universities and are part of a current, formal transfer agreement with a four-year institution (see specific catalog program page). Career technical courses offered at community college are identified by a specific alpha prefixes, see page 104.</p>
<p><b>SPEECH/ ORAL COMMUNICATION</b> One course taken from SP100, SP111, SP112, SP217, SP218 or SP219 (Must complete with a grade of 'C' or better)</p>	<p>ASL201, 202, 203 ENG104, 105, 106, 107, 108, 109, 201, 202, 203, 204, 205, 206, 240, 253, 254, 255, 256, 258, 260 GER201, 202, 203 HUM204, 205, 206 J 203, 205, 215, 217 MUP105 MUS101, 102, 103, 111, 112, 113, 205, 206, 211, 212, 213, 261, 262, 263 PHL101, 102, 103 SP100, 111, 112, 217, 218, 219, 220 SPAN201, 202, 203 WR214, 214T, 241, 242, 243</p>			
<p><b>MATHEMATICS</b> Four (4) credit hours of college level mathematics from MTH105 or higher, excluding MTH211. (Must complete with a grade of 'C' or better)</p>				
<p><b>HEALTH, WELLNESS AND FITNESS</b> PE185 (3 courses) or One (3 credit course) HE250 or PE231  (Must complete with a grade of 'C' or better)</p>				<p><i>Note: A maximum of nine (9) credits of PE185 may be applied to the AS degree.</i>  <i>Three (3) credit hours of PE185 may be granted toward an Associate Science degree for completion of military basic training. A copy of the military transcript or DD-214 is required.</i>  <i>Courses numbered 199/299 will qualify as elective credit only.</i>  <i>A maximum number of 45 credits is allowed for basic, developmental, or supportive courses under federal financial aid guidelines.</i></p>

DEGREE REQUIREMENTS

# ASSOCIATE OF GENERAL STUDIES DEGREE (AGS)

## DEGREE REQUIREMENTS

The purpose of the degree in general studies is to provide students an opportunity to pursue a broad general education during the two years at a community college. It is intended as a flexible program for the student who is not pursuing a specified curriculum in the lower division transfer or career-technical area. The general studies degree may, in addition to including the number of hours in the divisional areas as listed below, include courses in lower division collegiate transfer, occupational education, and career-technical education. Because of the flexibility and broad approach of this degree, a student may find that it may not fulfill all of the requirements of full junior standing when transferred to a four-year institution.

### GENERAL EDUCATION OUTCOMES

Upon successful completion of this program the student will be able to:

#### WRITING

- Read actively, think critically, and write purposefully, capably, and ethically for a variety of audiences.
- Use appropriate reasoning and artful communication to address complex issues in the service of learning, discovery, reflection, justice, and self expression.
- Focus, organize, and logically develop the ideas in their written work.

#### SPEECH/ORAL COMMUNICATION

- Engage in ethical communication processes that allow people to accomplish goals.
- Respond to the needs of diverse audiences and contexts.
- Build and manage personal and community relationships.

#### MATHEMATICS

- Perform calculations and algebraic manipulations at a college mathematics level.
- Apply mathematics to successfully formulate and solve real-world problems.

- Understand and correctly use mathematical notation and terminology.

#### HEALTH AND PHYSICAL EDUCATION

- Evaluate and assess physical fitness needs.
- Create an effective physical conditioning program.
- Evaluate how well a physical training program works and how to make adjustments to improve it.
- Understand strength, flexibility, speed and power.

#### COMPUTER LITERACY

- Identify different types of computers, the components of a personal computer (including internal components such as microprocessors) and how these components work together.
- Perform functions common to all Microsoft Windows applications with an emphasis on the common functionality between the two Microsoft Office applications, Microsoft Word and Excel, including: start and exit either the Word or Excel application, modify the display of toolbars and other on-screen elements, use online help, and perform file management, editing, formatting and printing functions common to Word, Excel and most Windows applications
- Identify common terminology associated with computer networks and the Internet,
- Identify components and benefits of networked computers, the difference between different types of networks (LAN and WAN).
- Describe how computer networks fit into other communications networks (like the telephone network).

#### DISTRIBUTION REQUIREMENTS OUTCOMES

Upon successful completion of this program the student will be able to:

#### ARTS AND LETTERS

- Interpret and engage in the Arts and Letters, making use of the creative process to enrich the quality of life.

- Critically analyze personal values and ethics within the stream of human experience and expression to engage more fully in local and global issues.

(“Arts and Letters” refers to works of art, whether written, crafted or designed, and performed, and documents of particular poignancy and significance in statement or design.)

#### SOCIAL SCIENCES

- Apply analytical skills to historical and contemporary social phenomena so as to explain, evaluate, and predict human behavior.
- Apply knowledge and experience critically so as to realize an informed sense of self, family, community, and the diverse social world in which we live.

#### MATHEMATICS/SCIENCE/COMPUTER SCIENCE

- Use scientific modes of inquiry, individually and corroboratively, to critically evaluate diverse ideas, solve problems, and make evidence-based decisions for self, family, community and the world.
- Comprehend scientific and technical information to generate new ideas, solutions, models and further questions confidently, and creatively.

#### GRADUATION REQUIREMENTS

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.

Complete the graduation application process one term prior to the term of completion (i.e., spring term graduates must apply during winter term).

# ASSOCIATE OF GENERAL STUDIES DEGREE (AGS)

GENERAL EDUCATION REQUIREMENTS	DISTRIBUTION REQUIREMENTS			ELECTIVES
<p><b>WRITING</b></p> <p>Six (6) credit hours at a level equivalent to WR121 and WR122 or WR214 or WR214T.</p>	<p><b>ARTS AND LETTERS</b></p> <p>Nine (9) credit hours in arts and letters from approved list.</p> <p><i>Note: A second year foreign language may be included, but not first year.</i></p>	<p><b>SOCIAL SCIENCES</b></p> <p>Nine (9) credit hours from approved list.</p>	<p><b>MATHEMATICS/ SCIENCE/COMPUTER SCIENCE</b></p> <p>Twelve (12) credit hours in science or mathematics or computer science. Minimum three courses, 12 credits from approved list with a minimum of eight (8) credits of laboratory courses in the biological or physical sciences.</p>	<p>Students may take any college-level course that would bring total credits to 90 quarter hours including up to 12 credits of college designated Career and Technical Education (career-technical) courses.</p> <p><i>Note: All courses must be completed with a grade of 'C' or better.</i></p> <p>Please see page 104 for a list of career-technical alpha prefixes offered.</p> <p>A maximum of nine (9) credits of PE185 may be applied to the AGS degree.</p> <p>Three (3) credit hours of PE185 may be granted toward an Associate degree for completion of military basic training. A copy of the military transcript or DD-214 is required.</p> <p>Courses numbered 199/299 will qualify as elective credit only.</p> <p><b>SUPPORTIVE COURSES</b></p> <p><i>Note: The college has determined that the following supportive courses may be necessary to assist students to successfully complete their program. They will count as electives only. CIS125W, HD100, 112, 140, 147, 152, 154, 204, 208, HE112, LIB127, OA121, RD101, 102, 103.</i></p> <p>A maximum number of 45 credits is allowed for basic, developmental, or supportive courses under federal financial aid guidelines.</p>
<p><b>SPEECH/ ORAL COMMUNICATION</b></p> <p>Three (3) credit hours at a level equivalent to SP100 or higher.</p>	<p>ART115, 116, 117, 131, 132, 133, 191, 192, 204, 205, 206, 225, 244, 250, 251, 252, 253, 254, 255, 281, 282, 283, 284, 285, 286, 291, 292</p>	<p>ANTH101, 102, 103, 221, 222, 223, 230, 231, 232</p> <p>CJ101</p> <p>ECON201, 202</p> <p>ED169, 258</p> <p>GEOG105</p> <p>HDFS140, 222</p>	<p><b>LABORATORY COURSES:</b></p> <p>BI101, 102, 103; 201, 202, 203; 231, 232, 233</p> <p>CHEM 221, 222, 223</p> <p>G201, 202, 203</p> <p>GS104, 105, 106, 107, 108</p> <p>PH201, 202, 203; 211, 212, 213</p>	
<p><b>MATHEMATICS</b></p> <p>Four (4) credit hours of college level mathematics from MTH105 or higher, excluding MTH211.</p>	<p>ASL201, 202, 203</p> <p>ENG104, 105, 106, 107, 108, 109, 201, 202, 203, 204, 205, 206, 240, 253, 254, 255, 256, 258, 260</p> <p>GER201, 202, 203</p>	<p>HST101, 102, 103, 104, 201, 202, 203</p> <p>PS201, 202, 203</p> <p>PSY201, 202, 203, 228, 237, 231, 239, 240</p> <p>SOC204, 205, 206, 208, 210, 213, 221, 243</p>	<p><b>OTHER APPROVED COURSES:</b></p> <p>BI140, 149, 234</p> <p>BOT201</p> <p>CHEM110</p> <p>CS160, 161, 162, 261</p> <p>ENGR111, 112, 201, 202, 203, 211, 212, 213</p> <p>G146, 207, 220, 221, 246, 291</p> <p>MTH105, 111, 112, 212, 213, 231, 232, 241, 242, 243, 251, 252, 253, 254, 255, 256, 260, 265</p> <p>PH121</p>	
<p><b>HEALTH AND PHYSICAL EDUCATION</b></p> <p>PE185 or One (3 credit course) HE250 or PE231.</p>	<p>HUM204, 205, 206</p> <p>J 203, 205, 215, 217</p> <p>MUP105</p>	<p>WS101</p>		
<p><b>COMPUTER LITERACY</b></p> <p>Four (4) credit hours CIS120 or demonstrated proficiency.</p>	<p>MUS101, 102, 103, 111, 112, 113, 205, 206, 211, 212, 213, 261, 262, 263</p> <p>PHL101, 102, 103</p> <p>SP100, 111, 112, 217, 218, 219, 220</p> <p>SPAN201, 202, 203</p> <p>WR214, 214T, 241, 242, 243</p>			

DEGREE REQUIREMENTS



# ASSOCIATE OF APPLIED SCIENCE DEGREE (AAS) CAREER-TECHNICAL PROGRAMS

Associate of Applied Science (AAS) is a state approved associate degree that is intended to prepare graduates for direct entry into the workforce. AAS may also help to prepare students for career advancements, occupational licensures, or further study towards a baccalaureate degree.

DEGREE REQUIREMENTS

## RELATED INSTRUCTION (GENERAL EDUCATION) OUTCOMES

Upon successful completion of this program the student will be able to:

### COMMUNICATION

- Engage in ethical communication processes that allow people to accomplish goals.
- Respond to the needs of diverse audiences and contexts.
- Build and manage personal and community relationships.

### COMPUTATION

- Analyze and evaluate real-world problems in a logical manner.
- Model, analyze, and solve real-world problems in a mathematical context.
- Utilize technology for analyzing and evaluating real-world problems.

### HUMAN RELATIONS

- Understand the importance of goal setting, planning, and the impact of a positive mental outlook in both ones personal and professional life.
- Recognize and respect diversity as a vital component of effective human relation skills.

### COMPUTER LITERACY

- Identify different types of computers, the components of a personal computer (including internal components such as microprocessors) and how these components work together.
- Perform functions common to all Microsoft Windows applications with an emphasis on the common functionality between the two Microsoft Office applications, Microsoft Word and Excel, including: start and exit either the Word or Excel application, modify the display of toolbars and other on-screen elements, use online help, and perform file management, editing, formatting and printing functions common to Word, Excel, and most Windows applications.
- Identify common terminology associated with computer networks and the Internet.
- Identify components and benefits of networked computers, the difference between different types of networks (LAN and WAN).
- Describe how computer networks fit into other communications networks (like the telephone network).

### GRADUATION REQUIREMENTS

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.

Complete the graduation application process one term prior to the term of completion (e.g., spring term graduates must apply during winter term).



# ASSOCIATE OF APPLIED SCIENCE DEGREE (AAS) CAREER-TECHNICAL PROGRAMS

## RELATED INSTRUCTION (GENERAL EDUCATION)

*Courses must be selected from the approved list of Related Instruction (General Education) courses.*

HEALTH AND WELLNESS	WRITING	ORAL COMMUNICATION/SPEECH	MATHEMATICS (COMPUTATION)	HUMAN RELATIONS	COMPUTER LITERACY
<p>PE185 or One (3 credit course) HE250 or PE231 (Must complete with a grade of 'C' or better)</p> <p><i>Note: Three (3) credit hours of PE185 may be granted toward an Associate degree for completion of military basic training. A copy of the military transcript or DD-214 is required.</i></p> <p><i>A maximum of 6 credits of PE185 may be applied to the AAS degree.</i></p>	<p>Three (3) credit hours at a level equivalent to WR115 or higher. Must be completed with a 'C' or better.</p> <p>WR115, 121, 122, 123, 214, 214T</p>	<p>Three (3) credit hours at a level equivalent to SP100 or higher.</p> <p>SP100, 111, 112, 217, 218, 219</p>	<p>Three to four (3-4) credit hours at a level equivalent to MTH70 or higher. Must be completed with a 'C' or better.</p> <p>MTH70, 80, 85, 94, 95, 97, 105, 111, 112, 212, 213, 231, 232, 241, 242, 243, 251, 252, 253, 254, 255, 256, 260, 265</p>	<p>Three (3) credit hours or as specified in the AAS degree program.</p> <p>BA285</p> <p>PSY201, 203</p>	<p>Four (4) credit hours</p> <p>CIS120 or demonstrated proficiency.</p>

DEGREE REQUIREMENTS

### COMPLETE THE ABOVE REQUIREMENTS PLUS ELECTIVES

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

#### SUPPORTIVE COURSES

*Note: The college has determined that the following supportive courses may be necessary to assist students to successfully complete their program. They will count as electives only. CIS125W, HD100, 112, 140, 147, 152, 154, 204, 208, 215, HE112, LIB127, OA121, RD101, 102, 103*

*Note: A maximum number of 45 credits is allowed for basic, developmental, or supportive courses under federal financial aid guidelines.*

# CAREER PATHWAY CERTIFICATES OF COMPLETION

## WHAT IS A CAREER PATHWAYS CERTIFICATE OF COMPLETION?

A Career Pathway's Certificate of Completion is an Oregon community college credential comprised of 12-44 credits that are wholly contained in an approved Associate or Applied Science (AAS) Degree/Option or an independent Certificate of Completion (45+ credits). The Career Pathway Certificate provides a state-sanctioned credential for a course of study that: 1) acknowledges a specific skill proficiency to help students qualify for a job or enhanced employment opportunities; 2) is centered on the needs of students by providing educational options; 3) and provides the flexibility to achieve specific competencies within a longer term career path. These certificates lead to an Associate of Applied Science degree - or even beyond. For more information see [www.socc.edu/pathways](http://www.socc.edu/pathways).

## HOW DO STUDENTS ENROLL IN PATHWAYS?

All courses included in Pathways are college courses. Students register for courses through the usual Southwestern registration process. See [www.socc.edu](http://www.socc.edu) and click on WebAdvisor or see Southwestern's Schedule of Classes.

## WHEN ARE COURSES OFFERED?

Courses included in Career Pathway Certificates of Completion are offered at a variety of times including daytime, evenings, and online. See the Southwestern's Schedule of Classes or WebAdvisor.

## HOW DO STUDENTS LEARN MORE?

Students can find more information about certificates on the Southwestern web site at [www.socc.edu/pathways](http://www.socc.edu/pathways) or by visiting the Student First Stop Center in Coos Bay or calling 541-888-7352; at the Curry Campus calling 541-469-5017.

## DO STUDENTS TAKE A PLACEMENT TEST?

Students who will be full-time, who will be pursuing a degree or certificate program or receiving financial aid, must complete a placement test prior to registration. The placement test determines the students' entry levels

for reading, writing and math. If students have prior college work, have taken a placement test at another college, or have recent ACT or SAT scores, check with ESPS in Stensland Hall on the main campus in Coos Bay at 541-888-7405.

Placement tests are given in Stensland Hall between the hours of 8:15 a.m. and 3:00 p.m., Monday through Friday, and take approximately two hours to complete. At the end of the testing session, the student will receive a copy of the test results. Either the student's advisor or a counselor will discuss the results and assist the student in selecting classes based on the student's placement scores.

*Note: High scores may allow the student to 'test out' of some course work. Placement tests are also scheduled by appointment through the local Southwestern sites in Brookings, Gold Beach and Port Orford.*

## HOW DO STUDENTS PAY FOR COLLEGE CREDIT WHILE IN HIGH SCHOOL?

Check with the guidance counselor at your high school for specific options, which may include College Now, dual credit, expanded options, personal payment and other opportunities.

## ARE EMPLOYERS WILLING TO ASSIST EMPLOYEES IN ATTAINING THE COURSES NECESSARY FOR THE CERTIFICATE?

Some employers are willing to provide flexible schedules, partial tuition, and other support. For example, hospitals and other healthcare businesses are funding professional development at higher levels now than in previous years. Larger retail chains are willing to assist employees who show management potential. See the individual employer for more information.

## IS FINANCIAL AID AVAILABLE FOR STUDENTS STUDYING TOWARD A CERTIFICATE?

Financial aid may be available. If you have any questions, email [fao@socc.edu](mailto:fao@socc.edu) or call 541-888-7337.

## HOW MUCH DOES IT COST TO EARN A CERTIFICATE?

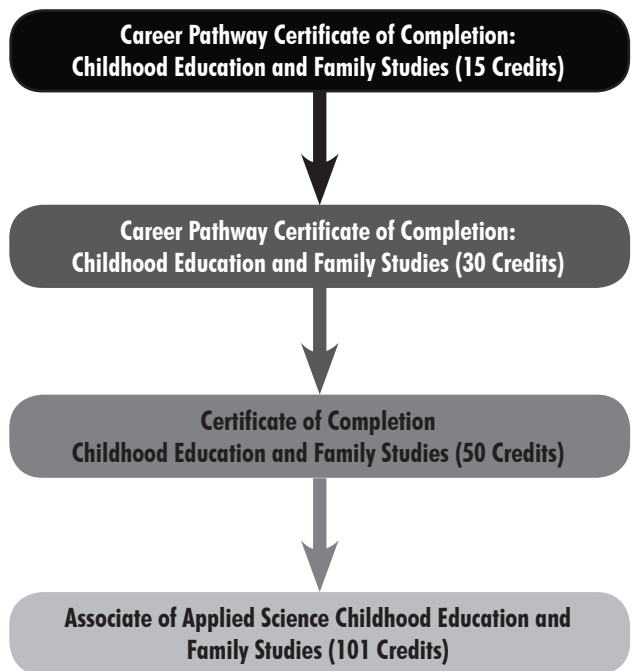
The cost varies depending upon how many courses are in the certificate. The cost of tuition and fees can be found in the Southwestern's Schedule of Classes, in this catalog or at [www.socc.edu](http://www.socc.edu).

For more information contact ESPS at 800-962-2838 or 541-888-7405; E-mail [advisingquestions@socc.edu](mailto:advisingquestions@socc.edu); In Curry County call 541-469-5017.

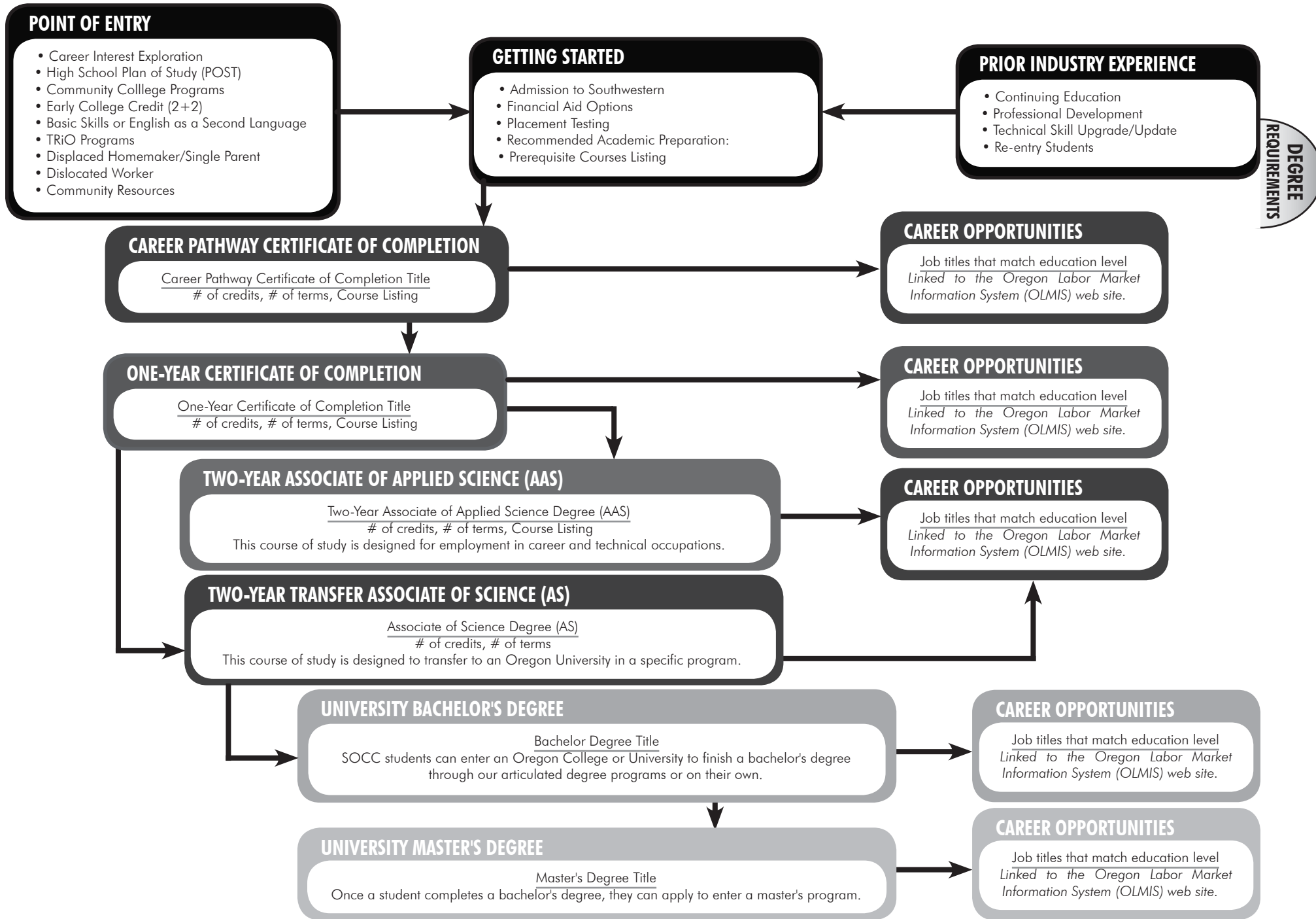
## WHAT IS A CAREER PATHWAYS ROADMAP?

A Career Pathways Roadmap is a graphic display of the path from the first certificate of completion to the two-year degree and beyond with career opportunities. Below is a sample of the roadmap graphic that has been used in this catalog.

On the following page is a sample of a complete Career Pathways Roadmap, these can be accessed online at [www.socc.edu](http://www.socc.edu).



DEGREE REQUIREMENTS



# CERTIFICATES OF COMPLETION

DEGREE  
REQUIREMENTS

A 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. 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.

## RELATED INSTRUCTION (GENERAL EDUCATION) OUTCOMES

Upon successful completion of this certificate the student will be able to:

### COMMUNICATION

- Engage in ethical communication processes that allow people to accomplish goals.
- Respond to the needs of diverse audiences and contexts.
- Build and manage personal and community relationships.

### COMPUTATION

- Analyze and evaluate real-world problems in a logical manner.
- Model, analyze, and solve real-world problems in a mathematical context.
- Utilize technology for analyzing and evaluating real-world problems.

### HUMAN RELATIONS

- Demonstrate proficiencies in reading, writing, listening, presentation, and analytical skills.
- Operate as a team member and/or leader using effective communication strategies.
- Demonstrate computer skills: word processing, presentation software, and Internet research techniques.

- Use research skills to access information and utilize critical thinking skills to draw conclusions and/or form ideas/opinions.
- Understand the importance of goal setting, planning, and the impact of a positive mental outlook in both ones personal and professional life.
- Recognize and respect diversity as a vital component of effective human relation skills.

## GRADUATION REQUIREMENTS

The One-Year Certificate of Completion will be awarded to students who satisfy the following requirements:

Complete the credit hours indicated with a minimum Grade Point Average (GPA) of 2.0 ('C') average or better. Complete fifteen (15) of the last 30 credits at Southwestern before the Certificate of Completion is awarded.

Complete the graduation application process one term prior to the term of completion (i.e., spring term graduates must apply during winter term).

The Less Than One-Year Certificate of Completion will be awarded to students who satisfy the following requirements:

Complete the credit hours indicated with a minimum Grade Point Average (GPA) of 2.0 ('C') average or better. Complete nine (9) of the last 24 credits at Southwestern before the Certificate of Completion is awarded.

Complete the graduation application process one term prior to the term of completion (i.e., spring term graduates must apply during winter term).

PAGE	PROGRAM	DEGREE/CERTIFICATION	ADMISSION CATEGORY
31-32	<b>Administrative Office Professional</b>	Associate of Applied Science	Open
34	<i>Bookkeeping Clerical</i>	Certificate of Completion	Open
33	<i>Clerical</i>	Certificate of Completion	Open
35	<i>Office Receptionist</i>	Career Pathway Certificate of Completion	Open
36-37	<b>Athletic Training Emphasis</b>	Associate of Science	Open
38-39	<b>Associate of Science/Oregon Transfer in Business</b>	Associate of Science/Oregon Transfer in Business	Open
40-41	<b>Business Management/Entrepreneurship</b>	Associate of Applied Science	Open
42-43	<i>Business Management/Entrepreneurship: Option Accounting</i>	Associate of Applied Science	Open
44	<i>Accounting</i>	Certificate of Completion	Open
45	<i>Marketing</i>	Career Pathway Certificate of Completion	Open
46	<i>Supervision</i>	Career Pathway Certificate of Completion	Open
47-48	<b>Childhood Education and Family Studies Emphasis</b>	Associate of Science	Open
49-50	<b>Childhood Education and Family Studies</b>	Associate of Applied Science	Open
51	<i>Childhood Education and Family Studies (50 Credits)</i>	Certificate of Completion	Open
52	<i>Childhood Education and Family Studies (30 Credits)</i>	Career Pathway Certificate of Completion	Open
53	<i>Childhood Education and Family Studies (18 Credits)</i>	Career Pathway Certificate of Completion	Open
54	<i>Infant and Toddler</i>	Career Pathway Certificate of Completion	Open
55-57	<b>Computer Information Systems</b>	Associate of Applied Science	Open
58	<i>Computer Information Systems</i>	Certificate of Completion	Open
59	<i>CCENT Certification Preparation</i>	Career Pathway Certificate of Completion	Open
60	<i>CCNA Certification Preparation</i>	Career Pathway Certificate of Completion	Open
61	<i>Network Management</i>	Career Pathway Certificate of Completion	Open
62	<i>Software Support</i>	Career Pathway Certificate of Completion	Open
63	<i>Technical Support</i>	Career Pathway Certificate of Completion	Open
64	<i>Web Site Fundamentals</i>	Career Pathway Certificate of Completion	Open
65-66	<b>Health Informatics</b>	Associate of Applied Science	Open
68-69	<b>Criminal Justice Emphasis</b>	Associate of Science	Open
67	<b>Juvenile Corrections</b>	Certificate of Completion	Open
70-71	<b>Culinary Arts</b>	Associate of Applied Science	Restricted
72-73	<b>Baking and Pastry Arts</b>	Associate of Applied Science	Restricted

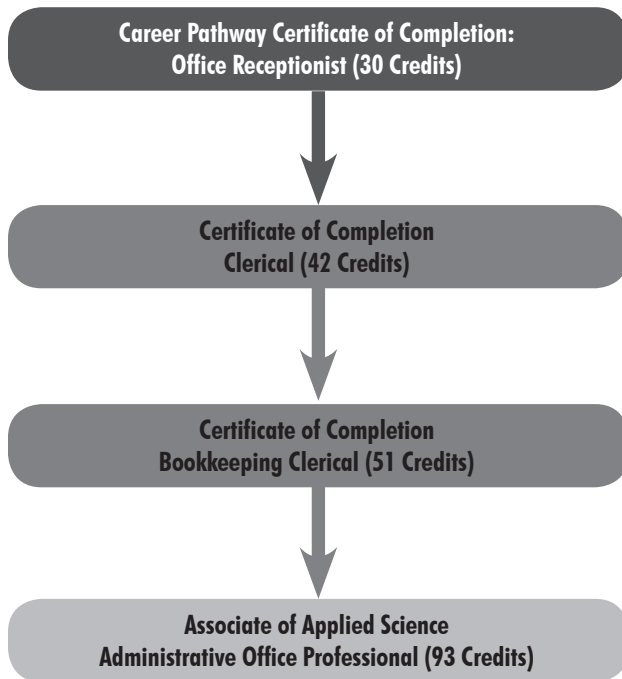
PROGRAM  
REQUIREMENTS

# PROGRAM REFERENCE GUIDE

PAGE	PROGRAM	DEGREE/CERTIFICATION	ADMISSION CATEGORY
74-75	EMT - Paramedic	Associate of Applied Science	Restricted
76-77	Engineering Emphasis	Associate of Science	Open
78-79	Fire Science Technology	Associate of Applied Science	Open
80	<i>Fire Science Technology: Level II</i>	Certificate of Completion	Open
81	<i>Fire Science Technology: Level I</i>	Career Pathway Certificate of Completion	Open
82-83	Mathematics Emphasis	Associate of Science	Open
84-85	Medical Assistant	Associate of Applied Science	Open
86	<i>Medical Clerical</i>	Certificate of Completion	Open
87	<i>Medical Aide</i>	Career Pathway Certificate of Completion	Open
88-89	Natural Science Emphasis	Associate of Science	Open
90-91	Nursing	Associate of Applied Science	Restricted
92	Paraeducator / Educational Assistant	Certificate of Completion	Open
93	Pharmacy Technician	Certificate of Completion	Open
94	Phlebotomy Technician	Certificate of Completion	Restricted
95	Personal Trainer / Aging Adult	Certificate of Completion	Open
95	Personal Trainer / Group Exercise Leader	Certificate of Completion	Open
96-97	Physical Education Emphasis	Associate of Science	Open
98	Retail Management	Certificate of Completion	Open
99	Rural Health Aide	Certificate of Completion	Open
100-101	Welding and Fabrication	Associate of Applied Science	Open
102	<i>Welding and Fabrication</i>	Certificate of Completion	Open
103	<i>Welding Assistant</i>	Career Pathway Certificate of Completion	Open

PROGRAM  
REQUIREMENTS

## ASSOCIATE OF APPLIED SCIENCE ADMINISTRATIVE OFFICE PROFESSIONAL



Administrative Office Professional jobs are in high demand and exist in every type of business, industry, or non-profit organization. Increasing office automation and organizational restructuring will continue to make secretaries and administrative assistants more productive in coming years. In addition to the need to have current technology skills, many secretarial and administrative duties are of a personal, interactive nature and, therefore, are not easily automated. Responsibilities such as planning conferences, working with clients, and instructing staff require tact and communication skills.

This degree prepares the student for entry into administrative office positions leading to careers such as an administrative professional, medical/legal professional, or careers in other office specialties. Students will develop abilities that create opportunities

for promotion, job transition, and positions of greater responsibility in the workplace.

The Program provides a strong foundation of office and technology skills as well as course work in business communications, business theory, interpersonal relations, and business law. Program emphasis is placed on preparing the student to perform complex tasks including the integration of workplace skills that emphasize communication, teamwork, project management, and problem-solving.

Students may choose to enter the program by completing the Certificate of Completion Clerical or the Certificate of Completion Bookkeeping or by the Administrative Office Professional: Career Pathway Certificate of Completion: Office Receptionist. The course work for these certificates will apply toward completion of the AAS Administrative Office Professional degree.

### PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of this program the student will be able to:

- Apply human relations, organizational development, and critical thinking skills to solve problems in an office setting.
- Compose, proofread, and produce a wide range of business documents using appropriate software and equipment.
- Follow professional business procedures and standards.
- Store, retrieve, distribute, and manage information to support office and management personnel.
- Integrate computer, computation, communication, and critical thinking skills to accomplish complex office tasks and solve problems.
- Apply knowledge of the internal organization and management of an office.
- Work both independently and as part of a team.

### GRADUATION REQUIREMENTS

Students must complete a minimum of 93 credit hours with a minimum Grade Point Average (GPA) of 2.0 (C) average or better. All courses in this program must be completed with a 'C' or better. Thirty (30) of the last 45 credits must be earned at Southwestern before the AAS in Administrative Office Professional degree is awarded.

Complete the graduation application process one term prior to the term of completion (i.e., spring term graduates must apply winter).

PROGRAM  
REQUIREMENTS



# ADMINISTRATIVE OFFICE PROFESSIONAL

## ASSOCIATE OF APPLIED SCIENCE ADMINISTRATIVE OFFICE PROFESSIONAL

PREREQUISITES	<b>CIS101 (2)</b> Computers in Society	<b>OA121 (3)</b> Keyboarding I	<b>WR90 (3)</b> Paragraph Fundamentals	<b>MTH20 (4)</b> Basic Mathematics <sup>1</sup>	Reading Score of ASSET39 COMPASS69
<b>FALL = 15 CREDITS</b>	<b>OA220 (1)</b> Electronic Calculators	<b>OA124 (3)</b> Keyboard Skillbuilding	<b>CIS120 (4)</b> Concepts of Computing	<b>MTH70 (4)</b> Elementary Algebra (or higher)	<b>CIS125W (3)</b> Word Processing Applications
<b>WINTER = 17 CREDITS</b>	<b>BA101 (4)</b> Introduction to Business	<b>AC2766 (4)</b> Accounting I	<b>CIS125S (3)</b> Spreadsheet Applications	<b>BA285 (3)</b> Human Relations in Organizations	<b>OA240 (3)</b> Filing Records and Management
<b>SPRING = 15 CREDITS</b>	<b>WR121 (3)</b> English Composition	<b>CIS135W (3)</b> Advanced Word Processing	<b>BA217 (3)</b> Accounting Process	<b>BA206 (3)</b> Management Fundamentals	<b>OA116 (3)</b> Office Procedures

### 47 CREDITS = FIRST YEAR TOTAL REQUIREMENTS

<b>FALL = 17 CREDITS</b>	<b>PE231 (3)</b> Wellness for Life	<b>BA230 (4)</b> Business Law	<b>AC2767 (4)</b> Accounting II	<b>OA2591 (3)</b> Proofreading and Editing	<b>(3)</b> Specific Elective <sup>2</sup>
<b>WINTER = 16 CREDITS</b>	<b>BA205 (4)</b> Solving Business Problems with Technology	<b>CIS125DB (3)</b> Database Applications	<b>SP111 (3)</b> Fundamentals of Public Speaking	<b>CIS125DM (3)</b> Digital Media Applications	<b>BA288 (3)</b> Customer Service
<b>SPRING = 14 CREDITS</b>	<b>BA280 (4)</b> Field Experience	<b>CIS235 (3)</b> Integrated Computer Projects	<b>BA284 (1)</b> Job Readiness	<b>BA224 (3)</b> Human Resource Management	<b>(3)</b> Specific Elective <sup>2</sup>

### 47 CREDITS = SECOND YEAR TOTAL REQUIREMENTS

### 94 CREDITS = TOTAL PROGRAM REQUIREMENTS

#### PROGRAM NOTES

<sup>1</sup>MTH55 may be substituted for MTH20.

<sup>2</sup>Administrative Office Professional Specific Electives, choose from: BA177, BA156, BA223, BA277, CIS140, WR214T, CIS125WE, or a one-year sequence in a foreign language.

## CERTIFICATE OF COMPLETION CLERICAL

The Administrative Office Professional: Certificate of Completion Clerical prepares students to fulfill a wide variety of entry-level office support positions in any industry. The coursework combines computer skills, filing, word processing, office procedures, and basic bookkeeping. Students will also gain specialized skills in payroll processing, accounts payable/receivable, or desktop publishing.

Credits earned in this program can be applied to the Associate of Applied Science Administrative Office Professional.

### PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of this program the student will be able to:

- Use computers and office equipment proficiently.
- Organize and protect information resources to meet business needs.
- Perform routine bookkeeping tasks for a small sole proprietorship, partnership, or corporation, including payroll.
- Diplomatically, tactfully, and respectfully interact with diverse populations.
- Describe, explain, and apply concepts of customer service to office work.
- Research technical issues using library, Internet, and specialized reference works.

- Demonstrate effective time management techniques.
- Model professional and ethical behaviors.

### GRADUATION REQUIREMENTS

Students must complete a minimum of 45 credit hours with a minimum Grade Point Average (GPA) of 2.0 (C) average or better. All courses must be passed with a grade of 'C' or better. Fifteen (15) of the last 30 credits must be earned at Southwestern before the Certificate of Completion in Clerical is awarded.

Complete the graduation application process one term prior to the term of completion (i.e., spring term graduates must apply during winter term).

PROGRAM REQUIREMENTS

PREREQUISITES	CIS101 (2) Computers in Society	OA121 (3) Keyboarding I	WR90 (3) Paragraph Fundamentals	MTH20 (4) Basic Mathematics <sup>1</sup>	Reading Score of ASSET39 COMPASS69
FALL = 15 CREDITS	OA220 (1) Electronic Calculators	OA124 (3) Keyboard Skillbuilding	CIS120 (4) Concepts of Computing	MTH70 (4) Elementary Algebra (or higher)	CIS125W (3) Word Processing Applications
WINTER = 17 CREDITS	OA240 (3) Filing Records and Management	AC2766 (4) Accounting I	BA288 (3) Customer Service	BA285 (3) Human Relations in Organizations	BA205 (4) Solving Business Problems with Technology
SPRING = 13 CREDITS	BA280 (3) Field Experience	BA284 (1) Job Readiness	(3) Specific Elective <sup>2</sup>	OA116 (3) Office Procedures	WR121 (3) English Composition

### 45 CREDITS = TOTAL PROGRAM REQUIREMENTS

#### PROGRAM NOTES

<sup>1</sup>MTH55 may be substituted for MTH20.

<sup>2</sup>Administrative Office Professional Specific Electives, choose from: BA156, BA223, BA277, CIS140, WR214T, CIS125WE, or a one-year sequence in a foreign language.

## CERTIFICATE OF COMPLETION BOOKKEEPING CLERICAL

Do you need to bring your skills up to date? The Certificate of Completion Bookkeeping Clerical is a one-year certificate to prepare students for entry into general clerical and bookkeeping positions. This occupation is one of the largest growth occupations in the economy. The large size of this occupation ensures plentiful job openings, including many opportunities for temporary and part-time work.

Graduates of the program are qualified for entry into positions such as: general bookkeeper, accounts receivable, accounts payable, payroll clerk, file clerk, civil service employee, and many general and combination office positions requiring some knowledge of bookkeeping.

The Certificate of Completion Bookkeeping Clerical can be a starting point for completion of the Associate of Applied Science Administrative Office Professional degree.

### PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of this program the student will be able to:

- Use appropriate computer software applications to record, present, and summarize financial activities.
- Organize and store information at current workplace standards.
- Perform routine bookkeeping tasks for a variety of business entities.

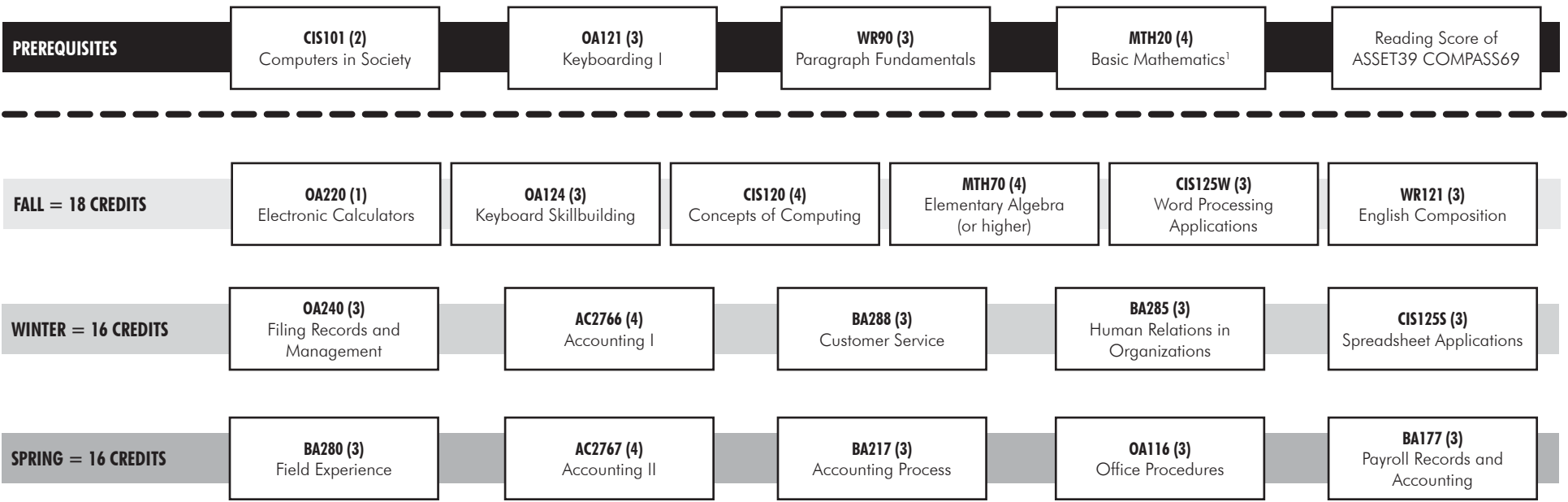
- Maintain basic payroll record keeping.
- Diplomatically, tactfully, and respectfully interact with diverse populations.

### GRADUATION REQUIREMENTS

Students must complete a minimum of 50 credit hours with a minimum Grade Point Average (GPA) of 2.0 (C) average or better. All courses must be passed with a grade of 'C' or better. Fifteen (15) of the last 30 credits must be earned at Southwestern before the Certificate of Completion in Clerical is awarded.

Complete the graduation application process one term prior to the term of completion (i.e., spring term graduates must apply during winter term).

PROGRAM REQUIREMENTS



**50 CREDITS = TOTAL PROGRAM REQUIREMENTS**

**PROGRAM NOTES**  
<sup>1</sup>MTH55 may be substituted for MTH20.

## CAREER PATHWAY CERTIFICATE OF COMPLETION: OFFICE RECEPTIONIST

The Administrative Office Professional: Career Pathway Certificate of Completion: Office Receptionist prepares students for immediate employment as a receptionist, customer service, or information clerk position in a variety of industries. Credits earned in this program can be applied to the Certificate of Completion Clerical and the Associate of Applied Science Administrative Office Professional.

Employment of receptionists and information clerks is expected to increase by 15 percent from 2008 to 2018, which is faster than the average for all occupations. Employment growth will result from growth in industries such as offices of physicians and in other health practitioners, legal services, personal care services, construction, and management and technical consulting.

Credits earned in this program can be applied to the Associate of Applied Science Administrative Office Professional, the Certificate of Completion Clerical, and the Certificate of Completion Bookkeeping Clerical.

### PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of this program the student will be able to:

- Provide customer service according to specific instructions.
- Use computer and phone systems to schedule, e-mail, and organize according to specific instructions.
- Enter data accurately (requires basic math, keyboarding, and copying skills).
- Accurately produce, edit, and proofread business documents.

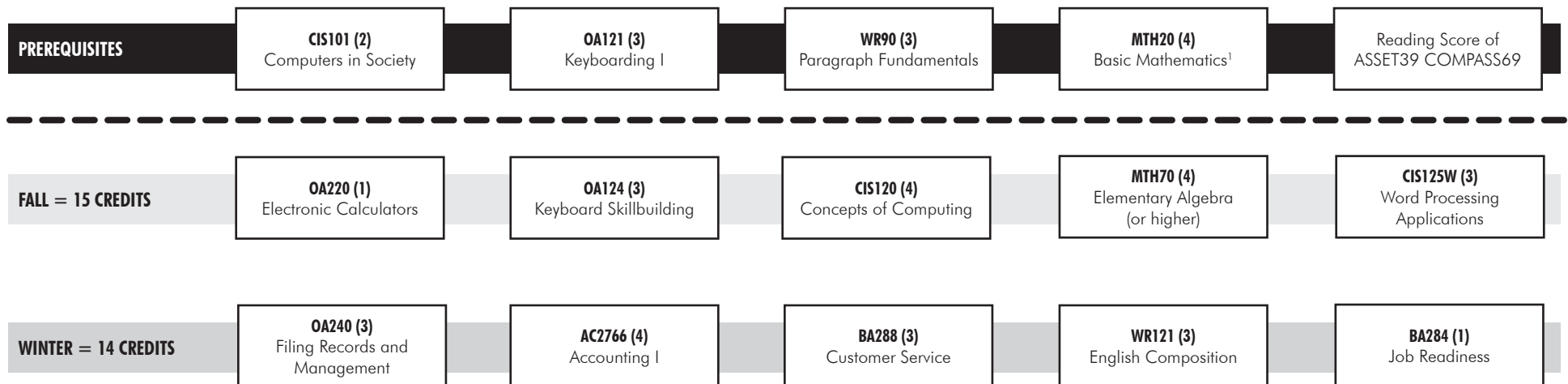
- Follow professional business procedures and standards.
- Store, locate, and retrieve information to support office personnel.

### GRADUATION REQUIREMENTS

Students must complete a minimum of 29 credit hours with a minimum Grade Point Average (GPA) of 2.0 (C) average or better. All courses must be passed with a grade of 'C' or better. Nine (9) of the last 12 credits must be earned at Southwestern before the Clerical: Career Pathway Certificate of Completion: Receptionist is awarded.

Complete the graduation application process one term prior to the term of completion (i.e., spring term graduates must apply during winter term).

PROGRAM REQUIREMENTS



**29 CREDITS = TOTAL PROGRAM REQUIREMENTS**

### PROGRAM NOTES

<sup>1</sup>MTH55 may be substituted for MTH20.

## ASSOCIATE OF SCIENCE ATHLETIC TRAINING EMPHASIS

The Associate of Science degree, with emphasis in athletic training will prepare students to enroll in Athletic Training Education Programs (ATEP) that are accredited by the Commission on Accreditation of Athletic Training Education (CAATE) and it meets the requirements for the Associate of Arts Oregon Transfer (AA/OT) degree. This program also fulfills all of the undergraduate Athletic Training prerequisites for and has articulation agreements with Washington State University (WSU) and Eastern Washington University (EWU).

An emphasis is placed on hands-on experience, gained through practicum in athletic and clinical settings.

### GRADUATION REQUIREMENTS

Students must complete a minimum of 90 credit hours with a minimum Grade Point Average (GPA) of 2.0 (C) average or better. All courses in this program must be completed with a 'C' or better. Thirty (30) of the last 45 credits must be earned at Southwestern before the Associate of Science degree is awarded.

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).

Courses that are developmental in nature, designed to prepare students for college transfer courses, are not applicable to this degree.

Complete the graduation application process one term prior to the term of completion (i.e., spring term graduates must apply during winter term).

PROGRAM  
REQUIREMENTS



## ASSOCIATE OF SCIENCE ATHLETIC TRAINING EMPHASIS

PREREQUISITES	<b>CIS101 (2)</b> Computers in Society	<b>MTH95 (4)</b> Intermediate Algebra I (or placement test score)	<b>WR90 (3)</b> Paragraph Fundamentals	Reading Score of ASSET39 COMPASS69	
<b>FALL = 17 CREDITS</b>	<b>CHEM221 (5)</b> General Chemistry	<b>PE131 (3)</b> Introduction to Health and PE	<b>PSY201 (3)</b> General Psychology	<b>SP218 (3)</b> Interpersonal Communication <sup>1</sup>	<b>WR121 (3)</b> English Composition
<b>WINTER = 18 CREDITS</b>	<b>CHEM222 (5)</b> General Chemistry	<b>MTH111 (4)</b> College Algebra	<b>PSY202 (3)</b> General Psychology	<b>(3)</b> Social Science Course <sup>2</sup>	<b>WR122 (3)</b> English Composition
<b>SPRING = 18 CREDITS</b>	<b>CHEM223 (5)</b> General Chemistry	<b>MTH112 (4)</b> Elementary Functions	<b>PSY203 (3)</b> General Psychology	<b>PE261 (3)</b> Techniques of Athletic Taping and Bracing	<b>WR123 (3)</b> English Composition

PROGRAM REQUIREMENTS

### 53 CREDITS = FIRST YEAR TOTAL

<b>FALL = 15 CREDITS</b>	<b>BI231 (4)</b> Anatomy and Physiology I	<b>PE231 (3)</b> Wellness for Life	<b>PH201 (5)</b> General Physics	<b>(3)</b> Arts and Letters Course <sup>2</sup>	
<b>WINTER = 16 CREDITS</b>	<b>BI232 (4)</b> Anatomy and Physiology II	<b>HE252 (3)</b> First Aid & CPR for Professional Rescuer	<b>PE280P (3)</b> Practicum	<b>(3)</b> Arts and Letters Course <sup>2</sup>	<b>(3)</b> Social Science Course <sup>2</sup>
<b>SPRING = 17 CREDITS</b>	<b>BI233 (4)</b> Anatomy and Physiology III	<b>FN225 (4)</b> Nutrition	<b>PET264 (3)</b> Concepts of Individual Fitness Programming	<b>(3)</b> Arts and Letters Course <sup>2</sup>	<b>(3)</b> Arts and Letters Course <sup>2</sup>

### 48 CREDITS = SECOND YEAR TOTAL

### 101 CREDITS = TOTAL RECOMENDED PROGRAM CREDITS

#### PROGRAM NOTES

<sup>1</sup>Students may choose SP219 Small Group Discussion to meet the requirement.

<sup>2</sup>Refer to Associate of Science Degree Requirements, page 21. One course must be taken to meet the Cultural Literacy Requirement.

## ASSOCIATE OF SCIENCE/OREGON TRANSFER IN BUSINESS (AS/OT-BUS)

The Associate of Science/Oregon Transfer degree in 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-BUS degree.

It is strongly recommended that students review the list of university-specific prerequisites and recommendations and contact the specific OUS institution business school/program early in the first year of their AS/OT-Bus program at Southwestern to be advised about additional requirements and procedures for admission consideration to the OUS institution and the business school/program.

### GRADUATION REQUIREMENTS

Complete a minimum of 90 credit hours of specified courses 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 Associate of Science/Oregon Transfer Degree in Business is awarded.

Successfully complete the following: Courses (except for elective credits) must be selected from the list of approved courses for the Associate of Science/Oregon Transfer Degree in Business (see page 16). The list is available on the following pages and in Admissions, the Student First Stop Center, Educational Support Programs and Services (ESPS) or from the program advisor.

Students may take any college-level course that would bring total credits to 90 quarter hours including up to 12 credits of college designated Career and Technical Education (career-technical) courses. Note: Please see page 104 for a list of career-technical alpha prefixes offered at Southwestern. A maximum of 9 credits of PE185 may be applied to the AS/OT-BUS degree.

Courses that are developmental in nature, designed to prepare students for college transfer courses, are not applicable to this degree.

Complete the graduation application process one term prior to the term of completion (i.e., spring term graduates must apply during winter term).

PROGRAM  
REQUIREMENTS



## ASSOCIATE OF SCIENCE/OREGON TRANSFER IN BUSINESS (AS/OT-BUS)

FALL = 15 CREDITS

**BA101 (4)\***  
Introduction to Business

**BA211 (4)\***  
Principles of Accounting I

**MTH111 (4)\***  
College Algebra<sup>1</sup>

**WR121 (3)\***  
English Composition

WINTER = 18 CREDITS

**CIS120 (4)\***  
Concepts of Computing

**BA212 (4)\***  
Principles of Accounting II

**MTH112 (4)\***  
Elementary Functions

**WR122 (3)\***  
English Composition

**(3)\***  
Speech/  
Oral Communication<sup>2</sup>

SPRING = 14 CREDITS

**(3)**  
Arts and Letters  
Requirement<sup>3</sup>

**BA213 (4)\***  
Principles of  
Accounting III

**MTH243/BA232 (4)\***  
Introduction to Probability  
and Statistics

**WR227 (3)\***  
Report Writing

### 47 CREDITS = FIRST YEAR TOTAL REQUIREMENTS

FALL = 15 CREDITS

**ECON201 (4)\***  
Microeconomics

**(4)**  
Lab Science Requirement<sup>3</sup>

**BA230 (4)\***  
Business Law

**(3)**  
Arts and Letters  
Requirement<sup>3</sup>

WINTER = 18 CREDITS

**ECON202 (4)\***  
Macroeconomics

**(4)**  
Lab Science Requirement<sup>3</sup>

**(4)**  
Social Sciences  
Requirement<sup>3</sup>

**(3)**  
Arts and Letters  
Requirement<sup>3</sup>

**(3)**  
Arts and Letters  
Requirement<sup>3</sup>

SPRING = 14-15 CREDITS

**(4)**  
Social Sciences  
Requirement<sup>3</sup>

**(4)**  
Lab Science Requirement<sup>3</sup>

**(3-4)**  
Elective or University-  
Specific Requirement<sup>4</sup>

**(3)**  
Arts and Letters  
Requirement<sup>3</sup>

### 43-47 CREDITS = SECOND YEAR TOTAL REQUIREMENTS

### 90-94 CREDITS = TOTAL PROGRAM REQUIREMENTS

#### PROGRAM NOTES

<sup>1</sup>MTH111 or higher.

<sup>2</sup>AS/OT-Bus General Requirements: see page 16.

<sup>3</sup>AS/OT-Bus Distribution Requirements: see pages 16.

<sup>4</sup>AS/OT-Bus Electives and/or University-Specific Requirements: (This list of prerequisites and recommendations is subject to change without notice)

8-9 credits, depending on choice of transfer institution.

Eastern Oregon University: WR227 Technical Report Writing; The Business Law course for the AS/OT-Bus is required.

Oregon Institute of Technology: The Business Law course for the AS/

OT-Bus is required. Recommendations: PSY201 General Psychology; BUS215 (equivalent to Southwestern BA206 Management Fundamentals; WR227 Technical Writing.

Oregon State University: BA271 Information Technology in Business; BA275 Business Quantitative Methods; MTH241 Calculus for Biological/Management/Social Sciences (equivalent to Southwestern MTH242 Calculus for Business and Social Science II); MTH245 Math for Biological/Management/Social Sciences; The Business Law course for the AS/OT-Bus is required.

Portland State University: CS106 Computing Fundamentals II; BA205 Business Communications Using Technology; STAT244 Introduction to Probability and Statistics II; GPA: 2.75 overall and 2.75 in pre-

business core.

Southern Oregon University: BA271 or BA282 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: DSC199 Special Studies Business Application Software; MTH241, MTH242 Calculus for Business and Social Science I, II; Multicultural requirement; GPA: 2.90 overall and 2.75 in pre-business core; Student must apply for admission to the Business School/Program.

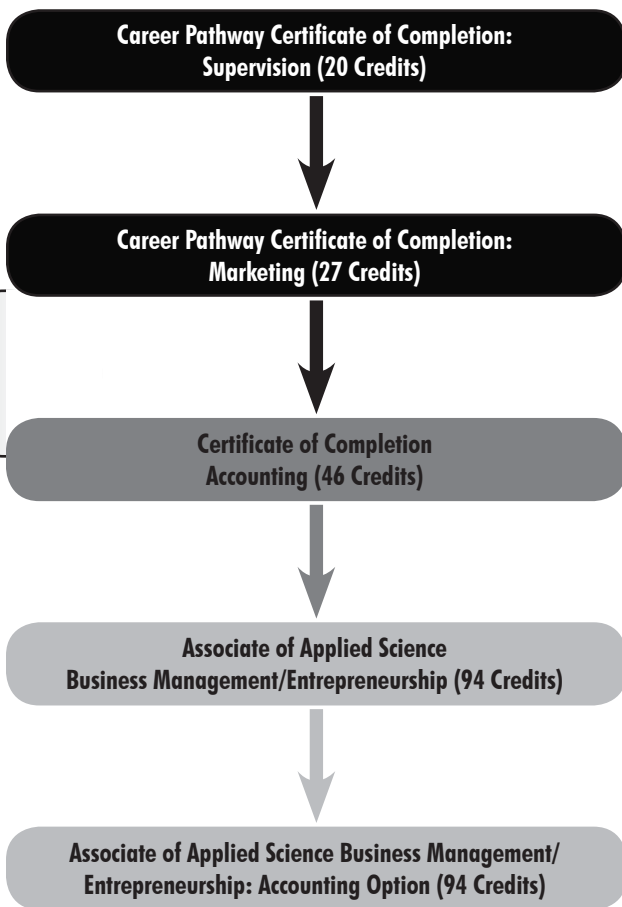
Western Oregon University: The Business Law course for the AS/OT-Bus is required.

PROGRAM  
REQUIREMENTS



## ASSOCIATE OF APPLIED SCIENCE BUSINESS MANAGEMENT/ENTREPRENEURSHIP

PROGRAM REQUIREMENTS



Prepare yourself for your future in business. This two-year degree exposes students to all aspects of operating a business as well as for positions such as management trainee, first-line supervisor, buyers and purchasing agents, sales managers, and higher levels of management for either profit or nonprofit 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.

Employment in this field is expected to remain steady. Prospects are very good for those who want to own and manage a business, especially if they have determination, talent, and a unique service or product.

Students who complete the first year foundational courses are able to continue with the Business Management core or choose an Accounting option for their second year's study.

Many students decide to begin this program by first earning a Business Management/Entrepreneurship: Career Pathway Certificate of Completion: Marketing, Business Management/Entrepreneurship: Career Pathway Certificate of Completion: Supervision, or a Certificate of Completion Accounting. These Career Pathway Certificates of Completion and the Certificate of Completion degree can typically be completed in one year.

Students who intend to transfer to a four-year institution with the goal of completing a bachelor's degree in business should consider completing the ASOT-Business degree and consult with business program faculty.

### PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of this program the student will be able to:

- Demonstrate appropriate and effective communication skills including both verbal and written.
- Operate as a team member and/or leader using effective communication strategies.
- Demonstrate proficiency in microcomputer applications within the management and operating needs of the small business environment.
- Analyze financial statements, recognize potential problem areas, and suggest appropriate actions to alleviate or eliminate problems.

### GRADUATION REQUIREMENTS

Students must complete a minimum of 95 credit hours with a minimum Grade Point Average (GPA) of 2.0 (C) average or better. All courses must be passed with a grade of 'C' or better. Thirty (30) of the last 45 credits must be earned at Southwestern before the Associate of Applied Science Business Management/Entrepreneurship is awarded.

Complete the graduation application process one term prior to the term of completion (i.e., spring term graduates must apply during winter term).

## ASSOCIATE OF APPLIED SCIENCE BUSINESS MANAGEMENT/ENTREPRENEURSHIP

<b>FALL = 15 CREDITS</b>	<b>BA101 (4)</b> Introduction to Business	<b>BA211 (4)</b> Principles of Accounting I <sup>1</sup>	<b>CIS120 (4)</b> Concepts of Computing	<b>WR115 (3)</b> Introduction to Expository Writing <sup>2</sup>	
<b>WINTER = 17 CREDITS</b>	<b>BA156 (3)</b> Essentials of Economics <sup>3</sup>	<b>BA212 (4)</b> Principles of Accounting II	<b>BA250 (3)</b> Small Bus. Management/Entrepreneurship	<b>CIS125S (3)</b> Spreadsheet Applications	<b>MTH94 (4)</b> Intermediate Algebra I <sup>4</sup>
<b>SPRING = 16 CREDITS</b>	<b>BA285 (3)</b> Human Relations in Organizations	<b>BA213 (4)</b> Principles of Accounting III	<b>BA206 (3)</b> Management Fundamentals	<b>BA223 (3)</b> Principles of Marketing	<b>BA217 (3)</b> Accounting Process

PROGRAM REQUIREMENTS

### 48 CREDITS = FIRST YEAR TOTAL REQUIREMENTS

<b>FALL = 16 CREDITS</b>	<b>BA230 (4)</b> Business Law	<b>BA239 (3)</b> Advertising	<b>BA238 (3)</b> Sales	<b>(3)</b> Specific Elective <sup>7</sup>	<b>PE231 (3)</b> Wellness for Life <sup>5</sup>
<b>WINTER = 16 CREDITS</b>	<b>BA233 (3)</b> E-Marketing	<b>BA236 (3)</b> Electronic Commerce Fundamentals	<b>BA205 (4)</b> Solving Business Problems with Technology	<b>SP218 (3)</b> Small Group Discussion <sup>6</sup>	<b>(3)</b> Specific Elective <sup>7</sup>
<b>SPRING = 15 CREDITS</b>	<b>BA222 (3)</b> Finance	<b>BA277 (3)</b> Business Ethics	<b>BA224 (3)</b> Human Resource Management	<b>BA280 (3)</b> Cooperative Work Experience	<b>BA177 (3)</b> Payroll Records and Accounting

### 47 CREDITS = SECOND YEAR TOTAL REQUIREMENTS

### 95 CREDITS = TOTAL PROGRAM REQUIREMENTS

#### PROGRAM NOTES

<sup>1</sup>AC2766 and AC2767 may be substituted for BA211.

<sup>2</sup>WR115 or higher may be taken to meet the requirement.

<sup>3</sup>Four credits of ECON201 or ECON202 may be substituted for BA156.

<sup>4</sup>MTH94 or higher may be taken to meet the requirement.

<sup>5</sup>Students may choose PE231 Wellness for Life, HE250 or (3) credits of PE185 to meet the Physical Education/Health requirement.

<sup>6</sup>SP111, SP112, SP218 may be substituted for SP219.

<sup>7</sup>Business Management/Entrepreneurship Specific Electives: Any CS/CIS course; OA116; Any BA/AC courses not required for degree or option; WR214.

## ASSOCIATE OF APPLIED SCIENCE BUSINESS MANAGEMENT/ENTREPRENEURSHIP: ACCOUNTING OPTION

Are you interested in becoming a bookkeeper, accounting clerk, or junior accountant? The accounting program offers you the training to qualify for entry-level positions as a staff accountant, billing clerk, brokerage clerk, credit checker, loan clerk, or bookkeeper. These career opportunities are found in business, industry, and government agencies.

Nationally and statewide the number of jobs for bookkeeping and accounting clerks is expected to grow about as fast as the average for all occupations through the year 2016. This is a very large occupation in the state and job opportunities are expected to be excellent.

The program includes a core of accounting, business, and general education courses, and emphasizes acquiring specialized business knowledge. In addition to coursework in accounting principles, theory and practice; students will study business law, finance,

management, and economics. Related skills are developed through the study of communications, computer applications, financial analysis, critical thinking skills and ethics. You may select individual courses to meet your needs, or you may work toward an Associate of Applied Science Business Management/Entrepreneurship: Accounting Option. You may take some of your classes at night or online.

Students who intend to transfer to a four-year institution with the goal of completing a bachelor's degree in business should consider completing the ASOT-Business degree and consult with business program faculty.

### PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of this program the student will be able to:

- Identify, analyze, record, and summarize routine economic events, and present the results of that work, both manually and using a current accounting software package.
- Prepare commonly-used federal and state payroll and tax documents and reports. Demonstrate knowledge of relevant timelines for completion and submission of these documents and reports.
- Demonstrate knowledge of computerized accounting systems.
- In a team environment, prepare and analyze financial reports, make recommendations, and communicate results.
- Choose a course of action based on the conceptual framework, assumptions, principles, constraints, and ethics.
- Manage their own career prospects including internships and work experience.
- Recognize the multicultural global environment and practice the role of professionalism and ethics in the field of business.

### GRADUATION REQUIREMENTS

Students must complete a minimum of 95 credit hours with a minimum Grade Point Average (GPA) of 2.0 (C) average or better. All courses must be passed with a grade of 'C' or better. Thirty (30) of the last 45 credits must be earned at Southwestern before the Associate of Applied Science Business Management/Entrepreneurship: Accounting Option is awarded.

Complete the graduation application process one term prior to the term of completion (i.e., spring term graduates must apply during winter term).

PROGRAM  
REQUIREMENTS



## ASSOCIATE OF APPLIED SCIENCE BUSINESS MANAGEMENT/ENTREPRENEURSHIP: ACCOUNTING OPTION

<b>FALL = 15 CREDITS</b>	<b>BA101 (4)</b> Introduction to Business	<b>BA211 (4)</b> Principles of Accounting I <sup>1</sup>	<b>CIS120 (4)</b> Concepts of Computing	<b>WR115 (3)</b> Introduction to Expository Writing <sup>2</sup>	
<b>WINTER = 17 CREDITS</b>	<b>BA156 (3)</b> Essentials of Economics <sup>3</sup>	<b>BA212 (4)</b> Principles of Accounting II	<b>BA250 (3)</b> Small Bus. Management/ Entrepreneurship	<b>CIS125S (3)</b> Spreadsheet Applications	<b>MTH94 (4)</b> Intermediate Algebra I <sup>4</sup>
<b>SPRING = 16 CREDITS</b>	<b>BA285 (3)</b> Human Relations in Organizations	<b>BA213 (4)</b> Principles of Accounting III	<b>BA206 (3)</b> Management Fundamentals	<b>BA223 (3)</b> Principles of Marketing	<b>BA217 (3)</b> Accounting Process

**PROGRAM REQUIREMENTS**

### 48 CREDITS = FIRST YEAR TOTAL REQUIREMENTS

<b>FALL = 16 CREDITS</b>	<b>BA230 (4)</b> Business Law	<b>AC2772 (3)</b> Intermediate Accounting	<b>BA220 (3)</b> Tax Accounting (Personal Income Tax)	<b>PE231 (3)</b> Wellness for Life <sup>5</sup>	<b>SP218 (3)</b> Small Group Discussion <sup>6</sup>
<b>WINTER = 16 CREDITS</b>	<b>BA215 (3)</b> Cost Accounting	<b>AC2773 (3)</b> Intermediate Accounting II	<b>BA205 (4)</b> Solving Business Problems with Technology	<b>BA240 (3)</b> Fund Accounting	<b>(3)</b> Specific Elective <sup>7</sup>
<b>SPRING = 15 CREDITS</b>	<b>BA222 (3)</b> Finance	<b>BA177 (3)</b> Payroll Records and Accounting	<b>BA277 (3)</b> Business Ethics	<b>BA280 (3)</b> Cooperative Work Experience	<b>(3)</b> Specific Elective <sup>7</sup>

### 47 CREDITS = SECOND YEAR TOTAL REQUIREMENTS

### 95 CREDITS = TOTAL PROGRAM REQUIREMENTS

**PROGRAM NOTES**

<sup>1</sup>AC2766 and AC2767 may be substituted for BA211.  
<sup>2</sup>WR115 or higher may be taken to meet the requirement.  
<sup>3</sup>Four credits of ECON201 or ECON202 may be substituted for BA156.  
<sup>4</sup>MTH94 or higher may be taken to meet the requirement.  
<sup>5</sup>Students may choose PE231 Wellness for Life, HE250 or (3) credits of PE185 to meet the Physical Education/Health requirement.  
<sup>6</sup>SP111, SP112, SP218 may be substituted for SP219.  
<sup>7</sup>Business Management/Entrepreneurship: Accounting Option Specific Electives: Any CS/CIS course; OA116; Any BA/AC courses not required for degree or option; WR214.

## CERTIFICATE OF COMPLETION ACCOUNTING



PROGRAM REQUIREMENTS

The Certificate of Completion Accounting is designed for students who wish to enter the field as a bookkeeper or accounting clerk. This program prepares students to accomplish a wide variety of tasks within the broad area of accounting, including administrative accounting, small business accounting, and entry-level governmental accounting. In addition, this certificate provides students with the necessary foundation for preparing for the American Institute of Professional Bookkeepers (AIPB) certification exam. The courses required for this certificate are applicable toward an Associate of Applied Science Business Management/Entrepreneurship: Accounting Option.

### PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of this program the student will be able to:

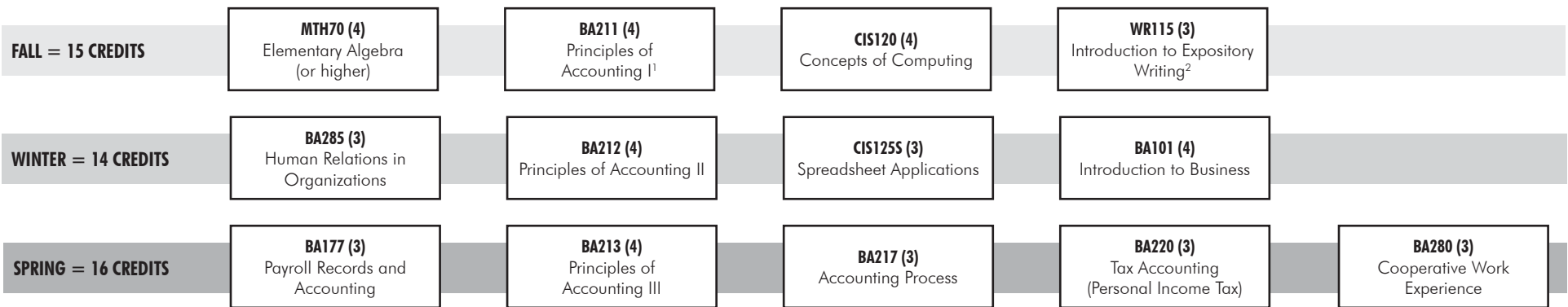
- Identify, analyze, record, and summarize routine economic events using generally accepted accounting principles.

- Prepare commonly-used federal and state payroll and tax documents and reports.
- Demonstrate knowledge of relevant timelines for completion and submission of these documents and reports.

### GRADUATION REQUIREMENTS

Students must complete a minimum of 45 credit hours with a minimum Grade Point Average (GPA) of 2.0 (C) average or better. All courses must be passed with a grade of 'C' or better. Fifteen (15) of the last 30 credits must be earned at Southwestern before the Certificate of Completion in Accounting is awarded.

Complete the graduation application process one term prior to the term of completion (i.e., spring term graduates must apply during winter term).



### 45 CREDITS = TOTAL PROGRAM REQUIREMENTS

#### PROGRAM NOTES

<sup>1</sup>AC2766 and AC2767 may be substituted for BA211.

<sup>2</sup>WR115 or higher may be taken to meet the requirement.

## CAREER PATHWAY CERTIFICATE OF COMPLETION: SUPERVISION

The Small Business Management/Entrepreneurship: Career Pathway Certificate of Completion: Supervision 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 STUDENT LEARNING OUTCOMES

Upon successful completion of this program the student will be able to:

- Demonstrate effective communication skills including both verbal and written.
- Understand the role of a leader.
- Identify and implement strategies for managing employee relations.

### GRADUATION REQUIREMENTS

Students must complete a minimum of 19 credit hours with a minimum Grade Point Average (GPA) of 2.0 (C) average or better. All courses in this program must be completed with a 'C' or better. Nine (9) of the last 12 credits must be earned at Southwestern before the Small Business Management/ Entrepreneurship: Career Pathway Certificate of Completion: Supervision is awarded.

Complete the graduation application process one term prior to the term of completion (i.e., spring term graduates must apply during winter term).



PROGRAM  
REQUIREMENTS

FALL = 7 CREDITS

**BA101 (4)**  
Introduction to Business

**WR115 (3)**  
Introduction to Expository  
Writing (or higher)

WINTER = 6 CREDITS

**BA285 (3)**  
Human Relations in  
Organizations

**SP218 (3)**  
Small Group Discussion<sup>1</sup>

SPRING = 6 CREDITS

**BA224 (3)**  
Human Resource  
Management

**BA206 (3)**  
Management  
Fundamentals

**19 CREDITS = TOTAL PROGRAM REQUIREMENTS**

### PROGRAM NOTES

<sup>1</sup>SP111, SP112, SP218 may be substituted for SP219.

## CAREER PATHWAY CERTIFICATE OF COMPLETION: MARKETING

Business Management/Entrepreneurship: Career Pathway Certificate of Completion: Marketing 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 STUDENT LEARNING OUTCOMES

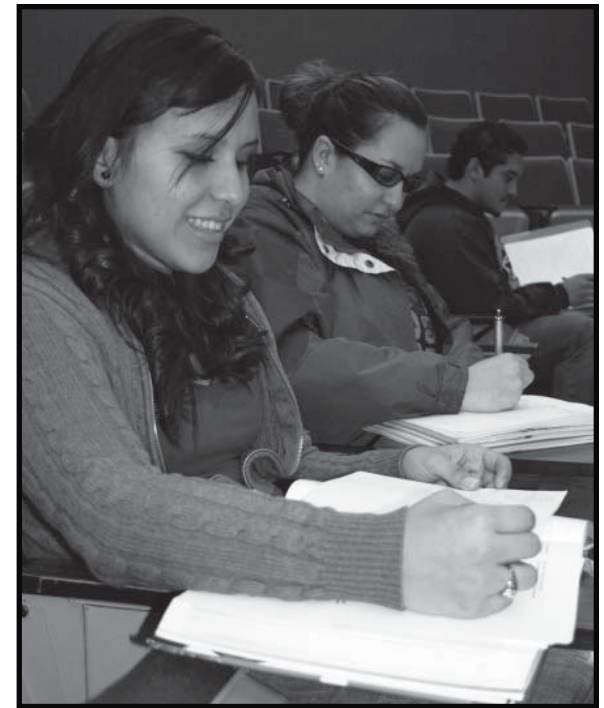
Upon successful completion of this program the student will be able to:

- Demonstrate effective communication skills including both verbal and written.
- Describe the marketing methods including the analysis and inter-relationship of the marketing mix: product, price, place and promotion.
- Develop/implement a marketing plan to achieve the goals of a business.

### GRADUATION REQUIREMENTS

Students must complete a minimum of 27 credit hours with a minimum Grade Point Average (GPA) of 2.0 (C) average or better. All courses in this program must be completed with a 'C' or better. Nine (9) of the last 12 credits must be earned at Southwestern before the Business Management/Entrepreneurship: Career Pathway Certificate of Completion: Marketing is awarded.

Complete the graduation application process one term prior to the term of completion (i.e., spring term graduates must apply during winter term).



PROGRAM REQUIREMENTS

FALL = 10 CREDITS

**CIS120 (4)**  
Concepts of Computing

**CIS195 (3)**  
Web Development I<sup>1</sup>

**BA238 (3)**  
Sales

WINTER = 10 CREDITS

**BA205 (4)**  
Solving Business Problems with Technology

**WR115 (3)**  
Introduction to Expository Writing (or higher)

**BA239 (3)**  
Advertising

SPRING = 7 CREDITS

**BA223 (3)**  
Principles of Marketing

**BA101 (4)**  
Introduction to Business

**27 CREDITS = TOTAL PROGRAM REQUIREMENTS**

### PROGRAM NOTES

<sup>1</sup>CIS125WE Web Editor Applications may be substituted to meet this requirement..

## ASSOCIATE OF SCIENCE CHILDHOOD EDUCATION AND FAMILY STUDIES EMPHASIS

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, Human or Child 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. This degree is articulated with Portland State University and Southern Oregon University through their external degree program.

All coursework specific to Childhood Education and Family Studies degrees and certificates is offered online through Southwestern's e-SOCC online platform.

For further program information, please contact the Childhood Education Director. Information online at <http://www.socc.edu/academics/pgs/academic-dept/childhood-education/index.shtml>

### GRADUATION REQUIREMENTS

Students must complete a minimum of 90 credit hours with a minimum Grade Point Average (GPA) of 2.0 (C) average or better. Thirty (30) of the last 45 credits must be earned at Southwestern before the Associate of Science degree is awarded.

Courses that are developmental in nature, designed to prepare students for college transfer courses, are not applicable to this degree.

Complete the graduation application process one term prior to the term of completion (i.e., spring term graduates must apply during winter term).





# CHILDHOOD EDUCATION AND FAMILY STUDIES

## ASSOCIATE OF SCIENCE CHILDHOOD EDUCATION AND FAMILY STUDIES EMPHASIS

PROGRAM REQUIREMENTS

PREREQUISITES	CIS101 (2) Computers in Society	WR90 (3) Paragraph Fundamentals	MTH95 (4) Intermediate Algebra I (or placement test score)	Reading Score of ASSET39 COMPASS69	
FALL = 12 CREDITS	ECE150 (3) Introduction and Observation in ECE	WR121 (3) English Composition	HDFS225 (3) Prenatal, Infant and Toddler Development	ECE/ED151 (3) Guidance and Classroom Management	
WINTER = 15 CREDITS	ECE154 (3) Children's Literature and Literacy	WR122 (3) English Composition	HDFS247 (3) Preschool Child Development	ECE209 (3) Theory and Practicum I <sup>1</sup>	(3) Specific Elective <sup>2</sup>
SPRING = 16 CREDITS	PHYSICAL EDUCATION/HEALTH COURSE (3) <sup>3</sup>	WR123 (3) English Composition <sup>4</sup>	HDFS229 (4) Development in Middle Childhood	ECE102 (3) Theory and Practicum II <sup>1</sup>	(3) Arts and Letters Course <sup>5</sup>

### 43 CREDITS = FIRST YEAR TOTAL

FALL = 17 CREDITS	ED169 (3) Overview of Student with Special Needs <sup>6</sup>	ED280 (3) Cooperative Work Experience	MTH111 (4) College Algebra	(3) Arts and Letters Course <sup>5</sup>	(4) Lab Science Course <sup>7</sup>
WINTER = 17 CREDITS	CIS120 (4) Concepts of Computing	ED258 (3) Multicultural Education <sup>6</sup>	(4) Lab Science Course <sup>7</sup>	(3) Specific Elective <sup>2</sup>	(3) Speech Course <sup>8</sup>
SPRING = 17 CREDITS	HDFS140 (3) Contemporary American Families	(3) Arts and Letters Course <sup>5</sup>	(3) Arts and Letters Course <sup>5</sup>	(4) Math/Science/Computer Science Course <sup>7</sup>	(4) Social Sciences Course <sup>5</sup>

### 51 CREDITS = SECOND YEAR TOTAL

### 94 CREDITS = TOTAL RECOMMENDED PROGRAM CREDITS

#### PROGRAM NOTES

<sup>1</sup>ECE/ED151, ECE209, ECE102, ECE163, ECE261 and ECE262 must be taken in sequence. A criminal history check is required prior to enrollment in ECE209.

<sup>2</sup>Specific Electives: ECE240, FN225, HDFS222, HDFS285, MTH211, MTH212, MTH213.

<sup>3</sup>Students may choose PE231 Wellness for Life, HE250 or (3) credits of PE185 to meet the Physical Education/Health requirement.

<sup>4</sup>Students may choose WR227 Report Writing to meet the

requirement.

<sup>5</sup>Refer to Associate of Science Degree Requirements, page 21. One course must be taken to meet the Cultural Literacy requirement.

<sup>6</sup>May be taken summer term.

<sup>7</sup>Refer to Associate of Science Degree Requirements, page 2. Students may substitute MTH212, 213, 243. Students who plan to obtain a degree in Elementary Education through the OUS system should take MTH211, 212, 213. Students are encouraged to take any required math prerequisites during their first year.

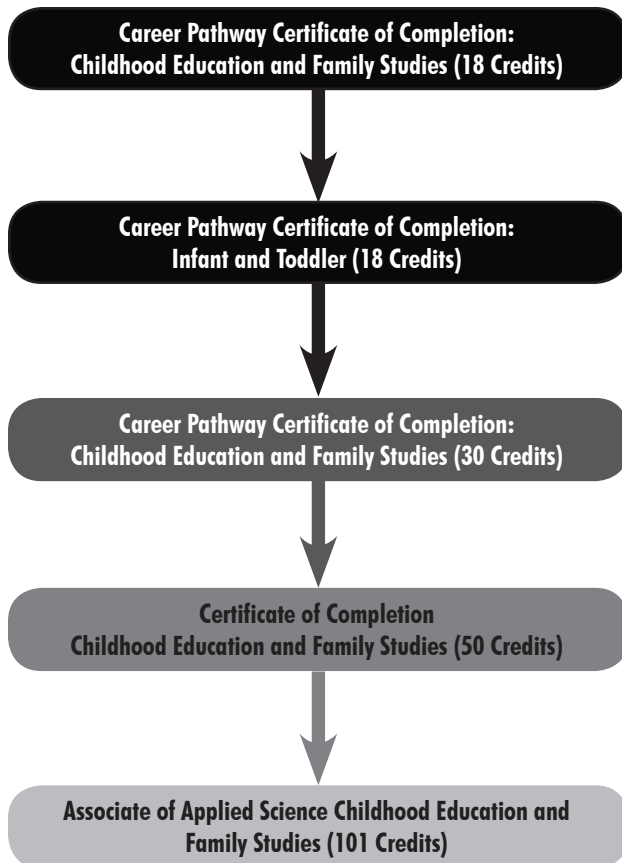
<sup>8</sup>Choose a course from: SP100, 111, 112, 217, 218 or SP219.

- 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 Certificate of Completion in Childhood Education and Family Studies should take ECE240 and FN225.

- 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. This degree meets the requirements for both the AS and AA/OT requirements.

## ASSOCIATE OF APPLIED SCIENCE 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. This degree program is closely aligned with Southern Oregon University's Early Childhood Development program. Students who transfer to Southern Oregon University, and are accepted into the program, should be able to complete requirements for the baccalaureate degree in Early Childhood Development with two additional

years of course work. This degree is also offered as a distance learning degree through Southwestern Oregon Community College and is articulated with the distance education department at Portland State University leading to a Bachelors of Social Science with an Early Childhood certificate; with careful course work choices, all lower division requirements will be met at transfer.

### PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of this program the student will be able to:

- Devise ways, including culturally relevant activities, to meet each child's individual needs to nurture cognitive, physical, social, and emotional development. (NAEYC Associate Degree Program Standard 1)
- Create and consistently maintain a safe, healthy learning environment by recognizing, articulating, and implementing health and safety standards and procedures. (NAEYC Associate Degree Program Standard 1)
- Devise ways to build partnerships with families and ways to share information, resources, and referrals. (NAEYC Associate Degree Program Standard 2)
- Design and implement culturally relevant curriculum by observing, documenting, and assessing individual and group needs and skills. (NAEYC Associate Degree Program Standard 3)
- Demonstrate an understanding of child development from a multi-cultural perspective from birth to age eight. (NAEYC Associate Degree Program Standard 4)
- Prepare and establish culturally relevant learning environments and curriculum that supports each child's individual skills, interests, and learning in content areas. (NAEYC Associate Degree Program Standard 4)

- Demonstrate an understanding of professionalism and advocacy, applying ethics to situations they encounter. (NAEYC Associate Degree Program Standard 5)
- Be prepared for transfer to Portland State University External Degree Programs to pursue articulated transfer to Bachelor of Social Science with a Certificate in Early Childhood Education.

### ENTRY REQUIREMENTS

Students are required to take the college placement test to determine skill level and readiness in math, reading and writing. As part of their training program, students must begin with the courses within their skill level as determined by the college placement test scores.

All Early Childhood Education and Family Studies students are required to obtain a valid first aid and CPR card, a Food Handlers Card and enroll in HDFS\*9284 Child Abuse and Neglect Reporting. They are also required to have a criminal history background check.

### GRADUATION REQUIREMENTS

Students must complete a minimum of 101 credit hours with a minimum Grade Point Average (GPA) of 2.0 (C) average or better. All courses must be passed with a grade of 'C' or better. Thirty (30) of the last 45 credits must be earned at Southwestern before the AAS in Childhood Education and Family Studies degree is awarded.

Courses that are developmental in nature, designed to prepare students for college transfer courses, are not applicable to this degree.

Complete the graduation application process one term prior to the term of completion (i.e., spring term graduates must apply during winter term).

PROGRAM  
REQUIREMENTS

# CHILDHOOD EDUCATION AND FAMILY STUDIES

## ASSOCIATE OF APPLIED SCIENCE CHILDHOOD EDUCATION AND FAMILY STUDIES

PREREQUISITES	<b>CIS101 (2)</b> Computers in Society	<b>WR90 (3)</b> Paragraph Fundamentals	Reading Score of ASSET39 COMPASS69
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FALL = 18 CREDITS	<b>ECE150 (3)</b> Introduction and Observation in ECE	<b>ECE/ED151 (3)</b> Guidance and Classroom Management <sup>1</sup>	<b>HDFS225 (3)</b> Prenatal, Infant and Toddler Development	<b>MTH70 (4)</b> Elementary Algebra <sup>2</sup>	<b>CIS120 (4)</b> Concepts of Computing	<b>PE185 (1)</b> Physical Education <sup>3</sup>
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WINTER = 17 CREDITS	<b>ECE154 (3)</b> Children's Literature and Literacy	<b>ECE209 (3)</b> Theory and Practicum I <sup>1</sup>	<b>HDFS247 (3)</b> Preschool Child Development	<b>MTH94 (4)</b> Intermediate Algebra I <sup>2</sup>	<b>WR121 (3)</b> English Composition	<b>PE185 (1)</b> Physical Education <sup>3</sup>
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SPRING = 17 CREDITS	<b>HDFS140 (3)</b> Contemporary American Families	<b>ECE102 (3)</b> Theory and Practicum II <sup>1</sup>	<b>HDFS229 (3)</b> Development in Middle Childhood	<b>FN225 (4)</b> Nutrition	<b>SP100 (3)</b> Basic Speech Communication <sup>4</sup>	<b>PE185 (1)</b> Physical Education <sup>3</sup>
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### 52 CREDITS = FIRST YEAR TOTAL REQUIREMENTS

FALL = 15 CREDITS	<b>ECE152 (3)</b> Creative Activities	<b>ECE163 (3)</b> Preschool Practicum <sup>1</sup>	<b>ED169 (3)</b> Overview of Student with Special Needs <sup>5</sup>	<b>BA285 (3)</b> Human Relations in Organizations	<b>(3)</b> Specific Elective <sup>6</sup>
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WINTER = 18 CREDITS	<b>ECE261 (6)</b> Student Teaching I, ECE <sup>1</sup>	<b>ED258 (3)</b> Multicultural Education <sup>5</sup>	<b>HDFS222 (3)</b> Family Relations	<b>ECE240 (3)</b> Lessons and Curriculum Planning	<b>(3)</b> Elective <sup>7</sup>
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SPRING = 16 CREDITS	<b>ECE262 (6)</b> Student Teaching II, ECE <sup>1</sup>	<b>HDFS285 (3)</b> Professional Issues in ECE	<b>ECE170 (2)</b> Health and Safety in Early Childhood <sup>8</sup>	<b>(2)</b> Specific Elective <sup>6</sup>	<b>(3)</b> Elective <sup>7</sup>
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### 49 CREDITS = SECOND YEAR TOTAL REQUIREMENTS

### 101 CREDITS = TOTAL PROGRAM REQUIREMENTS

**PROGRAM NOTES**

<sup>1</sup>ECE/ED151, ECE209, ECE102, ECE163, ECE261 and ECE262 must be taken in sequence. A criminal history check is required prior to enrollment in ECE209.

<sup>2</sup>Students planning to transfer to the Oregon University System will be required to have a minimum of MTH105. Only Portland State University will accept MTH211 for transfer.

<sup>3</sup>HE250 or PE231 may be substituted for three (3) credits of PE185.

<sup>4</sup>SP111, SP112, SP217, SP218, SP219 or SP220 may be substituted for SP100.

<sup>5</sup>May be taken summer term.

<sup>6</sup>Specific Electives: Choose from Southwestern Curriculum courses.

<sup>7</sup>For students planning to transfer to the Oregon University System, it is recommended to consult with a Childhood Education and Family Studies advisor when choosing electives. It is also recommended that transfer students fulfill science and math requirements with electives. Developmental and remedial courses and CIS101 will not fulfill elective requirements.

<sup>8</sup>HDFS9284 is a required co-requisite to this course.

## CERTIFICATE OF COMPLETION CHILDHOOD EDUCATION AND FAMILY STUDIES

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

### PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of this program the student will be able to:

- Understand and practice within an early childhood classroom including culturally relevant activities, to meet each child's individual needs to nurture cognitive, physical, social, and emotional development. (NAEYC Associate Degree Program Standard 1)

- Create and consistently maintain a safe, healthy learning environment by recognizing, articulating, and implementing health and safety standards and procedures. (NAEYC Associate Degree Program Standard 1)
- Understand the importance of building partnerships with families and ways to share information, resources, and referrals. (NAEYC Associate Degree Program Standard 2)
- Demonstrate an understanding of child development from a multi-cultural perspective from birth to age eight. (NAEYC Associate Degree Program Standard 4)

### ENTRY REQUIREMENTS

Students are required to take the college placement test to determine skill level and readiness in math, reading and writing. As part of their training program,

students must begin with the courses within their skill level as determined by the college placement test scores.

All Early Childhood Education and Family Studies students are required to obtain a valid first aid and CPR card, a Food Handlers Card and enroll in HDFS9284 Child Abuse and Neglect Reporting. They are also required to have a criminal history background check.

### GRADUATION REQUIREMENTS

Students must complete a minimum of 50 credit hours with a minimum Grade Point Average (GPA) of 2.0 (C) average or better. All courses must be passed with a grade of 'C' or better. Fifteen (15) of the last 30 credits must be earned at Southwestern before the Certificate of Completion in Childhood Education and Family Studies is awarded.

PROGRAM  
REQUIREMENTS

PREREQUISITES	CIS101 (2) Computers in Society	WR90 (3) Paragraph Fundamentals	Reading Score of ASSET39 COMPASS69			
FALL = 20 CREDITS	ECE150 (3) Introduction and Observation in ECE	ECE/ED151 (3) Guidance and Classroom Management <sup>1</sup>	HDFS225 (3) Prenatal, Infant and Toddler Development	MTH70 (4) Elementary Algebra <sup>2</sup>	CIS120 (4) Concepts of Computing	ED169 (3) Overview of Students with Special Needs <sup>3</sup>
WINTER = 15 CREDITS	ECE154 (3) Children's Literature and Literacy	ECE209 (3) Theory and Practicum I <sup>1</sup>	HDFS247 (3) Preschool Child Development	ED258 (3) Multicultural Education <sup>3</sup>	ECE240 (3) Lessons and Curriculum Planning	
SPRING = 15 CREDITS	HDFS140 (3) Contemporary American Families	ECE102 (3) Theory and Practicum II <sup>1</sup>	HDFS229 (3) Development in Middle Childhood	SP100 (3) Basic Speech Communication <sup>4</sup>	WR121 (3) English Composition	

### 50 CREDITS = TOTAL PROGRAM REQUIREMENTS

#### PROGRAM NOTES

<sup>1</sup>ECE/ED151, ECE209 and ECE102 must be taken in sequence. A criminal history check is required prior to enrollment in ECE209.

<sup>2</sup>Students planning to transfer to the Oregon University System will be required to have a minimum of MTH105. Only Portland State University will accept MTH211 for transfer.

<sup>3</sup>May be taken summer term.

<sup>4</sup>SP111, SP112, SP217, SP218, SP219 or SP220 may be substituted for SP100.

## CAREER PATHWAY CERTIFICATE OF COMPLETION CHILDHOOD EDUCATION AND FAMILY STUDIES (30 CREDITS)

The Childhood Education and Family Studies: Career Pathway Certificates of Completion (30 credits) is intended to provide students with the skills needed to begin a career in Childhood Education and Family Studies. This certificate can also assist the student in earning a Child Development Associate Certificate (CDA). Students enroll in this program 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 Certificate of Completion Childhood Education and Family Studies, 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 REQUIREMENTS

### PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of this program the student will be able to:

- Have a beginning understanding of, and ability to, practice within an early childhood classroom including culturally relevant activities, to meet each child's individual needs to nurture cognitive, physical, social, and emotional development. (NAEYC Associate Degree Program Standard 1)
- Create and consistently maintain a safe, healthy learning environment by recognizing, articulating, and implementing health and safety standards and procedures. (NAEYC Associate Degree Program Standard 1)
- Demonstrate an understanding of child development from a multi-cultural perspective from birth to age eight. (NAEYC Associate Degree Program Standard 4)

### ENTRY REQUIREMENTS

Students are required to take the college placement test to determine skill level and readiness in math, reading and writing. As part of their training program, students must begin with the courses within their skill level as determined by the college placement test scores.

All Early Childhood Education and Family Studies students are required to obtain a valid first aid and CPR card, a Food Handlers Card and enroll in HDFS9284 Child Abuse and Neglect Reporting. They are also required to have a criminal history background check.

### GRADUATION REQUIREMENTS

Students must complete a minimum of 30 credit hours with a minimum Grade Point Average (GPA) of 2.0 (C) average or better. All courses must be passed with a grade of 'C' or better. Nine (9) of the last 12 credits must be earned at Southwestern before the Childhood Education and Family Studies: Career Pathway Certificate of Completion: Childhood Education and Family Studies (30) is awarded.

<b>FALL = 12 CREDITS</b>	<b>ECE150 (3)</b> Introduction and Observation in ECE	<b>ECE/ED151 (3)</b> Guidance and Classroom Management <sup>1</sup>	<b>HDFS225 (3)</b> Prenatal, Infant and Toddler Development	<b>ED169 (3)</b> Overview of Students with Special Needs <sup>2</sup>
<b>WINTER = 12 CREDITS</b>	<b>ECE154 (3)</b> Children's Literature and Literacy	<b>ECE209 (3)</b> Theory and Practicum I <sup>1</sup>	<b>HDFS247 (3)</b> Preschool Child Development	<b>ED258 (3)</b> Multicultural Education <sup>2</sup>
<b>SPRING = 6 CREDITS</b>	<b>ECE240 (3)</b> Lessons and Curriculum Planning	<b>ECE102 (3)</b> Theory and Practicum II <sup>1</sup>		

### 30 CREDITS = TOTAL PROGRAM REQUIREMENTS

#### PROGRAM NOTE

<sup>1</sup>ECE/ED151, ECE209 and ECE102 must be taken in sequence.  
A criminal history check is required prior to enrollment in ECE209.

<sup>2</sup>May be taken summer term.

## CAREER PATHWAY CERTIFICATE OF COMPLETION CHILDHOOD EDUCATION AND FAMILY STUDIES (18 CREDITS)

The Childhood Education and Family Studies: Career Pathway Certificates of Completion (15 credits) is intended to provide students with the skills needed to begin a career in Childhood Education and Family Studies. This certificate can also assist the student in earning a Child Development Associate Certificate (CDA). Students enroll in this program 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 Certificate of Completion Childhood Education and Family Studies, 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 STUDENT LEARNING OUTCOMES

Upon successful completion of this program the student will be able to:

- Have a beginning understanding of, and ability to, practice within an early childhood classroom including culturally relevant activities, to meet each child's individual needs to nurture cognitive, physical, social, and emotional development. (NAEYC Associate Degree Program Standard 1)

### ENTRY REQUIREMENTS

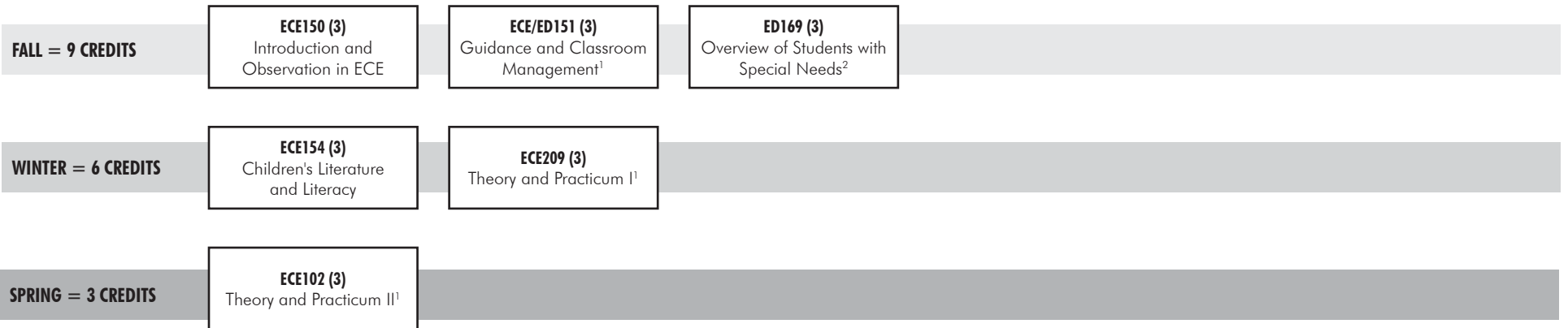
Students are required to take the college placement test to determine skill level and readiness in math, reading and writing. As part of their training program, students must begin with the courses within their skill level as determined by the college placement test scores.

All Early Childhood Education and Family Studies students are required to obtain a valid first aid and CPR card, a Food Handlers Card and enroll in HDFS9284 Child Abuse and Neglect Reporting. They are also required to have a criminal history background check.

### GRADUATION REQUIREMENTS

Students must complete a minimum of 15 credit hours with a minimum Grade Point Average (GPA) of 2.0 (C) average or better. All courses must be passed with a grade of 'C' or better. Nine (9) of the last 12 credits must be earned at Southwestern before the Childhood Education and Family Studies: Career Pathway Certificate of Completion: Childhood and Family Studies (15) is awarded.

PROGRAM  
REQUIREMENTS



### 18 CREDITS = TOTAL PROGRAM REQUIREMENTS

#### PROGRAM NOTES

<sup>1</sup>ECE/ED151, ECE209 and ECE102 must be taken in sequence.  
A criminal history check is required prior to enrollment in ECE209.

<sup>2</sup>May be taken summer term.

## CAREER PATHWAY CERTIFICATE OF COMPLETION INFANT AND TODDLER DEVELOPMENT

The Career Pathway Certificate of Completion: Infant Toddler Development offers students a well rounded understanding of the physical, cognitive and social development of infants and toddlers, and how to put that knowledge into appropriate practice, by offering a combination of lecture and practicum courses. The practicum experience is embedded in a foundation of basic early childhood education, child and early literacy development and family relations courses. Coursework includes a focus on developing foundational knowledge of high quality developmentally appropriate practice, observation/assessment, and working in positive partnerships with parents.

PROGRAM REQUIREMENTS

- Have an understanding of, and ability to, create and participate in respectful, reciprocal relationships with family members of infants and toddlers. (NAEYC Standard 2)
- Have an understanding of and skills to participate in effective observation and assessment of infants and toddlers. (NAEYC Standard 3)
- Be able to integrate knowledge of family relations, child development and developmentally appropriate practices to offer an effective infant toddler teaching and learning environment. (NAEYC Standard 4)

are also required to have a criminal history background check.

### GRADUATION REQUIREMENTS

Students must complete a minimum of 18 credit hours with a minimum Grade Point Average (GPA) of 2.0 (C) average or better. All courses must be passed with a grade of 'C' or better. Nine (9) of the last 12 credits must be earned at Southwestern before the Childhood Education and Family Studies: Career Pathway Certificate of Completion: Infant and Toddler Development is awarded.

### PROGRAM STUDENT LEARNING OUTCOMES

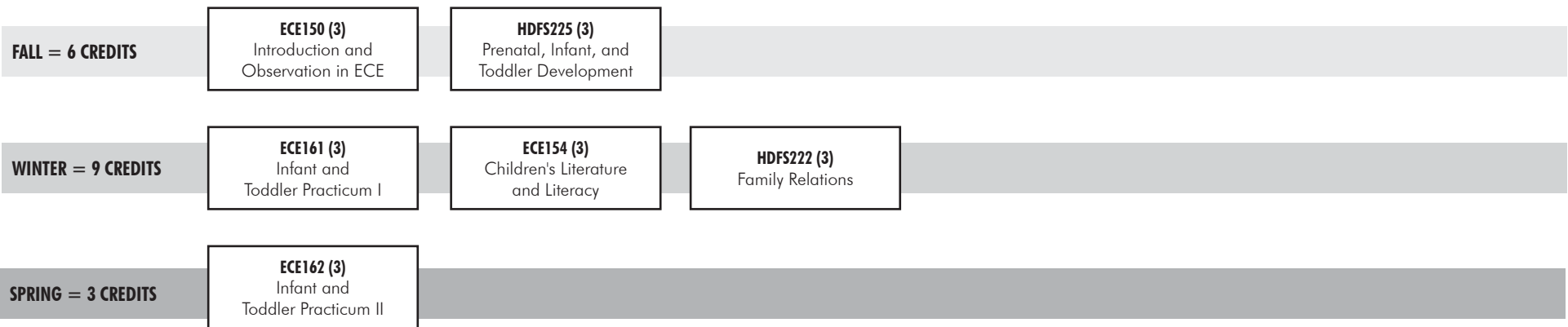
Upon successful completion of this program the student will be able to:

- Have an understanding of, and ability to, practice within an infant toddler classroom including culturally relevant activities, to meet each child's individual developmental needs and to be able to create a healthy, respectful, supportive and challenging learning environment. (NAEYC Standard 1)

### ENTRY REQUIREMENTS

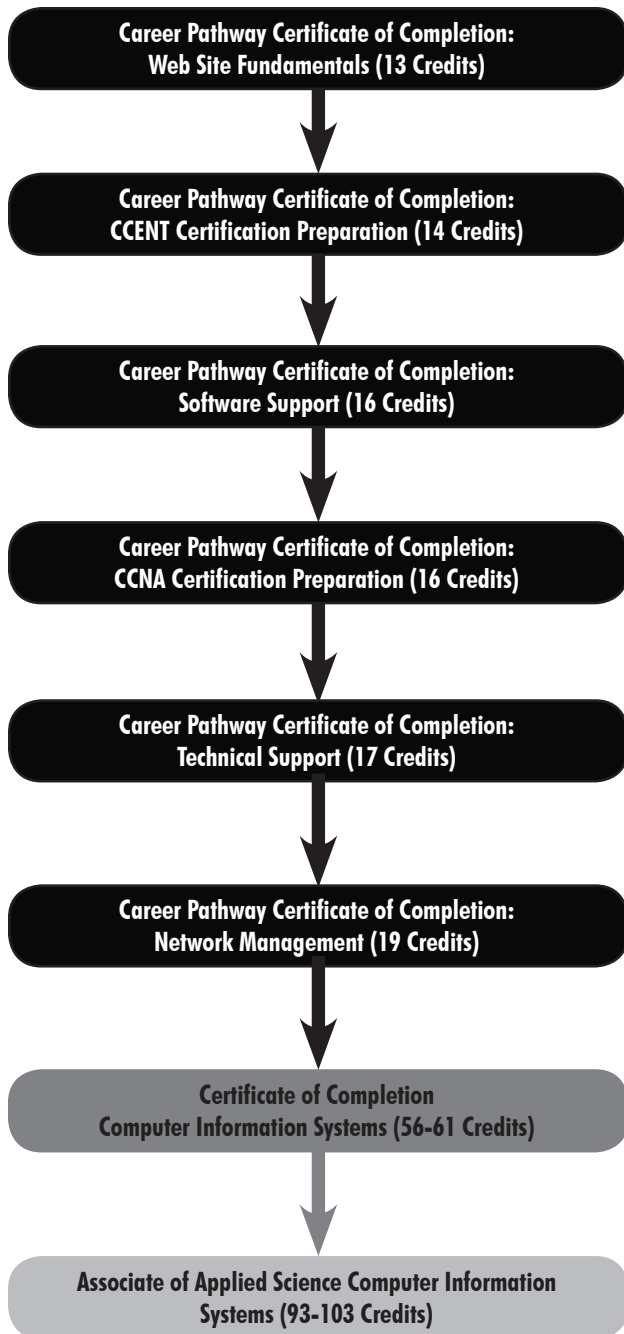
Students are required to take the college placement test to determine skill level and readiness in math, reading and writing. As part of their training program, students must begin with the courses within their skill level as determined by the college placement test scores.

All Early Childhood Education and Family Studies students are required to obtain a valid first aid and CPR card, a Food Handlers Card and enroll in HDFS9284 Child Abuse and Neglect Reporting. They



**18 CREDITS = TOTAL PROGRAM REQUIREMENTS**

## ASSOCIATE OF APPLIED SCIENCE COMPUTER INFORMATION SYSTEMS



The Associate of Applied Science Computer Information Systems degree offers a program that allows students to design a customized curriculum consisting of a broad foundation of general technology courses and one or more technical specialties. This specialized degree prepares students for a wide variety of employment opportunities in the computer information services industry. The program offers students the opportunity to gain combination of knowledge and practical hands-on experience to support both an organization's information technology infrastructure and the people who use it.

The Computer Systems and Information Technology core degree, in combination with one or more specialized areas of study prepares students for a wide variety of technical career opportunities. All students seeking the AAS Computer Information Systems degree must complete the courses comprising the Computer Systems and Information Technology core. Courses making up the Computer Systems and Information Technology core consist 65 of the 93 to 103 credits needed to complete the degree. Core courses include:

- CIS179 Introduction to Computer Networks
- CS160 Computer Science Orientation
- CIS140 Introduction to Operating Systems
- CIS6260 Computer Technician Theory I
- CIS125DB Database Applications
- CIS125DM Digital Media Applications
- CIS184 Workstation Security
- CIS225 End User Support
- CS195 Web Development I
- CIS245 Project Management
- CIS133WS Computer Language I – Web Scripting
- CIS297 Capstone Project
- CIS280 Field Experience

- CS275 Database Management
- WR115 Introduction to Expository Writing
- BA285 Human Relations in Organizations
- MTH105 Introduction to Contemporary Mathematics
- PE131 Wellness for Life
- SP219 Small Group Discussion
- BA205 Solving Communication Problems with Technology

*Note: Some CS/CIS courses may be offered only online.*

Students choose from a number of specialty certificate programs to makeup the remaining 28 to 38 course credits needed to complete the degree. Certificate programs can be taken as part of a two-year AAS degree or as stand-alone certifications.

The computer information systems program additionally provides a broad variety of professional continuing education classes and certificates for professionals already working in the field and provides technology service classes for students studying in other disciplines.

Students completing the AAS Computer Information Systems will be prepared to seek entry level employment in occupations such as network administrator, systems administrator, web developer/administrator, and software applications specialist/trainer.

Students in this program are expected to work with a department advisor in planning term-by-term class schedules leading towards fulfillment of all program requirements.

PROGRAM  
REQUIREMENTS



## ASSOCIATE OF APPLIED SCIENCE COMPUTER INFORMATION SYSTEMS

Students planning to earn a bachelor's degree are responsible for researching the departmental requirements of the school to which they plan to transfer. Students planning to transfer may want to consider the Associate of Arts Oregon Transfer (AA/OT) and AGS degree options.

### PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of this program the student will be able to:

- Install, configure, use, and maintain commonly used business software packages
- Install, configure, maintain, and troubleshoot workstation hardware and operating systems.
- Apply project life cycle concepts to assist in finding solutions to business needs.
- Research, interpret, and communicate technical information in written, graphic, diagrammatic, electronic, and oral forms.
- Demonstrate the ability to work independently or in a group environment with sensitivity to the needs of customers and coworkers.

### GRADUATION REQUIREMENTS

Students must complete a minimum of 93 credit hours with a minimum Grade Point Average (GPA) of 2.0 (C) average or better. All courses must be passed with a grade of 'C' or better. Thirty (30) of the last 45 credits must be earned at Southwestern before the AAS in Computer Information Systems degree is awarded.

Courses that are developmental in nature, designed to prepare students for college transfer courses, are not applicable to this degree.

Complete the graduation application process one term prior to the term of completion (i.e., spring term graduates must apply during winter term).

### SPECIALTY CERTIFICATES

*Note: Some specialty certificates coursework may not be offered every year. See CIS/CS Advisor.*

The **Certificate of Completion Computer Information Systems** prepares the student to work in a variety of specialized employment situations. This one year certificate is intended for students who want to become work ready, but do not necessarily seek a two year Associate of Applied Sciences degree. This certification can also serve a first year of an AAS in CIS.

The **Computer Information Systems: Career Pathway Certificate of Completion: CCENT Certification Preparation** introduces the student to the knowledge and skills necessary to successfully pass the Cisco Certified Entry Network Technician (CCENT) certification examination. The CCENT certification validates the skills required for entry-level network support positions.

The **Computer Information Systems: Career Pathway Certificate of Completion: CCNA Certification Preparation** introduces the student to the knowledge and skills necessary to successfully pass the Cisco Certified Network Associate (CCNA) certification examination. The CCNA certification validates the ability to install, configure, operate, and troubleshoot medium-size routed and switched networks.

The **Computer Information Systems: Career Pathway Certificate of Completion: Network Management** prepares the student to fill a number of roles in an information technology work environment, including system or network administrator. Students completing this certificate will be able to manage network infrastructure, servers, and users.

The **Computer Information Systems: Career Pathway Certificate of Completion: Software Support** prepares the student to effectively and efficiently use typical office software applications as well as operating system utilities. Additionally, students completing the certificate will be able to provide training and support for business computer users.

The **Computer Information Systems: Career Pathway Certificate of Completion: Technical Support** prepares the student to install, configure, maintain, and troubleshoot microcomputer hardware and software. Additionally, students completing the certificate will be able to provide hardware and software support to business users and non-business customers.

The **Computer Information Systems: Career Pathway Certificate of Completion: Web Site Fundamentals** prepares the student to design, create, and maintain interactive web sites. Students completing this certificate are prepared for entry level opportunities in the industry.

## ASSOCIATE OF APPLIED SCIENCE COMPUTER INFORMATION SYSTEMS

PREREQUISITES	CIS120 (4) Concepts of Computing <sup>1</sup>	WR90 (3) Paragraph Fundamentals	Reading Score of ASSET39 COMPASS69		
FALL = 17 CREDITS	CIS179 (3) Introduction to Networks	CS160 (4) Computer Science Orientation	CIS140 (4) Introduction to Operating Systems	WR115 (3) Introduction to Expository Writing <sup>2</sup>	(3) Specific Elective <sup>3</sup>
WINTER = 15-16 CREDITS	CIS6260 (3) Computer Technician Theory I (A+)	CIS125DB (3) Database Applications	CIS125DM (3) Digital Media Applications	BA285 (3) Human Relations in Organizations	(3) - (4) Specific Elective <sup>3</sup>
SPRING = 17-19 CREDITS	CIS184 (3) Workstation Security	CIS225 (4) End User Support	MTH105 (4) Introduction to Contemporary Mathematics <sup>4</sup>	(3) - (4) Specific Elective <sup>3</sup>	(3) - (4) Specific Elective <sup>3</sup>

PROGRAM REQUIREMENTS

### 49-52 CREDITS = FIRST YEAR TOTAL REQUIREMENTS

FALL = 15-17 CREDITS	PE131 (3) Wellness for Life <sup>5</sup>	SP219 (3) Small Group Discussion <sup>6</sup>	CS195 (3) Web Development I	(3) - (4) Specific Elective <sup>3</sup>	(3) - (4) Specific Elective <sup>3</sup>
WINTER = 17-19 CREDITS	CIS245 (3) Project Management	BA205 (4) Solving Communication Problems with Technology	CIS133WS (4) Computer Language I - Web Scripting	(3) - (4) Specific Elective <sup>3</sup>	(3) - (4) Specific Elective <sup>3</sup>
SPRING = 16-18 CREDITS	CIS297 (3) Capstone Project	CIS280 (4) Field Experience	CS275 (3) Database Management	(3) - (4) Specific Elective <sup>3</sup>	(3) - (4) Specific Elective <sup>3</sup>

### 48-54 CREDITS = SECOND YEAR TOTAL REQUIREMENTS

### 97-106 CREDITS = TOTAL PROGRAM REQUIREMENTS

#### PROGRAM NOTES

<sup>1</sup>CIS120 or demonstrated proficiency in Computer Literacy.

<sup>2</sup>WR115 or higher to meet this requirement.

<sup>3</sup>Specific Electives: Select from the following specialties. For more information on specialties, see associated page number.

SPECIALTY	PG	FALL	WINTER	SPRING	SPECIALTY	PG	FALL	WINTER	SPRING
CCENT Certification Preparation	59	CIS179	CIS6243, CIS6260	CIS6244	Software Support	62	CIS125S, CIS125W	CIS125DB	CIS235, CIS135W, CIS125WE or CIS125DM
CCNA Certification Preparation	60	CIS6245	CIS6243, CIS6246	CIS6244	Technical Support	63	CIS140, ELEC101	CIS240U, CIS6260	CIS6261
Network Management	61	CIS179, CIS278	CIS279, CIS6260	CIS188, CIS6261	Web Site Fundamentals	64	CIS125WE, CIS125W	CIS195	CIS133WS

Additional Specific Electives and CS/CIS course except CIS101; any BA or AC course; ART115, 116, 117, 225; DRFT110, 111, 111; ELEC101; J203, 205, 215; other see CS/CIS Advisor.

<sup>4</sup>Take MTH105 or higher to meet this requirement. <sup>5</sup>HE250 or three credits of PE185 may be substituted to meet this requirement. <sup>6</sup>SP100, SP111, SP112, SP217, SP218, or SP220 may be substituted for SP219.

## CERTIFICATE OF COMPLETION COMPUTER INFORMATION SYSTEMS

The Certificate of Completion Computer Information Systems is a student designed one year certificate that includes the first year of the Computer Information Systems and Information Technology core courses and one or more of the specialty certificates. This certificate is intended for students focused on becoming career ready in one year. The core courses give the student a well rounded understanding of computer information systems in addition to the specialized knowledge and skill associate with a specialty certificate. Students completing this certification will be prepared to seek

entry level employment in occupations such as network support specialist, technical support specialist, web site developer, and software applications specialist.

### PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of this program the student will be able to:

- Demonstrate a basic knowledge of computer information systems.

- Demonstrate the skills and knowledge associated with one of more specialty certifications.

### GRADUATION REQUIREMENTS

Students must complete a minimum of 56 credit hours with a minimum Grade Point Average (GPA) of 2.0 (C) average or better. Fifteen (15) of the last 30 credits must be earned at Southwestern before the Certificate of Completion Software Application Specialist is awarded.

PROGRAM REQUIREMENTS

PREREQUISITES	CIS120 (4) Concepts of Computing <sup>1</sup>	WR90 (3) Paragraph Fundamentals	Reading Score of ASSET39 COMPASS69		
FALL = 17 CREDITS	CIS179 (3) Introduction to Networks	CS160 (4) Computer Science Orientation	CIS140 (4) Introduction to Operating Systems	WR115 (3) Introduction to Expository Writing <sup>2</sup>	SP219 (3) Small Group Discussion
WINTER = 15-16 CREDITS	CIS6260 (3) Computer Technician Theory I (A+)	CIS125DB (3) Database Applications	CIS125DM (3) Digital Media Applications	BA285 (3) Human Relations in Organizations	(3) - (4) Specific Elective <sup>3</sup>
SPRING = 18-19 CREDITS	CIS184 (3) Workstation Security	CIS225 (4) End User Support	MTH95 (4) Intermediate Algebra <sup>4</sup>	CIS280 (4) Field Experience	(3) - (4) Specific Elective <sup>3</sup>
SUMMER = 6-8 CREDITS	(3) - (4) Specific Elective <sup>3</sup>	(3) - (4) Specific Elective <sup>3</sup>			

### 56-60 CREDITS = TOTAL PROGRAM REQUIREMENTS

#### PROGRAM NOTES

<sup>1</sup>CIS120 or demonstrated proficiency in Computer Literacy.

<sup>2</sup>WR115 or higher to meet this requirement.

<sup>3</sup>Specific Electives: Select from the following specialties. For more information on specialties, see associated page number.

SPECIALTY	PG	FALL	WINTER	SPRING	SPECIALTY	PG	FALL	WINTER	SPRING
CCENT Certification Preparation	59	CIS179	CIS6243, CIS6260	CIS6244	Software Support	62	CIS125S, CIS125W	CIS125DB	CIS235, CIS135W, CIS125WE or CIS125DM
CCNA Certification Preparation	60	CIS6245	CIS6243, CIS6246	CIS6244	Technical Support	63	CIS140, ELEC101	CIS240U, CIS6260	CIS6261
Network Management	61	CIS179, CIS278	CIS279, CIS6260	CIS188, CIS6261	Web Site Fundamentals	64	CIS125WE, CIS125W	CIS195	CIS133WS

Additional Specific Electives and CS/CIS course except CIS101; any BA or AC course; ART115, 116, 117, 225; DRFT110, 111, 111; ELEC101; J203, 205, 215; other see CS/CIS Advisor.

<sup>4</sup>Take MTH95 or higher to meet this requirement.

\*\*Some CS/CIS courses may be offered only online.

## CAREER PATHWAY CERTIFICATE OF COMPLETION: CCENT CERTIFICATION PREPARATION

The Computer Information Systems: Career Pathway Certificate of Completion: CCENT Certification Preparation prepares the student for entry-level work in data communications and networking. At the completion of this certification the student will be prepared to successfully take the Cisco Certified Entry Network Technician (CCENT) examination. This certificate can be included as part of an AAS in Computer Information Systems with a networking specialization or as a stand-alone certification for professional development and career advancement. Students completing this certification will be prepared to seek entry level employment in occupations such as network technician.

### PROGRAM STUDENT LEARNING OUTCOMES

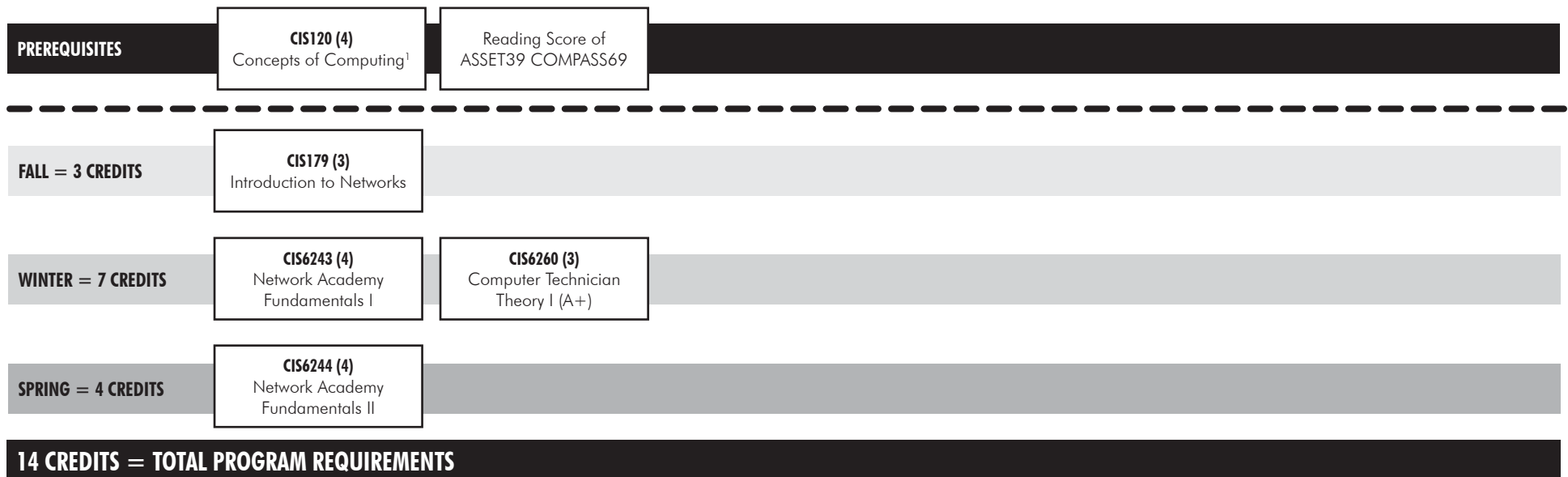
Upon successful completion of this program the student will be able to:

- Apply technical skills to implement and maintain computer and network systems solutions and troubleshoot computer and network problems.

### GRADUATION REQUIREMENTS

Students must complete a minimum of 14 credit hours with a minimum Grade Point Average (GPA) of 2.0 (C) average or better. Eight (8) of the last 12 credits must be earned at Southwestern before the CCNA Certification Preparation I certificate is awarded.

PROGRAM  
REQUIREMENTS



### PROGRAM NOTES

<sup>1</sup>CIS120 or demonstrated proficiency in Computer Literacy.

*\*\*Some CS/CIS courses may be offered only online.*

## CAREER PATHWAY CERTIFICATE OF COMPLETION: CCNA CERTIFICATION PREPARATION

The Computer Information Systems: Career Pathway Certificate of Completion: CCNA Certification Preparation prepares the student for a professional industry examination in networking, the Cisco Certified Network Associate certification. This is next step in the networking career path following the CCENT Certification Prep Certificate. This certificate can be included as part of an AAS in Computer Information Systems with a networking specialization or as a stand-alone certification for professional development and career advancement. Students completing this certification will be prepared to seek entry level employment in occupations such as network analyst/technician.

PROGRAM REQUIREMENTS

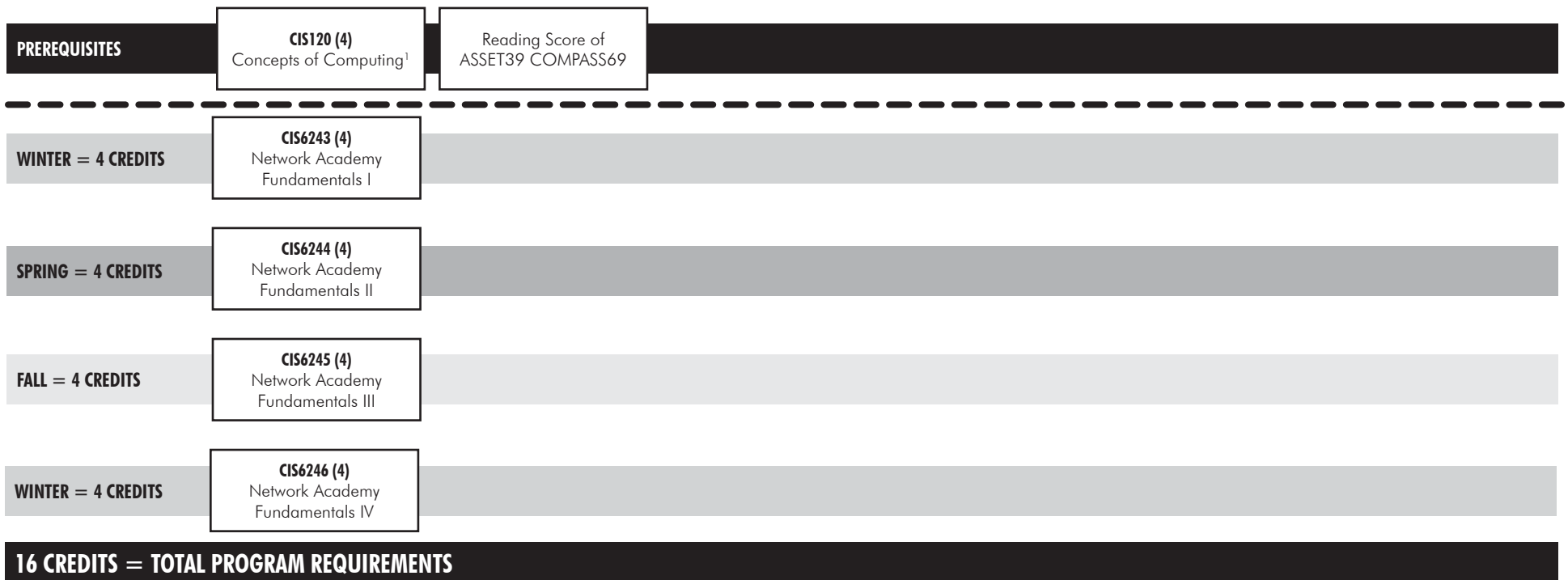
### PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of this program the student will be able to:

- Demonstrate the ability to design reliable and secure computer networks.
- Apply technical skills to implement and maintain computer and network systems solutions and troubleshoot computer and network problems.

### GRADUATION REQUIREMENTS

Students must complete a minimum of 16 credit hours with a minimum Grade Point Average (GPA) of 2.0 (C) average or better. Eight (8) of the last 12 credits must be earned at Southwestern before the CCNA Certification Prep certificate is awarded.



### PROGRAM NOTES

<sup>1</sup>CIS120 or demonstrated proficiency in Computer Literacy.

\*\*Some CS/CIS courses may be offered only online.

## CAREER PATHWAY CERTIFICATE OF COMPLETION: NETWORK MANAGEMENT

The Computer Information Systems: Career Pathway Certificate of Completion: Network Management is intended to prepare the student for an entry-level job 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. Students completing this certification will be prepared to seek entry level employment in occupations such as network administrator and system administrator.

### PROGRAM STUDENT LEARNING OUTCOMES

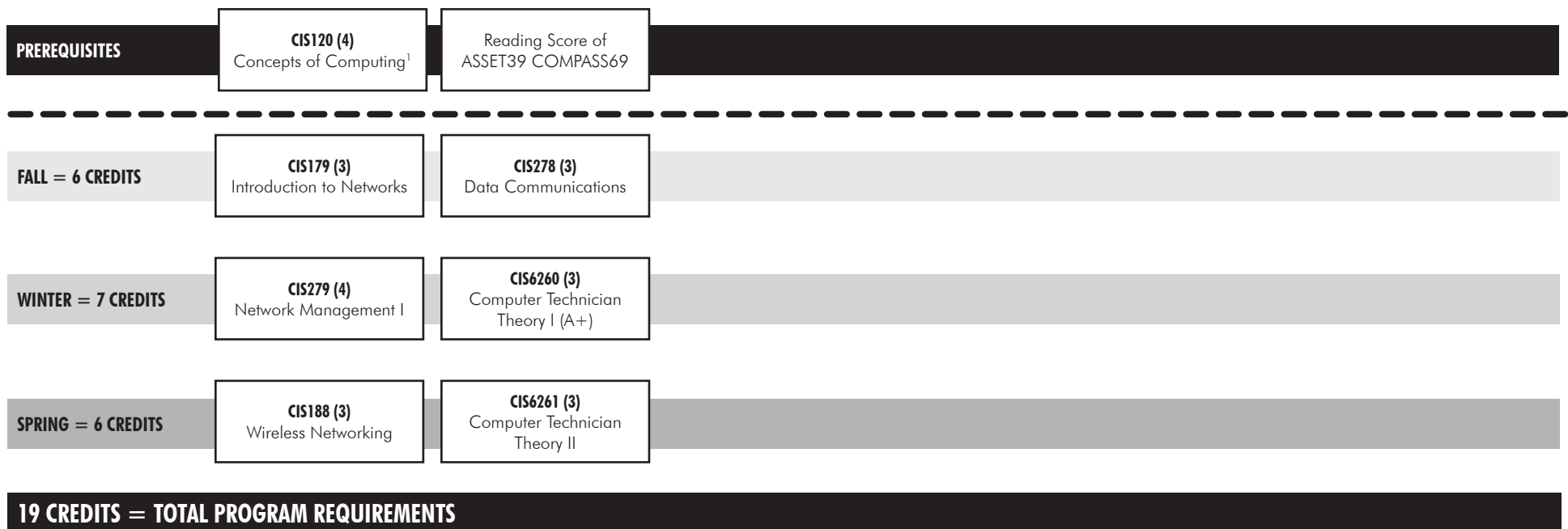
Upon successful completion of this program the student will be able to:

- Demonstrate the skills and knowledge to install, configure, and maintain end-user computer systems.
- Demonstrate the skills and knowledge to install, configure, and maintain network servers.
- Demonstrate the ability to plan and implement both wired and wireless networks sufficient for home or small business use.

### GRADUATION REQUIREMENTS

Students must complete a minimum of 19 credit hours with a minimum Grade Point Average (GPA) of 2.0 (C) average or better. Twelve (12) of the last 15 credits must be earned at Southwestern before the Certificate of Completion Network Administration is awarded.

PROGRAM  
REQUIREMENTS



### PROGRAM NOTES

<sup>1</sup>CIS120 or demonstrated proficiency in Computer Literacy.

\*\*Some CS/CIS courses may be offered only online.

## CAREER PATHWAY CERTIFICATE OF COMPLETION: SOFTWARE SUPPORT

The Computer Information Systems: Career Pathway Certificate of Completion: Software Support is intended to prepare the student for the industry examination in software applications. This 16 credit certification is an intensive program emphasizing the hands-on use of common business applications. Students completing this certificate will have gained the knowledge and ability to successfully pass industry standard certification examinations. As a stand-alone certification, this can be used for profession development toward job advancement. As a part of the AAS degree this certificate enhances the ability of the student to work efficiently in an office environment and provide supports for colleagues. Students completing this certification will be prepared to seek entry level employment in occupations such as software applications specialist and software training and support specialist.

PROGRAM REQUIREMENTS

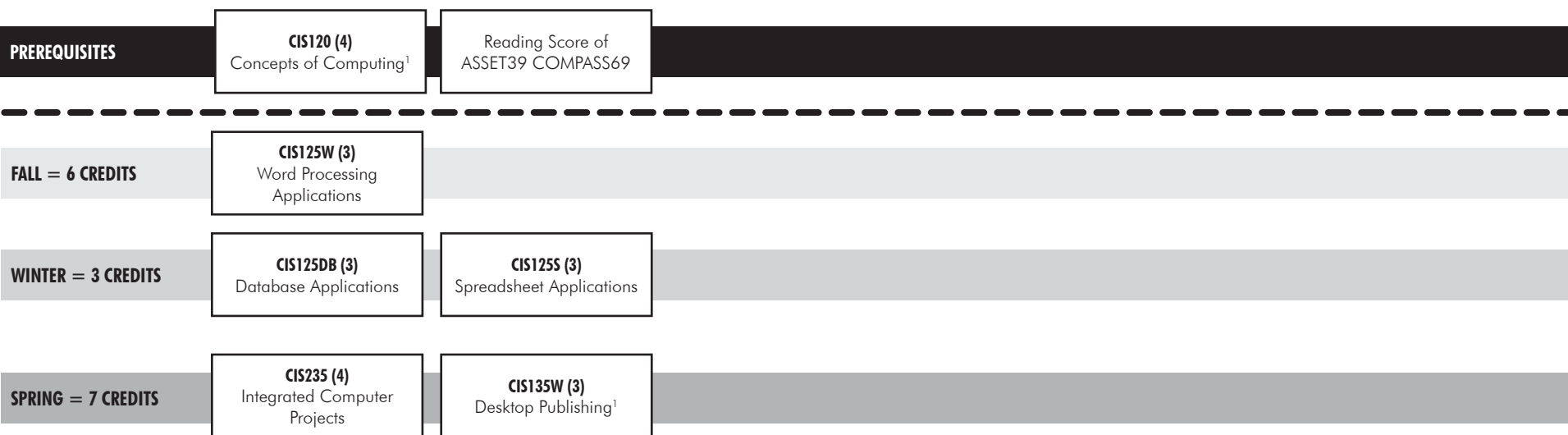
### PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of this program the student will be able to:

- Demonstrate skills in the use of common business application software.

### GRADUATION REQUIREMENTS

Students must complete a minimum of 16 credit hours with a minimum Grade Point Average (GPA) of 2.0 (C) average or better. Nine (9) of the last 12 credits must be earned at Southwestern before the Software Support Certificate is awarded.



**16 CREDITS = TOTAL PROGRAM REQUIREMENTS**

### PROGRAM NOTES

<sup>1</sup>CIS120 or demonstrated proficiency in Computer Literacy.

*\*\*Some CS/CIS courses may be offered only online.*

## CAREER PATHWAY CERTIFICATE OF COMPLETION: TECHNICAL SUPPORT

The Computer Information Systems: Career Pathway Certificate of Completion: Technical Support is intended to prepare the student 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. Students completing this certification will be prepared to seek entry level employment in occupations such as technical support specialist, bench technician, PC support specialist.

### PROGRAM STUDENT LEARNING OUTCOMES

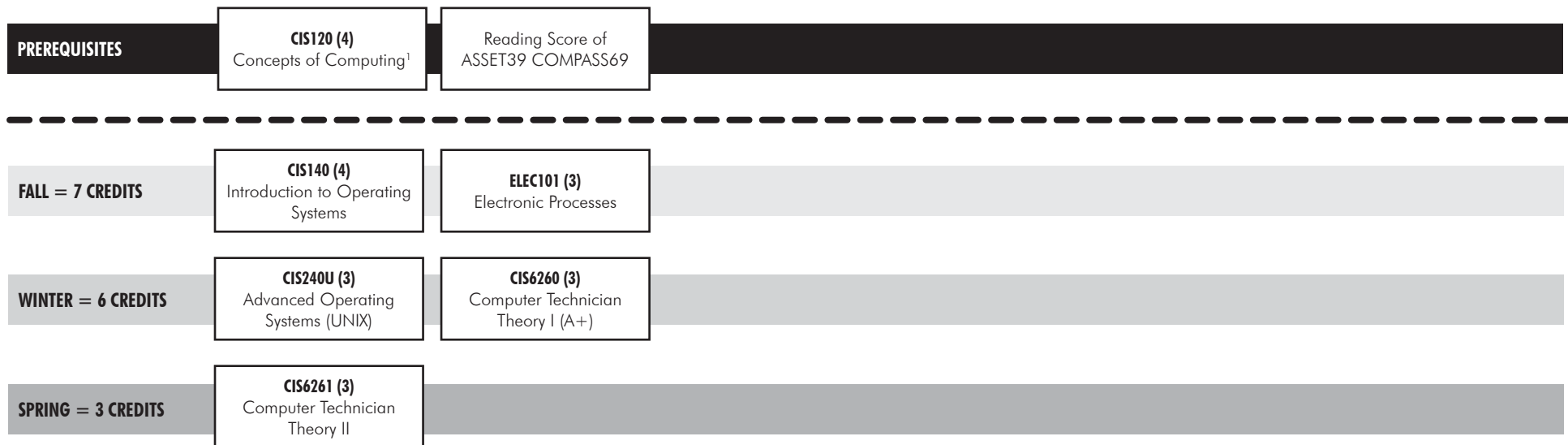
Upon successful completion of this program the student will be able to:

- Implement hardware and software systems at a level consistent with the A+ certification.

### GRADUATION REQUIREMENTS

Students must complete a minimum of 16 credit hours with a minimum Grade Point Average (GPA) of 2.0 (C) average or better. Nine (9) of the last 12 credits must be earned at Southwestern before the Technical Support Certificate is awarded.

PROGRAM  
REQUIREMENTS



**16 CREDITS = TOTAL PROGRAM REQUIREMENTS**

### PROGRAM NOTES

<sup>1</sup>CIS120 or demonstrated proficiency in Computer Literacy.

*\*\*Some CS/CIS courses may be offered only online.*



## CAREER PATHWAY CERTIFICATE OF COMPLETION WEB SITE FUNDAMENTALS

The Computer Information Systems: Career Pathway Certificate of Completion: Web Site Fundamentals is intended to prepare students for basic web site development with an emphasis in HTML construction. The program will assist in achieving the very basic skills necessary to begin a career in web design. 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. Students completing this certification will be prepared to seek entry level employment in occupations such as web site designer, web developer, and webmaster.

PROGRAM REQUIREMENTS

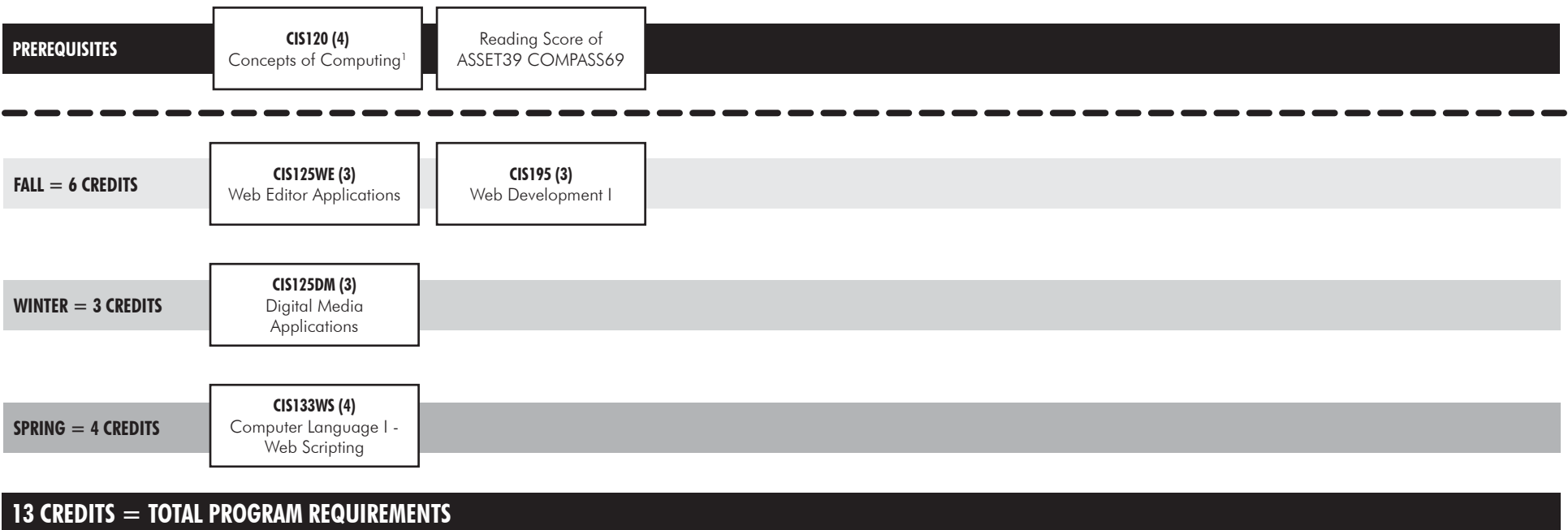
### PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of this program the student will be able to:

- Produce professional standards-based web sites implementing entry-level web design and production techniques.

### GRADUATION REQUIREMENTS

Students must complete a minimum of 13 credit hours with a minimum Grade Point Average (GPA) of 2.0 (C) average or better. Six (6) of the last 9 credits must be earned at Southwestern before the Web Production Specialist Certificate is awarded.



### PROGRAM NOTES

<sup>1</sup>CIS120 or demonstrated proficiency in Computer Literacy.

**\*\*Some CS/CIS courses may be offered only online.**

## ASSOCIATE OF APPLIED SCIENCE CIS HEALTH INFORMATICS

Health Informatics is the rapidly developing scientific field that utilizes computer technology in the advancement of health care, and is one of the key components to creating an improved, higher-quality health care system. Individuals who earn this degree will be able to fill a variety of entry-level positions within any health care organization related to the use of technology in the management and delivery of health care services. Health Informatics combines computer technologies, information science, clinical practice, and business management, and helps coordinate the computer information systems used in hospitals and medical clinics. Health Informatics is the link between management, computer information technologies and medicine. It is the study of health data collection, storage and communication; data processing into health information suitable for administrative and clinical decision making; and computer and telecommunications technology applied to support these processes.

The Health Informatics Applied Associate of Science Degree is designed for persons interested in working in the health care industry to address the many and varied technology needs within the industry.

### PROGRAM STUDENT LEARNING OUTCOMES

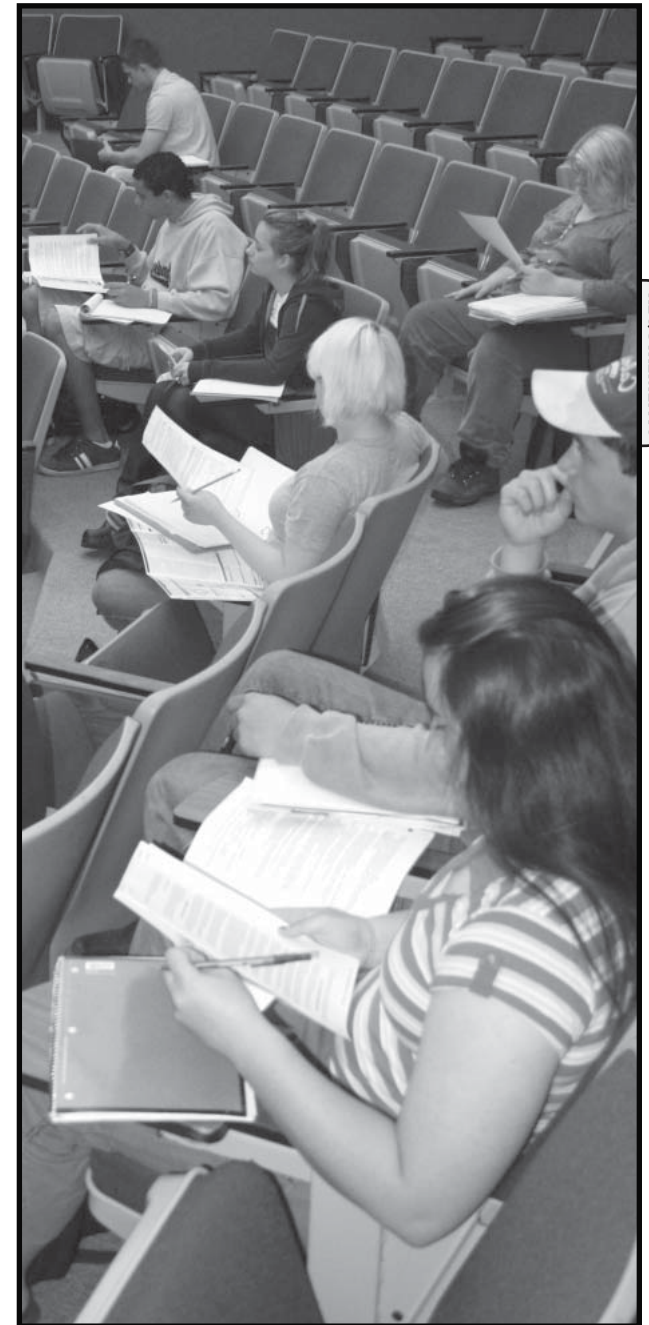
Upon successful completion of this program the student will be able to:

- Evaluate, develop, implement, deploy, and maintain a health care information system.
- Design, develop, and manipulate effective databases and select appropriate supporting technological tools.
- Demonstrate the ability to work independently or in a group with sensitivity to the needs of clients and coworkers.

- Demonstrate the skills and knowledge to install, configure, and maintain hardware, software, and network requirements for a health care environment.
- Apply basic accounting and management strategies to manage, lead, and evaluate projects.

### GRADUATION REQUIREMENTS

Students must complete a minimum of 99 credit hours with a minimum Grade Point Average (GPA) of 2.0 (C) average or better. All courses in this program must be completed with a 'C' or better. Thirty (30) of the last 45 credits must be earned at Southwestern before the AAS in CIS Health Informatics degree is awarded.



PROGRAM  
REQUIREMENTS

# COMPUTER INFORMATION SYSTEMS

## ASSOCIATE OF APPLIED SCIENCE CIS HEALTH INFORMATICS

PREREQUISITES	<b>WR90 (3)</b> Paragraph Fundamentals	<b>CIS120 (4)</b> Concepts of Computing <sup>1</sup>	Reading Score of ASSET39 COMPASS69
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FALL = 17 CREDITS	<b>CIS179 (3)</b> Introduction to Networks	<b>CS160 (4)</b> Computer Science Orientation	<b>AH111 (3)</b> Medical Terminology I	<b>PSY201 (3)</b> General Psychology <sup>2</sup>	<b>MTH111 (4)</b> College Algebra
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WINTER = 18 CREDITS	<b>CIS125DB (3)</b> Database Applications	<b>CS161 (4)</b> Introduction to Computer Science I	<b>AH112 (3)</b> Medical Terminology II	<b>CIS240U (3)</b> Advanced Operating Systems	<b>HIM110 (5)</b> Health Information Management
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SPRING = 16 CREDITS	<b>WR121 (3)</b> English Composition	<b>CS162 (4)</b> Introduction to Computer Science II	<b>CS275 (3)</b> Database Management	<b>(3)</b> Specific Elective <sup>3</sup>	<b>HIM182 (3)</b> Health Care Delivery Systems
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### 51 CREDITS = FIRST YEAR TOTAL REQUIREMENTS

FALL = 12 CREDITS	<b>CIS244 (3)</b> Systems Analysis	<b>CIS140 (3)</b> Introduction to Operating Systems	<b>HIM283 (3)</b> Health Information Systems	<b>(3)</b> Specific Elective <sup>3</sup>
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WINTER = 17 CREDITS	<b>CIS245 (3)</b> Project Management	<b>BA205 (4)</b> Solving Communication Problems with Technology	<b>HIM285 (3)</b> Healthcare Financing and Compliance	<b>CS276 (4)</b> Advanced SQL	<b>(3)</b> Specific Elective <sup>3</sup>
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SPRING = 17 CREDITS	<b>SP219 (3)</b> Small Group Discussion <sup>4</sup>	<b>PE131 (3)</b> Wellness for Life <sup>5</sup>	<b>CIS225 (4)</b> End User Support	<b>CIS280 (4)</b> Field Experience	<b>(3)</b> Specific Elective <sup>3</sup>
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### 48 CREDITS = SECOND YEAR TOTAL REQUIREMENTS

### 99 CREDITS = TOTAL PROGRAM REQUIREMENTS

#### PROGRAM NOTES

<sup>1</sup>CIS120 or demonstrated proficiency in Computer Literacy.

<sup>2</sup>PSY201 meets the AAS Human Relations Requirement.

<sup>3</sup>AAS CIS Health Informatics Specific Electives: Select four (4) courses

from CIS278, 279, 188, WR122, 214 or 227, OA2591, BI231, 232, 233, BA211, BA224.

<sup>4</sup>SP100, SP111, SP112, SP217, SP218, or SP220 may be substituted for SP219.

<sup>5</sup>HE250 or three credits of PE185 may be substituted to meet this requirement.

\*\*Some CS/CIS/HIM courses may be offered only online.

\*\*CS/CIS coursework meets the AAS Computer Literacy requirement.

## CERTIFICATE OF COMPLETION JUVENILE CORRECTIONS

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.

### PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of this program the student will be able to:

- Demonstrate a functional understanding of the juvenile justice system, and differentiate between adolescent and adult correctional clients.

- Describe the philosophical, socio-legal, and scientific foundations for adolescent-specific correctional rehabilitative strategies.
- Recognize and employ appropriate treatment methods for combating delinquency.
- Analyze delinquency through the application of interdisciplinary theories.

### GRADUATION REQUIREMENTS

Students must complete a minimum of 49 credit hours with a minimum Grade Point Average (GPA) of 2.0 (C) average or better. All courses in this program must be completed with a 'C' or better. Fifteen (15) of the last 30 credits must be earned at Southwestern before the Certificate of Completion in Juvenile Corrections is awarded.

PROGRAM  
REQUIREMENTS

PREREQUISITES	WR90 (3) Paragraph Fundamentals (or placement test score)	MTH20 (4) Basic Mathematics <sup>1</sup>	Reading Score of ASSET39 COMPASS69			
FALL = 17 CREDITS	WR121 (3) English Composition <sup>2</sup>	MTH70 (4) Elementary Algebra (or higher) <sup>2</sup>	PSY201 (3) General Psychology	CJ101/SOC105 (4) Introduction to Criminology	CJ132 (3) Corrections Counseling and Casework	
WINTER = 15 CREDITS	CJ201/SOC221 (3) Juvenile Delinquency	CJ230 (3) Juvenile Justice System	PSY202 (3) General Psychology	PSY239 (3) Introduction to Abnormal Psychology	HS200 (3) Understanding Addictive Behavior	
SPRING = 17 CREDITS	CJ203 (3) Crisis Intervention	CJ280 (3) Field Experience	PSY203 (3) General Psychology	CIS101 (2) Computers in Society	HDFS229 (3) Development in Middle Childhood	SOC206 (3) General Sociology

### 49 CREDITS = TOTAL PROGRAM REQUIREMENTS

#### PROGRAM NOTES

<sup>1</sup>May substitute MTH55.

<sup>2</sup>Must be completed with a grade of 'C' or better.

## ASSOCIATE OF SCIENCE CRIMINAL JUSTICE EMPHASIS

The Associate of Science degree, with an emphasis in Criminal Justice, is designed for students who plan to transfer and complete a baccalaureate degree in Criminal Justice (or related field) at specific four-year institutions. It may also be earned as a stand-alone degree for current criminal justice employees or for students who plan to apply for work after the completion of the two-year degree. This degree will satisfy most of the lower-division requirements of transfer institutions and is articulated with Southern Oregon University's Criminology and Criminal Justice program.

PROGRAM  
REQUIREMENTS

### GRADUATION REQUIREMENTS

Students must complete a minimum of 90 credit hours with a minimum Grade Point Average (GPA) of 2.0 (C) average or better. All courses in this program must be completed with a grade of 'C' or better. Thirty (30) of the last 45 credits must be earned at Southwestern before the Associate of Science degree is awarded.

Courses that are developmental in nature, designed to prepare students for college transfer courses, are not applicable to this degree.

Complete the graduation application process one term prior to the term of completion (i.e., spring term graduates must apply during winter term).

## ASSOCIATE OF SCIENCE CRIMINAL JUSTICE EMPHASIS FOCUS AREAS

Focus areas provide recommendations for courses that suit a particular interest area or career path. Completion of a focus area is not a requirement of the degree.

*NOTE: Because four-year institutions may have different requirements, completion of this degree does not guarantee that all lower-division General Education requirements have been met for a baccalaureate degree. Students who plan to transfer to a four-year institution upon completion of this degree should consult with Southwestern's Criminal Justice Program Director as well as with the institution to which they intend to transfer.*

### LAW ENFORCEMENT

#### COMPLETE 18 CREDITS FROM THE FOLLOWING:

CJ140 Criminalistics, CJ203 Crisis Intervention, CJ210 Criminal Investigation, CJ213 Interview and Interrogation Skills, CJ214 Crime Scene Investigations, CJ215 CJ Administration, CJ243 Narcotics and Dangerous Drugs, PE185 Public Safety (1-3 credits), CJ198/298 Independent Study (1-6 credits), CJ199/299 Special Topics in Policing (1-6 credits), CJ280 Field Experience (1-6 credits).

### CORRECTIONS

#### COMPLETE 18 CREDITS FROM THE FOLLOWING:

CJ131 Institutional Corrections, CJ203 Crisis Intervention, CJ218 Special Populations, CJ225 Corrections Law, CJ229 Community-based Corrections, CJ232 Corrections Counseling & Casework, CJ243 Narcotics and Dangerous Drugs, PE185 Public Safety (1-3 credits), CJ198/298 Independent Study (1-6 credits), CJ199/299 Special Topics in Corrections (1-6 credits), CJ280 Field Experience (1-6 credits).

### JUVENILE JUSTICE

#### COMPLETE 18 CREDITS FROM THE FOLLOWING:

CJ201 Juvenile Delinquency, CJ203 Crisis Intervention, CJ230 Juvenile Justice System, CJ232 Corrections Counseling and Casework, HDFS229 Development in Middle Childhood, HS200 Understanding Addictive Behavior, PSY201 General Psychology, PSY202 General Psychology, PSY203 General Psychology, PSY239 Introduction to Abnormal Psychology, CJ198/298 Independent Study (1-6 credits), CJ199/299 Special Topics in Juvenile Justice (1-6 credits), CJ280 Field Experience (1-6 credits).

### FORENSICS

#### COMPLETE ALL OF THE FOLLOWING:

CJ140 Criminalistics, CJ210 Criminal Investigation, CJ214 Crime Scene Investigations, CHEM221 General Chemistry, CHEM222 General Chemistry, CHEM223 General Chemistry.

*NOTE: Students may choose to use the above chemistry courses to satisfy AS discipline requirements, but must take additional CJ electives to bring their total degree credits to the minimum of 94 required to graduate.*

### SOUTHERN OREGON UNIVERSITY TRANSFER

#### COMPLETE ALL OF THE FOLLOWING:

MTH243/BA232, Arts and Letters course (3 credits), Science course (3-4 credits), Criminal Justice Electives (6 credits).

## ASSOCIATE OF SCIENCE CRIMINAL JUSTICE EMPHASIS

PREREQUISITES	<b>CIS101 (2)</b> Computers in Society	Reading Score of ASSET39 COMPASS69	<b>MTH95 (4)</b> Intermediate Algebra I (or placement test score)	<b>WR90 (3)</b> Paragraph Fundamentals (or placement test score)	
<b>FALL = 18 CREDITS</b>	<b>CJ100 (4)</b> Introduction to Criminal Justice	<b>CJ101/SOC105 (4)</b> Introduction to Criminology	<b>SOC204 (3)</b> General Sociology <sup>1</sup>	<b>WR121 (3)</b> English Composition	<b>CIS120 (4)</b> Concepts of Computing
<b>WINTER = 17 CREDITS</b>	<b>CJ110 (4)</b> Introduction to Law Enforcement	<b>CJ130 (4)</b> Introduction to Corrections	<b>SOC205 (3)</b> General Sociology <sup>1</sup>	<b>WR122 (3)</b> English Composition	<b>(3)</b> Specific Elective <sup>3</sup>
<b>SPRING = 17 CREDITS</b>	<b>CJ220 (4)</b> Introduction to Substantive Law	<b>(4)</b> Math/Science/Computer Science Course <sup>4</sup>	<b>SOC206 (3)</b> General Sociology <sup>1</sup>	<b>WR123 (3)</b> English Composition <sup>5</sup>	<b>(3)</b> Specific Elective <sup>3</sup>

PROGRAM REQUIREMENTS

### 52 CREDITS = FIRST YEAR TOTAL

<b>FALL = 15 CREDITS</b>	<b>CJ222 (4)</b> Constitution and Criminal Procedure	<b>PE185 (1)</b> Physical Education <sup>6</sup>	<b>PS201 (3)</b> American Government	<b>MTH111 (4)</b> College Algebra <sup>7</sup>	<b>(3)</b> Arts and Letters Course <sup>4</sup>
<b>WINTER = 14 CREDITS</b>	<b>SP218 (3)</b> Interpersonal Communication <sup>2</sup>	<b>PE185 (1)</b> Physical Education <sup>6</sup>	<b>(4)</b> Math/Science/Computer Science Course <sup>4</sup>	<b>(3)</b> Arts and Letters Course <sup>4</sup>	<b>(3)</b> Specific Elective <sup>3</sup>
<b>SPRING = 13 CREDITS</b>	<b>CJ247 (3)</b> Criminal Justice Ethics	<b>PE185 (1)</b> Physical Education <sup>6</sup>	<b>(3)</b> Specific Elective <sup>3</sup>	<b>(3)</b> Specific Elective <sup>3</sup>	<b>(3)</b> Specific Elective <sup>3</sup>

### 42 CREDITS = SECOND YEAR TOTAL

### 94 CREDITS = TOTAL RECOMMENDED PROGRAM CREDITS

#### PROGRAM NOTES

<sup>1</sup>PSY201, 202 and 203 may be substituted for SOC204, 205 and 206.

<sup>2</sup>SP111, 112, 217 or 219 may be substituted for SP218.

<sup>3</sup>Specific Electives may be selected from the following courses: CJ131, 140, 203, 201, 210, 213, 214, 215, 218, 225, 229, 230, 232, 243, 280, PSY203, 239, 243, MTH243/BA232. May also include any non-CJ course used to complete a Criminal Justice

Focus Area. See page 68 for Criminal Justice Focus Areas.

<sup>4</sup>Refer to Associate of Science Degree Requirements, page 21.

<sup>5</sup>WR227 may be substituted.

<sup>6</sup>HE250 or PE231 may be substituted for three credits of PE185.

## ASSOCIATE OF APPLIED SCIENCE CULINARY ARTS

The Associate of Applied Science in Culinary Arts 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 such as Sous Chef, Garde Manger, Kitchen Supervisor, and Restaurant Manager.

Oregon Coast Culinary Institute (OCCI) at Southwestern was granted a five-year accreditation by the American Culinary Federation, ACF in 2007. The five-year accreditation is the highest level available for initial accreditation by the ACF – the premier professional chefs' organization in North America, focusing its efforts on offering education, apprenticeship and industry certification. With the accreditation, OCCI's graduates will automatically gain the title of Certified Culinarian upon graduation, along with their associate's degrees.

### PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of this program the student will be able to:

- Demonstrate understanding of safe and effective kitchen equipment use and maintenance.
- Demonstrate expert-level operation of professional kitchen tools and equipment.
- Demonstrate knife skills, knife sharpening techniques, handling a steel, and cutting techniques.
- Understand the basic principles for using seasoning and flavoring to create good tasting food.

- Serv Safe Certification
- Demonstrate food preparation for the following cooking methods - saute, broil, grill, braise, deep and ear fry, and poach.
- Understand basic principles of baking through formulas and measurement, mixing and gluten development and the baking process.
- Prepare a variety of pastry products.
- Become familiar with regional and international cuisine. Develop an appreciation for native products, herbs and foods.
- Understand the basic principles of emulsification and all aspects of the elements of cold food pantry.
- Utilize concept of menu planning, cost control, purchasing, receiving, quality standards, profit and staffing costs.
- Describe and apply the principles of nutrition to maximize nutrient retention in food preparation.

- Demonstrate supervisory skills and abilities utilizing critical thinking skills.

### ENTRY REQUIREMENTS

This is a restricted program. For application and fee information, contact the Director of Student Recruiting (541) 888-7195.

### GRADUATION REQUIREMENTS

Students must complete a minimum of 90 credit hours with a minimum Grade Point Average (GPA) of 2.0 (C) average or better. Thirty (30) of the last 45 credits must be earned at Southwestern before the AAS in Culinary Arts degree is awarded.

Complete the graduation application process one term prior to the term of completion (i.e., spring term graduates must apply during winter term).



## ASSOCIATE OF APPLIED SCIENCE CULINARY ARTS

<b>PREREQUISITES</b>	<b>CIS101 (2)</b> Computers in Society	<b>WR90 (3)</b> Paragraph Fundamentals (or placement test score)	<b>MTH20 (4)</b> Basic Mathematics (or placement test score) <sup>1</sup>	Reading Score of ASSET39 COMPASS69
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<b>FALL = 22 CREDITS</b>	<b>CRT2000 (5)</b> Introduction to Professional Cooking	<b>CRT2001 (6)</b> Basic Food Preparation	<b>CRT2002 (1)</b> Introduction to Food and Beverage Industry	<b>CRT2015 (3)</b> Sanitation and Safety for Managers	<b>SP218 (3)</b> Interpersonal Communication	<b>MTH81 (4)</b> Applied Math for Culinary Arts
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<b>WINTER = 21 CREDITS</b>	<b>CRT2003 (6)</b> Baking and Pastry for Culinary Arts Majors	<b>CRT2005 (1)</b> Menu Planning and Design	<b>CRT2007 (1)</b> Inventory Control and Purchasing	<b>CRT2050 (6)</b> Regional and International Cuisine	<b>CRT2016 (3)</b> Culinary Nutrition	<b>CIS120 (4)</b> Concepts of Computing
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<b>SPRING = 19 CREDITS</b>	<b>CRT2012 (6)</b> A La Carte I	<b>CRT2013 (6)</b> A La Carte II	<b>CRT2017 (3)</b> Restaurant Management and Supervision	<b>CRT2018 (1)</b> Culinary Arts Career Planning	<b>WR115 (3)</b> Introduction to Expository Writing <sup>2</sup>
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### 62 CREDITS = FIRST YEAR TOTAL REQUIREMENTS

<b>SUMMER = 16 CREDITS</b>	<b>CRT2004 (2)</b> Introduction to Vineyards and Beverages	<b>CRT2006 (2)</b> Restaurant Layout and Design	<b>CRT2060 (8)</b> Garde Manger	<b>HE250 (3)</b> Personal Health <sup>3</sup>	<b>CRT2038 (1)</b> Applied Visual Principles
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<b>FALL = 12 CREDITS</b>	<b>CRT2280 (12)</b> Work Experience: Culinary Externship
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### 28 CREDITS = SECOND YEAR TOTAL REQUIREMENTS

### 90 CREDITS = TOTAL PROGRAM REQUIREMENTS

#### PROGRAM NOTE

<sup>1</sup>May substitute MTH55 for requirement.

<sup>2</sup>May be substituted with a higher level writing course. Course must be completed with a grade of 'C' or better.

<sup>3</sup>PE231 or three credits of PE185 may be substituted for HE250. Course must be completed with a grade of 'C' or better.

PROGRAM  
REQUIREMENTS



## ASSOCIATE OF APPLIED SCIENCE BAKING AND PASTRY ARTS



PROGRAM  
REQUIREMENTS

The Associate of Applied Science in Baking and Pastry Arts 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 tasty baked goods, pastries, and confections, from traditional bread baking to beautiful showpieces. Students will also learn to use sugar, syrups, icings, and chocolate. Prepare for a career as a professional baker or pastry chef in a bakery, restaurant, hotel or resort.

### PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of this program the student will be able to:

- Prepare yeast raised products to include breads, yeast leavened pastries to include laminated doughs, breakfast pastries and leavened cakes.
- Prepare a variety of cakes, fillings and icings to include chemical and mechanical leavening techniques.
- Prepare a variety of egg and dairy based products to include meringue, sponge, soufflés, mousses, custards, and creams.
- Prepare a variety of fried baked goods to include fritters and doughnuts.
- Prepare a variety of pastry products to include pies, tarts, pate a choux, crepes, puff pastry, and fillo dough.
- Identify, select and demonstrate the use of various chocolates and sugar and the common uses for the decoration processes.

- List and explain the application of mixes and other convenience products pertaining to the baking process.
- Utilize concept of cost control, purchasing, receiving, quality standards, profit and staffing costs.
- Describe and apply the principles of nutrition to maximize nutrient retention in baking preparation.
- Demonstrate supervisory skills and abilities utilizing critical thinking skills.
- Serv Safe Certification

### ENTRY REQUIREMENTS

This is a restricted program. For application and fee information, contact the Director of Student Recruiting (541) 888-7195.

### GRADUATION REQUIREMENTS

Students must complete a minimum of 93 credit hours with a minimum Grade Point Average (GPA) of 2.0 (C) average or better. Thirty (30) of the last 45 credits must be earned at Southwestern before the AAS in Baking and Pastry Arts degree is awarded.

Complete the graduation application process one term prior to the term of completion (i.e., spring term graduates must apply during winter term).

## ASSOCIATE OF APPLIED SCIENCE BAKING AND PASTRY ARTS

<b>PREREQUISITES</b>	<b>CIS101 (2)</b> Computers in Society	<b>WR90 (3)</b> Paragraph Fundamentals (or placement test score)	<b>MTH20 (4)</b> Basic Mathematics (or placement test score) <sup>1</sup>	Reading Score of ASSET39 COMPASS69
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<b>FALL = 23 CREDITS</b>	<b>CRT2031(6)</b> Baking and Pastry Fundamentals I	<b>CRT2032 (7)</b> Baking and Pastry Fundamentals II	<b>CRT2015 (3)</b> Sanitation and Safety for Managers	<b>SP218 (3)</b> Interpersonal Communication	<b>MTH81 (4)</b> Applied Math for Culinary Arts
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<b>WINTER = 25 CREDITS</b>	<b>CRT2023 (4)</b> Syrups, Icings and Sauces	<b>CRT2033 (5)</b> Baking and Pastry Cakes	<b>CRT2040 (6)</b> Culinary Arts for Baking and Pastry Majors	<b>CRT2042 (3)</b> Wedding Cakes	<b>CIS120 (4)</b> Concepts of Computing	<b>CRT2016 (3)</b> Culinary Nutrition
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<b>SPRING = 20 CREDITS</b>	<b>CRT2007 (1)</b> Inventory Control and Purchasing	<b>WR115 (3)</b> Introduction to Expository Writing <sup>2</sup>	<b>CRT2044 (5)</b> Afternoon Tea and Other Beverage	<b>CRT2017 (3)</b> Restaurant Management and Supervision	<b>CRT2030 (3)</b> Bakery Design	<b>SPRING COURSES CONTINUED ON NEXT LINE</b>
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<b>SPRING CONTINUED</b>	<b>CRT2024 (3)</b> Frozen Desserts	<b>CRT2026 (1)</b> Dessert Menu Development	<b>CRT2018 (1)</b> Culinary Arts Career Planning			
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### 68 CREDITS = FIRST YEAR TOTAL REQUIREMENTS

<b>SUMMER = 13 CREDITS</b>	<b>CRT2034 (3)</b> Sugar, Marzipan and Pastillage	<b>CRT2035 (3)</b> Chocolate and Confections	<b>CRT2036 (3)</b> Baking and Pastry Centerpieces	<b>HE250 (3)</b> Personal Health <sup>3</sup>	<b>CRT2038 (1)</b> Applied Visual Principles
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<b>FALL = 12 CREDITS</b>	<b>CRT2280 (12)</b> Work Experience: Culinary Externship				
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### 25 CREDITS = SECOND YEAR TOTAL REQUIREMENTS

### 93 CREDITS = TOTAL PROGRAM REQUIREMENTS

**PROGRAM NOTE** Course must be completed with a grade of 'C' or better.

<sup>1</sup>May substitute MTH55 for requirement.

<sup>2</sup>May be substituted with a higher level writing course. Course must be completed with a grade of 'C' or better.

<sup>3</sup>PE231 or three credits of PE185 may be substituted for HE250.

PROGRAM  
REQUIREMENTS

## ASSOCIATE OF APPLIED SCIENCE EMERGENCY MEDICAL TECHNOLOGY (EMT) - PARAMEDIC

The Associate of Applied Science Emergency Medical Technology – Paramedic is designed for students seeking a career as a paramedic. The program meets or exceeds the required skills and knowledge necessary for national and state licensure testing. The program contains certification requirements at the EMT Basic and paramedic levels.

### PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of this program the student will be able to:

- Assess patients and apply treatment protocols in simulated emergency medical situations.
- Demonstrate decision-making skills during simulated emergency scenarios.
- Perform all basic and advance support skills in a safe and timely manner.

### ENTRY REQUIREMENTS

This is a restricted program. For application and fee information, contact the Director at 541-888-1554. Due to continually changing laws and regulations students may be required to add, modify or delete courses an/or hours for the curriculum to meet current standards. See your advisor for current requirements.

### GRADUATION REQUIREMENTS

Students must complete a minimum of 101 credit hours with a minimum Grade Point Average (GPA) of 2.0 (C) average or better. All courses in the program must be completed with a 'C' or better. Thirty (30) of the last 45 credits must be earned at Southwestern before the AAS in Emergency Medical Technology - Paramedic degree is awarded. The completion of the following certificates will be required in order to qualify for graduation: ACLS, PHTLS and PALS, PEDS, or PEPP. Contact the director for more information on these certificates.

Complete the graduation application process one term prior to the term of completion (i.e., spring term graduates must apply during winter term).

PROGRAM  
REQUIREMENTS



## ASSOCIATE OF APPLIED SCIENCE EMERGENCY MEDICAL TECHNOLOGY (EMT) - PARAMEDIC

PREREQUISITES	<b>CHEM110 (4)</b> Foundations of General, Organic & Biochemistry <sup>2</sup>	<b>CIS101 (2)</b> Computers in Society	<b>MTH20 (4)</b> Basic Mathematics <sup>1</sup>	<b>WR90 (3)</b> Paragraph Fundamentals (or placement test score)	Reading Score of ASSET39 COMPASS69
FALL = 16 CREDITS	<b>BI231 (4)</b> Anatomy and Physiology I	<b>EMT175 (3)</b> Intro. to Emergency Medical Services	<b>AH111 (3)</b> Medical Terminology I	<b>WR121 (3)</b> English Composition	<b>PSY201 (3)</b> General Psychology <sup>3</sup>
WINTER = 17 CREDITS	<b>BI232 (4)</b> Anatomy and Physiology II	<b>EMT170 (2)</b> Emergency Response Communication/Doc.	<b>EMT171 (2)</b> Emergency Response Patient Transport	<b>EMT151 (5)</b> EMT - Basic, Part A	<b>MTH70 (4)</b> Elementary Algebra (or higher)
SPRING = 18 CREDITS	<b>BI233 (4)</b> Anatomy and Physiology III	<b>CJ203 (3)</b> Crisis Intervention	<b>EMT169 (3)</b> EMT Rescue	<b>EMT152 (5)</b> EMT - Basic, Part B	<b>SP218 (3)</b> Interpersonal Communication <sup>4</sup>

PROGRAM REQUIREMENTS

### 51 CREDITS = FIRST YEAR TOTAL REQUIREMENTS

FALL = 16 CREDITS	<b>EMT296 (12)</b> EMT - Paramedic, Part I	<b>CIS120 (4)</b> Concepts of Computing	
WINTER = 17 CREDITS	<b>EMT297 (14)</b> EMT - Paramedic, Part II	<b>BA285 (3)</b> Human Relations in Organizations	
SPRING = 17 CREDITS	<b>EMT298 (8)</b> EMT - Paramedic, Part III	<b>EMT280F (6)</b> CWE - Internship	<b>HE250 (3)</b> Personal Health <sup>5</sup>

### 50 CREDITS = SECOND YEAR TOTAL REQUIREMENTS

### 101 CREDITS = TOTAL PROGRAM REQUIREMENTS

**PROGRAM NOTES**

<sup>1</sup>MTH55 may be substituted.  
<sup>2</sup>CHEM223 may be substituted.  
<sup>3</sup>PSY202, 203 or 237 may be substituted for PSY201.  
<sup>4</sup>SP219 may be substituted for SP218.  
<sup>5</sup>PE231 or HE250 only for students in this program.

## ASSOCIATE OF SCIENCE ENGINEERING EMPHASIS

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.

### GRADUATION REQUIREMENTS

Students must complete a minimum of 90 credit hours with a minimum Grade Point Average (GPA) of 2.0 (C) average or better. All courses in this program must be completed with a 'C' or better. Thirty (30) of the last 45 credits must be earned at Southwestern before the Associate of Science degree is awarded.

Courses that are developmental in nature, designed to prepare students for college transfer courses, are not applicable to this degree.

Complete the graduation application process one term prior to the term of completion (i.e., spring term graduates must apply during winter term).

PROGRAM  
REQUIREMENTS



## ASSOCIATE OF SCIENCE ENGINEERING EMPHASIS

PREREQUISITES	CIS101 (2) Computers in Society	Reading Score of ASSET39 COMPASS69	MTH112 (4) Elementary Functions	WR90 (3) Paragraph Fundamentals (or placement test score)	
FALL = 15 CREDITS	ENGR111 (3) Engineering Orientation	MTH251 (4) Calculus I (Differential Calculus)	PH211 (5) General Physics with Calculus	WR121 (3) English Composition	
WINTER = 18 CREDITS	ENGR112 (3) Engineering Computation	MTH252 (4) Calculus II (Integral Calculus)	PH212 (5) General Physics with Calculus	WR122 (3) English Composition	(3) Arts and Letters or Social Sciences Course <sup>1</sup>
SPRING = 18 CREDITS	ENGR245 (3) Engineering Graphics and Design	MTH252 (4) Calculus III (Infinite Sequence & Series)	PH213 (5) General Physics with Calculus	WR227 (3) Report Writing	(3) Arts and Letters or Social Sciences Course <sup>1</sup>

PROGRAM REQUIREMENTS

### 51 CREDITS = FIRST YEAR TOTAL

FALL = 18 CREDITS	CHEM221 (5) General Chemistry	ENGR201 (3) Electrical Fundamentals I	ENGR211 (3) Statics	MTH254 (4) Vector Calculus I	(3) Arts and Letters or Social Sciences Course <sup>1</sup>
WINTER = 18 CREDITS	CHEM222 (5) General Chemistry	SP111 (3) Fundamentals of Public Speaking	ENGR212 (3) Dynamics	MTH255 (4) Vector Calculus II	(3) Arts and Letters or Social Sciences Course <sup>1</sup>
SPRING = 14-16 CREDITS	(3) - (5) Engineering Specific Elective <sup>2</sup>	(3) Health/Fitness Course <sup>3</sup>	(4) Mathematics Specific Elective <sup>4</sup>	MTH256 (4) Differential Equations	

### 50-52 CREDITS = SECOND YEAR TOTAL

### 101-103 CREDITS = TOTAL RECOMMENDED PROGRAM CREDITS

**PROGRAM NOTES**

<sup>1</sup>Arts and Letters/Social Sciences courses must be selected from each of the following areas:  
Arts and Letters - two courses from: ENG104, ENG105, ENG106, ENG107, ENG108, ENG109, ENG201, ENG202, ENG203, ENG204, ENG205, ENG206, ENG253, ENG254, ENG255; PHL101 or PHL102 (not both).  
Social Sciences - Processes and Institutions, one course from: ANTH103; ECON201, ECON202; PS201, PS202; SOC204, SOC205; Western Culture, one course from: HST101, HST102, HST103, HST201, HST202, HST203.

<sup>2</sup>Engineering Specific Elective: One course must be selected from the following list (after consultation with and advisor): CHEM223; ENGR202, ENGR213.

<sup>3</sup>One health/fitness course must be selected from HE250, PE231 or three credits of PE185.

<sup>4</sup>Mathematics Specific Elective: One course must be selected from the following list (after consultation with an advisor): MTH243, MTH260, MTH265.

- Students planning to transfer to Oregon State University (OSU) should also consider taking one biological science course from the following list (a general Baccalaureate course requirement at OSU): BI101, BI201, BI234.

- The following courses are also appropriate for various engineering degree programs and will generally transfer to most four-year colleges and universities: CS160, CS161, CS162; MTH231, MTH232.

## ASSOCIATE OF APPLIED SCIENCE FIRE SCIENCE TECHNOLOGY

**Career Pathway Certificate of Completion:  
Fire Science Technology Level I (18.5 Credits)**



**Certificate of Completion  
Fire Science Technology Level II (50 Credits)**



**Associate of Applied Science  
Fire Science Technology (91.5 Credits)**

**PROGRAM  
REQUIREMENTS**

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 of 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 STUDENT LEARNING OUTCOMES

Upon successful completion of this program the student will be able to:

- Demonstrate safe and effective operation of given fire suppression tools and appliances in given training scenarios.
- Demonstrate decision-making skills during simulated emergency scenarios.
- Understand the need to further develop professional fire fighting/EMS skills.

### GRADUATION REQUIREMENTS

Students must complete a minimum of 91.5 credit hours with a minimum Grade Point Average (GPA) of 2.0 (C) average or better. All courses in the program must be completed with a 'C' or better. Thirty (30) of the last 45 credits must be earned at Southwestern before the AAS in Fire Science Technology degree is awarded.

Complete the graduation application process one term prior to the term of completion (i.e., spring term graduates must apply during winter term).



## ASSOCIATE OF APPLIED SCIENCE FIRE SCIENCE TECHNOLOGY

PREREQUISITES					
	<b>CIS101 (2)</b> Computers in Society	Reading Score of ASSET39 COMPASS69	<b>MTH20 (4)</b> Basic Mathematics <sup>1</sup>	<b>WR90 (3)</b> Paragraph Fundamentals (or placement test score)	
<hr style="border-top: 1px dashed black;"/>					
<b>FALL = 16.5 CREDITS</b>	<b>FS5244 (3.5)</b> NFPA Firefighter I Part A	<b>FS5254 (3)</b> Introduction to Fire Protection	<b>(3)</b> Fire Science Specific Elective <sup>2</sup>	<b>WR115 (3)</b> Introduction to Expository Writing <sup>3</sup>	<b>MTH70 (4)</b> Elementary Algebra (or higher)
<b>WINTER = 17 CREDITS</b>	<b>FS5245 (3)</b> NFPA Firefighter I Part B	<b>FS5276 (3)</b> S-130/190 Basic Wild Land Fire Management	<b>FS9175 (3)</b> Firefighter Safety	<b>CIS120 (4)</b> Concepts of Computing	<b>(4)</b> Elective <sup>7</sup>
<b>SPRING = 14.5 CREDITS</b>	<b>FS5282 (3)</b> Fire Codes/Ordinance/ Bld. Construction	<b>FS9380 (2.5)</b> S-215 Fire Ops/ Urban Interface	<b>EMT169 (3)</b> EMT Rescue	<b>BA285 (3)</b> Human Relations in Organizations	<b>SP218 (3)</b> Interpersonal Communication <sup>4</sup>

PROGRAM REQUIREMENTS

### 48 CREDITS = FIRST YEAR TOTAL REQUIREMENTS

<b>FALL = 12.5 CREDITS</b>	<b>FS5230 (1.5)</b> Company Drills Part A	<b>FS5259 (3)</b> Fire Organization and Control	<b>FS5280 (1)</b> Cooperative Work Experience	<b>FS9060 (1)</b> Emergency Response to Terrorism	<b>HE250 (3)</b> Personal Health <sup>5</sup>	<b>PSY201(3)</b> General Psychology <sup>6</sup>
<b>WINTER = 17.5 CREDITS</b>	<b>FS5231 (1.5)</b> Company Drills Part B	<b>EMT151 (5)</b> EMT - Basic, Part A	<b>FS5280 (1)</b> Cooperative Work Experience	<b>FS5289 (3)</b> Legal Aspects of the Fire Service	<b>(3)</b> Fire Science Specific Elective <sup>2</sup>	<b>(4)</b> Elective <sup>7</sup>
<b>SPRING = 13.5 CREDITS</b>	<b>FS5232 (1.5)</b> Company Drills Part C	<b>EMT152 (5)</b> EMT - Basic, Part B	<b>FS5280 (1)</b> Cooperative Work Experience	<b>FS996B (3)</b> Fundamentals of Fire Prevention	<b>(3)</b> Fire Science Specific Elective <sup>2</sup>	

### 43.5 CREDITS = SECOND YEAR TOTAL REQUIREMENTS

### 91.5 CREDITS = TOTAL PROGRAM REQUIREMENTS

**PROGRAM NOTES**

<sup>1</sup>MTH55 may be substituted.

<sup>2</sup>Fire Science Specific Electives: FS9380, FS9390, FS9402, FS9961, FS996Q, HE258A/931A, HE258B/931B, HE260/9360 or contact the Fire Science Coordinator.

<sup>3</sup>Take WR115, WR214 or WR214T

<sup>4</sup>SP100 or SP219 may be substituted for SP218.

<sup>5</sup>HE250 or three credits of PE185 may be substituted for PE231.

<sup>6</sup>PSY202 or PSY203 may be substituted for PSY201.

<sup>7</sup>Developmental and remedial courses, CS101 and WR121 will not fulfill elective requirement.



## CERTIFICATE OF COMPLETION FIRE SCIENCE TECHNOLOGY: LEVEL II

The Certificate of Completion Fire Science Technology: Level II prepares the student to meet the minimum requirements to compete for some paid fire fighting positions.

### PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of this program the student will be able to:

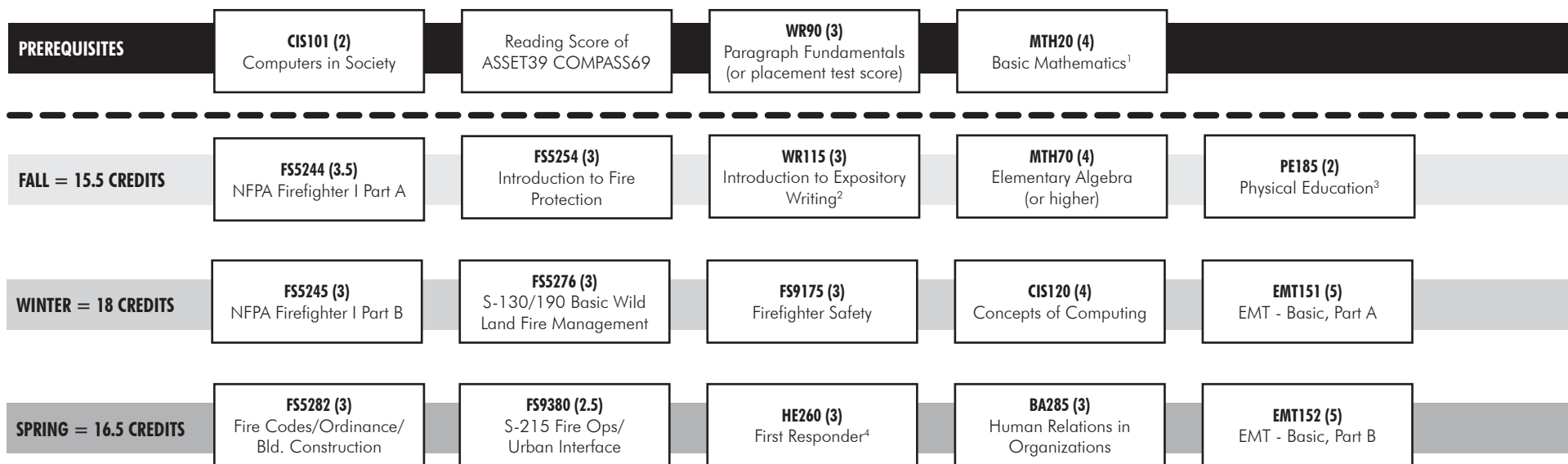
- Demonstrate safe and effective operation of given fire suppression tools and appliances in given training scenarios.
- Demonstrate decision-making skills during simulated emergency scenarios.
- Understand the need to further develop professional fire fighting/EMS skills.

### GRADUATION REQUIREMENTS

Students must complete a minimum of 50 credit hours with a minimum Grade Point Average (GPA) of 2.0 (C) average or better. All courses in the program must be completed with a 'C' or better. Fifteen (15) of the last 30 credits must be earned at Southwestern before the Certificate of Completion in Fire Science Technology: Level II is awarded.

Complete the graduation application process one term prior to the term of completion (i.e., spring term graduates must apply during winter term).

PROGRAM REQUIREMENTS



### 50 CREDITS = TOTAL PROGRAM REQUIREMENTS

#### PROGRAM NOTES

<sup>1</sup>MTH55 may be substituted.  
<sup>2</sup>Take WR115, WR214 or WR214T.

<sup>3</sup>Students are advised to take weight training, super circuit or public safety conditioning.  
<sup>4</sup>HE260 counts as a Fire Science Elective.

## CAREER PATHWAY CERTIFICATE OF COMPLETION: FIRE SCIENCE TECHNOLOGY LEVEL I

The Fire Science Technology: Career Pathway Certificate of Completion: Fire Science Technology Level I prepares the student to become a volunteer firefighter. This certificate is for High School students 16 years or older or volunteer firefighters.

### PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of this program the student will be able to:

- Demonstrate safe and effective operation of given fire suppression tools and appliances in given training scenarios.
- Demonstrate decision-making skills during simulated emergency scenarios.
- Understand the need to further develop professional fire fighting/EMS skills.

### GRADUATION REQUIREMENTS

Students must complete a minimum of 18.5 credit hours with a minimum Grade Point Average (GPA) of 2.0 (C) average or better. All courses in the program must be completed with a 'C' or better. Nine (9) of the last 12 credits must be earned at Southwestern before the Fire Science Technology: Career Pathway Certificate of Completion: Fire Science Technology Level I is awarded.

Complete the graduation application process one term prior to the term of completion (i.e., spring term graduates must apply during winter term).

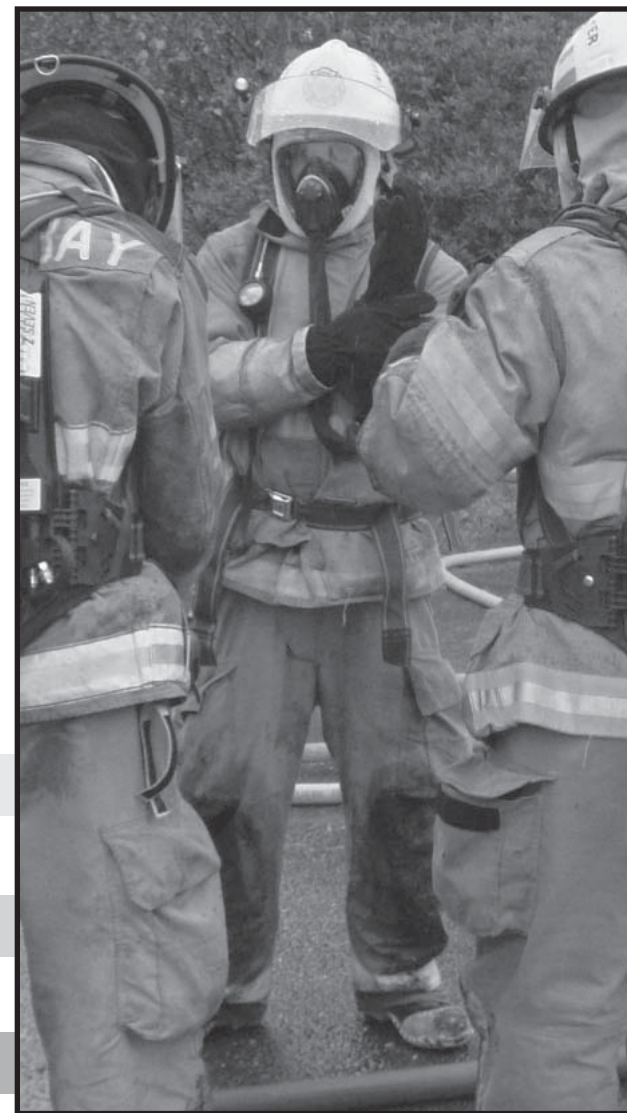
<b>FALL = 7.5 CREDITS</b>	<b>FS5244 (3.5)</b> NFPA Firefighter I Part A	<b>FS5254 (3)</b> Introduction to Fire Protection	<b>PE185 (1)</b> Physical Education <sup>1</sup>
<b>WINTER = 7 CREDITS</b>	<b>FS5276 (3)</b> S-130/190 Basic Wild Land Fire Management	<b>FS9175 (3)</b> Firefighter Safety	<b>PE185 (1)</b> Physical Education <sup>1</sup>
<b>SPRING = 4 CREDITS</b>	<b>HE260 (3)</b> First Responder <sup>2</sup>	<b>PE185 (1)</b> Physical Education <sup>1</sup>	

**18.5 CREDITS = TOTAL PROGRAM REQUIREMENTS**

### PROGRAM NOTES

<sup>1</sup>Students are advised to take weight training, super circuit or public safety conditioning.

<sup>2</sup>HE260 counts as a Fire Science Elective.



PROGRAM  
REQUIREMENTS

## ASSOCIATE OF SCIENCE MATHEMATICS EMPHASIS

The Associate of Science degree with an emphasis in mathematics has a broad range of mathematical courses that are complemented by internship courses that students use as a preview for career paths. 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 can tailor to their specific interests. Interest in mathematics should involve a broad search to match personal interest to career potential.

PROGRAM  
REQUIREMENTS

### GRADUATION REQUIREMENTS

Students must complete a minimum of 90 credit hours with a minimum Grade Point Average (GPA) of 2.0 (C) average or better. All courses in this program must be completed with a 'C' or better. Thirty (30) of the last 45 credits must be earned at Southwestern before the Associate of Science degree is awarded.

Courses that are developmental in nature, designed to prepare students for college transfer courses, are not applicable to this degree.

Complete the graduation application process one term prior to the term of completion (i.e., spring term graduates must apply during winter term).



## ASSOCIATE OF SCIENCE MATHEMATICS EMPHASIS

PREREQUISITES	CIS101 (2) Computers in Society	MTH112 (4) Elementary Functions	Reading Score of ASSET39 COMPASS69	WR90 (3) Paragraph Fundamentals (or placement test score)	
FALL = 15-16 CREDITS	(4) Biological Science Course <sup>1</sup>	MTH251 (4) Calculus I (Differential Calculus)	(4) - (5) Natural/Applied Science Course <sup>2</sup>	WR121 (3) English Composition	
WINTER = 17-18 CREDITS	(3) Computer Language Course <sup>4</sup>	MTH252 (4) Calculus II (Integral Calculus)	(4) - (5) Natural/Applied Science Course <sup>2</sup>	WR122 (3) English Composition	(3) Arts and Letters/Social Sciences Course <sup>3</sup>
SPRING = 18-19 CREDITS	MTH265 (4) Probability and Statistics with Calculus	MTH253 (4) Calculus III (Infinite Sequence & Series)	(4) - (5) Natural/Applied Science Course <sup>2</sup>	WR123 (3) English Composition <sup>5</sup>	(3) Arts and Letters/Social Sciences Course <sup>3</sup>

PROGRAM REQUIREMENTS

### 50-53 CREDITS = FIRST YEAR TOTAL

FALL = 14-16 CREDITS	MTH254 (4) Vector Calculus I	MTH231 (4) Elements of Discrete Mathematics I	(3) Arts and Letters/Social Sciences Course <sup>3</sup>	(3) - (5) Mathematics/Science Course <sup>6</sup>
WINTER = 14-16 CREDITS	MTH255 (4) Vector Calculus II	MTH232 (4) Elements of Discrete Mathematics II	(3) Arts and Letters/Social Sciences Course <sup>3</sup>	(3) - (5) Mathematics/Science Course <sup>6</sup>
SPRING = 13-15 CREDITS	MTH256 (4) Differential Equations	SP111 (3) Fundamentals of Public Speaking	(3) Health/Fitness Course <sup>7</sup>	(3) - (5) Mathematics/Science Course <sup>6</sup>

### 41-47 CREDITS = SECOND YEAR TOTAL

### 91-100 CREDITS = TOTAL RECOMMENDED PROGRAM CREDITS

#### PROGRAM NOTES

<sup>1</sup>One biological sciences course must be selected from BI101, BI201, BI234.

<sup>2</sup>Natural Applied Sciences Courses must be selected from: BI201, BI202, BI203; BI231, BI232, BI233; CS160, CS161, CS162; ENGR201, ENGR202, ENGR203; ENGR211, ENGR212, ENGR213; G201, G202, G203; PH201, PH202, PH203; PH211, PH212, PH213.

<sup>3</sup>Arts and Letters/Social Sciences courses must be selected from each of the following areas:

Arts and Letters - two courses from: ENG104, ENG105, ENG106, ENG107, ENG108, ENG109, ENG201, ENG202, ENG203, ENG204, ENG205, ENG206, ENG253, ENG254, ENG255; PHL101 or PHL102 (not both).

Social Sciences - Processes and Institutions, one course from: ANTH103; ECON201, ECON202; PS201, PS202; SOC204, SOC205; Western Culture, one course from: HST101, HST102,

HST103, HST201, HST202, HST203.

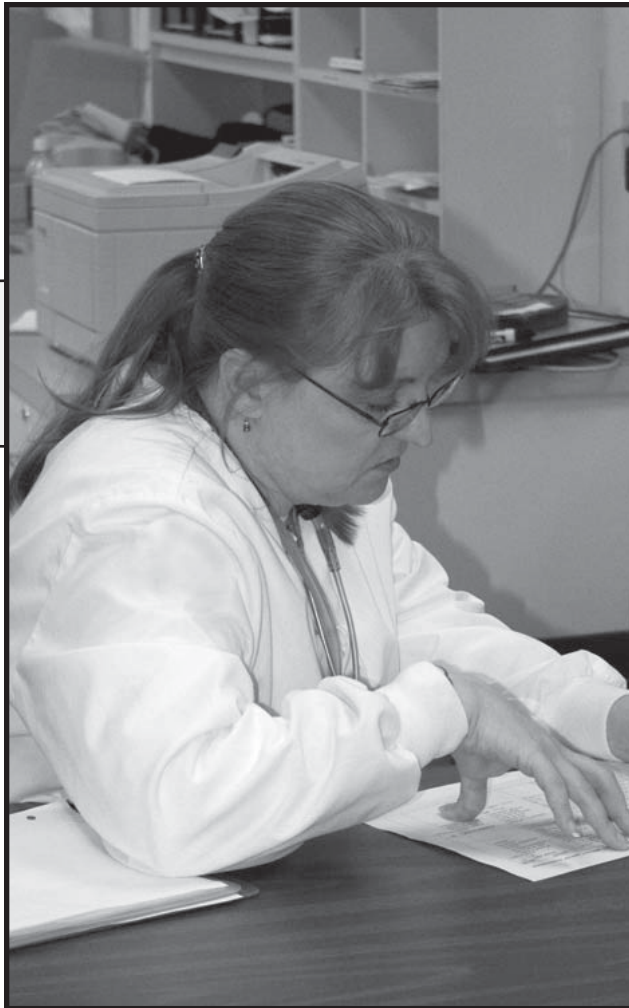
<sup>4</sup>One computer language course must be selected from CS133VB, CS160, CS161, CS162; ENGR112.

<sup>5</sup>WR227 may be substituted for WR123.

<sup>6</sup>Three additional mathematics/science courses must be selected from either the list provided in Note or the following list: BI234; G146, G207, G220; GS107, GS108; MTH260.

<sup>7</sup>One health/fitness course must be selected from HE250, PE231 or three credits PE185.

## ASSOCIATE OF APPLIED SCIENCE MEDICAL ASSISTANT



PROGRAM  
REQUIREMENTS

**Career Pathway Certificate of Completion:  
Medical Aide (28 Credits)**

**Certificate of Completion  
Medical Clerical (49 Credits)**

**Associate of Applied Science  
Medical Assistant (90 Credits)**

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.

### PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of this program the student will be able to:

- Demonstrate general knowledge of medical terminology, anatomy and physiology, and medical law and ethics.
- Demonstrate proficiency in medical office administrative practices.
- Demonstrate comprehensive knowledge of clinical practice.

### GRADUATION REQUIREMENTS

Students must complete a minimum of 90 credit hours with a minimum Grade Point Average (GPA) of 2.0 (C) average or better. All courses in this program must be completed with a 'C' or better. Thirty (30) of the last 45 credits must be earned at Southwestern before the AAS in Medical Assistant degree is awarded.

Complete the graduation application process one term prior to the term of completion (i.e., spring term graduates must apply during winter term).

## ASSOCIATE OF APPLIED SCIENCE MEDICAL ASSISTANT

PREREQUISITES	<b>OA121 (3)</b> Keyboarding I	Reading Score of ASSET39 COMPASS69	<b>CIS101 (2)</b> Computers in Society	<b>MTH20 (4)</b> Basic Mathematics <sup>1</sup>	<b>WR90 (3)</b> Paragraph Fundamentals (or placement test score)	
FALL = 15 CREDITS	<b>OA124 (3)</b> Keyboard Skillbuilding	<b>OA220 (1)</b> Electronic Calculators	<b>CIS120 (4)</b> Concepts of Computing	<b>MTH70 (4)</b> Elementary Algebra (or higher)	<b>WR115 (3)</b> Introduction to Expository Writing (or higher)	
WINTER = 16 CREDITS	<b>AC2766 (4)</b> Accounting I <sup>3</sup>	<b>CIS125W (3)</b> Word Processing Applications	<b>OA240 (3)</b> Filing and Records Management	<b>BA285 (3)</b> Human Relations in Organizations	<b>SP218 (3)</b> Interpersonal Communication <sup>2</sup>	
SPRING = 16 CREDITS	<b>BA2280 (2)</b> Cooperative Work Experience	<b>CIS135W (3)</b> Advanced Word Processing	<b>AH152 (2)</b> Medical Law and Ethics	<b>OA116 (3)</b> Office Procedures	<b>(3)</b> Elective <sup>4</sup>	<b>AH151 (3)</b> Reimbursement Management

PROGRAM REQUIREMENTS

### 47 CREDITS = FIRST YEAR TOTAL REQUIREMENTS

FALL = 13 CREDITS	<b>OA2591 (3)</b> Proofreading and Editing	<b>AH111 (3)</b> Medical Terminology I	<b>AH121 (3)</b> Body Structures and Functions I	<b>PE185 (1)</b> Physical Education <sup>5</sup>	<b>(3)</b> Elective <sup>4</sup>	
WINTER = 14 CREDITS	<b>PHAR5472 (3)</b> Pharmacology	<b>AH112 (3)</b> Medical Terminology II	<b>AH122 (3)</b> Body Structures and Functions II	<b>PE185 (1)</b> Physical Education <sup>5</sup>	<b>AH131 (4)</b> Clinical Procedures I	
SPRING = 16 CREDITS	<b>(3)</b> Elective <sup>4</sup>	<b>AH150 (3)</b> Medical Office Coding	<b>BA177 (3)</b> Payroll Records and Accounting	<b>PE185 (1)</b> Physical Education <sup>5</sup>	<b>AH132 (4)</b> Clinical Procedures II	<b>BA2280 (2)</b> Cooperative Work Experience <sup>6</sup>

### 43 CREDITS = SECOND YEAR TOTAL REQUIREMENTS

### 90 CREDITS = TOTAL PROGRAM REQUIREMENTS

**PROGRAM NOTES**

<sup>1</sup>MTH55 may be substituted.  
<sup>2</sup>SP219 may be substituted for SP218.  
<sup>3</sup>BA211 may be substituted for AC2766.  
<sup>4</sup>Developmental and remedial courses and OA121 and CS101 will not fulfill elective requirements.  
<sup>5</sup>HE250 or PE231 may be substituted for three credits of PE185.  
<sup>6</sup>Must complete AH131 and AH132 with a grade of 'C' or better.

## CERTIFICATE OF COMPLETION MEDICAL CLERICAL

The Medical Assistant: Certificate of Completion in Medical Clerical 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.

### PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of this program the student will be able to:

- Demonstrate general knowledge of medical terminology, anatomy and physiology, and medical law and ethics.
- Demonstrate proficiency in medical office administrative practices.
- Demonstrate proficiency in word processing.

### GRADUATION REQUIREMENTS

Students must complete a minimum of 49 credit hours with a minimum Grade Point Average (GPA) of 2.0 (C) average or better. All courses in this program must be completed with a 'C' or better. Fifteen (15) of the last 30 credits must be earned at Southwestern before the Certificate of Completion Medical Clerical is awarded.

Complete the graduation application process one term prior to the term of completion (i.e., spring term graduates must apply during winter term).

PROGRAM REQUIREMENTS

PREREQUISITES	<b>OA121 (3)</b> Keyboarding I	Reading Score of ASSET39 COMPASS69	<b>CIS101 (2)</b> Computers in Society	<b>MTH20 (4)</b> Basic Mathematics <sup>1</sup>	<b>WR90 (3)</b> Paragraph Fundamentals (or placement test score)	
FALL = 13 CREDITS	<b>OA124 (3)</b> Keyboard Skillbuilding	<b>OA220 (1)</b> Electronic Calculators	<b>AH111 (3)</b> Medical Terminology I	<b>AH121 (3)</b> Body Structures and Functions I	<b>WR115 (3)</b> Introduction to Expository Writing (or higher)	
WINTER = 15 CREDITS	<b>CIS125W (3)</b> Word Processing Applications <sup>2</sup>	<b>OA240 (3)</b> Filing and Records Management	<b>AH112 (3)</b> Medical Terminology II	<b>BA285 (3)</b> Human Relations in Organizations	<b>AH122 (3)</b> Body Structures and Functions II	
SPRING = 18 CREDITS	<b>(3)</b> Medical Clerical Specific Elective <sup>3</sup>	<b>AH152 (2)</b> Medical Law and Ethics	<b>OA116 (3)</b> Office Procedures	<b>MTH70 (4)</b> Elementary Algebra (or higher)	<b>AH151 (3)</b> Reimbursement Management	<b>AH150 (3)</b> Medical Office Coding
46 CREDITS = FIRST YEAR TOTAL REQUIREMENTS						
Summer = 3 CREDITS	<b>BA2280 (3)</b> Cooperative Work Experience					
3 CREDITS = SECOND YEAR TOTAL REQUIREMENTS						
49 CREDITS = TOTAL PROGRAM REQUIREMENTS						

#### PROGRAM NOTES

<sup>1</sup>MTH55 may be substituted.

<sup>2</sup>AH141 may be substituted.

<sup>3</sup>Medical Clerical Elective: PHAR5472, BA288, OA2591 or OA2242\*

\*AH141 and OA142 will be offered on a limited schedule every other year.

- NUR546 Basic Nursing Assistant is recommended in addition to the total program requirements.

## CAREER PATHWAY CERTIFICATE OF COMPLETION: MEDICAL AIDE

The Medical Assistant: Career Pathway Certificate of Completion: Medical Aide prepares students to work in a medical office or as an aide in a healthcare setting. Medical clerical workers or aides will process and transmit information to physicians, patients, and 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.

### PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of this program the student will be able to:

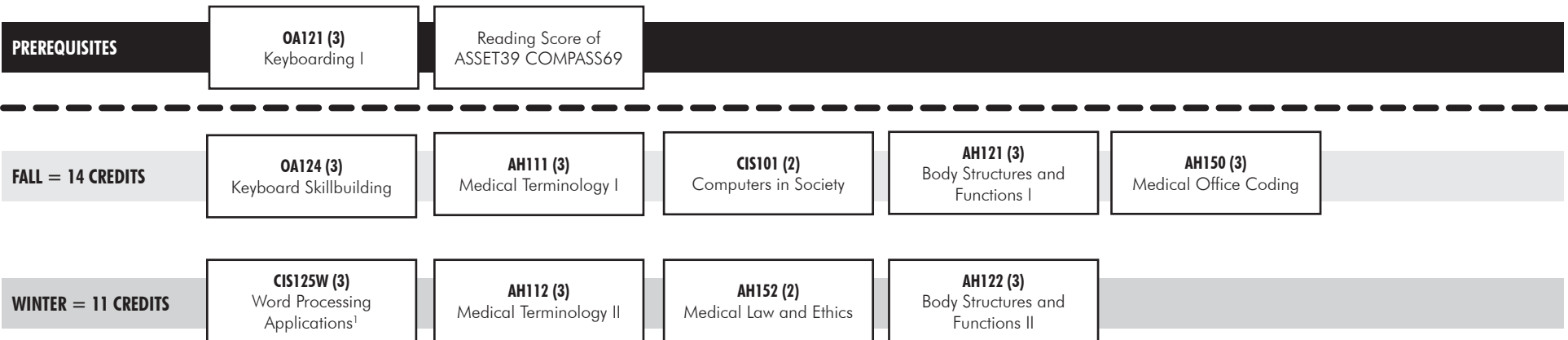
- Apply prefix, suffix, and root word meanings related to human body systems, to the pathology, diagnostic procedures and treatments associated with these systems.
- Describe normal structure and function of all human body systems.
- Demonstrate effective communication skills (listening and speaking) that can be applied in future employment settings.

### GRADUATION REQUIREMENTS

Students must complete a minimum of 25 credit hours with a minimum Grade Point Average (GPA) of 2.0 (C) average or better. All courses this program must be completed with a 'C' or better. Nine (9) of the last 12 credits must be earned at Southwestern before the Medical Assistant: Career Pathway Certificate of Completion: Medical Aide is awarded.

Complete the graduation application process one term prior to the term of completion (i.e., spring term graduates must apply during winter term).

PROGRAM  
REQUIREMENTS



### 25 CREDITS = TOTAL PROGRAM REQUIREMENTS

#### PROGRAM NOTES

<sup>1</sup>May substitute AH141. AH141 will be offered on a limited schedule every other year.

- NUR546 Basic Nursing Assistant is recommended in addition to the total program requirements.



## ASSOCIATE OF SCIENCE NATURAL SCIENCE EMPHASIS

The Associate of Science degree 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.

### GRADUATION REQUIREMENTS

Students must complete a minimum of 90 credit hours with a minimum Grade Point Average (GPA) of 2.0 (C) average or better. All courses in this program must be completed with a 'C' or better. Thirty (30) of the last 45 credits must be earned at Southwestern before the Associate of Science degree is awarded.

Courses that are developmental in nature, designed to prepare students for college transfer courses, are not applicable to this degree.

Complete the graduation application process one term prior to the term of completion (i.e., spring term graduates must apply during winter term).

PROGRAM  
REQUIREMENTS



## ASSOCIATE OF SCIENCE NATURAL SCIENCE EMPHASIS

PREREQUISITES	<b>CIS101 (2)</b> Computers in Society	<b>MTH112 (4)</b> Elementary Functions	Reading Score of ASSET39 COMPASS69	<b>WR90 (3)</b> Paragraph Fundamentals (or placement test score)	
<b>FALL = 16 CREDITS</b>	<b>(4)</b> Biological Science Course <sup>1</sup>	<b>MTH251 (4)</b> Calculus I (Differential Calculus)	<b>PH211 (5)</b> General Physics with Calculus	<b>WR121 (3)</b> English Composition	
<b>WINTER = 18-19 CREDITS</b>	<b>(3)</b> Arts and Letters/ Social Sciences <sup>2</sup>	<b>MTH252 (4)</b> Calculus II (Integral Calculus)	<b>PH212 (5)</b> General Physics with Calculus	<b>WR122 (3)</b> English Composition	<b>(3) - (4)</b> Computer Language Course <sup>3</sup>
<b>SPRING = 19 CREDITS</b>	<b>(3)</b> Arts and Letters/ Social Sciences <sup>2</sup>	<b>MTH253 (4)</b> Calculus III (Infinite Sequence & Series)	<b>PH213 (5)</b> General Physics with Calculus	<b>WR123 (3)</b> English Composition <sup>4</sup>	<b>MTH265 (4)</b> Probability and Statistics with Calculus

PROGRAM  
REQUIREMENTS

### 53-54 CREDITS = FIRST YEAR TOTAL

<b>FALL = 14-18 CREDITS</b>	<b>CHEM221 (5)</b> General Chemistry	<b>(3)</b> Arts and Letters/ Social Sciences <sup>2</sup>	<b>(3) - (5)</b> Mathematics/Science Course <sup>5</sup>	<b>(3) - (5)</b> Mathematics/Science Course <sup>5</sup>
<b>WINTER = 14-18 CREDITS</b>	<b>CHEM222 (5)</b> General Chemistry	<b>(3)</b> Arts and Letters/ Social Sciences <sup>2</sup>	<b>(3) - (5)</b> Mathematics/Science Course <sup>5</sup>	<b>(3) - (5)</b> Mathematics/Science Course <sup>5</sup>
<b>SPRING = 14-16 CREDITS</b>	<b>CHEM223 (5)</b> General Chemistry	<b>SP111 (3)</b> Fundamentals of Public Speaking	<b>(3)</b> Health/Fitness Course <sup>6</sup>	<b>(3) - (5)</b> Mathematics/Science Course <sup>5</sup>

### 42-52 CREDITS = SECOND YEAR TOTAL

### 95-106 CREDITS = TOTAL RECOMMENDED PROGRAM CREDITS

#### PROGRAM NOTES

<sup>1</sup>One biological science course must be selected from BI101, BI201, or BI234.

<sup>2</sup>Arts and Letters/Social Sciences courses must be selected from each of the following areas:

Arts and Letters - two courses from: ENG104, ENG105, ENG106, ENG107, ENG108, ENG109, ENG201, ENG202, ENG203,

ENG204, ENG205, ENG206, ENG253, ENG254, ENG255; PHL101 or PHL102 (not both).

Social Sciences - Processes and Institutions, one course from: ANTH103; ECON201, ECON202; PS201, PS202; SOC204, SOC205; Western Culture, one course from: HST101, HST102, HST103, HST201, HST202, HST203.

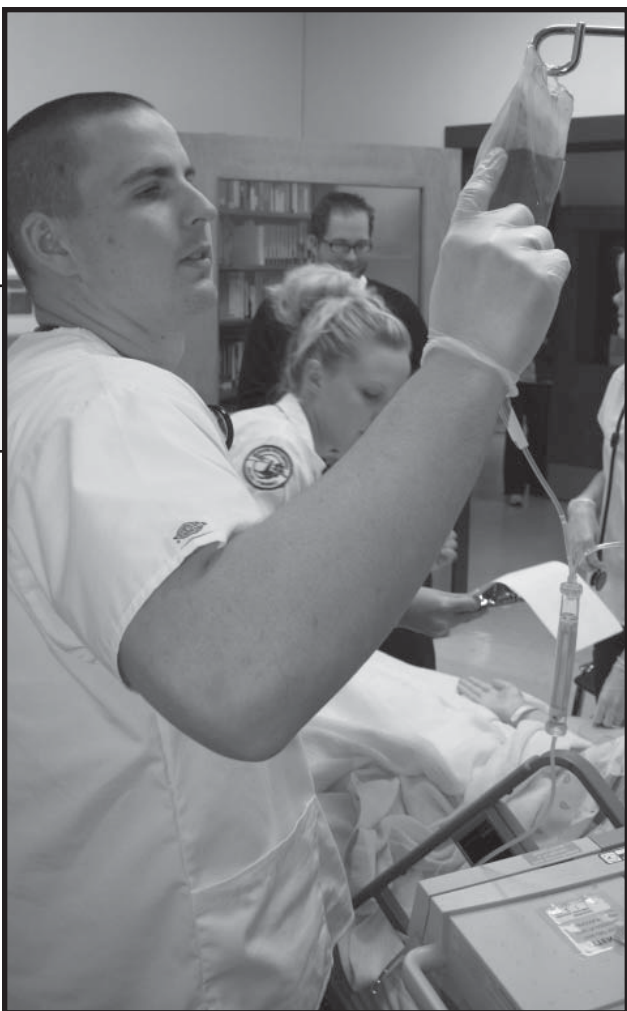
<sup>3</sup>One computer language course must be selected from CIS133VB, CS160, CS161, CS162; ENGR112.

<sup>4</sup>WR227 may be substituted for WR123.

<sup>5</sup>Mathematics/Science courses must be selected from: BI201, BI202, BI203; BI231, BI232, BI233; BI234; CS160, CS161, CS162; ENGR201, ENGR202, ENGR203; ENGR211, ENGR212, ENGR213; G201, G202, G203; G146, G207, G220; GS107, GS108; MTH231, MTH232, MTH254, MTH255, MTH256, MTH260.

<sup>6</sup>One Health/Fitness course must be selected from HE250, PE231 or three credits of PE185.

## ASSOCIATE OF APPLIED SCIENCE IN NURSING



PROGRAM  
REQUIREMENTS

The Associate of Applied Science in Nursing is intended for students seeking a career as a Registered Nurse. The program prepares students to practice professional nursing in a variety of settings. Upon completion of the program, students will be awarded an Associate of Applied Science degree and are eligible to sit for the national licensure examination (NCLEX-RN) leading to a licensure as a Registered Nurse.

### PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of this program the student will be able to:

- Act personally and professionally based on a set of shared core nursing values.
- Develop insight through reflection, self-analysis, and self-care.
- Engage in ongoing intentional learning.
- Demonstrate leadership in nursing and health care.
- Collaborate as part of a health care team.
- Practice within, utilize, and contribute to the broader health care system.
- Practice relationship-centered care.
- Communicate effectively.
- Make sound clinical judgments.
- Locate, evaluate and use the best available evidence in making practice decisions.

### ENTRY REQUIREMENTS

This is a restricted entry program. Students are required to submit an application to the college and a separate application to the nursing program. A total of 52

prerequisites must be completed prior to beginning the nursing program. Thirty (30) of the 49 credits must be completed by the end of fall term preceding admission and must include at least one term of Anatomy and Physiology. Selection of applicants is based on a point system described in the application/information packet.

Acceptance to the program allows for co-admission to the Oregon Health & Science University (OHSU) nursing program. Students are eligible to complete a bachelor's degree in Nursing from OHSU either full time in three quarters or part-time.

For more information, contact the Program Secretary, Sumner Hall, Room 4 at 541-888-7443. Information may also be obtained online at [www.socc.edu/academics/pgs/degrees/aas-degree/associate-of-applied-science-nursing.shtml](http://www.socc.edu/academics/pgs/degrees/aas-degree/associate-of-applied-science-nursing.shtml).

### GRADUATION REQUIREMENTS

Students must complete a minimum of 91 credit hours with a minimum Grade Point Average (GPA) of 2.0 (C) average or better. All courses in this program must be completed with a 'C' or better. Thirty (30) of the last 45 credits must be earned at Southwestern before the Associate of Applied Science Nursing degree is awarded.

Student must complete the graduation application process one term prior to the term of completion (i.e., spring term graduates must apply during winter term).

### PROGRAM NOTES

<sup>1</sup>Students applying for the Nursing program must have completed either a Chemistry sequence or CHEM110 within the last five years.

<sup>2</sup>Students must be enrolled in or have completed BI231 prior to submitting an application in fall term.

<sup>3</sup>CIS131 has been re-numbered to CIS120; students that have already completed CIS131 will not have to re-take CIS120.

<sup>4</sup>PHL205 Bioethics may be substituted for PHL102.

<sup>5</sup>Any 200 level Social Science course may be substituted for

SOC206.

<sup>6</sup>PE231 or three credits of PE185 may be substituted for HE250.

<sup>7</sup>SP219 may be substituted for SP218.

<sup>8</sup>ANTH222 or ANTH223 may be substituted for ANTH221.

<sup>9</sup>WR227 Report Writing may be substituted for WR123.

<sup>10</sup>Humanities/Social or Natural Science Courses: A minimum of 11 credits of Humanities/Social Science or Natural Science courses must be selected from outside of the student's area of concentration. College level courses may be selected from the following: ANTH, ART, ASL (200 level), BI, BOT201, CHEM, CJ100, CJ101, CJ201, CJ220,

CJ243, CS133VB, CS133WS, CS160, CS161, CS162, CS233VB, CS261, ECON201, ECON202, ED169, ED258, ENG, G (200 level), GEOG105, GER (200 level), GS, HD208, HDFS140, HDFS222, HDFS225, HDFS229, HDFS247, HST, HUM, J, MUS, MUP105, PH, PHL, PS (200 level), PSY (200 level), SOC (200 level), SP, SPAN (200 level), TA, WR (200 level), and WS.

Developmental and remedial courses will not fulfill elective requirement.

## ASSOCIATE OF APPLIED SCIENCE IN NURSING

<b>SUMMER = 4 CREDITS</b>	<b>CHEM110 (4)</b> Foundations of General, Organic & Biochemistry <sup>1</sup>				
<b>FALL = 14 CREDITS</b>	<b>BI149 (3)</b> Introduction to Human Genetics	<b>BI231 (4)</b> Human Anatomy and Physiology I <sup>2</sup>	<b>MTH95 (4)</b> Intermediate Algebra II	<b>WR121 (3)</b> English Composition	
<b>WINTER = 17 CREDITS</b>	<b>CIS120 (4)</b> Concepts of Computing <sup>3</sup>	<b>BI232 (4)</b> Human Anatomy and Physiology II	<b>PHL102 (3)</b> Ethics <sup>4</sup>	<b>WR122 (3)</b> English Composition	<b>PSY237 (3)</b> Life Span Development
<b>SPRING = 14 CREDITS</b>	<b>FN225 (4)</b> Nutrition	<b>BI233 (4)</b> Human Anatomy and Physiology III	<b>SOC206 (3)</b> General Sociology <sup>5</sup>	<b>SP218 (3)</b> Interpersonal Communication <sup>7</sup>	

### 49 CREDITS = PREREQUISITE YEAR TOTAL REQUIREMENTS

<b>FALL = 16 CREDITS</b>	<b>NRS110 (9)</b> Foundations of Nursing: Health Promotion	<b>ANTH221 (3)</b> Cultural Anthropology <sup>8</sup>	<b>BI234 (4)</b> Microbiology		
<b>WINTER = 15 CREDITS</b>	<b>NRS111 (6)</b> Foundations of Nursing: Chronic Illness I	<b>NRS230 (3)</b> Clinical Pharmacology I	<b>NRS232 (3)</b> Pathophysiology Processes	<b>WR123 (3)</b> English Composition <sup>9</sup>	
<b>SPRING = 15 CREDITS</b>	<b>NRS112 (6)</b> Foundations of Nursing: Acute Care I	<b>NRS231 (3)</b> Clinical Pharmacology II	<b>NRS233 (3)</b> Pathophysiology Processes II	<b>PHL103 (3)</b> Introduction to Logic and Critical Thinking	

### 46 CREDITS = FIRST YEAR TOTAL REQUIREMENTS

<b>FALL = 15 CREDITS</b>	<b>NRS222 (9)</b> Foundations of Nursing: Acute Care II	<b>(6)</b> Humanities/Soc. Sciences or Natural Sciences <sup>10</sup>		
<b>WINTER = 15 CREDITS</b>	<b>NRS221 (9)</b> Foundations of Nursing: Chronic Illness II	<b>(6)</b> Humanities/Soc. Sciences or Natural Sciences <sup>10</sup>		
<b>SPRING = 15 CREDITS</b>	<b>NRS224 (9)</b> Scope of Practice/Integrated Practicum	<b>(3)</b> Elective <sup>11</sup>	<b>HE250 (3)</b> Personal Health <sup>6</sup>	

### 45 CREDITS = SECOND YEAR TOTAL REQUIREMENTS

### 91 CREDITS = TOTAL PROGRAM REQUIREMENTS

PROGRAM REQUIREMENTS

## CERTIFICATE OF COMPLETION PARAEDUCATOR/ EDUCATIONAL ASSISTANT

The Certificate of Completion Paraeducator/Educational Assistant is a one-year certificate that prepares students to work in public or private elementary and secondary schools. Paraeducators/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.

### PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of this program the student will be able to:

- Demonstrate appropriate strategies and techniques to provide instructional support to

students of diverse populations.

- Demonstrate attitudes and behaviors that are appropriate in meeting the needs of diverse populations.
- Apply best practices in classroom management to optimize the potential for student learning.
- Apply technology to support teaching, learning and communication.

### ENTRY REQUIREMENTS

Students are required to take the college placement test to determine skill level and readiness in math, reading and writing. As part of their training program, students must begin with the courses within their skill level as determined by the college placement test scores.

Students should meet with an advisor to evaluate professional experience and previous course work prior to beginning this course of study. All students are required to obtain a valid First Aid and CPR card.

### GRADUATION REQUIREMENTS

Students must complete a minimum of 47 credit hours with a minimum Grade Point Average (GPA) of 2.0 (C) average or better. Fifteen (15) of the last 30 credits must be earned at Southwestern before the Certificate of Completion Para Educator/Educational Assistant is awarded.

Complete the graduation application process one term prior to the term of completion (i.e., spring term graduates must apply during winter term).

PREREQUISITES	CIS101 (2) Computers in Society	WR90 (3) Paragraph Fundamentals (or placement test score)	Reading Score of ASSET39 COMPASS69	MTH20 (4) Basic Mathematics <sup>1</sup>	
FALL = 16 CREDITS	ED101 (3) Introd. and Observation and Experience <sup>2</sup>	ED258 (3) Multicultural Education	ED113 (3) Instructional Strategies in Language and Reading <sup>2</sup>	MTH70 (4) Elementary Algebra (or higher)	ED169 (3) Overview of Students with Special Needs
WINTER = 16 CREDITS	ED114 (3) Instructional Strategies in Math and Science <sup>2</sup>	WR121 (3) English Composition	BA285 (3) Human Relations in Organizations	ED133 (3) Instructional Media and Materials <sup>2</sup>	CIS120 (4) Concepts of Computing
SPRING = 15 CREDITS	ED130 (3) Comprehensive Classroom Mngmnt <sup>2</sup>	ED131 (3) Instructional Strategies <sup>2</sup>	ED266 (3) Current Issues in Special Education <sup>2</sup>	ED270 (3) Practicum <sup>3</sup>	HDFS229 (3) Development in Middle Childhood

### 47 CREDITS = TOTAL PROGRAM REQUIREMENTS

#### PROGRAM NOTES

<sup>1</sup>MTH55 may be substituted for MTH20.

<sup>2</sup>This course is offered through Chemeketa Community College as part

of a collaborative agreement between Southwestern and Chemeketa.

ECE150 may be substituted for ED101.

<sup>3</sup>A criminal history check is required prior to enrollment in ED270. This

course is offered through Chemeketa Community College's distance

education.

## CERTIFICATE OF COMPLETION PHARMACY TECHNICIAN

The Certificate of Completion Pharmacy Technician 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.

### PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of this program the student will be able to:

- Function as a professional in a pharmacy environment either hospital or retail setting.
- Assist the pharmacist in the preparation and dispensing of medications.
- Be aware of the duties and limitations of a pharmacy technician as per Oregon Administrative rules 855-41-205.

### ENTRY REQUIREMENTS

Students are required to take the college placement test to determine skill level and readiness in math, reading and writing. As part of their training program, students must begin with the courses within their skill level as determined by the college placement test scores.

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 background 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. Graduates may choose to take a national certification examination at the successful conclusion of the program.

This program is currently offered entirely through distance education. All PHAR classes are offered only

online. Other courses in the program are offered in the traditional classroom setting as well.

### GRADUATION REQUIREMENTS

Students must complete a minimum of 51 credit hours with a minimum Grade Point Average (GPA) of 2.0 (C) average or better. All courses in this program must be completed with a ‘C’ or better. Fifteen (15) of the last 30 credits must be earned at Southwestern before the Certificate of Completion Pharmacy Technician is awarded.

Complete the graduation application process one term prior to the term of completion (i.e., spring term graduates must apply during winter term).

PROGRAM  
REQUIREMENTS

PREREQUISITES	CIS101 (2) Computers in Society	Reading Score of ASSET39 COMPASS69	MTH20 (4) Basic Mathematics <sup>1</sup>	WR90 (3) Paragraph Fundamentals (or placement test score)		
FALL = 17 CREDITS	AH111 (3) Medical Terminology I	AH121 (3) Body Structures and Functions I	PHAR5470 (4) Introduction to Pharmacy: Practice and Law	MTH70 (4) Elementary Algebra (or higher)	WR121 (3) English Composition	
WINTER = 18 CREDITS	AH112 (3) Medical Terminology II	AH122 (3) Body Structures and Functions II	PHAR5472 (3) Pharmacology I	PHAR5474 (2) Pharmacy Calculations	PHAR5475 (4) Pharmacy Technician Procedures I	BA285(3) Human Relations in Organizations
SPRING = 16 CREDITS	SP100 (3) Basic Speech Communication <sup>2</sup>	PHAR5477 (3) Pharmacy Records Management	PHAR5473 (3) Pharmacology II	PHAR5478 (3) Pharmacy Technician Practicum	PHAR5476 (4) Pharmacy Technician Procedures II	

### 51 CREDITS = TOTAL PROGRAM REQUIREMENTS

#### PROGRAM NOTES

<sup>1</sup>MTH55 may be substituted.

<sup>2</sup>SP100 or higher to fulfill requirement.

\*\*All students in this program are advised to check individual course descriptions for prerequisites.

## CERTIFICATE OF COMPLETION PHLEBOTOMY TECHNICIAN

The Certificate of Completion Phlebotomy Technician prepares individuals, under the supervision of physicians and other health care professionals, to draw blood samples for patients using a variety of intrusive procedures. The program includes instruction in basic vascular anatomy and physiology, blood physiology, skin puncture procedures and applicable standards and regulations.

### PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of this program the student will be able to:

- Function as a professional in a medical office environment.
- Draw blood from a patient using a variety of skin puncture procedures.

- Understand the physiology of blood and the vascular network of the human body.

### ENTRY REQUIREMENTS

This is a restricted entry program and students must submit a separate application along with their college admission application. For more information, contact the Program Secretary, Sumner Hall, Room 4 at 541-888-7443 or contact the Jerri Bennett-Stillmaker, Professor, Nursing at 541-888-7342 for further application requirements.

Students are required to take the college placement test to determine skill level and readiness in math, reading and writing. As part of their training program, students must begin with the courses within their skill level as determined by the college placement test scores.

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 background check.

### GRADUATION REQUIREMENTS

Students must complete a minimum of 53 credit hours with a minimum Grade Point Average (GPA) of 2.0 (C) average or better. All courses in this program must be completed with a ‘C’ or better. Fifteen (15) of the last 30 credits must be earned at Southwestern before the Certificate of Completion in Phlebotomy Technician is awarded.

Complete the graduation application process one term prior to the term of completion (i.e., spring term graduates must apply during winter term).

PREREQUISITES	<b>CIS101 (2)</b> Computers in Society	Reading Score of ASSET39 COMPASS69	<b>MTH70 (4)</b> Elementary Algebra	<b>WR90 (3)</b> Paragraph Fundamentals (or placement test score)		
FALL = 14 CREDITS	<b>AH111 (3)</b> Medical Terminology I	<b>AH121 (3)</b> Body Structures and Functions I	<b>MLT2005 (2)</b> Basic Phlebotomy	<b>WR115 (3)</b> Introduction to Expository Writing (or higher)	<b>MTH80 (3)</b> Technical Mathematics (or higher)	
WINTER = 16 CREDITS	<b>AH112 (3)</b> Medical Terminology II	<b>AH122 (3)</b> Body Structures and Functions II	<b>MLT2010 (2)</b> Advanced Phlebotomy	<b>MLT2015 (3)</b> Phlebotomy: Clinical I	<b>AH152 (2)</b> Medical Law and Ethics	<b>BA285(3)</b> Human Relations in Organizations
SPRING = 15 CREDITS	<b>SP100 (3)</b> Basic Speech Communication <sup>1</sup>	<b>PSY237 (3)</b> Life Span Development	<b>CIS120 (4)</b> Concepts of Computing	<b>MLT2020 (2)</b> Phlebotomy: Clinical II	<b>HE250 (3)</b> Personal Health	
SUMMER = 8 CREDITS	<b>MLT2280 (8)</b> Cooperative Work Experience					

### 53 CREDITS = TOTAL PROGRAM REQUIREMENTS

#### PROGRAM NOTES

<sup>1</sup>SP218 or SP219 may be substituted for SP100.

*\*\*All students in this program are advised to check individual course descriptions for prerequisites.*

## CERTIFICATE OF COMPLETION PERSONAL TRAINER/AGING ADULT

The Certificate of Completion Personal Trainer/Aging Adult Specialty prepares the student to become a Personal Trainer with an emphasis in working with the older adult.

### PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of this program the student will be able to:

- Provide a physical fitness plan for older adults as well as younger clients.
- Develop skills in assessing the fitness level of their clients and provide them with sound activities to enhance their physical,

social, environmental, emotional, and overall health.

### GRADUATION REQUIREMENTS

Students must complete a minimum of 15 credit hours with a minimum Grade Point Average (GPA) of 2.0 (C) average or better. Nine (9) of the last 12 credits must be earned at Southwestern before the Certificate of Completion Personal Trainer/Aging Adult is awarded.

Complete the graduation application process one term prior to the term of completion (i.e., spring term graduates must apply during winter term).

PROGRAM REQUIREMENTS

FALL = 15 CREDITS

**HE252 (3)**  
Standard First Aid & CPR  
for Professional Rescuer

**PE131 (3)**  
Introduction to  
Health and PE

**SOC230 (3)**  
Gerontology

**PET264 (3)**  
Concepts of Individual  
Fitness Programming

**PE280P (3)**  
Practicum

**15 CREDITS = TOTAL PROGRAM REQUIREMENTS**

## CERTIFICATE OF COMPLETION PERSONAL TRAINER/GROUP EXERCISE LEADER

The Certificate of Completion Personal Trainer/Group Exercise Leader prepares the student to become a Personal Trainer, Aerobics Instructor, and Group Exercise Specialist.

### PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of this program the student will be able to:

- Provide a physical fitness plan for older adults as well as younger clients.

- Develop skills in assessing the fitness level of their clients and provide them with sound activities to enhance their physical, social, environmental, emotional, and overall health.

### GRADUATION REQUIREMENTS

Students must complete a minimum of 14 credit hours with a minimum Grade Point Average (GPA) of 2.0 (C) average or better. Nine (9) of the last 12 credits must be earned at Southwestern before the Certificate of

Completion Personal Trainer/Group Exercise Leader is awarded.

Complete the graduation application process one term prior to the term of completion (i.e., spring term graduates must apply during winter term).

FALL = 14 CREDITS

**HE252 (3)**  
Standard First Aid & CPR  
for Professional Rescuer

**PE131 (3)**  
Introduction to  
Health and PE

**PET267 (2)**  
Group Fitness Concepts

**PET264 (3)**  
Concepts of Individual  
Fitness Programming

**PE280P (3)**  
Practicum

**14 CREDITS = TOTAL PROGRAM REQUIREMENTS**



## ASSOCIATE OF SCIENCE PHYSICAL EDUCATION EMPHASIS



PROGRAM  
REQUIREMENTS

The Associate of Science degree, with an emphasis in physical education, is articulated with Eastern Oregon University's Department of Health and Physical Education leading to a baccalaureate in Physical Education. This program has two goals: to prepare students for entry into the health and fitness industry upon completion of the Associate of Science, and to serve as a foundation for further study in the academic discipline, leading to a bachelor's degree and beyond.

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

### GRADUATION REQUIREMENTS

Students must complete a minimum of 90 credit hours with a minimum Grade Point Average (GPA) of 2.0 (C) average or better. All courses in this program must be completed with a 'C' or better. Thirty (30) of the last 45 credits must be earned at Southwestern before the Associate of Science degree is awarded.

Courses that are developmental in nature, designed to prepare students for college transfer courses, are not applicable to this degree.

Complete the graduation application process one term prior to the term of completion (i.e., spring term graduates must apply during winter term).

## ASSOCIATE OF SCIENCE PHYSICAL EDUCATION EMPHASIS

PREREQUISITES					
	<b>MTH95 (4)</b> Intermediate Algebra I (or placement test score)	Reading Score of ASSET39 COMPASS69	<b>CIS101 (2)</b> Computers in Society	<b>WR90 (3)</b> Paragraph Fundamentals (or placement test score)	
-----					
<b>FALL = 16 CREDITS</b>	<b>PE131 (3)</b> Introduction to Health and PE	<b>SP111 (3)</b> Fundamentals of Public Speaking	<b>BI101 (4)</b> General Biology <sup>1</sup>	<b>WR121 (3)</b> English Composition	<b>SP218 (3)</b> Interpersonal Communication
<b>WINTER = 16 CREDITS</b>	<b>MTH111 (4)</b> College Algebra	<b>(3)</b> Arts and Letters Course <sup>2</sup>	<b>PE231 (3)</b> Wellness for Life	<b>WR122 (3)</b> English Composition	<b>SOC208 (3)</b> Sociology of Sport
<b>SPRING = 15 CREDITS</b>	<b>PE259 (3)</b> Care and Prevention of Athletic Injuries I	<b>(3)</b> Arts and Letters Course <sup>2</sup>	<b>SP219 (3)</b> Small Group Discussion	<b>WR123 (3)</b> English Composition	<b>PE210 (3)</b> Theory of Coaching

PROGRAM  
REQUIREMENTS

### 47 CREDITS = FIRST YEAR TOTAL

<b>FALL = 14 CREDITS</b>	<b>BI231 (4)</b> Anatomy and Physiology I	<b>CIS120 (4)</b> Concepts of Computing	<b>PSY201 (3)</b> General Psychology	<b>HE250 (3)</b> Personal Health	
<b>WINTER = 15 CREDITS</b>	<b>BI232 (4)</b> Anatomy and Physiology II	<b>HE252 (3)</b> First Aid & CPR for Professional Rescuer	<b>PSY202 (3)</b> General Psychology	<b>PET264 (3)</b> Concepts of Individual Fitness Programming	<b>PET267 (2)</b> Group Fitness Concepts <sup>3</sup>
<b>SPRING = 16 CREDITS</b>	<b>BI233 (4)</b> Anatomy and Physiology III	<b>PE280P (3)</b> Practicum	<b>PSY203 (3)</b> General Psychology	<b>PE262 (3)</b> Development of Adult Fitness	<b>(3)</b> Arts and Letters Course <sup>2</sup>

### 45 CREDITS = SECOND YEAR TOTAL

### 92 CREDITS = TOTAL RECOMMENDED PROGRAM CREDITS

#### PROGRAM NOTES

<sup>1</sup>BI201 may be substituted for BI101.

<sup>2</sup>Refer to Associate of Science Degree Requirements, page 21.

One course must be taken to meet the Cultural Literacy requirement.

- This program fulfills all the undergraduate Physical Education prerequisites and has a 2+2 articulation agreement with Eastern Oregon University.

<sup>3</sup>PET268 may be substituted for PET267.

## CERTIFICATE OF COMPLETION RETAIL MANAGEMENT

The Retail Management Certificate of Completion is a one-year certificate recommended for students who would like to work in retail sales or students who are currently working in retail sales and are interested in advancing in their careers. Upon completion of this certificate, students will demonstrate skills necessary to successfully work in the field of retail sales and be in a position to advance to higher levels of responsibility including supervisory management. Career opportunities include retail clerks, management trainees, sales associates and other similar retail positions.

PROGRAM REQUIREMENTS

### PROGRAM STUDENT LEARNING OUTCOMES

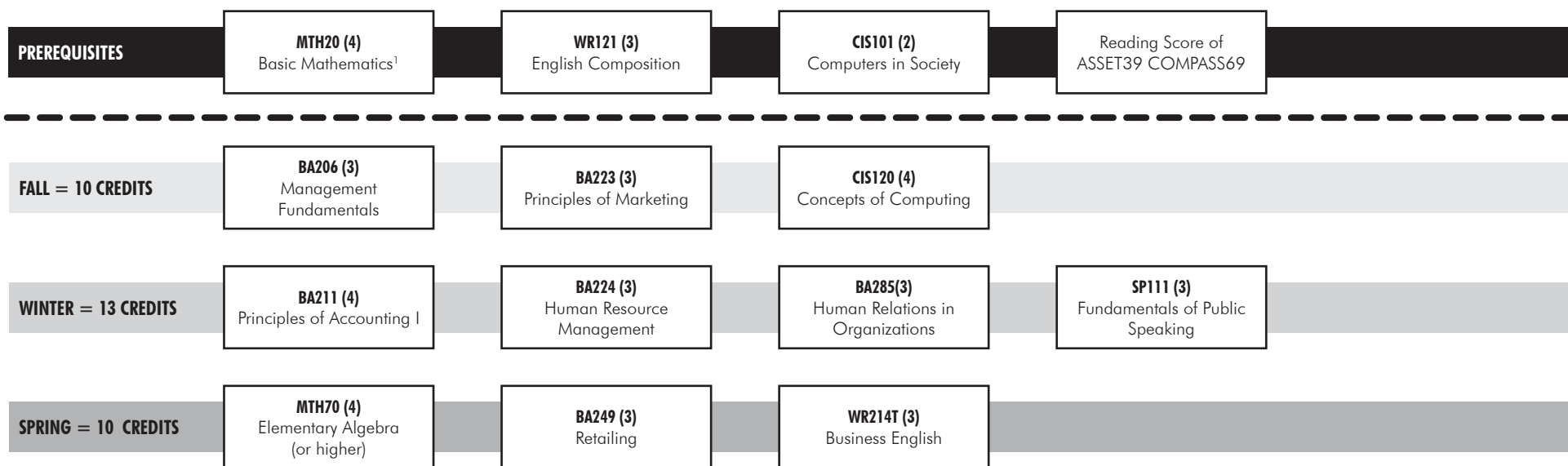
Upon successful completion of this program the student will be able to:

- Demonstrate effective communication skills including both verbal and written.
- Operate as a team member and/or leader using effective communication strategies.
- Demonstrate computer skills: word processing, electronic spreadsheet, database management, general accounting applications, presentation software and Internet research techniques.
- Describe the marketing methods including the analysis and inter-relationship of the marketing mix: product, price, place and promotion.

### GRADUATION REQUIREMENTS

Students must complete a minimum of 33 credit hours with a minimum Grade Point Average (GPA) of 2.0 (C) average or better. All courses in this program must be completed with a 'C' or better. Fifteen (15) of the last 30 credits must be earned at Southwestern before the Certificate of Completion in Phlebotomy Technician degree is awarded.

Complete the graduation application process one term prior to the term of completion (i.e., spring term graduates must apply during winter term).



**33 CREDITS = TOTAL PROGRAM REQUIREMENTS**

#### PROGRAM NOTES

<sup>1</sup>MTH55 may be substituted.

## CERTIFICATE OF COMPLETION RURAL HEALTH AIDE

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 course work can apply to nursing program requirements.

### PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of this program the student will be able to:

- Function as a professional in rural health care environments.
- Follow treatment plans prescribed by physicians, nurses, and other health professionals.
- Read, file, and transcribe basic medical charts.
- Communicate as needed to function as a professional in the medical field.
- Transcribe physician's orders.
- Understand the basic anatomy and functions of the human body.
- Assemble charts, and perform medical clerical/medical records tasks.

### GRADUATION REQUIREMENTS

Students must complete a minimum of 48 credit hours with a minimum Grade Point Average (GPA) of 2.0 (C) average or better. Fifteen (15) of the last 30 credits must be earned at Southwestern before the Certificate of Completion Rural Health Aide certificate is awarded.

Complete the graduation application process one term prior to the term of completion (i.e., spring term graduates must apply during winter term).

PROGRAM REQUIREMENTS

PREREQUISITES	<b>CIS101 (2)</b> Computers in Society	<b>MTH20 (4)</b> Basic Mathematics <sup>1</sup>	<b>WR0525 (5)</b> Sentence Fundamentals	Reading Score of ASSET39 COMPASS <sup>69</sup>	
FALL = 17 CREDITS	<b>NURS46 (8)</b> Basic Nursing Assistant <sup>2</sup>	<b>OA116 (3)</b> Office Procedures	<b>AH111 (3)</b> Medical Terminology I	<b>AH121 (3)</b> Body Structures and Functions I <sup>4</sup>	
WINTER = 15 CREDITS	<b>CIS125W (3)</b> Word Processing Applications	<b>(3)</b> Specific Elective <sup>3</sup>	<b>AH112 (3)</b> Medical Terminology II	<b>AH122 (3)</b> Body Structures and Functions II <sup>4</sup>	<b>SP100 (3)</b> Basic Speech Communication <sup>3</sup>
SPRING = 16 CREDITS	<b>MTH70 (4)</b> Elementary Algebra (or higher)	<b>HE280 (3)</b> Field Experience	<b>WR90 (3)</b> Paragraph Fundamentals (or higher)	<b>OA124(3)</b> Keyboard Skillbuilding <sup>5</sup>	<b>(3)</b> Specific Elective <sup>3</sup>

### 48 CREDITS = TOTAL PROGRAM REQUIREMENTS

#### PROGRAM NOTES

<sup>1</sup>MTH55 may be substituted

<sup>2</sup>Students who hold a current Oregon Nursing Assistant Certificate may substitute this course with specific electives. This course has a separate application process.

<sup>3</sup>SP218 or SP219 may be substituted for SP100.

<sup>4</sup>Students may substitute BI231/BI232/BI233 or AH121/122. 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/CHEM122 may substitute BI231/BI232/BI233

for AH121/122.

<sup>5</sup>Specific Electives: ANTH103, BI234, OA240, OA2597, OA5533, PHAR5472, PHAR5474, PSY201, PSY202, or PSY203.

<sup>6</sup>Prerequisite is OA121 Keyboarding with a 'C' or better or a typing speed of 30 wpm.

## ASSOCIATE OF APPLIED SCIENCE WELDING AND FABRICATION

Career Pathway Certificate of Completion:  
Welding Assistant (18 Credits)

Certificate of Completion  
Welding and Fabrication (51 Credits)

Associate of Applied Science  
Welding and Fabrication (94 Credits)

PROGRAM  
REQUIREMENTS

The Associate of Applied Science in Welding and Fabrication 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.

### PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of this program the student will be able to:

- Set up and operate manual and semi-automatic welding and cutting equipment used in the metal fabrication industry.
- Perform basic layout and fabrication skills to produce welded metal parts and projects.
- Read and Interpret blueprints and American Welding Society standard welding symbols.
- Perform as a team member and practice skills that reflect professional and ethical behavior in the workplace.

### ENTRY REQUIREMENTS

Students are required to take the college placement test to determine skill level and readiness in math, reading and writing. As part of their training program, students must begin with the courses within their skill level as determined by the college placement test scores.

Because a variety of working conditions exist in the welding field, a person generally should be in good physical condition and able to stand, stoop, kneel and bend without difficulty and be able to lift and carry at least 50 pounds. Good eyesight, especially depth perception, is necessary for a welder.

The Associate of Applied Science Welding and Fabrication and the Certificate of Completion Welding and Fabrication are both American Welding Society (AWS) entry level welding certified programs. Successfully completing the AWS portion of each welding course also qualifies the completer for a Certificate of Completion from the AWS as an Entry Level Welder – a nationally recognized certificate.

### GRADUATION REQUIREMENTS

Students must complete a minimum of 94 credit hours with a minimum Grade Point Average (GPA) of 2.0 (C) average or better. All courses indicated with a \* in this program must be completed with a 'C' or better. Thirty (30) of the last 45 credits must be earned at Southwestern before the Associate of Applied Science Welding and Fabrication degree is awarded.

Complete the graduation application process one term prior to the term of completion (i.e., spring term graduates must apply during winter term).



## ASSOCIATE OF APPLIED SCIENCE WELDING AND FABRICATION

<b>PREREQUISITES</b>	<b>CIS101 (2)</b> Computers in Society	<b>WR90 (3)</b> Paragraph Fundamentals (or placement test score)	Reading Score of ASSET39 COMPASS69
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<b>FALL = 17 CREDITS</b>	<b>MFG4101 (3)</b> Electrical/Electronic Principles	<b>MFG100 (2)*</b> Safety for Fabrication	<b>WLD4010 (3)*</b> Welding Process I	<b>WLD4061 (3)*</b> Shielded Metal Arc Welding I	<b>WLD4126 (3)*</b> Flux Cored Arc Welding	<b>MTH55 (3)*</b> Introduction to Technical Math (or higher)
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<b>WINTER = 16 CREDITS</b>	<b>MFG4102 (3)</b> Mechanical Principles	<b>WLD4062 (3)*</b> Shielded Metal Arc Welding II	<b>WLD4125 (3)*</b> Gas Metal Arc Welding	<b>MTH80 (3)*</b> Technical Mathematics I	<b>CIS120 (4)</b> Concepts of Computing
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<b>SPRING = 16 CREDITS</b>	<b>DRFT105 (3)*</b> Blueprint Reading	<b>MFG4103 (3)</b> Hydraulic/Pneumatic Principles	<b>WLD4150 (3)*</b> Pipe Fitting and Fabrication	<b>MTH85 (3)*</b> Technical Mathematics II	<b>WLD4155 (4)*</b> Fitting and Fabrication
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**PROGRAM REQUIREMENTS**

### 49 CREDITS = FIRST YEAR TOTAL REQUIREMENTS

<b>FALL = 15 CREDITS</b>	<b>DRFT100 (3)</b> Computer Assisted Drafting Survey	<b>MT101 (3)</b> Machine Tool Process I	<b>WLD4100 (3)*</b> Gas Tungsten Arc Welding	<b>PE231 (3)</b> Wellness for Life <sup>1</sup>	<b>WR115 (3)*</b> Introduction to Expository Writing <sup>2</sup>
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<b>WINTER = 15 CREDITS</b>	<b>BA285 (3)</b> Human Relations in Organizations	<b>MT102 (3)</b> Machine Tool Processes II	<b>WLD4050 (3)*</b> Welding and Joining Processes I	<b>WLD4165 (3)*</b> Welding Lab A	<b>(3)</b> Elective <sup>3</sup>
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<b>SPRING = 15 CREDITS</b>	<b>MFG4180 (3)*</b> Field Experience or <b>WLD9225 (3)*</b>	<b>WLD4047 (3)*</b> Advanced Welding Workshop	<b>WLD4166 (3)*</b> Welding Lab B	<b>WLD4170 (3)*</b> The Welder and Manufacturing	<b>(3)</b> Speech Course <sup>4</sup>
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### 45 CREDITS = SECOND YEAR TOTAL REQUIREMENTS

### 94 CREDITS = TOTAL PROGRAM REQUIREMENTS

**PROGRAM NOTES**

<sup>1</sup>HE250 or three credits of PE185 may be substituted for PE231.  
<sup>2</sup>WR214 or WR214T may be substituted for WR115  
<sup>3</sup>Developmental and remedial courses will not fulfill elective requirement.  
<sup>4</sup>Student may choose from SP100, SP111, SP112, SP217, SP218 or SP219.

## CERTIFICATE OF COMPLETION WELDING AND FABRICATION

The Certificate of Completion Welding and Fabrication prepares students for entry-level jobs in metal working fields. Required courses are applicable toward the Associate of Applied Science Welding and Fabrication degree.

### PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of this program the student will be able to:

- Set up and operate manual and semi-automatic welding and cutting equipment used in the metal fabrication industry.
- Perform basic layout and fabrication skills to produce welded metal parts and projects.
- Read and Interpret blueprints and American Welding Society standard welding symbols.
- Perform as a team member and practice skills that reflect professional and ethical behavior in the workplace.

PROGRAM REQUIREMENTS

### ENTRY REQUIREMENTS

Students are required to take the college placement test to determine skill level and readiness in math, reading and writing. As part of their training program, students must begin with the courses within their skill level as determined by the college placement test scores.

Because a variety of working conditions exist in the welding field, a person generally should be in good physical condition and able to stand, stoop, kneel and bend without difficulty and be able to lift and carry at least 50 pounds. Good eyesight, especially depth perception, is necessary for a welder.

The Associate of Applied Science Welding and Fabrication and the Certificate of Completion Welding and Fabrication are both American Welding Society (AWS) entry level welding certified programs. Successfully completing the AWS portion of each welding course also qualifies the completer for a Certificate of Completion from the AWS as an Entry Level Welder – a nationally recognized certificate.

### GRADUATION REQUIREMENTS

Students must complete a minimum of 51 credit hours with a minimum Grade Point Average (GPA) of 2.0 (C) average or better. All courses in this program indicated with a \* must be completed with a 'C' or better. Fifteen (15) of the last 30 credits must be earned at Southwestern before the Certificate of Completion Welding and Fabrication is awarded.

Complete the graduation application process one term prior to the term of completion (i.e., spring term graduates must apply during winter term).

<b>FALL = 17 CREDITS</b>	<b>WLD4100 (3)*</b> Gas Tungsten Arc Welding	<b>MFG100 (2)*</b> Safety for Fabrication	<b>WLD4010 (3)*</b> Welding Process I	<b>WLD4061 (3)*</b> Shielded Metal Arc Welding I	<b>WLD4126 (3)*</b> Flux Cored Arc Welding	<b>MTH55 (3)*</b> Introduction to Technical Math (or higher)
<b>WINTER = 18 CREDITS</b>	<b>WLD4165 (3)*</b> Welding Lab A	<b>WLD4062 (3)*</b> Shielded Metal Arc Welding II	<b>WLD4125 (3)*</b> Gas Metal Arc Welding	<b>MTH80 (3)*</b> Technical Mathematics I	<b>BA285 (3)</b> Human Relations in Organizations	<b>WR90 (3)*</b> Paragraph Fundamentals (or higher)
<b>SPRING = 16 CREDITS</b>	<b>DRFT105 (3)*</b> Blueprint Reading	<b>MFG4180 (3)*</b> Field Experience or <b>WLD9225 (3)*</b>	<b>WLD4150 (3)*</b> Pipe Fitting and Fabrication	<b>WLD4166 (3)*</b> Welding Lab B	<b>WLD4155 (4)*</b> Fitting and Fabrication	

**51 CREDITS = TOTAL PROGRAM REQUIREMENTS**

## CAREER PATHWAY CERTIFICATE OF COMPLETION: WELDING ASSISTANT



The Welding and Fabrication: Career Pathway Certificate of Completion: Welding Assistant prepares students for entry-level jobs in a welding operation as a welder's assistant. Required courses are applicable toward the Associate of Applied Science degree in Welding and Fabrication.

### PROGRAM STUDENT LEARNING OUTCOMES

Upon successful completion of this program the student will be able to:

- Assist with set up and operation of manual and semi-automatic welding and cutting equipment used in the metal fabrication industry.
- Perform rudimentary layout and fabrication skills to help produce welded metal parts.
- Read and interpret simple blueprints and some American Welding Society standard welding symbols.

### ENTRY REQUIREMENTS

Students are required to take the college placement test to determine skill level and readiness in math, reading and writing. As part of their training program, students must begin with the courses within their skill level as determined by the college placement test scores.

Because a variety of working conditions exist in the welding field, a person generally should be in good physical condition and able to stand, stoop, kneel and bend without difficulty and be able to lift and carry at least 50 pounds. Good eyesight, especially depth perception, is necessary for a welder.

### GRADUATION REQUIREMENTS

Students must complete a minimum of 18 credit hours with a minimum Grade Point Average (GPA) of 2.0 (C) average or better. All courses in this program must be completed with a 'C' or better. Nine (9) of the last 12 credits must be earned at Southwestern before the Welding and Fabrication: Career Pathway Certificate of Completion: Welding Assistant is awarded.

Complete the graduation application process one term prior to the term of completion (i.e., spring term graduates must apply during winter term).

PROGRAM  
REQUIREMENTS

FALL = 9 CREDITS

**WLD4010 (3)\***  
Welding Process I

**WLD4061 (3)\***  
Shielded Metal Arc  
Welding I

**WLD4126 (3)\***  
Flux Cored Arc Welding

WINTER = 9 CREDITS

**WLD4165 (3)\***  
Welding Lab A

**WLD4062 (3)\***  
Shielded Metal Arc  
Welding II

**WLD4125 (3)\***  
Gas Metal Arc Welding

**18 CREDITS = TOTAL PROGRAM REQUIREMENTS**



# COURSE DESCRIPTIONS

## COURSE/CREDIT TYPES

**Lower Division Transfer** courses 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.

**Career 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 advisor.

Note: Instructor consent will override course prerequisites.

**Non-credit** courses are generally offered for community interest, personal enrichment, and professional development. The content is generally not applicable toward a certificate, diploma, or degree, and courses are not always transcribed.

**Continuing Education Units (CEU)** are a nationally recognized unit granted for educational experiences to upgrade a person's skills in a particular profession or occupation. Courses developed to meet these needs are often approved through a professional licensing agency or a state or regional board. The units are not convertible to college credit.

**Professional Development Units (PDU)** activities may include a program, course, workshop, seminar, or other pre-approved learning experience. For a course to be eligible for PDU credit and for the activity to be transcribed by the college, it must meet specific criteria. For additional information, contact the Director of Workforce Development and Community Education at (541) 888-7212.

**Foreign Language Requirement** 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. For additional information, contact an advisor or counselor.

COURSE DESCRIPTIONS

ABE	Academic Skills	ENGR	Engineering	MUS	Music
AC*	Accounting/Bookkeeping	ENV	Environmental Technology	NRS*	Nursing
AH*	Allied Health	ESL	English as a Second Language	NUR*	Nursing
ANTH	Anthropology	FN	Nutrition	OA*	Office Administration
ART	Art	FS*	Fire Science	PE	Physical Education
	Astronomy (see GS)	G	Geology	PET	Physical Education Technical
ASL	American Sign Language	GEOG	Geography	PH	Physics
BA	Business Administration	GER	German	PHAR*	Pharmacy Technician
BI	Biology	GS	General Science	PHL	Philosophy
BOT	Botany	HD	Human Development	PS	Political Science
	Childhood Education (see ECE)	HDFS*	Human Development & Family Studies	PSY	Psychology
CHEM	Chemistry	HE	Health & First Aid/Health Occupations	RD	Reading
	Composition (see WR)	HIM*	Health Information Management		Science (See GS)
CIS*/CS	Computer Information Systems	HST	History	SOC	Sociology
CJ*	Criminal Justice	HUM	Humanities	SP	Speech
CRT*	Culinary Arts	ITP	Sign Language	SPAN	Spanish
DRFT*	Drafting	J	Journalism	TA	Theatre
ECE*	Early Childhood Education	LIB	Library	WLD*	Welding Technology
ECON	Economics	MFG*	Manufacturing Technology	WR	Writing
ED*	Education	MLT*	Medical Laboratory Technology	WS	Women's Studies
ELEC*	Electronic	MT*	Machine Tool Technology		
EMT*	Emergency Medical Technician	MTH	Mathematics		
ENG	Literature	MUP	Music Performance		

\* Identifies career-technical alpha prefixes currently used at Southwestern.

## ADULT BASIC EDUCATION

### ABE0745 Adult Basic Education

0 credits (variable hrs)

An 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 transition to the five General Education Development (GED) tests, to be successful in entry level employment, or to be successful in college or other training.

## 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 (3 lec, 2 lab hr/wk)

This course prepares a record-keeper for employment and gives the accounting student the basic understanding of the accounting field. It provides an introduction to the accounting cycle for a service enterprise. The course covers mass processing of transactions using special journals. Computerized accounting software and spreadsheets are used in this course.

### AC2767 Accounting II

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

Accounting II continues the concepts of Accounting I and introduces accounting for a retail firm, trade accounts and notes, inventories, the treatment of long-term assets and depreciation, corporations and partnerships, liabilities and investments, and payroll accounting. Computerized accounting software and spreadsheets are used in this course. Topics in accounts receivable and payable management are included. 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.

### AC2773 Intermediate Accounting II

3 credits (3 lec hr/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.

## ALLIED HEALTH

### AH111 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.

### AH112 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: AH111 with a 'C' or better.

### AH122 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.

### AH122 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: AH121 with a 'C' or better.

### AH131 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/clinical 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: AH111 and AH121 and OA5401 with a 'C' or better. Concurrent: HE0525.

### AH132 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, and 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: AH131 with a 'C' or better.

# COURSE DESCRIPTIONS

## AH141 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: AH111 with a 'C' or better.

## AH142 Medical Transcription II

3 credits (2 lec, 2 lec-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: AH141 with a 'C' or better.

## AH150 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: AH111 with a 'C' or better.

## AH151 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: AH111 with a 'C' or better.

## AH152 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.

## 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)

Explores 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; examines techniques of fieldwork, analysis and dating; 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 Field Studies in Anthropology

1-3 credits (variable hrs)

Field study of significant anthropological sites including techniques of inquiry and analysis applied at selected field sites. Introductory lecture covering key issues and techniques required for a field

study, followed by an on-site visit. 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 including contemporary Native American issues. This course introduces various tribes of Native Americans in Oregon. Cultural areas, survival strategies, migrations, trade, and cultural change are explored through the findings of archaeology, linguistics, ethnology, historical documents, and present-day tribal members.

### 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 Native American cultures of the continent. Emphasis on Native American peoples and cultures, diversity of cultural adaptation, European contact and Native American history (ancient and contemporary).

## ART

### **ART115/116/117 Basic Design**

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

Employs exercises developed to motivate individual creativity and experimentation in a variety of media. Must be taken in sequence.

**ART115** - Introduces principles and concepts of shape, line, texture, design, structure, unity and proportion in black and white.

**ART116** - Introduces more complex principles of design, color, and composition. Includes color properties, combination, relatedness, proportions, and interaction. Also offered as ART116A, B, C in one-credit modules. Prerequisite: ART115 with a 'C' or better.

**ART117** - Focus on three-dimensional concepts, including mass, spaces, and texture. Investigation of unity, variety, and balance and the physical and psychological effects of those concepts. Greater experimentation and creativity is expected. Prerequisite: ART116 with a 'C' or better.

### **ART131/132/133 Introduction to Drawing**

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

Beginning course that explores form and space on a two-dimensional surface. Innovative, right-brain exercises allow training in 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)

A continuation to explore visual representation on a two-dimensional surface. Oil or acrylic paints for space division, color, and surface treatment will be used. Both lecture and studio activity are involved weekly.

### **ART184A, B, C Watercolor Basics I, II, III**

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

Introduces principles and concepts of watercolor at a beginning level. ART184B - The study of color, composition, and value control are emphasized. Prerequisite: ART184A. ART184C - 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.

### **ART191/192 Beginning Sculpture**

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

Demonstrates techniques, processes, and materials in sculpture.

**ART191** - 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** - Further develop aesthetic awareness and perceptions about three-dimensional form. Concentration on figure study of human form.

### **ART198/298 Independent Study in Art**

1-3 credits (hrs to be arranged)

Prerequisite: Instructor consent.

### **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** - Survey of the history of art from the Early Middle Ages through the Baroque.

**ART206** - Survey of Western Art from Neoclassicism to the present.

### **ART225 Computer Art I**

3 credits/term (6 lec-lab hrs/wk)

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, leading to a portfolio of work that showcases the artist/designer. Concurrent: CIS0593

### **ART244 Bronze Casting**

3 credits (6 lec-lab hrs/wk)

All aspects of the bronze casting process will be covered including mold making, wax pattern production, investment/ ceramic shell processes, bronze casting, welding and metal chasing, bronze patina, and final installation of the finished sculpture.

### **ART250/251/252 Beginning Ceramics I, II, III**

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

Introduces materials, methods, and techniques of pottery design and construction. Exercises encourage the development of skills with ceramic materials, stoneware, and raku firing techniques.

**ART250** - Includes hand building methods and beginning wheel work.

**ART251** - Includes wheel throwing and glaze application.

**ART252** - Includes continuation of wheel projects, decorating techniques, stoneware and raku firing process, skill development, and personal style.

### **ART253/254/255 Intermediate Ceramics**

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

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

**ART253** - Students develop greater creativity, skill building, and use of ceramic equipment. Prerequisites: ART250, ART251, and ART252 or portfolio examples.

# COURSE DESCRIPTIONS

**ART254** - Students provide studio demonstrations developed to encourage creativity, skill building, and use of ceramic equipment. Prerequisite: ART253.

**ART255** - Prepares students for self-directed artistic expression and creativity. 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.

## **ART291/292/293 Sculpture**

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

Explores three-dimensional shapes and forms in greater depth and intensity from previous year.

**ART291** - 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** - Intermediate human figure study.

**ART293** - Students achieve full independence in studio processes. They have a greater role in communicating their design understanding beyond the studio to improve the visual aesthetics of a larger community.

## AMERICAN SIGN LANGUAGE

### **ASL101 First Year 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.

### **ASL102/103 First Year American Sign Language II & 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.

### **ASL201 Second Year American Sign Language I**

4 credits (4 lec hrs/wk)

Continues instruction in culturally-appropriate use of American Sign Language to communicate in the Deaf community. Introduces advanced vocabulary and grammatical aspects of ASL including temporal aspect and locative and semantic classifiers. Prerequisite: ASL103 with a 'C' or better.

### **ASL202 Second Year American Sign Language II**

4 credits (4 lec hrs/wk)

Continues instruction in American Sign Language. Includes interactive events and everyday use of the language. Introduces new vocabulary; descriptive, locative and instrument classifiers; and description and identification of objects. Prerequisite: ASL201 with a 'C' or better.

### **ASL203 Second Year American Sign Language III**

4 credits (4 lec hrs/wk)

Continues instruction in American Sign Language. Introduces new vocabulary, durative temporal aspect and element classifiers. Further practice of everyday use of the language. Prerequisite: ASL202 with a grade of 'C' or better.

### **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.

## 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**

3 credits (3 lec 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.

### **BI142 Habitats: Marine Biology**

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

Examines the marine environment and the ecology, physiology, and morphology of marine plants and animals, emphasizing Oregon. Laboratory focuses on environmental testing and identification. Prerequisites: WR\*0525 and MTH\*70 with a 'C' or better.

## 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).

## BI231 Human Anatomy and Physiology I

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

The curriculum for the first term of Human Anatomy and Physiology will include the study of body organization, tissues, and a study of the integumentary, skeletal and muscular systems. The course will include the study of molecules, cells, tissues, organs, and organ systems in humans. Some pathological conditions will be covered. Prerequisite: One course from BI101, BI201, CHEM110, or CHEM223 with a 'C' or better in the last five years.

## 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. 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 of the 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 or CHEM223 with a 'C' or better in the last five years.

## BI280 Field Experience

1-6 credits (3-18 lab hrs/wk)

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 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: MTH94 with a 'C' or better.

### 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.

# COURSE DESCRIPTIONS

## **BA198/298 Independent Study in Business**

1-3 credits (hrs to be arranged)

Prerequisite: Instructor consent.

## **BA205 Solving Business Problems with Technology**

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

Focuses on using current technology to create, revise, and design business documents: letters, memos, e-mail, reports, minutes, simple instructions, and resumes. Students will use library and Internet resources to collect information. In addition, students will deliver oral presentations using presentation tools. Prerequisite: WR121 or WR115 with a 'C' or better.

## **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.

## **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 with a 'C' or better.

## **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: BA212 and MTH94 with a 'C' or better.

## **BA223 Principles of Marketing**

3 credits (3 lec hrs/wk)

Develops skills in understanding and developing strategies in the marketing environment. Covers principles and techniques of market research, consumer behavior, product development, pricing, distribution and promotion. Establishes basis for creating a marketing plan.

## **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.

## **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 as well as Tort, Contract, Sales, Agency, Real/ Personal Property, Partnership, and Corporation Law.

## **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 on-line. Provides students with exposure to how Web sites are used by businesses. Students will develop retail storefronts, marketing and customer service sites, intranets, and extranets to understand how businesses can use these tools.

## **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.

## **BA238 Sales**

3 credits (3 lec hrs/wk)

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

## **BA239 Advertising**

3 credits (3 lec hrs/wk)

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.

## **BA240 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 with a 'C' or better.

## **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.

## **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.

## **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.

## **BA284 Job Readiness**

1 credits (1 lec hrs/wk)

Prepares the student for the work experience portion of cooperative education and the student's on-campus program through feedback sessions and instruction in job-related areas.

## **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. Introduces concepts of basic customer service. Covers how to develop and establish a customer service vision. Examines how to understand customer expectations before, during and after service delivery.

## CHEMISTRY

### **CHEM110 Foundations of General, Organic & Biochemistry**

4 credits (4 lec,hrs/wk)

Chem 110 is a survey of chemistry from atomic structure through biochemistry. Chem 110 is primarily for students in pre-nursing, some allied health fields, or for students who need a brief introduction to chemistry. The course does not have an associated lab. Prerequisite: MTH70 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

### **ECE102 Theory and Practicum II: Children's Physical, Cognitive and language Development**

3 credits (1 lec, 6 lab hrs/wk)

Third in a sequence that offers a weekly seminar with a supervised preschool practicum experience for future early childhood educators. (ECE 209 is first in the sequence.) The various roles of the early childhood educator; observation/assessment; planning, implementing and assisting with various daily activities are highlighted. Cognitive, Language and Physical development are emphasized. Prerequisite: ECE151/ED151 or 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 theoretical foundations, history and basic concepts of early childhood education, and the value and usage of objective observations as a teaching tool. This course focuses on the Pre-Kindergarten through third grade years.

### **ECE151/ED151 Guidance and Classroom Management**

3 credits (3 lec hrs/wk)

This introductory course introduces students to the principles of positive guidance. Emphasizes the role of the teacher and direct and indirect techniques for individual and group guidance and management. Topics include observing children, managing behavior, building pro-social behaviors and helping children develop positively and in the social and emotional domains.

### **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. Specifically, this course teaches 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 gives the student an in-depth experience of studying and observing how children develop emerging literacy skills. Quality children's literature, a rationale for the purpose of such literature, ways to implement its use, and ways to evaluate its appropriateness for young children is also discussed. Also offered as ECE154A, B, C in one-credit modules.

### **ECE161 Infant and Toddler Practicum I**

3 credits (1 lec, 6 lab hrs/wk)

This "hands-on" experience focuses on developing understandings of the developmental needs of the very young and the importance of providing appropriate stimulating environments with a focus on the teacher/care giver as a component of the environment, and how care and play are utilized to create quality learning environments.

### **ECE162 Infant and Toddler Practicum II**

3 credits (1 lec, 6 lab hrs/wk)

This theoretical and "hands-on" Practicum II experience reinforces the student's understanding of the developmental needs of the very young and the importance of providing appropriate stimulating environments. Coursework focuses on developing foundational knowledge of high quality developmentally appropriate practice, observation/assessment, and working in positive partnerships with parents.

### **ECE163 Preschool Practicum**

3 credits (1 lec, 6 lab hrs/wk)

A preschool practicum experience designed to assist students in gaining experience working with young children in a laboratory preschool setting. Experiences in developing skills in establishing learning environments, observation/assessment, planning, implementing, and evaluating curriculum and materials appropriate for the young child are included. Prerequisite: ECE102 with a 'C' or better.

### **ECE209 Theory and Practicum I: Children's Social and Emotional Development**

3 credits (1 lec, 6 lab hrs/wk)

This course offers a weekly seminar with a supervised practicum experience for future early childhood educators. The various roles of early childhood educators, assisting with daily activities in a preschool program, observation/assessment, and guidance techniques are included in the course curriculum. This course focuses on children's social and emotional development. Prerequisite: ECE151 with a 'C' or better.

### **ECE220/ED220 Teaching Outdoor Education**

2 credits (2 lec hrs/wk)

This course focuses on the unique characteristics of teaching science to children- toddlers through elementary school ages - using the outdoors as the classroom. Theory and best practice are studied. Emphasis is on inquiry based curriculum. Course delivery is hybrid; face-to-face class time as well as online segments.

### **ECE240 Lesson and Curriculum Planning**

3 credits (3 lec hrs/wk)

This course includes the information and tools needed to develop effective curriculum for activities in early childhood education classrooms. A focus on the whole child's needs, developmentally appropriate practice, play, and multiple intelligences form the foundation of this course.

### **ECE261 Student Teaching I, Early Childhood Education**

6 credits (2 lec, 12 lab hrs/wk)

A supervised teaching experience for students working with young children in an appropriate setting. Continued development of knowledge and skills in curriculum planning, observation/assessment, implementation of curriculum, and working with children and families are included. Prerequisite: ECE163 with a 'C' or better.

## ECE262 Student Teaching II, Early Childhood Education

6 credits (2 lec, 12 lab hrs/wk)

A continuation of supervised teaching experience for students working with young children in an appropriate setting. Continued development of knowledge and skills in curriculum planning, observation/assessment, implementation of curriculum, and working with children and families are included, along with a strong focus on higher level guidance techniques. Prerequisite: ECE261 with a 'C' or better.

## COMPUTER INFORMATION SYSTEMS

### CIS2280 Cooperative 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

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

This course introduces students to the networking field. It focuses on network terminology and protocols, local-area networks (LANs), wide-area networks (WANs), Open System Interconnection (OSI) models, cabling, cabling tools, routers, router programming, Ethernet, Internet Protocol (IP) addressing, and network standards. This course is first in a series of 4 courses which prepare students for Cisco CCNA Certification exam. Concurrent: CIS0593.

### CIS6244 Network Academy Fundamentals II

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

This course focuses on initial router configuration, TCP/IP, and access control lists (ACLs). Students will develop skills on how to configure a router, manage Cisco IOS software, configure routing protocols, and create access lists controlling access to the router. This course is second in a series of four courses which prepare students for Cisco CCNA Certification exam. Prerequisite: CIS6243. Concurrent: CIS0593.

### CIS6245 Network Academy Fundamentals III

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

This course focuses on advanced IP addressing techniques, Variable Length Subnet Masking (VLSM), intermediate routing protocols, (RIP V2, single-area OSPF, EIGRP), command-line interface configuration of switches, Ethernet switching, Virtual LANs (VLANs), Spanning Tree Protocol (STP), and VLAN Trunking Protocol (VTP). This course is third in a series of four courses which prepare students for Cisco CCNA Certification exam. Prerequisite: CIS6244. Concurrent: CIS0593.

### CIS6246 Network Academy Fundamentals IV

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

This course focuses on advanced IP addressing techniques, Network Address Translation (NAT), Port Address Translation (PAT), and DHCP, WAN technology and terminology, PPP, ISDN, DDR, Frame Relay, network management, and introduction to optical networking. In addition, the student will prepare for taking the CCNA exam. This course is fourth in a series of four courses which prepare students for Cisco CCNA Certification exam. Prerequisite: CIS6245. 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.

### 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. Prerequisites: CIS6260 and CS240U. Concurrent: CIS0593.

### CIS101 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. Concurrent: CIS0593.

### CIS120 Concepts of Computing

4 credits (4 lec hrs/wk)

Course provides information on computer basics, including hardware and software components, networking, applications and operating systems software, and social issues related to computing, technology, and the Internet. Course also provides instruction on common software applications including spreadsheet, database and presentations. Prerequisite: CIS101 with a 'C' or better. Concurrent: CIS0593.

### CIS125DB Database Applications

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

Course introduces beginning and intermediate concepts, terminology, and application of database management system (DBMS) technology. Common features of DBMS software, their application to business uses, and issues involved in effective relational database design are covered. Course uses one or more commercially available DBMS software packages. Prerequisite: CIS101 with a 'C' or better. Concurrent: CIS0593.

# COURSE DESCRIPTIONS

## **CIS125DM Digital Media Applications**

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

Concepts-centered course encompasses beginning and intermediate concepts of multimedia applications, punctuated by hands-on projects. Utilizing current digital tools, course covers developing high-quality bit-mapped images, vector images, animation, sound, and video. Concepts include managing media, importing and exporting between applications, converting file types, controlling file sizes, and legal and ethical issues. Prerequisite: CIS101 with a 'C' or better. Concurrent: CIS0593.

## **CS125G Computer Game Development**

4 credits (4 lec, hrs/wk)

Surveys the field of computer game development including study of the history and business of computer gaming and computer game categories, platforms, and technologies. Covers an overview of the game development process, and introduces game graphics. Provides complete game development life cycle using high-level game development framework to design/develop computer games. Prerequisite: CIS101 or higher. Concurrent: CS0593

## **CIS125GIS/GEOG265 Introduction to Geographic Information Systems**

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

Course introduces students to principles and practices of GIS, while providing experience using a contemporary GIS software package. Course develops both a theoretical understanding of GIS and experience in accessing GIS data sets. Students are exposed to raster and vector GIS. This course not offered every year. Prerequisite: CIS120 with a 'C' or better.

## **CIS125P Presentation Applications: Microsoft PowerPoint**

1 credit (1 lec hr/wk)

This course introduces intermediate to advanced features of presentation software for the efficient development of effective presentations. Using work processing skills and presentation theories, students will enhance their skills to develop professional looking and effective presentations complete with outline, speaker notes, and audience handouts. Prerequisite: CIS101 with a 'C' or better. Concurrent: CIS0593.

## **CIS125S Spreadsheet Applications**

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

This course introduces beginning and intermediate concepts, terminology, and application of spreadsheet technology. The common features of spreadsheet software, its application to business uses, problem solving techniques, and issues involved in choosing and installing spreadsheet software are covered. Course uses one or more commercially available spreadsheet software packages. Prerequisite: CIS101 with a 'C' or better. Concurrent: CIS0593.

## **CIS125W Word Processing Applications: Microsoft**

3 credits (3 lec, hrs/wk)

This course introduces use of microcomputers for word processing applications at a professional level. Concepts, terminology, and application of word processing technology are covered. Students are introduced to common features of word processing software, business uses, elements of style, and issues involved in choosing and installing word processing software. Prerequisite: CIS101 with a 'C' or better. Concurrent: CIS0593.

## **CIS125WE 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 web site assessment, design, development, publishing, and maintenance. Emphasis is placed on developing user friendly and maintainable sites. Prerequisite: CIS101 with a 'C' or better. Concurrent: CIS0593.

## **CIS133VB 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: CIS101 with a 'C' or better. Concurrent: CIS0593.

## **CIS133WS Computer Language I - Web Scripting**

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

This programming course introduces basic concepts of client-side and server-side scripting languages, emphasizing concepts of good web site design and construction with the use of scripting languages. Programming focus is on modern event-driven, client-server software concepts using HTML/XHTMLO and JavaScript, and PHP. Prior HTML/XHTML knowledge is required for success. Prerequisite: CIS125H or CIS195 with a 'C' or better. Concurrent: CIS0593.

## **CIS135W 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: CIS125W with a 'C' or better. Concurrent: CIS0593.

## **CIS140 Introduction to Operating Systems**

4 credits (4 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: CIS101 with a 'C' or better. Concurrent: CIS0593.

## **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 and careers, as well as societal and ethical issues surrounding the use of computers. Students will have the opportunity to participate in team problem solving. Concurrent: CIS0593. Prerequisite: MTH70 or higher with a 'C' or better.

## **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 and MTH111 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.

## **CIS179 Introduction to Computer Networks**

3 credits (3 lec hrs/wk)

An introduction to computer networks from an end-user perspective. Provides experience using a local area network operating system and the Internet to examine the networked environment, models, protocols, and standards, LAN topologies, and emerging technologies. Prerequisite: CIS101 with a 'C' or better or instructor consent. Concurrent: CIS0593.

## **CIS184 Workstation Security**

3 credits (3 lec hrs/wk)

This course introduces students to computer workstation and network security. It includes an overview of workplace security issues emphasizing the importance and need for secure computers and networks. Students learn to use various tools and techniques to improve computer and network security. Prerequisite: CIS120 or equivalent with a 'C' or better. Concurrent: CIS0593.

## **CIS188 Wireless Networking**

3 credits (6 lec-lab hrs/wk)

Fundamentals of Wireless LANs is an introductory course focusing on the design, planning, implementation, operation and troubleshooting of wireless networks. It covers a comprehensive overview of technologies, security and design best practices with particular emphasis on hands-on skills in wireless LAN setup and troubleshooting. Resilient WLAN design, installation and configuration, and WLAN security. This course prepares students to achieve the Cisco Wireless LAN Support Specialist designation. Prerequisite: CIS6243 or CIS179 with a 'C' or better.

## **CIS195 Web Development I**

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

This course introduces the basic elements of beginning web page creation using a text editor and HTML/XHTML. The course will focus on web terminology, basic HTML/XHTML coding to include hyper links anchors, tables, forms and frames, design principles, and accessibility issues. We will also begin to explore the availability of tools for web page creation, site management, validation, and accessibility checks. Prerequisites: CIS120 with a 'C' or better. Concurrent: CIS0593.

## **CS198/298 Independent Study**

1-3 credits (hrs to be arranged)

Prerequisite: Instructor consent.

## **CIS225 End User Support**

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

Course introduces professional and interpersonal skills needed by technicians who support and manage hardware and software information systems. Includes analyzing, troubleshooting and solving basic hardware and software problems, developing customer service skills and an ethics awareness, help desk operation, technical documentation and training. Prerequisites: CIS120 and CIS140 with a 'C' or better. Concurrent: CIS0593.

## **CIS233VB 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: CIS133VB with a 'C' or better. Concurrent: CIS0593.

## **CIS233WS 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: CIS133WS with a 'C' or better. Concurrent: CIS0593.

## **CIS235 Integrated Computer Projects**

4 credits (4 lec hrs/wk)

Integrated Computer Projects Apply previous computer and business knowledge to create individual and group projects using software found in today's workplace. Use integrated software (i.e. MS Office) to learn skills such as linking and embedding, e-mail, Internet, FAX and scanners. Prerequisite: CIS125W and CIS120 or CIS125S with a 'C' or better. Concurrent: CIS0593.

## **CIS240U Advanced Operating Systems (UNIX Operating System)**

3 credits (3 lec hrs/wk)

Course continues study of operating systems, focusing on hands-on system administration of Linux/Unix. Topics include: installation, configuration, XP Windows configuration, user/group account management, disk formatting and partitioning, local file systems, system startup/shutdown, run levels, backup and restore, printers and printing, ports and devices, basic local area networking, and memory management. Prerequisite: CIS140 with a 'C' or better. Concurrent: CIS0593.

## **CIS245 Project Management**

3 credits (3 lec hrs/wk)

This course addresses project management concepts and tools. Using software and related resources students will acquire knowledge, practical skills, and dispositions that make them effective project participants at both team and management levels. Prerequisite: Minimum 45 CS/CIS credits. Concurrent: CIS0593.

## **CS275 Database Management**

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

This course is designed to be broader than teaching specific database products. It will address database development, a concept which includes data modeling, database design, and database implementation. It will identify the entity-relationship and object data modeling techniques, and the importance of normalizing data models. Techniques of implementing these models into a relational database scheme will be presented. Prerequisite: CIS125DB and CS161 or CIS133WS with a 'C' or better. Concurrent: CIS0593.

## **CS276 Advanced SQL**

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

Focuses on design, development and implementation of SQL programming for all types of relational database applications including client/server and Internet databases. Learn to write complicated interactive and embedded SQL statement and learn the implications of multi-user database applications. Prerequisite: CS275 and CS162 or CIS233WS with a 'C' or better. Concurrent: CIS0593.

## **CIS278 Data Communications**

3 credits (3 lec hrs/wk)

Course introduces fundamental concepts in data communication including terminology, communicating concepts, comparison of voice and data communication, medium access, elementary data link protocols, topologies, servers, and LAN operating system standards. Course discusses dynamic technology of transmitting, accessing, and controlling data, communications and networking strategies, and data communications applications. Prerequisite: CIS6260 or CIS6243 or CIS140 with a 'C' or better. Concurrent: CIS0593.

## **CIS279 Network Management I (Network Hardware)**

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

Course introduces concepts of network management and applications, discussing implementation, administration, configuration, and troubleshooting of communications systems. Course exposes students to major LAN protocol suites, international standards, vendor specific solutions, and advanced networking concepts for installing and configuring systems. LAN hands-on experience and lab exercises are provided. Prerequisite: CIS278 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.

## CS297 IT Professional Capstone

3 credits (3 lec hrs/wk)

This course addresses knowledge, skills, and dispositions useful to IT professionals. Students will explore and acquire job exploration skills, effective interview skills, and search skills to optimize job market opportunities. An integrated approach is used to combine project design components relative to job goals and capstone activities to assist in entering the job market with an array of job and technical analysis and design skills. Prerequisite: CIS245 with a 'C' or better. Concurrent: CIS0593.

## CRIMINAL JUSTICE

### CJ100 Introduction of Criminal Justice

4 credits (4 lec hrs/wk)

An introductory overview of the U.S. criminal justice system through an examination of its structure, functions, processes, historical origins and development. Examines law enforcement, the courts, and corrections as distinct components and within the larger context of law and social philosophy. Includes an introduction to the concepts and primary theories of criminology, the U.S. Constitution, substantive and procedural criminal law, justice administration, juvenile justice, ethics, and issues of gender and cultural diversity. Explores educational and career opportunities.

### CJ101/SOC105 Introduction to Criminology

4 credits (4 lec hrs/wk)

An interdisciplinary and introductory overview of the study of crime, criminal behavior, and the application of theory to crime prevention and offender treatment. Examines the uses and limitations of empirical research methods to the study of crime. Reviews the principal political, economic, social, cultural, psychological, biological, and ideological theories of criminal behavior. Identifies the major categories of crime and discusses the relevance of crime classification. Explores the influence of criminological theory on public policy.

### CJ110 Introduction to Law Enforcement

4 credits (4 lec/hrs wk)

An introductory survey of law enforcement in the United States. Examines law enforcement activity at the Federal, State, and local levels, and in the private sector. Reviews the historical origins and development of police agencies. Analyzes the role of police from the historical evolution of police systems to an analysis of the work of police officers. Discusses the concepts of officer discretion, police sub-culture, authority, force, legitimacy, professionalization, corruption, and ethics as they apply to the institutional role of police in society. Includes an overview of jurisdiction, procedural law, police organizational models, patrol procedures, officer selection, training, supervision, and administration.

### CJ130 Introduction to Corrections

4 credits (4 lec hrs/wk)

An introductory survey of corrections in the United States. Exposes students to the major philosophies of social control and to the development of punishment, segregation, and rehabilitation as responses to crime and deviancy. Reviews the historical origins of incarceration as well as community-based supervision. Examines the characteristics and roles of correctional facilities at the Federal, State, and local level. Discusses the range of alternative community-based sanctions including probation, parole, and post-prison supervision. Analyzes corrections within the context of crime, recidivism, public perceptions, governmental policy, and financial costs. Includes an overview of the impact of sentencing, offender classification, inmate management, treatment programs, the use of technology, and relevant case law.

### 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)

Introduces 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.

# COURSE DESCRIPTIONS

## **CJ210 Criminal Investigation**

3 credits (3 lec hrs/wk)

A study of basic principles and theories of investigative routines focusing 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, 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)

A focus on specialized investigative issues specific to a variety of contemporary crime scenes and criminal events varying 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 include discovery of 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.

## **CJ218 Corrections System (Special Populations Supervision)**

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

A 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.

## **CJ220 Introduction to Substantive Law**

4 credits (4 lec hrs/wk)

A study of substantive criminal law. Examines the development and nature of common, constitutional, statutory, and case law in America. Surveys the classification, definition, and essential elements of key crimes as well as defenses to criminal liability. Includes an overview of parties to crimes, inchoate offenses, the distinctions between criminal and civil law, and the philosophy of law as a social force. Exposes students to legal research methods and the study of case law.

## **CJ222 Constitution and Criminal Procedure**

4 credits (4 lec hrs/wk)

A study of U.S. constitutional, statutory, and case law as it relates to procedural aspects of criminal law. Examines the rights of persons and the obligations of criminal justice practitioners with an emphasis on the role of the courts and constitutional case interpretation. Explores legal procedure and due process considerations related to the investigation of crime, processing of accused persons, and maintenance of order in American society, including provisions related to detention, arrest, search and seizure, interviews, admissions, use of force, right to counsel, and post conviction remedies.

## **CJ225 Corrections Law**

3 credits (3 lec hrs/wk)

An analysis of the legal principles related to the rights and status of persons convicted of crimes in the United States. Constitutional principles related to probation, incarceration, and parole will be addressed along with legal obligations and liabilities of corrections agencies and their employees.

## **CJ229 Community-Based Corrections**

3 credits (3 lec hrs/wk)

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.

## **CJ243 Narcotics and Dangerous Drugs**

3 credits (3 lec hrs/wk)

This course introduces the student to the relationship of substance abuse to crime and criminal justice administration. Emphasis in the course is on illicit drugs and alcohol. Drug effects, theories of abuse, legislation, enforcement strategies, policy options, and treatment and prevention strategies relative to substance abuse are addressed.

## **CJ247 Criminal Justice Ethics**

3 credits (3 lec hrs/wk)

The course will examine ethical dilemmas pertaining to the administration of criminal justice, focusing on law enforcement, the courts, corrections, research and crime policy dealing with specific ethical issues related to the criminal justice system. An introduction to ethical decision making through the perspectives of Virtue Ethics, Formalism, and Utilitarianism. Prerequisite: CJ100 with a 'C' or better.

## **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.

## **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. Prerequisite: Agency sponsorship.

## **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. Prerequisite: Agency sponsorship.

## **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. Prerequisite: Agency sponsorship.

## **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. Prerequisite: Agency sponsorship.

## **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. Prerequisite: Agency sponsorship.

## **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. Prerequisite: Agency sponsorship.



# COURSE DESCRIPTIONS

## **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. Prerequisite: Agency sponsorship.

## **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. Prerequisite: Agency sponsorship.

## **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. Prerequisite: Agency sponsorship.

## **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. Prerequisite: Agency sponsorship.

## **CULINARY**

### **CRT2000 Introduction to Professional Cooking**

5 credits (2 lec, 6 lec-lab hrs/wk)  
This course will focus on the fundamental principles of modern cooking. Students will learn about mise en place, what happens to food when it is heated, about how food is cooked with dry cooking methods, and about rules of seasoning and flavoring. The foundation of the professional kitchen is introduced through the basics of knife skills, stock, sauce and soup preparation. 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**

6 credits (2 lec, 8 lec-lab hrs/wk)  
The student will also focus on learning pre-preparation techniques important to professional kitchen operations - Mise En Place. Students will build on the principles learned in CRT2000 and move forward with moist cooking methods, the study of vegetables, starches and legumes. Also, students will be introduced to eggs, egg cookery and all breakfast fare. Coffee and Tea will be discussed as well as the world of fruit salads, salad dressings and sandwiches are also introduced. Students will also be introduced to pre-preparation for set meal service and extended meal service. Prerequisite: Instructor consent.

### **CRT2002 Introduction to the Food and Beverage Industry**

1 credit (1 lec hr/wk)  
This course offers students an overview of the food service industry; its history, its structure, organization, size, economic impact, trade journals and resources with a broad review of the various food service segments and the challenges thereof. Guest speakers representing various segments of the industry will provide an introduction to career opportunities and a view of real-world activities. Students will also be introduced and instructed in the front of the house environment including table service and proper service practices. Prerequisite: Instructor consent.

### **CRT2003 Baking and Pastry for Culinary Arts Majors**

6 credits (2 lec, 8 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. The yeast breads that are covered are lean and rich yeast doughs. Also included are laminated doughs, meringues, cakes and icing, creams and custards. Prerequisite: CRT2000 with a 'C' or better.

### **CRT2004 Introduction to Vineyards and Beverages**

2 credits (2 lec hrs/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. Students will also be exposed to beer making, liqueurs and spirits. Students will take the Alcohol Servers Permit examination for Oregon. Prerequisite: Instructor consent.

## **CRT2005 Menu Planning and Design**

1 credit (1 lec hr/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. Students will be required to design and create their own restaurant concept menu. Prerequisite: Instructor consent.

## **CRT2006 Restaurant Layout and Design**

2 credits (2 lec hrs/wk)

Course will offer students an opportunity to design their own restaurant from the ground floor up based on their previous Menu Design Project. Emphasis will be on kitchen layout, dining room design, menu planning, staff allocation, exterior design, and obtaining business permits, insurance and financing. Students develop a concept proposal for presentation. Prerequisite: CRT2005 and CRT 2007 with a 'C' or better.

## **CRT2007 Inventory Control and Purchasing**

1 credit (1 lec hr/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.

## **CRT2012 A La Carte I**

6 credits (2 lec, 8 lec-lab hrs/wk)

This course is the first part of a two part course. A la Carte focuses on the composition structure and basic quality factors of meats, game, poultry, finfish, and shellfish. USDA requirements and guidelines are introduced. IMPS and NAMPS classifications are discussed and some butchering is practiced. Three to four course daily menus are built around the aforementioned proteins, applying previously introduced moist and dry cooking methods. The students will gain competence in A la minute methods for preparing these menus. Plate presentation approaches in the classical and contemporary styles will be included. Simulation of a restaurant environment, in terms of timing of courses, is created. A La Carte I focuses on poultry, beef, game and veal. Prerequisite: CRT2000 with a 'C' or better.

## **CRT2013 A La Carte II**

6 credits (2 lec, 8 lec-lab hrs/wk)

This course is the second part of a two part course. A La Carte focuses on the composition, structure and basic quality factors of meats, game, poultry, finfish and shellfish. USDA requirements and guidelines are introduced. IMPS and NAMPS classifications are discussed and some butchering is practiced. Three to four course daily menus are built around the aforementioned proteins, applying previously introduced moist and dry cooking methods. The students will gain competence in A la minute methods for preparing these menus. Plate presentation approaches in the classical and contemporary styles will be included. Simulation of a restaurant environment, in terms of timing of courses, is created. A La Carte II focuses on Pork, Lamb, Finfish and Shellfish. Prerequisite: CRT2012 with a 'C' or better.

## **CRT2015 Sanitation and Safety for Managers**

3 credits (3 lec hrs/wk)

This course develops an understanding of the basic principles of sanitation and safety and enables students to apply them in the food service operations. It reinforces personal hygiene habits and food handling practices that protects the health of the consumer. This course is based on the Educational Foundation of the National Restaurant Association's ServSafe training and certification coursework and includes the ServSafe certification examination and standard First Aid training, which meets the standard requirements of OSHA, yet exceeds with CPR (Cardiopulmonary Resuscitation). Safety in the workplace is also covered. 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.

## **CRT2017 Restaurant Management and Supervision**

3 credits (3 lec hrs/wk)

This course will focus on the necessary skills for effective restaurant management and supervision by preparing students to transition from employee role to supervisory role. Students will evaluate styles of leadership and develop skills in human relations and personnel management. Prerequisite: Instructor consent.

# COURSE DESCRIPTIONS

## **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.

## **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 and 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 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, frozen souffles, granite and parfaits. 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 11-week project where students will work towards the goal of developing a complete dessert menu. Prerequisite: Instructor consent.

## **CRT2030 Bakery Design**

3 credits (6 lec-lab hrs/wk)

Theory and methodology behind designing and building a bakery, from location and equipment to menu options and staffing are covered. Students spend lab time designing and creating a bakery. Students bring their concept to life for one hour as a final. Prerequisite: CRT2026 with a 'C' or better.

## **CRT2031 Bakery and Pastry Fundamentals I**

6 credits (1 lec, 10 lec-lab hrs/wk)

This course covers baking and pastry fundamentals, including the history, terminology, ingredients, technology, equipment, storage and sanitation in the bakeshop. Students gain experience in using various mixing, holding and baking methods as well as international techniques to create an assortment of lean yeast doughs, quick breads, fritters, donuts, crisps, cobblers, cookies, pies and tarts. Prerequisite: Instructor consent.

## **CRT2032 Bakery and Pastry Fundamentals II**

7 credits (2 lab, 12 lec-lab hrs/wk)

This course covers more advanced bakery techniques. Students will learn the production methods for American and European artisan breads, breads using natural yeast, decorative breads using some basic sculpting techniques, European style pastries and tarts as well as a variety of international cookies. This course covers human digestion and how to create nutritional and allergy aware options in the bakery. 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)

From classic genoise to modern joconde, this course covers all aspects of building cakes. Students go from the basics of cake making through a complete understanding of cake structure development and how to alter recipes as needed. A variety of decorating styles from American birthday cakes to French wedding cakes will be covered. 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)

Students will learn the history of chocolate and its many uses through the ages. Students gain an understanding of how the crystal structure of chocolate is developed and used. Students make free formed and molded chocolate confection. Students also gain a working knowledge of designing and building basic 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.

## **CRT2038 Applied Visual Principles**

1 credit (1 lec hr/wk)

Foundation in visual perception and composition as applied to Culinary Arts and Baking and Pastry Arts. Study of visual principles to understand how to present and create artistically pleasing dishes/foods. The seven principles presented are: contrast, emphasis, balance, unity, pattern, movement and rhythm.

COURSE DESCRIPTIONS

## **CRT2040 Culinary Arts for Baking and Pastry Majors**

6 credits (2 lec, 8 lec-lab hrs/wk)

This course is designed specifically for students specializing in Baking and Pastry Arts. Students are introduced to the philosophy of the hospitality industry through its history, growth and development up to present trends. Students are instructed in knife skills, hand tool and equipment operation, emphasizing safety. Basic stock, soup and sauce making are included. Cooking techniques and methodology are demonstrated and practiced through the use of herbs and spices, meats, seafood and poultry. Also covered are fruits, vegetables, starches, salads and basic dressings, sandwiches and breakfast products.

## **CRT2042 Wedding Cakes**

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

This course will focus on the successful execution of modern day wedding cakes. Students will learn a brief history but focus mainly on today's styles and trends. Set up and marketing strategies will be covered in this course in addition to the construction of wedding cakes. Prerequisite: HEC9932 or ServSafe Certificate and Instructor Consent.

## **CRT2044 Afternoon Tea and other Beverage Celebrations**

5 credits (2 lec, 6 lec-lab hrs/wk)

This course will focus on the history of beverage service including tea, coffee and chocolate. Students will develop the skills to prepare the beverages as well as an assortment of sweet and savory accompaniments. Students will also learn basic service skills. The students will execute four public events during this course. Prerequisite: HEC9932 or ServSafe Certificate and Instructor Consent.

## **CRT2050 Regional and International Cuisine**

6 credits (2 lec, 8 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. Also included are the cuisines of China, Japan, Vietnam, Thailand, Greece, Spain and Portugal, Germany, Morocco, India, Mexico, The American Southwest, New Orleans Cajun and Creole and the Midwest Heartland. Prerequisite: CRT2000 with a 'C' or better.

## **CRT2060 Garde Manger**

8 credits (3 lec, 10 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 and hors d'oeuvres, canapes, lunch and dinner salads, dressings, terrines, galatines, pates, and charcuterie, vegetable and fruit carving, garnishes, hot and cold sandwiches and food decoration. Basics of cold food pantry organization and sanitizing techniques will be covered. Students will be introduced to the artistic production and presentation of buffet arrangements. Prerequisite: CRT2000 with a 'C' or better.

## **CRT2280 Cooperative Work Experience: Culinary Externship**

12 credits (36 lab hrs/wk)

This course offers students work place 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.

## **DRAFTING**

### **DRFT100 Computer Assisted Drafting Survey**

3 credits (3 lec hrs/wk)

Introduction to computer assisted 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 and dimensioning. Also using blocks, graphic patterns and printing commands. AutoCAD software is utilized to produce 2-D schematic and mechanical drawings. Concurrent: CIS0593.

### **DRFT105 Blueprint Reading**

3 credits (3 lec hrs/wk)

Presents instruction and skill development in blueprint reading and interpretation. Emphasis is placed on fundamentals of blueprint reading including understanding basic lines, views, dimensions tolerances, symbols, machine call-outs, and notations. Emphasis is on Blueprints as used in the welding trades with considerable time learning how to properly interpret AWS welding symbols.

# COURSE DESCRIPTIONS

## **DRFT110 Computer Assisted Drafting I**

3 credits (3 lec hrs/wk)

Introduction to computer-aided drafting (CAD) software and the hardware components comprising a CAD station. Drawing set-up, drawing aides, basic drawing, editing and display commands are used to create 2-D schematic and mechanical drawings. Concurrent: CIS0593.

## **DRFT111 Computer Assisted Drafting II**

3 credits (3 lec hrs/wk)

Introduces advanced drawing and editing commands, 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, multi view layout, external references and plotting. Prerequisite: DRFT100 or DRFT110. Concurrent: CIS0593.

## **DRFT112 Computer Assisted Drafting III**

3 credits (3 lec hrs/wk)

Covers the use of the computer to create Solid Models. Solid modeling software will be utilized to produce solid models with mass properties. Use of the solid models to produce the associative 2-D drawings, assemblies of several parts, motion associate with assemblies and presentation files will be covered. Prerequisite: DRFT100 or DRFT110. Concurrent: CIS0593.

## **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.

## **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.

## **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 wk)

This introductory course for future educators focuses on specific concepts related to the development of reading and language abilities as well as the development of a literacy-rich learning environment. Developing reading/ language activities and lesson plans for use in their practicum experiences, future classrooms, and particular grade-level interests are included.

### **ED114 Instructional Strategies in Math and Science**

3 credits (3 lec hrs/wk)

This introductory course for future educators focuses 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 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)

The purpose of this course is to provide an opportunity for students to learn and adopt methods that promotes their success as tutors. This course covers basic job requirements, tutoring techniques, communication skills, and an awareness of study skills. Prerequisite: Instructor consent.

### **ED127 Tutoring Certification II**

2 credits (10 lec, 30 lab hrs/total)

The purpose of this course is to provide an opportunity for students to learn and adopt methods that promote their success as tutors. This course covers characteristics of adult learning, learning styles, cultural awareness, identifying and using resources, and tutoring in specific subject areas. Prerequisite: ED126 with a 'C' or better.

### **ED128 Tutoring Certification III**

2 credits (10 lec, 30 lab hrs/total)

The purpose of this course is to provide an opportunity for students to learn and adopt methods that promote their success as tutors. This course covers how to structure the learning experience, assertiveness training, group tutorials, and how to tutor target populations. 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. Major factors and skill areas of effective classroom management are included.

## **ED131 Instructional Strategies**

3 credits (3 lec hrs/wk)

This course will introduce students to a variety of educational teaching techniques in reading, math and content areas. Students will practice instructional design, plan lessons, teach lesson plans to small groups of peers or K-12 students, as well as participate in evaluating their own and their peer's teaching.

## **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 in the implementation of curricular programs.

## **ED151/ECE151 Guidance and Classroom Management**

3 credits (3 lec hrs/wk)

This introductory course introduces students to the principles of positive guidance. Emphasizes the role of the teacher and direct and indirect techniques for individual and group guidance and management. Topics include observing children, managing behavior, building pro-social behaviors and helping children develop positively and in the social and emotional domains.

## **ED169 Overview of Students with Special Needs**

3 credits (3 lec hrs/wk)

An introductory course covering special needs and medical conditions that teachers must be able to recognize and understand in order to plan, serve, and teach students effectively. The needs of at-risk youth and techniques for teaching students for whom English is a second language are also included in this course.

## **ED220/ECE220 Teaching Outdoor Education**

2 credits (2 lec hrs/wk)

This course focuses on the unique characteristics of teaching science to children- toddlers through elementary school ages - using the outdoors as the classroom. Theory and best practice are studied. Emphasis is on inquiry based curriculum. Course delivery is hybrid; face-to-face class time as well as online segments.

## **ED258 Multicultural Education**

3 credits (3 lec hrs/wk)

This course introduces anti-bias/ multicultural approaches to teaching with a focus on how to creatively develop relationships and learning environments that value diversity and help children respect each other as individuals. Strategies and skills to creatively use activism to enhance their work with parents, students, and their community is also included.

## **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.

## **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 Field Experience**

1-4 credits (3-12 hrs/wk)

Field 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)

An introduction 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. Topics include practical applications and verifying results using a variety of equipment while maintaining a safe working environment.

### **ELEC102 Electronic Processes II**

3 credits (6 lec-lab hrs/wk)

Electronic fundamentals including semiconductor device applications, digital/ microprocessor control, computer control and systems. Emphasis on hands-on applications which include using electronic test equipment, computer software and hardware applications, electronic control, schematic and systems documentation interpretation, preventive maintenance, and troubleshooting techniques applied to the basics of manufacturing monitor and control. Prerequisite: ELEC101 with a 'C' or better.

## EMERGENCY MEDICAL TECHNICIAN

### EMT151 Emergency Medical Technician - Basic, Part A

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

Prepares individuals for certification in Oregon as an Emergency Medical Technician-Basic. The course is designed to develop student skills in recognition of symptoms of illness and injuries and proper procedures of emergency care at the basic life support (BLS) level.

### EMT152 Emergency Medical Technician - Basic, Part B

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

Prepares individuals for certification in Oregon as an Emergency Medical Technician-Basic. The course is designed to develop student skills in recognition of symptoms of illness and injuries and proper procedures of emergency care at the basic life support (BLS) level. Prerequisite: EMT151

### EMT167A/HE931A Emergency Medical Technician - Intermediate, Part A

4.5 credits (4.3 lec hrs/wk, 2.2 lab hrs/wk, 1 TBA hr/wk)

This course, (EMT-Intermediate, Part A and Part B) prepares individuals for certification in Oregon as an Emergency Medical Technician- Intermediate. Upon successful completion of the course, students will be eligible to take Oregon's EMT-Intermediate certifying examinations.

### EMT167B/HE931B Emergency Medical Technician - Intermediate, Part B

5 credits (4.3 lec hrs/wk, 3.7 lab hrs/wk)

This course, (EMT-Intermediate, Part A and Part B) prepares individuals for certification in Oregon as an Emergency Medical Technician- Intermediate. Upon successful completion of the course, students will be eligible to take Oregon's EMT-Intermediate certifying examinations. Prerequisite: EMT167A/HE931A.

### EMT169 Emergency Medical Technology Rescue

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

This course covers elementary procedures of rescue practices, systems, components, support and control of rescue operations including ladder procedures and basic rescue tools. Introduction to techniques and tools of patient extrication, emphasizing application to traffic accidents as required for paramedic certification.

### EMT170 Emergency Response Communication/Documentation

2 credits (2 lec hrs/wk)

Covers principles of therapeutic communication, verbal, written, and electronic communications in the provision of EMS, documentation of elements of patient assessment, care and transport, communication systems, radio types, reports, codes, and correct techniques.

### EMT171 Emergency Response Patient Transport

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

Covers ambulance operations, laws, maintenance and safety, emergency response driving, and route planning.

### EMT175 Introduction to Emergency Medical Services (EMS)

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.

### EMT280F EMT - Paramedic Cooperative Work Experience

6 credits (18 lab hrs/wk)

This course consists of a planned program of observation and practical experience with an organization providing emergency medical services at the Paramedic/Advanced Life Support (ALS) level. The course is designed to provide students with experience and an opportunity to apply emergency medical concepts and theory in a field situation.

### EMT296 EMT - Paramedic, Part I

12 credits (10 lec hrs/wk, 6 lab hrs/wk)

Focuses on patient assessment; airway/ventilation; general pharmacology; physiology of acid-base, respiratory, and cardiovascular emergencies to include advanced cardiac arrest management and ECG interpretation. Applies didactic knowledge to campus-based laboratory skills practice.

### EMT297 EMT - Paramedic, Part II

14 credits (6 lec hrs/wk, 24 lab hrs/wk)

Focuses on anaphylactic, toxicologic, environmental, geriatric, pediatric, obstetric, gynecologic, neonatal, and endocrine emergencies; infectious diseases and trauma care. Applies didactic knowledge to campus-based laboratory skills practice and clinical patient care in the hospital setting.

### EMT298 EMT - Paramedic, Part III

8 credits (7 lec hrs/wk, 2 lab hrs/wk)

This course focuses on putting all didactic and skills knowledge together. Students will continue to focus on clinical and field internships. Prerequisites: EMT296 and EMT297 must pass with a 'C' or better.

## 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 to the Renaissance. 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 the enlightenment 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.

## **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)

Discusses the literary documents and authors of the British Isles from Anglo-Saxon beginnings through the sixteenth century. Surveys surviving Celtic materials and their influence on British literature. Focuses 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**

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 an 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.

## **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**

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 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 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.

## **ENG258 Hispanic/Latino Literature**

3 credits (3 lec hrs/wk)

This course is designed to 1) introduce students to important Hispanic and Latino authors and their 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, power, and gender in literature by Hispanic and Latino authors; 4) deepen students' appreciation and understanding of significant contributions to American life.

## **ENG260 Introduction to Women Writers**

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.

### **ENGINEERING**

## **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, capacitors, and 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; and 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; and 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.

### **ENVIRONMENTAL TECHNOLOGY**

## **ENV235 Introduction to Soil Science**

4 credits (3 lec, 3 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.

### **ENGLISH AS A SECOND LANGUAGE**

## **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.

COURSE DESCRIPTIONS

## 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.

## FORESTRY

## F240 Forest Ecology

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

An introductory course in ecology, with an emphasis on forest ecosystems. The course examines the relationships between biological and physical components of ecosystems, and dynamic processes such as nutrient cycling, disturbance, and succession.

## FIRE SCIENCE

Note: Certain Fire Science courses fulfill specific elective program requirements only. Refer to the Associate of Applied Science Fire Science Technology program information in this catalog or contact the Fire Science program coordinator for more information.

## FS5230/5231/5232 Company Drills, Part A, B, C

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

This course allows students to gain an awareness of the various types of emergencies which they may encounter as career firefighters. Each scenario should stimulate the student to further develop needed skills to help prepare for potential incidents. Prerequisites: FS5244 and FS5245 with a 'C' or better and instructor consent.

## FS5244 National Fire Protection Association (NFPA) Firefighter I, Part A

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

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. This course meets the performance-based objectives established for Entry Level Firefighter.

## 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, 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.

## 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.

## FS5259 Fire Organization and Command

3 credits (3 lec hrs/wk)

This course is designed to provide students with basic concepts of organizational structure and command sequences associated with emergency scene management.

## FS5276 S-130/190 Wildland Firefighter Type II

3 credits (33 lec, 7 lab hrs/total)

Firefighters successfully completing this course will be qualified to suppress wildland fires under close supervision. This training is required for all personnel prior to certification as a Firefighter (Type 2) under the national wildland qualification system.

## FS5280 Cooperative Work Experience

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

Maximum of 6 credits applicable toward degree. This course gives fire science degree students actual field experience and the opportunity to apply fire science concepts, theory, and training in field situations. Prerequisite: Instructor consent.

## FS5282 Fire Codes and Related Ordinances

3 credits (3 lec hrs/wk)

Provides students with basic knowledge of codes related to building construction, fire and life safety requirements. 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.

## FS996B Fire Prevention and Inspection

3 credits (30 lec, 12 lec-lab hrs/total)

This course is designed to provide students with basic knowledge of fire prevention principles and fire inspection techniques.

## FS9060 Emergency Response to Terrorism: Operations

1 credit (16 lec hrs/total)

This course will provide the Public Safety Initial Responder with the information needed to make informed, controlled, and safe responses to incidents involving weapons of mass destruction (WMD).

## FS9175 Firefighter Safety

3 credits (30 lec, 12 lec-lab hrs/total)

This course is designed to explore numerous aspects of firefighter safety. Students will explore those safety hazards and possible mitigation techniques for ensuring their safety.

## FS9380 S-215 Fire Ops/Urban Interface

2.5 credits (24 lec, 3 lab hrs/total)

This course is designed to meet the training needs for initial attack incident commanders (wildland suppression) and company officers (suppression) confronting wildland fires that threaten life, property, and improvements.

## 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)

Course introduces students to principles and practices of GIS, while providing experience using a contemporary GIS software package. Course develops both a theoretical understanding of GIS and experience in accessing GIS data sets. Students are exposed to raster and vector GIS.

## GENERAL SCIENCE

### **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, energy, heat and temperature. Prerequisites: MTH70 and WR90 with a 'C' or better.

### **GS105 Physical Science**

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

GS105 is an introduction to chemistry for non-science majors. The course material covers atomic structure and theory, compounds, chemical bonds, states of matter, solution chemistry, chemical reactions, 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.

## 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. 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, origin, stratigraphy, structure, and topography 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)

Studies fundamental geologic principles and the natural processes acting within and upon the earth. Examines internal and superficial processes, geologic time and the interrelationships of people and their natural environment. Laboratory exercises and field trips are required. Concurrent: G145 or G0250.

### **G203 Historical Geology**

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

Covers 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 life through time. Laboratory exercises and field trips are required. 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.

## **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.

## **G291 Elements of Rocks and Minerals**

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

Examines the relationships among rocks, minerals, and the role of economic geology in society. In lecture and lab sessions, students explore how rocks and minerals form, their classification, symmetry, textures and structures, how to recognize them and how they are used. Students learn how to discover the stories held within rocks. The course also covers Earth's rock, mineral and fossil fuel resources, their modes of formation, methods and environmental impacts of mining and extraction.

## **HEALTH & FIRST AID/HEALTH OCCUPATIONS**

### **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.

### **HE9419/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 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 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.

### **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.

### **HE198/298 Independent Study in Health**

1-3 credits (hrs to be arranged)

Prerequisite: Instructor consent.

### **HE250 Personal Health**

3 credits (3 lec hrs/wk)

This personal health course deals with current health trends and issues in the United States. The course will include information on mental, emotional, social health, and behavior aspects. Physical health includes nutrition-weight management, physical conditioning, environmental health, sexually transmitted disease, cancer, aging, drug education, and cardiovascular disease.

### **HE252 Standard First Aid and CPR for the Professional Rescuer**

3 credits (3 lec hrs/wk)

This course provides training in Cardiopulmonary Resuscitation and First Aid using current emergency cardiac care guidelines. It provides students with a knowledge and appreciation for emergency management and industry-recognized certification in Professional Rescuer CPR and First Aid upon completion of requirements.

# COURSE DESCRIPTIONS

## **HE260/9360 First Responder**

3 credits (30 lec, 10 lab hrs/total)

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. Must be at least 16 years of age.

## **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).

## **HE280 Field Experience : Rural Health Aide**

3 credits (99 lab hrs/total)

The student is required to participate in a ward/unit clerk (paid or voluntary) field experience for a hospital performing such tasks as transcribing physicians orders, assembling charts, and performing medical clerical/medical records tasks. Students will gain experience in telephone skills and professional interactions specific to hospital settings.

## **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.)

## **HE931A/EMT167A Emergency Medical Technician - Intermediate, Part A**

4.5 credits (4.3 lec hrs/wk, 2.2 lab hrs/wk, 1 TBA hr/wk)

This course, (EMT-Intermediate, Part A and Part B) prepares individuals for certification in Oregon as an Emergency Medical Technician- Intermediate. Upon successful completion of the course, students will be eligible to take Oregon's EMT-Intermediate certifying examinations.

## **HE931B/EMT167B Emergency Medical Technician - Intermediate, Part B**

5 credits (4.3 lec hrs/wk, 3.7 lab hrs/wk)

This course, (EMT-Intermediate, Part A and Part B) prepares individuals for certification in Oregon as an Emergency Medical Technician- Intermediate. Upon successful completion of the course, students will be eligible to take Oregon's EMT-Intermediate certifying examinations.

## **HEALTH INFORMATION MANAGEMENT**

### **HIM110 Health Information Technology**

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

Introduces the concept of health information management and health informatics including the components of content, use the structure of healthcare data along with information keeping practices in both paper and electronic systems.

### **HIM182 Health Care Delivery Systems**

3 credits/term (3 lec hrs/wk)

Explains the past, present, and future influences on the delivery of health care. Covers provider organizations and settings in health care, financing of health care, causes and characteristics of health care utilization in the United States, regulation and monitoring of health care systems, and ethical issues associated with health care technology.

## **HIM283 Health Information Systems**

3 credits/term (3 lec hrs/wk)

Health Information Systems Introduces the history and current status of information systems in health care: information architectures, administrative and clinical applications, evidence-based medicine, information retrieval, decision support systems, security and confidentiality, bioinformatics, information system cycles, the electronic health record, key health information systems and standards, and medical devices. Teaches strategies and tools to insure the development and/or selection of health information systems. Discusses the role of healthcare information and communication technologies in healthcare delivery including their role in improving the quality, safety and efficiency of healthcare delivery.

## **HIM285 Healthcare Financing and Compliance**

3 credits/term (3 lec hrs/wk)

Provides an understanding of the essential components of financing and compliance in health care facilities.

## **HISTORY**

### **HST101/102/103 History of Western Civilization**

3 credits/term (3 lec hrs/wk)

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)

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.

## HUMAN DEVELOPMENT

### HD100 College Success and Survival

3 credits (3 lec hrs/wk)

Facilitates adjustment to the college environment. Focuses on self-assessment, personal development, educational goal setting and critical thinking. Includes interdisciplinary lectures, exposure to multiple modes of educational delivery, and structured exercises to turn individual talents into strengths. Note: HD100 is available in three one credit modules.

### HD101 Community Service – Learning Experience

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

A theoretical and practical course examining the principles and features of service-learning. Student will develop a personal understanding of civic engagement, ethics and leadership through direct and/or indirect service to a community based organization and through critical reflection. Students will be required to complete 33 hours of service and participate in weekly seminars/discussions.

### HD105 Finding Funding through Scholarships

1 credit (1 lec, hr/wk)

Designed to increase students' success in obtaining scholarships. Topics covered are: common scholarship criteria, application tips, essay writing, scholarship searches and how scholarship committees make their decisions.

### HD112 Study Skills

3 credits (3 lec hrs/wk)

Designed to increase the students' success in college by assisting them in obtaining skills necessary to reach their educational objectives. Students are introduced to time management strategies, note taking, library usage, problem solving, exam strategies, muscle reading, and learning style.

### HD113 Stop Test Anxiety Now

1 Credit (1 lec hrs/wk)

Covers techniques for coping with excessive test-taking anxiety and improving overall test performance.

### 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.

### HD147 Decision Making

1 credit (1 lec hr/wk)

This course assists students to develop an awareness of their personal decision-making styles in order to make effective decisions and life choices in personal, social, academic and work settings. Introduces information on effective decision-making.

### HD152 Stress Management

1 credit (1 lec hr/wk)

This course assists students to identify specific personal stressors, and develop skills that enable the students to more effectively deal with stress.

### HD154 Self-Esteem

1 credit (1 lec hr/wk)

This course will provide students with an opportunity to define, assess and develop their self esteem. This course will provide multiple tools and processes to enhance self esteem and develop individual strengths.

### HD204 Living Consciously

3 credits (3 lec hrs/wk)

This class is designed to assist college students of any age to experience greater success in both college and their personal lives through the use of positive psychology.

### 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.

## HD215 Transfer Success

1 credit (2 lec-lab hrs/wk)

This class is designed to assist students in the preparation for transfer to a four-year institution. Course content includes development of strategies for choosing a transfer institution, identification of resources to assist in the transfer process, choice of majors, and funding sources. Concurrent: CIS0593.

## HUMAN DEVELOPMENT & FAMILY STUDIES

### HDFS140 Contemporary American Families

3 credits (3 lec hrs/wk)

An introductory course in family studies that focuses on the diversity of the American family today as well as giving an overview of changes in the family environment and structure over time. Topics that influence families are included such as parenting, violence, gender, divorce, remarriage, economics, and culture. Prerequisite: WR121 with a grade of 'C' or better.

### HDFS222 Family Relations

3 credits (3 lec hrs/wk)

A practical and theoretical course examining communication patterns and relationships between adults, and between adults and children. Emphasis is placed on understanding how the family affects the development of the child, along with the development of skills to use this knowledge 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 students to the theories and principles of child development beginning with conception, to prenatal, and through two years of age. Emphasis will be placed on the physical, cognitive and social/emotional development of young children, including a strong focus on early brain development and the basic tenets of scientific research.

### HDFS229 Development in Middle Childhood

3 credits (3 lec hrs/wk)

This course will include the study of growth and development in six through eighteen year old children and adolescents. Emphasis will be placed on physical, cognitive, and social/emotional development of this age group.

### HDFS247 Preschool Child Development

3 credits (3 lec hrs/wk)

This course covers the principles of theory and development as they apply to the young child ages two and a half through five. Emphasis is placed on physical, cognitive, emotional and social growth in preschool children. Students gain experience in observation to identify theorists' key elements and indicators of child development.

### HDFS285 Professional Issues in Early Childhood Education

3 credits (3 lec hrs/wk)

This course focuses on the diverse professional roles of early childhood educators in our present society by offering the required knowledge of ethics, conflict resolution, advocacy, and understanding how to influence the administrative/legislative process. Prerequisite: WR121 with a 'C' or better.

### HDFS9284 Child Abuse and Neglect Reporting

0 credits (2 lec hrs/total)

This course is to inform students on mandatory reporter laws in Oregon. It covers the processes of reporting, who is a mandatory reporter, confidentiality, the stresses of abuse and the indicators of abuse.

## HUMAN SERVICES

### HS200 Understanding Addictive Behavior

3 credits/term (3 lec hrs/wk)

Presents a context for understanding addictions of all kinds. Introduces core concepts of the addiction process in youth and adults and examines a variety of treatment approaches. The effects of addiction on the family system will be explored.

## HUMANITIES

### HUM204 World Mythology and Religion

#### (Archetypal and Shamanic Mythologies)

3 credits (3 lec hrs/wk)

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)

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 they support: i.e., Shinto, Daoism, Confucianism.

### 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.

## HUM225 International Education

1-4 credits (22-88 lec-lab hrs/term)

The purpose of this class is to introduce students to a different culture and expand their horizons developing a wider world perspective and understanding. The class/trip will allow students to learn first hand about another culture and lifestyle; a cross cultural educational experience. The academic focus will include firsthand cultural understanding, language study, and lectures from in-country experts in historical, political and cultural topics. The participants will work, study and or learn with cultural hosts. Prerequisite: Instructor consent.

### JOURNALISM

## J203 Writing for Media I

3 credits (3 lec hrs/wk)

Introduction to and grounding in Associated Press style and usage for newspaper writers. Introduction to and practice in writing leads for various types of media coverage. Introduction to and practice in formatting stories in media inverted pyramid style.

## J205 Writing for Media II

3 credits (3 lec hrs/wk)

Introduction and practice in writing for various newspaper beats. Incorporates journalistic writing parameters and techniques to various coverage areas, such as crime, sports, entertainment and others. Includes basic points of libel law.

## J215 Publishing Lab

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

Publication Laboratory teaches basic journalism skills and technologies to students. Students participate in writing, designing and formatting the Southwester, the student newspaper for Southwestern. Students work together in a simulated newsroom setting to produce the paper approximately once every three weeks.

## 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.

## 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.

### MACHINE TOOL

## MT101 Machine Tool Processes I

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

Introduce machine tool technology including an overview of typical, traditional, and 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, and how blueprints and math are applied on the job. Introduction 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.

## MT103 Machine Tool Processes III

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

In this third course of the basic sequence the student will study the operation and setup of the tool and cutter grinder and the horizontal bandsaw. Provides students with an opportunity to apply the skills developed in the two previous courses. Students will have the necessary understanding of why machine tools are the basis of manufacturing. More advanced machine setups will be studied and applied. The students will gain basic skills in the area of computer usage in the machine shop. Prerequisites: MT101 and MT102 with a 'C' or better.

### MANUFACTURING TECHNOLOGY

## MFG100 Safety for Fabrication

2 credits (2 lec hrs/wk)

This course is a comprehensive study of safety issues in a metals fabrication shop environment. Topics will include personal protective equipment (PPE), hazards in a welding environment, personal safety in the work environment, machine safety and guarding, hazardous materials/waste, fire safety, crane and forklift safety, confined spaces hazards, biohazards and blood-borne pathogens, MSDS forms and general shop safety.



# COURSE DESCRIPTIONS

## MFG4101 Electrical/Electronic Principles

3 credits (6 lec-lab hrs/wk)

Introduces the concepts and applications of various technologies found in the manufacturing industry, including actuators, transducers, drives, motors, and combinations of devices used for control and monitoring of industrial processes. Emphasis on hands-on applications of electrical/electronic measurement of physical properties, sensing and control of motion, fault diagnosis, and preventative maintenance.

## MFG4102 Mechanical Principles

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

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, trouble-shooting, 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.

## MFG4103 Hydraulic/Pneumatic Principles

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

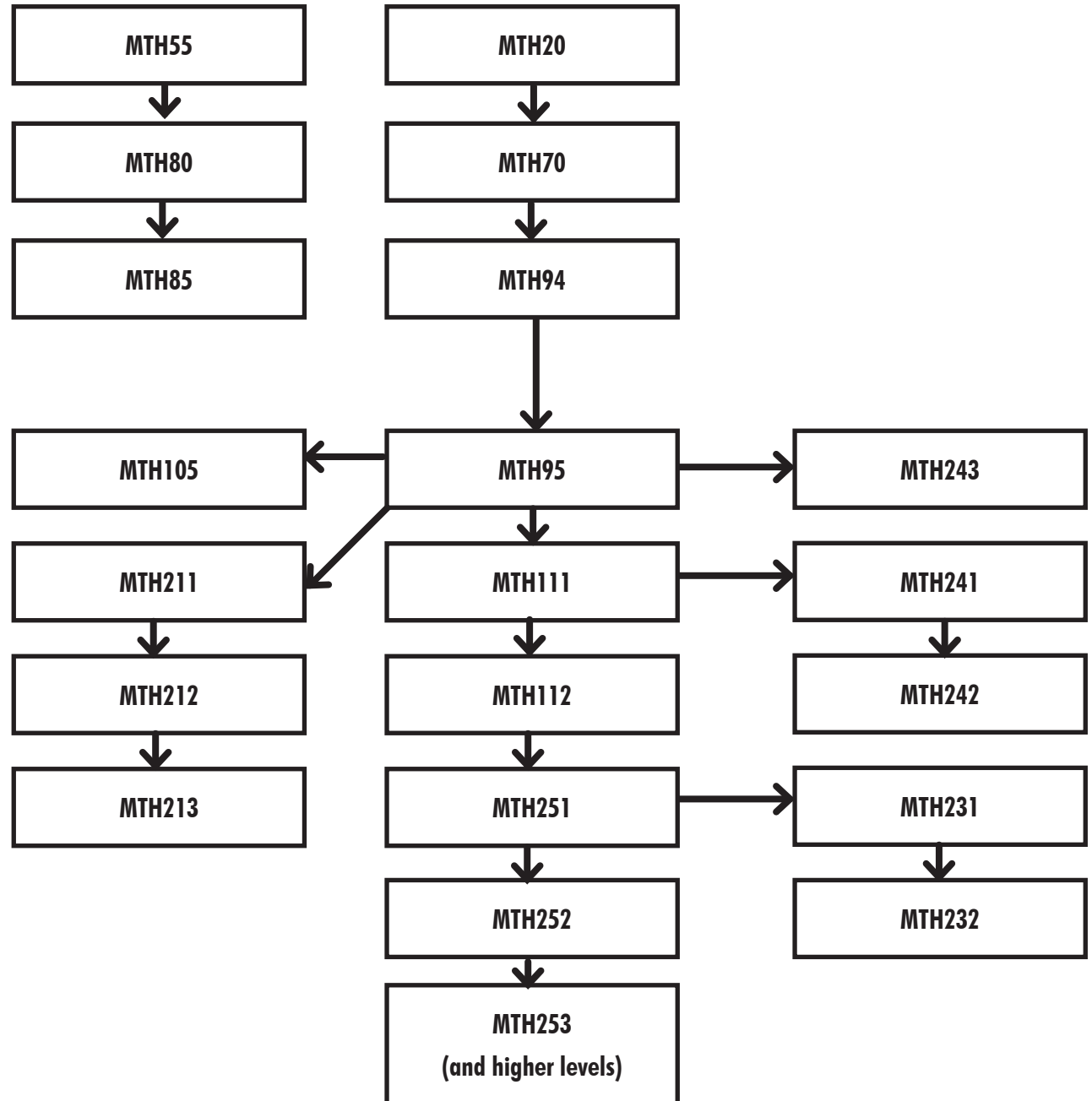
An overview of fluid power technology and a basic working knowledge of the components used in fluid power circuits of hydraulic and pneumatic systems. Hands-on setups of various fluid circuits, and using standard hydraulic/pneumatic schematics will be an important part of the laboratory applications. 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.

## SEQUENCE OF MATHEMATICS COURSES



COURSE DESCRIPTIONS

## 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. Prerequisite: 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. Students are not required to have previous experience with algebra. Prerequisite: MTH20 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.

### MTH81 Applied Mathematics for Culinary Arts

4 credits (4 lec, hrs/wk)

Includes basic algebraic concepts with culinary applications, basic statistics and graphing, graphing in a rectangular coordinate system, and weights, measures and metric conversions. Offered by the mathematics department in cooperation with the culinary education faculty. Enrollment in the culinary program required as a co-requisite for this course. Prerequisites: MTH\*20 or MTH\*55 with a 'C' or better or appropriate placement test score.

### 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 and exponential and logarithmic equations. Prerequisite: MTH94 with a 'C' or better.

### MTH 97 Elementary Geometry

4 credits (4 lec hrs/wk)

A study of the concepts and principles considered in introductory geometry. Topics include: lines, angles, and their measures; parallel and perpendicular lines; triangles and polygons; congruent triangles; quadrilaterals; similar triangles; circles; perimeters and areas of geometric figures; right-triangle trigonometry; geometric constructions. Prerequisite: MTH95 with a 'C' or better.

### 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.

# COURSE DESCRIPTIONS

## **MTH198/298 Independent Study**

1-4 credits (hrs to be arranged)

Prerequisite: Instructor consent.

## **MTH211 Fundamentals of Elementary Mathematics I**

4 credits (4 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**

4 credits (4 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**

4 credits (4 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, and 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.

## **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: anti-derivatives, 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, and 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; and 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.

### **MEDICAL LABORATORY TECHNOLOGY**

#### **MLT2005 Basic Phlebotomy**

2 credits (2 lec hrs/wk)

Theoretic comprehension of phlebotomy techniques and associated safety, infection control, quality assurance, documentation, ethical, legal, and customer service issues. Prerequisite: Acceptance into the Phlebotomy program.

#### **MLT2010 Advanced Phlebotomy**

2 credits (2 lec hrs/wk)

This is the second course in the Phlebotomy program sequence. The course introduces new concepts in the clinical laboratory including lab management; state and federal regulations such as HIPPA, CLIA, and Medicare; point of care testing and prevention of laboratory error. Prerequisite: MLT2005 Basic Phlebotomy with a 'C' or better.

#### **MLT2015 Phlebotomy Clinical I**

3 credits (9 lab hrs/wk)

This is the first of two clinical lab classes for students enrolled in the Phlebotomy program. This lab experience will introduce the students to the laboratory environment. Students will be applying and demonstrating the knowledge skills and attitudes learned in Basic Phlebotomy. Prerequisite: CIS120, WR115, MTH80, MLT2005, AH111 with a 'C' or better.

## **MLT2020 Phlebotomy Clinical II**

2 credits (6 lab hrs/wk)

This is the second clinical lab for students enrolled in the Phlebotomy program. The students continue to perform venipunctures and other procedures performed by phlebotomists. The students continue to prepare for the Phlebotomy Technician PBT (ASCP) certification. Prerequisite: MLT2010 and MLT2015 with a 'C' or better.

## **MLT2280 Cooperative Work Experience**

8 credits (24 lab hrs/wk)

This course provides the student an opportunity to gain on-the-job experience in coordinator approved situations that closely parallel with the field of study. Prerequisite: Instructor consent.

### **MUSIC**

#### **MUS101/102/103 Music Fundamentals**

3 credits/term (3 lec hrs/wk)

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.)

#### **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.

# COURSE DESCRIPTIONS

## **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 and 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)

Based upon continuing the work in MUS132 all major and minor keys. Performance of chord progressions in all keys, transposition, simple manipulations, sight reading and repertoire. Prerequisite: MUS132. Concurrent: MUS113.

## **MUS134/135/136 Voice Class**

1 credit/term (1 lec hr/wk)

A study of vocal basics. An introduction to music fundamentals, tone production, abdominal breathing, vowel-consonant clarity, and relaxation techniques.

## **MUS137 Guitar Class**

1 credit/term (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.

## **MUS161 Jazz Improvisation (Blues and Beginnings)**

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

Blues and beginning improvisation. Listening, theory demonstration, explanation and using improvisation in performance. Concurrent: MUP105.

MUS198/298 Independent Study in Music

1-3 credits/term (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.

## **MUS205 Introduction to Jazz History**

3 credits/term (3 lec hrs/wk)

An introduction to the one true American Music Genre. Exploring the beginning of Jazz, Early Blue, Dixieland, the Big Band Era, BeBop, Fusion, Impressionism, Serialism and Classical Forms. Students will be taken through Rhythm and Blues, Gospel and Early Rock and Roll.

## **MUS206 Introduction to History of Rock and Roll**

3 credits/term (3 lec hrs/wk)

A survey of Rock music from its origins to the present as revealed through the study of the most innovative and influential artists of this American musical form. Emphasis is placed on building listening and comprehension skills through listening to Rock and Roll, in-class discussion of the music, class assignments, research and reading of the text.

## **MUS211 Music Theory II**

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

A study of polyphony, counterpoint, chromatic chords, and 20th century composition. Prerequisite: MUS211. Concurrent: MUS115.

## **MUS213 Music Theory II**

3 credits/term (3 lec hrs/wk)

A study of polyphony, counterpoint, extended and chromatically altered chords, and 20th century composition. Prerequisite: MUS212. Concurrent: MUS116.

## **MUS221 Arranging I**

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

Basic arranging techniques, instrumentation and notation practices for live rhythm section, lead vocal, score preparation, parts preparation, notation and nomenclature in contemporary styles. Prerequisite: MUS113.

## **MUS222 Arranging II**

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

A continuation of rhythm section arranging with the addition of one or two horns; saxophone and trumpet. Discussion of transposition and range on contemporary music styles. Prerequisite: MUS221.

## MUS223 Arranging III

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

The third level of this series focuses on various contemporary applications of small horn section writing with rhythm section. Voicings and styles is discussed. Prerequisite: MUS222.

## MUS224/225/226 Sight Singing, Ear Training II

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

This class is designed to teach the student to hear, identify, write and sing melodies, chords and rhythm from sight and by listening to melodic and harmonic material played for the student. Music majors take three terms. Prerequisites: For MUS224; MUS116. For MUS225; MUS224. For MUS226; MUS225. Concurrent: For MUS224; MUS212 and MUS231. For MUS225; MUS212 and MUS232. For MUS226; MUS 213 and MUS233.

## MUS231/232/233 Piano Class

1 credit/term (2 lec-lab hr/wk)

Second year of music and piano skills. Proficiency in major and minor scales and corresponding chord progressions, transposition harmonization, sight reading and late beginning repertoire. Prerequisite: For MUS 232; MUS231. For MUS233; MUS232.

## 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.

### MUSIC PERFORMANCE

Note: 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. Students may be asked to audition.

## 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 on 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.

## 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. Students may be asked to audition.

## MUP123 Opera

1-3 credits (2-6 lec-lab hrs/wk)

Operas, opera selections, operatic arias or operettas done in costumes, staging and concert style. 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. Students may be asked to audition.

## 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. 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. Student may be asked to audition.

## MUP202A Concert Band

1 credits (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 on how to improve the overall musical effect. Intermediate and advanced musicians are admitted. Students may be asked to audition.

## MUP202B Community Band

1 credit (2 lec-lab hrs/wk)

A performance ensemble which rehearses and performs marches, traditional band literature, classical literature arranged for concert band. Intermediate and advanced musicians are admitted. Students may be asked to audition.

## Individual Lessons

1-2 credits (2-4 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. Lessons are given for all levels of musicianship.

MUP171/271 Piano MUP174/274 Voice

MUP175/275 Violin/Fiddle

MUP178/278 Bass Guitar

MUP180/280 Guitar

MUP 181/281 Flute MUP182/282 Oboe

MUP183/283 Clarinet MUP184/284 Saxophone

MUP186/286 Trumpet MUP187/287 French Horn

MUP188/288 Trombone MUP191/291 Percussion

## NURSING

### NRS110 Fundamentals of Nursing - Health Promotions

9 credits (5 lec, 3 lab, 10 lec/lab hrs/wk)

This course introduces the learner to the framework of the OCNE curriculum. The emphasis on health promotion across the life span 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 a multidisciplinary team giving and receiving feedback about performance, and use reflective thinking about their practice as nursing students. Populations studied in the course include children, adults, older adults and the family experiencing a normal pregnancy. Includes classroom and clinical learning experiences. Prerequisite: Minimum of 49 prerequisite credits with a 3.00 GPA or higher and acceptance into the Nursing Program.

### NRS111 Foundations of Nursing in Chronic Illness I

6 credits (3 lec, 9 lab hrs/wk)

This course introduces chronic illness assessment and interventions across the lifespan. The client and family's "lived experience" of the illness, practice guidelines and research evidence are used to guide clinical judgment in the care of the chronically ill. Roles of the multidisciplinary team and legal aspects of delegation are explored. Prerequisite: NRS110 with a 'C' or better. Concurrent: NRS230 and NRS232.

### NRS112 Foundations of Nursing in Acute Care I

6 credits (3 lec, 9 lab hrs/wk)

This course introduces the learner to assessment and common interventions and technical procedures for patient care 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 (5 lec, 3 lab, 10 lec/lab hrs/wk)

This course builds on Foundations of Nursing in Chronic Illness I. The evidence base of nursing interventions related to family care giving, relationships, functional status, and symptom management is a major focus. Advocacy, self-determination, and autonomy issues are addressed within the framework of cultural beliefs and lifespan issues. Includes classroom and clinical learning experiences. Prerequisite: NRS222 with a 'C' or better.

### NRS222 Foundations of Nursing in Acute Care II and End-of-Life

9 credits (5 lec, 3 lab, 10 lec/lab hrs/wk)

This course builds on Nursing in Acute Care I focusing on complex and or unstable patient care situations. The emphasis is on development of clinical judgment in managing patient and family care issues in the acute care setting. Exemplars include acute conditions affecting multiple body systems, and legal and ethical issues. Includes classroom and clinical learning experiences. Prerequisite: NRS112, NRS231 and NRS233 with a 'C' or better.

### NRS224 Scope of Practice/Integrated Practicum

9 credits (2 lec, 21 lab, hrs/wk)

This course is designed to formalize the clinical judgments, knowledge and skills necessary in safe, registered nurse practice. 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. Prerequisite: NRS221 with a 'C' or better.

### NRS230 Clinical Pharmacology I

3 credits (3 lec hrs/wk)

This two course sequence introduces the theoretical background related to drugs and natural products used by clients throughout the lifespan. Drugs are studied by therapeutic class. Students will learn to administer medications safely using current, reliable research evidence. Client education and working within the client and clinical environment are emphasized. Prerequisite: NRS110 with a 'C' or better. Concurrent: NRS111 and NRS232.

### NRS231 Clinical Pharmacology II

3 credits (3 lec hrs/wk)

Clinical Pharmacology II builds on a theoretical background that enables students to provide safe and effective care related to medication administration. The course addresses additional classes of drugs and related natural products not contained in Clinical Pharmacology I. 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 disease states across the lifespan. Students learn to make selective clinical decisions using current reliable evidence based research. Assessments, teaching and communicating with clients and health care team members about pathophysiological processes are emphasized. Prerequisite: NRS110 with a 'C' or better. Concurrent: NRS111 and NRS230.

## **NRS233 Pathophysiological Processes II**

3 credits (3 lec hrs/wk)

This course continues to explore pathophysiological processes that contribute to disease states across the lifespan and human responses to those processes. The course addresses additional disease entities not contained in Pathophysiological Process I. Prerequisite: NRS111, NRS230, NRS232 with a 'C' or better. Concurrent: NRS112 and NRS231.

## **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.

## **NUR9100 Certified Nursing Assistant (CNA) 2**

7 credits (55 lec, 33 lab, 10 lec/lab hrs/total)

This course is for the currently certified nursing assistant 1, who assists licensed nursing personnel in the provision of nursing care. This course will provide the knowledge, skills and clinical experience for the student to prepare for the certification for Certified Nursing Assistant (CNA) 2 Acute Care as specified by the Oregon State Board of Nursing.

## **NUTRITION**

## **FN155 Nutrition in Early Childhood Programs**

1 credits (1 lec hrs/wk)

This course covers nutrition aspects related to the early childhood years (birth to eight years) and includes information about serving healthy foods for child care and education programs. Information on teaching nutrition activities in developmentally appropriate ways are also covered in the course.

## **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.

## **OFFICE ADMINISTRATION**

### **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 a review of punctuation, capitalization, grammar and spelling as applied to transcribing and editing commonly used documents found in the business office. Use of style guides, specialized dictionaries and collaborative document processing techniques are included. Prerequisite: WR0525 with a 'C' or better or an appropriate score on placement test.

### **OA116 Office Procedures**

3 credits (3 lec hrs/wk)

Office Procedures presents the methods, concepts and procedures for business office operations. This includes understanding the office environment and organizing an efficient workplace. It also includes information on office technology, communications, office ethics, scheduling, an overview of records management, meetings, travel and career advancement. Prerequisite: CIS120 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 Skill Building**

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.

## **OA131 Legal Secretary Procedures I**

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

This course introduces the student to the law office, to the courts and to the law library; ethics and duties of the legal secretary; familiarization with national, state and local professional organizations; qualifications, duties and responsibilities of a notary public; the purpose, form and disposition of selected non-court documents; practice given to office documents and legal correspondence. Prerequisites: WR90 and CIS125W 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

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 (4 lec hrs/wk)

This course introduces students to the career of Pharmacy Technician. It explores history, potential workplace options and personnel related to pharmaceutical services, including pharmacy ethics. A general overview of the knowledge base required for the occupation and an introduction to standard pharmacy references, federal and state law, is provided.

### 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 contra-indication, 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 contra-indication, 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 pre packing, 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 pre packing, 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)

Introduces students to the philosophical quest for wisdom for the purpose of personal transformation: to understand themselves, reality, and their place within it by exploring fundamental questions and problems of metaphysics (the study of the nature of reality) and epistemology (the study of knowledge and truth) from a cross-cultural perspective. Prerequisite: WR121 with a 'C' or better.

### PHL102 Ethics

3 credits (3 lec hrs/wk)

Investigates the nature of moral philosophy by examining ethical theories from a variety of cultural traditions as well as issues in applied ethics such as just war and pacifism, euthanasia, environmental ethics and cloning. Enables students to develop and reflect critically on their own ethical stance. Prerequisite: WR121 with a 'C' or better.

## PHL103 Introduction to Logic and Critical Thinking

3 credits (3 lec hrs/wk)

Focuses on improving critical reasoning skills in academic studies and daily life by examining the basic concepts of logic and critical thinking; the use of language; propaganda and double speak; and informal fallacies in academic arguments, editorials, letters to the editor, and advertising. Attention given to writing arguments and position papers. Prerequisite: WR121 with a 'C' or better.

## PHL205 Bioethics

3 credits (3 lec hrs/wk)

Examines moral reasoning in a medical context. Specifically this course examines key issues in medical ethics such as allocating and acquiring transplant organs, medical research, confidentiality, reproduction, euthanasia, race and gender in medicine and the dilemma of impaired infants. Prerequisite: WR121 with a 'C' or better.

## PHYSICAL EDUCATION

### PE6230 Introduction to Golf Caddying

1 credit (22 lec-lab hrs/total)

This course prepares students with an understanding of the game of golf and the role of the golf caddy. The class covers the rules and regulations of golf, the etiquette of golf and how customer service plays a role in the caddying experience. Students will practice caddying techniques on a golf course.

### PE131 Introduction to Health and Physical Education

3 credits (3 lec hrs/wk)

This course provides an orientation and foundational understanding of the academic disciplines and professions that lie beneath the umbrella of physical education, fitness, and sport. Students learn the underpinnings of historical and contemporary development in the disciplines, and broaden their understanding of opportunities available within related professions.

### 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

Ballroom Dance

Baseball

Basketball

Bicycling

Bowling

Canoeing

Cross Country

Golf

Gymnastics

Indoor Rock Climbing

Judo

Karate

Kayaking

Physical Cond.

Plyometrics

Soccer

Softball

Super Circuit

Tennis

Track & Field

Volleyball

Weight Training

Wrestling

### PE208/SOC208 Sociology of Sport

3 credits (3 lec, hrs/wk)

Discusses identification and analysis of social problems in relation to sport and the world. Topics include (but are not limited to) the following: sport and culture, sport and socialization, sport and race, sport and gender, sport and collective behavior, and sport and social behavior with focus on feasible solutions.

### PE210 Theory of Coaching

3 credits (3 lec hrs/wk)

A survey of issues encountered by coaches in all sports. Topics will include, but not be limited to communication with players, colleagues and administration, ethical issues and responsibilities, coaching philosophies, relations with media and community, time management, coach and athlete motivation, mental training skills, and equipment and facilities management.

### PE231 Wellness for Life

3 credits (3 lec hrs/wk)

Physical assessment techniques to assess present strength, flexibility, and cardiovascular health will be administered in this course. Students will receive informational tools needed to facilitate positive change in their present state of fitness. Basic blood work will assess cholesterol, glucose, and other results. Health issues and concepts are also covered.

### PE259 Care and Prevention of Athletic Injuries I

3 credits (3 lec hrs/wk)

This is the first of a two-course sequence with the purpose of exposing students to injuries and conditions that occur in athletics and physical activity. This course prepares students to recognize an injury, evaluate it, and begin appropriate care. Preventive injury techniques are a prominent component of the class.

### PE260 Care and Prevention of Athletic Injuries II

3 credits (3 lec hrs/wk)

This is the second of a two-course sequence with the purpose of exposing students to injuries and conditions that occur in athletics and physical activity. This course prepares students to recognize an injury, evaluate it, and begin appropriate care. Preventive injury techniques are a prominent component of the class. Prerequisite: PE259.

### PE261 Techniques of Athletic Taping and Bracing

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

This is an introductory course in athletic training and physical education. This course will educate students in the basic principles of athletic taping and bracing by learning theory and application strategies. Students will use multimedia resources and equipment to produce their own field guide textbook as a component of this course.

# COURSE DESCRIPTIONS

## **PE262 Development of Adult Fitness Programs**

3 credits (3 lec hrs/wk)

Students will gain experience with developing and supplementing effective older 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.

## **PE268 Sport Officiating Principles**

2 credits (4 lec-lab hrs/wk)

Sport Officiating Principles engages students in both course study and practical experience in sport officiating. Communication, teamwork, decision making, conflict resolution and a variety of opportunities in sport officiating will be covered. Students will prepare to take a national certification exam for sport officiating.

## **PE280P Practicum: Physical Education/Allied Health**

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

This course provides students with opportunities to gain paraprofessional experience in the fields of physical education and allied health. Students learn and develop through supervised observation of and participation with professionals in the fields. Prerequisite: PE131 with a 'C' or better.

## **PE295 Professional Activities Basketball**

2 credits (2 lec-lab hrs/wk)

A professional activities physical education class designed to teach methods and techniques of teaching basketball.

## **PET264 Concepts of Individual Fitness Programming**

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

This course prepares students with knowledge, skills and abilities needed to improve the health and fitness of individuals through personal training. Academic concepts are presented in contemporary practice settings, giving students a foundation in theory and application useful for pursuit of a career in fitness or for personal enrichment.

## **PET267 Group Fitness Concepts**

2 credits (4 lec-lab hrs/wk)

This course is designed to teach the theory, methods and techniques of Group Fitness Concepts. Emphasis will be placed on skill development and instructional methods.

## **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.

### **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 (3-18 lab hrs/wk)

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.

### PSY231 Human Sexuality

3 credits (3 lec hrs/wk)

This course is designed to help students explore their attitudes and feelings regarding human sexuality. It will promote an open examination of various dimensions of sexual behaviors and attitudes in a safe judgement free classroom environment.

### 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.

### 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

### RD0751/0752/0753 Reading Skills

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

A series of courses that provides a systematic approach for identifying and correcting reading difficulties and improving reading efficiency through lecture instruction, skills development and practice. Students improve reading comprehension, fluency, and vocabulary. 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.

## SOCIOLOGY

### SOC105/CJ101 Introduction to Criminology

4 credits (4 lec hrs/wk)

An interdisciplinary and introductory overview of the study of crime, criminal behavior, and the application of theory to crime prevention and offender treatment. Examines the uses and limitations of empirical research methods to the study of crime. Reviews the principal political, economic, social, cultural, psychological, biological, and ideological theories of criminal behavior. Identifies the major categories of crime and discusses the relevance of crime classification. Explores the influence of criminological theory on public policy.

### SOC145 Special Topics in Sociology

1-3 credits (variable hrs)

Field study of significant sociological and/or anthropological sites including techniques of inquiry and analysis applied at selected field sites. Introductory lecture covering key issues and techniques required for a field study, followed by an on-site visit. Concurrent: Any 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.

# COURSE DESCRIPTIONS

## **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.

## **SOC208/PE208 Sociology of Sport**

3 credits (3 lec, hrs/wk)

Discusses identification and analysis of social problems in relation to sport and the world. Topics include (but are not limited to) the following: sport and culture, sport and socialization, sport and race, sport and gender, sport and collective behavior, sport and social behavior with focus 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, issues relating to custodial treatment, and programs within penal institutions will be explored. Field trips to correctional facilities.

## **SOC221/CJ201 Juvenile Delinquency**

3 credits (3 lec hrs/wk)

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 Gerontology**

3 credits (3 lec hrs/wk)

A survey of the developmental process of aging. Examines social, physical, emotional, spiritual and cultural aspects influencing the experience of aging. Provides essential information required for professional interaction with elders and emphasize a positive view of aging. Discusses current theories, policies, practices, concerns, service and professional opportunities in gerontology.

## **SPANISH**

### **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. Prerequisites: For SPAN0522; SPAN0521. For SPAN0523; SPAN0522.

## **SPAN9034 Spanish for Medical Professionals**

1 credit (1 lec hr/wk)

A program of study to aid or improve Spanish language communication skills of medical and health care workers. Open to all levels of Spanish language proficiency, this course is directed toward improving the student's mastery of Spanish language terminology, phrases and expressions used in health care settings.

## **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.

## **SPEECH**

### **SP100 Basic Speech Communications**

3 credits (3 lec hrs/wk)

Applies general communication theories of 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)

Prepare and present original speeches, with emphasis on content, organization, delivery, and technique.

## SP112 Persuasive Speech

3 credits (3 lec hrs/wk)

Examines the psychology of persuasion, as well as methods speakers use to persuade an audience. Use evidence, reasoning skills, emotional appeal, credibility, critical thinking, organizational patterns, outlining techniques and audience analysis. Prepare and present original persuasive speeches.

## SP217 Understanding Media (The Persuasive Message)

3 credits (3 lec hrs/wk)

Learn the impact of mass media on society; media violence studies, children and television, sexism, ageism, racism, agenda setting and consumer awareness through historic, sociologic and economic methods.

## SP218 Interpersonal Communication

3 credits (3 lec hrs/wk)

Focus 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)

Focus on skill building and theory in decision making, problem solving, presentation planning, and knowledge of group process. Examine effective small group techniques in a variety of settings. Plan and present group discussions and group presentations.

## SP220 Gender and Communication

3 credits (3 lec hrs/wk)

Increase understanding and awareness of differences in male and female communication styles. Explore how culture, media, attitudes, and gender roles influence and impact communication.

## THEATRE

### TA100 Introduction to Theatre

3 credits (3 lec hrs/wk)

Studies the development, theory, and processes of creating live performances through human expression.

### TA111 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

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 Stanislavski. Performance of laboratory exercises, improvisations, and short scenes and monologues from plays are the basic teaching approaches.

### TA142 Acting II

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

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 Acting 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 Acting: 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 Acting: 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. Prerequisite: Instructor consent.

## WELDING

### 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, braxing, 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, basic setup and operation, plasma arc cutting setup and operation, and industrial safety.

### WLD4011 Welding Processes II

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

Introduction to Electric Arc Welding Processes emphasizing 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.

### WLD4047 Advanced Individual Welding

3 credits (6 lec/lab hrs/wk)

Allows the 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. Students will utilize practical application of industry methods in accomplishing these goals. Prerequisites: WLD4155.

### WLD4050 Welding and Joining Processes

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

Introduces 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. Prerequisites: WLD4061 and WLD4125 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.

### WLD4062 Shielded Metal Arc Welding II

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

Emphasizes the application of Shielded Metal Arc Welding primarily with E6010 and E7018 electrodes using constant current type power sources. Properties of steels, manipulative techniques for welding, proper joint design and preparation, and American Welding Society (AWS) certification standards and testing methods will be discussed. Lab activities will cover vertical and overhead welds to AWS certification standards. Prerequisite: WLD4061.

### WLD4100 Gas Tungsten Arc Welding

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

Covers all aspects of manual gas tungsten arc welding (GTAW) from safety and process operation through welding techniques and applications. 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)

Covers gas metal arc welding (GMAW) process. 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. Proper joint design, preparation, and welding techniques for the American Welding Society (AWS) certification standards and testing methods will be emphasized. Lab activities will cover all position butt and fillet welds on mild steel, and basic techniques on aluminum and stainless steel.

### WLD4126 Flux Cored Arc Welding

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

Covers flux cored arc welding (FCAW) process. 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. Proper joint design, preparation, and welding to American Welding Society (AWS) certification standards and testing methods will be emphasized. Lab activities will cover all position welds.

### WLD4150 Pipe Fitting and Welding

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

Introduces pipe layout, fitting, and arc welding covering basic pipe and piping information, basic pipe layout practices, and basic pipe welding techniques. Safety, quality and proper weld technique will be stressed according to industry standards for appearance and weld soundness. Prerequisites: WLD410 and WLD4061 with a 'C' or better.

### WLD4155 Fitting and Fabrication

4 credits (1 lec, 6 lec-lab hrs/wk)

Emphasizes layout and fitting skills applicable to an industrial welding and fabrication shop including 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. Emphasizes problem-solving and cooperation within an industrial-like environment. Safety, accuracy, quality and a commitment to excellence emphasized. Prerequisite: WLD4061 with a 'C' or better.

## WLD4165 Welding Lab A

3 credits (9 lab hrs/wk)

Development of the student's ability to weld on a variety of metals using a variety of welding processes. The skill development of the course will include print reading and interpretation, material layout and cutting, joint preparation, process determination, machine setup, welding and inspection of final project. Emphasis will be on welding techniques that meet or exceed industrial standards. Prerequisite: WLD4061, may be taken concurrently.

## WLD4166 Welding Lab B

3 credits (9 lab hrs/wk)

Continuation of WLD4165 in developing the student's ability to weld on a variety of metals using a variety of welding processes. The skill development of the course will include print reading and interpretation, material layout and cutting, joint preparation, process determination, machine setup, welding and inspection of final project. Emphasis will be on welding techniques that meet or exceed industrial standards. Prerequisite: WLD4165 with a 'C' or better.

## WLD4170 Welder and Manufacturing

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

Emphasizes 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. Prerequisite: WLD4155 with a 'C' or better.

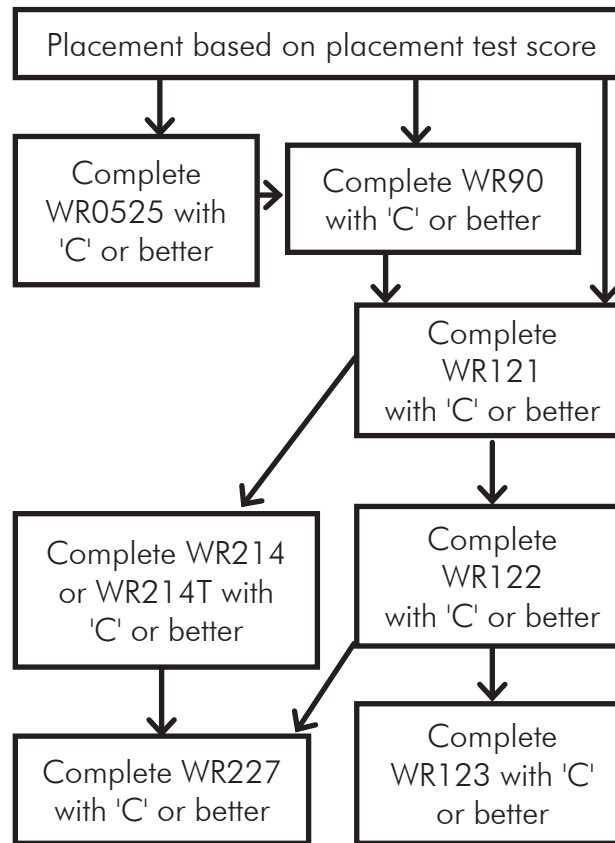
## WLD9225 Welding Workshop: Certification Preparation

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: WLD4061, WLD4125 or WLD4126 with a 'C' or better or instructor consent.

## WRITING

### SEQUENCE OF WRITING COURSES



## 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 using punctuation. Credits do not count toward graduation. Prerequisite: Appropriate placement test score.

## 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.

## WR115 Introduction to Expository Writing

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 in the workplace. Prerequisite: WR90 with a 'C' or better or placement test score.

## 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.



# COURSE DESCRIPTIONS

## **WR123 English Composition**

3 credits (3 lec hrs/wk)

Plan, research and write papers based on an argumentative or analytical thesis from collected information. This necessitates critical reading, persuasive writing and using conventions to write and document a research paper. Prerequisite: WR122 with a 'C' or better.

## **WR214 Business English**

3 credits (3 lec hrs/wk)

Practice writing persuasive and routine communications with appropriate conventions, rhetorical strategies and tone. Apply knowledge of human behavior, business organizations and environments for effective written and oral communication. Prerequisite: WR121 with a 'C' or better.

## **WR214T Professional/Technical Writing**

3 credits (3 lec hrs/wk)

Learn strategies for higher order thinking in persuasive communication and routine correspondence and reports by examining rhetorical strategies and the importance of appropriate style and conventions.

Prerequisite: WR121 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.

## **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.

## **WOMEN'S STUDIES**

### **WS101 Introduction to Women's Studies: Gender and Power**

3 credits (3 lec hrs/wk)

An overview of women's issues including violence against women, media images, economics, sexuality, spirituality and a global perspective on women's concerns. This is a process-oriented class that personalizes readings and lectures by interaction in small group discussion. Focuses on contextual understanding of women's history and experience; past, present and future. For additional Women's Studies courses see SP 220 Gender and Communication and ENG260 Women Writers.

**Associate of Applied Science** - Associate of Applied Science' is a state approved associate degree that is intended to prepare graduates for direct entry into the workforce. AAS may also help to prepare students for career advancements, occupational licensures, or further study at the baccalaureate degree.

**Career Pathways Certificate of Completion** - A Career Pathway's Certificate of Completion is an Oregon community college credential comprised of 12-44 credits that are wholly contained in an approved Associate or Applied Science (AAS) Degree/Option or an independent Certificate of Completion (45+ credits). The Career Pathway Certificate provides a state-sanctioned credential for a course of study that: 1) acknowledges a specific skill proficiency to help students qualify for a job or enhanced employment opportunities.; 2) is centered on the needs of students by providing educational options; 3) provides the flexibility to achieve specific competencies within a longer term career path. These certificates will lead to an Associate of Applied Science - or even beyond. For more information see [www.socc.edu/pathways](http://www.socc.edu/pathways).

**Certificate of Completion** - 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).

**Associate of General Studies** - The purpose of the degree in general studies is to provide the student an opportunity to pursue a broad general education during the two years at a community college. It is intended as a flexible program for the student who is not pursuing a specified curriculum in the lower division transfer or career-technical area.

**Oregon Transfer Module** - The Oregon Transfer Module (OTM) allows for institutional recognition of the completion of one-year (full-time equivalent) of General Education coursework. Once awarded, the OTM is recognized by all of the public institutions of post-secondary education in the state.

**Associate of Arts/Oregon Transfer Degree (AA/OT)** - The Oregon Transfer Degree (Associate of Arts) is a program of study that community college students can follow to fulfill all their lower division general education requirements for a bachelor's degree at an Oregon University System institution. It is an agreement between the Oregon State System of Higher Education and Oregon's community colleges to provide transfer of community college coursework to an Oregon University System institution.

**Associate of Science/Oregon Transfer in Business (AS/OT-Bus)** - Any student who holds the Associate of Science/Oregon Transfer in Business (AS/OT -Bus) degree that conforms to the following guidelines and who transfers to any institution in the Oregon University System, (University of Oregon, Oregon State University, Portland State University, Western Oregon University, Southern Oregon University, Oregon Institute of Technology and Eastern Oregon University) will have met the lower-division general education requirements of that institution's baccalaureate degree programs. Students transferring with this degree will have junior standing for registration purposes.

**Associate of Science (AS)** -The AS degree is designed for students who plan to transfer and complete a Bachelors of Science degree at a four-year institution. The degree requirements allow students more flexibility in course selection, allowing them to focus on their major requirements. NOTE : Completion of this degree does not guarantee that all lower-division General Education requirements have been met for a baccalaureate degree (i.e., this is not a block transfer degree as is the AA/OT ). In selecting courses for this degree, students are strongly encouraged to consult the specific transfer curriculum pages in this catalog, the faculty advisor, and the institution to which they intend to transfer to determine if it is an appropriate choice.

**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 tuition and fees.

**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.

**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** - Approximate 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 Literacy** - A course taken to meet the Cultural Literacy requirement which 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.

**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 and Math/Science.

**Drop Date** - The last date on which a student may drop a class and receive a refund.

**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.

**Hybrid** - Course sections that have some online time replacing some face-to-face instruction time using our ANGEL learning system. The face-to-face classroom lecture time will be posted in WebAdvisor and the section will be marked HB.

**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 seeking a degree or certificate must declare a major.

**Part-time student** - Enrollment in less than 12 credit hours per term.

**Payment Plan** - Contract to pay one-third of total charges at time of registration, the balance payable in three equal installments during the term. A finance charge is assessed for this service.

**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 Coordinator accepts 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, pursuing a degree or certificate program or are receiving financial aid must have completed a placement test in reading, writing and math 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. Instructor consent may override a prerequisite requirement.

**Quarter** - Another word for "term." There are four quarters each year. Summer term is eight weeks and Fall, Winter, and Spring terms are eleven weeks each.

**Reading and Conference (R and 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 (e.g., English 104, 105, 106, etc.)

**Staff** - Listed in the Schedule of Classes as an indicator that instructor's name was not available at press time.

**Syllabus** - Given to students the first day of class to provide detailed information about the course requirements. The syllabus may include detailed information about a course. It should include the grading system, attendance policies, as well as test and assignment due dates.

**Synonym/Term Line Number (TLN)** - Official identifying number for each course, lab, or section.

**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 determined at press time.

**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.

**Web Enhanced** - Course sections that have some online component but it does not replace any face-to-face instruction time.

**Withdraw(al)** - The official process of stopping attendance in a class after the drop date. Student receives "W" for a grade.

## TRANSITIONAL EDUCATION

541-888-7116 • Newmark Center  
[www.socc.edu/transitional](http://www.socc.edu/transitional)

Transitional Education will assist students in finding out about themselves through assessments, setting short and long term goals, making career or academic plans and identifying learning styles.

Transitional Education, an integration of the college's adult re-entry programs provides access to information, skills and resources for individuals who are in the process of a major life change. A variety of classes and support services are available to prepare participants for success in their families, in the workforce and in academic programs. Programs under the Transitional Education umbrella have been integrated and housed on campus in the Newmark Center, as an agency partner in the local Career and Opportunity One-Stop Center. ABE/GED and ESL classes are also available at other sites in Coos and Curry counties for those who live outside of easy commuting distance of Coos Bay.

## General Educational Development (GED)

The General Educational Development program offers classes designed to develop skills in reading, mathematics, science, social studies, and writing to pass the GED tests.

Students age 16 or older are eligible to enroll. Anyone under age 18 must have the proper paperwork from the high school of their legal residence. Classes are offered on the Southwestern main campus and in Curry at various times during the day and evening. Students are required to pay a materials fee.

GED testing is available on the Southwestern campus. Call 541-888-7405 for scheduling information. There is an additional fee for GED testing.

## English as a Second Language (ESL) Non-Credit

English as a Second Language classes provide instruction in speaking, listening, reading and writing. There are beginning through intermediate classes. Students are required to pay a materials fee.

## Adult High School Diploma

The Adult High School Diploma program is an alternative way to obtain a diploma for students unable to complete high school in the traditional way. Students will be required to complete a minimum of 1.5 high school credits at Southwestern and complete a total of 22 high school credits to earn the Adult High School Diploma. The student's coursework will be assessed by State standards using a variety of methods, including but not limited to: exams, projects, collections of evidence, oral presentations, attendance, and group assignments.

Students will have the option of taking Southwestern college classes to receive dual credit and apply the classes toward a college certificate or degree.

## COLLEGE NOW DUAL CREDIT CTE

541-888-7271 • [www.socc.edu/collegenow](http://www.socc.edu/collegenow)  
 The College Now/CTE program is an opportunity for high school students to complete and receive Southwestern credit for certain Southwestern CTE courses completed in high school. Southwestern currently offers classes through service area high schools in allied health, business, culinary, information technology, manufacturing and nursing. These courses are dual credit as students receive both high school and college credit. Courses offered vary by high school.

## COLLEGE NOW DUAL CREDIT LDC

541-888-7271 • [www.socc.edu/collegenow](http://www.socc.edu/collegenow)  
 Southwestern works with area high schools to offer college-level lower division transfer courses in the high schools, taught by high school instructors, exclusively for high school students. Classes can be used to meet Southwestern certificate or degree requirements, as well as for transfer to community colleges and most universities across the U.S.

Southwestern currently offers classes through service area high schools in arts and communication, business and management, foreign languages, human resources, industry engineering/tech, and science. These courses are dual credit as students receive both high school and college credit. Courses offered vary by high school.

## COLLEGE NOW DUAL CREDIT CTE AND/OR LDC

541-888-7271 • [www.socc.edu/collegenow](http://www.socc.edu/collegenow)  
 Earned credit will be on students' Southwestern transcript. Earning Southwestern credit at a high school does not automatically enroll a student into a Southwestern certificate or degree program. Southwestern admissions procedures and requirements must still be met. Credit transfer acceptability is at the discretion of the receiving institution.

For more information, and a listing of courses offered in a specific high school contact Southwestern's High School Liaison at 541-888-7271, or [jberman@socc.edu](mailto:jberman@socc.edu), or visit the Southwestern College Now web site [www.socc.edu/collegenow](http://www.socc.edu/collegenow). Also contact the high school counseling office. Courses are limited to high school juniors and seniors.

## COMMUNITY EDUCATION

541-888-7415 • Tioga Hall  
[www.socc.edu/academics/communityed](http://www.socc.edu/academics/communityed)

Community Education offers a wide variety of credit-free courses that are held on campus as well as convenient off-campus sites throughout the community. The majority of courses are offered evenings and weekends with flexible scheduling ranging from one-day to ten weeks. Classes are offered in the subject areas of animal care, art, computers, dance, driver education, exercise, financial, health, history, home and family, language, music, personal safety, photography, science, sports, theater, and writing. In addition, visit [www.ed2go.com/socc](http://www.ed2go.com/socc) to review hundreds of credit-free on-line course options. Fees vary according to the type and length of each class.

## ELEARNING E-SOCC

[www.socc.edu/distance](http://www.socc.edu/distance)

The eLearning e-SOCC program offers a variety of online credit courses for students who are unable to attend traditional, on-campus courses due to time constraints and/or distance from the campus. Online courses allow students to obtain lectures, complete assignments, take quizzes, and work cooperatively with other students on class projects via the Web. Some classes, referred to as hybrid courses, combine online and face-to-face classroom work. **To take an online or hybrid class, students must have access to a computer, Internet Service Provider, and web browser.** Students must be able to use the Internet, check email, and be able to upload and download files. Our online and hybrid credit courses are transferable and can be taken in combination with traditional, on-campus courses. For complete information, please visit our web site.

## COMMUNITY BUSINESS AND WORKFORCE DEVELOPMENT

Economic and Workforce Development is comprised of the various departments which help people train, enhance, improve, and advance their skills to be successful within the community. We offer a variety of programs ranging from partnering with the local high schools, short-term training for dislocated or injured workers, to helping local business get started.

## SWOCC BUSINESS DEVELOPMENT CENTER

541-756-6866 • 2455 Maple Leaf, North Bend,  
[www.socc.edu/bizexcellence](http://www.socc.edu/bizexcellence)

The Business Development Center provides practical information and services for business success. We provide specialty assistance to both rapid growth businesses and start-ups.

The Center can design training tailored to meet the needs of your business or organization. No matter the size of your operation, training can be provided that will enable you and your employees to learn or improve skills and learn new technologies. We are here to help you make your business a success!

## SOUTHWESTERN FOUNDATION

541-888-7211 • Tioga Hall  
[www.socc.edu/foundation](http://www.socc.edu/foundation)

The Southwestern Oregon Community College Foundation is a non-profit organization established in 1962 to receive, hold and disburse private funds in support of the educational programs and students of the college. The direction of the Foundation is vested in its board of directors, composed of citizens from a broad spectrum of the community. Working in small groups and committees, Foundation members assist in forming, developing and promoting a number of worthwhile objectives, such as scholarships, equipment purchases and support for faculty development projects.

## SOUTHWESTERN OREGON UNIVERSITY CENTER

541-888-1518 or 800-962-2838 ext.1518  
Tioga Hall • [www.ous.edu/ucsw](http://www.ous.edu/ucsw)

For many residents of the South Coast, obtaining a Bachelor's degree 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 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.

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 lead to Bachelor's or even a Master's degrees. The University Center can also arrange for special programs for schools and businesses and for cohorts or groups of students.

On the south coast, earn your Bachelors Degree in Business Administration in Coos Bay from Southern Oregon University or earn your initial teaching licensure Bachelor's Degree Eastern Oregon University.

In addition, there are over 50 different degrees to choose from and there is no better time to earn your degree from any of the Oregon State Universities. Oregon colleges and Universities represented at the University Center include:

## Eastern Oregon University Bachelor's Degrees

- Anthropology/Sociology
- Business Administration
- English (Literature/Film)
- Fire Services Administration
- Liberal Studies (select 2 minors below)

**Minors:** Anthropology/Sociology, Biology, Business, Chemistry, Economics, English (Literature/Film), Gender Studies, Geography, Gerontology, Health Studies, History, Interdisciplinary Writing, Native American Studies, Philosophy, Physical Education, Political Science, Psychology, Spanish

- Philosophy, Politics and Economics
- Physical Activity and Health
- Psychology
- Multidisciplinary Studies (with initial Teacher Licensure)

## Graduate Degrees

- MS, Education, Continuing Licensure

## Oregon State University Bachelor's Degrees

- Environmental Science
- Fisheries and Wildlife
- General Agriculture
- Liberal Studies
- Natural Resources
- Political Science

**Minors:** Anthropology, Business/Entrepreneurship, Chemistry, Environmental Science, Fish & Wildlife, German, Natural Resources, Political Science, Psychology, Sociology, US History, Writing

## Graduate Degrees

- EdM/MS Organizational and Human Resources Education\*
- M.A.T. - Initial Teacher Licensure in EC/Elem ed\*
- Master of Education
- MS, Science and Math Education Free-Choice Learning or School-Based
- MS, Radiation, Health Physics
- MHP, Health Physics (no thesis)

- PhD in Counseling\*
- EdD/PhD, Community College Leadership\*

## Graduate Certificates

- Cartography, Fisheries Management, Geographic Information Systems - GIScience (Undergrad & Grad), Remote Sensing, Sustainable Natural Resources, Water Conflict Management

## Online General/Organic Chemistry Courses & Labs

## Oregon Institute of Technology

### Bachelor's - degree completion

- Applied Health Management
- Dental Hygiene
- Echocardiography
- Information Technology - online
- Option: Applications Development
- Operations Management - online
- Polysomnographic Technology
- Radiological Science
- Respiratory Care
- Vascular Technology

**Minors:** Business, Information Technology

## Oregon Health and Science University

### Bachelor's Degree

- RNBSN Program

## Portland State University

### Bachelor's Degrees

- Criminology
- Liberal Studies

**Minors:** Civil Leadership, Psychology, Sociology, Sustainable Urban Development, Women's Studies

- Social Science

### Graduate Degrees

- MBA Online\*
  - MA/MS - Curriculum and Instruction
- Certificates:** Early Childhood Education, Rural Communities Social Services, Volunteer Engagement/Leadership

## Southern Oregon University

### Bachelor's Degrees

- Business Administration
- Majors:** Management, Management of Aging Services, Managerial Accounting, Public Accounting
- Business Administration Onsite in Coos Bay
  - Criminology & Criminal Justice

### Graduate Degrees

- Master in Education/Continuing Teaching License
  - MBA - requires Saturday campus visits
- Certificates:** Accounting, Early Childhood Development, Management of Aging Services, Management of Human Resources, Non-Profit Management, ReadOregon, Special Education

## Western Oregon University

### Bachelor's Degrees

- Fire Services Administration
- Criminal Justice (minor in Homeland Security/Community Preparedness)

### Graduate Degrees

- M.A.T. - Secondary Education\*
  - MA, Criminal Justice
- Certificate:** Homeland Security/Community Preparedness

## University of Oregon

### Bachelor's Degree

- Marine Biology (onsite at OIMB)

### Graduate Degrees

- Applied Information Management:
- Areas of Emphasis:** Curriculum Components: Information Management, Information Design, Business Management, Applied Research
- MS in Marine Biology (onsite at OIMB)

Even if you are not a currently admitted U of O student, you can take a course at the U of O through the Community Education program. Students can take almost any course offered by U of O.

\*This program may require occasional visits to campus.

## STUDY ABROAD PROGRAM

Southwestern Oregon Community College is pleased to offer students the opportunity to study abroad. When you choose to experience life in a society with beliefs, customs, languages and traditions different from your own, you will change the way you see the world. Your broadened world view will benefit you not only academically, but also personally and professionally.

We currently offer several high quality study abroad programs. All study abroad programs at Southwestern Oregon Community College are open to students 18 years of age or older. One needn't have been a student previous to enrolling in one of our study abroad programs, but must produce evidence of sound study skills and have at least a 2.5 GPA from previous academic experiences.

Faculty and staff play a significant role in helping you prepare for your trip through meetings, books, online resources and other tools. While abroad, you will take courses that are geared around the culture of the country you are visiting, adding depth to an already rich cultural experience.

Whether you dream of studying marine ecology during a home stay in Costa Rica or immersing yourself in Italian culture from an apartment in Florence, you'll find a study abroad experience that fits your goals at SWOCC.

Program offered through SWOCC and the Oregon International Education Consortium include:

- **Four Weeks in Costa Rica:** Study Spanish during a two-week home stay and earn 4 transfer credits; then earn another 4 credits in two weeks of field biology at mountainous Ecolodge San Luis, at La Selva in the lowland tropical forest, and at Cabo Blanco on the Pacific coast.
- **Two Weeks in Mexico:** Four credits of immersion Spanish study in the charming highland capital city of Guanajuato.

- **Spring Quarter in London:** Study in the exciting and beautiful British capital, rich in art, music, theater and history. A 10-week program with tours, culture class, and several academic courses in history, literature and creative writing.
- **Fall Quarter in Florence:** Enjoy a European experience in the heart of a Renaissance city while pursuing your community college education.

## TUITION AND FEES

	Per Credit Tuition	Per Course Fee	Per Credit Fee
<b>U.S. Residents</b>	\$69	\$25	\$17
<b>International</b>	\$207	\$25	\$17
<b>Audit</b>	\$34.50	\$25	\$17

All courses carry a \$25 per course registration fee and a \$17 per credit incidental fee. These fees allow students access to campus services such as computer labs, Southwestern's distance learning courses, lab courses, Student Recreation Center, and student activities without additional cost. Some courses are offered as self support and carry a fee amount that is required for course delivery and materials. All students are charged fees regardless of service utilization. The college reserves the right to change tuition and fees at any time. This does not affect the right of the college President to levy special charges at any time should conditions make this necessary. A late fee may be assessed for original registrations processed after the start of the term. Registrations received after the end of the term will be assessed a \$250 late registration fee.

## RESPONSIBILITY FOR PAYMENT

Tuition and fees are assessed when the students register. Students are responsible for payment arrangements at the time of registration. Account balances under \$400 require payment in full or students may be withdrawn if payment is not received within five days of registration. Payments may be made by cash, check, money order, VISA, MasterCard or Discover Card. Please make checks payable to Southwestern Oregon Community College. Tuition and fees may be billed to an employer or an agency if the college has received the appropriate authorization.

Students have the option to set up a payment plan with monthly payments. A non-refundable fee of \$32 per term is charged for the payment plans. Students who are under 18 years of age, must have the payment plan be made in the parent's or guardian's name. For payment options, please visit the Student First Stop Center in Dellwood Hall or call (541) 888-7352.

## EDUCATIONAL PAYMENT PLAN OPTIONS

Plan Type	Monthly Payments	Fee
Term	3	\$32
Pay in full	At time of registration	\$0

All delinquent debts will accrue interest at the rate of eighteen percent (18%) per annum in addition to a \$30.00 per billing cycle (monthly) late fee. Accounts with balances after the term begins will be set up on a payment plan, which has a \$32.00 per term contract preparation fee. If a student receives any form of financial aid during the loan payback period, the funds will first be applied to the balance to repay this loan. Students will pay all attorney's fees, collection costs, and any other charges necessary for the collection of any monies owed to Southwestern. Students are responsible for all financial obligations regardless of receiving a statement. There is a charge for returned checks per college procedure.

Students who do not meet their financial obligations may be subject to, but not limited to:

- Being administratively withdrawn from course(s) which shall include loss of any tuition and fees paid and the permanent loss of all credits and/or grades for the term in which the withdrawal occurs;
- Withholding a certificate, diploma, or degree;
- Prohibiting subsequent registrations until debt is paid.

Students who have a delinquent accounts receivable or who are in default on payment plans, Emergency Tuition Loans, Stafford and Perkins Loans, Title IV, or who have other college debts will be allowed to register once the debt is paid in full or acceptable arrangements are made at the Student First Stop Center. Delinquent accounts over 90 days old from the time of registration may be sent to collection agencies.

## REFUNDS

Students who stop attending their courses during the term must formally withdraw by either dropping their courses through WebAdvisor or by submitting a drop form with the Student First Stop Center. Refunds are computed from the date of the formal withdrawal, not from the date you stopped attending.

## REFUND DEADLINE

COURSE LENGTH	REFUND DEADLINE
5 weeks or longer	Last business day of the second week
1 week to less than 5 weeks	Second day of the first week
1 week or less	Day before course first meets
"R" symbol next to course	5 business days prior to the day of the course

For courses five weeks or longer, a 100-percent refund is given if the formal withdrawal is completed by the end of the last business day of the second week of classes.

For courses that are scheduled to meet more than one week and less than five weeks, a 100-percent refund will be given if the formal withdrawal is completed by the end of the second day of the first week the course is scheduled to meet.

For courses that are one week or less in duration, a 100-percent refund will be given if the formal withdrawal is completed by the end of the day before the first meeting. This applies to courses that start on the first day of the regular term (summer, fall, winter, spring) or at some other time during the term; it is possible that a student would have to withdraw from a course before the course actually meets to receive a full refund.

Courses preceded with an "R" symbol in the schedule have a refund period of five business days prior to the day of the course .



Students who feel that their circumstances are extraordinary and warrant exception from this process may appeal with documentation to the Student First Stop Center by completing a Request for Refund and Exception to Procedure form. Requests must be submitted within the current term.

The refund process begins the third week of the term in which the students are enrolled. Students who receive financial aid funds will receive a refund after any funds owed to the College or the U.S. Department of Education are deducted. When the refund amount is less than \$5, students will be notified by mail to come to the Student First Stop Center to receive a cash disbursement. Students owing less than \$5 should make payments at the time of registration and this will serve as notice of the amount due.

Student withdrawing from courses after the refund period are responsible to pay the balance due on any federal student loans, payment plans and accounts receivable.

## ADMINISTRATIVE WITHDRAWAL OF STUDENTS

In order to assure that all available class seats are filled with students - both registered students and students from the waiting lists - Southwestern enforces an attendance policy.

Instructors may administratively withdraw students from classes if the students do not attend 100 percent of class meetings and associated labs during the first week of each term. Additionally, all instructors may administratively withdraw students from part-term classes (those which do not span the entire term) if the students do not attend the first class session. Students who are unable to attend the first class meeting must contact the instructor by phone, fax, e-mail or in person prior to the first class meeting if they wish to avoid an administrative withdrawal. Southwestern Oregon Community College is not responsible for liabilities associated with the administrative withdrawal of students.

Any student whose behavior disrupts the educational process of a course can be administratively withdrawn from that course. It is the procedure of Southwestern Oregon Community College that an individual will be subject to involuntary administrative withdrawal from campus and related instruction if it is determined, by clear and convincing evidence, that the individual is suffering from a physical, emotional and/or behavioral disorder and as a result of the disorder engages or threatens to engage in behavior which:

- Poses a danger of causing physical harm to self or others;
- Could cause property damage; or
- Could directly and substantially impede the educational process and/or the lawful activities of others.

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

## CHANGE OF MAJOR OR SPECIALIZATION

To change a major or specialization, students must complete the Change of Major form and return it to the Educational Support Programs & Services (ESPS) office or, in Curry County, to the advisor. Changes to majors made within the second week of the term will apply to the current term. Changes made thereafter will apply to the following term. For graduation and class scheduling purposes students need to use the catalog year in which they declare their major.

## ADD/DROPS

Students must have the instructors' signatures on the add/drop forms to add courses after the first week of the term. Students may withdraw from a course or from college through the end of the second week of the term or within the course's refund period without responsibility for a grade. Withdrawing after the refund period will result in "W" grades on transcripts. Students may withdraw until the Wednesday before finals week. Students are strongly encouraged to consult the instructor before withdrawing to ascertain their status in the course.

## WAITLISTED COURSES

When students register for courses that are full, they are placed on a waitlist. Students in waitlisted courses will be notified by their Southwestern e-mail when seats are available and they have permission to register via WebAdvisor or at the Student First Stop Center. Students are given three (3) days to register. The waitlist ends the Thursday of the first week of classes. Afterwards with instructor consent, students may register in the waitlisted courses.

## COURSE PREREQUISITES

A course that must be completed prior to another course is a prerequisite. Many courses have prerequisites that can only be waived with instructor consent. Instructors will sign the add/drop form or the Student Registration/Prerequisite Waiver/Overload form available at the Student First Stop Center. Students may be withdrawn from courses if they have not completed the prerequisites from the prior term. Students may request that the prerequisites be waived if they have the knowledge and skills to succeed in the courses. The form is located at the Student First Stop Center. Online students contact Educational Support Services and Programs (ESPS) at 541-888-7405 or 800-962-2838 ext. 7405 for assistance.

**INSTRUCTOR CONSENT**

Students planning to register for a course that requires instructor consent must have the instructors' signature on their registrations or add/drop form, or the instructor must approve the course through use of the college's computer system for the students to register via WebAdvisor.

**AUDITING COURSES**

Students who are interested in taking a class but do not need the credit may choose to audit credit classes and pay only 50% of the regular tuition.\* Students auditing classes participates fully in the class but are not required to take tests and does not receive grades. To qualify for the audit discount, registration is required within the refund period. Fees and registration procedures are the same as when the students take the class for credit.

\*Discount applies to tuition only. Students are responsible for all course fees. Some classes are not eligible for this discount because they have prerequisites or require admittance to a program (e.g. Nursing). Non-Southwestern web classes are not eligible. Some classes are fee-based rather than having tuition (e.g. web classes, OCCI and community education classes that are self supported) and are excluded from the discount. For more information, call the Student First Stop Center at 541-888-7352 or 541-469-5017.

**PERSONS WITH DISABILITIES**

Southwestern is committed to providing persons with disabilities access to Southwestern programs. Reasonable accommodations will be made for persons with disabilities when a request for accommodation is made at least 20 working days prior to the start of a course requiring registration or five working days prior to the start of other Southwestern activities. Call 541-888-7439, 541-888-7405 or 800-962-2838 ext. 7439 or 7405; or visit Educational Support Services and Programs (ESPS) in Stensland Hall on the Coos Bay Campus.

**DISCRIMINATION/HARASSMENT/GRIEVANCE**

Complaints of discrimination or harassment by administration, faculty members, staff, students or individuals seeking the services of the institution may be filed under the provisions of the College. File the discrimination complaint through the Affirmative Action Officer. A grievance procedure is provided to insure that due process exists for those persons (students, staff or general public) who allege that their rights at Southwestern Oregon Community College have been denied, abused or diminished. For more information, contact the Vice President of Administrative Services, Tioga 512, or call 541-888-7402 or 800-962-2838 ext. 7402.

**STUDENT RIGHTS AND RESPONSIBILITIES**

A Student Conduct Code and Rights and Responsibilities, along with a formal student grievance procedure, approved by the Southwestern Oregon Community College Board of Education is available on the web at [http://www.socc.edu/student\\_life/handbook/ccode.html](http://www.socc.edu/student_life/handbook/ccode.html) For more information, contact the Dean of Students, Dellwood Hall, Room 16, or call 541-888-7366 or 800-962-2838 ext. 7366.

**DRUG AND ALCOHOL ABUSE**

Southwestern Oregon Community College is dedicated to the prevention of drug and alcohol abuse among all segments of the College community. For more information, contact the Educational Support Programs & Services (ESPS), Stensland Hall, 541-888-7405 or 800-962-2838 ext. 7405.

**STUDENT RECORDS PROCEDURE**

The Student First Stop Center maintains all official academic records of students including Applications for Admission, transcripts, registration forms, transfer credit and degree evaluations. The Financial Aid Office maintains all records of student aid and scholarship records.

The Family Education Rights and Privacy Act (FERPA or Buckley amendment) and Oregon Administrative Rules (OARs) protect the confidentiality of student records and student access to those records. Under the provisions of the FERPA and OARs, the educational institution must designate the information it will release without the written consent of the student as directory information, and protect the confidentiality of all other student records. By being FERPA compliant the College in turn maintains Gramm-Leach-Bliley (GLB) compliance.

It is the intent of Southwestern to designate the following data as directory information: Student's full name; the fact that the student is or has been enrolled in the College; local and permanent addresses and telephone number(s); e-mail address; date and place of birth; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; class level; major field of study; number of credit hours (not grades or GPA); degrees and awards received; the most recent educational institution attended by the student; job title(s) and dates of employment for student employees who have been or are paid from College administered funds.

Students may prohibit the release of any or all of this directory information by filling out the Restrict or Release form in the Student First Stop Center. Requests to withhold this information will remain in effect until the Student First Stop Center receives written instructions from the student to remove the hold.

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

# ACADEMIC INFORMATION

Students have the right, by pre-scheduled appointment, with the Student First Stop Center Coordinator/Supervisor to access their educational records, as defined in OAR 582-41-410, as well as to challenge the correctness of those records, to request amendment of those records and, in case of dispute, to obtain a hearing (OAR 581-41-450). Students may not request a hearing under this policy to challenge a grade, only the accuracy of its recording. Students who wish to inspect their records must schedule an appointment with the Student First Stop Center Coordinator/Supervisor. If students request a copy of any document in the records, a copy charge will be assessed. This does not include transcripts, which can be obtained from the Student First Stop Center. Students may forfeit the right to receive an official transcript if they have an outstanding accounts receivable with the College, or has been notified that their transcript may be withheld. For further information regarding student records, contact the Student First Stop Center.

## FINANCIAL AID

Southwestern Oregon Community College offers a number of financial aid programs in the form of grants, loans, tuition scholarships, and employment. Students interested in financial aid are encouraged to apply online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) or to contact the Financial Aid Office for information. Funds are limited and students should apply early.

TERM OF ENROLLMENT	PRIORITY DEADLINE FOR SUBMISSION OF REQUIRED PAPERWORK
Fall Term 2010	June 4, 2010*
Winter Term 2011	October 8, 2010*
Spring Term 2011	January 14, 2011*

\*Dates subject to change.

- Paperwork submitted OR postmarked after the deadline dates will be processed as quickly as possible.
- Be aware that late paperwork may not be processed before the term begins.

- Plan on at least 12 to 15 weeks processing time from the time you turn in your last piece of paperwork. If you borrow a Stafford Loan, plan on two to four weeks additional time for the loan certification process.
- You will need to make payment arrangements with the Student First Stop Center if you have not received your official award letter by the payment deadline date.

Financial aid funds are disbursed only by Electronic Funds Transfer (EFT) or by mail after the student accounts have been credited. Disbursement begins Friday of the third week of each term. Further disbursements are processed by each Friday beginning the fourth week of the term. Students receiving financial aid are to have all add/drops, bookstore charges and required paperwork processed by the end of the last business day of the second week of the term in order to have an accurate disbursement. Students are responsible for paying all tuition and fees in excess of financial aid funding by the payment/withdrawal deadline date listed in the REFUNDS section.

To be awarded federal student loans, or to begin working under Federal Work-Study, students need to have completed all the necessary paperwork and workshops.

Bookstore charges are available for all financial aid students who qualify starting the Monday before the term begins. For information contact the Financial Aid Office at 541-888-7337, 541-469-5017 or 541-247-2741. A list of scholarship information is available from the Student Support Services Office in Stensland Hall and at the Brookings Campus.

If students are placed on aid withheld status, a request/appeal needs to be submitted to the Financial Aid Office, or alternative payment arrangements made with the Student First Stop Center by 4:00 p.m. on the last day of the second week of the term. Students who are on aid withheld status and have submitted a request/appeal should continue attending all courses pending a review by the Financial Aid Committee. The last day of the second week of the term will be

considered the actual date of withdrawal should a request/appeal be denied and the students choose to withdraw. This will result in a 100- percent refund. Students are also liable for all bookstore charges, and a refund is available at the bookstore during the first two weeks of the term.

Consumer information is available at the Student First Stop Center including policies and procedures, application processes, and disbursement information.

## FINANCIAL AID ON THE WEB

[www.fafsa.ed.gov](http://www.fafsa.ed.gov)

PIN information: [www.pin.ed.gov](http://www.pin.ed.gov)

Southwestern's School Code: 003220

Step 1 – Request a PIN number at [www.pin.ed.gov](http://www.pin.ed.gov). Complete the FAFSA (or renewal FAFSA) on the web at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

Step 2 – Fill out the FAFSA and keep a completed copy for your records.

You'll need the following to fill out the form:

- Social security number
- Federal Income Tax and W-2 forms along with any other records of money earned
- Driver's license (if any)
- Parents' income tax return (if a dependent)
- Current bank statements
- Current mortgage and investment records (if any)
- Alien registration card (if not a U.S. citizen)

Step 3 – Review your Student Aid Report (SAR). The SAR is proof that your FAFSA was processed. Review it carefully. When you file electronically, you should receive your SAR in 2-3 weeks.

## WHAT IF I DON'T RECEIVE MY SAR?

Call 800-433-3243 if you do not receive your SAR in 3-4 weeks. Provide your name, social security number and date of birth for verification.

## WHY IS THERE AN ASTERISK AFTER MY EFC?

It means your SAR has been selected for verification, this happens to about one in three SARs. Your college will compare your SAR with other documents to verify your financial status. If you are verified (copies of taxes and W-2 forms may be needed), submit the requested documents to your college's financial aid office as soon as possible.

## FAFSA TIPS:

- Fill out the FAFSA online as soon as possible after January 1 each year. Early submission maximizes chances of receiving aid.
- Answer all questions. If a question doesn't apply, enter "0".
- Fill out the FAFSA every year you are in college, even if you don't think you'll qualify for aid.
- Review your data every year. Your eligibility may change from year to year.
- If you completed the FAFSA last year, you qualify to complete the Renewal FAFSA (shorter version).
- Sign the application. When you apply electronically, you will sign the FAFSA using your PIN.
- Report ALL required sources of untaxed income (e.g., Social Security, worker's compensation or child support).

## ATTENDING PART-TIME

Federal aid is available to students pursuing a degree while attending classes on a part-time basis. Apply as of Jan. 1 to determine eligibility for next year.

## VETERANS EDUCATIONAL BENEFITS

Veterans Administration Mission Statement:

To assist our nations veterans and their eligible dependents in accessing their VA education benefits, while safeguarding the GI Bill resources available for those educational programs. Provide consistent service, share knowledge, promote individual growth and support opportunities to access higher education.

## SUCCESSFUL ENROLLMENT AT SOUTHWESTERN:

The following steps are provided as a guide to ensure veterans have a smooth transition into the academic life here at Southwestern.

- Fill out an online application for veterans benefits: [www.gibill.va.gov](http://www.gibill.va.gov) and bring a printed hardcopy to the veterans office along with a copy of your DD-214 (Member 4) and Disability letter (only for Chapter 31 benefits).
- Talk to Student First Stop Center located in Dellwood Hall for registration, application, and payment of the \$30.00 processing fee. This fee is non-refundable; however it does cover the cost of placement testing.
- Talk to the Veteran's/Financial Aid staff, also located in Dellwood Hall, to receive all necessary applications and paperwork for processing your financial aid requests.
- Go to Educational Support Programs and Services, located in Stensland Hall, to take your placement tests and meet with a veterans counselor to schedule your classes.
- Once registered for classes, return to the Veterans/Financial Aid Office with a printed schedule so your registration can be verified in the Veterans education database.

## SATISFACTORY ACADEMIC PROGRESS:

The Veterans Administration requires that all students maintain "Satisfactory Academic Progress", which is defined as maintaining a minimum 2.0 overall GPA. Students who fail to meet this criteria for two quarters you will go on "Aid Withheld Status" and failure to meet these requirements for three quarters will result in being placed on "Aid Suspension Status".

## AID WITHHELD STATUS:

If on Aid Withheld status students must come to the veterans office in person, after the fourth week of the term, to receive a Blue Book for documenting progress in current classes. Students must have your instructors sign and document their current grades

before returning it to the veterans office. If students have a 'C' or better in all classes, the student may be retroactively certified to receive benefits.

## AID SUSPENSION STATUS:

Students will only be retroactively certified to receive veterans education benefits after grades are released at the end of the term and have successfully passed all classes with an overall GPA of 2.0 or better. Upon successfully passing three or more continuous terms, students may request to return to the standard certification process. Blue books are not applicable if students are on aid suspension status.

## DROPPED CLASS POLICY:

Veterans Administration has the following policies regarding dropped classes and educational benefits. Students are eligible to receive benefits up to the drop date if the class is dropped before the end of the fourth week.

Any reduction in credits below the amount certified after the fourth week will result in an overpayment retroactive back to the first day of the term.

## AGENCY BILLING

The College charges a fee for agencies that ask the College to bill for tuition, fees, and/or Bookstore charges and to defer the receipt of payments. The fee is variable with a maximum charge of 10-percent of the total deferred charges. The agency fee is in accordance with Board Procedure 9.028(A) - Fee Schedule. For further information call the Business Office/Loan Services at 541-888-7440 or 800-962-2838 ext. 7440.

## RECORDS DISCLOSURE

OAR 581-41-460 authorizes Southwestern Oregon Community College to ask you to provide your social security number. The College will use your number for reporting, research and record keeping. Your number will also be provided by the College to the Oregon Community College Unified Reporting System (OCCURS). All students are assigned a student identification number separate from their social

security number. OCCURS is a group made up of all community colleges in Oregon, the State Department of Community Colleges and Workforce Development and the Oregon Community College Association. OCCURS gathers information about students and programs to meet state and federal reporting requirements. It also helps colleges plan, research and develop programs. This information helps the colleges to support the progress of students and their success in the workplace and other education programs.

OCCURS or the College may provide your social security number to agencies or match it with records from the following systems:

- State and private universities, colleges and vocational schools, to find out how many community college students further their education and also to find out whether community college courses are a good basis for further education.
- The Oregon Employment Department, which gathers information, including employment and earnings, to help state and local agencies plan education and training services to help Oregon citizens get the best jobs available.
- The Oregon Department of Education, to provide reports to local, state and federal governments. The information is used to learn about education, training and job market trends for planning, research and program improvement. Funding for community colleges is based on this information.
- The Oregon Department of Revenue and collection agencies only for purposes of processing debts and only if credit is extended to you by the College.
- WHERE APPLICABLE (i.e., at colleges which use the ASSET/Compass placement test): The American College Testing Service, if you take the placement test, for educational research purposes.
- The Internal Revenue Service, which is required to be reported for tax credit eligibility determination.

Your number will be used only for the purposes listed above. State and federal law protects the privacy of your records.

OAR (Reglamento Administrativo de Oregon) 581.41.460 autoriza al colegio comunitario Southwestern Oregon Community College que solicite su numero social. El numero sera utilizado por el colegio para la preparacion de reportes, agregados, investigaciones, y para guardar su expediente academico. Ademas, su numero le sera proporcionado por el colegio al Sistema de Reportaje Unificado de Colegios en Oregon (OCCURS), un grupo conformado por todos los colegios comunitarios en Oregon, el Departamento de los Colegios Comunitarios y De desarrollo de Trabajadores y a la Asociacion de Colegios Comunitarios de Oregon. OCCURS recaba informacion sobre los estudiantes y programas para cumplir con los requisitos de reportes federales y estatales. Tambien ayuda a la los colegios en su planificacion, investigacion, y para el desarrollo de programas. Esta informacion ayuda a los colegios a mantener el progreso de los estudiantes y sus exitos en el lugar de trabajo y en otros programas de educacion.

OCCURS o el colegio se pueden proporcionar su numero social a las siguientes agencias o conseguirlo o igualarlo con los archivos de los siguientes sistemas: oLos colegios estatales, universidades privadas, colegios, y colegios vocacionales, para averiguar cuantos estudiantes que asistieron a los colegios comunitarios continuaron con su educacion y para averiguar si los cursos son una buena base para la educacion adicional.

- El Departamento de Empleo de Oregon, que colecciona informacion para ayudar a las agencias estatales y locales en la planificacion de los servicios educacionales y servicios de entrenamiento para ayudar a la poblacion de Oregon a conseguir los mejores trabajos posibles.
- El Departamento de Educacion de Oregon, para proveer reportes al gobierno estatal y federal. Esta informacion se usa para aprender sobre la educacion, el entrenamiento, y la direccion que van tomando los trabajos para planificacion, investigacion, y mejoramiento

de los programas. Los fondos que los colegios comunitarios reciben es basada en esta informacion.

- El Departamento de Fiscal de Oregon y las agencias de coleccion con el proposito de procesar deudas y solamente si se el extiende credito a la persona por el colegio.
- DONDE SEA APLICABLE (por ejemplo en los colegios que usan la prueba ASSET): El Servicio de Pruebas de Colegio Americanos, si usted toma la prueba ASSET Placement Test, para el proposito de investigacion.
- De ustedes el numero de seguro social es requerida y se informe a la IRS (rentas internas) para determinacion de aceptablemente credito. Su numero se usara solo para los propositos enlistados arriba. Las leyes estatales y federales protegen su informacion privada. Si necesita mas ayuda, llama EPSE por telefono 541-888-7405; 800-962-2838 ext. 7405.

## GRADUATION

Students earning an Associates degree or a Certificate of Completion from Southwestern Oregon Community College must submit an application for graduation. The application for degree or certificate is available in the lobby of Dellwood Hall or online at WebAdvisor. Official transcripts from accredited colleges and universities previously attended that apply toward a Southwestern degree or certificate must be on file with the Transcript Evaluator. All course work from other colleges will be included in the cumulative GPA regardless of applicability to current course work. The cumulative GPA, including transfer work, is used to determine eligibility for graduation honors. Final

approval of the Application for a Degree or Certificate is given only after grades have been posted for the last term's work. Degrees or certificates are mailed to the students following this process and may take two to three months to receive.

Advisors are available to assist students in selecting course work that applies to the degree or certificate, but students have final responsibility for satisfying graduation requirements.

The graduation ceremony is held annually in June. The process above must be completed to be eligible to participate in the graduation ceremony.

A valedictorian will be chosen for the Commencement ceremony. To be considered, a student must meet the following criteria:

- Meet the requirements for graduation with an Associates Degree
- Participate in Commencement
- Have the highest GPA for the students graduating with an Associates Degree
- Should more than one student meet the criteria, the following procedure will be used: students meet with the Executive Director of Enrollment Management who will choose one student to deliver the commencement message at the graduation ceremony. In the event a decision is not reached, a committee will be assembled by the Executive Director of Enrollment Management to hear a short speech prepared by each candidate. A majority vote will be considered final.



## CREDIT FOR COURSEWORK

The regular college year is divided into three quarters of approximately 11 weeks each. One credit is generally allowed for each discussion or laboratory period per week. The discussion period consists of 50 minutes of lecture or discussion; the laboratory period may consist of two or more clock hours.

Summer session usually include terms of ten weeks, with class periods proportionately extended.

For each period of lecture or discussion, students are expected to spend at least two hours on outside preparation.

An average course load of 15 credits per quarter will normally give a student sufficient hours of credit to graduate in two years. These hours should be chosen according to an organized curriculum.

No student may take more than 18 hours per quarter without approval. See the Student First Stop Center for an overload petition form prior to registration.

## COURSE NUMBERING SYSTEM

**COURSES NUMBERED 0100-0499** (not section numbers) do not carry grades or credit. Tuition is charged per clock hour.

**COURSES NUMBERED 0500-1999** may be graded (letter grade) or ungraded (pass/fail) or audit only. These courses may be credit or noncredit. Courses numbered 0500-1999 may not be applied toward a Southwestern degree or certificate unless stated in specific AAS curriculums.

**COURSES NUMBERED 2000-9999**, without a career-technical alpha prefix (see list below) and that carry credit, may be used only as an elective for an AA S or Certificate (excluding those listed as Developmental Education Courses).

**COURSES NUMBERED 2000-9999** may be graded or ungraded and may carry credit applicable to a Southwestern career-/technical degree or certificate. Career-technical certificate/degree programs provide up to two years of specialized education designed to prepare the student for career entry.

Exception: Please see Developmental Education Courses.

**COURSES NUMBERED 100-299** are acceptable for a Southwestern degree or certificate and may or may not be eligible for transfer to four-year institutions. However, students should be aware the course or courses may be accepted as elective credit only or not at all if the credits do not fit in the student's major discipline or major. Transfer acceptability is at the discretion of the receiving institution.

Courses identified by the following course alpha prefixes do not normally transfer to a four-year institution. However, specific transfer articulation agreements may exist. The interested student should consult with the appropriate staff at the four-year institution. Up to 12 credits of Career-Technical courses numbered 100 and above may be used as elective credit toward the Associate of Arts Oregon Transfer degree.

The following identify professional-technical alpha prefixes currently used at Southwestern Oregon Community College.

AC Accounting/Bookkeeping  
 AH Allied Health  
 CIS Computer Information Systems  
 CJ Criminal Justice  
 CRT Culinary Arts  
 DRFT Drafting  
 ECE Early Childhood Education  
 ED Education  
 ELEC Electronics  
 EMT Emergency Medical Technician  
 FS Fire Science  
 HDFS Human Development and Family Studies  
 HIM Health Information Management  
 MFG Machine Manufacturing Technology

MLT Medical Laboratory Technology  
 MT Machine Tool Technology  
 NUR/NRS Nursing  
 OA Office Administration/Assistant  
 PHAR Pharmacy Technician  
 WLD Welding/Welding Fabrication/Metallurgy

## DEVELOPMENTAL EDUCATION COURSES

The following are all Developmental Education classes and are not acceptable for any Southwestern degree or certificate:

All CE/CEU/PDU prefix courses  
 ENL0747  
 HD90  
 MTH0520, MTH20, MTH70, MTH94, MTH95  
 RD0751, RD0752, RD0753  
 WR0525, WR90

## COURSE NUMBER CHANGE

In the event a course number has been changed from a career-technical number to a transfer level number, the transfer level number will appear on the permanent record only for those who took the class after the change was approved.

## TRANSFER CREDITS

**Transferring from Southwestern:** Transfer students are responsible for determining the requirements of the institution and program to which they plan to transfer.

**Transferring to Southwestern:** Southwestern Oregon Community College accepts college level credits earned in academic certificate and degree programs from colleges and universities accredited by one of the following regional Associations of Colleges and Schools -- Middle States, North Central, New England, Northwest, Southern or Western.

Official transcripts are processed after the student has been formally accepted to the college. Send official transcripts to the Student First Stop Center. Send placement test scores to Educational Support Programs and Services (ESPS).

Credit may be granted for military courses based upon The Guide to the Evaluation of Educational Experiences in the Armed Services and if the courses apply to the student's Southwestern major. Three (3) credit hours of PE185 credit may be granted toward an Associate Degree at Southwestern for completion of military basic training.

## ALTERNATIVE WAYS TO EARN COLLEGE CREDIT

**Non-Traditional Credit** A maximum of 45 non-traditional credits can be applied toward an Southwestern degree. The college provides a number of ways a student may earn credit toward a degree or certificate in addition to classroom experience: APP (Advanced Placement Program), CHALLENGE, CLEP (College Level Examination Program), Credit for Prior Learning, International Baccalaureate, and High School Dual Credit. The Student First Stop Center and the Educational Support and Programs Services can provide interested students with procedures.

**ADVANCED PLACEMENT PROGRAM (APP).** High school seniors who participate in the College Entrance Examination Board's Advanced Placement Program may seek advanced placement in a variety of disciplines. An entering freshman who has taken the APP tests should have the results sent to the Student First Stop Center.

Advanced placement and/or college credit may be granted upon recommendation of the appropriate party. Credit may be granted only if the student is working towards a degree/certificate, enrolled and completed a minimum of three credits at Southwestern during the quarter. The Student First Stop Center and the Educational Support and Programs Services can provide interested students with procedures.

**CHALLENGE.** Students who believe that they have the knowledge and skills from life experience, industry training or professional certification, may request to challenge a course by petition or by an examination in lieu of class attendance. (Laboratory classes may be challenged with the approval of the section leader/faculty.) Successful challenge results in grade and credit on the Southwestern permanent record identified as credit for challenge. Credit may be granted only if the student is working towards a degree/certificate, enrolled and completed a minimum of three credits at Southwestern during the quarter the challenge is assessed. The Student First Stop Center and the Educational Support and Programs Services can provide interested students with procedures.

A student may not drop or withdraw from a challenge. Financial aid recipients CANNOT use financial aid dollars to "challenge" classes.

**COLLEGE LEVEL EXAMINATION PROGRAM (CLEP).** Southwestern is an official CLEP testing center. Students enrolled at Southwestern may receive credit for certain college courses by submitting official scores from the College Level Entrance Examination Program (CLEP). Successful CLEP exam results in grade and credit on the Southwestern permanent record identified as CLEP. The Student First Stop Center and the Educational Support and Programs Services can provide interested students with procedures.

## EQUIVALENT COURSES

BUSINESS	CREDITS
BA211, 212 and BA000 1 crd	9
BA230 and BA000 .5 crd	4.5
BA206	4.5
BA223 and BA000 1.5 crd	4.5

## QUARTER HOURS

### COMPUTERS

CIS120 and CS000 .5 crd

### COMPOSITION

WR121, 122, 123

### LITERATURE

ENG253, 254, 255

ANALYZING & INTERPRETING LIT.

ENG000\*

ENG104, 105, 106

### HUMANITIES

HUM204, 205, 206

### FOREIGN LANGUAGES

FR101, 102 and FR000 1 crd

FR103, 201, 202, 203

and FR 000 2 crd\*

GER101, 102 and GER000 1 crd

GER103, 201, 202, 203

and GER 000 2 crd\*

SPAN101, 102 and SPAN000 1 crd

SPAN103, 201, 202, 203

and SPAN 000 2 crd\*

### HISTORY AND SOCIAL SCIENCES

HIST101 3 crd and HST000 1.5 crd\*

HIST102 3 crd and HST000 1.5 crd\*

HST101, 102, 103

HST201 3 crd and HST000 1.5 crd\*

HST202 3 crd and HST000 1.5 crd\*

HST201, 202, 203

SOC000, HIST000, PSY000 3 crd each\*

PS 201 and PS000 1.5 crd\*

### ECONOMICS

ECON201 and ECON .5 crd\*

ECON202 and ECON .5 crd\*

### PSYCHOLOGY

PSY201 and PSY000 1.5 crd\*

PSY201 and PSY000 1.5 crd\*

### SOCIOLOGY

SOC204 and SOC000 1.5 crd\*

### SCIENCE

BIO00\*\*

CHEM000\*\*

GS000\*\*

### MATHEMATICS

MTH251 and MTH000 .5 crd\*

MTH111 and MTH000 .5 crd\*

MTH95, 105 and MTH000 1 crd\*

\*can be used for distribution requirements

\*\*non lab can be used to fulfill distribution requirements

### QUARTER HOURS

4.5

### QUARTER HOURS

9

### QUARTER HOURS

9

9

9

### QUARTER HOURS

9

### QUARTER HOURS

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18

9

18

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18

### QUARTER HOURS

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### QUARTER HOURS

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### QUARTER HOURS

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### QUARTER HOURS

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4.5

9

ACADEMIC INFORMATION



**HIGH SCHOOL DUAL CREDIT** – College Now is Southwestern Oregon Community College’s Dual Credit program. In cooperation with certain high schools, Southwestern offers students the opportunity to earn both Southwestern lower-division transfer credit and career-technical credit through submission and acceptance of a registration form per college deadlines, and completion of course materials and standards as approved by Southwestern. A list of high schools and courses approved to earn Southwestern credit is available online at [www.socc.edu/hsconnections](http://www.socc.edu/hsconnections). Each high school’s counseling office will also have a list of courses approved at that school. The list varies among high schools.

Earned credit will be transcribed to a Southwestern permanent record. Earning Southwestern credit at a high school does not automatically enroll a person in a Southwestern certificate or degree program. Southwestern admissions procedures and requirements must still be met. Credit transfer acceptability is at the discretion of the receiving institution.

Grades are not mailed. They are available via WebAdvisor.

## GRADE POINT AVERAGE

A Excellent: 4 grade points

B Above Average: 3 grade points

C Average: 2 grade points

D Below Average: 1 grade point

F Failing: 0 grade points

R Satisfactory Effort: 0 grade points Student attends class regularly and did assigned work but did not meet course learning objectives. Credits apply for course load but do not apply toward completion of a program and are not used in computing grade point average for that term. Students must repeat the course within one year or the “R” changes to an “F.” This grade applies only to the following developmental courses: MTH20, MTH25, MTH70, WR0525, WR60 and WR90. For more information on the “R” grade, refer to Financial Aid rules and the Academic Notification System.

M Multi-term course: Class begins in one term and ends in another. Grades are issued at a later date.

Z Grades were not received from the instructor. Grades will be entered and available via WebAdvisor when once they are received.

Southwestern computes GPA using the 4-point system and by dividing the total grade points by the total quality credits.

Grades are assigned based on work completed at the end of the scheduled class time. Additional work or make-up after the ending date of the class is not justified unless an Incomplete was assigned.

Grades and/or records found to be fraudulent will be changed.

## INCOMPLETES

I Incomplete: 0 points per credit hour – ‘I’ grade is given for work that could not be completed during the finals week for the term because of circumstances beyond the student’s control. ‘I’ grades require the student’s current earned letter grade to be attached to the ‘I’ grade and the date when the Incomplete contract is to expire. If the student does not fulfill her/his contract within the designated time, the grade will automatically revert to the given grade.

IB Incomplete ‘B’ earned: 3 grade points

IC Incomplete ‘C’ earned: 2 grade points

ID Incomplete ‘D’ earned: 1 grade point

IF Incomplete ‘F’ earned: 0 grade points

IU Incomplete Unsatisfactory earned: 0 grade points

## PASS/FAIL OPTION

Certain courses offer the student an option to receive a grade of S (satisfactory) or U (unsatisfactory) instead of letter grade (A, B, C, D, or F). This option must be exercised at the time of registration. Check with the Student First Stop Center for last day to change grading status for nonstandard-length classes.

S Grade

For evaluation and transferability purposes, the S grade is equivalent to a grade of C or better.

## AUDIT OPTION

Students electing to audit a class (no grade, no credit) must choose this option at the time of registration or no later than the end of the sixth week of instruction for standard term-length classes. Check with the Student First Stop Center for last day to change grading status for nonstandard-length classes. Auditing students pay in accordance with the tuition schedule and participate to a degree determined by them and the instructor. Audited courses are not eligible for financial aid.

## COURSE REPEAT AND ABILITY TO BENEFIT POLICY

For academic purposes, the ability to benefit from instruction is defined as the ability to achieve the skill level or knowledge to apply the subject matter in an academic or practical situation. This is defined as at least an S or C grade.

A student may repeat a course once to improve a grade. A second repeat may only be attempted with the recommendation of a counselor, and a third repeat requires the approval of the Vice President of Instruction.

Financial aid will only fund a class for a maximum of two times. Refer to the Financial Aid Satisfactory Academic Progress Policy available online at [www.socc.edu/serv\\_resrc/faweb2/sap.html](http://www.socc.edu/serv_resrc/faweb2/sap.html).

All course attempts will remain on the transcript. Only the best grade will be reflected in the cumulative grade point average (GPA). Financial aid is required by federal regulations to calculate the cumulative grade point average using the historical transcript of all actual grades earned.

Some courses may be taken more than once for credit (i.e., PE 185). In these cases, the grades of the repeated courses will reflect in the cumulative GPA.

## STUDENT ACADEMIC STANDING ACADEMIC HONORS

To graduate with honors, students must meet the criteria for graduation and have a 3.75 cumulative GPA. Cumulative GPA includes all transfer credits from other colleges. All coursework from other colleges will be included in the cumulative GPA, regardless of applicability to current coursework. Southwestern offers a number of options to achieve honors. To be recognized, students must meet the following criteria:

### ACADEMIC EXCELLENCE

Students who achieve a term grade point average of 4.0 for the quarter with a minimum of 12 credit hours will be listed on the Academic Excellence Roll for that quarter.

### HONOR ROLL

Students who achieve a term grade point average of 3.5 to 3.99 inclusive with a minimum of 12 credit hours will be listed on the Honor Roll for that quarter.

### DEAN'S LIST

Students who achieve a term grade point average of 3.0 and 3.49 with a minimum of 12 credit hours will be listed on the Dean's List for that quarter.

### SOUTHWESTERN SCHOLAR

Appear on the honor roll or achieve academic excellence for the entire academic year (Fall, Winter, and Spring terms).

### HONORS IN ENGLISH

Students who have completed 15 credits of transfer classes from Southwestern with a cumulative GPA of 3.25 or higher are eligible to enter the Honors in English program. This program encourages exceptional achievement in reading, literature and writing. Completion of the program will be recognized at graduation and on the transcript with the designation "Honors in English." See your English instructor for more information.

## PHI THETA KAPPA

Phi Theta Kappa is the international honor society for two-year colleges. Alpha Kappa Phi is the Southwestern chapter of Phi Theta Kappa. To join Alpha Kappa Phi, a student must have accumulated a total of 12 credits at Southwestern toward an associate's degree and must have either a 3.5 cumulative GPA or higher or a qualifying quarter with a 3.5 term GPA or higher while taking six (6) or more credits per term. All members must also maintain at least a 3.0 cumulative GPA.

## ACADEMIC NOTIFICATION SYSTEM

To help students be successful, the Academic Notification System has been developed to monitor the academic progress of students.

The Academic Notification System is a three-step process designed to alert students to potential lack of progress during their academic career.

Step 1 – Academic Notification: This status results when the student's term grade point average (GPA) is below satisfactory progress (2.0) or the student has received two or more 'U', 'R' or 'F' grades in one term.

Step 2 – Academic Probation: If the student has received Academic Notification Status and the term GPA is again below 2.0 or the student has received two or more 'U', 'R' or 'F' grades in one term, the student is placed on academic probation. The student will continue on probation until the cumulative GPA is 2.0 or higher, provided that satisfactory progress is maintained during this time.

Step 3 – Academic Suspension: If, during any term while on probation or previous suspension, the student does not make satisfactory progress, the student will be suspended. This status results when the term GPA and current cumulative GPA are below 2.0.

## THE PURPOSE OF THE ACADEMIC NOTIFICATION SYSTEM

To assist each student with accomplishing his/her educational goal by:

- Alerting the student and the college of academic difficulties or deficiencies.
- Providing an opportunity for the college to be of assistance to the student in setting and achieving academic goals.
- Assisting the student in utilizing the facilities and personnel of the college.
- Creating an atmosphere in which the student may be successful in his/her pursuit of an education.

## **EDUCATIONAL SUPPORT PROGRAMS AND SERVICES (ESPS)**

541-888-7405 • Stensland Hall  
[www.socc.edu/serv\\_resrc/esps](http://www.socc.edu/serv_resrc/esps)

### **Counseling Services**

Career planning and exploration, educational advising, individual counseling, transfer planning, Human Development classes (e.g., College Success, Transfer Success, Math Success, Career/Education Exploration, Career/Life Plan)

### **Academic Advising**

Academic advising provides students with advisor assignment and changes for students, schedule planning, degree information, academic and financial aid petition assistance.

### **Testing Services**

ESPS provides COMPASS and ASSET placement tests, ACT/SAT interpretation, GED testing, CLEP testing, test proctoring. COMPASS placement testing is available on a walk-in basis, Monday-Friday between 8:15 a.m. and 3:30 p.m. (Monday – Thursday in the summer)

### **Disability Services for Students (DSS)**

The DSS office provides services to students with documented disabilities (physical or learning) to help them be successful in college. Services include note takers, reader assistance, interpreters for the hearing impaired, and additional accommodations as prescribed. If you're a student with a disability or you think you have one and need more information, call 541-888-7405 to make an appointment with the DSS Director.

### **Career and Transfer Center**

Career assessment inventories, career exploration library, transfer information, reference guides, Career Information System, college catalog library, scholarship information, Internet access.

## **Internship and Cooperative Work Experience**

Internships give students and opportunity to gain valuable work experience and earn college credit at the same time. A successful internship combines classroom theory and practical experience in the workplace. Internships can be for pay or volunteer. Contact the Internship Coordinator at 541-888-1515 or 541-888-7405 to make an appointment.

## **STUDENT SUPPORT SERVICES**

541-888-7419 • Stensland Rm 104  
[www.socc.edu/sss](http://www.socc.edu/sss)

Student Support Services (SSS) is one of the federally funded TRIO programs for education. The goals of SSS are to help students graduate from Southwestern, to encourage students to transfer to a four-year college or university and to assist with the transfer process. To be eligible for SSS, students must apply to the program and meet at least one of the following criteria: neither parents has a four-year (bachelor's) degree, meet the federal low income requirements for TRIO programs, or have a documented disability (physical or learning). SSS services are free and include tutoring, counseling, advising, campus visits to Oregon's four-year schools, cultural enrichment activities and supplemental grant aid for qualified students.

## **ATHLETICS**

541-888-7452 • Prosper Hall  
[www.socc.edu/athletics](http://www.socc.edu/athletics)

Southwestern's intercollegiate athletic programs include volleyball, men's and women's cross country, men and women's basketball, baseball, softball, cheer/dance, golf, wrestling and men and women's track and field. The Laker's athletic teams compete in the Southern Region of the NWAACC (Northwest Athletic Association of Community Colleges). Southwestern is also a member of the National Junior College Athletic Association (NJCAA) exclusively for the sport of wrestling.

## **BOOKSTORE**

541-888-7264 • Stensland Hall  
[www.socc.edu/bookstore](http://www.socc.edu/bookstore)

The Southwestern Bookstore has all the books and supplies you need to start classes. They also carry snacks, beverages, clothing, backpacks, study aids, greeting cards, computer software, Southwestern memorabilia and gifts. The Bookstore offers extended hours the first two weeks of fall, winter and spring terms.

## **COMPUTER LABS**

Tioga Hall, 4th floor and 2nd floor  
[www.socc.edu/computerlabs](http://www.socc.edu/computerlabs)

Southwestern has several instructional computer labs and one lab that is open for student use on a "drop in" basis. The open computer lab has PC-compatible hardware and a variety of software. Computer labs are also available at the Southwestern facilities in Gold Beach and Brookings.

## **DENNIS BEETHAM LEARNING HUB**

Tioga Hall, 4th floor • 541-888-7437

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

## **FAMILY CENTER AND CHILD CARE**

541-888-7419

[www.socc.edu/serv\\_resrc/fam\\_center](http://www.socc.edu/serv_resrc/fam_center)

The Educare Preschool serves children ages 2 ½ to 6 (if still in kindergarten), with the preschool portion ending at 1 p.m. and aftercare provided for children enrolled in the preschool. The Pre-Educare Infant/Toddler room serves children ages 7 weeks through 2 ½ years, but only if the parent has a referral from DHS or is in the Even Start Literacy Program (i.e., this is not a drop-in child care center). The Family Center operates as the lab school for the Southwestern Childhood Education and Family Studies Program. For application and rate information, contact the Family Center main office.

**GROUP TUTORING**

541-888-7234 • Randolph Rm 4  
[www.socc.edu/serv\\_resrc/tutoring/index.html](http://www.socc.edu/serv_resrc/tutoring/index.html)

The purpose of this program is to provide all Southwestern students with the academic assistance they need to successfully complete their courses. The program is staffed by students who have successfully completed the courses in which they are tutoring. The tutors specialize in specific subjects. Most tutoring leaders attend the classes in which they are tutoring. Many take notes, which they make available to the students. Tutoring hours are determined at the beginning of each term. Most of the leaders hold three one-hour sessions per week.

**LEARNING RESOURCE CENTER (TUTORING LAB)**

541-888-7234 • Randolph Rm 4  
[www.socc.edu/serv\\_resrc/tutoring/index.html](http://www.socc.edu/serv_resrc/tutoring/index.html)

This is a program designed to provide all students with the academic assistance they need to complete their courses. The service is offered free of charge to all Southwestern students. The center is staffed with highly qualified tutors who have successfully completed the courses they are tutoring. The tutors are available to students who may need additional help with their classes. The Learning Resource Center currently offers a drop-in program along with tutoring by appointment. Appointment-based tutoring is available for students whose class and work schedules do not allow them to receive help during scheduled business hours.

The Learning Resource Center is located in Randolph Hall, Room 4. Regular tutoring center hours are: Monday through Thursday, 8:00 a.m. to 9:00 p.m., Friday 8:00 a.m. to 4:00 p.m., and Sunday 1:00 p.m. to 5:00 p.m. For more information contact (541) 888-7301.

**LIBRARY**

Tioga Hall 2nd & 3rd Floors  
[www.socc.edu/library](http://www.socc.edu/library)  
 Main Floor 541-888-7270  
 Periodicals 541-888-7268

Southwestern Oregon Community College library provides resources to students, staff and community members:

- COASTLINE  
 (Coos County Library Network Online Catalog)
- Reference materials
- Book collections
- Computer databases
- Periodicals
- Maps
- Videos
- Other audio-visual materials
- Internet access
- CD-ROM
- Hard copy and online indexes

A COASTLINE card is needed to check out materials. Items not available on COASTLINE can be borrowed from other libraries through interlibrary loans.

**MEDIA SERVICES**

541-888-7266 • Randolph Rm 7  
[www.socc.edu/academics/complabs/media](http://www.socc.edu/academics/complabs/media)

Students may access Media Services equipment for use in class projects and demonstrations on a limited basis. Media Services also houses the Teleconferencing Center.

**RECREATION CENTER**

541-888-7714 • [www.socc.edu/reccenter](http://www.socc.edu/reccenter)  
 The Southwestern Oregon Community College Recreation Center, completed in the Fall of 2006, is a recreational and entertainment masterpiece for both regular students and community patrons. Our facility offers a state-of-the-art Fitness Center with a wide range of Precor/Life Fitness cardio equipment, Life Fitness circuit weight machines, Hammer Strength weight machines, and modern free weight machines, barbells, and dumbbells. The Recreation Center is also home to a collegiate-sized basketball court, racquetball court, activity room, dance room, game room, day-use locker rooms, and more!

Students registered for a credit class can enjoy the facility for free. If you are not currently taking a credit class, you can still register to use the facility at the Rec Center Front Desk.

**SOUTHWESTERN ROCK WALL**

541-888-7714 • Recreation Center  
 Introduce yourself to the exciting sport of rock climbing in a safe, controlled environment. The indoor wall features thousands of hand holds and a variety of terrain to challenge you. The rock wall is located inside the Recreation Center and is open to students currently enrolled in rock wall climbing class and when a supervisor is present.

**STUDENT GOVERNMENT, STUDENT CLUBS, AND CO-CURRICULAR ACTIVITIES**

[www.socc.edu/student\\_life/activities.html](http://www.socc.edu/student_life/activities.html)  
 The activities on campus at Southwestern provide an exciting and intriguing way for students to enhance themselves socially, culturally, and educationally. Among the many groups at Southwestern are the Associated Student Government (ASG). Students elect the ASG Class President each spring. ASG charters clubs and organizations on campus as well as organize campus activities.

There are several official clubs at Southwestern, with new clubs being created each year to meet the changing needs of students.

## SOUTHWESTER (STUDENT NEWSPAPER)

541-888-7442 • Tioga

The Southwester student newspaper publishes news, information and commentary on college and community life. Working in a comprehensive publishing lab, the newspaper's award-winning writers, photographers, and editors publish commentary, calendar events, and the latest news on politics, sports, arts and entertainment.

## SOUTHWESTERN STUDENT HANDBOOK

[www.socc.edu/student\\_life/handbook/](http://www.socc.edu/student_life/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.

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.

## STUDENT HOUSING

541-888-7635 • Lighthouse Depot  
[http://www.socc.edu/student\\_life/housing](http://www.socc.edu/student_life/housing)  
 Student Housing Requirement and Eligibility

All out-of-district or out-of-state first-time freshmen students choosing to attend Southwestern are required to live in student housing their freshman year unless you have a dependent, are 21 years of age prior to the first day of class, are a veteran, or if student housing is filled. Students must turn 18 years old before December 15th of the current school year they are attending to be eligible to live in Student Housing. Students must be enrolled full-time.

## APPLICATION PROCESS

A checklist below is provided to help you complete the process. To reserve a room you need to complete an application and sign a room and board agreement. Before signing, it is important to read carefully and understand all parts of the application and agreement. Room assignments are determined by the information on your application. Fill out and return the Student Housing Application and Room and Board Agreement 2010-2011 with your refundable \$250 housing deposit to the Lighthouse Depot. The deposit is refundable according to the "Room and Board Rates and Deadlines" policy. There is no deadline for room reservations but room assignments are based on the date all materials are received, so it is to your advantage to submit everything as early as possible.

- Read the complete packet of housing information.
- Complete and sign the Student Housing Application and Room and Board Agreement.
- Mail or drop off the Student Housing Application and Room and Board Agreement, and \$250 housing deposit to Southwestern.
- Submit all financial aid paperwork by June 4, 2010.
- Receive and official financial aid award letter.
- Make payment arrangements on any balance not covered by financial aid prior to arrival.
- If you are a student applying for a loan, please visit the Financial Aid web page at [www.socc.edu](http://www.socc.edu) to complete the loan steps.

## ROOM AND BOARD RATES AND DEADLINES

No early check-ins will be allowed. Anyone who arrives early will result in a \$100 fee.

		Summer 2010	Fall 2010	Winter 2011	Spring 2011
<b>Housing Opens</b>	New	June 19	Sept. 24	Jan. 2	March 25
	Returning	June 19	Sep. 24	Jan. 2	Open
<b>Housing Closes</b>		Aug. 14	Dec. 11	Open	June 11
<b>Meal Service Begins</b>		*See below	Sept. 23 Dinner	Jan. 2 Dinner	March 27 Dinner
<b>Meal Service Ends</b>		*See Below	Dec. 10 Lunch	March 18 Lunch	June 10 Lunch

No meal service during Thanksgiving, winter and spring breaks. Arrangements to stay in housing during breaks need to be made in writing through the Housing Office. Please check with the Housing Office for rates.

\*Meal plan for summer is optional - see housing for cost.

## SCHEDULE OF RATES PER TERM

PRIVATE ROOM RATE	Fall	Winter	Spring	Total
<b>15 per week</b>	\$3,100	\$2,280	\$1,550	\$6,930
<b>Flex Plan</b>	\$3,100	\$2,280	\$1,550	\$6,930
<b>19 per week</b>	\$3,200	\$2,380	\$1,650	\$7,230

DOUBLE ROOM RATE	Fall	Winter	Spring	Total
<b>15 per week</b>	\$2,580	\$1,870	\$1,210	\$5,660
<b>Flex Plan</b>	\$2,580	\$1,870	\$1,210	\$5,660
<b>19 per week</b>	\$2,680	\$1,970	\$1,310	\$5,960

- Summer Term Housing is room only. Meal plan optional. Single: \$1,200; Double: \$720

- Each term the Flex Plan offers an average of eight meals per week and scrip money for purchasing food and meals at the student's choice. Only Flex Plan participants may purchase additional scrip money in \$110 increments at the cash price of \$100. Unused scrip money only carries over from Fall to Winter and Winter to Spring terms as long as you continue on the Flex Plan. Unused meals do NOT carry from term to term. Upon completion of agreement unused scrip meals or money will not be refunded.
- Each term the Flex Plan offers 88 meals and \$125 in scrip money.

For students expecting financial aid, you will need to have the following by the first day of classes, (1) received an official award letter listing your financial aid awards and (2) attend an entrance interview and submitted a complete loan application if you are a student applying for a loan. If the above financial aid paperwork is not completed prior to the first day of classes or your aid package is less than the cost of housing or tuition, you will not be able to move in to student housing until payment arrangements have been made at the Student First Stop Center in Dellwood Hall, 541-888-7352.

## SCHEDULE OF MISCELLANEOUS DEPOSITS AND CHARGES

\$250 Housing Deposit	\$10 Damaged or lost ID card
\$25 Social Fee (per term)	\$50 Improper Checkout
\$50 cleaning charge (minimum)	
\$50 Damaged or lost key replacement	
\$25 Personal Property Abandonment	

Unreported work orders causing excessive damage or waste will be charged back to the residents of apartments or rooms.

The Housing Deposit must be submitted with a signed Student Housing Application and Room and Board Agreement. Room assignments will only be made upon receipt of the above agreement and deposit. Deposit refunds typically require 15 days to process.

## REFUND SCHEDULE

All room rate refunds are based upon the student being formally released from the agreement by the Housing Office. After the first official day of class, charges are determined on a weekly basis ending each Friday on the following schedule.\*\*

Move-outs during the 2nd week: Prorated refund of room and board rate and loss of room reservation deposit.

Move-outs after 2nd week: Will be charged 100% of the quarter room rate and loss of room reservation deposit.

\*\*Federal Financial Aid students are subject to a different policy. Refer to the Financial Aid-Return of Title IV Funds pamphlet available online.

## ROOM RESERVATION AND CANCELLATION

For first time students applying for housing, the housing deposit is refundable (less \$30 application fee) if cancelled in writing prior to the following dates: Fall term – second Friday in August; Winter term – last Friday before Thanksgiving; Spring term – last Friday in February. Any room reservation cancelled after these deadlines or during any term at any time (other than the scheduled cancellation period each term) will result in forfeiture of the \$250 housing deposit. This does not apply to students on the housing waiting list where no deposit is required.

**Returning and Current Students** – Students canceling during the reservation period posted at the end of the fall and winter terms will forfeit \$125.00 of the Housing Deposit. The remaining deposit balance will be applied to their student accounts or refunded (a form is provided). At the end of the spring term students' housing deposit will be applied to their student accounts or refunded unless they reserve a for a future term. Students failing to indicate they are not returning to housing or Southwestern during any reservation period will forfeit the \$250.00 Housing Deposit. Students failing to indicate they are returning to housing during the reservation period could result in loss of their room.

## SUPPLEMENTAL INSTRUCTION

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

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

## WRITING CENTER

541-888-7299 • Randolph Hall Rm 6  
[www.socc.edu/serv\\_resrc/writing/index.html](http://www.socc.edu/serv_resrc/writing/index.html)

This is provided for students in all classes, not just in writing or literature classes. The Writing Center, located in Randolph Hall, Room 6, is open daily and staffed by trained writing tutors. It offers help with all aspects of writing, from developing and organizing ideas, to editing for grammar and punctuation. The center also sponsors workshops on specific writing tasks and problems and provides students access to computer exercises and word processing. It provides online tutor, available under its homepage.

# STUDENTS RIGHTS AND RESPONSIBILITIES AND CODE OF CONDUCT

Southwestern students, as free citizens and members of a learning community enjoy particular rights. Along with these rights is the responsibility to conduct oneself in accordance with the standards of the College that are designed to advance student learning. Although not all of these rights can be found in any document, it is important to note those that are most fundamental.

## A. FREEDOM OF ASSOCIATION

Students shall be free to organize and join associations to promote their common interests subject to the following considerations.

1. The membership, policies and actions of a student organization will be determined by vote of only those persons who are bona fide Southwestern students.
2. Affiliation with an extramural organization shall not of itself disqualify a student organization from institutional recognition.
3. Each organization shall be free to select its own Southwestern advisor. Advisors must be either contracted faculty or staff currently employed by Southwestern. Southwestern staff serves the College community when they accept the responsibility to advise and consult with student organizations to provide guidance to the group on College procedure and policy.
4. Student organizations shall be required to submit a statement of purpose, criteria for membership, rules of procedures, a current list of officers and a certified number of active members as a condition of institutional recognition.
5. Campus organizations, including those affiliated with an extramural organization, shall be open to all students without respect to race, color, sexual orientation, marital and/or parental status, religion, national origin, age, mental/physical disability or learning disability, Vietnam era or disabled veteran status, or any other status protected under applicable federal, state, or local law. Disability consultations are available through the Office of Disability Services.

## B. FREEDOM OF INQUIRY AND EXPRESSION

Students shall be free to take exception with the information or views presented in any course without it affecting their grade as long as the disagreement is not disruptive to the instructional process. Students are responsible for learning the content of any course for which they have enrolled even if they disagree with the course content. Students and student organizations shall be free to examine and discuss all questions of interest to them, and to express opinions publicly and privately. They are free to support causes by orderly means that do not disrupt the regular and essential operation of the institution. At the same time, it should be made clear to the academic and the larger community that in their public expressions or demonstrations, students or student organizations speak only for themselves. Actions by individuals or groups to prevent the appearance of speakers who have been invited to the campus, and actions to obstruct or restrain other members of the academic community and campus visitors by physical force are subject to sanction.

## C. FREEDOM FROM UNLAWFUL HARASSMENT

Southwestern Oregon Community College is committed to providing a learning and working environment free of harassment.

## D. FREEDOM FROM SEXUAL HARASSMENT/SEXUAL ASSAULT

Students are protected from sexual harassment/sexual assault by Southwestern Board of Education policies, and by state and federal statutes.

## E. FREEDOM FROM UNLAWFUL DISCRIMINATION

Southwestern wishes to maintain a place of learning and work that is free of unlawful discrimination. The College prohibits discrimination based upon a person's race, color, sex, sexual orientation, marital and/or parental status, religion, native origin, age, mental/physical disability or learning disability, Vietnam era or disabled veteran status, or any other status protected under applicable federal, state or local law.

## F. STUDENT PARTICIPATION IN INSTITUTIONAL GOVERNANCE

Student representation on selected Southwestern councils and committees provides an opportunity for students to participate in institutional governance.

## G. STUDENT PUBLICATIONS.

Student publications and student press provide for free and responsible discussion of topics. Editors and managers are protected from arbitrary suspension and removal due to editorial policy or content. Editors and managers can be removed as the result of a violation of the Southwestern Standards of Conduct.

## CODE OF CONDUCT

1. Students have the responsibility to obey and follow College policy and procedures, the ASG bylaws, federal and state statutes, and city ordinances. The ASG constitution and bylaws and College policy and procedures shall provide means for student involvement.
2. Students are responsible for fulfilling the requirements of their courses.
3. Students are responsible for the effects of their decisions and behavior that become destructive to the educational goals and processes of Southwestern Oregon Community College.
4. Anyone who is required to register as a sex offender under ORS 181.592-181.607 (sexual offender registration) or has been ordered by any court, parole board or other public agency to not have contact with persons under the age of 18 must notify the Office of Administrative Services at Southwestern Oregon Community College (1988 Newmark, Coos Bay, OR 97420) in writing within one business day of registering for any class at the College. The following activities may result in disciplinary action:
  1. Academic Plagiarism: The intentional submission for evaluation to a College instructor or administrator of material based, in significant part, on work done by someone other than the submitter without reasonable written indication to the evaluator of material's true source.

# STUDENTS RIGHTS AND RESPONSIBILITIES AND CODE OF CONDUCT

2. Academic Cheating: The intentional submission for evaluation to a College instructor or administrator of material based, in part, on a source or sources forbidden by generally accepted standards or by regulations established by the evaluator and disclosed in a reasonable manner.
3. Animal Abuse: Intentionally, knowingly, or recklessly causing physical injury to an animal in violation of ORS 167.
4. Furnishing false information to the College with the intent to deceive.
5. Forgery, alterations, or misuse of College documents, records, or identification cards.
6. Detention, physical abuse, or conduct that threatens imminent physical abuse of any person in the College community.
7. Malicious destruction, damage, or misuse of College or personal property on the College campus. College property is defined as all real and/or tangible property owned or controlled by the College, including but not limited to buildings, grounds, equipment, motor vehicles, library or other instructional materials.
8. Theft or extensive damage to another's property at the College or College-related environment.
9. Participation in hazing.
10. Possession, use, or threatened use of firearms, ammunition, knives, explosives, dangerous chemicals, or any other objects as weapons on College property, except as expressly authorized by law or institutional regulations.
11. The possession of alcoholic beverages or controlled substances on the College campus or any other facility that is rented, leased, owned, or occupied by the College at any time when classes or student activities are scheduled.
12. Sexual Harassment: Repeated and unwanted sexual advances, requests for sexual favors, and other verbal and physical conduct which results in inhibition of unconstrained academic interchange or career advancement, or creates an intimidating, hostile, or offensive environment for one of the parties.
13. Substantial and material interference with the operation of the College.

14. Failure to comply with the terms of any penalties applied under this Student Conduct Code.
15. Disorderly Conduct: Disorderly conduct is defined as knowingly and intentionally engaging in violent, tumultuous, or threatening behavior which results in inconvenience, annoyance, or alarm, creates unreasonable noise, or disturbs any lawful assembly of persons.
16. Eluding or attempting to elude a College Public Safety officer who is pursuing official duty.

## POSSIBLE SANCTIONS FOR VIOLATIONS OF SOUTHWESTERN POLICIES

The Dean of Students will be responsible for maintaining and disseminating a disciplinary procedure for imposing sanctions while ensuring a student's right to due process. The severity of the sanction(s) should reflect the severity of the violation and may be imposed singly or in any combination. Sanctions for violation(s) of the Student Code of Conduct (or any other violations of Board policies or College administrative rules and regulations) may include, but are not limited to, the following:

1. Written Reprimand: Written warning that a student's conduct does not meet College standards and that continuation of such misconduct may result in further disciplinary action.
2. Disciplinary Probation: Imposition of a probationary status, for which further violations may result in additional disciplinary action, including suspension. Disciplinary probation may be imposed for any length of time up to one calendar year. The terms of the probation and conditions for ending it will be specified in a letter to the student. Disciplinary probation may include referral for intervention, screening, and treatment in cases where use of alcohol or other controlled substances have impaired safety and judgment.
3. Personal Mental Health Referral: A sanction which may be invoked in circumstances where the student's behavior poses a potential threat to the campus community.

4. Bar Against Re-Enrollment: May be imposed on a student who has a disciplinary case pending or who fails to pay a debt to the College.
5. Restitution: Reimbursement for costs of damage to a person or property or for a misappropriation of property. Restitution may take the form of appropriate services to repair or otherwise compensate for damages. Restitution may be imposed in combination with any other penalty.
6. Withholding of an Official Transcript: May be imposed upon a student who fails to pay a debt to the College.
7. Suspension of Rights or Privileges: Imposes specific limitations on, or restrictions to, the status of a student's enrollment at the College.
8. Suspension of Eligibility for Extracurricular Activities: Prohibited from joining a recognized student organization and participating in its activities or attending its meetings and/or from participating in official athletic or other extracurricular activities for any length of time up to one calendar year.
9. Temporary Exclusion: An instructor or supervisory staff member may remove a student from class, a service area, or a College sponsored event when, in the judgment of the instructor or supervisor, the student is disrupting the educational or administrative processes of the College or poses a danger to other staff or students. Prior to removal, the instructor or supervisor must inform the student of the nature of the disruptive behavior and request that the student cease the behavior. If the student does not comply, the instructor or supervisor has the authority to ask the student to leave the service area or College sponsored event for the remainder of the class session, service day, or event. If a student is removed, the instructor or supervisor must notify the Dean of Students' office and fill out the appropriate paperwork.
10. Suspension: A student may be suspended for a defined period of time. During a period of suspension the student is prohibited from registering for one or more credit or non-credit classes sponsored by the College and may be barred from entering the College campus except with the permission of the



# STUDENTS RIGHTS AND RESPONSIBILITIES AND CODE OF CONDUCT

President, the Vice Presidents, or Dean of Students. The conditions of reenrollment shall be stated in the letter of suspension.

11. Summary Suspension: Summary suspension may be used to protect the College from potential disruption of instructional or other College activities, or to protect the safety of students, faculty, staff, or College property. Summary suspension, for the purpose of investigating the event or events in which the student or students were allegedly involved, shall be for no more than five (5) school days; however, it may be continued pending final disposition of the case if it is deemed necessary for the safety of students, faculty, staff, or College property or in cases where the student's presence is considered to be disruptive to the orderly functioning of the College. The President, Vice Presidents, Dean of Students, or their designees may summarily suspend a student within the stated guidelines. Such suspension shall remain in effect until the outcome of a formal hearing is determined. The formal hearing shall be held no more than ten (10) working days from the first day of suspension. This timeline may be modified with the agreement of both parties.

12. Readmission after Suspension: When a student is suspended, the conditions for reenrollment that must be met will be outlined in the letter the student receives at the time of suspension. In the case of a long-term suspension (more than one week), the student will be required to meet with the Dean of Students or designee prior to re-enrollment, and to request reenrollment in writing. The Dean of Students will be responsible for determining if the conditions for reenrollment have been met. The Dean of Students will provide the student, in writing, with his/her decision regarding the student's reentry into the College and the reasons for the decision.

13. Expulsion: A permanent separation from the College. A student may be expelled from the College only on approval of the decision by the College's Board of Directors. Note: The parents or guardian of any dependent student under age 18 years of age who is placed on disciplinary probation, suspended, or expelled shall be notified.

Faculty may assign a failing grade for paper/test or course as a disciplinary action where appropriate. Faculty may also require a student to leave the classroom at any time for violations of the Student Conduct Code.

In addition, when enforcing College regulations, city codes, and state and federal laws, College Public Safety officers may issue citations and/or make arrests.

## **SUBSTANCE ABUSE POLICY & PROCEDURES FOR VIOLATIONS**

As part of its educational mission, Southwestern is committed to providing an environment which promotes academic, social, and personal development and recognizes that faculty and staff all contribute to learning. Southwestern holds the belief that the illegal use and abuse of alcohol, and the use of illegal drugs, pose a direct threat to its learning environment.

## **POLICY AS STATED IN THE CODE OF CONDUCT**

The possession of alcoholic beverages or controlled substances on the College campus or any other facility that is rented, leased, owned or occupied by the College at any time when classes or student activities are scheduled, except as provided for in Southwestern Oregon Community College Board Policy 5.012 Liquor On Campus is prohibited. Sanctions which may be imposed by the Dean of Students (or designee) on students for violations of the code will be in addition to any citations that may have incurred from public safety or local law enforcement. Specific sanctions include: First Offense – Written reprimand and referral to counseling, educational assessment and/or community service.

Second Offense – Required alcohol assessment and disciplinary probation.

Third Offense – Suspension from College for a defined period of time. If a student is enrolled in certain educational programs (nursing, culinary arts, fire science, etc.) or participating in student activities such as athletics, student government, or other clubs, or living in campus student housing, additional sanctions may apply. Please see those policies that apply.

## **ADDITIONAL SANCTIONS**

1. Athletic Department: please see current Redbook
2. Residence Life/Housing: please see current housing contract
3. Nursing Standards: please see current nursing handbook
4. OCCI: please see current handbook
5. Student Government (ASG): please see current bylaws
6. Federal Financial Aid Regulations pertaining to drug convictions: Eligibility regarding drug convictions - student is ineligible for financial aid if he/she has a drug conviction which is declared at the time student files the FAFSA. Ineligibility begins from date of conviction. Please note that this is a self-declaration when the student files the FAFSA. Please see the following web site for more information: [http://www.socc.edu/serv\\_resrc/faweb2/facstafinfo.html](http://www.socc.edu/serv_resrc/faweb2/facstafinfo.html)

## **PROCEDURAL STANDARDS IN DISCIPLINARY PROCEEDINGS**

Disciplinary proceedings regarding student conduct play a role substantially secondary to example, counseling, guidance, and admonition. At the same time, the College has a duty and the corollary disciplinary powers to protect its educational purpose through the setting of standards of scholarship and conduct for the students who attend and through the regulation of the use of institutional facilities. In the exceptional circumstances when the preferred means fail to resolve problems of student conduct, proper procedural safeguards will be observed to protect the student from the unfair imposition of serious penalties. The administration of discipline shall guarantee procedural fairness to an accused student.

In all situations, procedural fair play requires that the student be informed of the nature of the charges against him/her, that he/she be given a fair opportunity to refute them, that the institution not be arbitrary in its actions, and that there be provisions for appeal of a decision. Students have the right to initiate the grievance procedure when student rights, as defined in this document, have been denied.

## INVESTIGATION OF STUDENT CONDUCT

### 1. Complaint

a. Any person including but not limited to students, staff, and faculty who has knowledge of student conduct that may be in violation of the Code may file a student conduct complaint with the Dean of Students.

b. All student conduct complaints must be received no later than 30 calendar days after the incident described in the complaint or the time when the person filing the student conduct complaint first had knowledge of the incident, whichever time period is greater.

### 2. Action on the Complaint

a. Based on information received in the complaint, the Dean of Students or designated representative may initiate further investigation of the complaint and/or impose appropriate penalties.

b. The Dean of Students acting on a complaint may initiate the Resolution Process when it is alleged that the College has acted in a manner that denies, abuses, or diminishes a student's rights and privileges.

## STATUS OF STUDENT PENDING FINAL ACTION

Pending action on a complaint, the status of a student will not be altered, or his or her right to be present on the campus and to attend classes suspended, except for reasons relating to his or her physical or emotional safety and well-being, or for reasons relating to the safety and well-being of students, faculty, or College property.

## STUDENT COMPLAINT RESOLUTION PROCEDURES

Complaint resolution procedures include both informal and formal processes. Students are required to resolve complaints informally and use the formal complaint procedure only as a last resort. (Exceptions to this will be determined by the appropriate College official) Southwestern Oregon Community College provides procedures for students to use to address concerns or initiate complaints regarding grade disputes, another student's conduct which violates the College's Student Code of Conduct, allegations of discrimination or sexual harassment, or charges of faculty or staff misconduct.

## STUDENT COMPLAINT RESOLUTION PROCEDURES

Each of the dispute types listed below shall be subject to a dispute resolution process. The same process is not necessarily appropriate for resolving all disputes. The dispute types listed below will be resolved through the following procedures:

### 1. Grade Appeals

Should a student feel that he/she was not graded fairly and has discussed the issue with the instructor and the Instructional Director, the student may appeal for a change in grade in accordance with the following appeal process:

a. The student shall complete a grade appeal form which shall include all the particulars of the situation surrounding the grade given, what grade change is requested and a statement that substantiates the perception of the student that the grade assigned is unfair.

b. The form shall be submitted to the appropriate Instructional Director who shall review the appeal with the instructor. The instructor shall respond to the statement of the student in written form.

c. If the Instructional Director's decision is to change the grade in agreement with the student's request, it will be so recorded and the appeal process will be considered complete.

d. If the Instructional Director's decision is to not change the grade and the student is not satisfied with the decision, the appeal process may be continued with the Vice President of Instruction.

All documentation surrounding the grade appeal shall be reviewed by a committee of three regular faculty members chaired by the Vice President of Instruction. The Vice President of Instruction shall select five faculty members from three separate disciplines who are willing to serve in this capacity. If five faculty members are not willing to serve in this capacity, the Vice President of Instruction shall appoint five faculty members. When an appeal is heard, the instructor involved shall be allowed to strike two of the names, and the three remaining faculty shall conduct the grade appeal. The Vice President shall facilitate the grade appeal review but shall not be a voting member. The committee shall be authorized to change a grade and the committee's

decision shall be final. A permanent record of the grade shall be maintained in the registrar's office.

## COMPLAINTS ALLEGING VIOLATIONS OF A COLLEGE POLICY OR PROCEDURE

### Step 1: Initiate the informal process

The goal of the informal process is to establish communication between the student and the appropriate staff member for the purpose of providing a forum in which the student's questions or concerns can be addressed. It is hoped that this communication will result in a resolution agreeable to both the student and the staff member.

The student must meet with the appropriate instructor or staff member and discuss his/her concerns about the alleged policy or procedure violation. If resolution cannot be reached by talking to the appropriate staff member or when contact with the staff member would be unduly distressful or embarrassing, the student may discuss alternatives with the staff member's immediate supervisor or an Instructional Director. Students can receive assistance in locating the appropriate supervisor or Instructional Director by contacting the office of the Dean of Students or the office of the Vice President of Instruction.

The student must discuss the concern with the faculty or staff member directly involved (or, when necessary, the immediate supervisor or Instructional Director) within 20 working days of the alleged policy or procedure violation or the student will lose the opportunity to make a formal complaint.

Step 2: File a Formal Complaint Form with the Dean of Students' Office If the attempt to resolve the situation informally is not successful, the student may file a formal written complaint. Southwestern Oregon Community College's Formal Complaint Form is available in the office of the Dean of Students. Forms should be returned to the office of the Dean of Students. The Dean will be responsible for ensuring that the complaint is forwarded to the appropriate College manager.

Charges of Student Misconduct made by Faculty, Student or Staff could include any violation of the

# STUDENTS RIGHTS AND RESPONSIBILITIES AND CODE OF CONDUCT

Standards of Student Conduct set forth above which comes to the attention of a faculty or staff member. Faculty, students and staff members are encouraged to deal with student misconduct on an informal basis whenever possible. However, where the misconduct rises to a level such that informal resolution is not possible, a student or staff member may initiate this dispute resolution procedure by filing the following material to the Dean of Students.

- a. A written complaint setting forth the name of the student
- b. A description of the alleged inappropriate conduct
- c. A reference to the student conduct policy allegedly violated and, if informal dispute resolution was attempted, a statement of the steps utilized; or, if no informal dispute resolution was attempted, an explanation of the reason why such an attempt was not made.
- d. Name and telephone number of the faculty, student or staff member initiating the complaint.

At an initial conference with the Assistant Director of Housing (Housing Violations) or Dean of Students (or designees), the student will be informed verbally and in writing of the charges and the maximum penalty which might result from consideration of the disciplinary matter. Failure of the student to attend the conference without good cause and prior notification or a verifiable emergency may constitute a waiver of the student's right to participate and appeal further.

The student must submit all of his/her information within seven (7) calendar days of the initial conference. After considering the evidence in the case and interviewing persons as appropriate, the Dean of Students may take one of the following actions:

- a. Terminate the proceedings, exonerating the student
- b. Dismiss the case after appropriate counseling and advice
- c. Impose an appropriate sanction as described

The student will be notified in writing of the decision made by the Dean of Students. The student may appeal the decision of the Dean of Students by filing a written appeal with the Vice President of Instruction (or designee) within seven (7) calendar days of the Dean of Students' decision. The Vice President (or

designee) shall render a decision on the appeal within seven (7) calendar days of its filing. The decision of the Vice President (or designee) shall be final and not subject to further appeal. In cases where expulsion is the recommended outcome, the Vice President of Instruction will make the final decision and no further appeals will be allowed.

## CHARGES OF FACULTY OR STAFF MISCONDUCT

These complaints do not include grade appeals. They may include any perceived violation of law or College policy, procedures, or the Student Rights section of this document. Faculty and staff members are subject to collective bargaining agreements and formal disciplinary rules which are beyond the scope of this document. By law, certain procedures must be followed before discipline can be imposed. For this reason, complaints concerning the conduct of the faculty or staff member shall be made to the Vice President of Administrative Services or designee.

Student Complaints Alleging Violation of a College Rule, Policy, or Procedure

This type of complaint is to be employed if a student believes that the College, as a matter of practice, is violating its own rules, policies, or procedures. A student complaint concerning a College rule, policy, or procedure shall be made in writing and submitted to the Dean of Students. The complaint shall contain the following information:

- a. The student's name
- b. The nature of the complaint together with all documents, policies, procedures and related material which may be necessary for College review of the complaint.

Upon receipt of the complaint, the Dean of Students shall schedule a meeting with the student complainant. At that meeting, the Dean of Students shall attempt a resolution of the student complaint. In the event that the resolution proposed by the Dean of Students is not acceptable to the student, he or she may make a secondary appeal to the Vice President of Instruction. The secondary appeal shall consist of a meeting with the Vice President of Instruction, the Dean of Students and the student. At this meeting, the Vice President of

Instruction will hear the student complaint, discuss the matter with the student and Dean of Students, review appropriate materials, and issue a written decision within 30 days of the meeting, and the decision shall be final.

## ANCILLARY ROLE OF THE DEAN OF STUDENTS

In addition to the duties imposed upon the Dean of Students as set forth above, he or she shall also be primarily responsible for attempting informal resolutions and reconciliations at all steps in the dispute resolution process. The Dean of Students may, with the student's consent, intervene on the student's behalf at any stage of any dispute resolution proceedings. By the same token, the Dean of Students shall also be free to schedule meetings with the student complainant at any step during the dispute resolution process should he or she deem it useful. Failure of a student complainant to attend any meeting thus scheduled without good cause and prior notification, or a verifiable emergency, may be deemed a waiver of any right to proceed further at any stage of any dispute resolution process. Any timeline set forth in any dispute resolution procedure may be extended by the Dean of Students upon written application to do so.

NOTE: Students' privacy is protected under the federal Family Educational Rights and Privacy Act, 20 U.S.C. Section 1232g; 34 CFR Part 99 (2000) and related state laws. Southwestern has developed procedures in accordance with the law. I Legal References: ORS 166.065, 341.290 (2) (3) (17), 659.850, 659.865, OAR 166-450-0000 to 0125, 589-010-0100, 589-002-0200 (1) (e), 591-004-0100 to 0750, 591-004-0500

## DISCRIMINATION/ SEXUAL HARASSMENT (1.001/1.001P)

Students with complaints of possible harassment or discrimination may seek immediate assistance from the College's Affirmative Action Officer in accordance with the College's Discrimination Complaint Policy/Procedure (including sexual harassment discrimination [1.001/1.001P]). Copies of this procedure are available in the Human Resources Office.

## **CHARGES OF FACULTY OR STAFF MISCONDUCT**

### **(4.505/4.505P)**

Faculty and staff members are subject to collective bargaining agreements and formal disciplinary rules that cannot be superseded by these procedures. By law, certain procedures must be followed before discipline can be imposed. Prior to submitting a formal complaint, students will be required to discuss their concerns with the faculty or staff member involved in an effort to reach an informal resolution. If not successful, or when contact with the staff member would be unduly distressful or embarrassing, the student may discuss alternatives with the staff member's immediate supervisor or an Instructional Director. Students can receive assistance in locating the appropriate supervisor or department chair by contacting the office of the Dean of Students or the office of the Vice President of Instruction. The student must discuss the concern with the faculty or staff member directly involved (or, when necessary, the immediate supervisor or Instructional Director) within 20 working days of the incident precipitating the complaint, or the student will lose the opportunity to make a formal complaint. If the outcome of the informal process is not successful, students may file a formal complaint. Formal complaints may be made by completing the College's Formal Complaint Form. The student has ten (10) working days from the date of the last meeting with the appropriate staff member or his/her immediate supervisor or Instructional Director to file the complaint form with the Dean of Students' Office. Formal complaints regarding the misconduct of a faculty or staff member will be forwarded to the appropriate supervisor or his/her designee and shall be subject to resolution procedures as detailed in the College's Discipline and Dismissal policy and procedures (4.505/4.505P).

## **STUDENT RIGHT-TO-KNOW**

In accordance with 34 CFR Part 668, you have the right to know certain information about Southwestern Oregon Community College including a variety of academic information, financial assistance information, institutional information, information on completion or graduation rates, institutional security policies and crime statistics, and athletic program participation rates and financial support data. As part of our compliance with this regulation Southwestern present the reference chart of the Southwestern web site at [www.socc.edu/student\\_life/handbook/socc\\_student\\_right\\_to\\_know.pdf](http://www.socc.edu/student_life/handbook/socc_student_right_to_know.pdf). Should you wish to comment on the presentation or content of the information provided, please contact the Dean of Students.

## **COLLEGE SMOKING POLICY**

Administrative Policy 5.010 prohibits the use of tobacco of any kind, by any person, in the following areas: Any building, room or vehicle that is owned, rented or used by the college, the areas under the north and south overhang at the first floor levels of Tioga Hall, and all areas within ten (10) feet of any door into college buildings.

## **BUDGET COMMITTEE**

Mike Gaudette  
Mike Helfrich  
Brett Kenney  
Kathleen Mickelson  
John Shank  
Mike Sickels  
Timm Slater

## **OFFICE OF THE PRESIDENT**

Patty Scott, Ed.D., President  
Karl Easttorp, Director of Student Recreation Center/  
Communications  
Megan Corriea, Recreation Center Supervisor/Softball  
Coach  
Debra Nicholls, Executive Assistant to the President,  
Board Secretary

## **INSTRUCTION**

Valerie Martinez, Vice President of Instruction  
Chris Amaral, Putting Education to Work Project  
Director  
Kathy Barber, Even Start Coordinator/Family Liaison  
Daniel Birkovich, Family Center Coordinator/ECE  
Practicum Instructor  
Susan Brady, Curry Advisor/Student Services Coordinator  
Anna Chavez, Administrative Assistant VP of Instruction  
Chris Coles, Director of Retired and Senior Volunteer  
Program (RSVP)  
Mary Jane Fisher, CCLS Extended Services Director  
Shawn Hanlin, Executive Director of Oregon Coast  
Culinary Institute  
Karen Helland, Director of Community & Workforce  
Development  
Kim Hyatt, Associate Dean of Learning  
Margallee James, Career Pathways/Perkins Coordinator  
Tony LaPlant, Putting Education to Work Training  
Coordinator  
Lynne Lorenzen, Even Start Family Literacy Specialist  
Karen Matson, Instructional Technology Specialist  
Bonnie Maxwell, Director of Corrections Education  
Sarah Miller, eLearning  
Leanna Olson, Early Literacy Mentor/Facilitator

Sean Park, CCLS Library Network Administrator  
Katie Paulson, Title III Activity Director/TLC Coordinator  
Laurie Potts, Director of Childhood Education  
Janet Pretti, Dean of Curry Campus  
Paul Reynolds, Director of Fire Science  
Susan Walker, Director of Nursing  
Diana Schab, Associate Dean of Learning  
Sharon Smith, Library Services Director  
Arlene Soto, Director SWOCC Business Development  
Center

## **STUDENT SERVICES**

Tom Nicholls, Executive Director of Enrollment  
Management  
John Berman, Pre-College Recruiter  
Kathy Blake, Educational Talent Search Assistant  
Program Director  
Margie Boak, Educational Talent Search Specialist  
Sharilyn Brown, Director of Educational Talent Search/  
Upward Bound  
Jamie Cook, OCCI Recruiting, Advising and Retention  
Specialist  
Roz Cohen, Educational Talent Search Specialist  
John Finney, Upward Bound Education Specialist  
Howard Kubli, Educational Talent Search Specialist  
Shawn Liggett, Student First Stop Coordinator/  
Supervisor  
Gerry Livingston, Educational Talent Search Specialist  
Barry Miller, Educational Talent Search Specialist  
Kari Robison, Admissions/Recruitment Coordinator  
Leslie Ryan, Upward Bound Education Specialist  
Avena Singh, Director Financial Aid  
Karina Smith, Student Life and Events Coordinator  
Neil Winberg, Talent Search Coordinator

## **CAREER COUNSELING**

Tim Dailey, Associate Professor, Student Support  
Services and Disabilities Coordinator  
Tom Bennett, College Work Study/Job Placement/  
Internship Coordinator  
Barbara Johnson, Retention Specialist, Student Support  
Services  
Patrick Platt, Professional Technical Transition Specialist

## **ADMINISTRATIVE SERVICES**

Linda Kridelbaugh, Vice President of Administrative  
Services  
Dede Clements, Bookstore Manager  
Kyle Croy, Resident Director  
Janis Farnsworth-Thompson, Mail Services/Printshop  
Supervisor  
Lisa Fletcher-Gordon, Compensation/Benefits Coordinator  
Chris Foltz, Executive Chef SOCC Dining Services  
Jeremy Jones, Residence Director  
Dave McKiney, Director of Facilities  
Ron Olson, Business Office Director  
Carol Richards, Administrative Assistant to the VP of  
Administrative Services  
Julia Rose, Interim Resident Director  
Leigh Stiles, Accounting Technician  
Rachelle Summerville, Executive Director of Human  
Resources  
Shannon Wheeler, Catering Director/Sous Chef  
SOCC Dining Services  
Jeff Whitey, Housing Director

## **ATHLETICS**

John Speasl, Athletic Director/Volleyball Coach

## **FOUNDATION**

Marie Simonds, Foundation Executive Director

## **INTEGRATED TECHNOLOGY SERVICES**

Kat Flores, Executive Director ITS, Research and  
Planning  
Dean Ball, Technology Support Supervisor  
Robin Bunnell, Institutional Researcher  
James Chilson, Programmer/Training Specialist  
Pat Davidson, Web System Administrator  
Cari Friesen, Senior Information Technology Specialist  
Carl Gerisch, Systems Administrator  
Rocky Lavoie, Assistant Director of Integrated  
Technology Services/Systems Administrator  
John Taylor, Network Technician Specialist

## EMERITUS ADMINISTRATION AND FACULTY

Pat Alvey	Dorothy Anacleto
John Anderson	Phillip Anderson
Carroll Auvil	Rodger Barber
John Berman	Hans Boettcher
Bob Bower	Brenda Brecke
Don Burdg	Jack Cabrera
Dortha Chase	Jill Christiana
Harvey Crim	Ray Daniels
Barbara Davey	Evan Davis
Barbara Dodrill	Nathan Douthit
Steve Erickson	Willi Furrer
Peggy Goergen	Dorothy Gillett
Shirley Gitchell	Linda Grosso
Dennis Hanhi	Catherine Hockmen
Charles Hower	Thomas Humphrey
John Hunter	Ken Jensen
Kirk Jones	Raymond Kelley
Beverly Kemper	Bonnie Koreiva
Stephen Kridelbaugh	Kay Kronsteiner
N. William Lemoine	Ronald Lilienthal
Sharleen Lillebo	Jim Love
Phyllis Love	Hugh Malafry
William McGuire	Jacqueline McNeill
Sheldon Meyer	Robert Miller
Carol Moore	Don Neuharth
Jan Newlander	Jean Noland
John Noland	Ron Pullen
Clara Radcliffe	Jon Richards
Christian Rosman	John Rulifson
Darrell Saxton	Melanie Schwartz
Christine Scholey	Robert Shepard
Jim Shumake	Veneita Stender
Mary Stricker	Stephanie VanHorn
Sharon Tashjian	Carol Vernon
Jean von Schweinitz	Sheila Ward
Terry Weaver	Bill Winfield

## FULL TIME FACULTY

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B.A. in Interdisciplinary Studies, 1993; M.A. in Interdisciplinary Studies, 1998, Marylhurst College

Smita Avasthi,  
Electronic Resources Librarian  
B.A. in English, 1991, Lewis and Clark  
M.A. in English, 1995, Ph.D. in English, 1999,  
University of Oregon  
MLIS in Library Science, 2006, University of  
Washington

Ronald Bell, Associate Professor, Counselor  
B.S. in Theatre Arts, 1978;  
M.F.A. in Playwriting, 1980, UCLA  
M.C. in Counseling Education, 1989, Arizona State  
University

Jerri Bennett-Stillmaker, Professor, Allied Health  
B.S. in Nursing, 1979, Southern Oregon State  
College  
M.S. in Nursing, 1987, University of Portland

Fred Brick, Associate Professor, History/Political  
Science  
B.A. in History/Education, 1986, College of St.  
Thomas  
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Jane Briggs, Associate Professor, Adult Learning Skills  
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Oregon,  
M.A. in Education, 2000, Oregon State University

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B.S. in Biochemistry/Biophysics, 1995 Oregon State  
University  
Doctor of Chiropractic, 1998, Western State  
Chiropractic College

Carolyn Byrd, Visiting Student Support Services  
Counselor  
B.A. in Social Sciences, 2000, Washington State  
University  
M.S.W. in Social Work, 2002, Eastern Washington  
University

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B.S. in Mathematics, 1966, University of Oregon  
M.S. in Mathematics/Education, 1971, University of  
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University  
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University  
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B.S. History/Social Sciences, 1978; Whitworth  
College;  
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M.S. in Psychology, 2001, Southern Oregon  
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B.A. in English and German, 1971, Ashland  
University  
M.A. in English and German, 1974, University of  
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George Elkins, Professor, Mathematics  
B.S. in Secondary Education, 1985;  
M.A. in Teaching (Math), 1990, Western Oregon State  
College

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Coach  
B.A. in English, 1998,  
M.S. in Physical Education, 2002 Pittsburg State  
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# ADMINISTRATION AND FACULTY

Candice Favilla, Professor, Writing/Literature  
B.A. in English, Writing/Literature, 1984;  
M.A. in English, Literature, 1986, California State University, Chico  
Ph.D. in English, 1994, University of Denver

Robert Fields, Professor, Biology/General Science  
B.S. in Biology, 1981;  
M.S. in Biology, 1984, University of Illinois  
Ph.D. in Zoology, 1991, Washington State University

James Fritz, Associate Professor, Art  
B.A. in Liberal Arts/Studio, 1983, St. John's University  
M.F.A. in Sculpture/Metal Casting, 1989, Southern Illinois University

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B.A. in Hotel Restaurant Management, 1977, Michigan State University  
Chef Training Program, 1981, LA Trade Technological College

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B.A. in English, 1968, Agnes Scott College  
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Ph.D. in English, 1986, Texas Christian University

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B.S. in Mechanical Engineering, 1984;  
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B.S. in Kinesiology, 1998, Sonoma State University  
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B.A. in Bacteriology, 1974, University of California, Berkeley  
M.A. in English-Teaching in a two-year college, 1984;  
Ph.D. in Rhetoric and Composition, 1991, University of Arizona

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M.A. in Communications, 1997, Washington State University

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B.S. in Athletic Training, 2004, Salisbury University  
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A.A.S. in Fire Science, 1997, Southwestern Oregon Community College  
A.A.S. in Emergency Medical Technology, 1999, Lane Community College

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A.S. in Nursing, 1978;  
B.S. in Nursing, 1983, Southern Oregon University  
M.S. in Nursing Community Health Care Systems, 1986,  
P.M.C. in Nursing Education, 2005, Oregon Health Sciences University

Ronald Metzger, Professor, Earth Science  
B.S. in Geology, 1985, St. Lawrence University  
M.S. in Geology, 1988;  
Ph.D. in Geology, 1991, University of Iowa

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B.Ed. in Elementary Education, 1968;  
M.S. in Reading Diagnosis and Correction, 1969, University of Oregon

Eleanor Montagna, Professor, English  
B.A. in Arts and Letters, 1967;  
M.A. in Romance Languages, 1975, University of Oregon  
M.A. in English, 1994, Humboldt State University

Anny Mueller, Associate Professor, Psychology  
B.A. in Psychology, 1974, Montclair State College  
M.A. in Clinical Psychology, 1976, Fairleigh Dickinson University

Dan Neal, Professor, Health/PE and Track Coach  
B.S. in Health/PE, 1974, Southern Oregon State College  
M.S. in Sports Coaching, 1994, United States Sports Academy

Aaron Nielson, Instructor, Business/Marketing  
 B.S. in Finance, 2002 Canisius College  
 M.B.A., 2005, Hawaii Pacific University

Caoimhin "Kevin" O'Fearghail, Instructor, Criminal Justice  
 B.S. in Criminal Justice, 1995,  
 B.A. in History, 1995, Northern Arizona University

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 B.A. in English, 1982;  
 M.A. in Applied Linguistics/TESL, 1986, University of Oregon

Pat Parker, Professor, Adult Learning Skills  
 B.S. in Psychology, 1992, Eastern Oregon State College  
 M.Ed. in Adult Education, 1998, Oregon State University

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 Chef's Certificate, Diablo Valley College, 1983  
 A.A.S. in Food Arts & Management, 2002, Metropolitan Community College, Omaha, NE

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 B.S. in Computer Science, 1996, Michigan Technological University  
 M.A. in Economics, 2002, University of Oklahoma  
 A.O.S. in Culinary Arts & Management, 2005, Metropolitan Community College  
 B.S. in Culinology, 2009, Southwest Minnesota State University

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 A.A. in Occupational Studies in Culinary Arts, 1985, Culinary Institute of America

Beverly Segner, Professor, Counselor  
 B.A. in Social Welfare, 1974;  
 M.S.W. in Social Work, 1976, University of Southern California

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 B.A. in Music/Education, 1967, Whitman College  
 M.S. in Systems Management, 1995, University of Southern California, Los Angeles

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 B.A. in Art/Theater, 1990;  
 B.S. in Math/Computer Science, 1990, The Evergreen State College

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 B.S. in Entomology, 1980, University of California  
 B.S. in Chemistry, 1986, California State University  
 Ph.D. in Chemistry, 1991, University of California

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 Culinary Certificate, 1998  
 Advanced Culinary Certificate, 1999, Orange Coast Community College  
 Certified Executive Chef with the American Culinary Federation

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 B.M. in Music Theory, 1976,  
 M.M. in Music Theory, 1981, North Texas State University

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 B.S. in Nursing, 1977, University of South Florida  
 J.D. in Law, 1984, University of Arizona  
 M.S. in Nursing, 2008, University of Phoenix

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 B.S. in Physical Education, 2000, Ohio University  
 B.S. in Recreation Studies, 2000, Ohio University  
 M.S. in Pedagogy/PE, 2001, University of Wisconsin, Lacrosse

Chris Williamson, Professor, Computer Information Systems  
 B.A. in Communications, 1975, Washington State University  
 M.S. in Computer Science, 1987, East Texas State University

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 B.A. in English, 1976, Northwest Nazarene College  
 M.A. in English, 1978, Washington State University

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 B.A. in English, 2001, Southern Oregon University  
 M.A. in English, 2001, Nicholas Copernicus University  
 M.A. in English, 2004, Arizona State University

Bill Yates, Professor, Computer Information Systems  
 B.S. in Biology, 1972, University of Oregon  
 M.Ed. in Computers in Education, 1984, St. Martin's College  
 Ph.D. in Curriculum and Instruction, 1988, University of Oregon



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## SOUTHWESTERN OREGON COMMUNITY COLLEGE CONTACT NUMBERS

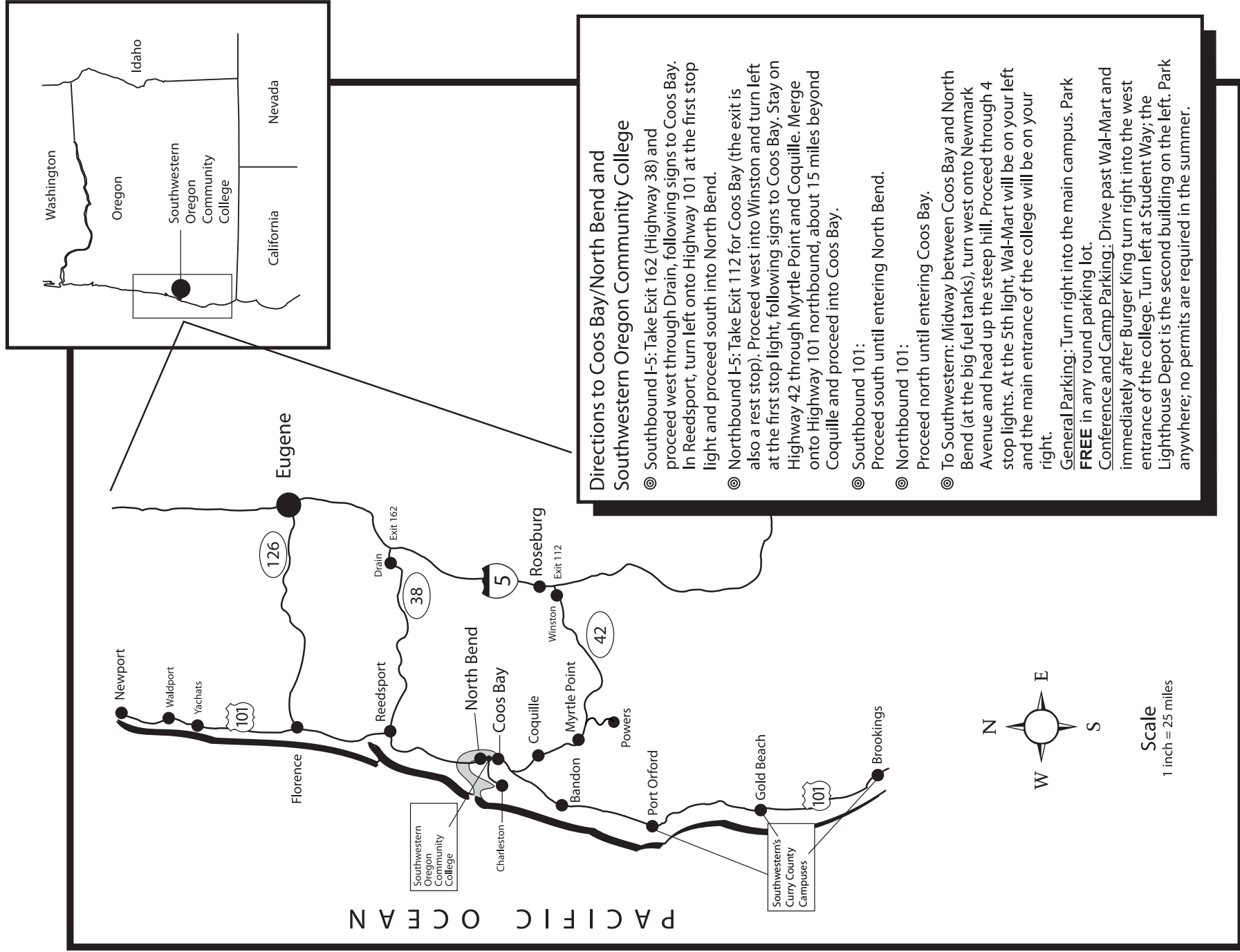
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Southwestern Main Campus..... (541) 888-2525 or (800) 962-2838	Presidents Office..... (541) 888-7400
Administrative Services..... (541) 888-7206	International Student Program..... (541) 888-7185
Admissions..... (541) 888-7636	Student Loan Coordinator..... (541) 888-7413
Athletic Department..... (541) 888-7452	Student First Stop..... (541) 888-7352 (Registration, Student Records, Transcripts, Cashier and Student Accounts Receivable)
Community/Distance Education..... (541) 888-7415	Student Housing..... (541) 888-7635
Educational Support Programs and Services..... (541) 888-7405 (Counseling, Testing and AD)	Student Support Services..... (541) 888-7419
Financial Aid Office..... (541) 888-7337	Southwestern Curry County Brookings Campus..... (541) 469-5017
Federal Work Study/General Student Employment..... (541) 888-7337	Southwestern Curry County Gold Beach Campus..... (541) 247-2741
Federal Student Aid..... (800) 433-3243	Southwestern Curry County Port Orford Campus..... (541) 253-7553
Office of Instruction..... (541) 888-7424	
Oregon Student Assistance Commission..... (800) 452-8807	



# EDUCATIONAL DEVELOPMENT 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





**SOUTHWESTERN**  
Oregon Community College

1988 NEWMARK AVENUE  
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[www.socc.edu](http://www.socc.edu)

