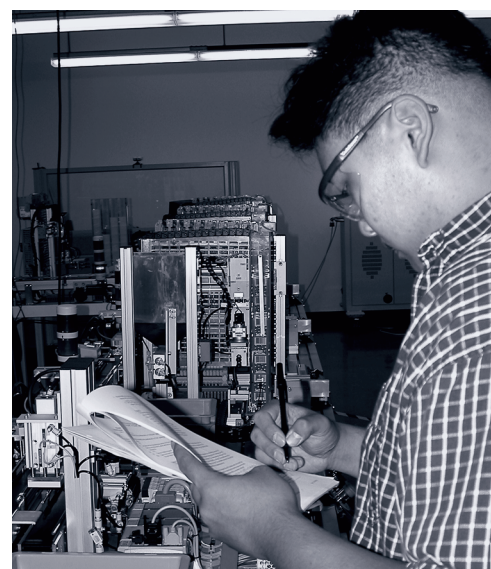
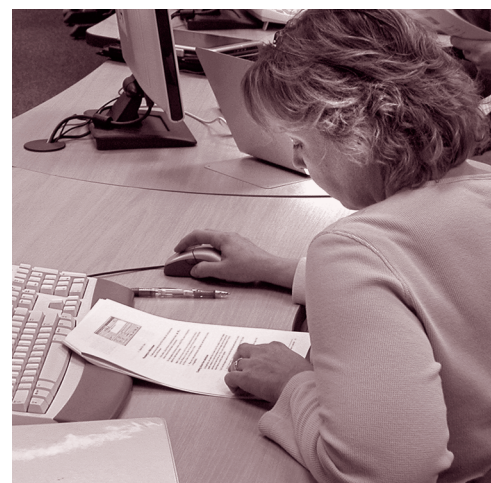
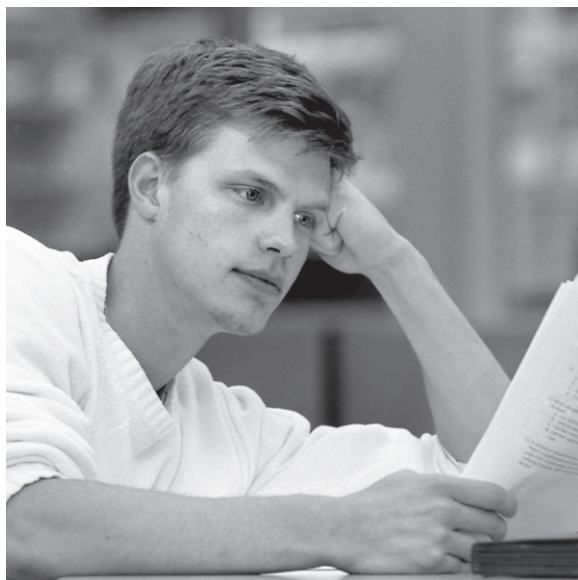
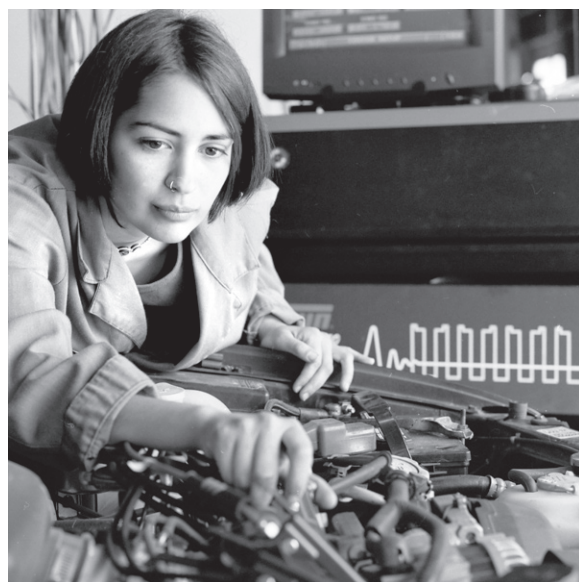


*Opportunities for a lifetime*





# Chemeketa Community College Catalog 2005-2006



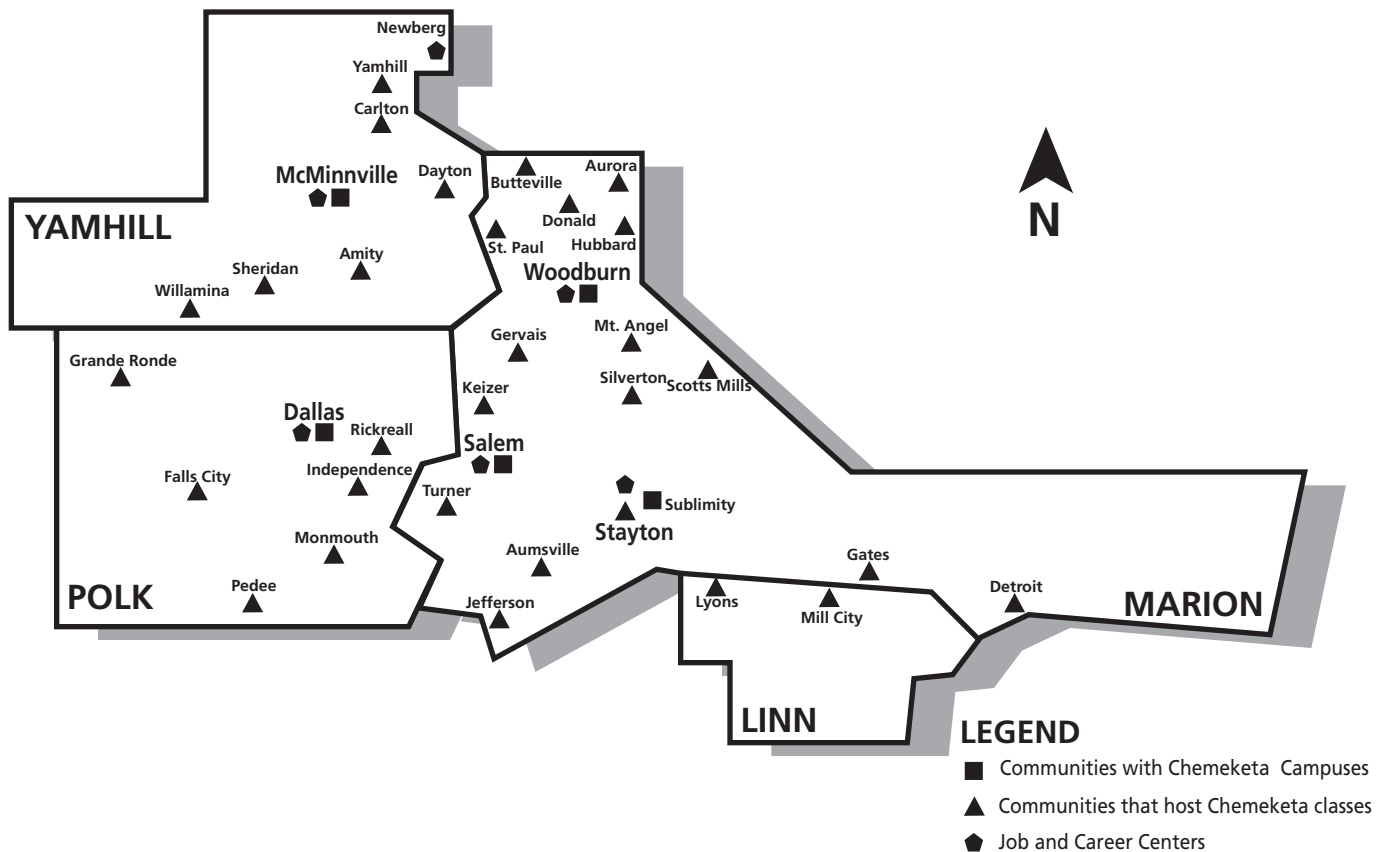
Chemeketa Community College is an equal opportunity, affirmative action institution.  
To request this publication in an alternative format, please call 503-399-5192.



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# Chemeketa Community College District



## Chemeketa Campuses

### Salem Campus

4000 Lancaster Dr. NE  
Salem

### Dallas Center

975 SE Ash  
Dallas

### McMinnville Campus

500 NW Hill Rd.  
McMinnville

### Santiam Campus

11656 Sublimity Rd. SE  
Sublimity

### Woodburn Campus

120 E Lincoln St.  
Woodburn

### Training and Economic Development Center

365 Ferry St. NE  
Salem

### Chemeketa at Eola

215 Doaks Ferry Road NW  
Salem

## Job and Career Centers

### McMinnville Job and Career Center

370 NE Norton Lane  
McMinnville

### Newberg Job and Career Center

2251 E. Hancock St., Ste. 106  
Newberg

### Polk Job and Career Center

580 Main St. SE, Ste. B  
Dallas

### Salem Job and Career Center

605 Cottage St. NE  
Salem

### Santiam Job and Career Center

11656 Sublimity Rd. SE  
Sublimity

### Winema Job and Career Center

4001 Winema Pl. NE, Ste. 200  
Salem

### Woodburn Job and Career Center

120 E. Lincoln, Ste. 115B  
Woodburn

# About Chemeketa









## Welcome to Chemeketa

<http://www.chemeketa.edu>

Chemeketa is your community college. It is a place where you can accomplish almost any educational goal you have in mind.

You can finish your first two years of college at Chemeketa, take the professional-technical training you need to qualify for a job, or finish your high school education. You can explore career ideas, retrain or add job skills, or get professional help on how to run a business. You can pursue a special interest or broaden your education.

You can fit as much of this as you want into your life. You can go to school full time to finish a one- or two-year program. You can go part time to take a class or a workshop.

You can attend classes and special events on the Salem Campus or at the college's Dallas Center or Santiam, McMinnville or Woodburn campuses. We also offer classes in schools and other locations in communities throughout the college district. You can even stay home and take a class by television or via the Internet.

Whatever your goals and interests, we are willing (and usually able) to meet your needs. We want to help you enhance the quality of your life.

## Programs

### Chemeketa has four areas of study:

**Professional-technical education** Trains students who want to qualify for work in specific fields. We offer more than 40 professional-technical training programs. In some of these,

## The meaning of Chemeketa

The name Chemeketa is a Kalapuya word meaning "place of peace." Long before settlers came to this area, Willamette Valley Native Americans would gather at a place they called Chemeketa, today known as Salem. There, they conducted their councils, renewed friendships, and shared old ideas and cultivated new ones. It is hoped that many who come to Chemeketa today will do just that.

The meaning of Chemeketa is illustrated on the sculptured wall panels (pictured here) which appear on Building 3 on our Salem Campus. Designed by graphic artist Arvid Orbeck, the panels symbolize the territorial divisions of the tribes and the movement of the tribes toward the established meeting place.

As the tribes move through the territorial divisions, the carved designs become less aggressive and less linear. Softer curves

start to enter into the forms, showing more peaceful attitudes. The



final points of the arrow shapes become completely calm upon reaching the center, where the individual chiefs, each indicated with his own form of dress, decoration, and behavior, sit down in a formal circle for peaceful work.

# Academic Calendar

	Summer 2005	Fall 2005	Winter 2006	Spring 2006
<b>Registration begins</b>	Registration dates and times are based on your student category, please check each term's <i>Schedule of Classes</i> for detailed registration information.			
<b>Late registration begins</b>	June 27	September 26	January 3	April 3
<b>Day/evening classes begin</b>	June 27	September 26	January 3	April 3
<b>Last day to register without instructor signature</b>	Session 1: July 1 Session 2: July 1 Session 3: July 1	September 30	January 9	April 7
<b>Last day to withdraw and receive a refund</b>	Session 1: July 1 Session 2: July 8 Session 3: July 8	October 7	January 13	April 14
<b>Last day to register or add classes</b>	Session 1: July 1 Session 2: July 8 Session 3: July 8	October 7	January 13	April 14
<b>Audit requests due</b>	Session 1: July 1 Session 2: July 22 Session 3: July 22	October 21	January 27	April 28
<b>Graduation applications for next term due</b>	July 22	October 21	January 27	April 28
<b>Holidays</b>	July 4	November 11 November 24-25	January 2, 16	May 29
<b>Winter/Spring Break</b>		December 12-January 2	March 20-31	
<b>College Closure Days</b>	<b>TBA</b>			
<b>College-wide Inservice Days College is closed</b>		September 19	February 2	April 21
<b>Last day to withdraw from classes without responsibility for grades</b>	Session 1: July 8 Session 2: July 29 Session 3: July 29	November 18	February 24	May 26
<b>Review and final exams</b>	Final exams given during the last class period.	December 5-8	March 13-16	June 12-15
<b>End of term</b>	Session 1: July 29 Session 2: August 19 Session 3: September 2	December 9	March 17	June 16
<b>Graduation GED and High School Completion one-and two-year programs</b>				June 17  June 17

you may earn a Certificate of Completion in one year. In most programs, you may earn an Associate of Applied Science degree. It usually takes two years to meet the requirements; it may take longer if you attend part time or don't have the prerequisite skills.

In addition to vocational classes, our professional-technical programs include general education courses. The aim of these courses is to help you become more competent in writing and mathematics and gain knowledge of the humanities, communications, sciences and social sciences.

**College transfer courses** For students who wish to continue their education at a four-year college or university. You may complete the one-year Oregon Transfer Module, see page 43, or if you successfully complete Chemeketa's two-year college transfer program, you may also earn an Associate of Arts Oregon transfer degree. See page 44 for requirements.

Some of our professional-technical programs also include courses which may be transferred for college credit. For more specific information, consult with a Chemeketa counselor or advisor, or with someone at the four-year institution you wish to attend. Generally, transfer courses are numbered 100 or above.

**Lifelong learning** We encourage you to continue to learn throughout your life, and we offer many credit and non-credit classes, workshops and short courses. Chemeketa classes can help you to improve your technical, vocational, avocational, and academic knowledge and skills; to retrain for new positions; and to continue your personal development.

**Developmental skill building classes** Offered for people who want to learn basic reading, writing, mathematics, and study skills; finish high school; or learn English as a second language.

Chemeketa schedules classes during the day, evenings and on weekends.

## Faculty

Chemeketa has about 200 full-time faculty members. In general, faculty who teach college transfer courses have at least a master's degree; some have doctorates. Faculty in professional-

technical programs generally have a rich background which combines education with practical, on-the-job experience. In addition, we hire an average of 700 adjunct faculty each year. Many of them teach evening classes on subjects directly related to their full-time jobs in the community.

## History

Chemeketa's roots were established in 1955 when the local school district established Salem Technical Vocational School. The community college district was formed in September 1969.

As a public institution, most of the college's financial support comes from local property taxes, state school support funds, tuition, and fees.

## Accreditation

The Northwest Commission on Colleges and Universities granted accreditation to Chemeketa in December 1972. In addition, the Oregon Department of Education approves all of our professional-technical programs and college transfer courses. Professional associations have also accredited those professional-technical programs which require such approval.

For more information on accreditation, contact the Academic Vice President's office in Building 3 on the Salem Campus at 503-399-5144.

## Location

The Chemeketa Community College district covers more than 2,600 square miles in Oregon's Mid-Willamette Valley, including Marion, Polk, most of Yamhill and part of Linn counties.

We consider the entire college district as our campus. Our largest campus is located at 4000 Lancaster Drive N.E., Salem. We also have campuses and centers in Dallas, McMinnville, Sublimity, and Woodburn, as well as seven Job and Career in Centers located in Marion, Polk and Yamhill counties. We also schedule credit and non-credit classes, workshops, seminars, and special programs in more than 25 locations throughout the college district. These classes meet during the day, evening, and on weekends in schools, businesses, churches and homes.

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## Chemeketa Community College

### Vision

*We are a dynamic community of learners and innovators, working together to create opportunities for people to reach their potential through learning.*

### Mission

*We inspire people to achieve intellectual growth, personal fulfillment and career success through a lifetime of learning.*

### Values

**Creativity** *Through reflection, analysis, and imagination, we design our programs and services to meet changing needs.*

**Caring** *Each individual contributes to our learning environment. We care for and respect each other.*

**Integrity** *We provide current, effective educational services of the highest quality. We are responsible guardians of the public trust.*

**Collaboration** *We invent resourceful and innovative solutions in partnership with others. We respond with optimism and enthusiasm to opportunities for positive change.*

**Diversity** *We are enriched by the diversity of our students, staff and community. We welcome diverse perspectives and encourage the free exchange of ideas.*

*Approved by the Board of Education September 15, 1999*



Our Training and Economic Development (TED) Center is located in Liberty Square, at 365 Ferry Street S.E., in downtown Salem.

## Facilities

Chemeketa's Salem Campus has 10 major buildings and a number of smaller buildings. Building 2 houses Counseling and Career Services, Enrollment Services, Financial Aid, the Cashier's Office, Tutoring Services Center, Student Center, Public Safety, Food Service, and the Planetarium.

The Learning Resource Center is located in Building 9. It includes the library, which is equipped with computers for research as well as a television studio, teleconferencing rooms, and facilities for audio, graphics, and multimedia production.

The Technology Classroom, Building 6, has up-to-date computer labs and an auditorium, where a variety of lectures and performances are scheduled throughout the year.

Our science and health building, Building 8, has modern, well-equipped laboratories for science and health-related programs.

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## Teaching and Learning Values

### At Chemeketa Community College, we value teaching that...

- *Creates a learning climate of mutual respect and fairness.*
- *Encourages creative and critical thinking.*
- *Actively engages students in the learning process.*
- *Facilitates learning that applies to and enriches a student's life.*
- *Clarifies expectations and encourages student responsibility for learning.*
- *Promotes learning as a lifelong process.*

The Teaching and Learning Values are a shared responsibility at the college and will be considered in decision and policy-making arenas. We will encourage and promote these values in college programs, courses, and activities.

# How to enroll at Chemeketa

Student Classification	1. Academic and career decision	2. Placement testing	3. Applying for admission	4. Registration for classes
<b>Enrolling for most Salem Campus classes* **</b>	Contact Counseling and Career Services, Building 2, Salem Campus (optional).	Contact Counseling and Career Services, Building 2, Salem Campus.	Submit Admission Application at the Enrollment Center, Building 2, Salem Campus.	<b>New Students</b> —Register following directions sent by Enrollment Services. <b>Continuing Students</b> —Register via My Chemeketa or by touch-tone telephone following directions published in the quarterly Schedule of Classes.
<b>Enrolling for classes held outside of Salem</b>	Call the college's Dallas Center or McMinnville, Santiam or Woodburn campuses or contact Counseling and Career Services, Building 2, Salem Campus.	Contact nearest Chemeketa campus.	Submit Admission Application at the nearest Chemeketa campus or at the Enrollment Center, Building 2, Salem Campus.	<b>New Students</b> —Follow procedure above for enrolling on Salem Campus. <b>Continuing Students</b> —Follow procedure above for enrolling on Salem Campus.
<b>Enrolling for Salem evening, weekend, or non-credit classes</b>	Contact Counseling and Career Services, Building 2, Salem Campus (optional).	Contact Counseling and Career Services, Building 2, Salem Campus (optional).	Submit Admission Application at the Enrollment Center, Building 2, Salem Campus.	<b>New Students</b> —Follow procedure above for enrolling on Salem Campus. <b>Continuing Students</b> —Follow procedure above for enrolling on Salem Campus.
<b>Earning a GED or taking English as a Second Language (non-credit)</b>	Contact the Developmental Education Office, Building 22, Salem Campus; or the college's Dallas Center or McMinnville, Santiam or Woodburn campuses.	GED: Contact the Developmental Education Office, Building 22. ESL: Contact the Developmental Education Office, Building 22, Salem Campus.	Submit Admission Application at the Enrollment Center, Building 2, Salem Campus. Students 16 to 18 must have an Underage Consent Form.	Consult quarterly <i>Schedule of Classes</i> . Students must attend a program orientation before registering for classes.
<b>Earning a high school diploma</b>	Contact the Adult High School Completion Office, Building 50, Room 154, Salem Campus; or the college's Dallas Center or McMinnville, Santiam or Woodburn campuses (optional). During summer, contact the Developmental Education Office, Building 22.	Contact Counseling and Career Services, Building 2, Salem Campus.	Submit high school transcript to Building 50, Room 154, Salem Campus. Submit Admission Application at the Enrollment Center, Building 2, Salem Campus. Students 16 to 18 must have an Underage Consent Form.	Follow directions sent by Enrollment Services before registration.
<b>*These programs have prerequisites and require assessment before admission. Contact Counseling and Career Services at 503-399-5120 for assessment.</b>				
Accounting	Dental Assisting	Health Services Management	Integrated Circuit Mask Design Management	Travel and Tourism Management
Automotive Technology	Drafting Technology—CAD	Medical Transcription	Medical Office Assisting	Visual Communications
Business Technology	Early Childhood Education	Hospitality Management	Network Technology	Vineyard Management
Civil Engineering Technology	Electronics Technologies	Human Services	Paraeducator Certificate	Vineyard Operations
Computer Programming	Forest Resources Technology			Winemaking
Criminal Justice				
<b>**These programs have special admission requirements or enrollment limits. Contact Enrollment Services at 503-399-5006 for details.</b>				
Building Inspection	Emergency Medical Technology	Fire Suppression	Network Technology	Nursing (RN, LPN, Nursing Assisting, re-entry course)

# Admission and Registration

## Enrolling at Chemeketa

503-399-5006; Fax 503-399-3918

e-mail: [admissions@chemeketa.edu](mailto:admissions@chemeketa.edu)

Chemeketa has an “open door” policy. In general, you may enroll in Chemeketa classes if you are 18 years of age or older and can benefit from the instruction.

If you are an international student, see page 9.

The table on page 5 lists the enrollment steps. Updated information is published each term in the *Schedule of Classes*.

Before you submit an Admission Application, contact Counseling and Career Services in Building 2 on the Salem Campus at 503-399-5120. Talk with a counselor about your academic and occupational plans and the requirements for the program which interests you. You can also meet with a counselor at Chemeketa’s Dallas Center or McMinnville, Santiam, and Woodburn campuses.

Students younger than 18 who do not have a high school diploma or GED certificate should contact the Admissions Office in Building 2 on the Salem Campus.

## Placement tests

503-399-6556

[testing@chemeketa.edu](mailto:testing@chemeketa.edu)

If you are a new student pursuing a degree or certificate, you will be asked to take a free placement test in order to be accepted for admission. The purpose of the test is to determine your skill levels in reading, writing and mathematics so you can select the entry-level classes that are right for you. Test results more than five years old are not valid. Under certain conditions, you may be granted a test waiver.

Information about tests and test waivers may be obtained from Counseling and Career Services in Building 2 on the Salem Campus or from Chemeketa’s Dallas Center or McMinnville, Santiam, or Woodburn campuses.



Workout and weight rooms, racquetball courts, and a gymnasium are located in the physical education building, Building 7.

Other buildings provide modern classrooms, and welding and manufacturing shops. The fire-training building also serves as a fire station.

For more information about facilities on the Salem Campus, visit the Facilities Scheduling Office in Building 2, or call 503-399-5008.

Chemeketa’s Dallas Center or McMinnville, Santiam, and Woodburn campuses have classrooms, up-to-date laboratories and offices.

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## Affirmative action and non-harassment policy

*It is the policy of Chemeketa Community College that discrimination on the grounds of race, color, religion, sex, national origin, marital status, age, disability, or family relationships will not exist in any area, activity, or operation of the college as required by Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973; Title VI and VII of the Civil Rights Act of 1964; the Age Discrimination Act; the Americans with Disabilities Act of 1990; Oregon Civil Rights*

*Law (ORS 659); and their implementing regulations.*

*College policy also prohibits harassment on the basis of any of the factors listed above. Harassment is any unwelcome behavior or display either verbal, physical, or visual in nature, which meets any of these criteria: 1) submission to such condition is either an implicit or explicit condition of employment or academic performance; 2) submission to or rejection of the condition by an employee or student is used*

*as the basis for decisions affecting that person’s employment or academic performance; 3) the condition has the purpose or effect of unreasonably interfering with an individual’s work performance or academic performance or of creating an intimidating, hostile, or offensive work environment or academic environment.*

*Questions or complaints may be directed to the Affirmative Action Officer, P.O. Box 14007, Salem, Oregon 97309, 503-399-5009.*

## Registration information

503-399-5120

[advising@chemeketa.edu](mailto:advising@chemeketa.edu)

For information about registration, students can call 503-399-5120, drop by Counseling and Career Services in Building 2 on the Salem Campus or go to any of the Outreach Campuses.

## Tours of campus

503-399-3995

[ambassadors@chemeketa.edu](mailto:ambassadors@chemeketa.edu)

Tours of campus are conducted by the Chemeketa Student Ambassadors. You may call to schedule a student-guided tour.

## Registration

503-399-5001

[registrar@chemeketa.edu](mailto:registrar@chemeketa.edu)

For information, see “How to Enroll at Chemeketa” on page 5. Each term the *Schedule of Classes* gives the specific registration dates and step-by-step procedures for registering for classes.

You will receive college credit only if you officially register for the class during the term in which it is offered.

You may not register if you owe the college any money from previous terms, unless you make appropriate arrangements with Business Services in Building 2.

## Class loads

503-399-5001

If you enroll in 12 or more credit hours, you are considered full-time for academic purposes.

## Student e-mail accounts

503-399-7899

[tac@chemeketa.edu](mailto:tac@chemeketa.edu)

Every Chemeketa student automatically gets a free student e-mail account through My Chemeketa—the college’s Web portal for students. My Chemeketa e-mail accounts are used by the



college to communicate important information (such as course changes, information about your program of study, and notifications about academic recognition). You can also use your e-mail account for personal correspondence. You can even take your e-mail account with you—it’s there forever and you can continue to use it even after you finish your program of study at Chemeketa.

## Use of computer technology

503-399-7899

[tac@chemeketa.edu](mailto:tac@chemeketa.edu)

Chemeketa classes routinely require the use of computers and the Internet. Class material (such as syllabi, lecture notes, and tests) may be made available to you via the Internet; sometimes that will be the only means for you to access those materials. Classes may also make use of the teaching tools available in My Chemeketa (such as file sharing, chats, and discussions). You’ll find that—in more and more classes—ready access to the Internet will be assumed.

If you don’t have a computer or Internet access at home, you can make use of Chemeketa’s computer labs, the lab within Chemeketa’s library on the Salem Campus, or a public-access computer at your local library.

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## Política de acción afirmativa y contra el acosamiento

*Es la política de Chemeketa Community College que no existirá ninguna discriminación o acosamiento a base de raza, color de piel, religión, sexo, origen nacional, estado civil, edad, incapacitación o estado familiar, en ninguna área, actividad u operación del colegio, así como requiere el Título IX de las Enmiendas Educativas de 1972; la Sección 504 del Acto de Rehabilitación de 1973; los títulos VI y VII del Acto de Derechos Civiles de 1964; el Acto contra la Discriminación a Base de la Edad; el Acto a Favor de los Americanos con*

*Deshabilidades de 1990; la Ley de Oregon de Derechos Civiles (ORS 659); y sus regulaciones correspondientes.*

*La política del colegio también prohíbe el acosamiento a base de todos los factores arriba mencionados. El acosamiento se define por cualquier comportamiento o demostración inoportuno, sea verbal, físico o visual, el cual se conforma con cualquiera de la siguiente criterio: 1) la sumisión a tal condición se entiende como una condición implícita o explícita del empleo o del cumplimiento académico; 2) la*

*sumisión a o el rechazo de la condición por un empleado o estudiante es usado como la base de decisiones que afectan el empleo o el cumplimiento académico de esa persona; 3) la condición tiene el propósito o el efecto de interferir inmoderadamente con el cumplimiento laboral o académico del individuo, o de crear un ambiente laboral o académico intimidante, hostil u ofensivo.*

*Preguntas o quejas deben ser dirigidas a la oficial de acción afirmativa, P.O. Box 14007, Salem, Oregon 97309-7070, 503-399-8677.*

## Class changes

503-399-5001

[registrar@chemeketa.edu](mailto:registrar@chemeketa.edu)

You may make changes in your class schedule before the deadline listed in the Academic Calendar on page 2. To make schedule changes, access Web registration at <http://my.chemeketa.edu>, use the telephone registration system 503-399-6262 or complete an Add/Drop Form. Forms are available in the Enrollment Center, staff offices and Counseling and Career Services. We recommend the changes be approved by an academic advisor or counselor. Turn in the form at the Enrollment Center in Building 2. A fee may be charged for adding or dropping classes.

## Enrollment limitations

Even though Chemeketa has an open door policy, we cannot guarantee that you will be admitted to a particular program. The college may restrict enrollment in a class or program because of limited staff, space, or equipment. Enrollment is also limited for some programs because of special admission requirements.

We urge you to apply early for all programs, especially for the following professional-technical programs which limit enrollment or have special admission requirements:

- Accounting
- Aquarium Science
- Automotive Technology
- Building Inspection Technology
- Business Technology
- Civil Technology
- Computer Programming
- Criminal Justice
- Dental Assisting
- Drafting Technology—CAD
- Early Childhood Education
- Electronics Technologies
- Emergency Medical Technology—Paramedic
- Fire Protection Technology
- Health Services Management
- Hospitality Management
- Human Services
- Management
- Network Technology

- Nursing (Nursing Assisting, Practical Nursing, Associate Degree Nursing and re-entry courses)
- Paraeducator Certificate
- Professional-Technical Teacher Preparation
- Speech Language Pathology Assistant
- Tourism and Travel Management
- Vineyard Management
- Visual Communications
- Winemaking

You may still be admitted to the college even though you are not accepted in one of these programs. You may apply to enroll in a related pre-vocational program or some other program.

Many of Chemeketa's professional-technical programs have established entry requirements. If you wish to take six or more credit hours in these programs, you will need to be assessed and may need to take preparatory courses before being admitted. For details about these requirements, check with Counseling and Career Services.

## Immunizations

The Oregon Department of Health requires community college students born on or after January 1, 1957, to have two doses of measles vaccine before participating in clinical experiences in allied health and nursing programs, human services, practicum experiences in education and child care programs and intercollegiate sports. Students in nursing programs and in some allied health programs may also be required to be vaccinated for hepatitis B prior to entering any clinical experiences. For details about these requirements, contact the office of the department director who oversees the program in which you plan to participate.

## Transfer credits

503-399-5006

[admissions@chemeketa.edu](mailto:admissions@chemeketa.edu)

You may transfer credits from other colleges you have attended by requesting they send an official copy of your transcript to our Admissions Office. (Official copies must include a signature from the issuing institution and its authorized seal and be delivered to Chemeketa in a sealed envelope.) You may then contact the Enrollment Services Office and request, in writing, an evaluation of your transcripts.

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## The Chemeketa Creed

The Chemeketa Creed is part of the Student Rights and Responsibilities Document which can be found on pages 195 through 197 of this catalog. The creed lists standards of behavior expected of students as they become members of our educational community.

### 1.0 Preamble

Chemeketa Community College provides an environment that celebrates the freedom to learn and the freedom

to teach. In that celebration of teaching and learning it is appropriate that individuals and groups be viewed with regard to their potential to contribute within the learning environment. Each has dignity and value.

### 2.0 Code of Behavior

As a community of people seeking education, Chemeketa students are dedicated to improving personally and academically. Choosing to join

the college community obligates each member to a code of behavior.

Chemeketa students will:

- 2.1 Practice personal and educational integrity.
- 2.2 Maintain standards of academic performance and contribute to the safe, cooperative and respectful learning environment throughout the college.





If you need a copy of your transcript for your records or for advising, please order additional copies sent to your home address. Your academic transcript is always available via the Web on My Chemeketa (<http://my.chemeketa.edu>)

In general, Chemeketa accepts college-level credits earned at a regionally-accredited college or university. Work from non-accredited schools is evaluated in accordance with the institutions and policies listed in *Transfer Credit Practices*, published by the American Association of Collegiate Registrars and Admissions Officers. Credit given for a particular course will not exceed credit given for the equivalent corresponding Chemeketa course.

If you have taken the College Level Examination Program (CLEP) or the Advanced Placement (AP) Test, request that your scores be forwarded to the Admissions Office. Then contact the Admissions Office and request—in writing—an evaluation of

your transcripts and scores. For more CLEP and Advanced Placement (AP) information, see page 20.

Chemeketa also accepts some credits from the military and the Community College of the Air Force. Contact the Admissions Office for details.

Your accepted transfer credits and scores will become part of your permanent academic record at Chemeketa. Only the course grades you earn at Chemeketa are used to compute your grade point average.

## International students

503-399-2527; Fax 503-399-3908  
[international@chemeketa.edu](mailto:international@chemeketa.edu)

An average of about 200 international students attend Chemeketa each year representing a variety of cultures and ethnicities. They come from more than 20 different countries. International students may enroll in any of our professional-technical programs or college transfer programs, or attend intensive English language training.

Through our International Student program Chemeketa offers an outstanding range of services and activities to help international students get

started and to succeed. Some of these services include: an orientation program, conversation partners, advising, volunteer opportunities, housing assistance, writing center, academic tutoring and clubs. Chemeketa also offers an intensive English program.

If you are a citizen of another country, you may enter the college any term, four times a year. You must meet certain federal immigration and college requirements before being admitted to Chemeketa. Once you are admitted you are expected to maintain levels of academic achievement acceptable to the United States Citizenship and Immigration Service (CIS) and to the college. Chemeketa has special application materials and deadlines for international students. Because there are new federal rules and regulations in place for international students, we suggest you apply as early as possible.

For more information or to answer your questions on admissions please contact International Student Admissions listed above.

- 2.3 Discourage bigotry and respect the diversity and dignity of all persons.
- 2.4 Respect the rights and property of all persons.
- 2.5 Bear the ultimate responsibility for the effects of their decisions and behavior.

### 3.0 Student Rights

Each student in the college community has certain rights that accompany his/her responsibilities. Those rights are to be protected by both students and staff regardless of an individual's race, sex, religion, color, creed, disability, sexual orientation, political affiliation, national origin, ancestry, or age.

The college will:

- 3.1 Provide access to education and campus facilities.
- 3.2 Assure the protection of confidential student records and information.
- 3.3 Provide opportunities for association and preserve freedom of expression.

## Re-admission

503-399-5006

[admissions@chemeketa.edu](mailto:admissions@chemeketa.edu)

If you are a former Chemeketa student who was not enrolled in the college within the past year, and you wish to return to the college, follow the enrollment steps for new students given in the “How to Enroll at Chemeketa” table on page 5.

# Money Matters

## Tuition

503-399-5011

[bussvc@chemeketa.edu](mailto:bussvc@chemeketa.edu)

Tuition and fees are due after you register. Late payment fees will be charged. Please refer to the current term Schedule of Classes for additional information.

By registering for a Chemeketa course, you agree that tuition, fees and other applicable charges incurred will be considered an educational loan between you and Chemeketa Community College that is nondischargeable under Section 523(a)(8) of the US Bankruptcy Code. You are further agreeing that if you fail to make any payments as prescribed above, your account may be submitted to a collection agency and applicable collections charges may be added to your account balance due. In case legal action is instituted to collect on your account, you are agreeing to pay in addition to the costs and disbursements, provided by law, such additional sums as a court of law may determine as reasonable for attorney’s fees and court costs. Oregon state law applies to any dispute over payment.

## Credit courses

Use the chart on this page to calculate the cost of your credit tuition. Some classes charge fees in addition to tuition.

## Non-credit courses

The cost of most non-credit courses is \$4 per class hour with a \$10 minimum charge, or as stated in each term’s *Schedule of Classes*.

The term Schedule of Classes lists any charges for adult basic education, General Educational Development (GED), and non-credit English as a second language classes. There is a \$100 fee to take the GED test.

Certain courses, particularly some training classes, may require separate registration and tuition. For some classes, there are additional charges to cover the costs of required materials.

## Universal Fee

A Universal Fee, applies to both credit and non-credit classes. The fee is \$4 per credit for credit classes and 30 cents per hour for non-credit classes.

## Distance Education, Online fees

A distance education or online fee applies to credit courses. The telecourse fee is \$35, the online fee is \$50 and the online/tele-course fee is \$50 per course.

## Oregon residency

You are considered an Oregon student if you have established a permanent residence within the state at least 90 days prior to the term you begin. The college may ask you to provide information proving you meet the residency requirement.

You are considered an out-of-state student if your permanent address is outside of Oregon. If you are an international student who is required to have an I-20 immigration document, you are considered an international student for tuition purposes for as long as you are required to have that document.

## Auditing courses

503-399-5001

[registrar@chemeketa.edu](mailto:registrar@chemeketa.edu)

If you enroll in credit courses, but do not wish to receive grades or credits, you may register as an auditor. However, you must pay full tuition and fees. Pick up and turn in an Audit Request Form at the Enrollment Center in Building 2, Room 200 before the end of the fourth week of the term.

## Refund policy

When you register for a class, you agree to pay for it whether or not you attend.

If the college cancels a class, you will get a full refund of tuition and fees.

Cost per credit academic year 2005-2006						
The following chart will help you in determining the <b>cost per credit including tuition and universal fee</b> . Other course specific fees may apply. Be sure to check the tuition & fee column next to the specific course in the schedule.						
	Oregon students			Out of state & International students		
# of credits	Tuition	Universal fee	Total cost per credit	Tuition	Universal fee	Total cost per credit
1	\$58	\$4	\$62	\$199	\$4	\$203
2	\$116	\$8	\$124	\$398	\$8	\$406
3	\$174	\$12	\$186	\$597	\$12	\$609
4	\$232	\$16	\$248	\$796	\$16	\$812
5	\$290	\$20	\$310	\$995	\$20	\$1,015
6	\$348	\$24	\$372	\$1,194	\$24	\$1,218
7	\$406	\$28	\$434	\$1,393	\$28	\$1,421
8	\$464	\$32	\$496	\$1,592	\$32	\$1,624
9	\$522	\$36	\$558	\$1,791	\$36	\$1,827
10	\$580	\$40	\$620	\$1,990	\$40	\$2,030
11	\$638	\$44	\$682	\$2,189	\$44	\$2,233
12	\$696	\$48	\$744	\$2,388	\$48	\$2,436
13	\$754	\$52	\$806	\$2,587	\$52	\$2,639
14	\$812	\$56	\$868	\$2,786	\$56	\$2,842
15	\$870	\$60	\$930	\$2,985	\$60	\$3,045
16	\$928	\$64	\$992	\$3,184	\$64	\$3,248
17	\$986	\$68	\$1,054	\$3,383	\$68	\$3,451
18	\$1,044	\$72	\$1,116	\$3,582	\$72	\$3,654

\* International students attending on an F1 visa will be charged a non-refundable service fee of \$265 per term. International students attending on other visa types will be charged a non-refundable service fee of \$75 per term.



If you decide to drop a class, you may do so by accessing Web registration at <http://my.chemeketa.edu>, by telephone registration, 503-399-6262, or by submitting an Add/Drop Form to the Enrollment Center, Building 2 Salem Campus or your nearest Chemeketa Outreach campus during regular business hours. If you drop a class that meets for the entire term (full term class) within the first two weeks of the term, you will receive a refund of tuition and fees as long as you have no outstanding debts. Less than full term classes have a shorter refund period.

You will not receive a refund or credit toward another class for any classes dropped after the end of the refund period. Refunds

for classes paid by Visa or MasterCard will be credited back to the credit card. Refunds are not issued for amounts under \$5. Changes in the number of hours for which you are registered may affect your financial aid, agency or veteran's benefits.

See information under Withdrawal from College, page 20.

## Other costs and fees

503-399-5011

[bussvc@chemeketa.edu](mailto:bussvc@chemeketa.edu)

The cost of books and supplies for full-time students is about \$400 per term. However, in some of our programs you will also have to provide your own tools, equipment and uniforms. These costs are included in the descriptions of professional-technical programs on pages 57 to 124.

Fees vary by the course. They are included in the course descriptions in this catalog.

You may rent a hall locker for \$5 a term. Our physical education locker and towel fee is \$15 if you are not enrolled in a PE class.

## Student health and accident insurance

503-399-5011

Student insurance may be purchased directly from the insurance company. If you are enrolled for six or more credit hours, you may pick up insurance information at the Enrollment Center in Building 2. If you enroll in Chemeketa fall, winter, or spring terms, you may purchase coverage to include summer term.

Chemeketa encourages you to buy insurance coverage if you are enrolled in classes involving risk and/or much physical activity. In some classes and activities where good safety practices are required, students will be asked to sign a Risk Waiver Form.

Chemeketa requires all F-1 international students to obtain health and accident insurance. You must purchase insurance prior to time of registration. International students should contact the International Admissions Office at 503-399-2527 for further information.

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## About this catalog

Chemeketa publishes this catalog to give you, our students and public, current information about the college.

We make every effort to be sure that this information is accurate at the time of publication. However, sometimes the

college finds it necessary to make changes before the next catalog is printed. These changes may affect the costs, college policies and procedures, the calendar, and some curricula and courses.

Therefore, we do not consider the catalog as a hard and fast contract between you and the college; rather, we are trying to give as much relevant information as possible to all of you who may use our services.

# Financial aid available at Chemeketa

Except as listed below, all financial aid programs have the following requirements:

- You must file a Free Application for Federal Student Aid (FAFSA) to apply.
- You must be a United States citizen or an eligible non-citizen.
- You must not be in default or owe a refund to any Title IV financial aid program.
- You must use the money you receive to meet the costs of attending Chemeketa.
- If you are a male over 18 years of age and born after December 31, 1959, you must be registered with the United States Selective Service, unless you are currently on active duty with the armed forces. (Membership in the reserves or national guard does not count.)
- You must be in an eligible degree or certificate program.
- You must enroll for at least six credit hours each term.
- You must maintain satisfactory academic progress.

Program and source of funding	Eligibility requirements	Available amounts	Special information
<b>Grants and scholarships</b>			
<b>Federal Pell Grant</b>	<ul style="list-style-type: none"> <li>• You must not have a bachelor's degree.</li> </ul>	<ul style="list-style-type: none"> <li>• Amounts are based on federal funding.</li> <li>• The highest award at Chemeketa for 2005-2006 is \$4,050.</li> </ul>	<ul style="list-style-type: none"> <li>• Pell Grant will send you a Student Aid Report (SAR) indicating your eligibility.</li> <li>• Eligibility may be transferred to any post-secondary school participating in federal programs.</li> </ul>
<b>Federal Supplemental Educational Opportunity Grant (SEOG)</b>	<ul style="list-style-type: none"> <li>• You must prove an exceptional financial need.</li> <li>• You must not have a bachelor's degree.</li> </ul>	<ul style="list-style-type: none"> <li>• Amounts range from \$450 to \$2,000 a year.</li> <li>• The highest award at Chemeketa for 2005-2006 is \$450.</li> </ul>	<ul style="list-style-type: none"> <li>• The Financial Aid Office will determine and then notify you of your eligibility.</li> </ul>
<b>Oregon Opportunity Grant</b> (funded by the state of Oregon and the federal government)	<ul style="list-style-type: none"> <li>• You must enroll full-time (12 credit hours or more).</li> <li>• You must be an Oregon resident.</li> <li>• You must also apply for a Pell Grant.</li> <li>• You must not have a bachelor's degree.</li> <li>• You must attend a college in Oregon.</li> </ul>	<ul style="list-style-type: none"> <li>• Amounts are based on state funding.</li> <li>• The award at Chemeketa for 2005-2006 is \$1,323.</li> </ul>	<ul style="list-style-type: none"> <li>• Your grant may be transferred to other Oregon colleges and universities.</li> <li>• Your grant may be awarded for up to 12 quarters (terms) or for eight semesters.</li> <li>• You must not be enrolled in a program leading to a degree in theology, divinity, or religious education.</li> </ul>
<b>Talent Grants</b> (funded by Chemeketa Community College)	<ul style="list-style-type: none"> <li>• You must show outstanding ability and achievement in selected fields.</li> <li>• You must enroll full-time (12 credit hours or more).</li> </ul>	<ul style="list-style-type: none"> <li>• Amounts vary up to the cost of tuition.</li> </ul>	<ul style="list-style-type: none"> <li>• No FAFSA is required.</li> <li>• Contact an instructor or coach directly associated with your skills or ask at the Financial Aid Office.</li> </ul>
<b>Scholarships</b> (funded by private donors)	<ul style="list-style-type: none"> <li>• Determined by donor.</li> </ul>	<ul style="list-style-type: none"> <li>• Determined by donor.</li> </ul>	<ul style="list-style-type: none"> <li>• Scholarship information is posted in the Financial Aid Office throughout the year. Many postings are made in winter and spring terms for the next academic year.</li> </ul>
<b>Work</b>			
<b>Federal Work Study Program</b>		<ul style="list-style-type: none"> <li>• Amounts vary according to your financial need.</li> <li>• Funds usually are not more than \$850 a term or \$2,550 a year.</li> <li>• Jobs pay minimum wage or higher.</li> </ul>	<ul style="list-style-type: none"> <li>• Jobs are available both on and off campus.</li> <li>• You must complete the employment procedure in Job Placement.</li> </ul>
<b>Chemeketa part-time employment</b> (funded by Chemeketa Community College)	<ul style="list-style-type: none"> <li>• You must enroll in six credit hours or more.</li> </ul>	<ul style="list-style-type: none"> <li>• Pay varies according to the job.</li> <li>• Jobs pay minimum wage or higher.</li> </ul>	<ul style="list-style-type: none"> <li>• No FAFSA is required.</li> <li>• Contact the Human Resources Dept.</li> </ul>
<b>Part-time jobs</b> (funded by private businesses)	<ul style="list-style-type: none"> <li>• You must be willing to work.</li> <li>• You must meet the qualifications of the employer.</li> </ul>	<ul style="list-style-type: none"> <li>• Pay varies according to the job.</li> <li>• The average wage for 2004-2005 was \$8.20 an hour.</li> </ul>	<ul style="list-style-type: none"> <li>• No FAFSA is required.</li> <li>• Apply at the Job Placement Center in Building 2 on the Salem Campus.</li> </ul>

Programs and source of funding	Eligibility requirements	Available amounts	Special information
<b>Loans</b>			
<b>Federal Perkins Student Loan Program (FPSL)</b>		<ul style="list-style-type: none"> <li>You may borrow up to \$2,250 in an academic year.</li> <li>The highest award at Chemeketa for 2005-2006 is \$2,250.</li> </ul>	<ul style="list-style-type: none"> <li>You do not have to pay any interest or principle while in school</li> <li>You must begin payment six to nine months after you drop your enrollment to less than six credit hours.</li> <li>The current interest rate is five percent.</li> <li>You must repay Chemeketa.</li> <li>You must complete entrance counseling online before funds are disbursed.</li> <li>Interest is paid by the federal government while you are enrolled in an approved program.</li> <li>You must attend an entrance and exit interview.</li> <li>Contact the Financial Aid Office for information on repayment and deferments.</li> <li>First time borrowers must attend class for 30 days before the first check is issued.</li> </ul>
<b>Federal Subsidized Stafford Loan</b> (funded by commercial lenders with state or other agency guarantee and interest subsidy from the federal government)	<ul style="list-style-type: none"> <li>School has the right to deny loan certification and/or limit amount borrowed.</li> </ul>	<ul style="list-style-type: none"> <li>You may borrow up to \$2,625 to complete the first year of a program of undergraduate education.</li> <li>After completing your first year of undergraduate education, you may borrow up to \$3,500 to complete the remainder of a program of undergraduate study.</li> </ul>	<ul style="list-style-type: none"> <li>Pick up the separate Stafford information packet at the Financial Aid Office.</li> <li>Required fees will be deducted from your check.</li> <li>You must begin payment six months after you drop your enrollment to less than six credit hours.</li> <li>You may defer payment if you continue half-time or full-time study. Contact the Financial Aid Office for other possible deferments.</li> <li>You must attend an entrance and an exit interview.</li> <li>The variable interest rate is capped at 8.25 percent.</li> <li>The federal government pays the interest while you are enrolled in an approved program.</li> <li>First-time borrowers must attend class for 30 days before the first check is issued.</li> </ul>
<b>Federal Unsubsidized Stafford Loan</b> (Provides for insured loans for borrowers who do not qualify for federally subsidized Stafford Loans. Terms and conditions for subsidized Stafford Loans apply to unsubsidized Stafford Loans.)	<ul style="list-style-type: none"> <li>School has the right to deny loan certification and/or limit amount borrowed.</li> </ul>	<ul style="list-style-type: none"> <li>You may borrow the cost of attendance minus the amount of estimated financial assistance, up to annual loan limits.</li> <li>Students who show need for only part of the annual subsidized Stafford Loan limit may borrow the remainder through unsubsidized loans.</li> </ul>	<ul style="list-style-type: none"> <li>Repayment of principal begins six months after the month in which you cease to be enrolled at least half-time.</li> <li>Interest during in-school, grace and deferment periods may be paid monthly or quarterly, or may be added to the principal amount of the loan not more frequently than quarterly by the lender.</li> </ul>
<b>Federal "PLUS" program</b> (funded by commercial lenders with state or other agency guarantee)	<ul style="list-style-type: none"> <li>Some lenders will not loan money for students who are not enrolled full-time.</li> <li>Lenders will perform credit checks and may deny loan certification based on adverse credit.</li> </ul>	<ul style="list-style-type: none"> <li>Parents may borrow up to the cost of attendance minus the amount of estimated financial assistance.</li> </ul>	<ul style="list-style-type: none"> <li>Only mothers, fathers, adoptive parents or legal guardians may borrow for dependents.</li> <li>Pick up the PLUS information packet at the Financial Aid Office.</li> <li>Take the completed loan application to a lending agency such as a bank or savings and loan association.</li> <li>Pay the required fees.</li> <li>Variable interest rate may not exceed 9 percent.</li> <li>Lenders loan their own funds</li> <li>Payment begins 60 days after the date funds are disbursed.</li> </ul>

## Veterans' services

503-399-5004

[veterans@chemeketa.edu](mailto:veterans@chemeketa.edu)

The Veteran Services Office in Building 2 provides information and assistance to veterans and eligible dependents to apply for and use all types of veteran educational benefits.

Chemeketa processes a veteran's application for certification as well as the necessary supporting documents according to VA regulations. We forward certification information to the VA regional office. This initiates the application process for VA educational benefits. You must submit an Admission Application to the Enrollment Center in Building 2.

If you have attended other colleges, VA requires all previous credit to be evaluated and reported. Please arrange to have transcripts of your credits sent to the Enrollment Services Office and request an evaluation.

Policy of satisfactory progress: In accordance with a Veterans Administration directive, if you receive veterans' educational benefits, you must comply with the following regulations:

- Earn a minimum grade point average (GPA) of 2.00. GPA is based on A=4, B=3, C=2, D=1, F=0 each term.
- Make any changes which affect your certification status by the end of the fourth week of a term.
- Complete all certified credit hours in which you are enrolled. Non punitive grades are reported to the VA and could reduce benefits.

Any term your GPA falls below 2.00 or you do not satisfactorily complete the required hours listed above, the veterans' specialist will advise you that you are on probation. If you do not maintain the GPA or credit hour requirements for two consecutive terms, a notice of unsatisfactory progress will be forwarded to the VA regional office.

Once you are placed on unsatisfactory progress, you must enroll in, and complete, one term before the Veterans' Office will submit your records to the VA for recertification. During this term, you must maintain the same credit-hour level as you did when you were certified. You must earn a minimum 2.00 GPA for the term.

## Financial aid

503-399-5018

[finaid@chemeketa.edu](mailto:finaid@chemeketa.edu)

At Chemeketa, we believe that you, as a student, along with your family, are responsible for paying for your education. However, if you do not have enough money to attend Chemeketa, please contact our Financial Aid Office in Building 2 on the Salem Campus. We are ready to help you apply for grants, loans and part-time jobs.

### Are you eligible?

To qualify for financial aid, you must:

- Be at least 18 years of age or have a U.S. high school diploma or a General Educational Development (GED) high school equivalency certificate, or have the ability to benefit from a college education.
- Be a United States citizen or able to provide I-94 or other documents showing you are an eligible non-citizen.
- Be registered with Selective Service if you are a male born after December 31, 1959. (If you are now on active duty in the United States Armed Forces—not the reserves—you do not have to be registered.)
- Show need for financial help.
- Enroll in a degree program or a certificate program at Chemeketa.
- Enroll in six or more credit hours at Chemeketa with these restrictions:
  - 1) If you wish to receive aid as a full-time student, you must register for 12 or more credit hours.
  - 2) You may not include audited, non-credit or challenge courses in these totals.
  - 3) You may not count a repeated course. An exception may be made if an instructor recommends, in writing, that you repeat a course in which you earned lower than a C grade.
  - 4) You may count up to 45 credit hours of developmental courses which were recommended by your advisor.
- If you do not have a U.S. high school diploma or GED, and are age 18 or older, you must score at or above 35 in the reading and writing sections and at or above 33 in the numerical skills section of the college's placement

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## Questions? Call for information.

### Salem Campus Welcome Center

503-399-5120

[advising@chemeketa.edu](mailto:advising@chemeketa.edu)

Chemeketa's Welcome Center is located in Counseling and Career Services on the first floor of Building 2 on the Salem Campus. Staff can answer your questions about room locations, activities, workshops, meetings, and instructional staff office locations. The Welcome Center also distributes class schedules and catalogs.

### Other Locations:

- **Dallas Area**  
503-623-5567 or 503-399-5206
- **McMinnville Area**  
1-503-472-9482 or 503-399-5219
- **Salem Keizer Area**  
503-399-5135
- **Santiam Area**  
503-769-7738 or 503-399-5215
- **Woodburn Area**  
1-503-981-8820 or 503-399-5207
- **Training and Economic Development (TED) Center**  
503-399-5181

test. If you score below 35 or 33, you may not be eligible for financial aid. However, you may be eligible to retake the placement test. Contact the Counseling and Career Services.

### **What kinds of financial aid are available?**

There are three kinds of financial aid available for students enrolled at Chemeketa:

- Grants and scholarships which you do not repay.
- Loans which you must repay.
- Part-time jobs.

For detailed information, read the chart on pages 12 and 13.

### **How to apply**

Follow these steps to apply for financial aid:

- You may apply for financial aid online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) after applying and receiving a PIN number. Chemeketa's federal school code is 003218.
- Pick up (or ask us to mail you) a Free Application for Federal Student Aid (FAFSA) at the Financial Aid Office on the Salem Campus or at the college's Dallas Center or McMinnville, Santiam, or Woodburn campuses.
- Fill out and mail your FAFSA, following directions on the form. Be sure to list Chemeketa as the college you are or will be attending. Chemeketa's college code is 003218.
- Take Chemeketa's placement test. Contact Counseling and Career Services on the Salem Campus or Chemeketa's Dallas Center or McMinnville, Santiam, or Woodburn campuses for details.
- Apply for admission to Chemeketa.

After your Financial Aid Form has been processed, we will send you the forms you need to complete your file.

### **When to apply**

We suggest strongly that you apply for financial aid at least three months before you plan to enroll at Chemeketa. Applications are processed in the order we receive them. Since many students start fall term, it may take longer to process your application during the summer. File your Financial Aid Form by April 8 if you plan to begin fall term.

It takes at least eight to 10 weeks from the time you file your FAFSA before money can be available to you. If you apply near the beginning of a term, you will need to be prepared to begin paying for tuition, fees, and books with your own money while your financial aid file is being processed.

Recommended application dates are posted in the Financial Aid Office and included with your FAFSA. If you apply after these dates, you may be eligible only for a Pell Grant and a Stafford Student Loan for the following term.

We accept financial aid applications throughout the academic year, which begins with fall term. If you do not apply before you start school and later find you need help, you may apply at any time. However, some financial aid programs have limited funds available. If you apply after these funds have been used up, the types and amounts of financial aid you can receive will be limited.



You must apply again for financial aid each school year. The forms for the next academic year are available in the Financial Aid Office each January.

### **How students are selected**

Federal Pell Grant and Federal Stafford Loan funds are available throughout the year for qualified students who complete the required processes and enroll for the required credit hours.

The Oregon Opportunity Grant is awarded to qualifying full-time students on an application-date basis determined by the state. Students eligible for the Federal Perkins Student Loan, Federal Supplemental Educational Opportunity Grant, and Federal Work-Study are awarded these funds on the basis of the date of completion of the student's file. Since these funds are limited, the earliest dates are given the highest priority. Not all eligible students will receive these funds.

The amount of the student's award will be determined each year by the Federal Pell Grant and State Need Grant programs and by Chemeketa for the campus-based programs.

Most funds are disbursed at the beginning of each term. College Work-Study funds are paid on the last business day of the month.

## How to stay eligible

To continue to receive financial aid, Chemeketa requires you to register for, complete, and maintain a 2.00 cumulative grade point average (GPA) for the following number of credit hours:

- Full-time students: 12 credit hours.
- Three-quarter-time students: nine to 11 credit hours.
- Half-time students: six to eight credit hours.
- Less than half-time students; complete all credits.

These requirements apply to each term you are on financial aid as well as all terms in attendance at Chemeketa.

## Academic progress

If you do not meet the minimum term and cumulative credit-hours and 2.00 GPA requirements, the Financial Aid Office reviews your progress and may either stop your aid or place you on warning and allow you one more term to meet the requirements. If, at the end of two terms, you still do not meet the requirements, your aid stops. To regain aid eligibility, students who are denied must file an appeal. If reinstated, you may be placed on warning.

Your aid stops if you completely withdraw, officially or unofficially, from Chemeketa. You may be required to repay all, or a portion of, financial aid received.

## How long are you eligible?

In general, you may receive financial aid at Chemeketa for 108 credit hours applied to an associate's degree or 54 credits applied to a certificate. All credits taken at Chemeketa and all transfer credits are included in this limit.

## Refunds

During the first two weeks of each term, the college policy for tuition refunds applies to all students. (See page 10 for details.) Refunds are credited to the financial aid programs in the following sequence: 1) unsubsidized Stafford Loan, 2) subsidized Stafford Loan, 3) Perkins Loan, 4) "PLUS" Loan, 5) Pell Grant, 6) Supplemental Educational Opportunity Grant, 7) other Title IV aid and 8) student.

## Repayments

When a student who has received financial aid completely withdraws, officially or unofficially, the Financial Aid Office will determine whether the student was entitled to all of the financial aid received. If not, the Financial Aid Office will determine what portion of the financial aid the student owes, and will notify the student. Repayments are based on the official withdrawal date. Students owing a repayment are not eligible for further financial aid funds and cannot receive any services from the college until the repayment is made. All financial aid students will receive a copy of this repayment policy. Repayments are credited to the financial aid programs in the following sequence: 1) Pell Grant, and 2) Supplemental Educational Opportunity Grant. Students have 30 days from the date of the bill to repay the funds. Students who do not repay in full will have their debts turned over to the U.S. Department of Education for collection.

## Appeals

You may appeal any Satisfactory Academic Progress action taken by the Financial Aid Office. Appeal forms are available in the Financial Aid Office.

## Help is here

The Financial Aid Office will give you information on applying for aid, your rights and responsibilities in receiving aid, loan repayment schedules, general conditions of employment, and methods used to determine or re-establish your eligibility. The Financial Aid Office will also help you with your concerns about funds and budgeting.

# Academic Information

## Student records and transcripts

503-399-5001

[registrar@chemeketa.edu](mailto:registrar@chemeketa.edu)

Student academic records are maintained in the Registrar's Office for 10 years. These records may include transfer credit evaluations, correspondence, curriculum substitutions, and degree evaluation toward graduation.

Transcripts of Chemeketa credit courses are kept permanently. You may obtain an official transcript from the Enrollment Center in Building 2, Room 200 by submitting a written request with the appropriate fee. Access My Chemeketa at <http://my.chemeketa.edu> for an unofficial transcript. If you have financial obligations to the college, we may deny issuing your transcript until the Enrollment Center clears your obligation.

We recommend you keep the Enrollment Center informed of any change of address while you are a student at Chemeketa.

OAR 589-004-0400 authorizes Chemeketa Community College to ask you to provide your social security number. The number will be used by the college for reporting, research and record keeping. Your number will also be provided by the college to the Oregon Community College Unified Reporting System (OCCURS), which is a group made up of all community colleges in Oregon, the State Department of Community Colleges and Workforce Development, and the Oregon Community College Assoc. 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 the following 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 continue with their education and 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.
- 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.
- The American College Testing Service, if you take the Asset placement test, for educational research purposes.

State and federal law protects the privacy of your records. Your number will be used only for the purposes listed above.

## Student records policy

503-399-5001

registrar@chemeketa.edu

Chemeketa has established policies and practices to safeguard the privacy of your student records—both paper-based and electronic. Under the Family Educational Rights and Privacy Act (FERPA), the college may release basic, limited information (called “directory information”) to anyone who inquires; however you may request that the college release no information about you by completing a special form, available through the Enrollment Center in Building 2 on the Salem Campus.

## Family Educational Rights and Privacy Act (FERPA)

This federal statute outlines the rights of students and the responsibilities of educational institutions in the maintenance and security of student records. In general, FERPA affords Chemeketa students the following rights:

- The right to obtain a copy of Chemeketa’s current student records policy
- The right to inspect and review your own educational records
- The right to seek to amend your own educational records
- The right to have some control over the disclosure of information from your own educational records (by authorizing or denying access in writing)
- The right to file complaints of alleged failures to comply with the requirements of FERPA (with the U.S. Department of Education)

## Solomon Amendment Disclosure

The Solomon Amendment requires by law that the college release to U.S. military recruiters the following student information: name, address, telephone numbers, date of birth, educational level, academic major, and degrees awarded. Completing the special form mentioned under “Student records policy” (above) will cause Chemeketa to withhold your information from military recruiters.

## Grading system

The responsibility for evaluating student performance and for assigning grades rests with the instructor.

The responsibility for demonstrating competency within the framework of a course’s outcomes and criteria rests with the student.

Students have the right to know how and on what basis their performance is being evaluated.

Final grades are issued at the end of each quarter. Letter grades are assigned points according to the following system:

### Grade/Points

- A/4 Excellent.** An indication that the student has met the stated outcomes and course criteria at the highest level, demonstrating mastery of required knowledge and skills.
- B/3 Very Capable.** An indication that the student has met the stated outcomes and course criteria at a high level, demonstrating mastery of most required knowledge and skills.
- C/2 Competent.** An indication that the student has met the stated outcomes and course criteria with sufficient mastery of enough of the required knowledge and skills to be capable of success in other courses that require this course as a prerequisite.
- D/1 Limited success.** An indication that the student has only minimally met the stated outcomes and criteria of the course but may not have sufficient mastery of enough of the required knowledge and skills to be capable of success in other courses that require this course as a prerequisite.
- F/0 Failure.** An indication that the student has not adequately met the stated outcomes and criteria of the course.
- I/0 Incomplete.** An indication that the quality of work is satisfactory, but some essential requirement of the course has not been completed, and additional time is granted for completion of coursework. An “I” does not entitle a student to satisfy a prerequisite requirement for another course.
- N/0 No Grade Assigned.** The “N” grade is used when student participation in the course is minimal and does not warrant a grade. It may be used when the student’s name is still on the final grade report and no other grade is possible. An “N” grade may not be assigned as a withdrawal or substitute for a failing grade.
- P/0 Pass. Acceptable Performance.** A grade of “P” represents satisfactory achievement which would have been graded “C” or better on the regular grading scale, but is given instead of a letter grade. A maximum of 8 “P” credits are allowed toward a one-year certificate. A maximum of 16 “P” credits are allowed toward an associate’s degree.
- NP/0 No Pass. Unacceptable Performance.** Does not satisfy requirements for entry into courses where prerequisites are specified.

**PL/O Pass.** This grade is used to indicate satisfactory achievement of course outcomes and criteria for Credit for Prior Learning and Credit for Professional Certification.

The student's grade point average is computed by dividing the total credit hours (except I, N, P, NP, and PL) into the total points earned.

The following marks may appear on a student's transcript and are assigned by Enrollment Services:

### Mark Meaning

- X Audit.** This mark is used when a student participates in the class but does not wish to receive a grade or credit for the course.
- R Course Repeated.** The "R" mark is used upon student request when a course taken at Chemeketa has been repeated and the student receives a higher grade in the repeated course. If a course is repeated more than once, only the original grade can be changed to an "R". This mark cannot be used to change "N" or "I" grades.
- M Missing Grade.** This mark appears when an instructor neglects to enter a grade for the course. Students receiving an "M" should contact the instructor as soon as possible so that a grade change form can be submitted to Enrollment Services to correct the omitted grade.

### Incomplete

You may remove an "Incomplete" from your record by completing course requirements. Your instructor will provide you with a Notice of Incomplete Status in a Course Form, which states what you must do and sets a date for you to complete the assignments. The deadline may be any time up to one year from the end of the term in which you received the "Incomplete" grade. When you have met the requirements, your instructor will change the "Incomplete" to a new grade and inform the Registrar. The Registrar's Office will officially notify you of the change.

### Pass/No pass

A pass (P) grade indicates satisfactory completion of the course (equivalent to a C or better). A no pass (NP) grade means the course was not satisfactorily completed and no credit was granted. Some courses offer the option to choose between P/NP and a letter grade and some courses may be taken for a letter grade

only. A pass grade satisfies the prerequisite of C or better required for entry into some courses. Each student is limited to receiving no more than 16 P/NP credits for an associate's degree, and 8 P/NP for the Oregon Transfer Module or a Certificate. Transfer students should be aware that four-year institutions limit the number of P/NP credits that may be applied to a degree. If you'd like to be graded P/NP, and the course qualifies, you must complete the P/NP Request Form, obtain your instructor's approval by way of his/her signature and submit the request form to the Enrollment Center by the end of the fourth week of the term. P/NP grades cannot be changed back to a standard letter grade.

## Repeating a course

503-399-5001

[registrar@chemeketa.edu](mailto:registrar@chemeketa.edu)

We suggest you confer with your academic advisor before you repeat a course. If you do repeat a course and receive a higher grade, and want your original grade changed in your record, pick up and turn in a Student Grade Repeat Request from the Enrollment Center in Building 2, Room 200 to change your grade to an R (Repeated). Please note that both the original course and the repeated course must have been taken at a Chemeketa Community College campus to request the original grade be changed to an R. If you repeat a course more than once, only your original grade can be changed to an R. If you repeat a course and receive a lower grade, both grades will remain on the transcript. If the original grade is an N or I, it may not be changed no matter how many times you repeat the course. The registrar does not include an R in computing your grade point average and does not count courses with an R grade in determining the total number of credit hours you have earned.

If you are receiving veterans' educational benefits, you should be aware that this could create an overpayment for the term for which you requested an R. Contact the veterans' clerk in Building 2, Room 200 before making such a request.

## Auditing courses

503-399-5001

[registrar@chemeketa.edu](mailto:registrar@chemeketa.edu)

If you enroll in credit courses but do not wish to receive grades or credits, you may register as an auditor. See Auditing courses under Money Matters on page 10.

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## Students check list

### 1. If you are a new student, have you:

- taken mathematics, reading and writing placement tests? Contact Counseling and Career Services, Salem Campus, Building 2, 503-399-5120.
- submitted an Admission Application? Contact the Enrollment Center, Salem Campus, Building 2, Room 200, 503-399-5006.
- checked to find out if there are special requirements for the program you want to enter? Contact the Admissions Office, Salem Campus, Building 2, 503-399-5006.

### 2. Do you know the costs of:

- tuition and fees?
  - special tools, equipment, uniforms, etc. required by your program?
- These costs are listed in this catalog in the description of your professional-technical program.*

### 3. Have you arranged for:

- transportation?
- child care?

### 4. Have you asked about financial aid?

Contact the Financial Aid Office, Salem Campus, Building 2, 503-399-5018, or Chemeketa's Dallas Center or McMinnville, Santiam or Woodburn campuses.

### 5. Have you checked on your eligibility for Veterans Administration educational benefits?

Contact the Veterans Office, Salem Campus, Building 2, Room 200, 503-399-5004.

### 6. Have you read the term Schedule of Classes for registration information and class listings?

A copy of the schedule should be delivered to you by mail before each term begins if you live in the college district. Schedules are also available online at [www.chemeketa.edu](http://www.chemeketa.edu), at Counseling and Career Services, Salem Campus, Building 2, at the Chemeketa campus in your community, or by calling 503-399-5006.



e-mail notification of their honor and may choose to download documents which commemorate their achievement. Academic recognition lists are also provided to newspapers in Chemeketa's district.

## Academic progress/review program

503-399-5076

Chemeketa wants to help students reach their academic goals. To accomplish this, the college has initiated an Academic Progress/Review Program which provides for intervention with students at certain points throughout their enrollment at Chemeketa. These intervention points are determined by either grade point average and/or course completion rate. Listed below are the criteria used for determining intervention by the Academic Progress/Review Program:

### Transfer credit and prior learning

Transfer credit and prior learning accepted by Chemeketa Community College is transcribed under the heading Transfer Credit and Other Chemeketa Credit on your official transcript. The number of hours accepted from other institutions is recorded, however, the grades are not included in the GPA.

PL	Prior Learning.....	0.0
T	Transfer C or better.....	0.0
TD	Transfer D.....	0.0

### Continuing Education classes

A continuing education unit (CEU) course is one that provides general or technical information which is applicable to the professional or technical field and will be of value wherever the individual is employed. CEUs are not equivalent to credit hours and therefore cannot be used toward Chemeketa certificates or degrees. Some programs offering CEU classes offer CEU certificates. One CEU is awarded for each 10 hours or their equivalent. Chemeketa transcript records are available for CEU hours.

Tuition for CEU courses is charged regardless of the number of credit hours for which the student enrolls. CEU classes do not meet the federal requirements for financial aid or veterans' benefits.

P	Pass.....	0.0
U	Unsatisfactory.....	0.0
N	No Grade.....	0.0
I	Incomplete.....	0.0

## Academic recognition

[recognition@chemeketa.edu](mailto:recognition@chemeketa.edu)

Chemeketa recognizes outstanding academic performance by placing students on one of three lists. **Honor Roll** recognizes students who earn a term grade point average between 3.00 and 3.49 while completing six or more credit hours. **The Dean's List** recognizes students who earn a term grade point average between 3.50 and 3.99 while completing twelve or more credit hours. **The President's List** recognizes students who earn a perfect 4.00 grade point average while completing twelve or more credit hours. Students who qualify for academic recognition receive

### Academic warning status

- A first term student taking six or more credit hours who falls below a 2.00 GPA, or
- A continuing student who falls below a 2.00 cumulative GPA with more than 36 credit hours of coursework.

### Academic probation status

- A student who is below a 2.00 GPA for a second consecutive term, or
- A student who falls below a 2.00 cumulative GPA, with 36 credit hours or more, for a second consecutive term.

### Academic suspension status

- A student who was, during the preceding enrolled term, on academic probation and during the current term earns below a 2.00 GPA. The student will be suspended from further enrollment at Chemeketa until reinstated. The student may appeal the suspension through the Dean of Students.

### Academic reinstatement

- Once suspended, a student will not be allowed to register for credit classes for a period of one academic year. After the one-year period, a student may file an appeal with the Academic Review Committee for reinstatement.

## Course prerequisites

Prerequisites are specified in the course descriptions. These are conditions you must meet before enrolling in a course. It is your responsibility as a student to fulfill the prerequisite.

Some prerequisites indicate that you must complete certain preparatory courses or must have the consent of the course instructor. To gain consent, meet with the instructor before you register. Consent is based upon the instructor's assessment of your readiness to enroll in the course.



## **Withdrawal from college**

**503-399-5001**

**registrar@chemeketa.edu**

If you decide to withdraw from Chemeketa, you may do so using the touch-tone or Web registration systems or you may obtain a Student Schedule Change (add-drop) Form from the Enrollment Center, Counseling and Career Services, or Chemeketa's Dallas Center or McMinnville, Santiam, or Woodburn campuses. Submit the completed form to the Enrollment Center or one of our outreach campuses as soon as possible. The last day to withdraw from classes without responsibility for grades is listed in the Academic Calendar on page 2. If you leave Chemeketa without following the withdrawal procedures mentioned above, you are responsible for the final grades you receive; they will appear on your transcript of Chemeketa credits.

If you withdraw using the touch-tone or Web registration systems or a Student Change Form within the first two weeks of the term, you will receive a refund of the tuition and fees you paid. (Some exceptions apply for night and late-starting classes.) Amounts owed to any department of the college will be deducted from your refund. There may also be a nominal deduction from the refund for processing the withdrawal. No refunds less than \$5 are made, unless requested. The college cannot refund the cost of student insurance or the International Student Service fee.

If you paid tuition with funds issued through Chemeketa's Financial Aid Office, your refund will be credited to your financial aid account. Any debts you owe the college will be deducted from those credits.

## **Credit by Advanced Placement examination**

**503-399-5120**

**testing@chemeketa.edu**

If you enrolled in an Advanced Placement course in high school and earned an acceptable score on the Advanced Placement Test, you may receive credit from Chemeketa for the course. Inquire at Counseling and Career Services about what courses and scores are accepted at Chemeketa.

## **Credit by College Level Examination Program (CLEP)**

**503-399-6556**

**testing@chemeketa.edu**

You may earn credit for some college courses through the College Level Examination Program (CLEP). Inquire at Counseling and Career Services to determine which examinations and scores Chemeketa accepts. If you wish to take a CLEP examination, schedule a testing time through testing services in Counseling and Career Services.

## **Credit by challenge examination**

**503-399-6556**

**testing@chemeketa.edu**

Another way to earn credit for some courses is to demonstrate your college-level ability by successfully passing challenge examinations, which are available for a limited number of courses. These examinations are prepared by the college department directly responsible for the instruction of the courses. There is a non-refundable fee of \$25 for each exam. If the student successfully completes the examination(s), the student must pay tuition

and fees for the course(s) before the grade(s) are recorded on the student's transcripts.

Contact Counseling and Career Services for more information about earning college credits by challenge examinations.

## Credit for prior learning

### 503-399-5120

In certain professional-technical programs, Chemeketa may award you up to 24 credit hours for documented knowledge and skills that apply to the program in which you enroll. These may be skills you acquired through working, on-the-job training, volunteer service, non-credit courses or workshops, individual study, homemaking and travel. (There is a fee for each course assessed.)

To learn how to gain such credits, enroll in CPL120 Prior Learning Resume, a three-credit-hour course.

## Credit for professional certification

### 503-399-5120

In specific professional-technical programs, Chemeketa may award credit for certified professional career training. Students enrolling in such programs, for example, as Criminal Justice, Emergency Medical Technology – Paramedic; Early Childhood Education, Fire Science and Apprenticeship may be eligible for a waiver of some basic preparation courses if defined criteria are met.

For more information, contact a program advisor or Counseling and Career Services.

## Independent study

### 503-399-5120

You may receive credit for an independent study of topics not included in the college's curriculum. If you are ready to learn on your own and are interested in studying a topic, contact your academic advisor or an instructor who teaches that subject. With that person, you can explore the possibility of an independent study project.

For more information, contact your academic advisor or Counseling and Career Services.

## Distance education

### 503-399-7873

You can earn an Associate of Arts degree or an Associate of General Studies degree, Associate of Science/Oregon Transfer Degree in Business, and Associate of Applied Science degrees in Fire Suppression and Fire Prevention (except for the chemistry and physical science requirements) and Hospitality and Tourism Management through a combination of distance education courses. You can also earn a Business Software Certificate or a Computer Assisted Drafting (CAD) certificate. Students may be required to attend some class meetings on the Salem Campus.

Listings, registration procedures, and information about distance education courses are available on the college Web site [www.chemeketa.edu/exploring/studies/distance.html](http://www.chemeketa.edu/exploring/studies/distance.html) or [online.chemeketa.edu](http://online.chemeketa.edu) and are published each term in the *Schedule of Classes*.

**Telecourses** allow you to earn college credits at home. Assignments are based on televised lectures. You may view the broadcasts on your own television on local cable stations or watch videotapes of these classes at the Salem Public Library, the Salem Campus Library, the Grand Ronde Education Center, Oregon Coast Community College in Newport, or at Chemeketa's McMinnville, Santiam, or Woodburn campuses. Videos for courses are available by rental and Video on Demand. Chemeketa charges a fee of \$35 per telecourse in addition to college tuition and fees. Telecourses may require online access.

**Chemeketa television (CTV)** broadcasts live Salem Campus classes to the McMinnville, Santiam, and Woodburn campuses, and to the Grand Ronde Education Center. One-way video and two-way audio communication allows students at the campuses to participate in the classes.

**Online courses** allow you to take classes at your convenience. Students are required to provide their own computer, hardware, software, a major web browser and an account with an Internet Service provider. Chemeketa charges a fee of \$50 per course in addition to college tuition and fees. Contact Chemeketa Online at 503-399-7873 or e-mail [online@chemeketa.edu](mailto:online@chemeketa.edu).

**CTV cable classes** can be taken in your home as they are being taught simultaneously on campus. Use your telephone to interact

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## Definitions

**Class** - See course.

**Course** - A course is a subject or an instructional subdivision of a subject, usually offered during a single term.

**Credit Hour** - The number of credit hours granted for each course varies. In general, a student earns one credit for a lecture class that meets one hour per week per term, or three credits for a lecture class that meets three hours per week.

Courses with labs and some other courses may vary from this pattern.

The Course Description section of this catalog lists the value of each course in credit hours.

**Curriculum** - An organized program of study arranged to provide integrated cultural or professional education leading to a certificate or degree.

**Elective** - A required, non-specific course.

**Sequence** - Closely related courses extending through three terms.

**Term** - Approximately one quarter of the academic year. Fall, winter and spring terms range in length from 11 to 12 weeks. Summer term runs for eight weeks.



# Student Development Services

## Tutoring services

503-399-5190

[tutor@chemeketa.edu](mailto:tutor@chemeketa.edu)

Tutoring is available in most subject areas to all registered Chemeketa students taking credit classes. Visit the Tutoring Center upstairs in Building 2, on the Salem Campus. Tutoring is also available online via e-mail or WebBoard at our Web site: [programs.chemeketa.edu/tutoring](http://programs.chemeketa.edu/tutoring). A current student ID card is required to use these services. Only limited tutoring is available the first week of the term and during finals week.

## Literacy Volunteer program

503-399-2557

Volunteers offer basic-skills and English as a Second Language tutoring on a one-to-one basis in Salem and throughout the Chemeketa district. Contact the literacy volunteer program coordinator in Building 17.

## Reading and Study Skills program

503-399-5162

To improve the academic skills students need for success in college, the Reading and Study Skills Program offers individualized, lecture and online classes. A Reading and Study Skills faculty member is available to consult with students and instructors on course-specific learning strategies including taking tests, controlling test anxiety and managing time. For more information on these classes and services, contact the Study Skills Center in Building 2, Room 212 on the Salem Campus or look under the Academics heading on the Chemeketa Web site.

## English as a Second Language (ESL)

503-399-6298

The mission of the ESL/ENL Program at Chemeketa Community College is to provide high-quality, rigorous instruction to adults who need to gain or improve their English proficiency to attain their goals of employment, advancement in employment, or transition to post-secondary education or training. Instruction in the Chemeketa ESL program is in English and is provided by qualified professionals using variety of language teaching techniques. The program collaborates with community partners throughout the Chemeketa Community College district to provide language services for limited English speakers.

Services on the Salem Campus include:

**Counseling and Career Services**—Building 2, 503-399-5120, for admission and career-planning assistance.

**English as a Second Language program**—Building 22, 503-399-6298.

**Literacy Volunteer Program**—Building 16, 503-399-2557.

with the class and instructor. Classes can always be recorded to watch later at your own convenience.

**Online Telecourses** See information listed above for telecourses. Students are required to provide their own computer, hardware, software, a major web browser and an account with an Internet Service provider. Chemeketa charges a fee of \$50 per course in addition to college tuition and fees.

## Student-instructor conferences

You may confer with your instructors regarding class assignments and methods of study. Office hours are posted in each faculty office area.

## Study abroad

503-399-6145

Chemeketa Community College provides opportunities to study abroad while earning CCC transfer credits. Courses are taught by CCC and other Oregon faculty. For specific offerings, consult the CCC schedule of classes.

Current programs include:

- Fall Quarter in Florence, Italy – Students experience Italian life and culture while living and studying in Florence, the heart of Tuscany. The program offers an unparalleled opportunity for students of art, history and literature to explore museums, churches and culture.
- Spring Quarter in London – Students experience British life and culture by living and studying in the heart of central London. Students bring a more global perspective to the home campus after experiencing the London study program.

For questions about Study Abroad, contact Maureen McGlynn, 503-399-6145.

Counseling, tutoring, and English as a Second Language classes are also available at Chemeketa's Dallas Center or McMinnville, Santiam and Woodburn campuses.

## **Chemeketa Language and Culture Institute**

**503-315-4290**

The Language Institute provides English instruction to meet the needs of international students planning to enter American colleges and universities. It also serves students who want to experience American culture and improve their English for personal or professional reasons. The Institute offers six levels of instruction from beginning through advanced. Advanced classes may be taken for college credit.

## **Adult Basic Education, General Educational Development (GED) and High School Completion**

For students who have not completed high school, Chemeketa offers Adult Basic Education, General Educational Development (GED) and High School Diploma classes. See page 37 for more information.

## **Single parent – displaced homemaker**

### **Life Skills for Transitions Program**

**503-399-5120**

The Life Skills for Transitions Program is part of a statewide network of Transitions Programs sponsored by 14 community colleges in Oregon. The Chemeketa program offers a three-credit course for single parents and displaced homemakers who desire assistance in over-coming personal barriers to education and employment. The course is provided tuition-free to qualifying adults. Support services such as child care and transportation costs are available to low-income students to enable them to participate in the program. See also page 165 (HD221, Life Skills Seminar 2).

## **Services for Students with Disabilities**

**503-399-5192 voice/TTY**  
**disability@chemeketa.edu**

The office of Services for Students with Disabilities (SSD) in Building 2 on the Salem Campus has information about services and accommodations for students with disabilities.

Chemeketa's major buildings on the Salem Campus and at the Dallas Center or McMinnville, Santiam and Woodburn campuses are designed to provide access for students with physical disabilities. Parking spaces are reserved for persons with DMV disability parking placards.

If you have a documented disability, including learning, psychiatric, sensory, orthopedic or otherwise, please know that support services are available for you. The SSD office is available to help you assess your needs, coordinate access to facilities and

processes, and plan academic adjustments that will make classes accessible.

If you need disability related accommodations for classes or college events, contact the SSD office at least two weeks in advance.

The TRIO Disabilities Student Support Services Program (DSSS) provides additional support in individual tutoring, scholarships, mentoring and books/equipment loans, etc. for students with disabilities who qualify. Contact 503-399-5192 for information.

## **Services for students who are Deaf or hard of hearing**

**503-399-5122 voice or 503-399-5049 TTY**

Chemeketa offers services and provides accommodations if you are Deaf or hard of hearing. These include counseling, interpreting, and FM loop systems.

## **TRIO projects**

**503-315-4293**

Chemeketa currently operates four Trio programs. Each program is designed to provide support for low-income, first-generation students wanting to pursue higher education.

Student Support Services offers academic support, advising, transfer information and college visits to students planning to transfer to a four-year college or university. Students may earn six college credits through program sponsored classes and are eligible to borrow textbooks at no cost. Talent Search provides students in sixth through twelfth grade an opportunity to explore the benefits of a college education. Chemeketa students can participate in the program by being a mentor for a student in the program. Mentors develop goals and plan for their academic future. Upward Bound is a college preparatory program for high school students. The program provides services year-round such as tutoring, after-school activities and Saturday workshops. During the summer, the program provides a six-week academy where students earn high school credits. See Services for Students with Disabilities for Disabled Student Support Service Program (DSSS).

## **Migrant Education programs**

Chemeketa currently operates two migrant education programs to help migrant and seasonal farm workers and their children attend classes. These programs are funded by the U.S. Department of Education.

**College Assistance Migrant Program (CAMP)** based in Salem offers first-year scholarships and academic and personal support for students planning to transfer to a four-year college or university. For information about CAMP call 503-589-7778.

**High School Equivalency Program (HEP)**, located on the main campus in Salem, Building 16, assists students each year to complete instruction and take the General Educational Development (GED) test. HEP offers classes in the afternoon and evenings and provides funds for transportation and child care. For information about HEP, call 503-589-7725.

## Writing Center

503-399-7179

[cwc@chemeketa.edu](mailto:cwc@chemeketa.edu)

<http://programs.chemeketa.edu/writingcenter>

If you need writing assistance, help is available in the college Writing Center where you may consult with writing instructors or use the computers. Watch the quarterly Schedule of Classes for a listing of classes offered by the center. For more information or to make an appointment, call or stop by the Writing Center in Building 35, Room 101.

## Student Services

### Alcohol and drug support groups

503-399-5116

[stlife@chemeketa.edu](mailto:stlife@chemeketa.edu)

Support groups for substance dependency are coordinated through the Alcohol and Other Drugs Committee and staffed by volunteers. Times and locations of meetings vary each term. Contact the Student Life Office for more information.

### Book Exchange

503-399-5117

The Book Exchange is a non-profit service, run by Student Life, which provides an opportunity for Chemeketa students to buy or sell books at a reduced cost. The books sold in the exchange must be books currently in use at the college.

Student Life receives books during finals week of fall term and winter term and sells books during the first week of winter term and spring term. The Book Exchange is held in Building, 2, Rm. 174G, Student Center. For more information, contact the Student Life Office.

### Bookstore

503-399-5131

<http://bookstore.chemeketa.edu>

You may purchase books and supplies at the college Bookstore in Building 1 on the Salem Campus. Textbooks also are available on our website, [bookstore.chemeketa.edu](http://bookstore.chemeketa.edu).

**Refunds**—You may receive full refunds for books the first two weeks of each term for which they were purchased. All books must be returned in their original condition. You must have the sales receipt for the books and personal identification to receive a refund.

**Book buy-back**—Each term during finals week, the Salem Campus Bookstore pays cash (up to 50 percent of the purchase price) for used textbooks that are needed for the next term. At any time, the Bookstore buys books at prices established by used book wholesalers.

**Computers and software**—Chemeketa students are eligible to purchase computer software at special prices. Some restrictions may apply. Contact the Salem Campus Bookstore for details.

**Regular Bookstore hours**—7:30 a.m.–4:30 p.m., Monday–Friday. We have extended hours the first two weeks of fall, winter and spring terms.

### Child care

Chemeketa offers one child care program on the Salem Campus. The program is accredited by the National Academy of Early Childhood Programs.

**Child Development Center**, Building 39, 503-399-5107. As a training center for students enrolled in the Early Childhood Education program, the center offers full- or part-time care for children ages two-and-a-half to six years. Applications are accepted at any time, but we advise you to apply early. Contact the center for applications and fee information.

The Financial Aid Office, Building 2, has a list of other child-care centers in the Salem area, or you may call Salem's Child Care Information Service, 503-585-2491. Local child care providers advertise their services on the bulletin board located outside the Student Life Office in Building 2.

### First aid

503-399-5023

[pub\\_safety@chemeketa.edu](mailto:pub_safety@chemeketa.edu)

For first aid services on the Salem Campus, call Public Safety at 503-399-5023. There are also emergency red phones located throughout campus which will connect you directly with the college's Public Safety Office. As the college has no physician or campus health facilities, you must rely upon your personal physician, dentist or clinic to meet other medical needs.

### Housing Information

503-399-5116

Chemeketa does not provide housing. However, the Student Life Office on the Salem Campus maintains a bulletin board listing available housing, including apartments for rent, rooms for rent in homes, homes for rent, and roommates wanted. You may post a notice and also check this bulletin board for housing.

### Library Services

503-399-5043

<http://newterra.chemeketa.edu/library/>

The library is located on the second floor of Building 9. The collection of books, magazines, journals, newspapers, pamphlets, audio cassettes, video cassettes, laser discs and slides focus on the courses taught at Chemeketa. Our online catalog connects you to other libraries in the area and allows you to place holds on materials to be delivered here. An interlibrary loan service can locate other materials throughout Oregon and the world and have them sent to Chemeketa.

Computers are available which allow you to access library materials, electronic information resources, the Internet and word processing programs.

Within the library are group study rooms and group media viewing rooms that can be scheduled in advance, and an open media view area for use at any time. Other equipment available includes



typewriters, calculators and photocopiers. Staff can assist you in making transparencies and duplicating audio cassettes. The library houses an art collection, a small collection of materials in Spanish, children's books, "easy readers" and periodical stacks that you can browse.

The library is open to the community. Chemeketa students, faculty and staff may check out most materials. As a member of the Chemeketa Cooperative Regional Library Service (CCRLS—see page 29), the library also allows people with a valid CCRLS card to borrow materials.

## Lost and found

503-399-5023

[pub\\_safety@chemeketa.edu](mailto:pub_safety@chemeketa.edu)

Lost and found items are kept in the Public Safety Office. If you have lost or found an item, please check with this office.

## Parking on the Salem Campus

503-399-5023

[pub\\_safety@chemeketa.edu](mailto:pub_safety@chemeketa.edu)

If you park a vehicle on the Salem campus from 8 a.m.–10 p.m., Monday through Friday, the college requires a parking permit on the vehicle. Permits are available at the Public Safety Office. Students and staff can purchase an annual parking permit – fall term through summer term – for \$25. After initial purchase on an annual permit, additional annual permits may be purchased for a reduced fee of \$5 for any vehicle registered to the original annual permit purchaser. Individual term permits may be purchased for \$10. Permits are assigned to a specific vehicle and must be attached to the exterior of the vehicle, either on the rear bumper or rear window. Visitors may obtain free parking permits at the Information Booth or Public Safety Office. Employees of the college and students are not allowed to use visitor permits.

Along with the permit, you will receive a copy of Chemeketa's Traffic Code. The college expects employees and students to know and follow the rules for operating and parking a vehicle on campus.

The college suggests you lock your car at all times when on campus, and not leave personal effects of value in plain view inside your vehicle. More information about campus safety is contained in an annual report available from the Public Safety Office.

## Public bus services

Local bus service to the Salem campus is available through the Cherriots. Carts and Wheels provides transportation to the campus from Woodburn, Silverton and Dallas.

For more information on all routes and schedules, contact the Salem Area Transit Information Office at 503-588-BUSS (TTY for hearing impaired: 503-370-8691) or visit their Web site: [www.cherriots.org](http://www.cherriots.org).

Information about Carts and Wheels bus service is available by calling 503-585-5187 (TTY 503-364-7869)



Cherriot bus passes are available for purchase at the Bookstore in Building 1. Cherriot bus schedules are available in the lobby of Building 2.

## Smoking on the Salem Campus

503-399-5023

[pub\\_safety@chemeketa.edu](mailto:pub_safety@chemeketa.edu)

College policy prohibits the use of tobacco products inside all college buildings, or within 20 feet of any building entrance. In addition, there are certain areas outside of buildings that have been designated as non-smoking areas. Non-smoking areas are: the covered area near the entrance to Building 2 facing the old quad, the curved brick area adjacent to the south side of Building 2 facing the new quad, the Art Gallery entrance to Building 3 and all exterior stairwells leading to upper floors of buildings, e.g., Buildings 6 and 8.

Non-smoking areas outside of buildings are clearly identified with appropriate signs. Smokers are asked to be considerate of non-smokers and refrain from smoking or using tobacco products in non-smoking areas, and also to use appropriate ash cans and refuse containers.

## Where to eat

Food Central, Building 2, 503-399-5180. Open Monday through Friday. Seven station food court featuring Wraps, Grill, Grab -n- Go, Soup Express, Hot Entrees, Salad Toss and a Pastry/Dessert Station.

**Food Court Espresso**, Building 2. Espresso, gourmet coffees, pastries and smoothies.

**Summit Subs and Barrel Head Pizza**, Building 2, 503-399-5180. Sub sandwiches made to order and great pizza.

**Crossroads Café**, Building 4. Monday through Friday. Espresso, gourmet coffees, pastries, soup, sandwiches and salads.

**Blue Moon Café**, MaPS Building 48, 503-399-8005. A sit down diner serving gourmet burgers, salads, blue plate specials and great ice cream shakes.

**Catering, NW Hospitality Services**, 503-399-3906. On campus delivery, coffee services, lunches and dinners.

There are also a number of snack and beverage vending machines located in many buildings on campus.

# Counseling and Career Services

## Counseling Services

503-399-5120

[advising@chemeketa.edu](mailto:advising@chemeketa.edu)

If you are interested in educational, career or personal counseling, contact our Counseling and Career Services Center in Building 2 on the Salem Campus. Chemeketa's Dallas Center, McMinnville, Santiam and Woodburn campuses also provide counseling by appointment. Counseling and Career Services are available to both current and prospective students.

## Individual assistance

Counselors offer individual help for academic course and program planning, including transfer to four-year colleges and universities, career decision making and personal issues. For assistance, call Counseling and Career Services for current hours of operation.

## Career planning classes

Career planning classes are conducted by counseling staff to assist persons in choosing or changing careers. In these workshops you may:

- gain a better understanding of your interests, values and skills;
- relate those characteristics to a wide variety of careers;
- find accurate information about occupations and the labor market trends;
- develop a personal plan of action.

Contact Counseling and Career Services for a current schedule of career planning classes.

## Career Resource Center

Counseling and Career Services maintains a comprehensive career resource center. You may use materials there to assist you in choosing a career. The center has information on career and job requirements, schooling and training opportunities, and the employment outlook. The center also has a library of current catalogs of Northwest colleges.

## Career Information System

A computerized Career Information System (CIS) is available for current and prospective students to use in career decision making. In using this statewide database, you respond to questions concerning your interests, abilities and preferences. The computer analyzes your responses and prints a list of occupations which may suit you.

In addition, you may:

- obtain descriptions of occupations;
- learn how to prepare and train for specific careers, and find out which schools offer such training;
- gather information about the availability of jobs;
- obtain salary information for occupations in Oregon.

For more information, contact Counseling and Career Services.

## SKILLS program

SKILLS is a computerized program which allows you to compare skills you prefer to use with those required in certain occupations.

## Discover

Another computerized career information resource is DISCOVER. This nationwide database complements CIS and provides a more in-depth assessment of your interests, abilities and values. This system can search through 400 job titles, give information about occupations, and suggest appropriate educational and training institutions.

## Academic advising

Chemeketa offers academic advising to all students. If you are enrolling in a professional-technical program of study, you are assisted by a faculty advisor in your program. If you are a full-time "undecided" student who has not chosen a specific program of study or if you plan to transfer to a four-year school, please see a counselor in Counseling and Career Services.

If you attend only evening classes or are a part-time student, we encourage you to visit Counseling and Career Services periodically for academic advising. You may also consult with a counselor at our Dallas Center or McMinnville, Santiam, or Woodburn campuses.

# Job Search and Placement

## Job Placement Services

503-399-5026

[jobplacement@chemeketa.edu](mailto:jobplacement@chemeketa.edu)

If you are looking for a job or just need help with the job search process, check out the free services and resources available at Job Placement Services.

## Job referral

There are a variety of jobs available that relate to specific career programs here at Chemeketa, as well as other part-time and full-time positions. We have daily contact with employers for jobs requiring a wide range of experience and skills.

## Job search assistance and resources

Job Placement offers assistance and information with job search techniques. Resource material ranges from resume writing to interviewing techniques. You can also take advantage of equipment such as computers, printers and fax machines available to assist you in your job search. Appointments may be scheduled for individual resume consultation and assistance.

Videotapes on job search techniques are available in the Learning Resource Center in Building 9 and at Counseling and Career Services in Building 2 on the Salem Campus. They are also available at Chemeketa's Dallas Center or McMinnville, Santiam and Woodburn campuses, and the Salem Public Library.

## On-campus recruiting

Job Placement works with employers who wish to come to the Salem Campus to recruit and interview students. These visits are announced through special recruitment mailings, job postings at the center, and announcements in class.

## Cooperative Work Experience

503-399-5029

[cwe@chemeketa.edu](mailto:cwe@chemeketa.edu)

As a student, you may be qualified to participate in work-based learning in your career field through our Cooperative Work Experience (CWE) program. The program allows you to combine your classroom studies with work-related experiences.

In this program, you work with a CWE Coordinator to find a qualified training site. Your current job may qualify if it relates to your studies. You must enroll for the appropriate number of credits for the amount of hours you work per week. The college must approve your training site and the learning objectives that you and your supervisor develop. Your participation is required in weekly seminars or in regular meetings with a CWE faculty member to discuss your progress.

CWE training helps you expand your knowledge of, and experience in, a particular type of work while you earn college credit.

You gain valuable references for future employment and you can make the transition from school to career a smooth process.

Most of Chemeketa's professional-technical programs include CWE for elective credit. The CWE office is located in Counseling and Career Services, Building 2, on the Salem Campus.

**Career Management classes**—Career management classes are offered for those in the process of finding, keeping or changing jobs. These classes include Résumé and Job Search Correspondence, Interviewing for Success and Preparing for the Changing Workplace.

**Preparing for the Changing Workplace**—Three credit class focusing on current diversity workplace issues, the skills needed for today's workplace, and identifying personal skills and identify teambuilding strategies required by most employers. Experience working as part of a team on a service learning project.

These classes are listed under Job Search in the *Schedule of Classes*.

# Services to the Community

## Training & Economic Development Center

503-399-5181

<http://tedcenter.chemeketa.edu>

The TED Center trains and counsels over 4000 employees and business owners each year. Our highly effective workshops pay dividends through improved performance on the job. You can choose from regularly scheduled workshops or arrange for a workshop to be delivered onsite from one of our group of excellent trainers. Call us for assistance in developing your business ideas or your employees. To see our high tech training visit the "Gateway" at <http://oregongateway.trainingmatrix.com>.

The TED Center assists regional economic development efforts needs by providing business assistance counseling from our Small Business Development Center.

Our resource center includes free access to business publications, books, video-tapes and computers for researching business assistance services.

The Small Business Management Program works with a cohort of 30 business owners over a full year.

Located at 365 Ferry St SE., in downtown Salem, we have safe, convenient parking and easy access. The TED Center offers a comfortable setting with computer and satellite communications abilities with room for 40; it is available to rent for your employee development needs.

The following services are available through the TED Center.

**Small Business Development Center**—Workshops, free one-on-one advising and a resource center are offered for current and prospective business owners. Workshops cover a variety of topics ranging from start-up information to advanced business management. One-on-one counseling is available to help

business develop growth strategies and increase profitability and productivity. In addition the SBDC has unique programs including: MicroEnterprise – providing access to specialized services focused on economic independence and self-sufficiency through self-employment; Opportunity Knocks – a peer advisory board for business owners; Self-Employment Assistance for individuals collecting unemployment benefits to develop a business plan; Western Oregon International Trade Council - a certificate program in International Trade.

**Small Business Management**—This 10-month program is for business owners and operators. It includes monthly faculty visits to your business and monthly evening classes on business topics.

**Online Delivery**—A full range of internet based workshops offered with three starting times per class. Take classes from home or work on your computer. Instructors interaction via email. Over 200 topics including: Internet, Certification Prep, Writing, Legal, Entrepreneur, Management, Spanish, Media Design. Personal Assessments with related instruction via Work Keys and Key Train.

**Core Workplace Skills**—A wide variety of employee and organizational assessments are available for individuals or groups, including math, reading, writing, communication, problem solving, and English as a Second Language. Skill development courses can be provided for any of these subject areas. Course delivery methods range from traditional classroom to computer-based instruction.

**Customized and Workforce Training**—Specific training events are tailored and customized for your workforce. Events are often delivered where people work at times and days that are developed by the client and our veteran coordination staff. Clients include businesses, entire industries, organizations, and government agencies. Through statewide and regional networks, the TED Center has access to hundreds of trainers. We are a full service, one-stop training organization. Services include:

- Business/Employer Needs Assessment
- Individual/Skill Assessments
- Training Design and Delivery
- Curriculum Development
- Consulting and Facilitation
- Continuing Education Units
- Job Profiling
- Classroom and Lab Rentals
- Grant Coordination
- Linkages with credit programs
- Meeting Leadership
- Links with other Workforce and Economic Development Partners

Often asked for programs and training include topics in these broad areas: Communication and Management Skills, Leadership/Supervision, Project Management, Topics in Quality Training and Process Improvement, Organizational Development, Computer Training, Technical Skills Training, Language Skills (Workplace English as a Second Language and Workplace Spanish), Safety and Health Training, and more. Thinking about training? Give our experienced staff a call! We can meet your organization's objectives.

**Occupational Spanish Participants** learn the Spanish they need for their jobs, and use it the same day. Short, outcome-based workshops and classes for dentists, nurses, law enforcement officers, bank tellers, teachers, firefighters and many other professionals yield immediate benefits for patients, employees and customers. No prior knowledge of Spanish required.

## Computer Technology Training Center

503-315-4590

<http://tedcenter.chemeketa.edu>

<http://oregongateway.trainingmatrix.com>

The Computer Technology Training Center (CTTC) provides computer skills, computer lab rentals and technical certification preparation training for individuals and organizations. Public and customized computer courses are delivered at your site or at a Chemeketa lab. Classes are designed to increase work-related skills and productivity and can be custom designed to meet your needs.

The CTTC is the only Salem area Microsoft IT Academy providing Microsoft certified technical training (MCSE, MCSA, MCDST), industry-recognized networking and high end desktop and web publishing courses.

In addition to instructor-led courses there are many online courses and workshops available through the CTTC on the Oregon Gateway Training Matrix. Please visit the Oregon Gateway (<http://oregongateway.trainingmatrix.com>) for a full listing of up-to-date courses offered through the CTTC as well as a comprehensive look at other high-quality regional training and workshops from our community partners.

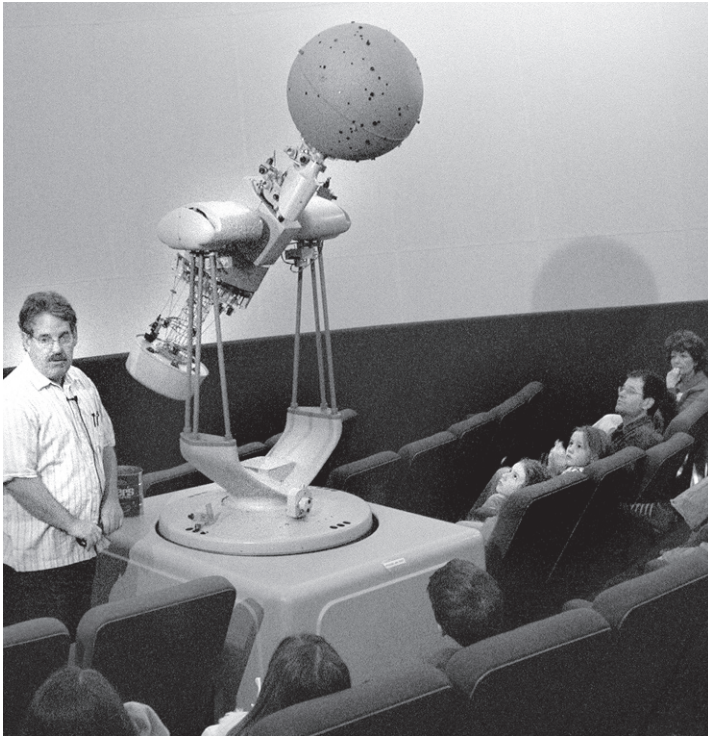
Please call Fran Billingsley at 503-315-4590 to see how we can save your company money on staff training or to register as an individual to one of our computer classes, like Oracle, Java, dremweaver, Photoshop or beginning computer training. We are constantly upgrading our offerings to be the most current industry standards and arranged for you at times convenient to your busy schedule. Call us today and let us build a plan for your success.

## Short-term training/industry certifications

503-399-5181

<http://tedcenter.chemeketa.edu>

Chemeketa has a variety of short-term training, industry specific options which you can complete in less than a year that may lead to employment opportunities for you. Many of these training programs are based on industry skill standards or certification requirements. Offerings include credit and non-credit classes and workshops that range from less than a week to four terms. Please look at page 39 for a list of these options and a contact number for specific information. Some of the programs like Occupational Skills Training and Employment Skills Training may allow you to create your own customized program if it is consistent with gaining employment in a specific occupation.



Starting dates for the classes vary. Many of these classes can be offered on demand but others follow the regular college schedule. It is best to contact the department offering the courses to check on cost, schedule and any requirements for admission and job placement information. These classes meet all college standards for quality of instruction. For additional information on short-term training opportunities, contact Eileen Casey White, Chemeketa Short-Term Training Coordinator, at [Eileen@chemeketa.edu](mailto:Eileen@chemeketa.edu) or 503-589-7951.

Some of the credit short-term training options may apply to the Associate of Applied Science, the Associate of General Studies, and the Oregon Associate of Arts transfer degrees. Check with Counseling and Career Services in Building 2, on the main campus to see if the coursework will apply. To arrange and appointment, call 503-399-5120.

Financial aid may be available to students who enroll in programs that offer 24 or more credits over approximately six months or more. For more information on financial aid, call 503-399-5018 during regular business hours.

## Campus Art Gallery

**503-399-2533**

Chemeketa's art gallery is in Building 3 on the Salem Campus. It presents exhibits of professional artists from around the country. Several shows a year, featuring a wide variety of media, are open for viewing by students, staff and the public.

## Chemeketa Cooperative Regional Library Service

**503-399-5119**

The college library is part of the Chemeketa Cooperative Regional Library Service (CCRLS), along with 17 public libraries in the college district.

This cooperative, tax-supported effort provides library service to district residents who have no access to a local library. Member libraries share their resources and honor library cards issued by other member libraries. CCRLS also provides book delivery between libraries.

An automated, online catalog listing over 300,000 titles found in CCRLS libraries is available in each library. Patrons can search by author, title or subject to find materials in any member libraries.

The catalog can be accessed from the Internet at <http://catalog.ccrls.org>.

## Planetarium

**503-399-5161**

Chemeketa's Planetarium is in Building 2 on the Salem Campus. It features a Spitz model 512 sky instrument which projects 2,500 stars, five planets, the sun and moon, and sky coordinates on a 35-foot metal dome. This instrument can project the sky for any date—past, present or future—as seen from any location on earth, and can simulate all motions of the earth.

Chemeketa usually presents two different sky shows each fall, winter and spring term. Showings are scheduled weekly during the term. There is an admission fee with a special rate for families. Call to arrange group showings for schools, clubs and organizations.

## Student Life

Student Life supports teaching and learning by fostering student success, inter-cultural competence and leadership development.

At Chemeketa Community College we believe that programs outside the classroom help involve students more fully in their education. The Student Life program is designed to enhance student skills while supporting student centered projects and services.

There are numerous opportunities for students to get involved. The following is a list of programs in Student Life and across the college that support our mission. For more information please contact the telephone numbers listed.

## Special programs and activities

**503-399-5116**

[stlife@chemeketa.edu](mailto:stlife@chemeketa.edu)

At Chemeketa Community College, we believe that activities outside the classroom involve students more fully in their education. Our student activities program is designed to respond to students' recreational, service, and social interests and needs.

Students assume most of the responsibilities for Salem Campus activities, with guidance and advice from the Student Life Office staff. Students develop and administer most programs, including clubs and campus social and recreational programs.

Activities vary throughout the year, depending upon student interests. For more information, contact the Student Life Office on the Salem Campus. There are numerous opportunities for students to participate in leadership opportunities.



Other Drugs, Curriculum and Multicultural. For more information, contact the Student Life Office.

## **Cultural Forum student work team**

**503-315-4263**

The Cultural Forum student work team's mission is to increase the college community's cultural awareness by supporting the many cultures on campus.

The Cultural Forum is staffed by a diverse student work team who manages and schedules the Multicultural Center in Building 2. This team of students plan projects and events that teach cultural competency to the community with the assistance of Chemeketa staff.

## **Intercollegiate athletics**

**503-399-5082**

Chemeketa is a member of the Northwest Athletic Association of Community Colleges (NWAACC). The association includes all community colleges in Oregon and Washington. A highly organized program affords quality, competitive opportunities for students. In keeping with the standards of the program, emphasis is put on academic progress as well as athletic opportunity.

Chemeketa fields teams in men's baseball, men's and women's basketball, women's volleyball and women's softball.

If you participate in interscholastic sports, a physical examination and documentation of immunization for measles are required. Team travel, uniforms and health insurance are provided. Contact the Physical Education Office in Building 7 for more information.

## **Mentor program**

**503-315-4293**

The TRIO Talent Search Mentor Program gives Chemeketa students an opportunity to take part in a community service-learning project. Student mentors are trained to assist middle and high school students, one-on-one, in developing positive self-esteem and encouraging them to continue their education. Mentors attend a seminar course for academic credit which combines large-group study/training with small-group consultations. Each mentor meets weekly at the middle or high school to assist in-class assignments and other group or one-to-one situations.

## **Oregon Community College Student Association (OCCSA)**

**503-399-5185**

Chemeketa Community College has a representative on the board of the Oregon Community Colleges Student Association (OCCSA), a state-wide, student-run organization representing more than 300,000 community college students in Oregon.

# **Student leadership opportunities**

## **Student Representative Team**

**503-399-5185**

This team of students represents the Chemeketa student voice on the Chemeketa Board of Education, Oregon Community College Student Association (OCCSA), College Council, and various college standing committees. They coordinate the Student Leadership Council, student forums and other tools for student representation.

## **The Chemeketa Courier**

(student newspaper)

**503-399-5134**

*The Chemeketa Courier*, Chemeketa's student newspaper, is published weekly during fall, winter, and spring terms. It is written and prepared by journalism students and has won several awards from the Oregon Newspaper Publishers' Association.

If you are interested in joining The Chemeketa Courier staff as a reporter or photographer, apply for a staff position by contacting the newspaper advisor. Students can also enroll in the class, JNL215, and work on a number of assignments, including page design, distribution, copy editing, headline writing, cartooning, column/editorial writing, etc.

**Literary publication**—A humanities faculty group solicits student literary efforts throughout the year. Works are reviewed, and selected entries are published in *Visions*, a literary supplement to The Chemeketa Courier.

## **College committees**

**503-399-5185**

Student representatives serve on the following campus-wide committees with Chemeketa staff: Academic Standards, Alcohol and

## Peer Assistants

503-399-5120

[peers@chemeketa.edu](mailto:peers@chemeketa.edu)

Peer Assistants are experienced Chemeketa students who are trained to help others. They provide information and referrals, locate resources and assist students to utilize the services within the Counseling and Career Services Department.

## Student Ambassadors

503-589-7644

[ambassadors@chemeketa.edu](mailto:ambassadors@chemeketa.edu)

This program gives students the opportunity to work as a student leader in a variety of college settings. Student Ambassadors conduct campus tours and provide assistance to prospective students through personal contact and correspondence. They are also involved in recruitment, promotional and special events, high school visitations, and working with international and multi-cultural students. Students are selected through a competitive application and interview process. Students may be paid at an hourly rate, a tuition grant or a combination of both.

## Student Center Management and Leadership Team

503-399-5118

[strep@chemeketa.edu](mailto:strep@chemeketa.edu)

This team works on a variety of projects including student center management, campus clubs, Student Book Exchange and Student Leadership Development. Duties include front counter reception, maintenance of display cases and bulletin boards and public areas of the Student Center, maintenance of clubs workroom, mailboxes, and club forms. Organizes the Council of Clubs and Club Fairs. In addition, this group organizes and runs the Student Book Exchange and assists with projects for the Student Leadership Development Program. Students are selected through an application and interview process to determine their interests, abilities and experience. Students may be paid at an hourly rate, a tuition grant or a combination of both. Federal Work Study recipients are eligible to apply.

## Student clubs and organizations

503-399-5118

[studentsclubs@chemeketa.edu](mailto:studentsclubs@chemeketa.edu)

Chemeketa Community College recognizes a number of organizations which provide a variety of activities for students. Among them are:

- Asian Cultural Club
- Black Student Union
- Campus Ambassadors
- Campus Crusade
- Ceramics
- Chess Club
- Christian Fellowship Club



- College Republicans
- DanceAbility Ensemble Club
- Deaf and Hard of Hearing Club
- Democrats of CCC
- EtherGuild Computer Gaming
- Fire Protection Club
- First Nations Club
- Forestry
- Geography Club
- Health Occupation Students of America (HOSA)
- Instrument Society of America (ISA)
- International Code Council (ICC)
- Juntos Club
- Latinos Unidos Siempre
- Latter-Day Saints Students Association
- Life Directors
- L.U.S.
- McMinnville Activity Club
- MEChA
- Oregon Glass Guild Club
- Pacific Islander
- Phi Theta Kappa
- Salem Area Anime Society
- Ski Club
- Student Nurses Organization (SNO)
- Students for Life
- Table Tennis Club
- Theatre Arts Club
- Triangle Society
- Unique Club

For more information about clubs and organizations on the Salem Campus, contact the Student Life Office in Building 2.

## Outreach programs

We hold classes not only on the Salem Campus, but also at a number of off-campus locations: at our Dallas Center or McMinnville, Santiam, and Woodburn campuses; and at other convenient sites in the district.

Committed to lifelong learning, the college schedules a wide variety of credit and non-credit classes, workshops, seminars and special programs which meet during the day, evening and on weekends. These include college transfer courses, professional-technical and job skill-upgrading classes, and personal enrichment classes in languages, art, first aid, health and other areas. In response to community requests, we are willing to develop and schedule other classes.

Chemeketa's campuses also provide Adult Basic Education, General Educational Development (GED) test preparation, English as a Second Language, and High School Completion programs. Each campus has a mathematics lab for individualized, self-paced instruction and business skills classes which include training on computers and word processors.



## Outreach campus services

In addition to classes, Chemeketa's Dallas Center or McMinnville, Santiam and Woodburn campuses provide these services:

- academic advising, program planning, and course selection guidance;
- career counseling;
- information on financial aid and on veterans' benefits;
- GED, placement and interest testing;
- Services to meet employment and training needs of businesses and job seekers.

## Community Education

503-399-5135

Chemeketa offers community education classes throughout the district. These noncredit, personal enrichment classes are for students who enjoy learning. Class lengths vary from the full term to short courses. Classes start throughout the term and are offered during daytime, evening and week-end hours. Topics include art, computers, dance, driver's education, English language for nonnative speakers, fitness, foreign language, health, home projects, music, travel and writing.

The Community Education Program is always interested in ideas for new classes and potential instructors.

We are looking for instructors with subject matter knowledge, teaching experience, enthusiasm and a desire to share.

## Agriculture classes

503-399-5139 or 503-589-7946

Chemeketa offers non-credit classes to meet continuing educational needs of persons involved in agriculture. A variety of classes are offered in each of the following areas:

- Foundation of Sustainable Agriculture – A two-year series of classes.
- The use of plants for environmental sustainability.
- Landscape and nursery/greenhouse, including Spanish delivery;
- Pesticide license examination preparation and recertification;
- Agricultural leadership development in English and Spanish.
- Ethanol production.

Lambing school, pasture management and small gas engine repair classes are also offered.

The program strives to be relevant and responsive to the agricultural community by adjusting course offerings regularly. Suggestions are welcome.

## Farm Business Management

503-399-5089 or 503-589-7759

Chemeketa's three-year Farm Business Management program prepares farm businesses who are program participants to understand sound business management principles and practices through a focus on effective farm record-keeping, analysis and interpretation. For more information, see page 90.



# Degrees, diplomas, certificates, and transfer information





# Degrees, diplomas, certificates, and transfer information



## Associate Transfer degrees and Oregon Transfer Module

Graduates of Chemeketa's two-year programs are awarded an Associate of Arts Oregon Transfer degree, an Associate of Applied Science degree, or an Associate of General Studies degree. All are nationally-recognized degrees.

### Oregon Transfer Module

The Oregon Transfer Module comprises one year of coursework exclusively in general education, that can lead either to an AA/OT or AS/OT-BUS transfer degree from Chemeketa or to a baccalaureate degree from any public Oregon college or university in the Oregon University System and will result in sophomore standing.

Students who earn the module, which is equivalent to three academic quarters or 45 credits, must select from a list of approved courses listed on page 43. You must earn a grade of "C-" or better in all courses and have a minimum cumulative GPA of 2.0 to complete the Module. Upon transfer, the receiving institution may specify additional general education coursework that is required for a major or to make up the difference between the Transfer Module and the institution's total general education requirements.

If you intend to transfer to a specific Oregon university, contact an advisor who will work with you to ensure that you meet the specific requirements at the receiving school.

### Associate of Arts Oregon Transfer degree

The Associate of Arts Oregon Transfer (AAOT) degree encompasses the core curriculum of a liberal arts education. This core includes coursework in the areas of communication, humanities, social sciences, mathematics, sciences, computer science

and physical education or health. In addition, students are encouraged to explore a broad range of subjects through elective coursework.

Students who earn an Associate of Arts Oregon Transfer degree from Chemeketa will have fulfilled the lower division general education requirements at any of the schools in the Oregon University System. If you enroll full time, it usually takes two years to meet the AAOT requirements listed on page 44.

See the Program Guide on pages 40 and 41 for a complete list of our transfer programs. Information and curriculum guidelines of these programs begin on page 57.

### Associate of Science Oregon Transfer Business degree

The Associate of Science/Oregon Transfer Business Degree in Business (AS/OT-Bus) is a focused academic program that furnishes students with a marketable degree and keeps open their options for transfer to a baccalaureate program. Students who earn this degree from Chemeketa will have fulfilled the lower division general requirements at any of the schools in the Oregon University System to which the student transfers as well as the ability to register as a junior. Recipients of this degree, however, are not guaranteed admission to the business school/program of choice.

This Statewide degree must be taken as designed; that is, courses or sequence requirements may not be added or removed. To qualify for the AS/OT-Bus, you must meet the requirements listed on page 45.

## Associate Degrees and Certificates

### Associate of Applied Science degree

Chemeketa, with its emphasis on professional-technical education, offers training in more than 40 occupational areas.

In most of these programs, you may earn an Associate of Applied Science (AAS) degree. If you enroll full time, it usually takes two years to meet the Associate of Applied Science degree requirements. In some programs of study, there are prerequisites to enter the program. See the Program Guide on pages 40 and 41 for a complete list of Associate of Applied Science degree programs. Information and curriculum outlines of these programs begin on page 57 along with college transfer curricula.

To qualify for an Associate of Applied Science degree, you must meet the requirements listed on page 46.

### Associate of General Studies degree

The Associate of General Studies (AGS) degree addresses the needs of students who are not seeking an Associate of Arts

Oregon Transfer degree or the specific program requirements of an Associate of Applied Science degree. This degree allows you to combine a broad core of basic courses with a program of study that may be tailored to your academic or professional goals.

You may wish to use this degree to enhance your employment or to fulfill the requirements of a specific four-year college program or special program of study.

To qualify for the Associate of General Studies degree, you must meet the requirements listed on page 47.

## Certificate of Completion

You will receive a Certificate of Completion if you meet the requirements of certain one-year professional-technical programs.

See the Program Guide on pages 40 and 41 for a complete list of Certificate of Completion programs. Information and curriculum outlines of these programs begin on page 56 along with college transfer curricula.

You may earn a Certificate of Completion by meeting these requirements:

- Satisfactorily complete the required courses or credit hours listed for each program;
- Earn a cumulative grade point average of 2.0 or above for all course work which applies to the certificate;
- Complete a minimum of 15 credit hours at Chemeketa; and;
- Apply courses numbered 050 or higher toward a certificate.

## Second degree

To earn a second associate's degree, you must complete at least 12 credits at Chemeketa in addition to those you have completed for the first degree. You must also meet all the requirements for the second degree.

## Graduation

**e-mail: [graduation@chemeketa.edu](mailto:graduation@chemeketa.edu)**

As a student, you are responsible for fulfilling the requirements for graduation. You should work with your advisor to ensure you complete these requirements.

As a candidate for graduation, fill out an Application for a Degree or Certificate form. Return the form to the Enrollment Center in Building 2, Room 200 by the fourth week of the academic term before the term in which you will complete the program requirements. Dates when applications for graduation are due are listed on page 2 and in the calendar published each term in the Schedule of Classes.

Degrees and certificates become official when graduation information is recorded on your transcript.

If you plan to complete the requirements for your degree during summer term, you may request to participate in graduation exercises held the preceding June. To do this, contact the Student Life Office.

If your studies are interrupted by two years or more, you may find upon your return to Chemeketa that some of the requirements for graduation have been changed. You may have to complete the new requirements in order to earn your certificate or degree.

You may be allowed to make substitutions in the curriculum and still meet graduation requirements by contacting your program advisor:

***If your course of study extends beyond five years, graduation requirements may have changed. In order to meet the new graduation requirements, you must contact your program advisor for current or equivalent coursework substitutions.***

Chemeketa awards adult high school diplomas through its High School Completion program. The Oregon Department of Education issues General Educational Development (GED) certificates. Students receive these diplomas and certificates at a graduation ceremony in June. For details on the High School Completion and GED programs, see this page.

Classes required to complete the programs outlined in this catalog are offered on the Salem Campus and through distance learning options. Some of the classes are also offered at Chemeketa's Dallas Center or McMinnville, Santiam and Woodburn campuses.

## Occupational Skills Training

**503-399-5028**

Occupational Skills Training, Building 20. Students can earn college credit and a Certificate of Completion for work-based training at approved community training sites throughout the state. Instruction is based on a personalized curriculum created by the Skills Training coordinator, site supervisor, student and/or sponsoring vocational consultant if a sponsoring agency is involved. Occupational Skills Training is financial aid eligible if a student qualifies. Relevant classes may also be part of the training if necessary for completion of required skills, worker's compensation coverage is included. For further information about the program, see page 111.

**On-the-Job Evaluation**—The OJE process provides evaluation services and workers' compensation coverage for clients who need a work-based evaluation at a designated site to clarify vocational goals and assess capabilities and potential for a designated job or training area. This is a non-credit, non-graded process which is monitored according to a personalized outcome assessment.

## High School Completion

Chemeketa has several programs to help you earn the credits you need to receive a high school diploma or its equivalent. The college also offers special classes to help you improve the basic skills which are important when you enroll in college-level courses.

## Adult high school diploma program

503-399-5115

In Chemeketa's adult high school diploma program, you may earn the credits you need to receive a high school diploma.

To enroll in the adult high school diploma program, take copies of your high school and college transcripts to the Winema School Office in Building 50, Room 154, on the Salem Campus or to Chemeketa's McMinnville, Santiam or Woodburn campuses. Interested students must take the college placement test and meet minimum entry scores in the ASSET test of 34 for reading, 33 for writing and 29 for math.

At Chemeketa, you may earn credits toward a high school diploma in three ways:

- Enroll in high school completion classes offered on the Salem, McMinnville, Santiam, or Woodburn campuses.
- Earn high school credit for most Chemeketa classes. All Chemeketa high school level courses must be completed with a grade of C or higher for high school credit to be awarded.
- Receive credit for some of your life experiences. These may be skills and knowledge you learned on a job, doing volunteer work, managing a home, or serving in a branch of the military. Chemeketa staff members will evaluate your experiences to award you credit.

Twenty-two high school credits, ASSET scores of 40 for reading, 39 for writing, and 38 for math are required to complete the high school diploma program. (At least two of these credits must have been earned at Chemeketa Community College.) To be in the program, you must be 16 years or older. Students who have met state minimum required courses/credits must complete residency as well as aforementioned requirements. You must have a release from your high school if you are under 18 years old.

## General Educational Development (GED)

503-399-5224

You may earn a high school equivalency certificate by passing General Educational Development (GED) tests in English or Spanish. These are five tests covering language arts: writing, language arts: reading, social studies, science and mathematics.

Chemeketa offers classes throughout the college district to help you prepare for these tests. You may enroll during the term depending on space in classes and progress at your own pace. Classes are held at our Dallas Center or McMinnville, Santiam, and Woodburn campuses, and the Salem Campus. Generally, you must be 18 years or older, but if you are 16 or 17 years old, you may enroll if you have a release from your high school. Fees may apply.

GED tests are given in Salem, McMinnville, Dallas and Woodburn. The fee is \$100.

## Adult Basic Education

503-399-5224

If you do not have a high school diploma or if you need to upgrade your basic skills, you may sign up for non-credit classes in basic English, mathematics and reading. These classes and General Educational Development (GED) classes meet together. Classes are held on the Salem Campus and at our Dallas Center or McMinnville, Santiam and Woodburn campuses. Fees may apply.

## College transfer

### General information

Chemeketa offers the Associate of Arts Oregon Transfer Degree and the Oregon Transfer Module, as well as individual transfer courses for students who wish to begin their bachelor's degree at the community college. You can complete most of the general education requirements, and begin work on the requirements for a specific major while studying at Chemeketa.

If you plan to transfer credits toward a bachelor's degree, follow these steps:

- Contact the four-year university you plan to attend to check entrance requirements and the suggested freshman and sophomore classes required in your chosen field.
- Confer with a Chemeketa counselor or an academic advisor before you register.
- Check with the college or university a term or two before completing your work at Chemeketa to make sure you are meeting all requirements.
- Apply for admission as a college transfer student and transfer your credits to the four-year institution.

Chemeketa offers the Associate of Science Oregon Transfer Business degree for students who wish to transfer to a business program at any of the schools in the Oregon University System.

### Collaborative bachelor's degrees

Chemeketa has partnerships with Portland State University, Linfield College, Oregon State University, Western Oregon University, the University of Phoenix, George Fox University, Corban College, Eastern Oregon University and Capella University to offer bachelor's and master's degrees in Salem. Most classes are held during the evening, on weekends, or via distance education. For more information on these programs, contact advisors at the numbers listed below:

#### Portland State University 503-399-5262

Offers bachelor degree programs in Child and Family Studies, General Studies, Social Science and minors or certificates in Administration of Justice, Community Development, History, Sociology, and Chicano/Latino Studies. Graduate degrees include Master of Business Administration – Statewide, Master of Curriculum and Instruction, and Master of Public Administration. Students may be dually-admitted and enrolled at PSU and Chemeketa under a new agreement.

### **Linfield College 503-399-5121**

Offers bachelor degree programs in: Management, Business Information Systems, Arts and Humanities, International Business, Social and Behavioral Sciences and Accounting.

### **Oregon State University 503-589-7678**

Offers bachelor degree programs in: Environmental Science, General Agriculture, Natural Resources, Liberal Studies and minor in Communication (Distance Education format). students may be dually-admitted and enrolled at OSU and Chemeketa under a new agreement.

### **George Fox University 888-888-0178**

Offers a bachelor degree program in: Management and Organizational Leadership.

### **Corban College 503-375-7590**

Offers bachelor degree programs in: Family Studies and Management and Communication (Online and classroom format.)

### **Western Oregon University 503-838-8483**

Offers a Master of Science in Education and Continuing License program or Standard License program.

### **Eastern Oregon University 866-724-2815**

Offers bachelor degree programs in: Business, Liberal Studies, PE/Health, Philosophy, Politics, Economics and Fire Services Administration (Online format).

### **University of Phoenix 503-670-0590**

Offers bachelor degree programs in: Business (e-business, Administration, Management), Human Services, Information Technology and Management (Online and classroom format).

### **Capella University 888-227-2736**

[www.capellauniversity.edu](http://www.capellauniversity.edu) Offers online bachelor degree programs in Business, Information Technology and Education.

## **Curriculum requirements**

Chemeketa's college transfer programs are adapted from curriculum requirements listed in the most recent catalogs of Oregon's public four-year universities. The Counseling and Career Services in Building 2 on the Salem Campus and academic advisors have the catalogs. You may also meet with a counselor to review the requirements at Chemeketa's Dallas Center or McMinnville, Santiam and Woodburn campuses.

General education requirements for Oregon's four-year colleges and universities are listed on pages 48-54. The Counseling and Career Services also has advising sheets specific to these institutions, which include Eastern Oregon University, Oregon Institute of Technology, Oregon State University, Portland State University, Southern Oregon University, University of Oregon and Western Oregon University. Additionally, the center has advising sheets for programs offered at Bassist College, Concordia College, George Fox University, Lewis and Clark College, Linfield College, Marylhurst University, Oregon Health Sciences University, Pacific Northwest College of Art, Pacific

University, University of Portland, Corban College, Western States Chiropractic College, Willamette University and the University of Phoenix.

## **General education**

Courses in general education offer students unique opportunities to investigate the major areas of knowledge. They are designed to foster intellectual growth and to build an interdisciplinary understanding of meaningful issues. General education courses:

- Offer a coherent core of studies including but not limited to, the humanities and fine arts, the natural sciences, mathematics, and the social sciences.
- Provide opportunities for lifelong learning.
- Develop knowledge, skills, and abilities through establishing and assessing clear outcomes for student learning.

## **Related instruction**

Courses in related instruction connect and strengthen the knowledge and skills acquired in certificates of completion and two-year Associate of Applied Science degrees. All students enrolled in professional-technical areas are required to complete courses in college level related instruction, specifically in:

- Communication/Writing
- Computation/Mathematics
- Human Relations/Psychology or Sociology

Refer to your program area to learn of the specific requirements for individual certificates and degrees. In some programs, approved course substitutions are specifically noted. Contact your program advisor.

# Certificates of Completion\* and Short-term Training Awards

You don't need to complete a two-year degree to prepare for some of the jobs that may be of interest you. Many programs offer Certificates of Completion that you can usually finish in one year. Another alternative is getting training for a specific

workplace skill and receiving a short-term training award. The amount of time required for short-term training ranges from a few hours to one or two terms. Contact the departments or individuals below for more details.

Program	Contact	Telephone	Duration
A+	Fran Billingsley	503-315-4590	1 term
Activity Director Training	Peggy Soliday	503-399-6159	1 term
Human Services - Addiction Counselor Certification Preparation*	Donna Hirt	503-399-6157	4 terms
Automotive Technology - Automotive Body Repair*	Steve Agee or Dean Olheiser	503-399-6521 or 503-399-6524	4 terms
Automotive Technology - Automotive Machining*	Steve Agee or Dean Olheiser	503-399-6521 or 503-399-6524	4 terms
Basic Nursing Assistant	Kay Carnegie	503-399-5058	11 weeks
Building Inspection Technology*	Darrel Holmes and Mike Mendenhall	503-399-5073 and 503-399-5071	4 terms
One- and Two-family plans Examiner, Structural Inspector	Darrel Holmes and Mike Mendenhall	503-399-5073 and 503-399-5071	4 terms
Structural Inspector*	Darrel Holmes and Mike Mendenhall	503-399-5073 and 503-399-5071	4 terms
Structural Plans Examiner*	Darrel Holmes and Mike Mendenhall	503-399-5073 and 503-399-5071	4 terms
Mechanical Inspector*	Darrel Holmes and Mike Mendenhall	503-399-5073 and 503-399-5071	4 terms
Business Technology - Business Software Certificate*	Patti Sessions	503-399-6094	3 terms
Business Technology - Business Technology Certificate*	Patti Sessions	503-399-6094	3 terms
Clerical Basics*	Carol Ottaway	503-399-2894	2-3 terms
Call Center Customer Service Training	TED Center	503-399-5181	33 hours
Civil Technology – Survey Technology*			
Computer-Assisted Drafting (CAD)*			
Custodial Tech I	TED Center	503-399-5181	32 hours
Dental Assisting*	Kimberly Martin	503-399-6546	3 terms
Early Childhood Ed – One-Year Program*		503-399-6071	3 terms
Employment Skills Training*	Counseling	503-399-5120	individualized
Fire Protection Technology - Fire Service Supervision & Management*			
Forklift Safety Training	TED Center	503-399-5181	3 hours
Health Services Technology - Health Information Technology*	Vikki Wetle	503-399-8343	3 terms
Hospitality Management Certificate*	Nancy Duncan	503-399-5296	4 terms
Integrated Circuit Mask Design Certificate*	Charles Sekafetz	503-399-6254	3 months
Juvenile Corrections Certificate*	Debra Pillette-Stephens	503-399-5110	3 terms
Leadership Strategies*	TED Center	503-399-5181	1 term
Medical Office Assisting*	Kimberly Martin	503-399-6546	3 terms
Medication Aide	Kay Carnegie	503-399-5058	11 weeks
Microsoft Certified Systems Engineer			
Microsoft Certified Systems Administrator	Fran Billingsley	503-315-4590	4 terms
Network+	Fran Billingsley	503-315-4590	1 term
Occupational Skills Training* (see page 111)			
Non-WIA Clients Contact:	Karleen Booth	503-399-6542	3-12 months
WIA Clients Contact:	Gerri Connolly, Bldg. 20	503-399-6985	3-12 months
ODOT Flagger Training	TED Center	503-399-5181	4 hours
Paraeducator Certificate*	Mark Rediske	503-399-2693	3 terms
Professional-Technical Teacher Preparation*	Cathie Whyte	503-399-2694	3 terms
Retail Sales/Cashier Training	TED Center	503-399-5181	16 hours
School Bus Driver Training	Marilyn Hart Reed	503-399-5255	6-40 hours
SBDC/SBITO International Trade	Jimmie Wilkins	503-399-5088	9 months
Small Business Management (see page 116)	Jim Culveyhouse	503-316-3239	9 months
Speech Language Pathology Assistant Certificate*	Ashley Northam	503-589-7815	individualized
Substance Abuse Prevention Specialist Training	Donna Hirt	503-399-6157	1 term
Tourism and Travel Management*	Nancy Duncan	503-399-5296	3-4 terms
Unarmed Private Security Operations and Procedures	TED Center	503-399-5181	18 hours
Vineyard Management - Vineyard Operations*	Al MacDonald	503-584-7254	4 terms
Welding Technology*			

# Certificates, two-year degrees and transfer guide

Here's a quick-reference listing of the programs of study and courses available at Chemeketa. If you don't find the program or course you are looking for, check the index in the back of this catalog. For more information about any of the programs listed

**C**—Certificate of Completion

**A**—Associate of Applied Science Degree

Program	C	A	T	O
Accounting		✓		
Adult Basic Education				✓
Adult High School Diploma				✓
Agriculture			✓	
Anthropology			✓	
Aquarium Science	✓	✓		
Art			✓	
Automotive Technology		✓		
• Automotive Body Repair	✓			
• Automotive Machining	✓			
Biology			✓	
Botany			✓	
Building Inspection Technology		✓		
• One- and Two-Family Plans Examiner, Structural Inspector and Mechanical Inspector	✓			
• Structural Inspector	✓			
• Structural Plans Examiner	✓			
• Mechanical Inspector	✓			
Business Administration			✓	
Business Technology				
• Accounting Administrative Assistant		✓		
• Administrative Assistant		✓		
• Business Software Certificate	✓			
• Business Support Specialist		✓		
• Business Technology Certificate	✓			
• Clerical Basics	✓			
• Medical Administrative Assistant		✓		
Chemistry			✓	
Chiropractic			✓	

in this guide, call Counseling and Career Services at 503-399-5120. For short-term or customized and workforce training, call the Training and Economic Development Center at 503-399-5181.

**T**—Transfer Program and/or Associate of Arts Degree

**O**—Other (classes for personal or professional skill development)

Program	C	A	T	O
Civil Technology		✓		
• Survey Technology	✓			
Computer Programming		✓		
• Computer Systems Support Specialist		✓		
Computer Science			✓	
Criminal Justice		✓	✓	
Dental Assisting	✓			
Dental Hygiene			✓	
Design			✓	
Drafting Technology—CAD				
• Computer-Assisted Drafting (CAD)	✓	✓		
• Computer-Aided Design/Computer-Aided Manufacturing (CAD/CAM)		✓		
• Mechanical Design		✓		
Early Childhood Education				
• One-Year Program	✓			
• Two-Year Program		✓		
Economics			✓	
Education				
• Elementary			✓	
• Secondary			✓	
Electronics Technologies				
• Computer Electronics		✓		
• Electronic Engineering Technician		✓		
• Industrial Electronics		✓		
Emergency Medical Technology—Paramedic		✓		
Employment Skills Training	✓			



Program	C	A	T	O
Engineering			✓	
English			✓	
English as a Non-Native Language				✓
English as a Second Language				✓
Farm Business Management				✓
Fire Protection Technology				
• Fire Service Supervision and Management	✓			
• Fire Prevention		✓		
• Fire Suppression		✓		
Foreign Languages			✓	
Forest Management			✓	
Forestry			✓	
General Educational Development				✓
General Science			✓	
General Studies			✓	
Geography			✓	
Geology			✓	
Health, Health Education			✓	
Health Services Management				
• Health Information Technology	✓			
• Health Services Management		✓		
• Medical Transcription		✓		
History			✓	
Hospitality Management	✓	✓		
Hotel Business Management			✓	
Hotel, Restaurant and Resort Management			✓	
Human Services				
• Addiction Studies		✓		
• Addiction Counselor Certification Preparation	✓			
• Social Services		✓		
Industrial Technology and Apprenticeship		✓		
Integrated Circuit Mask Design	✓			
Journalism			✓	

Program	C	A	T	O
Juvenile Corrections Certificate	✓			
Management		✓		
Mathematics			✓	
Medical Office Assisting	✓			
Network Technology		✓		
Nursing			✓	
• Practical Nursing	✓			
• Associate Degree Nursing		✓		
Nutrition and Food Management			✓	
Occupational Skills Training	✓			
Paraeducator Certificate	✓			
Philosophy			✓	
Physical Education/Human Movement Studies			✓	
Physics			✓	
Political Science			✓	
Pre-Engineering			✓	
Pre-Law			✓	
Pre-Professional Study (medicine, dentistry, veterinary medicine)			✓	
Professional-Technical Teacher Preparation	✓	✓		
Psychology			✓	
Small Business Management				✓
Sociology			✓	
Speech			✓	
Speech Language Pathology Assistant	✓	✓		
Tourism and Travel Management	✓	✓		
Vineyard Management		✓		
• Vineyard Operations	✓			
Visual Communications		✓		
Welding				
• Welding Fabrication		✓		
• Welding Technology	✓			
Winemaking		✓		
Zoology			✓	

# Business and industry certification

Certification is a recognized approach to demonstrate your proficiencies in any one of a wide range of technical and administrative areas. Whether you are seeking a position with a new organization, or looking to advance in your present organization, certification demonstrates that you have the skills you need to take the next step. At Chemeketa Community College, our mission is to provide high quality, affordable career education that meets the needs of professionals and employers. You will be

working with experienced faculty, using today's technology, at a fraction of the cost of private training companies. The course material is developed to help you prepare for the certification test, and succeed on the job.

Certificates are available for a broad range of career areas designed for professionals working in a wide range of fields. Training and certification give employees the skills they need for today's high-tech workplace.

## Preparation for Industry Certification

Certification	Contact	Telephone
*credit **noncredit ***available online, noncredit		
Operating System Core Hardware* (A+)**, ***	Robert Johnson TED Center	503-399-6074 503-399-5181
Cisco Certified Network Associate *(CCNA) ***	Roger White TED Center	503-399-5068 503-399-5181
Cisco Certified Network Professional *(CCNP)	Roger White	503-399-5068
Cisco Certified Security Professional *(CCSP)	James Finholt	503-399-7813
Certified Wireless Network Administrator *(CWNA)	Rodney Harris	503-399-6507
Network + *, **, ***	Roger White TED Center	503-399-5068 503-399-5181
Sun Certified Java Programmer *	Robert Johnson	503-399-6074
Microsoft Certified Professional(MCP) *	Robert Johnson	503-399-6074
Linux + *	Robert Johnson	503-399-6074
Red Hat Certified Engineer (RACE) *	Robert Johnson	503-399-6074
Solaris 8 *	Robert Johnson	503-399-6074
Microsoft Certified System Engineer (MCSE) **, ***	Fran Billingsley	503-315-4590
Microsoft Certified Systems Administrator (MCSA) **	Fran Billingsley	503-315-4590
Flagger Training, State of Oregon Certificate **	TED Center	503-399-5181
Custodial Technician **	TED Center	503-399-5181
Structural Welding Certification *	Mike Pintler	503-399-6059
Pipe Welding Certification *	Mike Pintler	503-399-6059

Requirements	Min. Credit Hours	Courses which satisfy requirements
<b>Writing</b> Two courses of college-transfer composition.	6	Designated courses are: <b>WR121, WR122, WR123</b> or <b>WR227</b>
<b>Oral Communication</b> One course of a fundamentals of speech or communication course	3	<b>SP100, SP111, SP112, SP115, SP130, SP218, SP219,</b> or <b>SP229</b>
<b>Mathematics</b> One course of college-level mathematics, for which at least Intermediate Algebra (MTH095) is a prerequisite.	4	<b>MTH105</b> or above
<b>Arts and Letters</b> Three courses. Note: 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.	9	<b>ART101, 115, 116, 117, 131, 132, 133, 154, 155, 156, 204, 205, 206, 210, 221, 222, 223, 224, 225, 230, 233, 234, 235, 236, 237, 238, 239, 240, 244, 245, 246, 247, 248, 250, 250B, 250C, 251, 254, 256, 261, 262, 263, 265, 270, 271, 272, 273, 274, 275, 281, 282, 284, 285, 286, 291, 292, 293; ASL211, 212, 213; ENG104, 105, 106, 107, 108, 109, 201, 202, 203, 204, 205, 206, 214, 222, 250, 253, 254, 255, 256, 257, 258, 260, 261, 263, 269; FA255, 256, 257; FR201, 202, 203; HUM106, 230, 251, 252, 253, 259; JNL216, 217, 224, 225, 226, 227, 228; JPN201, 202, 203; MUS105, 161, 201, 202, 203, 205; PHL201, 202, 203, 204, 205; 206 REL201, 202, 203; RUS201, 202, 203; SP100, 111, 112, 115, 130, 218, 219, 229; SPN201, 202, 203; TA110, 121, 122, 123, 130C, 140C, 190C, 230C, 240C, 286; WR241, 242, 243, 244</b>
<b>Social Sciences</b> Three courses.	9	<b>ATH101, 102, 103, 153, 180, 212, 214, 215, 231, 232, 233; CLA201, 202, 203; EC200, 201, 202, 203; GEG105, 106, 107, 140, 190, 201, 202, 206, 207, 220; HST110, 111, 112, 157, 158, 159, 201, 202, 203, 228, 257, 258, 259, 262, 277, 278, 279; PS201, 202, 203, 205; PSY100, 101, 104, 119, 201, 202, 203, 206, 237, 239; SOC204, 205, 206, 210, 221, 235 SSC100, 150, 206; WS101, 102, 103</b>
<b>Science/Math/Computer Science</b> Three courses, including at least one biological or physical science with a lab. <b>Note:</b> 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. Computer Science courses used in the Math/Science/Computer Science area must meet Oregon Council of Computer Chairs criteria for a science course.	9	<b>BI101, 102, 103, 131, 132, 133, 143, 200, 231, 232, 233, 234; BOT201, 202, 203; CH104 and 104R, 105 and 105R, 106 and 106R, 110 and 110R, 111 and 111R, 115, 116, 117, 121 and 121R, 122 and 122R, 123 and 123R, 201, 202, 203, 221 and 221R, 222 and 222R, 223 and 223R, 241 and 241B, 242 and 242B, 243 and 243B; GEO142, 143, 144, 201, 202, 203; GS104, 105, 106, 107, 141, 142, 143; PH201, 202, 203, 207, 208, 209, 211, 212, 213; ZOO201, 202, 203. CIS120, 121, 122; CS101, 105, 125A, 125E, 133C, 133J, 133U, 133VB, 135AC, 140A, 140B, 140S, 140U, 145, 160, 161, 162, 171, 178I, 178W, 179, 233J, 233U, 234J, 240, 240U, 244, 246, 260, 275, 276A, 276B, 276C, 277A, 277B, 277C, 278, 279, 285, 286, 288, 289</b>

### Electives

As required to bring the total credits to 45. Course must be from the Arts & Letters, Social Science, or Science/Math/Computer Science subject areas.

#### Notes:

Each course must be completed with a grade of “C-” or better, must be worth at least 3 credits (quarter system). Students must have a minimum cumulative GPA of 2.0 at the time the module is posted.

1. Courses that are designed to prepare students for college-level work are not applicable to the transfer module.
2. 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 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.
3. 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 Arts Oregon Transfer Degree Requirements

Requirements	Credit Hours	Courses which satisfy requirements
Complete a minimum of 90 credit hours. These must include the following:		
<b>General Education Requirements</b>		
<b>Writing</b> (with grade "C" or better)	9	<b>WR121, WR122, and WR123 or WR227</b>
<b>Math</b> (with grade "C" or better)	4	<b>MTH105 or above</b>
<b>Oral Communication/Rhetoric</b> (with grade "C" or better)	3	<b>SP100, SP111, SP112, SP115, SP130, SP218, SP219, or SP229</b>
<b>Physical Education or Health</b>	3	Any <b>PE185</b> class (one credit each); <b>HE250</b> (three credits); <b>HPE184, HPE270, HPE295, or HPE296</b> (three credits each). A maximum of 12 credits of <b>PE185</b> may be applied toward an A.A. degree.
<b>Distribution Requirements</b> (Courses used to meet the Distribution Requirements must be at least three credits each.)		
<b>Arts and Letters</b> Complete a minimum of 12 credits, choose from at least two disciplines, with no more than nine credits from one discipline. (All foreign languages are considered one discipline.) Each course must be worth at least three credits. Note: The course taken to meet the Oral Communication/Rhetoric requirement above may not be used to meet this requirement.	12	<b>ART101, 115, 116, 117, 131, 132, 133, 154, 155, 156, 204, 205, 206, 210, 221, 222, 223, 224, 225, 234, 235, 236, 237, 238, 239, 240, 244, 245, 246, 247, 248, 250, 250B, 250C, 251, 254, 256, 261, 262, 263, 265, 270, 271, 272, 273, 274, 275, 281, 282, 284, 285, 286, 291, 292, 293; ASL211, 212, 213; ENG104, 105, 106, 107, 108, 109, 201, 202, 203, 204, 205, 206, 214, 222, 250, 253, 254, 255, 256, 257, 258, 260, 261, 262, 263, 269; FA255, 256, 257; FR201, 202, 203; HUM106, 230, 251, 252, 253, 259; JNL216, 217, 224, 225, 226, 227, 228; JPN201, 202, 203; MUS105, 161, 201, 202, 203, 205; PHL201, 202, 203, 204, 205, 206; REL201, 202, 203; RUS201, 202, 203; SP100, 111, 112, 115, 130, 218, 219, 229; SPN201, 202, 203; TA110, 121, 122, 123, 130C, 140C, 190C, 230C, 240C, 286; WR241, 242, 243, 244</b>
<b>Social Sciences</b> Complete a minimum of 15 credits, choose from at least two disciplines, with no more than nine credits from one discipline. Each course must be worth at least three credits.	15	<b>ATH101, 102, 103, 153, 180, 212, 214, 215, 231, 232, 233; CLA201, 202, 203; EC200, 201, 202, 203; GEG105, 106, 107, 140, 190, 201, 202, 206, 207, 220; HST110, 111, 112, 157, 158, 159, 201, 202, 203, 228, 257, 258, 259, 262, 277, 278, 279; PS201, 202, 203, 205; PSY100, 101, 104, 119, 201, 202, 203, 206, 237, 239; SOC204, 205, 206, 210, 221, 235; SSC100, 150, 206; WS101, 102, 103</b>
<b>Sciences, Math, Computer Science</b> Complete a minimum of 15 credits. Choose a minimum of three laboratory courses of at least 12 credits in the biological or physical sciences  and Choose 3 credits in Computer Information Science or Computer Science (CS101 or higher).	15	Choose 12 credits from: <b>BI101, 102, 103, 131, 132, 133, 143, 200, 230, 231, 232, 233, 234; BOT201, 202, 203; CH104 and 104R, 105 and 105R, 106 and 106R, 110 and 110R, 111 and 111R, 115, 116, 117, 121 and 121R, 122 and 122R, 123 and 123R, 201, 202, 203, 221 and 221R, 222 and 222R, 223 and 223R, 241 and 241B, 242 and 242B, 243 and 243B; GEO142, 143, 144, 201, 202, 203; GS104, 105, 106, 107, 141, 142, 143; PH201, 202, 203, 207, 208, 209, 211, 212, 213; ZOO201, 202, 203.</b>  Choose 3 credits from: <b>CIS120, 121, 122; CS101, 105, 125A, 125E, 133C, 133J, 133U, 133VB, 135AC, 140A, 140B, 140S, 140U, 145, 160, 161, 162, 171, 178I, 178W, 179, 233J, 233U, 234J, 240, 240U, 244, 246, 260, 275, 276A, 276B, 276C, 277A, 277B, 277C, 278, 279, 285, 286, 288, 289</b>
<b>Electives</b> Complete additional courses to bring the total number of credits to 90.		All lower division collegiate courses numbered 100 and above. Courses numbered 198/298 and 199/299 will only apply toward this degree as electives. A maximum of 12 credit hours in professional-technical courses may be included, with the exception of the following: <b>BT084, 085; COM051, 052, 053; MTH052 through 095; RD090; SSP050A, B, C; SSP051; WR090, 095.</b> A maximum of 12 credit hours of cooperative work experience may be applied toward an Associate of Arts degree.
Earn a cumulative grade point average (GPA) of 2.0 or above in all work to be applied toward the degree.		
Complete a minimum of 30 credit hours at Chemeketa.		

**Notes:** Two terms of college-level foreign language, with a grade of C or higher, are required for admission to Oregon University System universities. This requirement applies only to students graduating from high school in 1997 or later. This requirement may also be met by completing two years of foreign language at the high school level. This is not a requirement for earning the Associate of Arts degree

# Associate of Science/Oregon Transfer Degree in Business

Requirements	Credits Hours	Courses which satisfy requirements
<b>General Requirements</b>		
Note: Each course in this section must be completed with a grade of "C" or better.		
<b>Writing:</b> A minimum of eight credits of college-transfer writing courses.	8	Designated courses are: <b>WR121, WR122, WR227</b>
<b>Oral Communications/Rhetoric:</b> A minimum of three credits of a fundamentals of speech or communication course	3	<b>SP111, SP112, SP115, SP130, SP218, SP219, or SP229</b>
<b>Mathematics:</b> A minimum of 12 credits, <b>MTH111</b> or above, four credits of which must be statistics	12	<b>MTH111</b> or above, <b>MTH243, MTH244</b>
<b>Computer Applications:</b> A minimum of three credits. Proficiency in word-processing, spreadsheet, database, and presentation software as demonstrated by successful completion of applicable courses	3-6	Computer Science: <b>CS101, CS125A, CS125E</b> Computer Applications: <b>CA115, CA208</b>
<b>Distribution Requirements</b>		
Note: Courses used to meet these requirements must be at least 3 credits each. 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.		
<b>* Arts and Letters:</b> A minimum of twelve credits, chosen from at least two disciplines.	12	<b>ART101, 115, 116, 117, 131, 132, 133, 154, 155, 156, 204, 205, 206, 210, 221, 222, 223, 224, 225, 234, 235, 236, 237, 238, 239, 240, 244, 245, 246, 247, 248, 250, 250B, 250C, 251, 254, 256, 261, 262, 263, 265, 270, 271, 272, 273, 274, 275, 281, 282, 284, 285, 286, 291, 292, 293; ASL211, 212, 213; ENG104, 105, 106, 107, 108, 109, 201, 202, 203, 204, 205, 206, 214, 222, 250, 253, 254, 255, 256, 257, 258, 260, 261, 263, 269; FA255, 256, 257; FR201, 202, 203; HUM106, 230, 251, 252, 253, 259; JNL216, 217, 224, 225, 226, 227, 228; JPN201, 202, 203; MUS105, 161, 201, 202, 203, 205; PHL201, 202, 203, 204, 205; 206 REL201, 202, 203; RUS201, 202, 203; SP100, 111, 112, 115, 130, 218, 219, 229; SPN201, 202, 203; TA110, 121, 122, 123, 130C, 140C, 190C, 230C, 240C, 286; WR123, 241, 242, 243, 244</b>
<b>Social Sciences:</b> A minimum of twelve credits, with a minimum of eight credits of "principles of economics" ( <b>EC201, EC202</b> to include microeconomics and macroeconomics) at the 200 level. The courses in economics must be completed with a grade of "C" or better.	12	<b>ATH101, 102, 103, 153, 180, 212, 214, 215, 231, 232, 233; CLA201, 202, 203; EC200, 201, 202, 203; GEG105, 106, 107, 140, 190, 201, 202, 206, 207, 220; HST110, 111, 112, 157, 158, 159, 201, 202, 203, 228, 257, 258, 259, 262, 277, 278, 279; PS201, 202, 203, 205; PSY100, 101, 104, 119, 201, 202, 203, 206, 237, 239; SOC204, 205, 206, 210, 221, 235; SSC100, 150, 206; WS101, 102, 103</b>
<b>Requirements</b>		
<b>Science:</b> A minimum of twelve credits of laboratory courses in the biological or physical sciences	12	<b>BI101, 102, 103, 131, 132, 133, 143, 200, 231, 232, 233, 234; BOT201, 202, 203; CH104 and 104R, 105 and 105R, 106 and 106R, 110 and 110R, 111 and 111R, 115, 116, 117, 121 and 121R, 122 and 122R, 123 and 123R, 201, 202, 203, 221 and 221R, 222 and 222R, 223 and 223R, 241 and 241B, 242 and 242B, 243 and 243B; GEO142, 143, 144, 201, 202, 203; GS104, 105, 106, 107, 141, 142, 143; PH201, 202, 203, 207, 208, 209, 211, 212, 213; ZOO201, 202, 203.</b>
Subtotal of General and Distribution Requirements	62-65	
<b>Business-Specific Requirements</b>		
Note: Each course in this section must be completed with a grade of "C" or better.		
<b>BA101</b> Introduction to Business	3-4	
<b>BA211</b> Fundamentals of Financial Accounting and <b>BA213</b> Decision Making with Accounting Information (or <b>BA211, BA212</b> Financial Accounting 1, 2, and <b>BA213</b> Managerial Accounting)	8-9	
<b>BA226</b> Business Law 1 (or other advisor-approved Business elective)	3-4	
Subtotal of Business-Specific Requirements	14-17	
<b>Electives and/or University-Specific Prerequisites</b>	8-14	Depends on choice of transfer institution. See an advisor. A maximum of 12 credit hours in professional-technical courses may be included, with the exception of the following: <b>BT084, 085; COM051, 052, 053; MTH052</b> through 095; <b>RD090; SSP050A,B, C; SSP051; WR090, 095.</b>
<b>Grand Total Credits</b>	90	

Electives should be taken to meet the requirements of your transfer institution. See your advisor for assistance. For the most up-to-date information on the requirements of transfer, see the Oregon University System, Joint Boards Articulation Commission website at: <http://www.ous.edu/aca/jbac.html> (4-18-03)

Notes: For transfer students graduating from high school in 1997 and thereafter, the Oregon University System has a second language admission requirement: two terms of a college-level second language with an average grade of C- or above, OR two years of the same high school-level second language with an average grade of C- or above, OR satisfactory performance on an approved second language assessment of proficiency. Demonstrated proficiency in American Sign Language meets this second language admission requirement.

# Associate of Applied Science Degree Requirements

Requirements	Credit Hours	Courses which satisfy requirements
<p>Satisfactorily complete the required courses and credit hours listed for each professional-technical program in the Programs of Study section of this catalog.</p> <p>You will meet the degree requirements if you follow the curriculum outline listed for your program. In some cases the program specifies exactly which courses you should take. The courses listed below meet the college's degree requirements.</p>		
<b>Related Instruction Requirements</b>		
<b>Communication/Writing</b>	3	One course of <b>WR115</b> , <b>WR121</b> , <b>COM051</b> or higher writing course or approved program substitute.
<b>Computation/Math</b>	3	One course of <b>MTH052</b> or any higher numbered math course.
<b>Human Relation/Psychology/Sociology</b>	3	<b>PSY101</b> , <b>PSY104</b> , <b>PSY201</b> , <b>PSY202</b> , <b>PSY203</b> , <b>PSY206</b> , <b>PSY237</b> , <b>PSY239</b> , <b>SOC204</b> , <b>SOC205</b> , <b>SOC206</b> , <b>SOC210</b> or approved program substitute.
<b>Computer Literacy</b>	3	The following program-approved list of courses allows a student to meet the college's computer literacy competency requirement. Check with your program advisor if you have any questions related to this requirement. <b>CIS120*</b> Computer Information Science I 4 credits <b>CS101*</b> Introduction to Microcomputer Applications 3 credits <b>DRF165*</b> CAD System Administration 3 credits <b>CAM160*</b> Programming CNC Mills 3 credits
Three credit hours from one of the three following areas:		
<b>Social Science</b>	3	Anthropology, Chicano/Latino Studies, Economics, Geography, History, Human Development and Family Studies, Political Science, Psychology, Social Science, Sociology, Women's Studies
<b>Humanities/Fine Arts</b>		American Sign Language, Art, English, Film Arts, Foreign Language, Humanities, Journalism, Music, Music Performance, Philosophy, Religion, Speech, Theater Arts
<b>Science/Applied Science</b>		Approved program-related instruction may satisfy this requirement, or courses in Biology, Botany, Chemistry, Computer Science, General Engineering, General Science, Geology, Horticulture, Nutrition and Food Management, Oceanography, Physics, Zoology
Three additional credits from any of these areas: <i>Health/Physical Education</i> <i>Humanities/Fine Arts</i> <i>Math Science/Applied Science</i> <i>Social Science</i> <i>Writing**</i> <i>English as a Non-Native Language**</i> <i>Reading**</i> <i>Study Skill**</i>	3	
** (Must be 100 level or higher)		
Complete a minimum of 30 credit hours at Chemeketa.		
Earn a cumulative grade point average (GPA) of 2.0 or above for all course credits which apply toward the degree. Only courses numbered 050 or higher, unless otherwise indicated, apply toward the degree.		

**Notes:**

1. We recommend that you see an advisor for guidance before you enroll.
2. At the end of a program or course of study, any student receiving a three-term Certificate of Completion or two-year Associate of Applied Science degree will meet related instruction requirements in communications, computation and human relations, see page 38.
3. Some of Oregon's four-year institutions accept certain courses in professional-technical programs as college transfer courses. If you are interested in continuing your education after completing a Chemeketa program, check with the institution you plan to attend.
4. For information on the Industrial Technology and Apprenticeship degree, see page 104.

\*Indicates a course prerequisite or requirement related to the course. For further information contact your program advisor or college advisor.

# Associate of General Studies Degree Requirements

Requirements	Credit Hours	Courses which satisfy requirements
Complete a minimum of 90 credit hours. These must include the following:		A maximum of 36 credit hours in professional-technical courses may be applied toward the 90 credit hours required for the degree. See page 127 for how courses are numbered. All collegiate courses must be numbered 100 or above.
<b>Writing</b>		
(with a grade "C" or better)	6	<b>WR121</b> and one additional course from <b>WR122, 123, 227, 241, 242, 243</b> or <b>BA214</b>
<b>Math</b>		
(with a grade "C" or better)	4	<b>MTH095</b> or above
<b>Speech</b>		
(with a grade "C" or better)	3	<b>SP100</b> or above
<b>Computer Studies</b>	3	The following program-approved list of courses allows a student to meet the college's computer literacy competency requirement. Check with your program advisor if you have any questions related to this requirement. <b>CIS120*</b> Computer Information Science I 4 credits <b>CS101*</b> Introduction to Microcomputer Applications 3 credits <b>DRF165*</b> CAD System Administration 3 credits <b>CAM160*</b> Programming CNC Mills 3 credits
<b>Physical Education or Health**</b>	3	Any three-credit health course with an <b>HE</b> prefix; <b>HPE184, HPE270, HPE295, or HPE296</b> (three credits each); or three terms of <b>PE180, PE185</b> or <b>PE190</b> classes (one credit each).
<b>Arts and Letters/Humanities</b>	9	Choose courses from Art, American Sign Language, English, Film Arts, French, German, Humanities, Journalism, Japanese, Music Performance, Music, Philosophy, Religion, Russian, Speech, Spanish, Theater Arts, Writing.
<b>Social Science</b>		
(Courses must be chosen from at least two disciplines.)	12	Choose courses from Anthropology, Chicano/Latino Studies, Economics, Geography, History, Political Science, Psychology, Sociology, Social Science, Women's Studies.
<b>Science</b>		
(Courses must include a laboratory.)	8	Choose courses from Biology, Botany, Chemistry, Geology, General Science, Physics, Zoology.
<b>Electives:</b>		
Additional courses to bring the total number of credits to 90.		
Earn a cumulative grade point average (GPA) of 2.0 or above in all work to be applied toward the degree.		
Complete a minimum of 30 credit hours at Chemeketa.		

**Notes:**

1. A maximum of 12 credit hours of cooperative work experience may be applied toward the degree.

\*Indicates a course prerequisite or requirement related to the course.

\*\*A maximum of 12 credit hours of physical education (PE185) may be applied toward the degree.

Requirements	Credit hours	Chemeketa courses which satisfy requirements
<p><b>Communication and Critical Thinking</b> (Choose courses from at least two different prefixes other than the prefix of your major.) In the entire <b>Communication and Critical Thinking Area</b> a student must complete at least one course with a different prefix(es) of the student's major.</p>	Minimum 15 hours	<p><b>Communication:</b> SP111, 112, 130, 218, 219; WR121, 122, 123, 227. <b>Critical Thinking and Problem Solving:</b> CH104, 105, 106; PHL204. <b>Quantitive Reasoning:</b> MTH105, 212, 213, 241, 243, 244, 251, 252, 253.</p>
<p><b>General Knowledge</b> (Choose courses from all five of the subcategories with a minimum of 9 credit hours in each of the five) Within each category under General Knowledge, a student must complete at least one course with a different prefix than the prefix(es) of the student's major.</p>	Minimum 45 hours	<p><b>Aesthetics and Humanities:</b> ART105, 161, 201, 202, 203, 205; ENG104, 105, 106, 107, 108, 109, 210, 202, 203, 204, 205, 206, 214, 222, 253, 254, 255, 257, 258, 260, 261, 263, 269; FA255, 256, 257; HUM251, 252, 257; JNL224; MUS105, 161, 201, 202, 203, 205; PHL201, 202, 203, 205; REL201, 202, 203; TA110; WR241, 242, 243. <b>Human Behavior:</b> ATH102, 103; EC201, 202, 203; GEG107, 190, 201, 202, 206, 207; HST110, 111, 112, 157, 157, 159, 201, 202, 203; PS201, 202, 203, 204; PSY100, 201, 202, 203, 237; SOC204, 205, 206; WS101, 102, 103. <b>Natural World:</b> ATH101, 153; BI100, 101, 102, 103, 131, 132, 133, 143, 200; BOT201, 202, 203; CH110, 111, 125, 116, 117, 121, 122, 123, 201, 202, 203, 221, 222, 223; GEO130, 142, 143, 144, 201, 202, 203; GEG105; GS104, 105, 106, 107, 120, 141, 142, 143; PH106, 111, 201, 202, 203, 207, 208, 209, 211, 212, 213; QC133; ZOO201, 202, 203. <b>Arts and the Creative Process:</b> ART115, 116, 117, 131, 132, 133, 154, 155, 156, 221, 222, 230, 234, 235, 236, 238, 239, 244, 245, 246, 254, 261, 262, 263, 264, 270, 271, 272, 273, 274, 275, 281, 284, 285, 286, 291, 292, 293; MUS100, 105, 174, 197; TA121, 122, 123. <b>Logic, Language and Culture:</b> ASL111, 112, 113, 211, 212, 213; ATH108, 201, 202, 203, 212, 214, 231, 232, 233; CIS120, 121, 122; CS140B, 140U; FR101, 102, 103, 201, 202, 203; GEG106; GER101, 102, 103, 201, 202, 203; HST257, 258, 259; HUM106; JPN101, 102, 103; MTH211; RUS101, 102, 103, 201, 202, 203; SP115; SPN101, 102, 103, 150, 151, 201, 202, 203; SSC101, 150, 206.</p>

**Notes:**

1. A maximum of 126 credit hours of lower division coursework may be applied toward a baccalaureate degree.
2. General Education Distribution Requirements: In the absence of an AAOT degree from an Oregon community college, students must complete a minimum of 15 credits in each of the following four areas: Humanities, Natural Science, Social Science and Arts, Languages and Logic. Within each of the four areas a student must have completed courses with at least two different prefixes other than the prefix or prefixes of the student's major. No more than 12 hours in a discipline may be applied in an area.
3. Students must demonstrate "functional computer literacy" in the major field.
4. For the Bachelor of Science (B.S.) degree: In addition to completing the General Education Distribution Requirements, students are required to demonstrate the application of mathematics at the college level. Means for satisfying this requirement are described in each major at Eastern.
5. For the Bachelor of Arts (B.A.) degree: In addition to completing the General Education Distribution Requirements, students are required to demonstrate proficiency in a single foreign language (two years or completion of a second-year foreign language course sequence or equivalency).
6. The Writing Proficiency Exam (WPE) must be attempted prior to admission to a major degree program and must be passed prior to graduation from Eastern. Students are required to complete writing courses through WR121 or, upon entering, demonstrate a Test of Standard Written English (TSWE) score of 50 or better before attempting the WPE given at Eastern.
7. Courses in which "D" grades have been earned will transfer to Eastern.
8. Only courses with letter prefixes and numbers above 100 are accepted at Eastern.
9. This guide is subject to change without notice and should not be regarded as a contract between Eastern and students attending Chemeketa Community College.
10. Two years of high school or two terms of college-level foreign language (same language) required for students graduating from high school spring, 1997 or later.

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Requirements	Credit hours	Chemeketa courses which satisfy requirements
<b>Communication</b>		
<b>Speech</b>	3	<b>SP111</b>
<b>English Composition</b>	6	<b>WR121</b> and 122
Nine additional credits from speech/writing courses having <b>WR122</b> or <b>SP111</b> as a prerequisite; specified by the major department from the following: <b>BA214, WR123, 227, 321, 322, 323, 327, 328; SP113.</b>	9	<b>WR123, 227; BA214; SP113;</b> no equivalent courses for <b>WR321, 322, 323, 327, 328</b>
<b>Business</b>		
Nine credits selected from upper-division business and industrial management courses.	9	No equivalent course.
<b>Humanities</b>		
Nine credits selected by student or specified by a major department from the following: <b>ART, ENG, HUM, MUS, PHL,</b> Language (second year)	9	<b>ART101, 115, 116, 117, 131, 132, 133, 154, 155, 156, 198, 199, 204, 205, 206, 210, 221, 222, 223, 224, 231, 234, 235, 236, 238, 239, 244, 245, 246, 254, 261, 262, 263, 264, 270, 271, 272, 273, 274, 275, 281, 284, 285, 286, 291, 292, 293, 299; ENG104, 105, 106, 107, 108, 109, 201, 202, 203, 204, 205, 206, 214, 222, 250, 253, 254, 255, 260, 261, 263; FA255, 256, 257; FR202, 203; GER201, 202, 203; HUM251, 252, 253, 259; JPN201, 202, 203; MUP100, 105, 174; MUS105, 197, 199, 201, 202, 203; PHL199, 201, 202, 203, 204, 205; REL201, 202, 203; RUS201, 202, 203; SPN201, 202, 203; TA110, 121, 122, 123, 285A, B, C</b>
<b>Social Sciences</b>		
Twelve credits selected by student or specified by a major department from <b>ATH, ECO, GEG, HST, PS, PSY, SOC.</b>	12	<b>ATH101, 102, 103, 207, 208, 209, 231, 232, 233; CLA203; CJ101, 110, 131, 200, 206, 220, 226; EC200, 201, 202, 203; GEG105, 106, 107, 201, 202, 206; HST110, 111, 112, 157, 158, 159, 199A, 201, 202, 203, 228, 257, 258, 259; PS151, 201, 202, 203, 205; PSY100, 101, 102, 104, 201, 202, 203, 206, 237, 239; SOC204, 205, 206, 210, 221, 227, 235; SSC150, 151, 206; WS101, 102, 103</b>
<b>Technology</b>		
Twelve credits selected by student or specified by a major department. At least one computer course is required.	12	<b>EGR211, 212, 213;</b> select computer course from: <b>CIS120, 121, 122; CS101, 133A, 133B, 133C, 133E, 133U, 133VB, 140B, 140U, 160, 171, 178I, 233U, 240, 244, 246, 260, 285</b>
<b>Science/Mathematics</b>		
<b>College Algebra</b>	4	<b>MTH111</b>
Twelve additional credits selected by student or specified by a major department from biological sciences, mathematics, or physical science.	12	<b>BI101, 102, 103, 131, 132, 133, 200, 231, 232, 233, 234; BOT201, 202, 203; CH104, 105, 106, 110, 115, 116, 117, 121, 122, 123, 201, 202, 203, 221, 222, 223, 241, 242, 243; GEO142, 143, 144, 201, 202, 203; GS104, 105, 106, 107; MTH105, 112, 231, 243, 251, 252, 253, 254, 255, 256; OC133; PH201, 202, 203, 207, 208, 209, 211, 212, 213; ZOO201, 202, 203</b>

**Notes:**

1. A maximum of 108 credit hours earned at a community college may be applied toward a baccalaureate degree.
2. Courses in which "D" grades have been earned will transfer to OIT. Some sequence courses require a "C" grade or better in a prerequisite course in order to continue in the sequence.
3. Students with an Associate of Arts Oregon Transfer (AAOT) degree from Chemeketa Community College will be considered as having met the lower division General Education Requirements at OIT.
4. This guide is subject to change without notice and should not be regarded as a contract between OIT and students attending Chemeketa Community College.
5. Two years of high school or two terms of college-level foreign language (same language) required for all students graduating from high school spring 1997 or later.

**www.oit.edu 541-885-1000 or 800-422-2017**

Requirements	Credit hours	Chemeketa courses which satisfy requirements
<b>Writing I</b>	3	<b>WR121</b> (must be completed with a "C" grade or better before transferring)
<b>Writing II</b>	3	<b>BA214; JNL216 WR122, 123, 227, 241, 242, 243, 244</b> (pass with a "C" grade or better)
<b>Writing III/Speech</b>	3	Any courses listed to meet Writing II requirements not taken to meet the Writing II requirements or <b>SP111, 112, 218, 219</b>
<b>Mathematics</b>	4 or 5	<b>MTH105, 111</b> or higher math (must be completed before transferring)
<b>Fitness</b>	3	<b>HPE295</b> Health and Fitness for Life
<b>Writing Intensive Course</b>		(Must be taken at OSU as part of major)
<b>Physical Science*</b> (Including Lab)	4-5	<b>CH104, 105, 106, 115, 116, 117, 121, 122, 123, 201, 202, 203, 221, 222, 223; GEG105; GEO142, 143, 144, 201, 202, 203; GS104, 105, 106, 107, 141, 142, 143; PH201, 202, 203, 207, 208, 209, 211, 212, 213</b>
<b>Biological Science*</b> (Including Lab)	4	<b>BI101, 102, 103, 131, 132, 143, 200, 234; BOT201, 202, 203; ZOO201, 202, 203</b>
One additional Physical Science or Biological Science course*	4-5	Any courses listed for Physical or Biological Science above.
<b>Western Culture*</b>	3	<b>ART101, 204, 205, 206; ENG107, 108, 109, 201, 202, 203, 204, 205, 206, 253, 254, 255; FA255; HST110, 111, 112, 201, 202, 203, 228; PHL201, 202, 203; REL202, 203</b>
<b>Cultural Diversity*</b>	3	<b>ATH201, 202, 203, 212, 214, 231, 232, 233; CLA201, 202, 203; GEG201, 202, 206; HST110, 111, 112, 157, 158, 159, 257, 258, 259; REL201, 202</b>
<b>Literature and the Arts*</b>	3	<b>ART101, 204, 205, 206; ENG104, 105, 106, 107, 108, 109, 201, 202, 203, 204, 205, 206, 250, 253, 254, 255, 256, 257, 258, 260, 269, 299; FA255; MUS161, 201, 202, 203; TA110</b>
<b>Social Processes and Institutions*</b>	3	<b>ATH103; EC201, 202; ENG269; HE209; PS201, 202; PSY100, 201, 202, 203; SOC204, 205</b>
<b>Difference, Power and Discrimination*</b>	3	<b>HST201, 202, 203; SOC206; SSC206</b>
<b>Global Issues</b>	3	(Upper division course; must be taken at OSU.)
<b>Science, Technology and Society</b>	3	(Upper division course; must be taken at OSU.)

Notes:

1. A maximum of 124 credit hours earned at a community college may be applied toward a baccalaureate degree.
2. No more than two courses from the same department may be used to fulfill the Baccalaureate Core Curriculum requirements other than writing.
3. In general, only courses with letter prefixes and numbers above 100 are accepted at OSU. Some professional/technical courses numbered 100 or higher are not accepted as transferable courses. Please contact the office of admissions and orientation at OSU regarding specific courses. Professional/Technical courses include those with prefixes of: **AUM, BLD, BT, CA, CJ, DRF, ECE, ED, ELT, ENL, FE, FRP, FT, HM, HTM, MED, MT, NET, VC, VMW.**
4. Students with professional/technical credits (including courses numbered 50-99) should contact the assistant registrar at OSU for assistance in determining transferability of these courses to an OSU major.
5. OSU will accept "D" grades. Some departments, schools or colleges may not accept "D's" in required courses.
6. Students with an Associate of Arts Oregon Transfer (AAOT) degree from Chemeketa Community College will be considered as having met OSU's lower division Baccalaureate Core Curriculum requirements.
7. Departments, schools, or colleges at OSU may restrict the courses used by their major students to satisfy each general educational component.
8. This guide is subject to change without notice and should not be regarded as a contract between OSU and students attending Chemeketa Community College.
9. Two years of high school or two terms of college-level foreign language (same language) required for students graduating from high school spring, 1997 or later.

\*No more than two courses from the same department may be used to fulfill this group of requirements.

**oregonstate.edu 541-737-4411 or 800-291-4192**

Requirements	Credit hours	Chemeketa courses which satisfy requirements
<b>Freshman Inquiry</b> (Three five-credit courses) This sequence is required of all transfer students who have earned less than 30 quarter hours at the time of transfer. Electives or Major Requirements	15 30	Complete 45 credit hours from courses listed for Associate of Arts Oregon Transfer degree. Courses should include writing, speech and computer science. It is also important to learn appropriate information technology resources of the library.
<b>Sophomore Level</b> (Three four-credit courses selected from different interdisciplinary programs or general education clusters.) Students who have earned 30 to 89 quarter hours at the time of transfer must complete sophomore inquiry at PSU Electives or major requirements	12 33	Complete 45 credit hours from courses listed for Associate of Arts Oregon Transfer degree and courses required for major. Students planning to attend Chemeketa two years should complete the Associate of Arts Oregon Transfer degree.

**Notes:**

1. A maximum of 108 credit hours earned at a community college may be applied toward a baccalaureate degree.
2. In general, only courses with letter prefixes and numbers 100 or higher are accepted at PSU.
3. Students must have achieved a 2.00 cumulative GPA with 30 transferable credit hours to be considered as a transfer student; non-residents must have a 2.25 cumulative GPA.
4. PSU does not accept courses in which "D" grades have been earned.
5. PSU does not award credit for the following courses: CA121, 122, 123, CPL120, CS125, NUR111, 122, 123, NUR215, (and some other computer assisted business technology classes), as well as Drafting, Electronic Technology and Visual Communications courses.
6. Students who have earned an Associate of Arts Oregon Transfer (AAOT) degree from Chemeketa Community College will be considered as having met PSU's lower division general education requirements.
7. Two years of high school or two terms of college-level foreign language (same language) required for students graduating from high school spring, 1997 or later.
8. This guide is subject to change without notice and should not be regarded as a contract between PSU and students attending Chemeketa Community College.
9. Students who transfer 60-74 credit hours must take two sophomore inquiry courses. Students who transfer 75-89 credit hours must take one sophomore inquiry course.

**www.pdx.edu 503-725-3511 or 800-547-8887**

SOU requirements	Credit hours	Chemeketa courses which satisfy requirements
<b>Writing</b>	6	WR121, 122 ("C-" or better in each class at SOU.)
<b>Oral Communication</b>	3	SP111, 218 ("C-" or better in each class.)
<b>Mathematics</b>	4	MTH211 and 212, or 243, 244, 251
<b>Arts and Letter</b> (sequence)	6-8	Choose a sequence of two or three classes from the following: ART204, 205, 206; ENG104, 105, 107, 108, 109; FR202, 203; GER202, 203; PHL201, 203.; SPN202, 203
<b>Social Science</b> (sequence)	6-8	Choose sequences of two or three classes from the following: ATH101, 102, 103; CJ100, 101; EC201, 202; HST110, 111 or 112; 201 and 202 and 203; PS201 and 202 and 203; SOC204 and 205 and 206; SOC204 and ATH103; HE250 and HPE295
<b>Science</b> (sequence)	6-8	Choose sequences of two from the following: BI101, 102, 103; CH104, 105, 201, 202, 221, 222; GEO201, 202; PH201, 202;

**General Education Notes:**

1. Must complete 36 transferable credits before transferring.
2. Must complete a two quarter/6-8 credit sequence from each of the following three courses resulting in a total of 24 credit hours; Arts & Letters, Social Science, Science/Math.
3. **Bachelor of Science**  
Need total of 8 credits w/Math, Computer Science or designated logic class. Must have combined total of 48 credits from Math, Science, business and Social Science.

**Bachelor or Arts**

Need one year of a foreign language at a second year level. Must have a combined total of 48 credits from Humanities, and Fine and Performing Arts.

**Students entering SOU who have earned an Associate of Arts Transfer Oregon degree from Chemeketa will be considered to have met SOU's core curriculum requirements.**

Notes:

1. A maximum of 108 hours taken at community colleges can be transferred to SOU. A total of 180 credits is required for a Bachelor of Arts or Sciences degree.
2. Only courses with a letter prefix and a number of 100 or higher are considered transferable.
3. A maximum of 24 credit hours of professional/technical courses are accepted as free electives.
4. Courses in which "D" grades have been earned are accepted by SOU except those otherwise noted.
5. This guide is subject to change without notice and should not be regarded as a contract between SOU and Chemeketa Community College.
6. \*Two years of high school or two terms of college-level foreign language (same language) required for all students graduating from high school Spring 1997 or later. SOU will not grant credit for the following courses; RD115, RD116.

[www.sou.edu](http://www.sou.edu) 541-552-6411 or 800-482-7672

Requirements	Credit hours	Chemeketa courses which satisfy requirements
<b>Written English</b>	6	<b>WR121</b> and <b>WR122</b> or <b>WR123</b> (with a “C” grade or better) <b>WR121</b> must be completed before transferring.
<b>Arts and Letters*</b> These courses must be completed in at least two subjects (prefixes), and a minimum of two courses must be completed in one subject.	16	Choose from the following: <b>ART</b> 204, 205, 206; <b>ENG</b> 104, 105, 106, 107, 108, 109, 201, 202, 203, 204, 205, 206, 222, 250, 253, 254, 255, 256, 257, 258, 260, 269; <b>FA</b> 255, 256, 257; <b>FR</b> 201, 202, 203; <b>HUM</b> 251, 252, 253; <b>MUS</b> 201, 202, 203, 205; <b>PHL</b> 201, 202, 203, 204; <b>RUS</b> 201, 202, 203; <b>SPN</b> 201, 202, 203; <b>TA</b> 110
<b>Social Science*</b> These courses must be completed in at least two subjects (prefixes), and a minimum of two courses must be completed in one subject.	16	Choose from the following: <b>ATH</b> 102, 103, 180, 201, 202, 203, 207, 208, 209, 212, 214, 215, 231, 232, 233; <b>BA</b> 101; <b>CLA</b> 201, 202, 203; <b>EC</b> 201, 202, 203; <b>GEG</b> 106, 107, 201, 202, 206, 207, 220; <b>HST</b> 110, 111, 112, 157, 158, 159, 201, 202, 203, 228, 257, 258, 259, 262; <b>JNL</b> 224; <b>PS</b> 201, 202, 203, 205; <b>PSY</b> 202, 203, 206, 237, 239; <b>REL</b> 201, 202, 203; <b>SOC</b> 204, 205, 206, 210; <b>SSC</b> 150, 206; <b>WS</b> 101, 102, 103
<b>Science*</b> These courses must be completed in at least two subjects (prefixes), and a minimum of two courses must be completed in one subject. (MTH105 or MTH111 must be completed before transferring or be granted a waiver.)	16	Choose from the following: <b>ATH</b> 101; <b>BI</b> 100, 101, 102, 103, 131, 132, 133, 143, 200, 230, 231, 232, 233, 234; <b>BOT</b> 201, 202, 203; <b>CH</b> 104, 105, 106, 110, 115, 116, 117, 121, 122, 123, 201, 202, 203, 221, 222, 223; <b>CIS</b> 121, 122; <b>CS</b> 161, 162, 244, 246, 260; <b>GEO</b> 142, 143, 144, 201, 202, 203; <b>GEG</b> 105, 190; <b>GS</b> 104, 105, 106, 107, 120, 141, 142, 143; <b>MTH</b> 105, 211, 212, 213, 231, 232, 241, 243, 244, 251, 252, 253; <b>OC</b> 133; <b>PH</b> 201, 202, 203, 207, 208, 209, 211, 212, 213; <b>PSY</b> 201; <b>ZOO</b> 201, 202, 203
<b>Multicultural Studies</b> You must complete two courses chosen from two of the following three areas:		
<b>Area 1—American Culture</b>	2 courses at least 3 credits each.	<b>Area 1</b> — <b>ATH</b> 231, 232, 233; <b>CLA</b> 201, 202, 203; <b>ENG</b> 256, 257; <b>GEG</b> 207 <b>HST</b> 257, 258, 259; <b>MUS</b> 105, 205; <b>SSC</b> 100, 150
<b>Area 2—Identity, Pluralism and Tolerance</b>		<b>Area 2</b> — <b>ENG</b> 222, 250, 260; <b>HST</b> 262; <b>SP</b> 115; <b>SSC</b> 206; <b>WS</b> 101, 102, 103
<b>Area 3—International Cultures</b> (Some courses may be chosen to meet this requirement and one of the requirements listed above.)		<b>Area 3</b> — <b>ATH</b> 103, 212, 214, 215; <b>ENG</b> 258; <b>GEG</b> 106, 201, 202, 220; <b>HST</b> 110, 111, 112, 157, 158, 159; <b>REL</b> 201, 202
Notes:		
<ol style="list-style-type: none"> <li>1. A maximum of 108 credit hours earned at a community college may be applied toward a baccalaureate degree.</li> <li>2. Courses with letter prefixes and numbers above 100 are accepted at the University of Oregon (with the exception of the following: <b>RD</b>115, 116, 117).</li> <li>3. A maximum of 12 credit hours of vocational/technical courses are accepted as electives.</li> <li>4. B.A. degree requires equivalent of two years of college foreign language. Students who have not earned the Associate of Arts Oregon (AAOT) transfer can not use the same foreign language courses to meet both the Arts and Letters and BA requirements.</li> <li>5. B.S. degree requires <b>MTH</b>111, 211, 212 and 213; or any three of the following: <b>MTH</b>105, 111, 241 and 243; or <b>MTH</b>112 or 116 plus any one of the following: <b>MTH</b>231, 241, 243, <b>CS</b>133U, 161, 162; or any one of the following: <b>MTH</b>251, 252, 253, 254, 255, 256. All courses must be completed with a “C” grade or better. Students who have not earned an Associate of Arts-Oregon Transfer (AAOT), cannot use the same courses to meet BS degree Math/Computer course proficiency requirement and the Science requirement.</li> <li>6. Courses in which “D” grades have been earned will transfer to UO, but will not satisfy degree requirements in writing, mathematics or foreign language and may not be acceptable for major requirements.</li> <li>7. Students not meeting freshman admissions criteria must complete <b>WR</b>121 and <b>MTH</b>105 or 111 before transferring.</li> <li>8. Students who have earned an Associate of Arts Oregon Transfer (AAOT) degree from Chemeketa Community College will be considered as having met the Core Curriculum requirements at UO. The Multicultural Studies requirement is not satisfied by completing the AAOT degree unless acceptable courses are taken as part of the AAOT degree.</li> <li>9. This guide is subject to change without notice and should not be regarded as a contract between UO and students attending Chemeketa Community College.</li> <li>10. Students graduating from high school in 1997 or after must have completed two years of high school-level second language or two terms of a college-level second language or demonstrated proficiency to be admitted to U of O. *No more than three courses from any one department may be used to satisfy the total 48 credit group requirement. Courses in the major may be used to satisfy the group requirement.</li> </ol>		
<b>www.uoregon.edu 541-346-3201 or 800-232-3825</b>		

Requirements	Credit hours	Chemeketa courses which satisfy requirements
<b>English Composition</b>	3	<b>WR121</b> or <b>WR122</b> or <b>WR123</b>
<b>Speech</b>	3	Courses with <b>SP</b> prefix and numbered 111 or higher. <b>SP111</b> , 112, 218. <b>SP111</b> preferred.
<b>Physical Education</b>	4	All activity courses selected from <b>PE180</b> , 185, 190, and <b>HPE295</b> . ( <b>HPE295</b> and one hour of activity class preferred. Classes should include different activities.)
<b>Creative Arts</b> (Art, Dance, Music, Theater Arts)	9	Any course with prefix of <b>ART</b> , <b>MUP*</b> , <b>MUS</b> , <b>TA</b> and numbered 100 or above. In addition, dance courses at WOU meet requirement. Nine hours in combination of three different areas preferred.* A maximum of three hours of music performance courses is allowed.
<b>Humanities</b> (Literature, Philosophy and Religion)	12	A sequence of at least six hours in literature is required: <b>ENG104</b> , 105, 106, 107, 108, 109, 201, 202, 203, 204, 205, 206, 250, 253, 254, 255, 260, 261 263 and one philosophy or religion course: <b>PHL201</b> , 202, 203 or 204, or <b>REL201</b> , 202 or 203.
<b>Laboratory Science</b>	12	A sequence of at least eight hours in the same discipline is required. All courses numbered 100 or higher and with a prefix of <b>BI</b> , <b>BOT</b> , <b>CH</b> , <b>GEO</b> , <b>GS</b> , <b>PH</b> or <b>ZOO</b> . (Elementary education majors should take <b>BI101</b> , <b>GS104</b> and <b>GS106</b> .)
<b>Social Science</b>	12	A sequence of at least eight hours in the same discipline is required. All courses numbered 100 or higher with a prefix of <b>ATH</b> , <b>GEG</b> , <b>HST</b> , <b>PS</b> or <b>SOC</b> . The remaining three hours may be in any social science area, including psychology and criminal justice. Note: US history or geography are recommended for elementary education majors. <b>PSY237</b> is recommended for elementary education majors.
<b>Special Graduation Requirements</b>		
<b>Bachelor of Arts (B.A.)</b>	4	(1) <b>MTH105</b> or higher math. (Elementary education majors should take <b>MTH211</b> , 212, 213 Foundation of Elementary Mathematics);
or	3	(2) <b>CS101</b> ; and
	4	(3) Third term of a second-year foreign language
<b>Bachelor of Science (B.S)</b>	12	(1) A combined total of 12 credit hours in mathematics, computer science or designated statistics courses. A minimum of one math class and one computer science ( <b>MTH105</b> and <b>CS101</b> do not meet this requirement). Each BS degree program in the Western catalog identifies the math, computer science and statistics courses that meet this.

**Notes:**

1. A maximum of 108 credit hours earned at a community college may be applied toward a baccalaureate degree.
2. In general, only courses with letter prefixes and numbers above 100 are accepted at Western.
3. Up to 24 hours of professional-technical credits can be transferred as free electives. 4. Courses in which "D" grades have been earned are accepted at Western.
5. Students who have not completed all of the Liberal Arts Core Curriculum (LACC) requirements listed above at the time they transfer will be expected to complete them with courses among those specifically required of freshmen beginning their work at Western.
6. Courses numbered 199 and 299 and Cooperative Work Experience (CWE) credits transfer to Western as general elective credits and are not applied to the major or LACC requirements. Up to 12 hours of CWE can be accepted.
7. Students with an Associate of Arts Oregon Transfer (AAOT) degree from Chemeketa Community College will be considered as having met the LACC requirements at Western, but not the special graduation requirements.
8. For the Bachelor of Science (B.S.) degree: In addition to completing the LACC requirements, students are required to earn 12 credits in mathematics, computer science and statistics, including a minimum of one mathematics course and one computer course. (**MTH105** and **CS101** do not meet these requirements.)
9. For the Bachelor of Arts (B.A.) degree: In addition to completing the LACC requirements, students are required to take two years of a college-level foreign language. The language must be French, German, Japanese or Spanish.
10. Courses required in the major may not be used to fulfill the LACC requirements.
11. Students who graduate from high school spring 1997 or later must have completed two years of high school foreign language (same language) or two terms of college-level foreign languages to be admitted to WOU. 12. This guide is subject to change without notice and should not be regarded as a contract between Western and students attending Chemeketa Community College.

[www.wou.edu](http://www.wou.edu) 877-838-8211 or 877-877-1593

# Career choices and programs of study

As you begin at Chemeketa you may have already decided on a career you want to pursue or a program area you want to enter. Many students, however, are still figuring that out when they start at the college. If you are still exploring career options, the career information here may be helpful to you. Below is a list of the fastest-growing occupations in the United States. Chemeketa

has programs of study for most of these top-20 careers. In some cases there is more than one choice of a program to get you started in the career. For some of the careers you may need to get training at another community college. In all cases, you will see where you can find more information about the program or whom you need to contact.

## Top 20 Fastest Growing Occupations in the United States

Occupation	Program or Information	Page or Telephone
1. Computer Software Engineers, Applications	See Computer Science (Transfer)	page 75
2. Computer Support Specialist	See Computer Systems Specialist	page 75
3. Computer Software Engineers, Systems software	See Computer Science (Transfer)	page 75
4. Network and Computer Systems Administrators	See Network Technology	page 108
5. Network Systems and Data Communications Analysts	See Network Technology	page 108
6. Desktop Publishers	See Visual Communications	page 121
7. Database Administrators	See Computer Programming	page 74
8. Personal and Home Care Aides	Contact Nursing Department	503-399-5252
9. Computer Systems Analysts	See Computer Science	page 75
10. Medical Assistants	See Medical Office Assisting	page 107
11. Social and Human Service Assistants	See Human Services Program	page 102
12. Physician Assistants	See Associate of Arts-Oregon Transfer/Biology Major	page 44
13. Medical Records and Health Information Technicians	See Medical Transcription	page 98
14. Computer and Information Systems Managers	See Computer Science	page 75
15. Home Health Aides	Contact Nursing Department	503-399-5252
16. Physical Therapist	See Associate of Arts-Oregon Transfer	page 44
17. Occupational Therapist	See Associate of Arts-Oregon Transfer	page 44
18. Physical Therapist Assistants	Contact Mt. Hood Community College	503-491-6422
19. Audiologists	See Associate of Arts-Oregon Transfer/Speech Major	page 44
20. Fitness Trainers and Aerobics Instructors	See Physical Education	page 113

Source: US Department of Labor Statistics

Here is a list of the fastest-growing jobs in Marion, Polk and Yamhill counties. As you look at these jobs, keep in mind that some of these jobs require a degree or certificate, but others may just require a few courses. In each of these areas Chemeketa has

the training available to prepare you for work. The contact and program information will help you find the classes or program you need.

Occupation	Contact TED Center	Telephone	Programs and Courses
1. Salesperson: Retail	TED Center	503-399-5181	Sales Training/Customer Service
2. General Office Clerk	Patricia Sessions	503-399-6094	See Business Technology Certificate, page 68
3. Clerical Supervisor	Patricia Sessions	503-399-6094	See Administrative Assistant Options, page 69
4. Food Preparation Workers	Nancy Duncan	503-399-5296	Food Handler Certification, Food Manager Training
5. Hospitality Management	Nancy Duncan	503-399-5296	See Hospitality Management, page 99
6. Sales Supervisors	TED Center	503-399-5181	Supervisory Skills for Sales Supervisors
7. Gardeners/Groundskeepers	Craig Anderson	503-399-6565	Landscaper / Groundskeeper Training
8. Registered Nurses	Kay Carnegie	503-399-5058	See Nursing, page 109
9. Personal and Home Care Aides	Kay Carnegie	503-399-5058	Class offered as needed
10. Receptionists/Information Clerks	Patricia Sessions	503-399-6094	See Clerical Basics Program, page 67
11. Post-Secondary Teachers	Cathie Whyte	503-399-2694	See Prof-Tech Teacher Prep, page 115
12. Computer Support Specialist	Robert Johnson	503-399-6074	See Computer Systems Specialist, page 75
13. Sales Representatives: Non Technical	TED Center	503-399-5181	Sales Training/Customer Service
14. Computer Network and Internet Specialists	Charles Sekafetz	503-399-6254	See Network Technology, page 108





## Career Choices and Programs of Study



# Accounting

## See also Business Administration and Management.

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 requiring accounting in business, industry, and government agencies.

The program includes a core of accounting, business, and general education courses and emphasizes acquiring specialized business knowledge. You may select individual courses to meet your needs, or you may work toward an Associate of Applied Science degree. You may take some or most of your classes at night or online.

We strongly suggest that you consult with your assigned advisor to plan your course of study before you begin the first term. The college requires you to take English and mathematics placement tests before you apply for admission. If the tests show that your skills are above the levels of the required first term courses, you may request to substitute general education courses.

## Program outcomes

### Students completing the AAS will:

- Identify, analyze, record, and summarize routine economic events, and present the results of that work, for sole proprietorships, partnerships, and corporations, both manually and using a current accounting software package.
- Analyze accounting transactions and records for errors and irregularities; make corrections.
- 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.
- Analyze financial reports and supporting documentation and prepare reports and correspondence requiring explanations, supporting schedules, and recommendations.
- Describe the conceptual framework, assumptions, principles, and constraints in accounting, and apply them in choosing a course of action in accounting.
- Describe the ethical and legal standards of the profession and apply them in choosing a course of action in accounting.
- Perform both as a team member and a team leader; including giving directions and feedback to team members.

## Getting started

The first step to entering this program is to take part in an assessment process which includes taking the college's free placement test and meeting with Chemeketa's Counseling and Career Services staff. You may need to complete pre-program courses. Then, your advisor will help you develop an individualized program of study, which may include one or more of the following:

BT061A	Electronic Calculators A (if less than 80 strikes/minute) .....	1
BT085	Business English 2.....	3
CA121A	Keyboarding A (if less than 25 wpm) .....	1
CS101	Introduction to Microcomputer Applications .....	3
MTH060	Introductory Algebra .....	4
RD090	College Textbook Reading .....	3

If you have questions about the requirements, call Chemeketa's Counseling and Career Services at 503-399-5120 or 503-399-5114. Failure to be assessed may delay your entry into program classes.

You may be interested in our Cooperative Work Experience program which allows you to earn college credit for work you do relating to your

program. With the approval of the CWE instructor, you may enroll in BA280A-L Cooperative Work Experience and earn up to three credit hours as a business elective. For more information, look under Cooperative Work Experience in the catalog index.

The Accounting program provides you with an opportunity to participate in a number of accounting-related extracurricular activities. Several professional accounting organizations, such as the National Association of Accountants and the American Society of Women Accountants, encourage you to become active in Salem area chapters.

*In addition to tuition, estimated costs for students who complete the entire program listed below are books, \$1,900; class fees, \$440; universal access fee, \$392; equipment and supplies, \$315. Contact the Financial Aid Office at 503-399-5018 to find out if you qualify for help with these costs.*

You may earn an Associate of Applied Science degree by successfully completing the required 98 credit hours with a grade of C or better in all Business Administration (BA) courses:

Course	Title	Credit Hours
<b>Term 1</b>		
BA101	Introduction to Business .....	4
BA211	Financial Accounting 1 .....	4
CS125E	Excel-Workbooks .....	4
MTH062	Business Applications Using Mathematics+ (or higher) ....	4
<b>Term 2</b>		
BA202	Personal Effectiveness.....	3
BA212	Financial Accounting 2 .....	4
BA214	Business Communications+ .....	3
CS125A	Micro Database Software-Access .....	3
MTH070	Elementary Algebra (or higher) .....	4
<b>Term 3</b>		
BA131A	Business Productivity Software.....	2
BA213	Managerial Accounting.....	4
BA256	Income Tax Accounting 1 .....	4
EC200	Introduction to Economics (or higher) .....	3
WR227	Technical Writing .....	3
<b>Term 4</b>		
BA226	Business Law 1.....	3
BA240	Governmental/Nonprofit Accounting 1*.....	3
	or	
BA257	Income Tax Accounting 2 .....	4
BA266	Intermediate Financial Accounting 1 .....	4
BA271A	Information Technology in Business .....	3
SP111	Fundamentals of Public Speaking.....	3
<b>Term 5</b>		
BA203	Interpersonal Relations in Business .....	3
BA206	Business Management Principles.....	3
BA222	Financial Management.....	3
BA228	Computer Accounting Applications.....	3
BA267	Intermediate Financial Accounting 2 .....	4
<b>Term 6</b>		
BA177	Payroll.....	4
BA268	Intermediate Financial Accounting 3 .....	4
BA280C	Cooperative Work Experience .....	3
	or	
	Business elective** .....	3
	Humanities/Fine Arts elective .....	3
	Psychology/Sociology elective+*** .....	3

+Meets related instruction requirement, see page 38.

\*If you are interested in working for a government agency, you are strongly urged to consider BA240.

\*\*Business elective: Choose BA or EC courses at the 200 level or above, or CA208, CS135AC, CS278I, CS178W.

\*\*\*Psychology/Sociology elective, choose one: PSY101, SOC204, SOC205, SOC206.

# Agriculture

## (transfer course guideline)

Oregon State University offers Bachelor of Science degrees in Agricultural and Resource Economics, Agricultural Business Management, General Agriculture, Animal Sciences, Crop and Soil Science, Fisheries and Wildlife Science, Food Science and Technology and Horticulture.

The educational guide outlined below is designed to meet some requirements at OSU. It is important to check the OSU catalog for the requirements of specific majors.

As a student, you are responsible for learning the departmental requirements of the school to which you plan to transfer. Consult with Chemeketa's Counseling and Career Services or a Chemeketa advisor. Also, you should make early contact with an advisor at OSU to learn of any possible changes in an academic area.

	Term		
First Year	1	2	3
WR121 English Composition-Exposition or Speech courses* (WR227 Technical Writing and/or SP111 or SP112 required for some options; SP111, 112, 218 required for Agriculture Education and General Agriculture/Fisheries and Wildlife Science)	3	3	3
Mathematics (per placement test through MTH111 College Algebra for most majors; MTH243 Probability and Statistics 1, MTH241 Elementary Calculus, or MTH251, MTH252 Calculus required in several majors; MTH105 for General Agriculture and Ag Education. (Check OSU catalog for specific requirements)	(4)	5	(4)
BI101, 102, 103 General Biology or ZOO201, 202, 203 Zoology or CH121 and 121R, 122 and 122R, 123 and 123R General Chemistry (depending upon major and option; CH221 and 221R, 222 and 222R, 223 and 223R required for Food Science)	4-5	4-5	4-5
HPE295 Health and Fitness for Life	3		
CS101 Introduction to Microcomputer Applications (or other computer class needed)		3	
Arts and Letters or Social Science* (EC201, 202 Introduction to Microeconomics and Macroeconomics required in some options; PS201 required for Agricultural and Resource Economics)	3	3	3
Electives*			3
<b>Second Year</b>	<b>4</b>	<b>5</b>	<b>6</b>
BI101, 102, 103 or CH121 and 121R, 122 and 122R, 123 and 123R (both sequences recommended, but may not be required in all majors; some options require ZOO201, 202 General Zoology and BOT201, 202 General Botany or PH201, 202 General Physics)	4-5	4-5	4-5
Arts and Letters or Social Science electives*	6	6	6
Electives* (BA226 Business Law or NFM225 Nutrition required in some majors; BA211, 212, 213 required in some majors; BI234 Microbiology for Animal Sciences, CH241 and 241B, CH242 and 242B, and CH243 and 243B Organic Chemistry required for some majors. Check OSU for additional courses required in specific options)	6	3	6

\*To meet OSU general education requirements.

# Anthropology

## (transfer course guideline)

Oregon State University, Portland State University, and University of Oregon offer Bachelor of Arts and/or Bachelor of Science degrees in Anthropology. Eastern Oregon University and Southern Oregon University both offer a combined major in anthropology and sociology.

The educational guide outlined below is designed to meet requirements at these institutions.

As a student, you are responsible for learning the departmental requirements of the school to which you plan to transfer. Consult with Chemeketa's Counseling and Career Services or a Chemeketa advisor. Also, you should make early contact with an advisor at the institution to which you plan to transfer to learn of any possible changes in an academic area.

	Term		
First Year	1	2	3
WR121, 122 and/or 123 English Composition Exposition* (SOU choose SP111 or SP218 instead of WR123)	3	3	(3)
HPE295 Health and Fitness for Life* or elective			3
ATH101, 102, 103 Human Evolution, Archeology and Introduction to Cultural Anthropology (OSU requires ATH103 only; SOU requires ATH211; UO requires ATH102***)	3	3	3
Arts and Letters/Humanities courses*	3	3	0-3
Electives or Foreign Language* (two years of college-level Foreign Language required at PSU and recommended at UO; may be required for graduate work; for WOU choose courses for minor)	3-4	3-4	3-4
Math or Science electives*(EOU requires a statistical class at EOU; PSU requires math through MTH244 or ATH180; SOU requires math through MTH243 Probability and Statistics 1)	4	4	4
<b>Second Year</b>	<b>4</b>	<b>5</b>	<b>6</b>
Social Science electives* (SOC204, 205, 206 General Sociology for EOU)	3	3	3
Arts and Letters/Humanities electives*	3	3	3
Second-year Foreign Language (for PSU and for graduate studies) or electives*	3-4	3-4	3-4
Math or Science electives**	4	4	4
Electives* (UO recommends Computer Science and Statistics courses)	3	3	3

\*To meet four-year college general education requirements; OSU students must meet Baccalaureate core and OSU general education requirements.

\*\*MTH243 and MTH244 Probability and Statistics 1 and 2 and CS101 Introduction to Microcomputer Applications recommended for students planning to do graduate studies.

\*\*\*A maximum of 12 credit hours of Anthropology at the 100 or 200 level can apply at UO and SOU.

# Aquarium Science

The Aquarium Science Program offers a comprehensive two-year Associate of Applied Science degree and a one-year Certificate that is open only to individuals who already possess a Bachelor's degree in a life science area. Both the Certificate and the AAS provide theory and practical experience designed to prepare students for a career in aquatic animal husbandry.

This program is taught at Oregon Coast Community College, and enrollment is limited. For additional information, contact Bruce Koike, the Aquarium Science program director at 541-574-7130 or visit [www.occc.cc.or.us/aquarium](http://www.occc.cc.or.us/aquarium).

Students who successfully earn a degree or certificate will be qualified to work in the aquatic animal husbandry profession. They may be eligible for positions as aquarist, aquatic biologists, and keeper. Potential employment opportunities include public zoos and aquariums, ornamental fish retailers and wholesalers, aquaculture businesses, fish hatcheries, research programs, marine educational centers, state and federal natural resource agencies, as well as self-employment.

## Program outcomes

### Students completing the AAS will:

- Accurately communicate, verbally and in writing, scientific concepts, research findings and ideas to professionals and the general public.
- Maintain, analyze, diagnose and repair life support systems and their components.
- Perform basic water quality analysis using standard testing equipment.
- Maintain healthy animal populations by applying industry standards and practices to aquarium set-up, monitoring and animal care.
- Identify healthy, physically compromised animals and abnormal animal behaviors.
- Work as a member of a team to conceptualize, plan, construct and manage environments that promote healthy fishes and invertebrates.

## Associate of Applied Science Degree

*In addition to tuition, estimated costs for students who complete the entire program listed below are books, \$1,500; class fees, \$692; equipment and supplies, \$400; and travel and living expenses during the internship. Contact the Financial Aid Office at 503-399-5018 to find out if you qualify for help with these costs.*

You may earn an Associate of Applied Science degree in Aquarium Science by successfully completing the required 92 credit hours with a grade of C or better in all courses. You will need to complete 132 hours of practicum and 400 hours of field internship.

Course	Title	Credit Hours
<b>Term 1</b>		
AQS100	Introduction to Aquarium Science	3
BI101	General Biology (or higher)	4
CA118F1	PowerPoint Basics 1	1
MTH095	Intermediate Algebra+ (or higher)	4
PSY104	Psychology in the Workplace+	3
<b>Term 2</b>		
AQS110	Aquarium Science Practicum 1	2
BI102	General Biology (or higher)	4
CA118B1	Excel Basics 1	1
CH110,110R	Foundations of General, Organic and Biochemistry (or higher)	5
SP111	Fundamentals of Public Speaking (or higher)	3
WR121	English Composition-Exposition+ (or higher)	3

### Term 3

AQS111	Aquarium Science Practicum 2	2
AQS141	Interpretation and Communication	4
AQS165	Current Issues in Aquarium Science	2
BI103	General Biology (or higher)	4
PE185SA	Scuba Diving-Beginning	1
	Aquarium Science elective*	3

### Term 4

AQS215	Biology of Captive Fish	4
AQS220	Biology of Captive Invertebrates	4
AQS240	Life Support System Design and Operation	4
CA118C1	Access Basics 1	1
WR227	Technical Writing	3

### Term 5

AQS226	Biology of Diverse Captive Species	3
AQS232	Reproduction and Nutrition of Aquatic Animals	4
AQS250	Principles of Exhibit Development	4
AQS270	Fish and Invertebrate Health Management	4

### Term 6

AQS275	Aquarium Science Internship	12
+Meets related instruction requirement, see page 38.		

### \*Aquarium Science electives:

AQS150	Special Projects	2
AQS187	Scientific Diving	1
BI100	Orientation to Marine Life of the Oregon Coast	3

## Aquarium Science Certificate

*In addition to tuition, estimated costs for students who complete the entire program listed below are books, \$950; class fees, \$442; equipment and supplies, \$400; and travel and living expenses during the internship. Contact the Financial Aid Office at 503-399-5018 to find out if you qualify for help with these costs.*

You may earn a Certificate of Completion in Aquarium Science by successfully completing the required 51 credit hours with a grade of C or better in all courses. This option is only open to individual who possess a Bachelor's degree or higher in a life science area. You will need to complete 132 hours of practicum and 400 hours of field internship.

Course	Title	Credit Hours
<b>Term 1</b>		
AQS100	Introduction to Aquarium Science	3
AQS215	Biology of Captive Fish	4
AQS220	Biology of Captive Invertebrates	4
AQS240	Life Support System Design and Operation	4
<b>Term 2</b>		
AQS110	Aquarium Science Practicum 1	2
AQS232	Reproduction and Nutrition of Aquatic Animals	4
AQS250	Principles of Exhibit Development	4
AQS270	Fish and Invertebrate Health Management	4
<b>Term 3</b>		
AQS111	Aquarium Science Practicum 2	2
AQS150	Special Projects	2
AQS165	Current Issues in Aquarium Science	2
PE185SA	Scuba Diving-Beginning	1
PSY104	Psychology in the Workplace	3
or		
AQS141	Interpretation and Communication	4
<b>Term 4</b>		
AQS275	Aquarium Science Internship	12

# Art

## (transfer course guideline)

### See also Visual Communications for Graphic Design

Oregon state colleges and universities offering Bachelor of Arts and/or Bachelor of Science degrees in Art are Eastern Oregon University, Oregon State University, Portland State University, Southern Oregon University, University of Oregon and Western Oregon University. OSU has majors in Art, Art History, Fine Arts, Graphic Design and Photography, and UO has majors in Art History, and Fine and Applied Arts.

A five-year educational guide in Art leading to the Bachelor of Fine Arts (B.F.A.) degree is also offered at OSU, SOU and UO.

The educational guide outlined below is designed so that you may meet requirements of these institutions in two years, if you attend full time.

As a student, you are responsible for learning the departmental requirements of the school to which you plan to transfer. Consult with Chemeketa's Counseling and Career Services or a Chemeketa advisor. Also, you should make early contact with an advisor at the institution to which you plan to transfer to learn of any possible changes in an academic area.

	Term		
First Year	1	2	3
WR121, 122 and/or 123 English Composition-Exposition* (SOU: WR121, WR122 and SP111 or SP218)	3	3	(3)
ART115, 116, 117 Basic Design (does not meet requirement at UO, PSU); ART115 for SOU	3	3	3
ART101 Understanding Art and ART131 Introduction to Drawing, ART117, 131 for OSU, and WOU (PSU and SOU require ART131, 132, 133)	4	3	3
Science or Mathematics courses*	4	4	4
Social Science courses* (recommend HST110, 111, 112 World History for OSU, PSU; SOU: PS201, 202)			3-6
Arts and Letters/Humanities* (non-art: OSU, PSU and UO require two years of Foreign Language, preferably French, German, Italian, Chinese or Japanese, for Art History majors)	3-4	3-4	3-4
Second Year	4	5	6
ART204, 205, 206 Art History	3	3	3
Social Science courses* (SOU: PSY201, 202)	3	3	3
Arts and Letters/Humanities electives* (Third-year Foreign Language for OSU and UO Art History majors; recommend French, German or Japanese; PSU requires Art History only; SOU: MUS201)	3-4	3-4	3-4
Science or Mathematics* (MTH111 College Algebra or 211 Foundations of Elementary Mathematics for EOU)	4	(4)	(4)
HPE295 Health and Fitness for Life* or elective		3	

Studio Art courses (EOU choose from ART154 Pottery I, ART221 Graphic Design 1: Symbols and Meaning, ART261 General Photography, ART271 Printmaking: Photo-Etching, ART281 Painting, ART291 Beginning Sculpture) OSU ART261 General Photography, ART281 Painting, and ART291 Beginning Sculpture for most options, also recommend ART221, ART237 and ART262, for some options; PSU choose two from VC111, ART261, ART263, ART291; SOU choose eight credits from three groups listed in SOU catalog; UO Art History majors take six hours of studio courses in Drawing, Painting, Sculpture, or Design; WOU 12 hours from ART155 Pottery 2, ART270 Printmaking: Screen Printing 1, ART274 Printmaking: Screen Printing 2, ART281, ART291)

3 3 3

Electives (CS course required at EOU; ART221, 222

Graphic Design 1 and 2 recommended for EOU)

0-3

\*To meet four-year college general education requirements; OSU students must meet liberal arts core as well as general education requirements.

## Automotive Technology

Do you want to become an automotive maintenance and repair technician? The Automotive Technology program emphasizes technical training and development of skills through the study of the various systems of the automobile. The certificate programs have been designed to be completed in one year and the degree programs in two years, and they offer training for auto body repair and auto machine shop, including courses in auto heating and air conditioning, welding, general education courses and Cooperative Work Experience. Students in the degree program must attend full time.

This program has special admission requirements and enrollment limits. For additional information, contact the Counseling and Career Services at 503-399-5120. There are entry-level expectations for skill levels in reading, writing and mathematics.

To help you work effectively with people, the program also includes written and oral communications classes and general education electives. The curriculum emphasizes related scientific, mathematical, and general mechanical principles.

### Program outcomes

#### Students completing the Certificate will:

- Perform tasks related to collision repair, painting, brakes, electrical/electronic systems, engine repair, suspension and steering, and heating and air conditioning systems.
- Analyze, diagnose, and perform repairs related to auto body systems in I-CAR areas.
- Identify and use tools and testing and measuring equipment required to perform automotive body repair.
- Perform personal and environmental safety practices associated with clothing, eye protection, hand tools, power equipment and handling, storage and disposal of chemicals in accordance with local, state, and federal safety and environmental regulations.
- Practice professional and ethical behaviors as applied to the workplace environment.
- Use industry standard automotive terminology and clarifying language to communicate orally and in writing with customers, suppliers, supervisors, and co-workers.

#### Students completing the AAS will:

- Perform tasks related to brakes, electrical/electronic systems, engine performance and repair, suspension and steering, automatic transmissions and transaxles, heating and air conditioning systems, and manual drive train and axles.

- Analyze, diagnose, and repair automotive components and systems in the Automotive Service Excellence areas.
- Identify and use appropriate tools and testing and measuring equipment required to perform automotive service.
- Perform personal and environmental safety practices associated with clothing, eye protection, hand tools, power equipment and handling, storage and disposal of chemicals in accordance with local, state, and federal safety and environmental regulations.
- Practice professional and ethical behaviors as applied to the workplace environment.
- Use industry standard automotive terminology and clarifying language to communicate orally and in writing with customers, suppliers, supervisors, and co-workers.

## Getting started

The first step to entering the following program is to take part in an assessment process which includes taking the college's free placement test and meeting with Counseling and Career Services staff. You may need to complete pre-program courses. Then, your advisor will help you develop an individualized program of study, which may include one or more of the following:

MTH020	Basic Mathematics .....	3
RD090	College Textbook Reading .....	3
WR049	Basic Writing .....	4

If you have questions about the requirements, call Counseling and Career Services at 503-399-5120 or 503-399-5210. Failure to be assessed may delay your entry into program classes.

You may be interested in our Cooperative Work Experience program which allows you to earn college credit for work you do relating to your program. To be eligible for on-site Cooperative Work Experience, students must maintain a 2.5 or higher GPA in Automotive Technology courses. With the approval of the program chair, you may enroll in AUM280A-L Cooperative Work Experience and earn college credit hours. For more information, look under Cooperative Work Experience in the catalog index.

## Automotive Body Repair

*In addition to tuition, estimated costs for students who complete the entire program listed below are books, \$305; class fees, \$57; universal access fee, \$184; equipment and supplies, \$1,800. Contact the Financial Aid Office at 503-399-5018 to find out if you qualify for help with these costs.*

You may earn a Certificate of Completion by successfully completing the required 46 credit hours with a grade of C or better in AUM courses:

### General Education requirements (12 credit hours):

Course	Title	Credit Hours
COM051	Communications Skills 1+ .....	3
	or	
WR121	English Composition-Exposition+ (or higher).....	3
CS101	Introduction to Microcomputer Applications (or higher) 3	
MTH052	Introduction to Algebra and Geometry+ (or higher) .....	3
PSY101	Psychology of Human Relations (or higher) .....	3

### Automotive Body core requirements (19 credit hours):

AUM168	Automotive Electrical Systems 1 .....	4
AUM184	Automotive Materials and Resources.....	1
AUM280L	Cooperative Work Experience .....	12
WLD097	Welding .....	2
	or	
WLD061	Basic Gas Metal Arc Welding (MIG) .....	3

### Automotive Body Repair electives (Select 15 credit hours):

AUM151	Basic Automotive Engines.....	5
AUM157	Automotive Brake Systems.....	5
AUM158	Automotive Steering and Suspension .....	5
AUM286	Automotive Heating and Air Conditioning.....	5

## Automotive Machining

This certificate emphasizes machining and rebuilding automotive engines. A significant portion of the training is done on the job as well as specific training on campus.

*In addition to tuition, estimated costs for students who complete the entire program listed below are books, \$290; class fees, \$209; universal access fee, \$208; equipment and supplies, \$1,800. Contact the Financial Aid Office at 503-399-5018 to find out if you qualify for help with these costs.*

You may earn a Certificate of Completion by successfully completing the required 55 credit hours with a grade of C or better in AUM courses:

Course	Title	Credit Hours
<b>General Education requirements (12 credit hours):</b>		
COM051	Communication Skills 1+ .....	3
	or	
WR121	English Composition-Exposition+ (or higher).....	3
CS101	Introduction to Microcomputer Applications (or higher) .....	3
MTH052	Introduction to Algebra and Geometry+ (or higher) .....	3
PSY101	Psychology of Human Relations+ (or higher) .....	3

### Automotive Machining core requirements (43 credit hours):

Course	Title	Credit Hours
AUM151	Basic Automotive Engines .....	5
AUM184	Automotive Materials and Resources.....	1
AUM185A	Automotive Machining Fundamentals .....	3
AUM186A	Automotive Lathe Fundamentals .....	3
AUM187A	Automotive Milling Machine Processes.....	3
AUM188	Auto Machine Shop-Upper Engine .....	3
AUM189	Auto Machine Shop-Lower Engine .....	3
AUM190	Auto Machine Shop-Engine Assembly .....	3
AUM253	Automotive Engines 2.....	3
AUM280L	Cooperative Work Experience .....	12
WLD077	Welding Processes .....	4

+ Meets related instruction requirement, see page 38.

## Associate of Applied Science Degree

*In addition to tuition, estimated costs for students who complete the entire program listed below are books, \$900; class fees, \$309; universal access fee, \$416; equipment and supplies, \$1,800. Contact the Financial Aid Office at 503-399-5018 to find out if you qualify for help with these costs.*

You may earn an Associate of Applied Science degree by successfully completing these 104 required credit hours with a grade of C or better in AUM courses:

Course	Title	Credit Hours
<b>Term 1</b>		
AUM151	Basic Automotive Engines .....	5
AUM157	Automotive Brake Systems.....	5
AUM184	Automotive Materials and Resources.....	1
COM051	Communication Skills 1+ .....	3
	or	
WR121	English Composition-Exposition+ (or higher).....	3
PH060	Applied Physical Science (or higher) .....	3
<b>Term 2</b>		
AUM152	Automotive Machine Shop .....	4
AUM158	Automotive Steering and Suspension .....	5
COM052	Communication Skills 2 .....	3
	or	
WR122	English Composition-Logic and Style .....	3
CS101	Introduction to Microcomputer Applications (or higher) .....	3
MTH052	Introduction to Algebra and Geometry+ (or higher) .....	3

**Term 3**

AUM161	Manual Drive Trains and Axles 1 .....	5
AUM168	Automotive Electrical Systems 1 .....	4
AUM192	Automotive Diesel Engines .....	3
PSY101	Psychology of Human Relations+ (or higher) .....	3

**Term 4**

AUM262	Manual Drive Trains and Axles 2 .....	3
AUM263	Automatic Transmissions and Transaxles 1 .....	5
AUM266	Basic Fuel Systems .....	4
AUM276	Automotive Electrical Systems 2 .....	4

**Term 5**

AUM267	Advanced Fuel Systems .....	5
AUM277	Automotive Electrical Systems 3 .....	5
AUM282	Electronic Vehicle Controls 1 .....	5
AUM286	Automotive Heating and Air Conditioning .....	5

**Term 6**

AUM253	Automotive Engines 2 .....	3
	or	
AUM280C	Cooperative Work Experience .....	3
AUM273	Automatic Transmissions and Transaxles 2 .....	3
	or	
AUM280C	Cooperative Work Experience .....	3
AUM281	Advanced Driveability and Emissions .....	6
AUM283	Electronic Vehicle Controls 2 .....	4
WLD097	Welding .....	2
	or	
WLD077	Welding Processes .....	4

+Meets related instruction requirement, see page 38.

# Biology, Botany, General Science, Zoology

**(transfer course guideline)**

Oregon state colleges and universities offering Bachelor of Arts and/or Bachelor of Science degrees in Biology are Eastern Oregon University, Oregon State University, Portland State University, Southern Oregon University, University of Oregon, and Western Oregon University.

The educational guide outlined below is designed to meet requirements for a degree in Biology at these institutions, as well as for a major in General Science at OSU or UO, and the Botany, Zoology, Physiology and Microbiology options for Biology at PSU. With minor adjustments as noted below, this outline of classes may also be followed for majors in Botany, Microbiology, or Zoology at Oregon State University. See college catalogs for other class options and additional requirements. It may be advisable to transfer after one year of community college course work.

As a student, you are responsible for learning the departmental requirements of the school to which you plan to transfer. Consult with Chemeketa's Counseling and Career Services or a Chemeketa advisor. Also, you should make early contact with an advisor at the institution to which you plan to transfer to learn of any possible changes in an academic area.

	<b>Term</b>		
<b>First Year</b>	<b>1</b>	<b>2</b>	<b>3</b>
WR121, 122 and/or 123 English Composition-Exposition* (SOU: WR121, WR122 and SP111 or SP218)	3	3	(3)
HPE295 Health and Fitness for Life* or elective			3

CH221 and 221R, 222 and 222R, 223 and 223R General Chemistry (CH121 and 121R, 122 and 122R, 123 and 123R College Chemistry is also accepted for OSU Botany and General Science and for UO Biology and General Science majors; 5 5 5

Mathematics sequence (consult an advisor or four-year college catalog to determine appropriate math; most require some calculus. MTH111 College Algebra and MTH112 Trigonometry for EOU. EOU requires 12 hours of math or a combination of math and computer science. MTH111, 112, 243, 251 and 252 required for SOU; a course in Statistics is recommended for OSU; MTH251, 252 required for Biology and General Science plus MTH243 recommended for Biology at UO; MTH251 and 252 or MTH241 Elementary Calculus and 243 for Botany, and General Science at OSU; PSU requires MTH243 and MTH244 Probability and Statistics 1 and 2 or MTH251 and MTH252; WOU requires MTH251 and MTH252 or MTH243 and CS161 Computer Science 1 4-5 4-5 4

Arts and Letters/Humanities courses\* 3 3 3

**Second Year** **4 5 6**

PH201, 202, 203 General Physics or PH211, 212, 213 Physics for Engineers and Scientists (not required at WOU and only one term required at EOU; PH201, 202, 203 for Biology and General Science required at UO; only PH201, 202 required for Zoology at OSU; OSU Botany majors take BOT201, 202, 203 Botany; General Science majors at OSU may take 12 credits of physical science or physics; EOU choose PH211; PSU requires PH201 and twelve credits of 200-level Geology, Physics, or Chemistry; SOU also accepts GEO201, 202, 203 Geology; WOU take any science for general education requirements) 4 4 4

CH241, 241B, 242, 242B, 243, 243B Organic Chemistry and labs (may replace 300-level Organic Chemistry, with acceptable score on ACS national exam, at Oregon universities; not required at WOU or for General Science at OSU and UO; CH242 and 242B and 243 and 243B not required at PSU; UO General Science majors may take GEO201, 202, 203 Geology) 4-5 4-5 4-5

Social Science courses\* (ATH101 Human Evolution may be taken for General Science at UO) 3 3 3

Arts and Letters/Humanities\* or electives 3-4 3-4 3-4

OSU Botany, Biology, Microbiology, and Zoology majors should take ZOO201, 202 General Zoology and BOT201, 202 General Botany; OSU General Science allows BI101, 102, 103. PSU General Science degree allows other science choices. Social Science electives or other electives\* (EOU requires CS101 Introduction to Microcomputers or computer studies courses at or above the 200 level) 3 3 3

\*To meet four-year college general education requirements. Note: General Science needs three three-course sequences from CH221 and 221R, 222 and 222R, 223 and 223R; GEO201, 202, 203; PH201, 202, 203 or 211, 212, 213; or from Anthropology, Biology, Computer Science at UO. Chemeketa's BI101, 102, 103 do not meet biology requirement for Biology majors.

# Building Inspection Technology

The Building Inspection Technology program has two options. There are four four-term focused plans for students with experience in the building trades and a two-year (seven-term) option for those new to the field. As a graduate of either program, you may qualify for State of Oregon certification as a building inspector at the C level or higher, depending upon your experience.

There is a need for certified building inspectors working for public agencies. If you have some experience in the field, after you graduate you may qualify as a construction manager or clerk-of-the-works or perform similar functions in other jobs.

The curriculum covers technical and general education courses. Classes on various codes, plan review, inspection techniques, and construction materials are complemented by courses in mathematics, communication skills, and public relations. You may select individual courses to meet your needs, or you may work toward an Associate of Applied Science degree or a Certificate of Completion.

You may be interested in our Cooperative Work Experience program which allows you to earn college credit for work you do relating to your program. With the approval of the program chair, you may enroll in BLD280A-L Cooperative Work Experience and earn college credit hours. For more information, look under Cooperative Work Experience in the catalog index.

The certificate programs have been designed to be completed in one year and the degree program in two years, if you attend full time. However, there are entry-level expectations for skill levels in reading, writing, and mathematics. The length of time you take to complete the program will depend on your skills in these areas. To assess the time you will need to complete the program, please meet with the program chair.

This program has special admission requirements and enrollment limits. For additional information, contact the Enrollment Services (Admissions) Office at 503-399-5006.

## Program outcomes

### Students completing the Certificate will:

- Identify various jobs and associated work performed in a building department to gain employment.
- Use appropriate interpersonal communications skills to achieve code compliance.
- Perform inspections of buildings at various stages of construction and write correction notices and reports referencing current building codes.
- Use State of Oregon and International Code Council (ICC) codes to take certification tests.

### In addition to the Certificate outcomes, students completing the AAS will:

- Identify different building materials and methods of construction currently used in the building industry.
- Read and interpret blue prints and assess their compliance to the various codes.

## Focused Plans for Certificates

*In addition to tuition, estimated costs for students who complete the entire program listed below are books, \$1,698; class fees, \$66; universal access fee, \$240-264; equipment and supplies, \$250. Contact the Financial Aid Office at 503-399-5018 to find out if you qualify for help with these costs.*

You may earn a Certificate of Completion for the One- and Two-Family Plans Examiner, Structural Inspector and Mechanical Inspector by successfully completing these 69 required credit hours:

Course	Title	Credit Hours
<b>Term 1</b>		
BLD151	Building Codes 1 .....	3
BLD181	Mechanical Codes 1 .....	3
BLD193A	Building Inspection Lab .....	2
BLD263	Structural Inspection-Concrete .....	3
BLD271	Plumbing Codes 1 .....	3
BLD292A	International Residential Code (Structural) .....	3
COM051	Communication Skills 1+ .....	3
or		
WR121	English Composition-Exposition+ .....	3
MTH052	Introduction to Algebra and Geometry+ (or higher) .....	3
<b>Term 2</b>		
BLD152	Building Codes 2 .....	3
BLD161	Structural Inspection-Wood .....	3
BLD193B	Building Inspection Lab .....	2
BLD292B	International Residential Code (Mechanical) .....	3
COM052	Communication Skills 2 .....	3
or		
WR122	English Composition-Logic and Style .....	3
MTH053	Introduction to Trigonometry with Geometry (or higher) .....	3
<b>Term 3</b>		
BLD153	Building Codes 3 .....	3
BLD155	Building Department Administration .....	3
BLD162	Structural Inspection-Masonry .....	3
BLD193C	Building Inspection Lab .....	2
COM053	Technical Report Writing .....	3
or		
WR227	Technical Writing .....	3
PSY104	Psychology in the Workplace+ .....	3
<b>Term 4</b>		
BLD280L	Cooperative Work Experience* .....	12
You may earn a Certificate of Completion for the One-Year Structural Inspector by successfully completing these 66 required credit hours:		
<b>Course Title Credit Hours</b>		
<b>Term 1</b>		
BLD151	Building Codes 1 .....	3
BLD193A	Building Inspection-Lab .....	2
BLD263	Structural Inspection-Concrete .....	3
BLD268	Foundations, Excavating and Grading .....	3
BLD292A	International Residential Code (Structural) .....	3
COM051	Communication Skills 1+ .....	3
or		
WR121	English Composition-Exposition+ .....	3
MTH052	Introduction to Algebra and Geometry+ (or higher) .....	3
<b>Term 2</b>		
BLD152	Building Codes 2 .....	3
BLD161	Structural Inspection-Wood .....	3
BLD193B	Building Inspection Lab .....	2
BLD292B	International Residential Code (Mechanical) .....	3
COM052	Communication Skills 2 .....	3
or		
WR122	English Composition-Logic and Style .....	3
MTH053	Introduction to Trigonometry with Geometry (or higher) .....	3
<b>Term 3</b>		
BLD153	Building Codes 3 .....	3
BLD155	Building Department Administration .....	3
BLD162	Structural Inspection-Masonry .....	3
BLD193C	Building Inspection Lab .....	2
COM053	Technical Report Writing .....	3
or		
WR227	Technical Writing .....	3
PSY104	Psychology in the Workplace+ .....	3



**Term 4**

BLD280L Cooperative Work Experience\* .....12

You may earn a Certificate of Completion for the One-Year Structural Plans Examiner by successfully completing these 72 required credit hours:

Course	Title	Credit Hours
<b>Term 1</b>		
BLD151	Building Codes 1 .....	3
BLD193A	Building Inspection Lab.....	2
BLD263	Structural Inspection-Concrete .....	3
BLD268	Foundations, Excavating and Grading.....	3
BLD292A	International Residential Code (Structural).....	3
COM051	Communication Skills 1+ .....	3
	or	
WR121	English Composition-Exposition+ .....	3
MTH052	Introduction to Algebra and Geometry+ (or higher) .....	3

**Term 2**

BLD152	Building Codes 2 .....	3
BLD161	Structural Inspection-Wood .....	3
BLD193B	Building Inspection Lab.....	2
BLD266	Structural Plan Review .....	3
BLD292B	International Residential Code (Mechanical) .....	3
COM052	Communication Skills 2 .....	3
	or	
WR122	English Composition-Logic and Style .....	3
MTH053	Introduction to Trigonometry with Geometry (or higher).....	3

**Term 3**

BLD153	Building Codes 3 .....	3
BLD155	Building Department Administration .....	3
BLD162	Structural Inspection-Masonry.....	3
BLD193C	Building Inspection Lab.....	2
BLD267	Non-Structural Plan Review.....	3
COM053	Technical Report Writing.....	3
	or	
WR227	Technical Writing .....	3
PSY104	Psychology in the Workplace+.....	3

**Term 4**

BLD280L Cooperative Work Experience\* .....12

You may earn a Certificate of Completion for the One-Year Mechanical Inspection by successfully completing these 69 required credit hours:

Course	Title	Credit Hours
<b>Term 1</b>		
BLD151	Building Codes 1 .....	3
BLD181	Mechanical Codes 1.....	3
BLD193A	Building Inspection Lab.....	2
BLD271	Plumbing Codes 1 .....	3
BLD292A	International Residential Code (Structural).....	3
COM051	Communication Skills 1+ .....	3
	or	
WR121	English Composition-Exposition+ .....	3
MTH052	Introduction to Algebra and Geometry+ (or higher) .....	3
<b>Term 2</b>		
BLD152	Building Codes 2 .....	3
BLD182	Mechanical Codes 2.....	3
BLD193B	Building Inspection Lab.....	2
BLD272	Plumbing Codes 2 .....	3
BLD292B	International Residential Code (Mechanical) .....	3
COM052	Communication Skills 2 .....	3
	or	
WR122	English Composition-Logic and Style .....	3
MTH053	Introduction to Trigonometry with Geometry (or higher).....	3

**Term 3**

BLD153	Building Codes 3 .....	3
BLD155	Building Department Administration .....	3
BLD183	Mechanical Codes 3.....	3
BLD193C	Building Inspection Lab.....	2
COM053	Technical Report Writing.....	3
	or	
WR227	Technical Writing .....	3
PSY104	Psychology in the Workplace+.....	3

**Term 4**

BLD280L Cooperative Work Experience\* .....12

\*Cooperative Work Experience may not be used as a course substitution in the one-year focused plans.

**Associate of Applied Science Degree**

*In addition to tuition, estimated costs for students who complete the entire program listed below are books, \$2,345; class fees, \$258; universal access fee, \$432; equipment and supplies, \$375. Contact the Financial Aid Office at 503-399-5018 to find out if you qualify for help with these costs.*

You may earn an Associate of Applied Science degree by successfully completing these 108 required credit hours:

Course	Title	Credit Hours
<b>Term 1</b>		
BLD150	Introduction to Building Inspection.....	3
BLD151	Building Codes 1 .....	3
BLD181	Mechanical Codes 1.....	3
BLD193A	Building Inspection Lab.....	2
COM051	Communication Skills 1+ .....	3
	or	
WR121	English Composition-Exposition+ (or higher).....	3
CS101	Introduction to Microcomputer Applications .....	3
MTH052	Introduction to Algebra and Geometry+ (or higher) .....	3
<b>Term 2</b>		
BLD152	Building Codes 2 .....	3
BLD159	Materials of Construction .....	2
BLD161	Structural Inspection-Wood .....	3
BLD182	Mechanical Codes 2.....	3
BLD193B	Building Inspection Lab.....	2
COM052	Communication Skills 2 .....	3
	or	
WR122	English Composition-Logic and Style (or higher) .....	3
MTH053	Introduction to Trigonometry with Geometry (or higher).....	3

**Term 3**

BLD153	Building Codes 3 .....	3
BLD155	Building Department Administration .....	3
BLD162	Structural Inspection-Masonry.....	3
BLD183	Mechanical Codes 3.....	3
BLD193C	Building Inspection Lab.....	2
BLD280L	Cooperative Work Experience.....	12
COM053	Technical Report Writing.....	3
	or	
WR227	Technical Writing .....	3
FE205B	Resumes and Job Search Correspondence .....	1

**Term 4**

BLD193D	Building Inspection Lab.....	2
BLD263	Structural Inspection-Concrete .....	3
BLD268	Foundations, Excavation and Grading .....	3
BLD269	Engineering for the Building Inspector .....	3
BLD292A	International Residential Code (Structural).....	3

<b>Term 5</b>	
ART261	General Photography .....3 or Social Science elective .....3 or Humanities/Fine Arts elective .....3
BLD193E	Building Inspection Lab.....2
BLD266	Structural Plan Review.....3
BLD292B	International Residential Code (Mechanical) .....3

<b>Term 6</b>	
BLD193F	Building Inspection Lab.....2
BLD260	Fire Protection for Buildings .....3
BLD267	Non-Structural Plan Review.....3
BLD291	One- and Two-Family Electrical Code .....3 or
FRP172	International Fire Codes .....3
PSY101	Psychology of Human Relations+ (or higher).....3

+ Meets related instruction requirement, see page 38.

## Business Administration

(transfer course guideline)

See also Accounting, and Management. (Includes Accounting, Finance, International Business, Marketing and Management)

Oregon's state universities offering a Bachelor of Arts and/or Bachelor of Science degrees in Business Administration are Oregon State University, Portland State University, Southern Oregon University, University of Oregon, and Western Oregon University. Eastern Oregon University offers a combined degree in Business and Economics.

The educational guide outlined below is designed to meet requirements at these institutions.

Many colleges have specific requirements for admission to their Business Administration programs. These include specified GPA, completion of specific courses, and deadlines for admission. As a student, you are responsible for learning the departmental requirements of the school to which you plan to transfer. Consult with Chemeketa's Counseling and Career Services or a Chemeketa advisor. Also, you should make early contact with an advisor at the institution to which you plan to transfer to learn of any possible changes in an academic area.

<b>First Year</b>	<b>1</b>	<b>2</b>	<b>3</b>
WR121 English Composition-Exposition	3		
WR122, SP111 or SP218 for SOU; WR122 or 123 English Composition for UO; WR122 or 227 Technical Writing or BA214 Business Communication for OSU*; BA214 required for PSU;	(3)		3
Mathematics per placement test (MTH111 College Algebra, MTH243 Probability and Statistics I, MTH241 Elementary Calculus for OSU, UO, and WOU; MTH241 for EOU; MTH111, 243, and 244 for PSU; MTH243 required, MTH112 or 251 for SOU)	5	4	(4)
CS101 Introduction to Microcomputer Applications and knowledge of MS PowerPoint, Access, Excel for UO		(4)	3
Arts and Letters/Humanities courses* (PHL203 Ethics required for PSU accounting majors)	3	3	3
Social Science courses* (PSU Accounting majors need one course from ATH, PSY or SOC)	3	3	3
HPE295 Health and Fitness for Life* or elective		3	
Electives* (recommend CS178I for PSU; BA275 Quantitative Business Methods or MTH244 Probability and Statistics 1 for OSU)	(3-4)	(3-4)	

<b>Second Year</b>	<b>4</b>	<b>5</b>	<b>6</b>
BA211, 212 Financial Accounting (BA101 for SOU)	4	4	
BA213 Managerial Accounting			4
EC201, 202, 203 Economics (EC203 not required at OSU, SOU, or UO but is recommended)	3	3	3
SP111 Fundamentals of Public Speaking for WOU; SP111 or SP112 Fundamentals of Persuasion for OSU; SP112 for PSU; choose one from SP111, 112, 113 Fundamentals of Small Group Communication or SP218 Interpersonal Communication for SOU; SP218 for EOU	3		
BA226 Business Law for EOU, OSU, SOU, and WOU; BA101 Introduction to Business for EOU, PSU, and UO		3-4	
Elective courses to meet general education requirements		(3)	(3)
Arts and Letters/Humanities electives*	3		3
Science courses*	4	4	4
Social Science courses* (Accounting majors at PSU need PS201, 202 American Government)	(3)	(3)	(3)

\*To meet four-year college general education requirements.

## Business Technology

Chemeketa offers a Clerical Basics certificate, one-year certificates, and two-year degree programs in business technology for those who wish to pursue a career in a business office environment.

The Clerical Basics Certificate is offered for people who want to develop or refresh their clerical skills in order to qualify for entry-level office work. You may select individual courses to meet your needs, or you may work toward a Certificate of Completion.

The one-year core curriculum and electives prepare you as an entry-level office support specialist. You may earn a Business Technology Certificate of Completion by successfully completing the credit hours required.

The two-year program is designed for people who want to become administrative assistants, secretaries, office assistants, and support specialists. There are four options: Administrative Assistant, Accounting Administrative Assistant, Business Support Specialist, and Medical Administrative Assistant. You may earn an Associate of Applied Science degree by successfully completing the credit hours required for each option.

You may be interested in our Cooperative Work Experience program which allows you to earn college credit for work you do on approved job sites in the business community. With the approval of the program chair, you may enroll in BT280A-L Cooperative Work Experience and earn college credit hours. For more information, look under Cooperative Work Experience in the catalog index.

### Program outcomes

#### Students completing Clerical Basics will:

- Accurately produce and proofread business documents using appropriate software and equipment within specified timelines.
- Follow professional business procedures and standards.
- Store and retrieve information to support office personnel.

#### Students completing the Business Technology Certificate will:

- Compose and accurately produce and proofread business documents using appropriate software and equipment within specified timelines.
- Follow professional business procedures and standards.
- Store, retrieve, distribute and manage information to support office personnel.
- Integrate computer, computation, and communication skills to accomplish office tasks.

**Students completing the Business Software Certificate will:**

- Compose and accurately produce and proofread business documents using appropriate software and equipment within specified timelines.
- Utilize a wide range of software knowledge in a variety of settings.
- Integrate computer, computation, and communication skills to accomplish personal and professional tasks.

**Students completing the Accounting Administrative Assistant AAS will:**

- Compose, proofread, and produce business documents using appropriate software and equipment to meet mailability standards within specified timelines.
- 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, enter bookkeeping data, prepare and review financial records, and solve problems.
- Apply knowledge of the internal organization and management of an office.
- Work both independently and as part of a team.

**Students completing the Administrative Assistant AAS will:**

- Compose, proofread, and produce a wide range of business documents using appropriate software and equipment to meet mailability standards within specified timelines.
- 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.

**Students completing the Business Support Specialist AAS will:**

- Compose, proofread, and accurately produce business documents using appropriate software and equipment within specified timelines.
- Follow professional business procedures and standards.
- Store, retrieve, distribute, and manage information to support office personnel and management.
- Integrate computer, computation, communication, and critical thinking skills to accomplish 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.
- Determine the inter-relationships of business, government, and society on business tasks and decisions.

**Students completing the Medical Administrative Assistant AAS will:**

- Compose, proofread, and accurately produce medical and other business documents using appropriate software and equipment within specified timelines.
- 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 medical office tasks and solve problems.
- Work both independently and as part of a team.
- Determine the relationships between the law, ethics, and the health care professional.

Many courses have prerequisites. Check the course descriptions in the back of this catalog for details.

**Clerical Basics Program**

The Clerical Basics program allows you to concentrate on developing the basic skills required of a receptionist, file clerk, typist, and/or an employee in other related positions. Independent study and individualized instruction allow you to proceed at your own pace. Most class times are flexible to accommodate your schedule. Course content includes keyboarding, records management, business English, calculators, book-keeping, formatting, proofreading, a computer operating system, and basic word processing, spreadsheet, database, and presentation software. If you wish to refresh specific skills, you may enroll in other electives as your schedule allows.

The Clerical Basics program is offered on the Salem campus and at Chemeketa’s outreach centers in Dallas, McMinnville, Stayton, and Woodburn. For additional information, call 503-399-3524 in Salem, 503-623-5567 in Dallas, 503-472-9482 in McMinnville, 503-399-5215 in Stayton for the Santiam Center, and 503-981-8820 in Woodburn.

*In addition to tuition, estimated costs for students who complete the required courses listed below are books, \$770; class fees, \$72; universal access fee, \$120; equipment and supplies, \$50. Contact the Financial Aid Office at 503-399-5018 to find out if you qualify for help with these costs.*

You may earn a Certificate of Completion by successfully completing the required 30 credit hours with a grade of C or better in all courses.

**Required Courses:**

Course	Title	Credit Hours
BT061A	Electronic Calculators A.....	1
BT084	Business English 1.....	3
BT085	Business English 2.....	3
BT090	Bookkeeping.....	3
BT099A	Proofreading/Editing A.....	1
BT116	Office Procedures.....	3
BT128A	Introduction to Records Management A.....	1
BT128B	Introduction to Records Management B.....	1
CA121A	Keyboarding A.....	1
CA121B	Keyboarding B.....	1
CA122A	Keyboard Skillbuilding A.....	1
CA122B	Keyboard Skillbuilding B.....	1
CA123A	Formatting A.....	1
CA201D	Microsoft Word Processing 1.....	3
CS101	Introduction Microcomputer Applications.....	3
	Business elective*.....	3

\*Business elective: Choose courses with prefixes BA, BT, CA, CS, and FE205B.

**Getting started**

The first step to entering the following programs is to take part in an assessment process which includes taking the college’s free placement test and meeting with Counseling and Career Services staff. You may need to complete pre-program courses. Then, your Business Technology advisor will help you develop an individualized program of study, which may include one or more of the following:

BT084	Business English 1.....	3
CA121A	Keyboarding A (if less than 25 wpm).....	1
MTH060	Introductory Algebra+.....	4
RD090	College Textbook Reading.....	3

If you have questions about the requirements, call Counseling and Career Services at 503-399-5120 or 503-399-5114. Failure to be assessed may delay your entry into program classes.

**One-Year Certificate Programs**

You may earn a Certificate of Completion by successfully completing the credit hours required for the Business Technology Certificate or the Business Software Certificate.

## Business Technology Certificate

This certificate prepares you to work as a word processing operator, general office clerk, receptionist, typist, file clerk, secretary, bookkeeping assistant and/or accounting clerk. You may enroll part time or full time. Your classes will be offered primarily in traditional classrooms and labs. Taking classes through distance education is an option for some classes. If you are interested in taking classes primarily by distance delivery, see the Business Software Certificate.

*In addition to tuition, estimated costs for students who complete the required courses listed below are books, \$1,115; class fees, \$90; universal access fee, \$200; equipment and supplies, \$100. Contact the Financial Aid Office at 503-399-5018 to find out if you qualify for help with these costs.*

You may earn a Certificate of Completion by successfully completing the required 50 credit hours with a grade of C or better in all courses.

### Business Technology Certificate core requirements (47 credit hours):

Course	Title	Credit Hours
BT061	Electronic Calculators .....	2
BT085	Business English 2.....	3
BT086	Personal and Professional Development .....	3
BT090	Bookkeeping .....	3
BT099	Proofreading/Editing .....	3
BT116	Office Procedures .....	3
BT120	Professional Communication Skills+ .....	4
BT128	Introduction to Records Management.....	3
CA118A	Microsoft Windows Basics*.....	1
CA118B1	Excel Basics 1 .....	1
CA118C1	Access Basics 1 .....	1
CA118D	Internet for the Office Environment .....	1
CA118E	Outlook Basics.....	1
CA122	Keyboard Skillbuilding .....	3
CA201D	Microsoft Word Processing 1 .....	3
CA213	Integrating Office Procedures.....	3
CS101	Introduction to Microcomputer Applications* .....	3
PSY104	Psychology in the Workplace+.....	3
SP111	Fundamentals of Public Speaking.....	3
	or	
SP218	Interpersonal Communication .....	3

### Business Technology Certificate electives (Select 3 credit hours):\*\*

BA211	Financial Accounting 1 .....	4
BA212	Financial Accounting 2 .....	4
BA213	Managerial Accounting.....	4
BA214	Business Communications .....	3
BT130	Customer Service .....	3
BT280C	Cooperative Work Experience .....	3
CA091	QuickBooks-Computerized Bookkeeping .....	3
	or	
CA091ABC	QuickBooks Parts A,B,C-Computerized Bookkeeping.....	1 each
CA117	Microsoft Publisher.....	3
	or	
CA117ABC	Microsoft Publisher 1, 2, 3.....	1 each
CA118B2	Excel Basics 2.....	1
CA118B3	Excel Basics 3.....	1
CA118C2	Access Basics 2 .....	1
CA118F1	PowerPoint Basics 1 .....	1
CA119	Office Desktop Publishing 1 .....	3
CA202D	Microsoft Word Processing 2 .....	3
CA203	Advanced Formatting.....	1
CA205	PageMaker 1 .....	3
CA208	Workplace Presentations Using PowerPoint.....	3
CA219	Office Desktop Publishing 2 .....	3
CA225ABC	Machine Transcription 1-A, 1-B, 1-C .....	1 each

CS125E	Excel-Workbooks .....	4
MTH062	Business Applications Using Mathematics (or higher) .....	4

+Meets related instruction requirement, see page 38.

\*In order to be most successful, take CA118A and CS101 prior to other CA and CS courses in your program.

\*\*Other electives may be permitted. Before registering for a course not listed, contact your advisor for approval.

## Business Software Certificate

This certificate offers students the opportunity to earn a one-year certificate in Business Technology primarily through distance delivery methods such as telecourses, online courses and CTV courses.

*In addition to tuition, estimated costs for students who complete required courses listed below are books, \$950; class fees \$66; universal access fee, \$200; equipment and supplies, \$100 plus access to a computer with a modem and appropriate software. Contact the Financial Aid Office at 503-399-5018 to find out if you qualify for help with these costs.*

You may earn a Certificate of Completion by successfully completing the required 50 credit hours with a grade of C or better in all courses.

### Business Software core requirements (30 credit hours):

Course	Title	Credit Hours
CA118A	Microsoft Windows Basics*.....	1
CA118C1	Access Basics 1 .....	1
CA118D	Internet for the Office Environment .....	1
CA118F1	PowerPoint Basics 1 .....	1
CA201D	Microsoft Word Processing 1 .....	3
CA202D	Microsoft Word Processing 2 .....	3
CS101	Introduction to Microcomputer Applications*.....	3
CS125E	Excel-Workbooks .....	4
MTH062	Business Applications Using Mathematics+ (or higher) .....	4
PSY104	Psychology in the Workplace+.....	3
SP111	Fundamentals of Public Speaking.....	3
	or	
SP218	Interpersonal Communication .....	3
WR115	Introduction to Composition+ (or higher) .....	3

### Business Software electives (Select 20 credit hours):\*\*

BT090	Bookkeeping.....	3
BT130	Customer Service .....	3
BT280C	Cooperative Work Experience .....	3
CA091	QuickBooks-Computerized Bookkeeping .....	3
	or	
CA091ABC	QuickBooks Parts A,B,C-Computerized Bookkeeping.....	1 each
CA117	Microsoft Publisher.....	3
	or	
CA117ABC	Microsoft Publisher 1, 2, 3.....	1 each
CA118C2	Access Basics 2 .....	1
CA118E	Outlook Basics.....	1
CA119	Office Desktop Publishing 1 .....	3
CA204D	Microsoft Word Processing 3 .....	3
CA205	PageMaker 1 .....	3
CA206	PageMaker 2 .....	3
CA208	Workplace Presentations Using PowerPoint.....	3
CA213	Integrating Office Procedures .....	3
CA219	Office Desktop Publishing 2 .....	3
CA232	Integrating Office Software Applications .....	3
CS105	Introduction to MS Windows.....	3
CS125A	Micro Database Software-Access .....	3
CS178I	Introduction to the Internet/World Wide Web .....	3

+Meets related instruction requirement, see page 38.

\*In order to be most successful, take CA118A and CS101 prior to other CA and CS courses in your program.

\*\*Other electives may be permitted. Before registering for a course not listed, contact your advisor for approval.

## Two-Year Degree Programs

Chemeketa's Business Technology two-year program is designed for a person who wants to become an accounting assistant, administrative assistant, business support specialist, medical assistant, office coordinator or manager, and/or other administrative support specialist.

If you are an office worker and you want to increase your skills in order to advance in your career, you may benefit from this training. You may select individual courses to meet your needs, or you may work toward an Associate of Applied Science degree.

The program has four options: Accounting Administrative Assistant, Administrative Assistant, Business Support Specialist, and Medical Administrative Assistant. You may earn an Associate of Applied Science degree by successfully completing the credit hours required for each area. Successful completion requires that you earn a grade of C or better in all courses.

### Accounting Administrative Assistant Option

The Accounting Administrative Assistant option prepares you for office positions where bookkeeping tasks are emphasized.

This option provides you with basic training in bookkeeping, both manual and computerized, in addition to training in office skills such as information processing, office procedures, records management, and office management.

*In addition to tuition, estimated costs for students who complete the entire program listed below are books, \$2,080; class fees, \$194; universal access fee, \$384; equipment and supplies, \$250. Contact the Financial Aid Office at 503-399-5018 to find out if you qualify for help with these costs.*

You may earn an Associate of Applied Science degree by successfully completing the required 96 credit hours with a grade of C or better in all courses.

Course	Title	Credit Hours
<b>Term 1</b>		
BT061	Electronic Calculators .....	2
BT085	Business English 2.....	3
BT090	Bookkeeping.....	3
CS101	Introduction to Microcomputer Applications .....	3
MTH062	Business Applications Using Mathematics+ (or higher) .....	4
<b>Term 2</b>		
BT120	Professional Communication Skills .....	4
CA091	QuickBooks-Computerized Bookkeeping .....	3
CA118A	Microsoft Windows Basics .....	1
CA118B1	Excel Basics 1 .....	1
CA118C1	Access Basics 1 .....	1
CA118D	Internet for the Office Environment .....	1
CA122	Keyboard Skillbuilding .....	3
CA201D	Microsoft Word Processing 1 .....	3
<b>Term 3</b>		
BT099	Proofreading/Editing .....	3
BT116	Office Procedures .....	3
BT128	Introduction to Records Management.....	3
CA208	Workplace Presentations Using PowerPoint.....	3
CA213	Integrating Office Procedures.....	3
<b>Term 4</b>		
BA214	Business Communications+ .....	3
CS125E	Excel-Workbooks .....	4
MTH070	Elementary Algebra (or higher) .....	4
	Accounting Administrative Assistant elective* .....	3
	Humanities/Fine Arts elective .....	3
	or	
	Science/Applied Science elective.....	3

### Term 5

BA251	Office Management .....	3
BT280C	Cooperative Work Experience .....	3
CA203	Advanced Formatting.....	1
CA232	Integrating Office Software Applications .....	3
PSY104	Psychology in the Workplace+ .....	3
SP111	Fundamentals of Public Speaking.....	3
	or	
SP218	Interpersonal Communications.....	3

### Term 6

BA177	Payroll.....	4
BA228	Computer Accounting Applications .....	3
BT086	Personal and Professional Development .....	3
CA230	Executive Office Simulation .....	3
	Accounting Administrative Assistant elective* .....	3

+Meets related instruction requirement, see page 38.

### \*Accounting Administrative Assistant electives (Select 6 credit hours):

BA101	Introduction to Business .....	4
BA202	Personal Effectiveness.....	3
BA203	Interpersonal Relations in Business .....	3
BA204	Teamwork Dynamics .....	3
BA211	Financial Accounting 1 .....	4
BA212	Financial Accounting 2 .....	4
BA213	Managerial Accounting .....	4
BA223	Principles of Marketing.....	3
BA226	Business Law 1 .....	3
BA227	Business Law 2.....	3
BA277	Business Ethics.....	3
BT130	Customer Service .....	3
CA117	Microsoft Publisher.....	3
	or	
CA117ABC	Microsoft Publisher 1, 2, 3.....	1 each
CA118B2	Excel Basics 2 .....	1
CA118B3	Excel Basics 3 .....	1
CA118C2	Access Basics 2 .....	1
CA118E	Outlook Basics.....	1
CA118F1	PowerPoint Basics 1 .....	1
CA119	Office Desktop Publishing 1 .....	3
CA122	Keyboard Skillbuilding (repeat).....	3
CA202D	Microsoft Word Processing 2 .....	3
CA204D	Microsoft Word Processing 3 .....	3
CA205	PageMaker 1 .....	3
CA206	PageMaker 2 .....	3
CA219	Office Desktop Publishing 2 .....	3
CA225ABC	Machine Transcription 1-A, 1-B, 1-C .....	1 each
CS105	Introduction to MS Windows.....	3
CS125A	Micro Database Software-Access .....	3
CS178I	Introduction to the Internet/World Wide Web .....	3
WR227	Technical Writing .....	3

### Administrative Assistant Option

The Administrative Assistant option prepares you for a variety of positions in administrative support. This work requires you to be able to organize a variety of tasks, accept responsibility, and work effectively as a team member. You will become skilled in areas such as keyboarding, document production, composition, machine transcription, and computers. You will gain knowledge of records management, word processing, spreadsheets, databases, desktop publishing, and office procedures.

*In addition to tuition, estimated costs for students who complete the entire program listed below are books, \$2,220; class fees, \$234; universal access fee, \$396; equipment and supplies, \$250. Contact the Financial Aid Office at 503-399-5018 to find out if you qualify for help with these costs.*

You may earn an Associate of Applied Science degree by successfully completing the required 99 credit hours with a grade of C or better in all courses.

**Administrative Assistant first-year core requirements (46 credit hours):**

Course	Title	Credit Hours
BT061	Electronic Calculators .....	2
BT085	Business English 2.....	3
BT086	Personal and Professional Development .....	3
BT090	Bookkeeping .....	3
BT099	Proofreading/Editing .....	3
BT116	Office Procedures .....	3
BT120	Professional Communication Skills .....	4
BT128	Introduction to Records Management.....	3
CA118A	Microsoft Windows Basics .....	1
CA118B1	Excel Basics 1 .....	1
CA118C1	Access Basics 1 .....	1
CA118D	Internet for the Office Environment .....	1
CA119	Office Desktop Publishing 1 .....	3
CA122	Keyboard Skillbuilding .....	3
CA201D	Microsoft Word Processing 1 .....	3
CA213	Integrating Office Procedures.....	3
CS101	Introduction to Microcomputer Applications .....	3
	Administrative Assistant electives*.....	3

**Administrative Assistant second-year core requirements (53 credit hours):**

BA214	Business Communications+ .....	3
BA251	Office Management .....	3
BT280C	Cooperative Work Experience .....	3
CA118E	Outlook Basics.....	1
CA202D	Microsoft Word Processing 2 .....	3
CA203	Advanced Formatting.....	1
CA204D	Microsoft Word Processing 3 .....	3
CA208	Workplace Presentations Using PowerPoint.....	3
CA219	Office Desktop Publishing 2 .....	3
CA225ABC	Machine Transcriptions 1-A, 1-B, 1-C .....	1 each
CA230	Executive Office Simulation .....	3
CA232	Integrating Office Software Applications.....	3
MTH062	Business Applications Using Mathematics+ (or higher) ....	4
PSY104	Psychology in the Workplace+.....	3
SP111	Fundamentals of Public Speaking.....	3
	or	
SP218	Interpersonal Communication .....	3
WR227	Technical Writing .....	3
	Humanities/Fine Arts elective .....	3
	Administrative Assistant electives*.....	5

+Meets related instruction requirement, see page 38.

**\*Administrative Assistant electives (Select 8 credits):**

BA101	Introduction to Business .....	4
BA177	Payroll.....	4
BA202	Personal Effectiveness.....	3
BA203	Interpersonal Relations in Business .....	3
BA204	Teamwork Dynamics .....	3
BA211	Financial Accounting 1 .....	4
BA212	Financial Accounting 2 .....	4
BA213	Managerial Accounting.....	4
BA223	Principles of Marketing.....	3
BA226	Business Law 1.....	3
BA227	Business Law 2.....	3
BA277	Business Ethics.....	3
BT130	Customer Service .....	3
CA091	QuickBooks-Computerized Bookkeeping .....	3
	or	
CA091ABC	QuickBooks Parts A,B,C-Computerized Bookkeeping.....	1 each

CA117	Microsoft Publisher.....	3
	or	
CA117ABC	Microsoft Publisher 1, 2, 3.....	1 each
CA118B2	Excel Basics 2.....	1
CA118B3	Excel Basics 3.....	1
CA118C2	Access Basics 2 .....	1
CA118F1	PowerPoint Basics 1 .....	1
CA122	Keyboard Skillbuilding (repeat).....	3
CA205	PageMaker 1 .....	3
CA206	PageMaker 2 .....	3
CS105	Introduction to MS Windows.....	3
CS125A	Micro Database Software-Access .....	3
CS125E	Excel-Workbooks .....	4
CS178I	Introduction to the Internet/World Wide Web .....	3

**Business Support Specialist Option**

The Business Support Specialist option prepares you for a career in a variety of business environments where you are able to work independently, exercising responsible judgment. This program stresses the business environment and interpersonal relations. You will develop computer skills, including training in the use of current operating systems, software applications, the Internet, and World Wide Web.

*In addition to tuition, estimated costs for students who complete the entire program listed below are books, \$2,150; class fees, \$184; universal access fee, \$388; equipment and supplies, \$250. Contact the Financial Aid Office at 503-399-5018 to find out if you qualify for help with these costs.*

You may earn an Associate of Applied Science degree by successfully completing the required 97 credit hours with a grade of C or better in all courses.

**Business Support Specialist first-year core requirements (47 credit hours):**

Course	Title	Credit Hours
BA101	Introduction to Business .....	4
BT061	Electronic Calculators .....	2
BT085	Business English 2.....	3
BT086	Personal and Professional Development .....	3
BT099	Proofreading/Editing .....	3
BT116	Office Procedures .....	3
BT120	Professional Communication Skills .....	4
BT128	Introduction to Records Management.....	3
CA118A	Microsoft Windows Basics .....	1
CA118B1	Excel Basics 1 .....	1
CA118C1	Access Basics 1 .....	1
CA118D	Internet for the Office Environment .....	1
CA119	Office Desktop Publishing 1 .....	3
CA122	Keyboard Skillbuilding .....	3
CA201D	Microsoft Word Processing 1 .....	3
CA213	Integrating Office Procedures.....	3
CS101	Introduction to Microcomputer Applications .....	3
	Business Support Specialist elective*.....	3

**Business Support Specialist second-year core requirements (50 credit hours):**

Course	Title	Credit Hours
BA214	Business Communications+ .....	3
BA251	Office Management .....	3
BT090	Bookkeeping.....	3
BT280C	Cooperative Work Experience.....	3
CA091	QuickBooks-Computerized Bookkeeping.....	3
CA118E	Outlook Basics.....	1
CA202D	Microsoft Word Processing 2 .....	3
CA208	Workplace Presentations Using PowerPoint.....	3
CA219	Office Desktop Publishing 2 .....	3
CA232	Integrating Office Software Applications.....	3
MTH062	Business Applications Using Mathematics+ (or higher)....	4
PSY104	Psychology in the Workplace+.....	3
SP111	Fundamentals of Public Speaking.....	3
	or	
SP218	Interpersonal Communication .....	3
	Business Support Specialist electives* .....	9
	Humanities/Fine Arts elective .....	3

+Meets related instruction requirement, see page 38.

**\*Business Support Specialist electives (Select 12 credits):**

BA177	Payroll.....	4
BA202	Personal Effectiveness.....	3
BA203	Interpersonal Relations in Business .....	3
BA204	Teamwork Dynamics .....	3
BA211	Financial Accounting 1 .....	4
BA212	Financial Accounting 2 .....	4
BA213	Managerial Accounting.....	4
BA223	Principles of Marketing.....	3
BA226	Business Law 1.....	3
BA227	Business Law 2.....	3
BA277	Business Ethics.....	3
BT130	Customer Service .....	3
CA117	Microsoft Publisher.....	3
	or	
CA117ABC	Microsoft Publisher 1, 2, 3.....	1 each
CA118B2	Excel Basics 2.....	1
CA118B3	Excel Basics 3.....	1
CA118C2	Access Basics 2 .....	1
CA118F1	PowerPoint Basics 1 .....	1
CA122	Keyboard Skillbuilding (repeat).....	3
CA203	Advanced Formatting.....	1
CA204D	Microsoft Word Processing 3 .....	3
CA205	PageMaker 1 .....	3
CA206	PageMaker 2.....	3
CA225ABC	Machine Transcription 1-A, 1-B, 1-C .....	1 each
CA230	Executive Office Simulation .....	3
CS105	Introduction to MS Windows.....	3
CS125A	Micro Database Software-Access .....	3
CS125E	Excel-Workbooks .....	4
CS178I	Introduction to the Internet/World Wide Web .....	3
WR227	Technical Writing .....	3

**Medical Administrative Assistant Option**

The Medical Administrative Assistant Option prepares you to work in medically-related offices where you may make appointments, manage patient records, meet patients, type correspondence, transcribe patient records, maintain financial records, and complete insurance forms.

*In addition to tuition, estimated costs for students who complete the entire program listed below are books, \$2,330; class fees, \$244; universal access fee, \$376; equipment and supplies, \$250. Contact the Financial Aid Office at 503-399-5018 to find out if you qualify for help with these costs.*

You may earn an Associate of Applied Science degree by successfully completing the required 94 credit hours with a grade of C or better in all courses.

Course	Title	Credit Hours
<b>Term 1</b>		
BT085	Business English 2.....	3
CA201D	Microsoft Word Processing 1 .....	3
CS101	Introduction to Microcomputer Applications .....	3
HM110	Health Information Systems Procedures 1.....	4
HM120	Medical Terminology 1 .....	3
<b>Term 2</b>		
BT099	Proofreading/Editing .....	3
BT116	Office Procedures .....	3
CA118A	Microsoft Windows Basics .....	1
CA118B1	Excel Basics 1 .....	1
CA118C1	Access Basics 1 .....	1
CA118D	Internet for the Office Environment .....	1
HM114	CPT-IV Coding/Reimbursement .....	3
HM121	Medical Terminology 2 .....	3
<b>Term 3</b>		
BT120	Professional Communication Skills.....	4
CA213	Integrating Office Procedures.....	3
CA225ABC	Machine Transcription 1-A, 1-B, 1-C .....	1 each
HM101	Medical Law and Ethics .....	3
HM115	ICD-9-CM Coding/Reimbursement .....	3
<b>Term 4</b>		
BI071	Body Structure and Function 1 .....	3
	or	
BI231	Human Anatomy and Physiology .....	4
BT061	Electronic Calculators .....	2
BT128	Introduction to Records Management.....	3
CA202D	Microsoft Word Processing 2 .....	3
SP111	Fundamentals of Public Speaking.....	3
	or	
SP218	Interpersonal Communication .....	3
<b>Term 5</b>		
BA214	Business Communications+ .....	3
BI072	Body Structure and Function 2.....	3
	or	
BI232	Human Anatomy and Physiology .....	4
CA122	Keyboard Skillbuilding .....	3
CA203	Advanced Formatting.....	1
HM141	Medical Transcription 1 .....	3
	Medical Administrative Assistant elective*.....	3
<b>Term 6</b>		
BT086	Personal and Professional Development .....	3
BT090	Bookkeeping.....	3
CA230	Executive Office Simulation .....	3
MTH062	Business Applications Using Mathematics+ (or higher)....	4
PSY104	Psychology in the Workplace+.....	3

+ Meets related instruction requirement, see page 38.

**Medical Administrative Assistant electives:**

BA101	Introduction to Business .....	4
BA177	Payroll.....	4
BA202	Personal Effectiveness.....	3
BA203	Interpersonal Relations in Business .....	3
BA204	Teamwork Dynamics .....	3
BA211	Financial Accounting 1 .....	4
BA212	Financial Accounting 2 .....	4
BA213	Managerial Accounting .....	4
BA223	Principles of Marketing.....	3
BA226	Business Law 1.....	3
BA227	Business Law 2.....	3
BA251	Office Management .....	3

BA277	Business Ethics.....	3
BT130	Customer Service .....	3
CA091	QuickBooks-Computerized Bookkeeping .....	3
	or	
CA091ABC	QuickBooks Parts A,B,C-Computerized Bookkeeping.....	1 each
CA117	Microsoft Publisher.....	3
	or	
CA117ABC	Microsoft Publisher 1, 2, 3.....	1 each
CA118B2	Excel Basics 2.....	1
CA118B3	Excel Basics 3.....	1
CA118C2	Access Basics 2.....	1
CA118E	Outlook Basics.....	1
CA118F1	PowerPoint Basics 1.....	1
CA119	Office Desktop Publishing 1.....	3
CA122	Keyboard Skillbuilding (repeat).....	3
CA204D	Microsoft Word Processing 3.....	3
CA205	PageMaker 1.....	3
CA206	PageMaker 2.....	3
CA208	Workplace Presentations Using PowerPoint.....	3
CA219	Office Desktop Publishing 2.....	3
CA232	Integrating Office Software.....	3
CS105	Introduction to MS Windows.....	3
CS125A	Micro Database Software-Access.....	3
CS125E	Excel-Workbooks.....	4
CS178I	Introduction to the Internet/World Wide Web.....	3
WR227	Technical Writing.....	3

## Chemistry

### (transfer course guideline)

Oregon's state universities offering Bachelor of Arts and/or Bachelor of Science degrees in Chemistry are Eastern Oregon University, Oregon State University, Portland State University, Southern Oregon University (SOU), University of Oregon, and Western Oregon University. SOU also offers a Business-Chemistry co-major.

The educational guide outlined below is designed to meet some of the requirements at these institutions.

As a student, you are responsible for learning the departmental requirements of the school to which you plan to transfer. Consult with Chemeketa's Counseling and Career Services or a Chemeketa advisor. Also, you should make early contact with an advisor at the institution to which you plan to transfer to learn of any possible changes in an academic area.

	Term		
First Year	1	2	3
WR121, 122, and/or 123 English Composition or WR227 Technical Writing* (SOU: WR121, 122 and SP111 or 218)	3	3	(3)
CH221 and 221R, 222 and 222R, 223 and 223R General Chemistry (CH121 and 121R, 122 and 122R, 123 and 123R; Not required at PSU)	5	5	5
Mathematics per placement test; EOU requires through MTH253 Series Calculus; OSU requires through MTH254 Vector Calculus 1; SOU requires MTH112 Trigonometry and MTH251 Differential Calculus and MTH252 Integral Calculus; PSU requires MTH254 Vector Calculus 1; UO requires MTH251, 252, 253; WOU requires MTH251, 252, 254)	4-5	4-5	4-5
Arts and Letters/Humanities electives* (PSU recommends a Foreign Language, particularly for students planning on graduate studies)	3-4	3-4	3-4

Second Year	4	5	6
PH211, 212, 213 Physics for Engineers and Scientists (SOU and UO students may substitute PH201, 202, 203)	4-5	4-5	4-5
Social Science courses*	3	3	3
Mathematics/Computer Science (EOU requires CS161 Computer Science 1; OSU requires BI102 General Biology; WOU requires MTH254 and CS162; OSU requires MTH254 Vector Calculus 1 and MTH256 Applied Differential Equations; UO requires MTH256)	4-5	4-5	4-5
HPE295 Health and Fitness for Life* or elective	3		
Arts and Letters/Humanities electives or Social Science electives*	3-4	3-4	3-4

\*To meet four-year college general education requirements.

## Chiropractic

### (transfer course guideline)

Western States Chiropractic College in Portland offers a degree in Chiropractic Medicine. Students must complete two years of pre-chiropractic credits (90 quarter credits) with at least a 2.25 grade point average as well as a 2.25 grade point average in chemistry, zoology, and/or biology courses.

The program outlined below is designed to meet the prerequisite requirements for Western States Chiropractic College. However, the program has entry-level expectations for skill levels in reading, writing and mathematics. The length of time you take to complete the program will depend on your skills in these areas. To assess the time you will need to complete the program, you may consult with Chemeketa's Counseling and Career Services or a Chemeketa advisor in your program.

As a student, you are responsible for learning the departmental requirements of the school to which you plan to transfer. Consult with Chemeketa's Counseling and Career Services or a Chemeketa advisor. Also you should make early contact with an advisor at the institution to which you plan to transfer to learn of any possible changes in an academic area.

	Term		
First Year	1	2	3
CH221 and 221R, 222 and 222R, 223 and 223R General Chemistry	5	5	5
Mathematics per placement test through MTH111 College Algebra and MTH112 Trigonometry	5	5	
WR121 English Composition-Exposition and six hours from JNL216 Newswriting, SP111 Fundamentals of Public Speaking, SP112 Fundamentals of Persuasion, WR122 English Composition-Logic and Style, WR123 English Composition-Research Writing, WR227 Technical Writing, WR241, 242, 243 Imaginative Writing	3	3	3
PSY201 and 202 or 203 General Psychology (counts towards 15 credits of required Social Science)		3	3
Approved Humanities or Social Science electives* (21 credit hours of electives needed)	3-6	3	6
Second Year	4	5	6
ZOO201, 202, 203 Zoology or BI231, 232 Human Anatomy and Physiology and one course in Zoology (BI231, 232 recommended)	4	4	4
PH201, 202, 203 General Physics or PH211, 212, 213 Physics for Scientists	4	4	4
CH241, 241B, 242, 242B, 243, 243B Organic Chemistry	5	5	5



Approved Humanities or Social Science electives\*  
 (from Anthropology, Art History, Economics,  
 Literature (ENG), Fine Arts, Geography, HD221,  
 Human Development and Family Studies, His-  
 tory, Humanities, Journalism, Music, Philosophy,  
 Political Science, Religion, Sociology, Speech, The-  
 ater Arts, Writing, Women's Studies; Art, Music,  
 and Theater Arts classes must be theory-based.) 6 3 3  
 \*To meet four-year college general education requirements.

## Civil Technology

The Civil Technology program offers both a one-year Certificate of Completion and a two-year Associate of Applied Science degree. The one-year certificate program prepares the student for entry-level surveying and drafting positions. The two-year program prepares the student to provide preliminary designs of public works projects and subdivision design in addition to surveying projects. Both curricula include courses and field experiences in drafting and surveying. The two-year program also includes basic office calculations in street, storm, and wastewater layout and design.

Job opportunities vary. As a graduate of the two-year program, you may assist in planning, design, and construction. You may go into public services dealing with water supply and wastewater treatment systems. As a technician on construction projects, you may assist in estimating costs, writing specifications, inspecting, surveying, drafting, or designing.

### Program outcomes

#### Students completing the Certificate will:

- Apply skills and attitudes that reflect professional behavior in the field and office.
- Work as a member of a team to set up and operate surveying equipment to gather data for site plans.
- Perform basic survey calculations.

#### In addition to the Certificate outcomes, students completing the AAS will:

- Perform advanced survey operations utilizing electronic surveying equipment.
- Build coverages and construct queries with GIS software.
- Lay out streets, lots, and utilities for a subdivision based on survey data or property descriptions.
- Create topographic drawings and base maps from data gathered with electronic survey equipment.
- Read and write basic metes and bounds descriptions.

### Getting started

The first step to entering the following program is to take part in an assessment process which includes taking the college's free placement test and meeting with Counseling and Career Services staff. You may need to complete pre-program courses. Then, your advisor will help you develop an individualized program of study, which may include one or more of the following:

CA121A	Keyboarding A (if less than 25 wpm) .....	1
CS101	Introduction to Microcomputer Applications .....	3
MTH070	Elementary Algebra.....	4
SSP051	Studying for College .....	3
	or	
RD090	College Textbook Reading .....	3
WR049	Basic Writing .....	4

If you have questions about the requirements, call Counseling and Career Services at 503-399-5120 or 503-399-5210. Failure to be assessed may delay your entry into program classes.

## Survey Technology Certificate

*In addition to tuition, estimated costs for students who complete the entire program listed below are books, \$481; class fees, \$95; universal access fee, \$196; equipment and supplies, \$355; optional certification exam, \$100. Contact the Financial Aid Office at 503-399-5018 to find out if you qualify for help with these costs.*

You may earn a Certificate of Completion by successfully completing the required 48 credit hours with a grade of C or better in all courses:

Course	Title	Credit Hours
<b>Term 1</b>		
COM051	Communication Skills 1+ .....	3
	or	
WR121	English Composition-Exposition+ .....	3
CVL130	Work Zone Safety and First Aid .....	1
CVL143	Introduction to Civil Survey .....	3
DRF110	Applied Engineering Computations .....	2
DRF112	Sketching .....	1
DRF130	AutoCAD 1 .....	3
MTH081	Technical Mathematics 1+ .....	4
	or	
MTH111	College Algebra+ .....	5
<b>Term 2</b>		
CVL161A	Plane Surveying 1-Lecture.....	2
CVL161B	Plane Surveying 1-Lab .....	2
DRF131	AutoCAD 2 .....	3
GEG105	Physical Geography.....	4
MTH082	Technical Mathematics 2 .....	4
	or	
MTH112	Trigonometry.....	5
<b>Term 3</b>		
COM053	Technical Report Writing.....	3
	or	
WR227	Technical Writing .....	3
CVL162A	Plane Survey 2-Lecture.....	2
CLV162B	Plane Survey 2-Lab .....	2
DRF155	Mapping and Platting.....	3
DRF160	Technical Software Applications.....	3
	or	
CS125E	Excel-Workbooks .....	4
PSY104	Psychology in the Workplace+.....	3

## Associate of Applied Science Degree

*In addition to tuition, estimated costs for students who complete the entire program listed below are books, \$1,266; class fees, \$275; universal access fee, \$396; equipment and supplies, \$355; optional certification exam, \$100. Contact the Financial Aid Office at 503-399-5018 to find out if you qualify for help with these costs.*

Chemeketa also offers a pre-engineering transfer program for students who want to transfer to an accredited four-year college or university to earn a Bachelor of Science degree. For details, look under Engineering (transfer course guideline).

An Associate of Applied Science degree is awarded upon the successful completion of the required 98 credit hours with a grade of C or better in all courses:

Course	Title	Credit Hours
<b>Term 1</b>		
COM051	Communication Skills 1+ .....	3
	or	
WR121	English Composition-Exposition+ (or higher).....	3
CVL130	Work Zone Safety and First Aid.....	1
CVL143	Introduction to Civil Survey .....	3

DRF110	Applied Engineering Computations.....	2
DRF112	Sketching.....	1
DRF130	AutoCAD 1.....	3
MTH081	Technical Mathematics 1+ .....	4
	or	
MTH111	College Algebra+ (or higher).....	5
<b>Term 2</b>		
CVL161A	Plane Surveying 1 Lecture.....	2
CVL161B	Plane Surveying 1 Lab.....	2
DRF131	AutoCAD 2.....	3
DRF220	GIS ArcView.....	2
GEG105	Physical Geography.....	4
MTH082	Technical Mathematics 2 .....	4
	or	
MTH112	Trigonometry (or higher) .....	5
<b>Term 3</b>		
COM053	Technical Report Writing.....	3
	or	
WR227	Technical Writing .....	3
CVL162A	Plane Surveying 2 Lecture.....	2
CVL162B	Plane Surveying 2 Lab.....	2
DRF155	Mapping and Platting .....	3
DRF160	Technical Software Applications.....	3
	or	
CS125E	Excel Workbooks .....	4
DRF221	GIS ArcCAD .....	3
<b>Term 4</b>		
CVL230	Applied Statics .....	3
DRF245	Civil Drafting and Design.....	4
PH081	Applied Physics (or higher) .....	4
PH207	Astronomy.....	4
	or	
	Science/Applied Science elective.....	4
<b>Term 5</b>		
CVL231	Applied Strength of Materials.....	4
CVL260	Survey Project Planning .....	3
CVL261	Environmental and Sanitary Technology.....	4
DRF230	Introduction to MicroStation PC.....	3
DRF241	Structural Drafting.....	3
<b>Term 6</b>		
CVL263A	Construction and Route Surveying Lecture.....	2
CVL263B	Construction and Route Surveying Lab .....	2
DRF165	CAD System Administration .....	3
DRF231	Advanced MicroStation.....	3
DRF246	Project Development .....	3
PSY104	Psychology in the Workplace+.....	3

+Meets related instruction requirement, see page 38.

# Computer Electronics Technology

See **Electronics Technologies**.

# Computer Programming

Chemeketa's Computer Programming curriculum is for students who wish to become professional business-application programmers. As a graduate of this program, you will meet the minimum educational and experience requirements to qualify as an entry-level computer programmer.

The Computer Systems Support Specialist option is for those who are seeking to start a career in computer applications management and systems administration. The two-year program includes theory and

technical information as well as experience in performing actual computer systems maintenance in a hands-on classroom environment. The curriculum emphasizes problem solving, troubleshooting, and working effectively with people.

Either program can be modified to a limited extent by working with the instructional staff to meet your individual needs, as you work toward an Associate of Applied Science degree.

Students interested in specializing in network administration should see the Network Technology program.

You may be interested in our Cooperative Work Experience program which allows you to earn college credit for work you do relating to your program. With the approval of the CWE coordinator, you may enroll in CS280A-L Cooperative Work Experience and earn college credit hours. For more information, please look under Cooperative Work Experience in the catalog index.

## Program outcomes

### Students completing the AAS will:

- Acquire new information and adapt to changes in the computer technology field.
- Apply a logical and systematic approach to solve problems.
- Use written, oral, and visual interpersonal skills to communicate with individuals or small groups.
- Research and interpret technical materials as they relate to areas of specialization.

### In addition to the AAS outcomes, students completing Computer Programming will:

- Design and implement a computer software application.
- Develop an application in an N-tiered environment.
- Analyze software life cycles and the impact on system analysis.

### In addition to the AAS outcomes, students completing Computer Systems Support Specialist will:

- Install, configure, use, maintain, and deal with security issues involved in office applications.
- Configure and maintain workstation operating systems and hardware resources.
- Manage workgroup resources including file shares, print shares, and physical connections.
- Conduct and evaluate individual and small group instruction for information technology topics such as application software.

## Getting started

The first step to entering the following programs is to take part in an assessment process which includes taking the college's free placement test and meeting with Counseling and Career Services staff. You may need to complete pre-program courses. Then, your advisor will help you develop an individualized program of study, which may include one or more of the following:

CA121A	Keyboarding A (if less than 25 wpm) .....	1
MTH060	Introductory Algebra .....	4
RD090	College Textbook Reading .....	3
WR115	Introduction to Composition .....	3

If you have questions about the requirements, call Counseling and Career Services at 503-399-5120 or 503-399-5114. Failure to be assessed may delay your entry into program classes.

*In addition to tuition, estimated costs for students who complete the entire program listed below are books, \$2,055 class fees, \$276; universal access fee, \$384; equipment and supplies, \$235. Contact the Financial Aid Office at 503-399-5018 to find out if you qualify for help with these costs.*

You may earn an Associate of Applied Science degree by successfully completing the required 96 credit hours with a grade of C or better in all courses:

Course	Title	Credit Hours
<b>Term 1</b>		
BA101	Introduction to Business .....	4
CIS120	Computer Information Science 1 .....	4
CIS121	Computer Information Science 2 .....	4
WR121	English Composition-Exposition+ (or higher).....	3
<b>Term 2</b>		
CS125A	Micro Database Software-Access .....	3
CS133VB	Visual Basic-Event-Driven Programming .....	4
CS140B	Microcomputer Operating Systems.....	3
SP111	Fundamentals of Public Speaking (or higher) .....	3
WR227	Technical Writing .....	3
<b>Term 3</b>		
CIS122	Computer Information Science 3.....	4
CS133C	COBOL 1 .....	4
	or	
CS133U	C++ Language.....	4
CS244	Systems Analysis 1 .....	3
FE205B	Resumes and Job Search Correspondence .....	1
	or	
FE205C	Interviewing for Success.....	1
MTH111	College Algebra+ (or higher) .....	5
<b>Term 4</b>		
CS133J	Fundamentals of Java Programming 1 .....	4
CS246	Systems Analysis 2 .....	3
CS275	Database Management.....	4
	Business elective* .....	3
	Humanities/Fine Arts elective .....	3
	or	
	Science/Applied Science elective.....	3
<b>Term 5</b>		
CS171	Principles of Computer Organization .....	4
CS233J	Fundamentals of Java Programming 2.....	4
CS280D	Cooperative Work Experience .....	4
	or	
	Computer Science elective** .....	4
CS276A	Introduction to Oracle: SQL.....	4
<b>Term 6</b>		
CS234J	Fundamentals of Java Programming 3.....	4
CS280D	Cooperative Work Experience.....	4
	or	
	Computer Science elective** .....	4
CS276B	Oracle: Program with PL/SQL.....	4
PSY104	Psychology in the Workplace+.....	3

+Meets related instruction requirement, see page 38.

\*Business elective: Choose courses with BA, BT, or CA prefixes.

\*\*Computer Science elective: Choose courses with CS or CIS prefixes above CS105.

### Computer Systems Support Specialist Option

This option emphasizes the horizontal integration of application packages, systems management, and provides introduction to micro-computer programming. It includes training in many of the software packages used in business, operating systems, programming essentials, and networking fundamentals.

Students interested in specializing in network administration should see the Network Technology program.

*In addition to tuition, estimated costs for students who complete the entire program listed below are books, \$2,237; class fees, \$318; universal access fee, \$392; equipment and supplies, \$310. Contact the Financial Aid Office at 503-399-5018 to find out if you qualify for help with these costs.*

You may earn an Associate of Applied Science degree by successfully completing the required 98 credit hours with a grade of C or better in all courses:

Course	Title	Credit Hours
<b>Term 1</b>		
BA101	Introduction to Business .....	4
CIS120	Computer Information Science 1 .....	4
CIS121	Computer Information Science 2.....	4
WR121	English Composition-Exposition+ (or higher).....	3
<b>Term 2</b>		
CS125A	Micro Database Software-Access .....	3
CS133VB	Visual Basic-Event-Driven Programming .....	4
CS140B	Microcomputer Operating Systems.....	3
SP111	Fundamentals of Public Speaking (or higher) .....	3
WR227	Technical Writing .....	3
<b>Term 3</b>		
CIS122	Computer Information Science 3.....	4
CS125E	Excel-Workbooks .....	4
CS140U	Unix/Linux .....	3
CS244	Systems Analysis 1 .....	3
MTH105	Introduction to Contemporary Mathematics+ (or higher)4	
<b>Term 4</b>		
CS133J	Fundamentals of Java Programming 1 .....	4
CS179	Introduction to Client-Server Networks.....	4
CS275	Database Management.....	4
FE205B	Resumes and Job Search Correspondence .....	1
	or	
FE205C	Interviewing for Success.....	1
	Humanities/Fine Arts elective .....	3
	or	
	Science/Applied Science elective.....	3
<b>Term 5</b>		
CS145	Microcomputer Hardware.....	4
CS240	Advanced Operating Systems .....	3
CS278	Data Communications.....	3
CS280C	Cooperative Work Experience.....	3
	or	
	Computer Science elective** .....	3
CS288	Advanced Client-Server Networks .....	4
<b>Term 6</b>		
CS060	Techniques of User Training.....	2
CS279	Network Management .....	5
CS280C	Cooperative Work Experience .....	3
	or	
	Computer Science elective** .....	3
PSY104	Psychology in the Workplace+ .....	3
	Business elective* .....	3

+Meets related instruction requirement, see page 38.

\*Business elective: Choose courses with BA, BT, or CA prefixes.

\*\*Computer Science elective: Choose courses with CS prefix above CS105. (Additional spreadsheet or database classes will not apply as CS elective.)

## Computer Science

### (transfer course guideline)

Oregon's state universities offering Bachelor of Arts and/or Bachelor of Science degrees in Computer Science are Oregon State University, Portland State University, Southern Oregon University, University of Oregon, and Western Oregon University. Southern Oregon University also has a computer information science option which requires less math. (See SOU catalog for requirements; must have a grade of B or higher in CS133VB and CS133U to start.)

The educational guide outlined below is designed to meet requirements at these institutions.

As a student, you are responsible for learning the departmental requirements of the school to which you plan to transfer. Consult with Chemeketa's Counseling and Career Services or a Chemeketa advisor. Also, you should make early contact with an advisor at the institution to which you plan to transfer to learn of any possible changes in an academic area.

	<b>Term</b>		
	<b>1</b>	<b>2</b>	<b>3</b>
<b>First Year</b>			
CS160 Introduction to Computer Science (required co-requisite for Chemeketa's CS161), CS161, 162, 260 Computer Science 1, 2 and 3 (required by all except EOU, OSU, SOU, and UO; recommend CS161, 162 for EOU and OSU)	4	4	4
Mathematics per placement test* (MTH111 prerequisite for CS161; MTH251 Differential Calculus and higher required at most colleges; MTH231, 232 Discrete Mathematics required at OSU; MTH231, 232, 233 at UO; MTH243 at SOU; MTH231 or 252 for WOU)	4	4	4
Science courses to meet college and Computer Science major requirement* (PH211, 212, 213 Physics for Engineers and Scientists for some majors and four hours Biological Science required for all options at OSU; PH211, 212, 213 Physics for PSU; science sequence for WOU; PH201, 202, 203 General Physics or CH221, 222, 223 General Chemistry at UO)	4-5	4-5	4-5
WR121, 122 and/or 123 English Composition and/or WR227 Technical Writing* (WR121, 227 and SP111 for OSU; WR121, 122, SP111 or SP218 for SOU; WR121 and WR227 for PSU; WR121 and WR122 or 123 for UO; WR121 and Speech elective for WOU)	3	3	(3)
It is recommended that students planning to attend PSU and UO transfer after completing one year. UO students should plan on taking required CS courses at UO.			
<b>Second Year</b>	<b>4</b>	<b>5</b>	<b>6</b>
Computer Science course to meet major requirements (Chemeketa recommends CS171 Principles of Computer Organization for all schools; CS133U C++ Language required for OSU, PSU and SOU; CS133VB; CS260 Computer Science 3: Data Structures for SOU; CS285 Introduction to Structured Query Language-SQL at WOU)	3-4	3-4	3-4
Mathematics to meet major requirements MTH251 and 252 Calculus for EOU; MTH231, 232, Discrete Mathematics and MTH251 and 252, MTH253 Series Calculus and Linear Algebra, and MTH254 Vector Calculus 1 for Computer Systems option at OSU; MTH241 Elementary Calculus and MTH243 Probability and Statistics for Information Systems and Applied Computer Science option at OSU; MTH231, 232, Discrete Mathematics and MTH251 and 252, MTH253 Series Calculus and Linear Algebra, and MTH254 Vector Calculus 1 for PSU; MTH251, 252, 253 for UO; MTH231 or MTH252 for WOU; MTH243 for SOU	4-5	4-5	4-5
Social Science courses*	3	3	3
Arts and Letters/Humanities sequence*	3	3	3
HPE295 Health and Fitness for Life* or elective	3		
Electives* (CH221 and 221R, 222 and 222R, 223 and 223R General Chemistry for PSU)	(3-5)	3-5	3-5

\*To meet four-year college general education requirements.

## Criminal Justice

Graduates of Chemeketa's Criminal Justice program may become law enforcement officers or adult or juvenile correctional officers, and they may develop a foundation for a career in parole and probation. Although there is much competition for such positions, they offer good benefits. Graduates may also find other jobs in 9-1-1 telecommunications, intake and release work in correctional institutions and in private and public security work. Or, as a graduate, you may work as an insurance adjuster or a hearings officer or a licensing inspector for the state department of motor vehicles.

Some employers may require employees to earn a bachelor's degree before entering or advancing in this field. Chemeketa's program is planned so that you may transfer to a four-year school where the courses also may meet social science requirements. Before you enroll at Chemeketa, consult with the Counseling and Career Services and an advisor at the institution to which you plan to transfer.

With the approval of the program chair, you may enroll in CJ280A-L Cooperative Work Experience and earn college credit hours for work you do relating to your program. For more information, look under Cooperative Work Experience in the catalog index.

There are several topical seminars offered during the calendar year. Please consult program chair about specific seminar content. Students should refer to the schedule of classes for these seminars as well as for specific criminal justice courses that are offered online.

Chemeketa's Criminal Justice program also offers a one-year (47 credit hour) certificate in Juvenile Corrections, for information refer to page 105.

Students with current or prior professional experience and training in the criminal justice career field should contact the program chair to see if they are eligible for Credit for Professional Certification college credits.

### Program outcomes

#### Students completing the AAS will:

- Identify the characteristics of professional integrity and ethical standards for Oregon criminal justice professionals.
- Describe and relate the constitutional rights and responsibilities of citizens, offenders, and victims as they apply to state, federal, and procedural laws.
- Describe the processes and technology used to gather, investigate, manage, and report information in the criminal justice field.
- Identify the legal responsibilities of criminal justice professionals as they relate to cultural diversity and establishing positive community relationships.

### Getting started

The first step to entering this program is to take part in an assessment process which includes taking the college's free placement test and meeting with Counseling and Career Services staff. You may need to complete pre-program courses.

Your advisor will help you develop an individualized program of study, which may include one or more of the following:

<b>Course</b>	<b>Title</b>	<b>Credit Hours</b>
CA121A	Keyboarding A (if less than 25 wpm) .....	1
MTH020	Basic Mathematics .....	3
RD090	College Textbook Reading .....	3
WR115	Introduction to Composition .....	3
	or	
COM051	Communication Skills 1 .....	3

If you have questions about the requirements, call Counseling and Career Services at 503-399-5120 or 503-399-5163. Failure to be assessed may delay your entry into program classes.

## Associate of Applied Science Degree

*In addition to tuition, estimated costs for students who complete the entire program listed below are books, \$1,200; universal access fee, \$364. Contact the Financial Aid Office at 503-399-5018 to find out if you qualify for help with these costs.*

An Associate of Applied Science degree is awarded upon successful completion of the 91 required credit hours with a grade of C or better in all courses. These include the 58 credit hours listed under general education requirements, 18 credit hours of Criminal Justice core requirements and 15 credit hours of Criminal Justice electives.

### General Education requirements (58 credit hours):

Course	Title	Credit Hours
CS101	Introduction to Microcomputer Applications (or higher) .....	3
MTH060	Introductory Algebra+ (or higher).....	4
	Physical Education elective (3 different activities) .....	3
	or	
HPE295	Health and Fitness for Life.....	3
SP218	Interpersonal Communication .....	3
	or	
	Speech elective .....	3
WR121	English Composition-Exposition+ .....	3
WR122	English Composition-Logic and Style .....	3
WR227	Technical Writing .....	3
	General Education electives* .....	18
	Humanities/Fine Arts electives** .....	9
	Psychology or Sociology electives+*** .....	9

### Criminal Justice core requirements (18 credit hours):

CJ100	Survey of the Criminal Justice System .....	3
CJ101	Criminology .....	3
CJ132	Introduction to Parole and Probation.....	3
CJ206	Crime and Delinquency.....	3
CJ210	Introduction to Criminal Investigations 1: Crimes vs. Persons .....	3
CJ226	Introduction to Constitutional Law .....	3

### Criminal Justice electives (Select 15 credit hours):

CJ110	Introduction to Law Enforcement.....	3
CJ112	Field Operations and Patrol Procedures.....	3
CJ123	Spanish for Law Enforcement Personnel .....	3
CJ130	Introduction to Corrections Process.....	3
CJ150	Unarmed Private Security Operations and Procedures.....	3
CJ200	Police and Public Policy .....	3
CJ203	Crisis Intervention Seminar .....	1
CJ207	Diversity Issues in Criminal Justice .....	3
CJ211	Introduction to Criminal Justice Investigations 2: Crimes vs. Property .....	3
CJ212	Police Report Writing .....	3
CJ215	Criminal Justice Administration.....	3
CJ220	Introduction to Substantive Law and Oregon Criminal Code.....	3
CJ230	Introduction to Juvenile Corrections.....	3
CJ232	Introduction to Corrections Casework.....	3
CJ235	Youth, Drugs and Corrections.....	3
CJ253	Introduction to Penology .....	3
CJ280C	Cooperative Work Experience .....	3

+Meets related instruction requirement, see page 38.

### \*Students are urged to select General Education electives in the following courses:

CA121	Keyboarding .....	3
HDF226	A Time To Grow.....	3
HDF260	Child Abuse and Neglect .....	3
HE262	Cardiopulmonary Resuscitation Instruction.....	2
PE185PA	Personal Defense-Beginning.....	1
PSY201	General Psychology-Biological Emphasis.....	3
PSY202	General Psychology-Cognitive Emphasis.....	3
PSY203	General Psychology-Clinical/Social Emphasis .....	3
PSY239	Introduction to Abnormal Behavior .....	3
SOC204	General Sociology-Introduction .....	3
SOC205	General Sociology-Institutions .....	3
SOC206	General Sociology-Social Problems .....	3
SP115	Introduction to Intercultural Communication .....	3

\*\*Suggestions for students: Due to current bilingual hiring preferences, students are urged to take SPN111, 112, 113 for Humanities electives.

\*\*\*Law enforcement and adult corrections students are urged to take PSY201, 202, 203 for Psychology electives.

## Criminal Justice

### (transfer course guideline)

Oregon's state universities offering Bachelor of Arts and/or Bachelor of Science degrees in Criminal Justice are Western Oregon University (degree in Law Enforcement, Corrections, or Community Crime Prevention), Southern Oregon University (degree in Criminology), and Portland State University.

The educational guide outlined below is designed to meet lower division general education requirements at these institutions. Students who complete all the courses outlined below will be eligible for an Associate of Arts Oregon Transfer degree from Chemeketa.

As a student, you are responsible for learning the departmental requirements of the school to which you plan to transfer. Consult with Chemeketa's Counseling and Career Services or a Chemeketa advisor. Also, you should make early contact with an advisor at the institution to which you plan to transfer to learn of any possible changes in an academic area.

Refer to the Associate of Arts Degree information in the Degrees, Diplomas, Certificates and Transfer Information section of this catalog.

	Term		
First Year	1	2	3
WR121, 122 English Composition	3	3	
WR123 English Composition or WR227 Technical Writing (not required at SOU)			3
Social Science course (WOU requires a sequence other than Psychology)	3	3	3
Humanities courses (WOU requires ENG104, 105, 106 Introduction to Literature or ENG107, 108, 109 World Literature)	3	3	3
CJ100 Survey of Criminal Justice System (required at PSU)	3		
CJ101 Criminology (required at SOU)		3	
CJ110 Introduction to Law Enforcement (required at PSU and SOU)			3
CS101 Introduction to Microcomputers	3		
SP111 Fundamentals of Speaking or SP112		3	

Fundamentals of Persuasion or SP219 Fundamentals of Small Group Communication or SP218 Interpersonal Communication (SP115 Introduction to Intercultural Communication required at PSU; SP111 or 218 for SOU) Humanities elective in discipline other than Humanities sequence (PHL203 Elementary Ethics required at PSU; Philosophy or Religion course required at WOU) 3

**Second Year 4 5 6**

MTH105 Introduction to Contemporary Mathematics or MTH111 College Algebra 4-5  
 Science Courses (WOU requires at least two courses in same discipline) 4-5 4-5 4-5  
 Social Science electives\* (SOC204 General Sociology required at PSU) 3 3 3  
 HPE295 Health and Fitness or HE250 Personal Health or three credits of PE185 Activity Courses\*HPE295 required at WOU (1) (1) (1)  
 Humanities or Science or Math elective\* other than in discipline taken for sequence (PHL203 Elementary Ethics required at PSU) 3-4 3  
 CJ206 Crime and Delinquency (CJ210 and 211 Introduction to Criminal Investigation 1 and 2 required at PSU and SOU) or CJ253 Introduction to Penology 3  
 CJ215 Criminal Justice Administration (take CJ220 Introduction to Substantive Law and Criminal Code for PSU and SOU) 3  
 CJ226 Introduction to Constitutional Law (required at SOU) 3  
 Electives (courses numbered 100 or above) 1 3 3

\*See page 44 in current catalog for acceptable sequences and courses for AAOT degree and pages 48-54 for 4-year institution general education requirement.

## Dental Assisting

The Dental Assisting program offers technical training to persons who want to work in dental offices and clinics. The program is accredited by the American Dental Association Commission on Dental Accreditation, 211 East Chicago Avenue, Chicago, Illinois 60611-2678. The telephone number is 312-440-2500. The internet address is [www.ada.org](http://www.ada.org).

The program includes instruction in assisting dentists in private offices or dental health clinics plus clinical and field trip experiences. Typical duties of dental assistants include preparing patients for treatment, mixing dental materials, taking impressions, sterilization and infection control, exposing and developing radiographs, assisting with clinical procedures, expanded functions, and inventory control. Laboratory duties include pouring study models of teeth and fabrication of custom trays, temporary crowns, and small appliances. As office manager, a dental assistant acts as a receptionist, schedules appointments, keeps accounts and records, prepares statements and insurance billings, and is responsible for the general appearance of an office.

This program has special admission requirements and enrollment limits. To enroll, you must have a high school diploma or GED certificate. For additional information, contact the Enrollment Services (Admissions) Office at 503-399-5006.

### Program outcomes

#### Students completing the Certificate will:

- Perform basic and expanded chairside functions to facilitate the completion of restorative and advanced operative procedures.
- Manipulate dental materials to support chairside and laboratory procedures.

- Perform basic office procedures necessary to assist in managing a dental practice.
- Demonstrate proficiency in exposing, processing, and mounting dental radiographs.
- Practice professional behaviors as applied to the workplace environment.
- Manage asepsis, infection control, and hazard control protocol to promote a safe work environment.

### Getting started

The first step to entering this program is to take part in an assessment process which includes taking the college's free placement test and meeting with Counseling and Career Services staff. You may need to complete pre-program courses. Then, your advisor will help you develop an individualized program of study, which may include one or more of the following:

BI060	Basic Science for Dental Assistants.....	3
CA121A	Keyboarding A (if less than 25 wpm) .....	1
CS101	Introduction to Microcomputer Applications .....	3
MTH060	Introductory Algebra+ .....	4
PSY101	Psychology of Human Relations+ (preferred) .....	3
RD090	College Textbook Reading .....	3
SP100	Introduction to Communication (or higher).....	3
	or	
SP218	Interpersonal Communication (preferred).....	3
SSP112	Strategic Studying (recommended) .....	3
WR115	Introduction to Composition+.....	3

If you have questions about the requirements, call Counseling and Career Services at 503-399-5120 or 503-399-5058. Failure to be assessed may delay your entry into program classes.

For admission to the program, an application is required. This is a separate step from the testing and assessment steps. Applications are available in Counseling and Career Services, Admissions, and program offices.

Students are required to submit a copy of their current CPR card and a completed physical exam form prior to fall registration. Successful completion of the Dental Assisting program requires that you earn a grade of C or better in all courses. As a graduate you are eligible to take the Dental Assisting National Board examinations, including infection control, general chairside, and radiation health and safety.

*In addition to tuition, estimated costs for students who complete the entire program listed below are books, \$375; lab fees, \$198; universal access fee, \$184; uniform and shoes, \$235; exam fees, \$395; dental kit, \$480 and transportation fees, \$180; radiation monitoring badge, \$60; physical examination/immunizations, \$200; optional: professional membership fee, \$35. Contact the Financial Aid Office at 503-399-5018 to find out if you qualify for help with these costs.*

You may earn a Certificate of Completion by successfully completing the 47 required credit hours with a grade of C or better in all courses:

Course	Title	Credit Hours
<b>Term 1</b>		
DEN050	Dental Sciences.....	3
DEN051	Introductory Concepts in Dental Assisting .....	3
DEN053	Dental Materials 1 .....	3
DEN054	Preventive Dentistry.....	1
DEN056	Dental Anatomy .....	4
DEN065	Dental Office Emergency Management .....	1
<b>Term 2</b>		
DEN060	Dental Specialties.....	3
DEN061	Dental Assisting Practicum 1 .....	3
DEN062	Intermediate Clinical Skills .....	2
DEN063	Dental Materials 2 .....	3

DEN064	Dental Radiology 1 .....	3
DEN070	Dental Office Management.....	2
<b>Term 3</b>		
DEN071	Dental Assisting Practicum 2 .....	9
DEN072	Expanded Functions .....	3
DEN074	Dental Radiology 2.....	2
DEN080	Dental Assisting Seminar .....	2

+Meets related instruction requirement, see page 38.

## Dental Hygiene

### (transfer course guideline)

Oregon Institute of Technology is the only state college offering a Bachelor of Science degree in Dental Hygiene.

Admission to the Dental Hygiene program is competitive; only a limited number of applicants is accepted each year. It is important to check with the college of your choice for admission requirements and deadlines, and to obtain admission materials early, as requirements change.

The educational guideline outlined below is designed to meet requirements at OIT. Since OIT begins dental hygiene courses in the second year, it will be to the student's advantage to transfer after completing first-year classes at Chemeketa. Application must be made by April 1.

As a student, you are responsible for learning the departmental requirements of the school to which you plan to transfer. Consult with Chemeketa's Counseling and Career Services or a Chemeketa advisor. Also you should make early contact with an advisor at the institute to which you plan to transfer to learn of any possible changes an academic area.

	Term		
	1	2	3
<b>First Year</b>			
CH121 and 121R, 122 and 122R, 123 and 123R College Chemistry (CH104 and 1104R, 105 and 105R, 106 and 106R Chemistry for Allied Health may be substituted*)	4-5	4-5	4-5
Psychology elective for OIT	3		
WR121, 122 English Composition and WR227 or 123 Technical Writing for OIT	3	3	3
SP111 Fundamentals of Public Speaking for OIT		3	
MTH111 College Algebra or MTH105 Introduction to Contemporary Mathematics		4-5	
NFM225 Nutrition (not required for OIT)			4
<b>Second Year</b>	<b>4</b>	<b>5</b>	<b>6</b>
BI231, 232, 233 Anatomy and Physiology	4	4	4
Humanities electives* (six hours) SP115 Introduction to Intercultural Communication	3	3	3
BI234 Microbiology			4
SOC204 General Sociology-Introduction	3		

\*To meet four-year college general education requirements.

## Design

### (transfer course guideline)

Oregon State University offers a Bachelor of Science degree in Apparel Design, Interior Design, Housing Studies, and Merchandising Management.

The educational guide outlined below is designed to meet requirements at OSU. (For some options, it may be to your advantage to transfer after one year at Chemeketa.)

As a student, you are responsible for learning the departmental requirements of the school to which you plan to transfer. Consult with Chemeketa's Counseling and Career Services or a Chemeketa advisor. Also, you should make early contact with an advisor at OSU to learn of any possible changes in an academic area.

	Term		
	1	2	3
<b>First Year</b>			
WR121 English Composition-Exposition	3		
WR122 or 123 English Composition or 227 Technical Writing, or BA214 Business Communications		3	3
Mathematics per placement (through MTH111 College Algebra; some majors require MTH243)		(4)	4-5
HPE295 Health and Fitness for Life			3
Biological and Physical Science**	4-5	4-5	4-5
Social Science** EC201, 202, Introduction to Micro- economics and Macroeconomics (EC201 only for Housing Studies and Interior Design) PSY 201, 202, SOC204 for Merchandising Management, HST110, 111, 112 required for Merchandising Management		6	3 6
Literature and Arts elective* (ART115 Basic Design and ART131 required in most majors)	3-4		
SP111 Fundamentals of Public Speaking or SP112 Fundamentals of Persuasion or SP218 Interper- sonal Communications depending upon option selected			3

### Second Year

Additional required courses can be taken at Chemeketa during a second year. These vary considerably, depending upon option chosen, including Art courses. It is important to work carefully with an advisor to meet OSU's Baccalaureate Core requirements, major requirements and option requirements.

\*To meet OSU general education requirements.

\*\*Check OSU catalog for requirements in your major and option.

## Drafting Technology— CAD

Drafting Technology offers three paths of entry into careers in drafting and design: Computer-Assisted Drafting (CAD), Mechanical Design and Computer-Aided Design/Computer-Aided Manufacturing (CAD/CAM). During the first year, students in all three areas share many courses so that they may explore, gain insight, and consult with advisors to make knowledgeable decisions about their careers. Choose individual courses to meet your needs, or work toward an Associate of Applied Science degree. You should choose CAD, Mechanical Design, or CAD/CAM as soon as possible during your first year.

You may be interested in our Cooperative Work Experience program, which allows you to earn college credit for work you do relating to your program. In your third term, as a full-time student, with the approval of the program chair you may enroll in DRF280A-L Cooperative Work Experience and earn college credit hours. For more information, look under Cooperative Work Experience in the catalog index.

After graduating, you may transfer to an institution such as Oregon Institute of Technology to complete the course work for a bachelor's degree in industrial management.

### Program outcomes

#### Students completing the Certificate will:

- Produce accurate 2-D and 3-D drawings using CAD software.

**In addition to the Certificate outcome, students completing Computer-Assisted Drafting (CAD) will:**

- Use effective communication skills as a team member.
- Produce sets of architectural drawings suitable for planning division approval.
- Produce sets of structural drawings to industry standards.
- Produce sets of civil drawings including streets, lots, and utilities for a subdivision suitable for planning division approval.
- Draft sets of mechanical drawings including detail and assembly drawings of related parts.

**In addition to the Certificate outcome, students completing Mechanical Design will:**

- Use effective communication skills as a team member.
- Apply parametric analysis tools to design mechanical components and assemblies. Illustrate and animate mechanical assemblies.
- Calculate power requirements and design or select transmission components for mechanical systems.
- Analyze external and internal force effects on mechanical and structural components.
- Select materials for mechanical components based on application and manufacture process.

**In addition to the Certificate outcome, students completing Computer-Aided Design/Computer-Aided Manufacturing (CAD/CAM) will:**

- Use effective communication skills as a team member.
- Program CNC machine tools at the machine control level.
- Perform advanced set-ups and operations using manual and/or Computer Numerical Controlled (CNC) equipment to produce accurately sized parts.
- Create parametric solid models and generate CNC code through CAM software to manufacture parts on CNC machine tools.
- Design and build fixtures and tooling for manufacture production purposes to meet customer specifications.
- Determine optimal production processes planning to meet customer requirements. Select and optimize available machines and equipment to meet product process requirements.
- Calculate power requirements, select drive and system components, and design criteria for mechanical systems.

**Getting started**

The first step to entering the following programs is to take part in an assessment process which includes taking the college's free placement test and meeting with Counseling and Career Services staff. You may need to complete pre-program courses. Then, your advisor will help you develop an individualized program of study, which may include one or more of the following:

CA121A	Keyboarding A (if less than 25 wpm) .....	1
CS101	Introduction to Microcomputer Applications .....	3
MTH070	Elementary Algebra.....	4
SSP051	Studying for College .....	3
	or	
RD090	College Textbook Reading .....	3
WR049	Basic Writing .....	4

If you have questions about the requirements, call Counseling and Career Services at 503-399-5120 or 503-399-5210. Failure to be assessed may delay your entry into program classes.

**Computer-Assisted Drafting (CAD) Certificate**

The CAD Certificate program is for students seeking a basic working knowledge of CAD systems. Full-time students can complete the program in three terms, although full-time enrollment is not required. All required courses are available online to provide maximum flexibility to non-traditional and working students.

This certificate provides initial training for entry-level CAD operator positions. This may not be suitable for students seeking employment as entry-level CAD design technicians.

Completion of the CAD Certificate includes a competency-based AutoCAD Assessment Exam. All credits apply toward the Associate of Applied Science degree in CAD Drafting Technology.

*In addition to tuition, estimated costs for students who complete the entire program listed below are books, \$692; class fees, \$150; universal access fee, \$180; certification exam, \$50. Contact the Financial Aid Office at 503-399-5018 to find out if you qualify for help with these costs.*

You may earn a Certificate of Completion by successfully completing the required 45 credit hours with a grade of C or better in all courses:

<b>Course</b>	<b>Title</b>	<b>Credit Hours</b>
<b>Term 1</b>		
COM051	Communication Skills 1+ .....	3
	or	
WR121	English Composition-Exposition+ .....	3
DRF110	Applied Engineering Computations.....	2
DRF130	AutoCAD 1 .....	3
DRF131	AutoCAD 2 .....	3
MTH060	Introductory Algebra+ (or higher).....	4
<b>Term 2</b>		
DRF132	AutoCAD 3 .....	3
DRF150	Architectural Drafting 1 .....	3
DRF230	Introduction to MicroStation PC.....	3
MTH070	Elementary Algebra (or higher) .....	4
PSY101	Psychology of Human Relations+ (or higher) .....	3
<b>Term 3</b>		
DRF095C	Special Projects in Drafting and Design .....	3
DRF140	Advanced Technical Graphics.....	3
DRF170	AutoCAD Certification Preparation.....	2
DRF240	Architectural Drafting 2.....	3
	Drafting elective* .....	3

+Meets related instruction requirement, see page 38.  
\*Drafting elective: Select a course with a DRF or CAM prefix.

**Two-Year Degree Programs Computer-Assisted Drafting (CAD) Option**

Students graduating from the CAD option may become technicians in civil, mechanical, structural, or architectural drafting. Additional career opportunities include Geographic Information Systems (GIS), mapping, and technical illustration. Training encompasses computer-aided drafting in all of the fields listed, application of software and mathematical concepts to solve real-world problems, as well as broader skills in communication, teamwork and human relations.

*In addition to tuition, estimated costs for students who complete the entire program listed below are books, \$1,243; class fees, \$330; universal access fee, \$388; equipment and supplies, \$227. Contact the Financial Aid Office at 503-399-5018 to find out if you qualify for help with these costs.*

You may earn an Associate of Applied Science degree by successfully completing the required 96 credit hours with a grade of C or better in all courses:



Course	Title	Credit Hours
<b>Term 1</b>		
COM051	Communications Skills 1+ .....	3
	or	
WR121	English Composition-Exposition+ (or higher).....	3
DRF110	Applied Engineering Computations.....	2
DRF112	Sketching.....	1
DRF114	Drafting Orientation.....	2
DRF130	AutoCAD 1 .....	3
MTH081	Technical Mathematics 1+ .....	4
	or	
MTH111	College Algebra+ (or higher) .....	5
<b>Term 2</b>		
CVL143	Introduction to Civil Survey .....	3
DRF131	AutoCAD 2 .....	3
DRF220	GIS ArcView.....	2
MTH082	Technical Mathematics 2 .....	4
	or	
MTH112	Trigonometry (or higher) .....	5
PSY104	Psychology in the Workplace+.....	3
<b>Term 3</b>		
DRF132	AutoCAD 3 .....	3
DRF140	Advanced Technical Graphics.....	3
DRF150	Architectural Drafting 1.....	3
DRF155	Mapping and Platting .....	3
DRF160	Technical Software Applications.....	3
	or	
CS125E	Excel-Workbooks .....	4
DRF221	GIS ArcCAD .....	3
<b>Term 4</b>		
CVL230	Applied Statics .....	3
DRF210	Parametric Design.....	3
DRF242	3-D Studio.....	3
DRF245	Civil Drafting and Design.....	4
PH081	Applied Physics.....	4
<b>Term 5</b>		
CVL261	Environmental and Sanitary Technology.....	4
DRF230	Introduction to MicroStation PC.....	3
DRF240	Architectural Drafting 2.....	3
DRF241	Structural Drafting.....	3
DRF256	AutoLISP Programming.....	3
<b>Term 6</b>		
COM053	Technical Report Writing.....	3
	or	
WR227	Technical Writing .....	3
DRF165	CAD System Administration .....	3
DRF231	Advanced MicroStation.....	3
DRF243	Architectural Design .....	3
DRF255	Technical Illustration .....	3

+Meets related instruction requirement, see page 38.

## Mechanical Design Option

Mechanical Design is a comprehensive drafting program with practical approaches to engineering and design concepts using Computer-Aided Design (CAD) methods.

You may train to become a technician in machine, control system, and tool-design drafting. The program emphasizes the use of the computer as a problem-solving tool in these job areas. Instruction in design also stresses the use of manufacturers' technical catalogs, technical handbooks, and practical applications of theoretical and mathematical concepts studied in courses taken concurrently.

With specific course substitutions, you may transfer credits to the Mechanical Engineering Technology Program at Oregon Institute of Technology. See your advisor for details.

*In addition to tuition, estimated costs for students who complete the entire program listed below are books, \$1,087; class fees, \$296; universal access fee, \$400; equipment and supplies, \$319. Contact the Financial Aid Office at 503-399-5018 to find out if you qualify for help with these costs.*

You may earn an Associate of Applied Science degree by successfully completing the required 96 credit hours with a grade of C or better in all courses:

Course	Title	Credit Hours
<b>Term 1</b>		
CAM100	Blueprint Reading and Sketching.....	1
CAM105	Precision Measurement .....	2
CAM111	Industrial Safety Seminar .....	1
CAM130	CNC Machine Setup/Operation.....	3
DRF110	Applied Engineering Computations.....	2
	or	
GE101	Engineering Orientation .....	3
DRF130	AutoCAD 1 .....	3
MTH081	Technical Mathematics 1+ .....	4
	or	
MTH111	College Algebra+ (or higher) .....	5
<b>Term 2</b>		
CAM115	Geometric Dimensioning/Tolerancing.....	2
CAM116	Geometric Dimensioning and Tolerancing for CNC Lab.1	
CAM160	Programming CNC Mills .....	3
COM051	Communication Skills 1+ .....	3
	or	
WR121	English Composition-Exposition+ (or higher).....	3
DRF131	AutoCAD 2 .....	3
MTH082	Technical Mathematics 2 .....	4
	or	
MTH112	Trigonometry (or higher) .....	5
<b>Term 3</b>		
COM053	Technical Report Writing.....	3
	or	
WR227	Technical Writing .....	3
DRF132	AutoCAD 3 .....	3
DRF140	Advanced Technical Graphics.....	3
DRF160	Technical Software Applications.....	3
	or	
GE103	Engineering Computations .....	3
	or	
CS125E	Excel-Workbooks .....	4
PSY104	Psychology in the Workplace+.....	3
<b>Term 4</b>		
CAM230	CAM Applications/Mills.....	3
CVL230	Applied Statics .....	3
	or	
EGR211	Statics .....	4
DRF210	Parametric Design.....	3
ELT100	Electronics Fundamentals for Non-Majors.....	4
PH081	Applied Physics.....	4
	or	
PH201	General Physics.....	4
<b>Term 5</b>		
CVL231	Applied Strength of Materials.....	4
	or	
EGR213	Strength of Materials.....	4
DRF241	Structural Drafting* .....	3
DRF251	Power Transmission Design.....	3
	or	
EGR212	Dynamics.....	4
DRF256	AutoLISP Programming* .....	3
	or	
GE102	Engineering Computations .....	3
DRF260	Tool Design .....	3

**Term 6**

DRF165	CAD System Administration*	3
DRF255	Technical Illustration*	3
DRF262	Machine Design	3
ELT291	Advanced Industrial Electronics	4
	or	
DRF280D	Cooperative Work Experience	4
	or	
EGR202	Electrical Fundamentals 2	4
MT227A	Pneumatics and Hydraulics Fundamentals	3

+Meets related instruction requirement, see page 38.

\*Courses above 200 in math, physics, chemistry and engineering may be substituted.

### Computer-Aided Design/Computer-Aided Manufacturing (CAD/CAM) Option

The Computer-Aided Design/Computer-Aided Manufacturing (CAD/CAM) option offers training in using computers as tools in engineering, drafting, machine tool control inspection (the CMM), and industrial mechanical design.

The first year of study emphasizes machining skills as they relate to Computer Numerical Control machining. Students completing the first year may find employment as entry-level machine tool operators and basic CAD drafters.

Second-year classes concentrate on integrating mechanical design and Computer-Aided Manufacturing programming. Students apply knowledge and skills to solve increasingly complex design and machining problems. After successful completion, graduates may find employment in the fields of engineering technology and manufacturing operations. Graduates will use computers on the job for drafting, design and programming, and operating machine tools.

*In addition to tuition, estimated costs for students who complete the entire program listed below are books, \$1,388; class fees, \$321; universal access fee, \$388; equipment and supplies, \$287. Contact the Financial Aid Office at 503-399-5018 to find out if you qualify for help with these costs.*

You may earn an Associate of Applied Science degree by successfully completing the required 100 credit hours with a grade of C or better in all courses:

Course	Title	Credit Hours
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**Term 1**

CAM100	Blueprint Reading and Sketching	1
CAM105	Precision Measurement	2
CAM110A	CNC/Manual Fundamentals	3
CAM111	Industrial Safety Seminar	1
CAM130	CNC Machine Setup/Operation	3
DRF110	Applied Engineering Computations	2
DRF130	AutoCAD 1	3
MTH081	Technical Mathematics 1+	4
	or	
MTH111	College Algebra+ (or higher)	5

**Term 2**

CAM115	Geometric Dimensioning/Tolerancing	2
CAM116	Geometric Dimensioning and Tolerancing for CNC Lab	1
CAM120	CNC/Manual Milling	3
CAM160	Programming CNC Mills	3
DRF131	AutoCAD 2	3
MTH082	Technical Mathematics 2	4
	or	
MTH112	Trigonometry (or higher)	5

**Term 3**

CAM121A	CNC/Manual Lathe	3
CAM190	Programming CNC Lathes	3
DRF095B	Special Projects in Drafting and Design	2
	or	
DRF280B	Cooperative Work Experience	2
DRF132	AutoCAD 3	3
DRF140	Advanced Technical Graphics	3
DRF160	Technical Software Applications	3
	or	
CS125E	Excel-Workbooks	4

**Term 4**

CAM230	CAM Applications/Mills	3
COM051	Communication Skills 1+	3
	or	
WR121	English Composition-Exposition+ (or higher)	3
CVL230	Applied Statics	3
DRF210	Parametric Design	3
PH081	Applied Physics	4
	or	
PH201	General Physics (or higher)	4

**Term 5**

CAM260	CAM Applications/Lathes	3
CVL231	Applied Strength of Materials	4
DRF251	Power Transmission Design	3
DRF260	Tool Design	3
PSY104	Psychology in the Workplace+	3

**Term 6**

CAM290	CAD/CAM Integrations	4
COM053	Technical Report Writing	3
	or	
WR227	Technical Writing	3
DRF165	CAD System Administration	3
DRF262	Machine Design	3
MT227A	Pneumatics and Hydraulics Fundamentals	3

+Meets related instruction requirement, see page 38.

## Early Childhood Education

Early Childhood Education is a comprehensive program of both theory and practical experiences designed to prepare you to work with young children. Many of the courses may be helpful to parents of preschool-age children and to persons working with families, children, and individuals. Graduates may qualify to be child-care aides, assistants, and teachers in preschools, day care centers, kindergartens, and Head Start programs.

You may select individual courses to meet your needs, or you may work toward an Associate of Applied Science degree or a Certificate of Completion. Students in the program must earn grades of C or better in all Early Childhood Education (ECE) or Human Development and Family (HDF) courses. In order to enroll in certain courses, students will be required to pass a criminal records check. A valid first-aid card is required for graduation in both the one-year and two-year programs.

You may be interested in our Cooperative Work Experience program, which allows you to earn college credit for work you do relating to your program. With the approval of the program chair, you may enroll in ECE280A-L Cooperative Work Experience and earn college credit hours. For more information, look under Cooperative Work Experience in the catalog index.

## Program outcomes

### Students completing the Certificate will:

- Relate theories for children birth to eight and describe how they relate to developmentally appropriate practices.
- Apply principles and skills in observing children birth to eight.
- Practice child guidance techniques that promote autonomy.
- Recognize a child-appropriate nutrition plan.
- Practice appropriate communications skills with supervisors, colleagues, and parents, both written and verbal.
- Define and describe healthy family systems.
- Plan and implement activities to work with children of diverse ages, backgrounds and abilities.

### Students completing the AAS will:

- Plan and implement programs in early childhood education settings that support the physical, social, emotional, and cognitive development of all young children from birth through age eight, based on knowledge of children's development.
- Select and implement developmentally appropriate curriculum and instructional practices, based on knowledge of child development, individual children, the community, and curriculum goals.
- Use communication strategies to establish positive, collaborative relationships with families and colleagues.
- Self-assess and evaluate professional practices based on a theoretical framework of child development.
- Plan and implement strategies to work with children of diverse ages, backgrounds, needs, and abilities.
- Practice standards for professional ethics as applied to the early childhood workplace environment.

The first step to entering the following programs is to take part in an assessment process which includes taking the college's free placement test and meeting with Counseling and Career Services staff. You may need to complete pre-program courses. Then, your advisor will help you develop an individualized program of study, which may include one or more of the following:

CA121A	Keyboarding A (if less than 25 wpm) .....	1
MTH020	Basic Mathematics .....	3
RD090	College Textbook Reading .....	3
WR115	Introduction to Composition .....	3
	or	
COM051	Communication Skills 1 .....	3

If you have questions about the requirements, call Counseling and Career Services at 503-399-5120 or 503-399-6071. Failure to be assessed may delay your entry into program classes.

## One-Year Option Getting started

*In addition to tuition, estimated costs for students who complete the one-year program listed below are books, \$456; class fees, \$35; universal access fee, \$220; equipment and supplies, \$36; immunization fees, \$10; basic first-aid card, \$35; criminal records check, \$3-70; conference registration, \$100. Contact the Financial Aid Office at 503-399-5018 to find out if you qualify for help with these costs.*

You may earn a Certificate of Completion by successfully completing the required 55 credit hours with a grade of C or better in all ECE and HDF courses.

Course	Title	Credit Hours
<b>Term 1</b>		
ECE068A	Observing Preschool Experiences .....	1
ECE150	Introduction and Observation in Early Childhood Education .....	3
ECE161	Infant/Toddler Practicum.....	3
HDF222	Family Relationships+ .....	3
HDF225	Prenatal, Infant and Toddler Development.....	3
HDF249	Introduction to Working with Infants and Toddlers.....	3

## Term 2

ECE068B	Observing Preschool Experiences .....	1
ECE151	Observing and Guiding Behavior.....	3
ECE152	Creative Activities .....	3
ECE155	Child Nutrition .....	2
	or	
NFM225	Nutrition .....	4
ECE162	Early Childhood Educator Orientation.....	2
HDF247	Preschool Child Development.....	3
MTH060	Introductory Algebra+ (or higher).....	4
WR121	English Composition-Exposition+ (or higher).....	3

## Term 3

ECE068C	Observing Preschool Experiences .....	1
ECE153	Music and Movement for Young Children .....	3
ECE154	Children's Literature and Literacy .....	3
ECE163	Preschool Practicum.....	4
HDF229	Development in Middle Childhood.....	3
HDF248	Learning Experiences for Young Children .....	4

+Meets related instruction requirement, see page 38.

## Two-Year Option

*In addition to tuition, estimated costs for students who complete the entire program listed below are books, \$924; class fees, \$55; universal access fee, \$380; equipment and supplies, \$72; immunization fees, \$10; basic first-aid card, \$35; criminal records check, \$3-70; and conference registration, \$100. Contact the Financial Aid Office at 503-399-5018 to find out if you qualify for help with these costs.*

You may earn an Associate of Applied Science degree by successfully completing the required 95 credit hours with a grade of C or better in all ECE and HDF courses.

Course	Title	Credit Hours
<b>Term 1</b>		
ECE068A	Observing Preschool Experiences .....	1
ECE150	Introduction and Observation in Early Childhood Education .....	3
ECE161	Infant/Toddler Practicum.....	3
HDF222	Family Relationships+ .....	3
HDF225	Prenatal, Infant and Toddler Development.....	3
HDF249	Introduction to Working with Infants and Toddlers .....	3

## Term 2

ECE068B	Observing Preschool Experiences .....	1
ECE151	Observing and Guiding Behavior.....	3
ECE152	Creative Activities .....	3
ECE155	Child Nutrition .....	2
	or	
NFM225	Nutrition .....	4
ECE162	Early Childhood Educator Orientation.....	2
HDF247	Preschool Child Development.....	3
WR121	English Composition-Exposition+ (or higher).....	3

## Term 3

ECE068C	Observing Preschool Experiences .....	1
ECE153	Music and Movement for Young Children .....	3
ECE154	Children's Literature and Literacy .....	3
ECE163	Preschool Practicum.....	4
HDF229	Development in Middle Childhood.....	3
HDF248	Learning Experiences for Young Children .....	4

## Term 4

ECE251	Environments for Young Children .....	3
ECE261	Student Teaching 1, Early Childhood Education*** .....	6
HDF285	Professional Issues in Early Childhood Education .....	3
MTH060	Introductory Algebra+ (or higher).....	4

**Term 5**

ECE280D	Cooperative Work Experience.....	4
HDF257	Home, School and Community.....	3
HDF258	Teaching in an Anti-Bias Classroom***.....	3
	Humanities/Fine Arts elective*.....	3
	or	
	Science/Applied Science elective*.....	3
	or	
	Communications elective* **.....	3
	Computer Science elective**.....	3

**Term 6**

ECE262	Student Teaching 2, Early Childhood Education***.....	6
ECE295	Administration of Early Childhood Education Programs.....	3
	Humanities/Fine Arts elective*.....	3
	or	
	Science/Applied Science elective*.....	3
	or	
	Communications elective*.....	3

+Meets related instruction requirement, see page 38.

\*Selection may not be repeated.

\*\*See Associate of Applied Science Degree guidelines.

\*\*\*Students transferring to Western Oregon University should see advisor.

## Economics

**(transfer course guideline)**

Oregon's state universities offering Bachelor of Arts and/or Bachelor of Science degrees in Economics are Oregon State University, Portland State University, Southern Oregon University, University of Oregon, and Western Oregon University. UO also offers a five-year program combining an undergraduate economics major and a master of business administration.

The educational guideline outlined below is designed to meet requirements at these institutions.

As a student, you are responsible for learning the departmental requirements of the school to which you plan to transfer. Consult with Chemeketa's Counseling and Career Services or a Chemeketa advisor. Also you should make early contact with an advisor at the institution to which you plan to transfer to learn of any possible changes in an academic area.

	<b>Term</b>		
<b>First Year</b>	<b>1</b>	<b>2</b>	<b>3</b>
WR121, WR122 and/or 123 English Composition or WR227 Technical Writing* (SP111 or 218 for SOU; WR121 for WOU)	3	3	(3)
Social Science courses*	3	3	3
Arts and Letters/Humanities courses*	3	3	3
Math or Science courses (MTH111 College Algebra and MTH241 Elementary Calculus or MTH251 Differential Calculus for OSU;** MTH111, MTH243, MTH244 Probability and Statistics 1 and 2, and MTH241 for PSU; UO requires MTH111, 241, 242, or 251, 252 and MTH243 [MTH242 taken at UO]; WOU requires MTH111 and additional math and computer science class for BS degree)*	5	4	4
HPE295 Health and Fitness for Life* or electives	3		
Electives*		3	3-6
<b>Second Year</b>	<b>4</b>	<b>5</b>	<b>6</b>
Economics sequence: EC201, 202, 203 Introduction to Microeconomics, Introduction to Macroeconomics and Applications of Economic Issues (EC203 not required at OSU, SOU, or UO)	3	3	3

Science electives*	4	4	4
Arts and Letters/Humanities or Social Science electives*	3	3	3
Electives (CS161 or higher for WOU; WOU requires a minor; MTH243 Probability and Statistics recommended for OSU and SOU)	6-7	6-7	6-7

\*To meet four-year college general education requirements; OSU students should also meet College of Liberal Arts core requirements.

\*\*OSU recommends three or more calculus courses for students interested in graduate study.

## Education

**See also Early Childhood Education, Paraeducator Certificate, Professional-Technical Teacher Preparation, and Speech Language Pathology Assistant.**

## Elementary Education

**(transfer course guideline)**

Oregon's state universities offering Elementary Education programs are Oregon State University, Eastern Oregon University, and Western Oregon University, which offer Bachelor of Arts and/or Bachelor of Science degrees in Elementary Education. Eastern Oregon University, Oregon State University, Portland State University, Southern Oregon University, and University of Oregon offer fifth-year programs.

Students planning on attending WOU will complete a specific series of courses leading to the Associate of Arts Oregon Transfer Degree (AAOT). Students should see a Chemeketa advisor to obtain detailed requirements. Students planning to attend EOU will also complete the AAOT, then earn a Bachelor's degree in Multidisciplinary Studies with a minor in education. Students should see a Chemeketa advisor or consult with the EOU School of Education for requirements.

Students planning on enrolling in a college offering a fifth-year Elementary Education program must obtain a baccalaureate degree in an academic major before being admitted to the fifth-year teacher education program. The major may be in general or liberal studies or in any subject taught in elementary schools. OSU recommends students major in Liberal Studies, General Science, Human Development, Family Studies, Exercises and Sport Science, or a single discipline that relates to the elementary school curriculum.

Admission to both four-year and fifth-year education programs requires a minimum grade point average (GPA), usually 2.75 to 3.00. Admission also requires passing the California Basic Educational Skills Test (CBEST). Students transferring to WOU are advised to take the test at the completion of their general education requirements or early in their sophomore year, as scores are included as data required for admission to the Elementary Education program.

Students planning to transfer to a college offering a fifth-year program should follow the educational guideline outlined in the catalog for the academic major which they plan to complete before entering a fifth-year program.

The guideline outlined below is designed to meet prerequisite requirements. However, the program has entry-level expectations for skill levels in reading, writing and mathematics. The length of time you take to complete the program will depend on your skills in these areas. To assess the time you will need to complete the program, you may consult with Chemeketa's Counseling and Career Services or a Chemeketa advisor.

Elementary Education majors planning to transfer to Concordia University should contact Counseling and Career Services at 503-399-5120 for transfer information.

	<b>Term</b>		
<b>First Year</b>	<b>1</b>	<b>2</b>	<b>3</b>
WR121 English Composition-Exposition (recommend WR122 and 123; WR121, 122 and SP111 or 218 for SOU)	3	(3)	(3)
Mathematics (per placement test through MTH211, 212, 213 Foundations of Elementary Mathematics; MTH095 prerequisite)	4	4	4
Literature sequence (ENG104, 105, 106 Introduction to Literature or ENG107, 108, 109 World Literature recommended)	3	3	3
HST110, 111, 112 World History or GEG105, 106, 107 Geography	3	3	3
HPE295 Health and Fitness for Life		3	
Computer Science elective*			3
Speech elective (SP111 recommended)			3
<b>Second Year</b>	<b>4</b>	<b>5</b>	<b>6</b>
MTH211, 212, 213 Foundations of Elementary Mathematics (if not taken first year)	(4)	(4)	(4)
Creative Arts electives (ART115 Basic Design, one MUS and one TA course)	3	3	3
Science Sequence (GS104, GS106 Physical Science and BI101 General Biology)	4-5	4-5	4-5
Physical Education elective*	1		
Philosophy or Religion elective	3		
Social Science elective (PSY201 and 202)	3		3
Electives ED209B Practicum: Introductory Observa- tion and Experience (LDC) recommended for those lacking verified classroom work with chil- dren; GS105 Physical Science, or BI103 General Biology (see WOU catalog for elective options available)	0-3	3-6	3-6

\*To meet four-year college general education requirements.

## Secondary Education

### (transfer course guideline)

Oregon's state universities offering secondary education programs are Eastern Oregon University, Oregon State University, and Western Oregon University, which offer Bachelor of Science and Bachelor of Arts degrees in secondary education, and Eastern Oregon University, Oregon State University, Portland State University, Southern Oregon University, and University of Oregon, which offer a fifth-year secondary education program. University of Oregon programs are limited to special education.

Admission to fifth-year education programs requires completion of a baccalaureate degree in the subject you plan to teach at a junior or senior high school. The secondary education program is at the graduate level. Admission to these programs requires maintaining a specific grade point average (GPA), usually 2.75 to 3.00, and successfully passing the California Basic Educational Skills Test (CBEST) or Praxis I: Pre-Professional Skills Test (PPST) and the Praxis Examination in your major teaching area.

Admission to the four-year education program at Western Oregon University requires maintaining a 2.75 GPA and passing the CBEST or PPST.

You should enroll in courses that meet the general education requirements for the school to which you plan to transfer, as well as courses that meet the requirements for the major subject in which you plan to teach.

As a student, you are responsible for learning the departmental requirements of the school to which you plan to transfer. Consult with Chemeketa's Counseling and Career Services or a Chemeketa advisor. Also, you should make early contact with an advisor at the institution to which you plan to transfer to learn of any possible changes in an academic area.

## Electronics Technologies

Career opportunities in the electronics field are diverse, exciting, and rewarding. Chemeketa's electronics department offers three programs of study to meet the present and future challenges of the electronics industry: Electronic Engineering Technician, Computer Electronics, and Industrial Electronics.

You may be interested in our Cooperative Work Experience program, which allows you to earn college credit for work you do related to your program. You will need department approval before you may enroll in ELT280A-H Cooperative Work Experience. For more information, look under Cooperative Work Experience in the catalog index or contact Roger White at 503-399-5068.

For tours of the electronics laboratory or additional information visit [educationwithafuture.com](http://educationwithafuture.com).

### Program outcomes:

#### Students completing the Electronic Engineering AAS will:

- Use communication, interpersonal, and leadership skills to establish and maintain collaborative relationships with supervisors, co-workers, and customers.
- Identify and solve technology problems related to electronic circuits and devices, mechanical systems and computer hardware or software.
- Perform test procedures and use equipment to diagnose, maintain, and/or repair electronic/computer-based circuits and systems.
- Read and interpret written materials, including manuals, technical bulletins, schematics, and procedures to maintain and repair equipment or systems.
- Use standard terminology and clarifying language to communicate orally and in writing with customers, suppliers, supervisors, and co-workers.
- Practice skills and attitudes, individually and as a member of a team, that reflect quality management procedures and professional standards in the workplace.
- Apply professional and environmental safety practices associated with the workplace.

#### In addition to the Electronic Engineering outcomes, students completing the Computer Electronics AAS will:

- Identify and solve technology problems related to the manufacture, install, or maintenance of computers or computer-like equipment.

#### In addition to the Electronic Engineering outcomes, students completing the Industrial Electronics AAS will:

- Identify and solve technology problems related to the development, manufacturing, installation, and servicing of computer integrated manufacturing systems, semiconductor and microelectronic manufacturing equipment, process control equipment, robotic and other electro-mechanical systems.

### Getting started

The first step to entering the following programs is to take part in an assessment process which includes taking the college's free placement test and meeting with Counseling and Career Services staff. You may need to complete pre-program courses. Then, your advisor will help you develop an individualized program of study, which may include one or more of the following:

CA121A	Keyboarding A (if less than 25 wpm) .....	1
CS101	Introduction to Microcomputer Applications .....	3
MTH070	Elementary Algebra.....	4
RD090	College Textbook Reading .....	3
WR090	Fundamentals of Writing .....	4

If you have questions about the requirements, call Counseling and Career Services at 503-399-5120 or 503-399-5114. Failure to be assessed may delay your entry into program classes.

## Computer Electronics Option

Graduates of this option begin careers with companies that manufacture, install, debug, or maintain computers or computer-like equipment. This equipment includes, but is not limited to, mainframe computers, mini and microcomputers, automated office equipment and systems (word processors, point-of-purchase terminals, local area and wide area networks), computer peripherals, engineering work stations, other automated factory products, and data communication networks.

The training includes both specific technical skills needed in the field and broader skills in communications and human relations which are necessary for career success. You'll have hands-on practice working with computer hardware and software. Classes emphasize both component and system-level troubleshooting as well as installation and maintenance of equipment and networks.

As a graduate of this option, you may also choose to transfer to a school such as Oregon Institute of Technology to complete the course work required for a bachelor's degree. If you wish to transfer, declare your intent before the first term and work closely with an electronics advisor, at 503-399-6254, and the institution to which you plan to transfer.

Students entering this option must have an Intel-compatible computer (Pentium III or better) and be computer literate (type approximately 20 wpm, be familiar with the Windows operating system, a word processor, and a spreadsheet).

*In addition to tuition, estimated costs for students who complete the entire program listed below are books, \$2,490; class fees, \$380; universal access fee, \$408; equipment and supplies, \$205; and Intel-compatible computer, \$900. Contact the Financial Aid Office at 503-399-5018 to find out if you qualify for help with these costs.*

You may earn an Associate of Applied Science degree by successfully completing the required 105 credit hours with a grade of C or better in all courses.

Course	Title	Credit Hours
<b>Term 1</b>		
ELT111	Electronics Orientation.....	1
ELT131	Electronic Concepts 1 .....	4
MTH111	College Algebra+ (or higher) .....	5
	or	
MTH081	Technical Mathematics 1+ .....	4
NET123	Computer Operating Systems .....	4
WR121	English Composition-Exposition+ .....	3
<b>Term 2</b>		
ELT132	Electronic Concepts 2.....	4
ELT141	Transistor Fundamentals .....	5
ELT151	Digital Fundamentals.....	4
MTH112	Trigonometry (or higher) .....	5
	or	
MTH082	Technical Mathematics 2 .....	4
<b>Term 3</b>		
ELT133	Electronic Concepts 3.....	4
ELT142	Semiconductor Devices.....	3
ELT143	Pulse Circuit Fundamentals .....	3
ELT161	Linear IC Fundamentals .....	4
WR227	Technical Writing .....	3

<b>Term 4</b>		
ELT121	Programming Concepts 1 .....	4
	or	
CS133J	Fundamentals of Java Programming 1 .....	4
ELT244	Electronic Circuit Analysis.....	4
ELT252	Digital Circuit Applications .....	3
FE205B	Resumes and Job Search Correspondence .....	1
PH201	General Physics.....	4
	or	
PH081	Applied Physics.....	4
SP111	Fundamentals of Public Speaking.....	3

<b>Term 5</b>		
CS278	Data Communications.....	3
ELT253	Microprocessor Systems .....	5
ELT254	Computer Hardware.....	4
	or	
CS145	Microcomputer Hardware.....	4
PH202	General Physics.....	4
	or	
PH082	Applied Physics.....	4
PSY104	Psychology in the Workplace+.....	3

<b>Term 6</b>		
ELT122	Programming Concepts 2 .....	4
	or	
CS140U	Unix/Linux .....	3
	or	
CS140S	Solaris-UNIX Operating Systems.....	5
	or	
CS179	Introduction to Client-Server Networks.....	4
ELT255	Advanced Data Communication.....	5
	or	
CS279	Network Management .....	5
ELT256	Advanced Computer Architecture.....	4
ELT283	Logical Troubleshooting.....	5

+Meets related instruction requirement, see page 38.

## Electronic Engineering Technician Option

Upon graduation from the Electronic Engineering Technician option, you may begin a career assisting in the design, manufacturing, installation, and service of microelectronics and semiconductor manufacturing systems, telecommunication equipment and systems, electronic test instruments, medical measuring and monitoring equipment, computers, video systems, automation products, security and safety systems, process control systems, and flexible automation systems (robots). Training includes specific technical skills needed in the field and broader skills in communications, teamwork, and human relations which are necessary for career success.

As a graduate of this option, you may also choose to transfer to a school such as Oregon Institute of Technology to complete the course work required for a bachelor's degree. If you wish to transfer, declare your intent before the first term and work closely with the electronic engineering advisor, Charles Sekafetz, at 503-399-6254, and the institution to which you plan to transfer. Students entering this option must have an Intel-compatible computer (Pentium III or better), and be computer literate (type approximately 20 wpm, be familiar with the Windows operating system, a word processor, and a spreadsheet).

*In addition to tuition, estimated costs for students who complete the entire program listed below are books, \$2,520; class fees, \$390; universal access fee, \$412; Intel-compatible computer, \$900; equipment and supplies, \$205. Contact the Financial Aid Office at 503-399-5018 to find out if you qualify for help with these costs.*

You may earn an Associate of Applied Science degree by successfully completing the required 102 credit hours with a grade of C or better in all courses.

Course	Title	Credit Hours
<b>Term 1</b>		
DRF101	Basic CAD for Electronics .....	2
ELT111	Electronics Orientation.....	1
ELT131	Electronic Concepts 1.....	4
MTH111	College Algebra+ (or higher).....	5
	or	
MTH081	Technical Mathematics 1+ .....	4
WR121	English Composition-Exposition+ .....	3
<b>Term 2</b>		
ELT132	Electronic Concepts 2.....	4
ELT141	Transistor Fundamentals.....	5
ELT151	Digital Fundamentals.....	4
MTH112	Trigonometry (or higher).....	5
	or	
MTH082	Technical Mathematics 2 .....	4
<b>Term 3</b>		
ELT133	Electronic Concepts 3.....	4
ELT142	Semiconductor Devices.....	3
ELT143	Pulse Circuit Fundamentals .....	3
ELT161	Linear IC Fundamentals .....	4
WR227	Technical Writing .....	3
<b>Term 4</b>		
ELT121	Programming Concepts 1 .....	4
	or	
CS133J	Fundamentals of Java Programming 1.....	4
ELT244	Electronic Circuit Analysis.....	4
ELT252	Digital Circuit Applications.....	3
FE205B	Resumes and Job Search Correspondence .....	1
PH201	General Physics.....	4
	or	
PH081	Applied Physics.....	4
SP111	Fundamentals of Public Speaking.....	3
<b>Term 5</b>		
ELT253	Microprocessor Systems .....	5
ELT262	Linear IC Applications.....	3
ELT281	Antennas and Transmission Lines.....	2
ELT282	Telecommunications .....	3
PH202	General Physics.....	4
	or	
PH082	Applied Physics.....	4
<b>Term 6</b>		
ELT283	Logical Troubleshooting.....	5
ELT291	Advanced Industrial Electronics .....	4
PSY104	Psychology in the Workplace+.....	3
	Approved Electronics electives* .....	6

+Meets related instruction requirement, see page 38.

**\*Approved Electronics electives:**

CH121,121R	College Chemistry .....	5
CH201	Chemistry for Engineers .....	4
CS145	Microcomputer Hardware .....	4
ELT122	Programming Concepts 2 .....	4
ELT254	Computer Hardware.....	4
ELT255	Advanced Data Communications .....	5
ELT256	Advanced Computer Architecture.....	4
ELT280C	Cooperative Work Experience (For second-year students, must have prior approval of Program Chair) .....	3
MT110	Microelectronics .....	3
MT201A	Introduction to MEMS .....	1
MT201B	MEMS Design 1 .....	1
MT201C	MEMS Design 2 .....	2
MT221	Fluid and Vacuum Systems.....	4
MT223	High Vacuum Technology .....	3
MT227A	Pneumatics and Hydraulics Fundamentals.....	3

MTH241	Elementary Calculus.....	4
MTH243	Probability and Statistics 1.....	4
MTH251	Differential Calculus (or higher) .....	5
PH203	General Physics.....	4

**Industrial Electronics Option**

Students selecting this option may begin careers, upon graduation, assisting in the development, manufacturing, installation, and servicing of computer integrated manufacturing systems, semiconductor, and microelectronic manufacturing equipment, process control equipment, robotic, and other electro-mechanical systems. This option stresses mechanical, computer and electronic theory, and communication and human relation skills needed for career advancement.

As a graduate of this option, you may also choose to transfer to a school such as Oregon Institute of Technology to complete the course work required for a bachelor's degree. If you intend to transfer, declare your intent before the first term and work closely with an Industrial Electronics advisor, at 503-399-6254, and the institution to which you plan to transfer. Students entering this option must have an Intel-compatible computer (Pentium III or better), and be computer literate (type approximately 20 wpm, be familiar with the Windows operating system, a word processor and a spreadsheet).

*In addition to tuition, estimated costs for students who complete the entire program listed below are books, \$2,300; class fees, \$380; universal access fee, \$408; Intel-compatible computer, \$900; equipment and supplies, \$205. Contact the Financial Aid Office at 503-399-5018 to find out if you qualify for help with these costs.*

You may earn an Associate of Applied Science degree by successfully completing the required 101 credit hours with a grade of C or better in all courses.

Course	Title	Credit Hours
<b>Term 1</b>		
DRF101	Basic CAD for Electronics .....	2
ELT111	Electronics Orientation.....	1
ELT131	Electronic Concepts 1.....	4
MT110	Microelectronics .....	3
MTH111	College Algebra+ (or higher).....	5
	or	
MTH081	Technical Mathematics 1+ .....	4
WR121	English Composition-Exposition+ .....	3
<b>Term 2</b>		
ELT132	Electronic Concepts 2.....	4
ELT141	Transistor Fundamentals.....	5
ELT151	Digital Fundamentals.....	4
MTH112	Trigonometry (or higher).....	5
	or	
MTH082	Technical Mathematics 2 .....	4
<b>Term 3</b>		
ELT133	Electronic Concepts 3.....	4
ELT142	Semiconductor Devices.....	3
ELT143	Pulse Circuit Fundamentals .....	3
ELT161	Linear IC Fundamentals .....	4
WR227	Technical Writing .....	3
<b>Term 4</b>		
ELT121	Programming Concepts 1 .....	4
	or	
CS133J	Fundamentals of Java Programming 1.....	4
ELT244	Electronic Circuit Analysis.....	4
ELT252	Digital Circuit Applications .....	3
FE205B	Resumes and Job Search Correspondence .....	1
PH201	General Physics.....	4
	or	
PH081	Applied Physics.....	4
SP111	Fundamentals of Public Speaking.....	3

## Term 5

ELT253	Microprocessor Systems .....	5
ELT262	Linear IC Applications .....	3
PH202	General Physics .....	4
	or	
PH082	Applied Physics .....	4
	Approved Technical elective* .....	3

## Term 6

ELT291	Advanced Industrial Electronics .....	4
PSY104	Psychology in the Workplace+ .....	3
	Approved Technical electives* .....	9

### \*Approved Technical electives:

CH121,121R	College Chemistry .....	5
CH201	Chemistry for Engineers .....	4
CS145	Microcomputer Hardware .....	4
DRF251	Power Transmission Design .....	3
DRF252	Flexible Manufacturing Systems .....	3
ELT254	Computer Hardware .....	4
ELT283	Logical Troubleshooting .....	5
MT221	Fluid and Vacuum Systems .....	4
MT223	High Vacuum Technology .....	3
MT227A	Pneumatics and Hydraulics Fundamentals .....	3
MTH243	Probability and Statistics 1 .....	4

+Meets related instruction requirement, see page 38.

# Emergency Medical Technology - Paramedic

The Emergency Medical Technology/Paramedic (EMT) program offers career training for entry-level personnel, as well as certification and continuing education courses. Chemeketa offers a diverse, experienced EMT faculty, excellent on-campus facilities, and outstanding hospital and pre-hospital clinical training sites. The program is fully accredited by the Oregon Department of Education, the Oregon State EMS Office, and the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions.

Students successfully completing a level of training (EMT Basic, Intermediate or Paramedic) will be eligible to sit for the state certification exam at that level.

Emergency Medical Technicians may be employed by ambulance companies, fire departments, police departments, and industries. There is a great demand for EMTs and paramedics both locally and nationally.

Students working toward EMT Paramedic certification will complete approximately 300 hours of hospital clinical experience, and 320-500 hours of field internship. Clinical experiences focus on developing the skills, attitudes, and work habits necessary for graduates to be successful in their field.

The program has been designed to be completed in two years, if you attend full time. However, there are entry-level expectations for skill levels in reading, writing, and mathematics. The length of time you take to complete the program will depend on your skills in these areas. This program has special admission requirements and enrollment limits. To assess the time you will need to complete the program, please call 503-399-5163.

## Program outcomes

### Students completing the AAS will:

- Assess patients and apply treatment protocols in emergency medical situations.

- Use oral and written skills to communicate effectively in anxiety producing situations with patients, families, and members of the health care team.
- Perform all basic and advanced life support skills in a safe and timely manner.
- Provide on-scene leadership in emergency medical care situations.
- Apply professional values and ethical behaviors individually and as a member of a team in providing emergency care.

*In addition to tuition, estimated costs for students who complete the entire program listed below are books, \$1,368; class fees, \$565; universal access fee, \$384; equipment and supplies, \$535; testing fees, \$325. Contact the Financial Aid Office at 503-399-5018 to find out if you qualify for help with these costs.*

You may earn an Associate of Applied Science degree by successfully completing the required 96 credit hours with a grade of C or better in all courses:

Course	Title	Credit Hours
<b>Term 1</b>		
BI231	Human Anatomy and Physiology (or higher) .....	4
EMT151	Emergency Medical Technician Basic, Part 1 .....	5
EMT175	Introduction to Emergency Medical Service .....	3
	or	
ES172	Introduction to Emergency Services .....	4
HM120	Medical Terminology 1 .....	3
WR121	English Composition-Exposition+ (or higher) .....	3
<b>Term 2</b>		
BI232	Human Anatomy and Physiology (or higher) .....	4
EMT152	Emergency Medical Technician Basic, Part 2 .....	4
EMT280A	Cooperative Work Experience .....	1
ES115	Crisis Intervention .....	3
MTH070	Elementary Algebra+ (or higher) .....	4
<b>Term 3</b>		
BI233	Human Anatomy and Physiology (or higher) .....	4
EMT169	EMT Rescue .....	3
	or	
FRP256	Fire Service Rescue Practices .....	4
EMT170	Emergency Communication and Patient Transportation ..	3
	or	
FRP153	Fire Incident Related Experience 3 .....	3
PSY101	Psychology of Human Relations .....	3
	or	
HUM259	Death and Dying .....	3
	or	
PSY201	General Psychology-Biological Emphasis .....	3
SP111	Fundamentals of Public Speaking .....	3
<b>Term 4</b>		
CS101	Introduction to Microcomputer Applications (or higher) .....	3
EMT296	EMT Paramedic, Part 1 .....	14
<b>Term 5</b>		
EMT297	EMT Paramedic, Part 2 .....	14
	Approved Sociology elective+* .....	3
<b>Term 6</b>		
EMT280F	Cooperative Work Experience .....	6
HPE295	Health and Fitness for Life .....	3
	Approved electives** .....	3

+Meets related instruction requirement, see page 38.

### \*Approved Sociology electives:

SOC204	General Sociology-Introduction .....	3
SOC205	General Sociology-Institutions .....	3
SOC206	General Sociology-Social Problems .....	3
SOC210	Marriage and Family Relationships .....	3



**\*\*Approved electives (3 hours required, see program faculty for additional courses):**

ASL111	First Year American Sign Language, Term 1 .....	4
BA101	Introduction to Business .....	4
BA173	Public Relations in Business .....	3
BA206	Business Management Principles .....	3
BA211	Financial Accounting 1 .....	4
BA224	Personnel Management .....	3
BA226	Business Law 1 .....	3
EMT280C	Cooperative Work Experience .....	3
FRP150	Introduction to Fire Protection .....	3
FRP157	Hazardous Materials Operations .....	3
FRP277	NFPA Fire Instructor 1 .....	3
FRP278	NFPA Fire Instructor 2 .....	3
HE250	Personal Health .....	3
HE262	Cardiopulmonary Resuscitation Instruction .....	2
HM101	Medical Law and Ethics .....	3
HM114	CPT-IV Coding/Reimbursement .....	3
HM121	Medical Terminology 2 .....	3
HM122	Medical Terminology 3 .....	3
HS101	Addiction Pharmacology and Physiology .....	4
HS150	Personal Effectiveness for Human Service Workers .....	3
HS154	Community Resources .....	3
HUM259	Death and Dying .....	3
MED128	Introduction to Medical Science .....	3
MTH243	Probability and Statistics 1 .....	4
PSY101	Psychology of Human Relations .....	3
PSY201	General Psychology-Biological Emphasis .....	3
WR227	Technical Writing .....	3
	Foreign Language .....	3

## Employment Skills Training

The Employment Skills Training program provides individuals the opportunity to receive a state-approved Certificate of Completion for completing an individualized 12- to 44-credit program that leads to skills and knowledge necessary for employment in an occupation or career field. Students who enroll in this short-term program will receive instruction based on a curriculum personalized for their chosen occupation and their individual abilities, knowledge and skills. This program may include a combination of classroom and on-the-job experiences. Students can enroll at the beginning of any term of the academic year.

## Engineering

**(transfer course guideline)**

Oregon State University and Portland State University offer a Bachelor of Science or a Bachelor of Arts in Engineering. OSU offers degrees in Biological, Chemical, Civil, Electrical and Computer, Environmental, Industrial and Manufacturing, Mechanical, and Nuclear Engineering, as well as Construction Engineering Management and Engineering Physics. PSU offers degrees in Civil, Computer, Electrical, and Mechanical Engineering.

The educational guide outlined below closely follows the pre-engineering program at OSU and PSU, and is similar to requirements of other Bachelor of Arts and Bachelor of Science degree engineering programs. If you plan to apply for admission to the professional engineering program at OSU, you must meet pre-engineering course requirements. Requirements vary by engineering field. Students planning to transfer to PSU should consult with an engineering advisor.

As a student, you are responsible for learning the departmental requirements of the school to which you plan to transfer. Consult with Chemeketa's Counseling and Career Services or a Chemeketa advisor. Also, you should make early contact with an advisor at the institution to which you plan to transfer to learn of any possible changes in an academic area.

	<b>Term</b>		
	<b>1</b>	<b>2</b>	<b>3</b>
<b>First Year</b>			
GE101 Engineering Orientation	3		
EGR248 Graphics and 3-D Modeling (not required for Electrical Engineering; CS161 Computer Science 1 required for Electrical Engineering)	(4)	3	
GE102 Engineering Computations		3	
GE103 Engineering Computations			3
MTH251, 252 Calculus and Calculus with Analytic Geometry; MTH253 Series Calculus and Linear Algebra	5	5	4
CH221, 222 General Chemistry (CH223 required for Civil/Mechanical Engineering at PSU)	4	4	(4)
Biological Science course for OSU*	4		
WR121 English Composition-Exposition		3	
WR227 Technical Writing			3
HPE295 Health and Fitness for Life (for OSU)			3
Arts and Letters/Humanities or Social Science electives*	3		3
<b>Second Year</b>			
EGR211 Statics	4		
EGR212 Dynamics		4	
EGR213 Strength of Materials (not required for Electrical Engineers)			(4)
EGR201, 202 Electrical Fundamentals 1 and 2 (EGR202 not required for Civil Engineering at OSU)	4	(4)	
EGR203 Electric Control Fundamentals (not required for Mechanical or Civil Engineering)			(4)
MTH256 Applied Differential Equations			4
MTH254 Vector Calculus 1	4		
MTH255 Vector Calculus 2 (only required for Electrical Engineers at OSU)		(4)	
PH211, 212, 213 Physics for Engineers and Scientists	5	5	5
EGR214 Introduction to Statistics for Engineers			3
Arts and Letters/Humanities or Social Science electives and SP111 Fundamentals of Public Speaking or SP112 Fundamentals of Persuasion		0-6	0-6

\*To meet four-year college general education requirements.

Note: The above requirements are for the fields of Civil, Mechanical, and Electrical Engineering. For other fields of Engineering contact the program advisor.

## English

**(transfer course guideline)**

Oregon's state universities offering Bachelor of Arts and/or Bachelor of Science degrees in English are Eastern Oregon University, Oregon State University, Portland State University, Southern Oregon University, University of Oregon, and Western Oregon University.

The educational guide outlined below is designed to meet requirements at these institutions.

As a student, you are responsible for learning the departmental requirements of the school to which you plan to transfer. Consult with

Chemeketa's Counseling and Career Services or a Chemeketa advisor. Also, you should make early contact with an advisor at the institution to which you plan to transfer to learn of any possible changes in an academic area.

<b>First Year</b>	<b>1</b>	<b>2</b>	<b>3</b>
WR121, 122, 123 English Composition (Chemeketa recommends taking all courses although some colleges do not require both WR122 and 123; WR121, 122 and SP111 or 218 for SOU)	3	3	3
Literature sequence (ENG204, 205, 206 Introduction to English Literature and ENG253, 254, 255 Introduction to American Literature, take all but 255 for EOU; choose two sequences from ENG107, 108, 109 World Literature, ENG204, 205, 206, or ENG253, 254, 255 for OSU; PSU recommends ENG204, 205, 206; six credits from ENG [excluding ENG104, 105, or 106] plus ENG201 or 203 for UO; only ENG253, 254, for WOU; SOU: take three courses: ENG104, 105, and 106)	3	3	3
First-Year Foreign Language	4	4	4
Social Science courses*	3	3	3
Science or Math* (SOU requires two courses in math, computer science, statistics or logic for BS degree)	4	4	4
<b>Second Year</b>	<b>4</b>	<b>5</b>	<b>6</b>
ENG201, 202, 203 Introduction to Shakespeare; EOU requires ENG201; OSU requires any one course; UO requires ENG201 or 203; PSU requires ENG201, 202; SOU requires HUM106; WOU does not require any	3	3	3
Second-Year Foreign Language sequence required at PSU and WOU and for literature option at SOU	4	4	4
Arts and Letters/Humanities electives* (PSU requires four credits of art, music or theater)	3	3	3
HPE295 Health and Fitness for Life* or elective			3
Additional Social Science or Math/Science courses*	3-4	3-4	3-4
Additional courses to meet major requirements or electives (JNL216 Newswriting and WR241, 242, or 243 Imaginative Writing for EOU)	3	3	

\*To meet four-year college general education requirements.

## English as a Non-Native Language

The English as a Non-native Language program is an intensive, multi-level program designed to teach non-native English speaking students the reading, writing, listening, speaking, and intercultural skills necessary for success in academic and professional work settings. The program has reading, writing, and listening skills entry-level prerequisites for each course. To have your language skill levels assessed for placement in any of these classes, contact the ESL office at 503-399-6298 or the Counseling and Career Services at 503-399-5120.

The length of time you will need to complete the program will depend on your skills in each of these areas. Some of these courses can be transferred, as electives, to other Oregon state colleges and universities. As a student, you are responsible for learning the program requirements of the other school to which you plan to transfer.

Many of these classes are also offered on a non-credit basis. Contact the ESL office at 503-399-6298 for more information about non-credit ESL.

The courses below are designed to help students improve their English skills. They do not lead to a certificate or degree.

### Listening Skills

ENL041L	Introduction to Academic Listening 1	3
ENL042L	Introduction to Academic Listening 2	3
ENL051L	Developing Academic Listening 1	3
ENL152L	Developing Academic Listening 2	3
ENL161L	Advanced Listening for College	3
ENL162L	Applied Listening for College	3

### Speaking Skills

ENL041S	Introduction to Academic Speaking 1	3
ENL042S	Introduction to Academic Speaking 2	3
ENL051S	Developing Academic Speaking 1	3
ENL152S	Developing Academic Speaking 2	3
ENL161S	Advanced Speaking for College	3
ENL162S	Applied Speaking for College	3

### Reading Skills

ENL041R	Introduction to College Reading 1	3
ENL042R	Introduction to College Reading 2	3
ENL051R	Transition to College Reading 1	3
ENL152R	Transition to College Reading 2	3
ENL161R	Advanced Reading for College 1	3
ENL162R	Advanced Reading for College 2	3

### Writing Skills

ENL041W	Introduction to College Writing 1	3
ENL042W	Introduction to College Writing 2	3
ENL051W	Transition to College Writing 1	3
ENL152W	Transition to College Writing 2	3
ENL161W	Advanced Writing for College 1	3
ENL162W	Advanced Writing for College 2	3

### Grammar Skills

ENL042G	Introduction to College Grammar	3
ENL051G	Transition to College Grammar	3
ENL052G	College Grammar	3

## Farm Business Management

The Farm Business Management programs teach farmers the basic principles of record keeping and financial management. The major emphasis is on the development and maintenance of a complete set of records and the skills necessary to interpret the records and use the information to make sound management decisions. The program is designed for a minimum commitment of three years and includes all active members of the farm business. Various delivery systems are used, including classroom instruction and individualized farm visits. Upon completion of the annual farm records, a computerized business analysis is provided to eligible farms. For more information, call 503-399-5089 or 503-589-7759.

### XAGR9800C,D,E Farm Business Management 1

Emphasizes setting farm business goals; developing a complete set of farm financial records; and analyzing those records for management decision making.

### XAGR9800F,G,H Farm Business Management 2

Monitors and assesses financial position of the farm business based upon records and analysis obtained in Farm Business Management 1. Explores computerized farm accounting and income tax management.

### XAGR9800J,K,L Farm Business Management 3

Focuses on reorganizing the farm business based on accumulated financial data. Further develops estate, retirement and labor management plans.

### **XAGR9800M,N,P Farm Business Management 4**

Applies recordkeeping skills and three years' analysis data to farm reorganization and financial management decisions. Uses year-end analysis in evaluating effectiveness of reorganization and management practices implemented during the first three years.

### **XAGR9800Q,R,S Farm Business Management 5**

Applies recordkeeping skills to individual farm businesses. Uses records in business dealings with off-campus agencies and individuals.

### **XAGR9800T Farm Tour**

Demonstrates agricultural production and marketing outside of Oregon via tours. Provides participants with an opportunity to learn from local managers, extension agents, and business people at both on- and off-farm sites.

### **XAGR9801T Farm Business Management Workshop**

Examines a selected topic of current importance to farm business management.

## **Fire Protection Technology**

The Fire Protection program offers career training in Fire Suppression and Fire Prevention. Both options include training and education for those wanting to enter the career field and for those already employed. Chemeketa has a well-equipped fire station and training center on the Salem campus. Course work is accredited by the Oregon Board on Public Safety Standards and Training and by the International Fire Service Accreditation Congress.

Classes in this program are offered in the traditional on-campus classroom setting for students just beginning their fire protection training, and by distance education for fire service professionals active in the field. Distance education may include earning college credit for prior learning such as local training and work experience, individualized instructional contracts, transfer credits from local schools and independent study courses by modem or correspondence. For information about distance education call 503-399-6242.

### **Program outcomes**

#### **Students completing the Fire Prevention AAS will:**

- Function safely and effectively under general supervision to prevent the occurrence and severity of hostile fires, to mitigate the effect of fire on people, and to assist in the determination of the cause of such fires.
- Use fire department communications equipment to initiate, relay, and respond to verbal or written communications.
- Conduct inspections to reduce the loss of life and property due to fire through employing hazard identification, interpreting and applying codes and standards, and applying hazard abatement processes.
- Use media to educate a variety of audiences in fire safety issues.
- Conduct, coordinate, and complete a basic fire cause investigation and participate, under supervision, in the investigation of complex fire situations.
- Interact formally and informally with others in a diverse work force to accomplish organization goals.
- Use communication skills to meet the needs of internal and external customers, resolve conflicts, and explain fire prevention concepts in a manner that places a high priority on customer satisfaction.

#### **Students completing the Fire Suppression AAS will:**

- Function safely and effectively under general supervision as an integral member of an emergency response team and under close supervision when engaged in hazardous activities.
- Use fire department communications equipment to initiate, relay, and respond to verbal or written communications.

- Perform activities to protect lives, property, and the environment in a variety of emergency situations, including firefighting.
- Perform activities that reduce the loss of life and property due to fire through hazard identification, inspection, and public education.
- Serve as a member of a rescue team to access, disentangle, and extricate accident victims.
- Work with specialty technical rescue teams to provide support in emergency rescue situations.
- Interact with others in a diverse work force using formal and informal rules to accomplish organizational goals.
- Assist as a member of an advanced life support team to improve patient outcomes by performing basic life support procedures including infection control, CPR, bleeding control, and shock management.
- Drive and perform pumping operations on a class "A" pump including establishing a water supply and directing the flow of water through hoselines and appliances in appropriate volumes and pressures.
- Perform routine inspections, maintenance, cleaning, and servicing functions to assure that apparatus and equipment are in a state of response readiness, and that facilities are maintained according to local policies.

### **Getting started**

The first step to entering this program is to take part in an assessment process which includes taking the college's free placement test and meeting with the department program chair. You may need to complete pre-program courses. Then, your advisor will help you develop an individualized program of study.

The Fire Suppression degree option can be coordinated with the Emergency Medical Technician-Paramedic program so that both degrees can be earned in between nine and 11 terms. Dual-degree students are provided with an individualized sequence of courses that may vary depending on the term in which classes are begun. For information call 503-399-5163.

### **Fire Suppression Option**

Most firefighters work for public fire departments. Chemeketa's program includes a variety of courses in writing, mathematics, and speech as well as technical fire protection courses. Each term, students take a Fire Incident Related Experience course which focuses on developing required skills, attitudes, and work habits. On-campus fire suppression students work a 24-hour duty shift each week and respond to actual emergency incidents under the supervision of fire department officers.

This program has special admission requirements and enrollment limits. Applications are accepted every nine months. For additional information, call 503-399-5163. The program operates year-round, including summer term.

*In addition to tuition, estimated costs for students who complete the entire program listed below are books, \$2,228; class fees, \$174; universal access fee, \$400; equipment and supplies, \$825. Contact the Financial Aid Office at 503-399-5018 to find out if you qualify for help with these costs.*

You may earn an Associate of Applied Science degree by successfully completing the required 100 credit hours with a grade of C or better in all courses.

<b>Course</b>	<b>Title</b>	<b>Credit Hours</b>
<b>Term 1</b>		
EMT151	Emergency Medical Technician Basic, Part 1.....	5
FRP150	Introduction to Fire Protection .....	3
	or	
ES172	Introduction to Emergency Services.....	4
FRP151	Fire Incident Related Experience 1 .....	3
FRP157	Hazardous Materials Operations .....	3
MTH070	Elementary Algebra+ (or higher) .....	4

**Term 2**

CH111,111R	Chemistry for Fire Science and Emergency Services (or higher) .....	5
CS101	Introduction to Microcomputer Applications (or higher) .....	3
EMT152	Emergency Medical Technology Basic, Part 2.....	4
EMT280A	Cooperative Work Experience* .....	1
FRP152	Fire Incident Related Experience 2.....	3
FRP266	Building Construction for Fire Suppression .....	3

**Term 3**

FRP153	Fire Incident Related Experience 3.....	3
FRP154	Water Supply Operations .....	3
FRP158	Fire Pump Construction and Operation.....	3
FRP169	Fire Department Leadership.....	3
PH111,111R	Physical Science for Fire and Emergency Services (or higher) .....	5
	Approved electives* .....	3

**Term 4**

FRP260	Fundamentals of Fire Prevention .....	3
FRP261	Fire Incident Related Experience 4 .....	3
HPE295	Health and Fitness for Life.....	3
SOC204	General Sociology-Introduction.....	3
WR121	English Composition-Exposition+ (or higher).....	3

**Term 5**

FRP172	International Fire Codes .....	3
FRP256	Fire Service Rescue Practices .....	4
FRP262	Fire Incident Related Experience 5.....	3
SP115	Introduction to Intercultural Communications.....	3

**Term 6**

FRP171	Fire Protection Systems and Extinguishers .....	3
FRP179	Wildland Urban Interface .....	3
FRP263	Fire Incident Related Experience 6.....	3
PSY101	Psychology of Human Relations+ (or higher).....	3
WR227	Technical Writing .....	3

+Meets related instruction requirement, see page 38.

**\*Approved electives:**

BA255	Elements of Supervision.....	3
BI231	Human Anatomy and Physiology .....	4
BI232	Human Anatomy and Physiology .....	4
BI233	Human Anatomy and Physiology .....	4
BLD150	Introduction to Building Inspection.....	3
BLD151	Building Codes 1 .....	3
BLD152	Building Codes 2 .....	3
EMT165	Emergency Medical Technician Intermediate, Part 1.....	5
EMT166	Emergency Medical Technician Intermediate, Part 2.....	5
EMT175	Introduction to Emergency Medical Services .....	3
EMT280F	Cooperative Work Experience .....	6
ES115	Crisis Intervention .....	3
FRP170	Fire Fighting Tactics and Strategies.....	3
FRP173	Law for Emergency Services.....	3
FRP174	Fire Investigation .....	4
FRP175	Crash/Rescue for Non-Commercial Aircraft .....	1
FRP259	Major Emergency Strategy and Tactics .....	3
FRP277	NFPA Fire Instructor 1 .....	3
FRP278	NFPA Fire Instructor 2 .....	3
FRP286	Advanced Detection and Protection Systems.....	3
HE262	Cardiopulmonary Resuscitation.....	2
HM120	Medical Terminology/Systems 1.....	3
HUM259	Death and Dying.....	3

**Fire Prevention Option**

Graduates of this option may be hired by public fire departments and industrial businesses as fire prevention specialists.

Our Cooperative Work Experience program allows you to apply your knowledge and skills while earning college credit for working in a state or local fire prevention bureau. With the approval of the program chair, you may enroll in FRP280A-L Cooperative Work Experience and earn college credit hours. For more information, look under Cooperative Work Experience in the catalog index.

*In addition to tuition, estimated costs for students who complete the entire program listed below are books, \$843; class fees, \$521; universal access fee, \$404. Contact the Financial Aid Office at 503-399-5018 to find out if you qualify for help with these costs.*

You may earn an Associate of Applied Science degree by successfully completing the required 101 credit hours with a grade of C or better in all courses. For information call 503-399-6241.

Course	Title	Credit Hours
<b>Term 1</b>		
FRP150	Introduction to Fire Protection .....	3
	or	
ES172	Introduction to Emergency Services.....	4
FRP260	Fundamentals of Fire Prevention.....	3
FRP266	Building Construction for Fire Suppression .....	3
MTH070	Elementary Algebra+ (or higher) .....	4
WR121	English Composition-Exposition+ (or higher).....	3
<b>Term 2</b>		
CS101	Introduction to Microcomputer Applications (or higher) .....	3
DRF102	Print Reading.....	2
FRP172	International Fire Codes .....	3
FRP281	Fire Prevention Inspection .....	3
PH111,111R	Physical Science for Fire Science and Emergency Services .....	5
PSY101	Psychology of Human Relations+ (or higher).....	3
<b>Term 3</b>		
CH111,111R	Chemistry for Fire Science and Emergency Services (or higher) .....	5
FRP171	Fire Protection Systems and Extinguishers .....	3
FRP282	Juvenile Fire Setters Intervention.....	3
SP111	Fundamentals of Public Speaking (or higher) .....	3
WR227	Technical Writing .....	3
<b>Term 4</b>		
BLD151	Building Codes 1 .....	3
FRP174	Fire Investigation .....	4
FRP257	Hazardous Materials for Inspectors .....	3
FRP280C	Cooperative Work Experience .....	3
	Approved electives* .....	3
<b>Term 5</b>		
BLD152	Building Codes 2 .....	3
FRP173	Law for Emergency Services .....	3
FRP280C	Cooperative Work Experience.....	3
FRP286	Advanced Detection and Protection Systems.....	3
FRP288	Fire Prevention Education Programs .....	3
<b>Term 6</b>		
BLD267	Non-Structural Plan Review.....	3
FRP154	Water Supply Operations.....	3
FRP179	Wildland Urban Interface .....	3
FRP280C	Cooperative Work Experience.....	3
FRP284	Public Information for the Fire Service .....	3
	Approved electives* .....	3

+ Meets related instruction, see page 38

**\*Approved electives (Six hours required)**

BLD181	Mechanical Codes 1 .....	3
CJ210	Introduction to Criminal Investigations .....	3
FRP157	Hazardous Materials Operations .....	3
FRP169	Fire Department Leadership.....	3
FRP170	Fire Fighting Tactics and Strategies.....	3
FRP179	Wildland Urban Interface .....	3
FRP272	International Fire Codes 2 .....	3
FRP277	NFPA Fire Instructor 1 .....	3
FRP278	NFPA Fire Instructor 2 .....	3
FRP286	Advanced Detection and Protection Systems.....	3

**Fire Service Supervision and Management**

The Fire Service Supervision and Management program can help you prepare for promotion to officer positions; or if you are already a fire officer, you can gain valuable new skills and knowledge. The certificate program meets or exceeds NFPA and Oregon Standards for Fire Officer 1 and 2. To be admitted to the Certificate program you must be certified as Firefighter 1, or equivalent, and actively be pursuing Firefighter 2 or have an associate's degree in fire protection or possess professional certificates and have experience or equivalent credentials in fire prevention, fire training, or public fire education.

To be admitted to this program, you must be interviewed by the program chair, Gene Fisher, 503-399-6241, and have your training, education, and experience evaluated. An individualized program of study will be developed for you.

*In addition to tuition, estimated costs for students who complete the entire program listed below are books, \$200; class fees, \$75; universal access fee, \$220; equipment and supplies, \$20. Contact the Financial Aid Office at 503-399-5018 to find out if you qualify for help with these costs.*

You may earn a Certificate of Completion by successfully completing the required 52 credit hours with a grade of C or better in all courses.

**Fire Service Supervision and Management requirements:**

Course	Title	Credit Hours
<b>Communications:</b>		
BA214	Business Communications .....	3
COM051	Communication Skills 1 (or higher).....	3
WR115	Introduction to Composition (or higher) .....	3
WR121	English Composition-Exposition (or higher).....	3
WR227	Technical Writing .....	3

**Human Relations:**

PSY101	Psychology of Human Relations (or higher) .....	3
SOC204	General Sociology-Introduction (or higher) .....	3

**Science:**

CH111,111R	Chemistry for Fire Science and Emergency Services (or higher) .....	5
PH111,111R	Physical Science for Fire Science and Emergency Services (or higher) .....	5
	or (or any combination of one Chemistry and one Physics course of at least four credit hours each and include a lab component)	

**Term 1**

	Communications+ (See requirements above).....	3
	Human Relations+ (See requirements above) .....	3
FRP169	Fire Department Leadership.....	3
FRP173	Law for Emergency Services .....	3
	or	
FRP166	Firefighter's Law .....	1
FRP174	Fire Investigation .....	4
FRP277	NFPA Fire Instructor 1 .....	3
MTH052	Introduction to Algebra and Geometry+ (or higher) .....	3

**Term 2**

	Science (see requirements above).....	4
FRP154	Water Supply Operations .....	3
FRP160	Incident Safety Officer .....	1
FRP161	Fire Management Practices.....	1
FRP162	Managing Fire Personnel.....	1
FRP163	Planning Fire Protection .....	1
FRP170	Fire Fighting Tactics and Strategy.....	3
FRP266	Building Construction for Fire Suppression .....	3

**Term 3**

	Science (See requirements above) .....	4
FRP164	Fire Department Budgets .....	1
FRP165	Public Relations, Public Information, and Public Education.....	1
FRP172	International Fire Codes .....	3
FRP259	Major Emergency Strategy and Tactics .....	3
PS203	State and Local Government.....	3

+Meets related instruction requirement, see page 38.

**Foreign Languages**

**(transfer course guideline)**

Oregon's state universities offering Bachelor of Arts degrees in Foreign Languages are Oregon State University, Portland State University, Southern Oregon University, University of Oregon, and Western Oregon University. OSU offers degrees in French, German, and Spanish; PSU offers degrees in Chinese, French, German, Japanese, Russian, and Spanish; UO offers degrees in Chinese, French, German, Italian, Japanese, Latin, Russian, and Spanish; SOU offers a Bachelor of Arts in Language and Culture with options in French, German, Spanish (see SOU catalog); and WOU offer a degree in Spanish. Eastern Oregon University offers degrees in Liberal Studies with a concentration in French, German, or Spanish.

If you complete your second year of course work in the language during your first year at Chemeketa, plan to transfer to a four-year institution for your sophomore year.

The educational guide outlined below is designed so that you may meet requirements of these institutions in two years, if you attend full time.

As a student, you are responsible for learning the departmental requirements of the school to which you plan to transfer. Consult with Chemeketa's Counseling and Career Services or a Chemeketa advisor. Also, you should make early contact with an advisor at the institution to which you plan to transfer to learn of any possible changes in an academic area.

	Term		
First Year	1	2	3
WR121, WR122 and/or WR123 English Composition* (SP111 and 218 for SOU)	3	(3)	(3)
Arts and Letters or Humanities courses* (PSU requires four credits music, art, or theater)	3	3	3
Mathematics or Science courses*	4	4	4
Foreign Language sequence (first year) 101, 102 and 103 (French, German, Japanese, Russian, or Spanish)(French, German, or Spanish only at SOU)	4	4	4
Social Science* (PSU recommends History and Geography classes of countries in which the language is spoken; UO recommends History; SOU require ATH103)	3	3	3
HPE295 Health and Fitness for Life* or elective			3

<b>Second Year</b>	<b>4</b>	<b>5</b>	<b>6</b>
Foreign Language sequence (second year) 201, 202 and 203	4	4	4
Social Science*	3	3	3
Arts and Letters or Humanities* (UO recommends literature)	3	3	3
Science*	4	4	4
Electives (a Foreign Language sequence in addition to the one chosen for the major may be used to fulfill requirements for a BA degree at OSU)	3	3	3

\*To meet four-year college general education requirements.

Note: Prior to graduation, OSU requires graduates to participate in an approved study program or work experience in the country where the language is spoken or complete an alternative prescribed by the faculty.

## Forest Management Transfer

Oregon State University offers degrees in Forest Management. The educational guide outlined below is for students wishing to transfer to the Oregon State University College of Forestry.

<b>Course</b>	<b>Title</b>	<b>Credit Hours</b>
<b>Term 1</b>		
BI131	Environmental Science 1.....	4
CS101	Introduction to Microcomputer Applications .....	3
FT111	Introduction to Forest Resources.....	5
FT141A	Oregon Tree and Shrub Identification 1 .....	3
WR121	English Composition-Exposition .....	3
<b>Term 2</b>		
FT150	Forest Seminar .....	1
FT210A	Forest Surveying 1.....	3
FT220	Forest Photo Interpretation.....	3
SP111	Fundamentals of Public Speaking.....	3
WR227	Technical Writing .....	3
<b>Term 3</b>		
FT141B	Oregon Tree and Shrub Identification 2.....	3
FT223	Timber Cruising/Log Scaling.....	5
FT270A	Silviculture 1 .....	2
HPE295	Health and Fitness for Life.....	3
MTH111	College Algebra.....	5
<b>Term 4</b>		
BI101	General Biology .....	4
CH121,121R	College Chemistry .....	5
FT210B	Forest Surveying 2.....	5
FT270B	Silviculture 2.....	3
<b>Term 5</b>		
BI102	General Biology .....	4
CH122,122R	College Chemistry .....	5
DRF220	GIS ArcView.....	2
EC201	Introduction to Microeconomics .....	3
MTH241	Elementary Calculus .....	4
<b>Term 6</b>		
BI103	General Biology .....	4
EC202	Introduction to Macroeconomics .....	3
MTH243	Probability and Statistics 1 .....	4

## Forestry

### (transfer course guideline)

Several universities in the Northwest offer degrees in Forest Engineering, Forest Management, Forest Products, Forest Recreation and Natural Resources. The Oregon State University College of Forestry and the University of Idaho College of Natural Resources have developed articulation agreements with Chemeketa Community College's Forest Management Transfer program, allowing Chemeketa students to transfer many of their forestry courses as corresponding courses at these universities. In addition, many core, or general studies, courses also transfer to these universities.

The OSU College of Forestry offers a bachelors degree in Forest Management that optimally articulates coursework from Chemeketa Community College. Other degrees, offered within the College of Forestry, also articulate various courses from Chemeketa. Course equivalency forms, unique to each OSU forestry or natural resources degree, are available from the Chemeketa Counseling and Career Services, or from a Chemeketa forestry instructor at 503-399-6234.

As a student, you are responsible for learning the departmental requirements of the school to which you plan to transfer. Consult with Chemeketa's Counseling and Career Services or a Chemeketa advisor. Also you should make early contact with an advisor at OSU to learn of any possible changes in an academic area.

### Science or electives\*

Forest Management BI101, BI102, and BI103 (for Forest Mgt. Degree only) CH121, CH122, DRF220  
 Forest Recreation DRF220  
 Natural Resources BI101, BI102, BI103, GEO201 or GEO202, GS120  
 Wood Science and Technology (Wood Eng. & Science Option) CH201, CH221 or CH121, CH202, CH222, or CH122, CH223, PH203, PH211 and PH213  
 Wood Science and Technology (Wood Industry Mgt. Option) CH121, CH122, and CH123, PH201 and PH202  
 Forest Engineering CH201, PH211 and PH213, EGR211 and EGR212, EGR201  
 Forest Engineering/Civil Engineering CH201 and CH202, PH211, PH212 and PH213, EGR201, EGR211, EGR212, and EGR213

### Mathematics

Forest Management MTH241 and MTH243  
 Forest Recreation MTH243  
 Natural Resources MTH112 or MTH241  
 Wood Science and Technology (Wood Eng. & Science Option) MTH111, MTH112, MTH251, MTH252, and MTH254  
 Wood Science and Technology (Wood Industry Mgt. Option) MTH111, MTH112, MTH241, and MTH243  
 Forest Engineering MTH251, MTH252, MTH254, and MTH256  
 Forest Engineering/Civil Engineering MTH251, MTH252, MTH254, and MTH256

### Electives

All OSU Forestry Degrees EC201 and EC202, WR121, WR227, SP111 or SP112, HPE295, BA212, BA213, and BA226

### Forestry transfer courses

FT111, FT141A, FT141B, FT150, FT210A, FT210B, FT220, FT223, FT270A, FT270B

# General Science

See **Biology**.

# General Studies

(transfer course guideline)

Most of Oregon's state universities offer Bachelor of Arts and/or Bachelor of Science degrees in General Studies. The major is listed as General Studies at Portland State University, Liberal Studies at Eastern Oregon University and Oregon State University, Humanities at University of Oregon, and Interdisciplinary Studies at Southern Oregon University and Western Oregon University.

The educational guide outlined below is designed to meet requirements at these institutions.

As a student, you are responsible for learning the departmental requirements of the school to which you plan to transfer. Consult with Chemeketa's Counseling and Career Services or a Chemeketa advisor. Also, you should make early contact with an advisor at the institution to which you plan to transfer to learn of any possible changes in an academic area.

	Term		
First Year	1	2	3
WR121, 122 and/or 123 English Composition or WR227 Technical Writing*	3	3	(3)
Social Science courses*(UO recommends at least one history course; OSU requires one history course, PSY201, 202 and six additional history credits)	3	3	3
Mathematics per placement test* or Science courses* (need MTH105 Introduction to Contemporary Mathematics or MTH111 College Algebra; MTH211, 212, 213 for OSU; WOU requires MTH111 or two years foreign language)	4-5	4-5	4-5
Arts and Letters/Humanities* (OSU recommends and UO requires second year college level Foreign Language)	3-4	3-4	3-4
HPE295 Health and Fitness for Life*	(3)		
Electives (ART204, or 205, or 206 Art History recommended for UO; foreign language or additional math for OSU)	0-3	0-3	0-3
Second Year	4	5	6
Arts and Letters/Humanities*	3-4	3-4	3-4
Social Science courses*	3	3	3
Science sequence or electives*	4	4	4
Electives* or courses to meet Chemeketa's A.A. degree requirements (CS101 Introduction to Microcomputer Applications and a Speech course recommended, CS101 required for SOU; UO recommends PHL201 or 202 or 203 or 204 Philosophical Problems and Elementary Ethics; WOU requires approved study from two or more academic areas with a minimum of 27 hours in each)	6	6	6

\*To meet four-year college general education requirements.

# Geography

(transfer course guideline)

Oregon's state universities offering Bachelor of Arts and/or Bachelor of Science degrees in Geography are Oregon State University, Portland

State University, Southern Oregon University, University of Oregon, and Western Oregon University.

The educational guide outlined below is designed to meet requirements at these institutions.

As a student, you are responsible for learning the departmental requirements of the school to which you plan to transfer. Consult with Chemeketa's Counseling and Career Services or a Chemeketa advisor. Also you should make early contact with an advisor at the institution to which you plan to transfer to learn of any possible changes in an academic area.

	Term		
First Year	1	2	3
WR121, 122 and/or 123 English Composition* (SP111 or 218 required for SOU)	3	3	(3)
GEG105 Physical Geography, GEG106 Cultural Geography, GEG107 Global Lands and Livelihoods (not all schools require all three courses; GEG106 Cultural Geography, 202 World Regional Geography for OSU; GEG105, 106 for SOU; GEG106 for UO)	3	3	(3)
Mathematics per placement test* (MTH111 College Algebra and 112 Trigonometry for OSU; MTH243 and 244 Probability and Statistics 1 and 2 for some courses at PSU; MTH243 for SOU; UO has four choices to meet requirements [see UO catalog for courses]; MTH111 for WOU)	4-5	4-5	4-5
HPE295 Health and Fitness for Life* or elective		3	
Arts and Letters/Humanities electives* (second-year Foreign Language required at UO)	3-4	3-4	3-4
Electives* (GEG206 Geography of Oregon or GEG207 Geography of U.S. and Canada recommended for UO; OSU requires GEO201, 202 Geology; Choose two electives from GEG107, 201, 202)	3		3-6
Second Year	4	5	6
Social Science electives* (EOU requires EC201 Introduction to Microeconomics and PS201, 202 American Government)	3	3	3
Science electives* (Physical or Biological sequence of two courses and a Biological or Physical Science for OSU)	4	4	4
Arts and Letters/Humanities electives* (second-year Foreign Language for UO)	3-4	3-4	3-4
Electives (CS101 Introduction to Microcomputer Applications required for SOU; CIS120 and 121 or other CS programming course recommended for UO; CS161 for WOU or second-year Foreign Language; additional Arts and Letters for UO)	6	6	6

\*To meet four-year college general education requirements.

# Geology

(transfer course guideline)

Oregon's state universities offering Bachelor of Arts and/or Bachelor of Science degrees in Geology are Oregon State University, Portland State University, Southern Oregon University, University of Oregon, and Western Oregon University (Earth Science).

The educational guide outlined below is designed to meet requirements at these institutions.

As a student, you are responsible for learning the departmental requirements of the school to which you plan to transfer. Consult with

Chemeketa's Counseling and Career Services or a Chemeketa advisor. Also, you should make early contact with an advisor at the institution to which you plan to transfer to learn of any possible changes in an academic area.

First Year	Term		
	1	2	3
WR121, 122 and/or WR123 or 227*	3	3	(3)
Arts and Letters/Humanities courses*	3	3	3
Mathematics per placement test*(EOU requires MTH111, 112; OSU requires Math through MTH252 Integral Calculus; PSU requires through MTH254 Vector Calculus I for BS or MTH251 and MTH243 for BA; SOU requires MTH111, 112, 243, 251 or 253 Series Calculus and Linear Algebra or MTH243 Probability and Statistics 1; UO requires through MTH253; WOU requires MTH111, 112, 243, and CS161 or two years of Foreign Language) and MTH112 and CS161	4-5	4-5	4-5
CH221 and 221R, 222 and 222R, 223 and 223R General Chemistry (CH121 and 121R, 122 and 122R, 123 and 123R College Chemistry also accepted at OSU and WOU; OSU requires CH123 and 123R or 223 and 223R or PH203 or 213)	5	5	5
Social Science*	3	3	3-6
<b>Second Year</b>	<b>4</b>	<b>5</b>	<b>6</b>
PH201, 202, 203 General Physics or PH211, 212, 213 Physics for Engineers and Scientists (OSU requires only 2 terms; WOU will also accept B101, 102, 103 General Biology instead of Physics)	4	4	4
GEO201, 202, 203 Geology	4	4	4
HPE295 Health and Fitness for Life* or elective			3
Arts and Letters/Humanities or Social Science electives*	3	3	
Electives (OSU requires four credits of biological science; Chemeketa recommends a CS course)	3-4	3-4	3-4

\*To meet four-year college general education requirements.  
Note: UO recommends that students obtain a graduate degree for most professional positions.

## Graphic Design

(see Visual Communications)

## Health, Health Education

(transfer course guideline)

Oregon's state universities offering Bachelor of Arts and/or Bachelor of Science degrees in Health, Health Education and/or Public Health Education are Eastern Oregon University, Oregon State University, Portland State University, Southern Oregon University and Western Oregon University. EOU's degree is in Physical Education and Health. OSU offers options in Environmental Health and Safety, Health Promotion and Education, and Health Care Administration; PSU offers Health Education; SOU offers a Health and Physical Education degree; WOU offers a degree in Health Education with a non-teaching and a teaching option.

The educational guide outlined below is designed so that you may meet requirements of these institutions in two years, if you attend full time.

As a student, you are responsible for learning the departmental requirements of the school to which you plan to transfer. Consult with Chemeketa's Counseling and Career Services or a Chemeketa advisor. Also, you should make early contact with an advisor at the institution to which you plan to transfer to learn of any possible changes in an academic area.

Those students planning to teach health will need to complete a fifth year of post-baccalaureate work to meet teacher certification at all state-system colleges except WOU. Please refer to the section on Elementary and Secondary Education in this catalog.

First Year	Term		
	1	2	3
WR121, 122 and/or 123 English Composition or WR227 Technical Writing* (WR121, WR227 and SP111 Fundamentals of Public Speaking or SP112 Fundamentals of Persuasion for Environmental Health and Safety at OSU; WR121, 122 and SP111 or 218 for SOU; WR121 and a Speech elective for WOU)	3	3	(3)
BI231, 232, 233 Anatomy and Physiology for EOU, OSU, PSU, and SOU except Health Care Administration at OSU (BI101, 102, 103 General Biology are also required for Environmental Health and Safety and health promotions/education at OSU; BI101 and 103 required as prerequisites at WOU)	4	4	4
Mathematics per placement test* (MTH111 College Algebra or MTH112 Trigonometry, MTH211, 212, or 213 Foundations of Elementary Mathematics for EOU; Health Care Administration at OSU requires MTH111 and MTH243 Probability and Statistics 1; Environmental Health at OSU requires MTH111 and 241 Elementary Calculus or MTH112 Trigonometry; MTH111, 243, and 244 for Health and Fitness at PSU; MTH111 or two years of Foreign Language at WOU)	4	4	4
HPE295 Health and Fitness for Life	3		
HE151 Alcohol and Other Drugs and HE262 Cardiopulmonary Resuscitation Instruction required at SOU; HE250 recommended at WOU)			3
Arts and Letters/Humanities*	3	3	3
Electives** (BI234 Microbiology for OSU; EOU requires one year of chemistry as prerequisite for BI231, 232, 233; SOU and Health Promotion and Education at OSU require NFM225 Nutrition (HPE250 for PSU)	(3-4)	(3-4)	3
<b>Second Year</b>	<b>4</b>	<b>5</b>	<b>6</b>
CH121 and 121R, 122 and 122R, 123 and 123R College Chemistry (not required at PSU, SOU, and WOU or for Health Care Administration at OSU; only CH121 and 121R required for Health Promotion and Education at OSU)	5	5	5
Social Science courses to meet four-year college general education or major requirements (PSY201 General Psychology, SOC204 General Sociology required for Health Promotion at OSU; EC201, 202 Introduction to Microeconomics and Macroeconomics required for Health Care Administration at OSU; WOU requires PSY201, 202 as prerequisites for required courses)	6	6	6
Electives* to meet four-year college general education or major requirements (Some OSU options require CS101 Introduction to Microcomputer Applications; Environmental Health and Safety at OSU requires PH201 General Physics and CH241 and 241B, 242 and 242B, 243 and 243B, Health Care Administration at OSU requires BA211, 212, 213; CS101 recommended for EOU for some options; PE131 Introduction to Health, PE and Recreation recommended for WOU)	6	3-6	6

\*To meet four-year college general education requirements.

\*\*See OSU catalog for Health Care Administration requirement.



# Health Services Management

The Health Services Management program offers one-year and two-year training for students on a career ladder in health care services. The one-year program allows you to be trained as a health information technician. The two-year degree programs include Health Services Management and Medical Transcription. Medical Office Assisting students should contact the advisors for the Health Services Management program as some classes taken in the Medical Office Assisting program may apply toward the A.A.S. degree. Students must earn grades of C or better on all required courses.

## Program outcomes

### Students completing the Certificate will:

- Use health records to abstract, collect and analyze data for use by a range of health care professions and health related organizations.
- Apply current technology and basic assessment tools to manage and maintain health information.
- Use knowledge of structure, function, and terminology related to the human body to communicate in health care systems.
- Apply the principles of professional ethics and diversity to medical-legal matters, including confidentiality, medical records management, release of information, patient rights, workplace rights, informed consents and electronic information in the health care facility.
- Use interpersonal and communication skills that build and maintain cooperative working relationships in the health care profession.
- Use the specific skills associated with their scope of practice such as medical coding, medical reimbursement, health records management, or health services management.
- Integrate and apply theory and skill in a health care organization.

### In addition to the Certificate outcomes, students completing the Health Services Management AAS will:

- Apply advanced theoretical concepts of management to the health service organization.
- Analyze and interpret health care data and statistics for decision making in health care organizations.
- Identify the characteristics of major health care systems to manage the health care environment.
- Apply advanced skills in leadership, motivation, and team building in health care settings.

### In addition to the Certificate and Health Services Management outcomes, students completing the Medical Transcription AAS will:

- Use current technology to accurately transcribe medical data within the health care environment.
- Facilitate the access of medical information by other health care professionals by providing medical data in a usable format.

## Getting started

The first step to entering the following programs is to take part in an assessment process which includes taking the college's free placement test and meeting with Counseling and Career Services. You may need to complete pre-program courses. Then, your advisor will help you develop an individualized program of study, which may include one or more of the following:

AH112A	Health Care Systems and Professions .....	2
CA121A	Keyboarding A.....	1
CS101	Introduction to Microcomputer Applications .....	3
MTH060	Introductory Algebra+ .....	4
RD090	College Textbook Reading .....	3
WR115	Introduction to Composition.....	3

If you have questions about the requirements, call Counseling and Career Services at 503-399-5120 or 503-399-8343. Failure to be assessed may delay your entry into program classes.

## Health Information Technology Certificate

As a graduate of the Health Information Technology program, you may become a health information technician or a medical biller. You may continue in this program to earn your Associate of Applied Science degree in Health Services Management or continue on to Public Health or Health Care Administration at four-year institutions.

As a health information technician, your duties may include maintaining and using a variety of health record indexes, special registries, storage and retrieval systems; inputting and retrieving computerized health data; administering medical office duties; abstracting medical information for correspondence purposes; and assisting in compiling, analyzing and preparing information needed by the health facility or external agencies. Graduates can also work in areas of coding and insurance billing in outpatient settings.

If you plan to transfer to Central Oregon Community College or Portland Community College to earn an associate's degree as an associate records technician, you must meet college graduation requirements including general education, math and English competencies. Consult a program advisor for help in planning general education classes.

If you have questions about the requirements, call Counseling and Career Services at 503-399-5120 or 503-399-8343. Failure to be assessed may delay your entry into program classes.

*In addition to tuition, estimated costs for students who complete the entire program listed below are books, \$650; class fees, \$105; universal access fee, \$204; equipment and supplies, \$335. Contact the Financial Aid Office at 503-399-5018 to find out if you qualify for help with these costs.*

You may earn a Certificate of Completion by successfully completing these 49 required credit hours:

Course	Title	Credit Hours
<b>Term 1</b>		
BI071	Body Structure and Function 1 .....	3
	or	
BI231	Human Anatomy and Physiology .....	4
HM101	Medical Law and Ethics .....	3
HM105	Professional Development A .....	1
	or	
FE205B	Resumes and Job Search Correspondence .....	1
HM110	Health Information Systems Procedures 1.....	4
HM120	Medical Terminology 1 .....	3
WR121	English Composition-Exposition+ (or higher).....	3
<b>Term 2</b>		
BI072	Body Structure and Function 2.....	3
	or	
BI232	Human Anatomy and Physiology .....	4
HM106	Professional Development B .....	1
	or	
FE205C	Interviewing for Success .....	1
HM112	Health Information Systems Procedures 2.....	4
HM114	CPT-IV Coding/Reimbursement .....	3
HM116	Introduction to Allied Health Data.....	3
HM121	Medical Terminology 2 .....	3
<b>Term 3</b>		
HM115	ICD-9-CM Coding/Reimbursement .....	3
HM122	Medical Terminology 3 .....	3
HM130	Health Information Systems Office Practice.....	5
HM131	Health Information Systems Seminar.....	1
PSY104	Psychology in the Workplace+ (or higher).....	3

+Meets related instruction requirement, see page 38.

## Two-Year Degree Programs Health Services Management

As a graduate of this two-year program, you will be prepared for a variety of middle-management jobs in the health care field. You may be employed by hospitals, state agencies, medical clinics, or other health care organizations.

The Health Services Management program curriculum focuses on four areas: applied science; the U.S. health care delivery system; accounting, business, and health management; and general education courses.

You may transfer to a four-year institution to continue course work in public health administration or health care administration. The combination of professional-technical courses and transfer courses will give you a wide variety of options.

Students must earn grades of C or better in all required courses and be eligible for graduation in order to participate in the practicum.

*In addition to tuition, estimated costs for students who complete the entire second year listed below are books, \$1,762; class fees, \$232; universal access fee, \$396; equipment and supplies, \$335. Contact the Financial Aid Office at 503-399-5018 to find out if you qualify for help with these costs.*

You may earn an Associate of Applied Science degree by successfully completing the required 97 credit hours. If you have completed or are currently enrolled in a health occupations program and wish to apply credits toward the Health Services Management degree program, contact the advisor in this program.

Course	Title	Credit Hours
<b>Term 1</b>		
BI071	Body Structure and Function 1 .....	3
	or	
BI231	Human Anatomy and Physiology .....	4
HM101	Medical Law and Ethics .....	3
HM110	Health Information Systems Procedures 1 .....	4
HM120	Medical Terminology 1 .....	3
WR121	English Composition-Exposition+ .....	3
<b>Term 2</b>		
BI072	Body Structure and Function 2 .....	3
	or	
BI232	Human Anatomy and Physiology .....	4
HM112	Health Information Systems Procedures 2 .....	4
HM114	CPT-IV Coding/Reimbursement .....	3
HM116	Introduction to Allied Health Data .....	3
HM121	Medical Terminology 2 .....	3
<b>Term 3</b>		
BA206	Business Management Principles .....	3
HM115	ICD-9-CM Coding/Reimbursement .....	3
HM122	Medical Terminology 3 .....	3
MTH070	Elementary Algebra+ (or higher) .....	4
WR227	Technical Writing .....	3
<b>Term 4</b>		
HM105	Professional Development A .....	1
	or	
FE205B	Resumes and Job Search Correspondence .....	1
HM210	Introduction to Health Services .....	3
HM250	Health Services Management 1 .....	3
MTH095	Intermediate Algebra (or higher) .....	4
	or	
BA211	Financial Accounting 1 .....	4
PSY201	General Psychology-Biological Emphasis+ (or higher) .....	3
	Business elective (200 or higher) (Recommend BA214 or BA202) .....	3

<b>Term 5</b>	
HM106	Professional Development B .....
	or
FE205C	Interviewing for Success .....
HM251	Health Services Management 2 .....
	Communications elective (100 or higher) .....
	Humanities/Fine Arts elective (100 or higher) .....
	Business, Economic or Social Science elective (200 or higher) .....
	Computer elective (CS105/CA117 or higher) .....

<b>Term 6</b>	
HM230	Health Services Externship .....
HM231	Health Services Seminar .....
HM252	Health Services Management 3 .....
	Business Elective (200 or higher; BA224 recommended) ..
	General Education elective (100 or higher; HPE295 recommended) .....

+Meets related instruction requirement, see page 38.

## Medical Transcription

The two-year Medical Transcription program prepares you for a career as a professional medical transcriptionist within an acute or non-acute health care environment. This program emphasizes the transcribing applications that will help you train for entry-level employment as a medical transcriptionist and provides the basic knowledge and skills required to transcribe medical dictation accurately and within timelines. Training stresses microcomputer word processing skills, as well as proofreading, transcription and formatting.

Students must earn grades of C or better in all required courses and be eligible for graduation in order to participate in the practicum.

If you have questions about the requirements, call Counseling and Career Services at 503-399-5120 or 503-399-8343. Failure to be assessed may delay your entry into program classes.

*In addition to tuition, estimated costs for students who complete the entire program listed below are books, \$1,762; class fees, \$232; universal access fee, \$400; equipment and supplies, \$507. Contact the Financial Aid Office at 503-399-5018 to find out if you qualify for help with these costs.*

You may earn an Associate of Applied Science degree by successfully completing these 98 required credit hours.

Course	Title	Credit Hours
<b>Term 1</b>		
BI071	Body Structure and Function 1 .....	3
	or	
BI231	Human Anatomy and Physiology .....	4
HM101	Medical Law and Ethics .....	3
HM110	Health Information Systems Procedures 1 .....	4
HM120	Medical Terminology 1 .....	3
WR121	English Composition-Exposition+ (or higher) .....	3
<b>Term 2</b>		
BI072	Body Structure and Function 2 .....	3
	or	
BI232	Human Anatomy and Physiology .....	4
HM112	Health Information Systems Procedures 2 .....	4
HM116	Introduction to Allied Health Data .....	3
HM121	Medical Terminology 2 .....	3
HM141	Medical Transcription 1 .....	3
<b>Term 3</b>		
BA214	Business Communications .....	3
BT099	Proofreading/Editing .....	3
HM122	Medical Terminology 3 .....	3
HM142	Medical Transcription 2 .....	3
	Computer elective (100 or higher)* .....	3
	General Education elective .....	3

<b>Term 4</b>	
HM105	Professional Development A .....1 or
FE205B	Resumes and Job Search Correspondence .....1
HM143	Medical Transcription 3 .....3
HM210	Introduction to Health Services .....3
HM250	Health Services Management 1 .....3
MTH070	Elementary Algebra (or higher) .....4 or
BA211	Financial Accounting 1 .....4 Computer elective (CS105/CA117 or higher).....3
<b>Term 5</b>	
HM106	Professional Development B .....1 or
FE205C	Interviewing for Success .....1
HM114	CPT-IV Coding/Reimbursement .....3
HM251	Health Services Management 2 .....3
PSY201	General Psychology-Biological Emphasis+ (or higher) .....3
SP218	Interpersonal Communications.....3 General Education elective.....3
<b>Term 6</b>	
HM115	ICD-9-CM Coding/Reimbursement .....3
HM144	Medical Transcription Seminar .....1
HM252	Health Services Management 3 .....3
HM280L	Cooperative Work Experience.....8

+Meets related instruction requirement, see page 38.  
\*Approved Computer electives: Any CA or CS course (100 or higher).

## History

### (transfer course guideline)

Oregon's state universities offering Bachelor of Arts and/or Bachelor of Science degrees in History are Eastern Oregon University, Oregon State University, Portland State University, Southern Oregon University, University of Oregon, and Western Oregon University.

The educational guide outlined below is designed to meet requirements at these institutions.

As a student, you are responsible for learning the departmental requirements of the school to which you plan to transfer. Consult with Chemeketa's Counseling and Career Services or a Chemeketa advisor. Also, you should make early contact with an advisor at the institution to which you plan to transfer to learn of any possible changes in an academic area.

	<b>Term</b>		
<b>First Year</b>	<b>1</b>	<b>2</b>	<b>3</b>
WR121, 122 and/or 123 English Composition (WR121, 122 and SP111 or 218 for SOU)	3	3	(3)
HST110, 111, 112 World History (recommended but not required by UO; HST110, 111 or 112 pass two for SOU)	3	3	3
Science courses*	4	4	4
Arts and Letters/Humanities courses* (Foreign Language required at UO and recommended by OSU and SOU; often required for graduate work)	3-4	3-4	3-4
HPE295 Health and Fitness for Life* or elective	3		
Electives (EOU requires CS101 Introduction to Microcomputer Applications or CA201D Microsoft Word Processing I; SOU require CS101; UO requires Arts and Letters courses in addition to Foreign Language)	3		6

	<b>4</b>	<b>5</b>	<b>6</b>
HST201, 202, 203 History of the United States (required at SOU; recommended but not required by UO)	3	3	3
Mathematics per placement test* (WOU requires a minimum of one math beyond MTH105 Introduction to Contemporary Mathematics and CS161 Computer Science 1 or second-year Foreign Language; EOU requires MTH105 or higher; OSU requires MTH105 and MTH111 College Algebra or two years Foreign Language)	4	4-5	
Arts and Letters/Humanities* (OSU and SOU recommends second-year Foreign Language for graduate work; UO requires second-year Foreign Language)	3-4	3-4	3-4
Social Science courses other than history*	3	3	3
Additional Arts and Letters/ Humanities or Social Sciences or electives* (OSU requires six credits in non-European, non-U.S. History)	3	3	6

\*To meet four-year college general education requirements.  
Note: A maximum of 12 lower division history credits may be applied to major at PSU.

## Hospitality Management

### See also Tourism and Travel Management.

The Hospitality Management curriculum focuses on the management aspects of today's exciting hospitality industry: lodging, meeting, and convention management; food and beverage and casino management. Upon graduation students may enter the hospitality industry working in such areas as hotel marketing, sales and operations, innkeeping, meeting, convention and special event planning, restaurant management, catering and banquet operations, and casino supervision.

The intent of the program is for students, with an Associate of Applied Science degree and one-year certificate, to obtain entry-level management positions within the hospitality industry. Students will also be advised on opportunities to continue their education by working toward a four-year degree in hospitality management through other universities.

Cooperative Work Experience is required and between four and nine college credit hours are needed for graduation. If you have a 2.0 grade point average or higher and the program chair approves, you may enroll in HTM280A-L Cooperative Work Experience. For more information, look under Cooperative Work Experience in the catalog index.

### Program outcomes

#### Students completing the Certificate will:

- Apply marketing and sales, operations, and human resources functions and principles in the hospitality industry.
- Establish the guest-host relationship inherent to the hospitality industry and the importance of quality customer service.

#### Students completing the AAS will:

- Apply knowledge of the marketing function, including the interrelationships of the hospitality and tourism industries, and how it affects financial performance in the hospitality industry.
- Apply professional market-appropriate guest service standards to deliver competitive guest experiences to diverse cultural groups.
- Identify the various hospitality industry functions and their required procedural and legal techniques.
- Discuss the importance of, and techniques for, maximizing hiring, training and development, and retention of hospitality employees.
- Analyze an operation's financial statements, isolate potential problems, and identify appropriate corrective action to control and manage the critical revenue and cost centers.

## Getting started

The first step to entering the following programs is to take part in an assessment process which includes taking the college's free placement test and meeting with Counseling and Career Services. You may need to complete pre-program courses. Then, your advisor will help you develop an individualized program of study, which may include one or more of the following:

CA121A	Keyboarding A (if less than 25 wpm) .....	1
CS101	Introduction to Microcomputer Applications .....	3
MTH060	Introductory Algebra+ .....	4
RD090	College Textbook Reading .....	3
WR115	Introduction to Composition.....	3

If you have questions about the requirements, call Counseling and Career Services at 503-399-5120 or Nancy Duncan at 503-399-5296. Failure to be assessed may delay your entry into program classes.

## Certificate of Completion

The Hospitality Management Certificate focuses on hospitality industry careers related to hotel operations, marketing and sales, meeting, convention or special event planning, catering and banquet operations or casino supervision. The certificate prepares students for direct entry into the workforce or offers the ability to continue their education into the Hospitality Management Associate of Applied Science degree program.

*In addition to tuition, estimated costs for students who complete the entire program listed below are books, \$932; class fees, \$32; universal access fee, \$196. Contact the Financial Aid Office at 503-399-5018 to find out if you qualify for help with these costs.*

A Certificate of Completion is awarded upon successful completion of the required 49 credit hours.

Course	Title	Credit Hours
<b>Term 1</b>		
CS178I	Introduction to the Internet/World Wide Web .....	3
HTM100	Introduction to the Hospitality Industry.....	3
HTM104	Travel and Tourism Industry .....	3
SOC204	General Sociology-Introduction (or higher) .....	3
WR121	English Composition-Exposition+ (or higher).....	3
<b>Term 2</b>		
HTM101	Customer Service Management.....	3
HTM123	Global Distribution Systems .....	3
PSY104	Psychology in the Workplace+.....	3
	or	
PSY201	General Psychology-Biological Emphasis+ (required for lower division credit) (or higher) .....	3
WR227	Technical Writing .....	3
	Approved Hospitality Management elective*.....	3
<b>Term 3</b>		
BA206	Business Management Principles.....	3
HTM103	Marketing in the Hospitality Industry.....	3
	or	
HTM102	Hotel, Restaurant, and Travel Law .....	3
NFM215	Nutrition for Foodservice and Culinary Professionals.....	3
SP218	Interpersonal Communication (or higher) .....	3
	Approved Hospitality Management elective*.....	3
<b>Term 4</b>		
HTM280D	Cooperative Work Experience .....	4

\*Meets related instruction requirement, see page 38.

### \*Approved Hospitality Management electives:

HTM105	Introduction to the Food and Beverage Industry.....	3
HTM107	Food Sanitation and Cost Control .....	3
HTM109	Front Desk Operations .....	3
HTM111	Cultural Heritage Tourism .....	3
HTM112	Bed and Breakfast Operations.....	3

HTM114	Travel Destination Geography 1.....	3
HTM115	Travel Destination Geography 2.....	3
HTM116	Travel Destination Geography 3.....	3
HTM119	Introduction to Casino Management.....	3
HTM124	Catering and Banquet Operations.....	3
HTM125	Special Event Planning.....	3
HTM126	Meeting and Convention Management.....	3
HTM130	Beverage Management .....	3
HTM132	Menu Planning.....	3
HTM133	Strategic Issues in Destination Management .....	3
HTM134	Destination Marketing .....	3
HTM135	Destination Leadership .....	3
HTM136	Tour Operations and Marketing .....	3
HTM137	Tourism Transportation: Cruise, Air, Rail.....	3
HTM140	Rescue Diver.....	2
HTM141	Divemaster.....	3

## Associate of Applied Science

*In addition to tuition, estimated costs for students who complete the entire program listed below are books, \$1,891; class fees, \$32; universal access fee, \$388. Contact the Financial Aid Office at 503-399-5018 to find out if you qualify for help with these costs.*

You may earn an Associate of Applied Science degree by successfully completing these 96 required credit hours:

Course	Title	Credit Hours
<b>Term 1</b>		
CS178I	Introduction to the Internet/World Wide Web .....	3
HTM100	Introduction to the Hospitality Industry.....	3
HTM104	Travel and Tourism Industry .....	3
SOC204	General Sociology-Introduction (or higher) .....	3
WR121	English Composition-Exposition+ (or higher).....	3
<b>Term 2</b>		
HTM101	Customer Service Management.....	3
HTM105	Introduction to the Food and Beverage Industry.....	3
HTM123	Global Distribution Systems .....	3
PSY104	Psychology in the Workplace+.....	3
	or	
PSY201	General Psychology-Biological Emphasis+ (required for lower division credit) (or higher) .....	3
WR227	Technical Writing .....	3
<b>Term 3</b>		
HTM107	Food Sanitation and Cost Control .....	3
HTM109	Front Desk Operations .....	3
HTM130	Beverage Management .....	3
NFM215	Nutrition for Foodservice and Culinary Professionals.....	3
SP218	Interpersonal Communication (or higher) .....	3
<b>Term 4</b>		
HTM280I	Cooperative Work Experience (or in Term 8).....	9
<b>Term 5</b>		
CA208	Workplace Presentations Using PowerPoint.....	3
	or	
CA205	PageMaker 1 .....	3
HTM124	Catering and Banquet Operations.....	3
HTM132	Menu Planning.....	3
MTH062	Business Application Using Mathematics+ (or higher) .....	4
<b>Term 6</b>		
BA211	Financial Accounting 1 .....	4
HTM103	Marketing in the Hospitality Industry.....	3
HTM126	Meeting and Convention Management.....	3
	Approved Hospitality Management elective*.....	3
	Humanities/Fine Arts elective .....	3

**Term 7**

BA206	Business Management Principles.....	3
BA212	Financial Accounting 2 .....	4
HTM102	Hotel, Restaurant, and Travel Law .....	3
	Approved Hospitality Management elective*.....	3

**Term 8**

HTM2801	Cooperative Work Experience (or in Term 4) .....	9
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+Meets related instruction requirement, see page 38.

**Approved Hospitality Management electives:**

HTM111	Cultural Heritage Tourism .....	
HTM112	Bed and Breakfast Operations.....	3
HTM114	Travel Destination Geography 1.....	3
HTM115	Travel Destination Geography 2.....	3
HTM116	Travel Destination Geography 3.....	3
HTM119	Introduction to Casino Management.....	3
HTM125	Special Events Planning .....	3
HTM133	Strategic Issues in Destination Management .....	3
HTM134	Destination Marketing.....	3
HTM135	Destination Leadership .....	3
HTM136	Tour Operations and Marketing .....	3
HTM137	Tourism Transportation: Cruises, Air, Rail .....	3
HTM140	Rescue Diver.....	2
HTM141	Divemaster .....	3

# Hotel, Restaurant and Resort Management

**(transfer course guideline)**

Southern Oregon University offers a bachelor's degree in Business Administration with a concentration in Hotel, Restaurant and Resort Management. An agreement has been made with SOU that all 96 credits listed below will be accepted toward a degree.

The educational guide outlined below is designed to meet requirements at Southern Oregon University.

As a student, you are responsible for learning the departmental requirements of the school to which you plan to transfer. Consult with Chemeketa's Counseling and Career Services or a Chemeketa advisor. You should also make early contact with an advisor at the institutions to which you plan to transfer to learn of any possible changes in an academic area. For questions contact Nancy Duncan, 503-399-5296.

Course	Title	Credit Hours
<b>Term 1</b>		
CS101	Introduction to Microcomputer Applications .....	3
ENG104	Introduction to Fiction .....	3
HTM100	Introduction to the Hospitality Industry.....	3
WR121	English Composition-Exposition (or higher).....	3
	Science elective with lab .....	4
<b>Term 2</b>		
ENG105	Introduction to Dramatic Literature .....	3
HTM105	Introduction to the Food and Beverage Industry.....	3
MTH111	College Algebra.....	5
WR122	English Composition-Logic and Style .....	3
	Science elective with lab .....	4
<b>Term 3</b>		
BA101	Introduction to Business .....	4
	or	
WR227	Technical Writing .....	3
ENG106	Introduction to Poetry .....	3
HTM106	Introduction to the Lodging Industry .....	3
MTH243	Probability and Statistics 1 .....	4
	Science elective with lab .....	4

**Term 4**

BA211	Financial Accounting 1 .....	4
EC201	Introduction to Microeconomics .....	3
HTM104	Travel and Tourism Industry .....	3
PSY201	General Psychology-Biological Emphasis.....	3
WR241	Imaginative Writing .....	3

**Term 5**

BA212	Financial Accounting 2 .....	4
BA214	Business Communications .....	3
EC202	Introduction to Macroeconomics .....	3
HPE295	Health and Fitness for Life.....	3
PSY202	General Psychology-Cognitive Emphasis.....	3
	or	
	History elective .....	3

**Term 6**

BA213	Managerial Accounting.....	4
EC203	Applications to Economic Issues .....	3
PSY203	General Psychology-Clinical/Social Emphasis .....	3
SP111	Fundamentals of Public Speaking.....	3
	or	
SP112	Fundamentals of Persuasion .....	3

# Hotel Business Management

**(transfer course guideline)**

An articulation agreement with Washington State University (WSU) has been developed for Hotel Business Management under WSU's School of Hospitality Business Management. To transfer to WSU, MTH245/201 Finite Math is required. The following education guideline, is designed to meet their requirements.

As a student, you are responsible for learning the departmental requirements of the school to which you plan to transfer. Consult with Chemeketa's Counseling and Career Services or a Chemeketa advisor. You should also make early contact with an advisor at the institution to which you plan to transfer to learn of any possible changes in an academic area. For questions contact Nancy Duncan, 503-399-5296.

Course	Title	Credit Hours
<b>Term 1</b>		
EC201	Introduction to Microeconomics .....	3
HTM100	Introduction to the Hospitality Industry.....	3
HTM104	Travel and Tourism Industry .....	3
SP111	Fundamentals of Public Speaking.....	3
WR121	English Composition-Exposition .....	3
<b>Term 2</b>		
EC202	Introduction to Macroeconomics .....	3
HTM101	Customer Service Management.....	3
HTM123	Global Distribution Systems .....	3
PSY201	General Psychology-Biological Emphasis.....	3
WR122	English Composition-Logic and Style .....	3
<b>Term 3</b>		
BA226	Business Law 1.....	3
HST110	History of World Civilization .....	3
HTM106	Introduction to the Lodging Industry .....	3
HTM107	Food Sanitation and Cost Control .....	3
MTH111	College Algebra.....	5

#### Term 4

BA211	Financial Accounting 1 .....	4
CA208	Workplace Presentations Using PowerPoint.....	3
	or	
CA205	PageMaker 1 .....	3
HTM127	Travel Sales and E-Commerce .....	3
MTH243	Probability and Statistics 1 .....	4
	Approved HTM elective* .....	3

#### Term 5

BA212	Financial Accounting 2 .....	4
BA271A	Information Technology in Business .....	4
MTH244	Probability and Statistics 2 .....	4
	Approved HTM elective* .....	3

#### Term 6

BA213	Managerial Accounting .....	4
CA208	Workplace Presentations Using PowerPoint.....	3
	or	
CA205	PageMaker 1 .....	3
HTM103	Marketing in the Hospitality Industry.....	3
	Approved HTM elective* .....	3

#### \*Approved HTM electives:

HTM102	Hotel, Restaurant, and Travel Law .....	3
HTM105	Introduction to the Food and Beverage Industry.....	3
HTM109	Front Desk Operations .....	3
HTM111	Cultural Heritage Tourism .....	3
HTM112	Bed and Breakfast Operations .....	3
HTM114	Travel Destination Geography 1.....	3
HTM115	Travel Destination Geography 2.....	3
HTM116	Travel Destination Geography 3.....	3
HTM119	Introduction to Casino Management.....	3
HTM126	Meeting and Convention Management.....	3

## Human Services

The Human Services program offers training for entry-level positions in social service agencies. It is a two-year program which combines academic course work with 25 credits of supervised field work in two different sites, each of which is at least two terms long. Students specialize in one of two options: Addiction Studies or Social Services.

This program has special admissions requirements and enrollment limits. Students with criminal histories may be prevented from obtaining necessary field experience required for program completion. Students recovering from chemical dependency who elect the Addiction Studies option must have a minimum of two years continuous sobriety before they will be referred to practicum. For additional information, contact the Enrollment Services (Admissions) Office at 503-399-5006.

Post B.A./B.S. students are also eligible to complete the Addiction Counselor Certification Preparation Program and earn a one-year certificate. Admission to the certificate program is assessed individually by Donna Hirt, 503-399-6157. Students recovering from a chemical dependency must have a minimum of two years continuous sobriety.

By enrolling in the CPL120 Credit for Prior Learning Resume course, you may be able to earn credit for prior learning you acquired through your job, non-credit classes, community or volunteer service and individual study.

### Program outcomes

#### Students completing the AAS will:

- Describe the nature of human systems: individual, group, organization, community and society, and their major interactions.

- Describe the conditions which promote or limit optimal functioning and classes of deviations from desired functioning in the major human systems.
- Identify and select interventions which promote growth and goal attainment.
- Plan, implement and evaluate interventions.
- Select interventions which are congruent with the values of one's self, clients, the employing organization and the human services profession.
- Utilize process skills to plan and implement services.

#### In addition to the AAS outcomes, students completing Addiction Studies AAS and Addiction Counselor Certification Preparation will:

- Describe, identify, assess and treat addictions.

#### In addition to the AAS outcomes, students completing Social Services AAS will:

- Adapt intervention and assessment skills to a variety of agency settings including, but not limited to: crisis counseling, employment services, children's protective services, public welfare, housing, mental health, correction, and advocacy.

### Getting started

The first step to entering the two-year program is to take part in an assessment process which includes taking the college's free placement test and meeting with Counseling and Career Services. You may need to complete pre-program courses. A counselor will help you develop an individualized program of study, which may include one or more of the following:

MTH020	Basic Mathematics .....	3
RD090	College Textbook Reading .....	3
WR115	Introduction to Composition.....	3

If you have questions about the requirements, call Counseling and Career Services at 503-399-5120 or 503-399-5048. Failure to be assessed may delay your entry into program classes.

### Addiction Studies Option

The Addiction Studies option trains students to work in public and private agencies treating chemically dependent people and their families. Training sites include both in-patient and out-patient programs.

The curriculum includes courses in alcohol and drug information, family dynamics, case management, and individual and group counseling skills.

*In addition to tuition, estimated costs for students who complete the entire program listed below are books, \$1,996; class fees, \$211; universal access fee, \$424; equipment and supplies, \$211; measles vaccine, \$15. Contact the Financial Aid Office at 503-399-5018 to find out if you qualify for help with these costs.*

An Associate of Applied Science degree is awarded upon successful completion of the required 106 credit hours with a grade of C or better in WR121 and all Human Services courses. Twenty-five credits of practicum are required, at least 15 of which must be in an alcohol and drug placement.

Course	Title	Credit Hours
<b>Term 1</b>		
HS101	Addiction Pharmacology and Physiology .....	4
HS150	Personal Effectiveness for Human Service Workers .....	3
HS154	Community Resources .....	3
HS170	Introduction to Practicum .....	3
WR121	English Composition-Exposition+ .....	3

**Term 2**

CS101	Introduction to Microcomputer Applications (or higher) .....	3
HS152	Stress Management .....	1
HS260	Group Dynamics .....	3
HS284A- HS288A	Practicum-Human Services .....	4-8
PSY201	General Psychology-Biological Emphasis+.....	3
	Humanities/Fine Arts elective .....	3
	or	
	Science/Applied Science elective.....	3

**Term 3**

HS103	Ethics for Human Service Workers.....	2
HS155	Interviewing Theory and Techniques.....	3
HS211	HIV, TB and Infectious Diseases.....	1
HS284A- HS288A	Practicum-Human Services .....	4-8
MTH060	Introductory Algebra+ (or higher).....	4
PSY239	Introduction to Abnormal Behavior.....	3

**Term 4**

HS156	Counseling Theories .....	3
HS213	Multicultural Counseling.....	3
HS214	Advanced Interviewing and Counseling Skills.....	3
HS218A	Group Processes A .....	1
HS284A- HS288A	Practicum-Human Services .....	4-8
SOC204	General Sociology-Introduction.....	3

**Term 5**

HS216	Clinical Screening, Assessment and Treatment Planning .....	3
HS217	Group Counseling Skills .....	3
HS218B	Group Processes B.....	1
HS284A- HS288A	Practicum-Human Service .....	4-8
SOC205	General Sociology-Institutions .....	3
	or	
SOC206	General Sociology-Social Problems .....	3
SP111	Fundamentals of Public Speaking.....	3
	or	
SP112	Fundamentals of Persuasion .....	3
	or	
SP130	Business and Professional Speaking.....	3

**Term 6**

HS201	Family Addiction .....	3
HS218C	Group Processes C .....	1
HS219	Case Management and Client Records.....	3
HS267	Systems Strategies .....	3
HS284A- HS288A	Practicum-Human Services .....	4-8
PSY237	Life Span Development.....	3

+Meets related instruction requirement, see page 38.

## Addiction Counselor Certification Preparation

This one-year certificate program is designed for individuals with a baccalaureate or master's degree seeking the necessary course work and practical experience to enable them to compete for employment in the field of addiction treatment. This certificate prepares students to take the Oregon Level I Certified Alcohol and Drug Counselors (CADC) exam.

*In addition to tuition, estimated costs for students who complete the entire program listed below are books, \$1,098; class fees, \$100; universal access fee, \$288; equipment and supplies, \$157; measles vaccine, \$15. Contact the*

*Financial Aid Office at 503-399-5018 to find out if you qualify for help with these costs.*

You may earn a Certificate of Completion by successfully completing the required 49 credit hours with a grade of C or better in all Human Services courses. This program is four terms in length, beginning with spring term. Check the course descriptions in the back of this catalog for details.

Course	Title	Credit Hours
<b>Term 1</b>		
HS101	Addiction Pharmacology and Physiology .....	4
HS103	Ethics for Human Service Workers.....	2
HS155	Interviewing Theory and Techniques.....	3
<b>Term 2</b>		
HS156	Counseling Theories .....	3
HS213	Multicultural Counseling.....	3
HS214	Advanced Interviewing and Counseling Skills.....	3
HS218A	Group Processes A .....	1
HS285A- HS288A	Practicum-Human Services .....	4-8
<b>Term 3</b>		
HS216	Clinical Screening, Assessment and Treatment Planning .....	3
HS217	Group Counseling Skills .....	3
HS218B	Group Processes B.....	1
HS285A- HS288A	Practicum-Human Services .....	4-8
<b>Term 4</b>		
HS201	Family Addiction .....	3
HS211	HIV, TB and Infectious Diseases.....	1
HS218C	Group Processes C .....	1
HS219	Case Management and Client Records.....	3
HS285A- HS288A	Practicum-Human Services .....	4-8

## Social Services Option

The Social Services option trains students for employment in social service agencies. These agencies provide services in areas such as crisis counseling, employment services, housing, mental health, corrections, and advocacy.

The curriculum includes courses in personal growth, interviewing, counseling, assessment and case management.

*In addition to tuition, estimated costs for students who complete the entire program listed below are books, \$1,944; class fees, \$150; universal access fee, \$404; equipment and supplies, \$212; measles vaccine, \$15. Contact the Financial Aid Office at 503-399-5018 to find out if you qualify for help with these costs.*

An Associate of Applied Science degree is awarded upon successful completion of the required 101 credit hours with a grade of C or better in WR121 and all Human Services courses. Twenty-five credits of practicum are required.

Course	Title	Credit Hours
<b>Term 1</b>		
HS150	Personal Effectiveness for Human Service Workers .....	3
HS154	Community Resources.....	3
HS170	Introduction to Practicum .....	3
PSY201	General Psychology-Biological Emphasis+.....	3
WR121	English Composition-Exposition+ .....	3

## Term 2

CS101	Introduction to Microcomputer Applications (or higher) .....	3
HS260	Group Dynamics .....	3
HS284S-		
HS288S	Practicum-Human Services .....	4-8
PSY202	General Psychology-Cognitive Emphasis.....	3
	or	
PSY203	General Psychology-Clinical/Social Emphasis .....	3
	or	
PSY239	Introduction to Abnormal Behavior .....	3
	Social Services elective* .....	1

## Term 3

HS101	Addiction Pharmacology and Physiology .....	4
HS103	Ethics for Human Service Workers.....	2
HS155	Interviewing Theory and Techniques.....	3
HS211	HIV, TB and Infectious Diseases.....	1
HS284S-		
HS288S	Practicum-Human Services .....	4-8
PSY237	Life Span Development.....	3

## Term 4

HS152	Stress Management .....	1
HS213	Multicultural Counseling.....	3
HS265	Casework Interviewing.....	3
HS284S-		
HS288S	Practicum-Human Services .....	4-8
MTH060	Introductory Algebra+ (or higher).....	4
SOC204	General Sociology-Introduction .....	3

## Term 5

HS220	Aging and Society** .....	3
	or	
HS222	Aging and Behavior** .....	3
HS266	Case Management.....	3
HS284S-		
HS288S	Practicum-Human Services .....	4-8
SOC205	General Sociology-Institutions .....	3
	or	
SOC206	General Sociology-Social Problems .....	3
	Social Services elective* .....	3

## Term 6

HS267	Systems Strategies .....	3
HS284S-		
HS288S	Practicum-Human Services .....	4-8
SP111	Fundamentals of Speaking .....	3
	or	
SP112	Fundamentals of Persuasion .....	3
	or	
SP130	Business/Professional Speaking.....	3
	Social Services elective* .....	3
	Humanities/Fine Arts elective .....	3
	or	
	Science/Applied Science elective.....	3

+Meets related instruction requirement, see page 38.

\*Social Services electives (seven hours total): Any class in Human Services, Anthropology, History, Political Science, Psychology numbered 200 or above, Sociology, Women's Studies, Criminal Justice, Early Childhood Education, Education Certificate, Sign Language, or Credit for Prior Learning.

\*\*Offered in alternate years. Consult program chair.

# Industrial Technology and Apprenticeship

## Industrial Technology

Chemeketa grants an Associate of Applied Science degree in industrial technology. Journey-level men and women may earn credit for on-the-job training and related instruction. To earn the degree, you must meet the following requirements:

1. Have achieved journey-level status in a skilled occupation.
2. Complete a minimum of 30 credit hours.
3. Complete general education requirements for an Associate of Applied Science degree. (See page 46 of this catalog.)
4. Compile a total of 90 credit hours. You may be awarded up to 22 credit hours for journey-level status, 23 credit hours for trade-related training.

If you have questions about the requirements, call 503-399-5255. Failure to be assessed may delay your entry into program classes.

In addition to tuition, estimated costs for students who complete the entire program will vary. Contact the Financial Aid Office at 503-399-5018 to find out if you qualify for help with these costs.

## Apprenticeship

Apprenticeship training as a method of vocational education is recognized by the Oregon Bureau of Labor and Industries (BOLI). It combines full-time, on-the-job work experience with trade-related theoretical instruction.

The instruction at Chemeketa is for people working in particular trades. Students generally are apprentices who are registered with the Oregon Bureau of Labor and Industries. They can also be journey-level men and women who wish to upgrade their skills and knowledge, pre-apprenticeship students and others, as approved by local committees.

Chemeketa has apprenticeship classes for brick masons, concrete finishers, plumbers, electricians, sheet metal workers, heating ventilating air conditioning (HVAC) technicians, welders, and other trades, as required by local committees.

# Integrated Circuit Mask Design

Chemeketa offers a Certificate of Completion in Integrated Circuit (IC) Mask Design.

Graduates of the IC Mask Design program are employed by firms who design and manufacture the subminiature electronic circuits that are at the nucleus of all electronic and computerized equipment. Integrated circuit mask designers use computer-aided-design systems to design the templates or masks that are used to manufacture microelectronic circuits. Graduates of this program may also be employed as electronic circuit board designers and layout specialists.

The IC Mask Design program includes courses in computer-aided-design (CAD), CMOS layout, electronics, and the semiconductor manufacturing process, as well as the communication and human relations skills needed for career advancement.



## Program outcomes

### Students completing the Certificate will:

- Use computer-aided design systems to design the templates or masks that are used to manufacture microelectronic circuits.
- Identify and solve technology problems related to electronic circuits and devices, mechanical systems.
- Read and interpret written materials, including manuals, technical bulletins, schematics, and procedures.
- Use standard terminology and clarifying language to communicate orally and in writing with customers, suppliers, supervisors, and co-workers.
- Practice skills and attitudes, individually and as a member of a team, that reflect quality management procedures and professional standards in the workplace.
- Apply professional and environmental safety practices associated with the workplace.

## Integrated Circuit Mask Design Certificate

If you already have an Associates or Bachelors degree in Electronics, you may enroll in Chemeketa's online IC Mask Design certification program. This program is offered entirely online and can be completed from anywhere in the world. Students entering this program need to contact the program chair, at 503-399-6254 or visit educationwithafuture.com, and have their previous course work evaluated before registering. To register go to online.chemeketa.edu.

Students entering this option must have an Intel compatible computer (Pentium IV or better), internet access, and be computer literate (type approximately 20 wpm, and be familiar with the Windows operating system, word processor, spreadsheet, and basic CAD).

*In addition to tuition, estimated costs for students who complete the entire program listed below are books, \$490; class fees, \$60; universal access fee, \$80; Intel-compatible computer, \$1,000; and equipment and supplies, \$80. Contact the Financial Aid Office at 503-399-5018 to find out if you qualify for help with these costs.*

You may earn a Certificate of Completion by successfully completing the following required 23 hours with a grade of C or better in all courses.

### Required courses:

#### Term 1

DRF201	CMOS 1.....	4
MT110	Microelectronics .....	3
MT201A	Introduction to MEMS.....	1

#### Term 2

DRF202	CMOS 2.....	3
MT201B	MEMS Design 1.....	1
PSY104	Psychology in the Workplace+.....	3

#### Term 3

CS140U	Unix/Linux.....	3
DRF203	CMOS 3.....	3
MT201C	MEMS Design 2.....	1

+Meets related instruction requirement, see page 38.

## Journalism

### (transfer course guideline)

The University of Oregon offers Bachelor of Arts and Bachelor of Science degrees in Journalism. Southern Oregon University offers Bachelor of Arts and Bachelor of Science degrees in Communication: Journalism, with concentrations in News-Editorial and Photojournalism.

The educational guide outlined below is designed to meet requirements at these institutions.

Students planning to transfer to UO should consult the UO catalog for journalism major admission requirements and to determine when to transfer. (This usually is after one year at another college.)

As a student, you are responsible for learning the departmental requirements of the school to which you plan to transfer. Consult with Chemeketa's Counseling and Career Services or a Chemeketa advisor. Also, you should make early contact with an advisor at the institution to which you plan to transfer to learn of any possible changes in an academic area.

	Term		
First Year	1	2	3
WR121, 122 and/or 123 English Composition* (WR121, 122 and SP111 or 218 for SOU)	3	3	(3)
Humanities courses* (UO requires 16 credits in Literature)	3-4	3-4	3-4
HST110, 111, 112 History of World Civilization or HST201, 202, 203 History of the United States recommended at SOU; 9 hours required for UO)	3	3	3
Mathematics per placement test*	(4)	5	(4)
JNL224 Introduction to Mass Communications for UO	3		
Electives (JNL216 Newswriting required and CA205 PageMaker 1 recommended for SOU; UO requires additional credits from the Arts and Letters requirements)**	3	3	6
Second Year	4	5	6
Social Science or other elective courses* (SOU recommends one year of Political Science and one year of Economics; UO requires EC201, 202, 203 Introduction to Microeconomics, Introduction to Macroeconomics, and Application to Economic Issues)	3	3	3
Humanities or Social Science courses* (second-year Foreign Language or Literature recommended for SOU; Literature for UO)	3-4	3-4	3-4
Science courses*	4	4	4
Electives (Check SOU catalog for electives for each option; ART261 General Photography and SP115 Introduction to Intercultural Communication meet requirements in most options; choose courses for general education requirement at UO)	6	6	6

\*To meet four-year college general education requirements.

\*\*UO will only accept two journalism courses besides JNL224 from a community college.

## Juvenile Corrections Certificate

Juvenile corrections workers provide supervision, facilitate in the treatment process and crisis intervention, provide social and life skills training, maintain records and documentation, engage in support services, and monitor and ensure a secure environment.

This one-year certificate program is specifically designed for individuals who want to work directly with juvenile offenders through different agencies in various settings. These agencies may include Oregon Youth Authority (OYA), as well as other public, private, and non-profit organizations.

As a statewide cooperative effort among several Oregon community colleges, this program is transferable to the following participating schools: Clackamas Community College, Clatsop Community College, Lane Community College, Linn-Benton Community College, Portland Community College, Southwestern Community College, and Treasure Valley Community College. In addition, some courses may be appli-

cable as electives toward a two-year degree. Consult with Chemeketa's Counseling and Career Services or a Chemeketa advisor on course transferability.

## Program outcomes

### Students completing the Certificate will

- Identify the distinct philosophical differences between adjudicating adolescents in the juvenile system and processing adults through the criminal justice system.
- Describe the social, legal, and rehabilitative strategies for adolescents who are adjudicated to the juvenile justice system.

## Getting started

The first step to entering this program is to take part in an assessment process which includes taking the college's free placement test and meeting with Counseling and Career Services staff. You may need to complete pre-program courses. Then, your advisor will help you develop an individualized program of study, which may include one or more of the following:

CA121A	Keyboarding A (if less than 25 wpm) .....	1
MTH020	Basic Mathematics .....	3
RD090	College Textbook Reading .....	3
WR115	Introduction to Composition+ .....	3
	or	
COM051	Communication Skills 1+ .....	3

If you have questions about the requirements, call Counseling and Career Services at 503-399-5120 or 503-399-6153. Failure to be assessed may delay your entry into program classes.

*In addition to tuition, estimated costs for students who complete the entire program are books, \$700; universal access fee, \$188. Contact the Financial Aid Office at 503-399-5018 to find out if you qualify for help with these costs.*

You may earn a Certificate of Completion degree by successfully completing these 47 credit hours:

Course	Title	Credit Hours
CJ101	Criminology .....	3
CJ203	Crisis Intervention Seminar .....	1
CJ206	Crime and Delinquency .....	3
CJ230	Introduction to Juvenile Corrections .....	3
CJ232	Introduction to Corrections Casework .....	3
CJ235	Youth, Drugs and Corrections .....	3
CJ280C	Cooperative Work Experience .....	3
CS101	Introduction to Microcomputer Applications .....	3
MTH060	Introductory Algebra+ .....	4
PSY201	General Psychology-Biological Emphasis+ .....	3
PSY202	General Psychology-Cognitive Emphasis .....	3
PSY203	General Psychology-Clinical/Social Emphasis .....	3
PSY237	Life Span Development .....	3
PSY239	Introduction to Abnormal Behavior .....	3
SOC206	General Sociology-Social Problems .....	3
WR121	English Composition-Exposition .....	3

+Meets related instruction requirement, see page 38

## Management

### See also Accounting and Business Administration.

As a graduate of Chemeketa's Management program, you may begin as a management trainee or other entry-level employee of a small business or large firm.

You may select individual courses to meet your needs, or you may work toward an Associate of Applied Science degree.

## Program outcomes

### Students completing the AAS will:

- Explain how the functions of a business interact/impact with one another to fulfill the mission/purpose of a particular business.
- Work as a team member using effective communication strategies including writing, listening, speaking, negotiating and persuading skills.
- Use technology to produce, research and interpret financial, marketing, and business reports.
- Complete the accounting cycle for a small business and evaluate the results.
- Identify the legal, ethical, and/or financial consequences of decisions to business situations.

## Getting started

The first step to entering this program is to take part in an assessment process which includes taking the college's free placement test and meeting with Counseling and Career Services. You may need to complete pre-program courses. Then, your advisor will help you develop an individualized program of study, which may include one or more of the following:

BT085	Business English 2 .....	3
CA121A	Keyboarding A (if less than 25 wpm) .....	1
CS101	Introduction to Microcomputer Applications .....	3
MTH060	Introductory Algebra .....	4
RD090	College Textbook Reading .....	3

If you have questions about the requirements, call Counseling and Career Services at 503-399-5120 or 503-399-5114. Failure to be assessed may delay your entry into program classes.

You may be interested in our Cooperative Work Experience program, which allows you to earn college credit for work you do relating to your program. With the approval of the CWE instructor/coordinator, you may enroll in BA280A-L Cooperative Work Experience and earn college credit hours. For more information, look under Cooperative Work Experience in the catalog index.

*In addition to tuition, estimated costs for students who complete the entire program listed below are books, \$1,670; class fees, \$200; universal access fee, \$384; equipment and supplies, \$150. Contact the Financial Aid Office at 503-399-5018 to find out if you qualify for help with these costs.*

You may earn an Associate of Applied Science degree by successfully completing the required 93 credit hours with a grade of C or better in all Business Administration (BA) courses:

Course	Title	Credit Hours
<b>Term 1</b>		
BA101	Introduction to Business .....	4
BA211	Financial Accounting 1* .....	4
CS125E	Excel-Workbooks .....	4
MTH062	Business Applications Using Mathematics+ (or higher) ...	4
<b>Term 2</b>		
BA202	Personal Effectiveness .....	3
BA212	Financial Accounting 2 .....	4
BA214	Business Communications+** .....	3
CS125A	Micro Database Software-Access .....	3
MTH070	Elementary Algebra (or higher) .....	4
<b>Term 3</b>		
BA203	Interpersonal Relations in Business .....	3
BA206	Business Management Principles .....	3
BA213	Managerial Accounting .....	4
PSY101	Psychology of Human Relations+ .....	3
	or	
SOC204	General Sociology-Introduction+ .....	3
	Business elective*** .....	2

#### Term 4

BA223	Principles of Marketing.....	3
BA226	Business Law 1.....	3
EC200	Introduction to Economics (or higher) .....	3
SP111	Fundamentals of Public Speaking.....	3
	Business elective*** .....	3

#### Term 5

BA222	Financial Management.....	3
BA227	Business Law 2.....	3
BA277	Business Ethics.....	3
	or	
WR227	Technical Writing .....	3
	Business elective*** (BA238 recommended).....	6

#### Term 6

BA224	Personnel Management.....	3
	Business elective*** (BA280F Cooperative Work Experience recommended) .....	6
	Computer Science elective**** .....	3
	Humanities/Fine Arts elective .....	3

+Meets related instruction requirement, see page 38.

\*MTH062 or higher math placement recommended for BA211.

\*\*Placement in math and English determined by testing. Lower division collegiate classes may be substituted.

\*\*\*Business electives: Choose BA or EC courses at the 200 level or above, or CA118 series, CS135A, CS178I, CS178W.

\*\*\*\*Choose from CS133VB, CS133C, CS133U, CA201X.

Computer Science courses or electives (EOU requires at least 7 hours of Computer Science; CS133U C++ Language or other higher level language for OSU and SOU; CS133VB for SOU; CS161 Computer Science 1 for PSU; CS161 and 162 Computer Science 1 and 2 for WOU; CS161, 162, 260 for mathematical sciences at OSU)

HPE295 Health and Fitness for Life\* or elective

**Second Year** **4 5 6**

Mathematics through MTH255 Vector Calculus 2 (OSU also requires MTH256 Applied Differential Equations, MTH231 and 232 for mathematical sciences major; OSU, PSU and UO require MTH256; MTH255 not required at PSU, UO, and WOU)

Science courses\* (OSU requires PH211 Physics for Engineers and Scientists and approved courses in the physical and biological sciences for all options)

Social Science courses\*

Arts and Letters/Humanities or Social Science electives\*

Electives

\*To meet four-year college general education requirements.

\*\*PSU strongly advises students planning to do graduate work in mathematics to complete two years of study in German, French or Russian; UO requires second-year level of two of these languages for the Ph.D. program.

## Manufacturing

Curriculum providing training for Computer Numerical Control (CNC) operators and integration of mechanical design and Computer Aided Manufacturing tools (CAD/CAM) is listed in the CAD/CAM option under Drafting Technology-CAD.

## Mathematics

(transfer course guideline)

Oregon's state universities offering Bachelor of Arts and/or Bachelor of Science degrees in Mathematics are Eastern Oregon University, Oregon State University, Portland State University, Southern Oregon University, University of Oregon, and Western Oregon University. Oregon State University offers degrees in Mathematical Sciences and Mathematics.

The educational guide outlined below is designed to meet requirements at these institutions.

As a student, you are responsible for learning the departmental requirements of the school to which you plan to transfer. Consult with Chemeketa's Counseling and Career Services or a Chemeketa advisor. Also, you should make contact with an advisor at the institution to which you plan to transfer to learn of any possible changes in an academic area.

	Term		
First Year	1	2	3
WR121, 122 and/or 123, English Composition and/or WR227 Technical Writing*(WR121, 122 and SP111 or 218 for SOU; WR121 for WOU)	3	3	(3)
Mathematics per placement test* MTH251, 252, 254 Calculus required (EOU, OSU, PSU, SOU, and WOU also require MTH253 Series Calculus and Linear Algebra and MTH254)	4-5	4-5	4-5
Arts and Letters/Humanities courses** (UO requires two second-year level languages from German, French, or Russian for admission to Ph.D. program)	3-4	3-4	3-4

## Medical Office Assisting

The program prepares you for a wide range of duties in medical offices. Administrative responsibilities may include scheduling and receiving patients, keeping medical records, handling telephone calls and correspondence, and purchasing and maintaining supplies and equipment. Medical office assistants may be responsible for administrative functions and processing insurance claims, accounts, fees and collections. Students should contact the advisors for the Health Services Management program as some classes taken in the program may apply toward the Associate of Applied Science degree.

Your clinical duties may include assisting with examinations and treatments, obtaining medical histories, sterilizing instruments and equipment, and performing certain diagnostic tests and laboratory procedures in a health care facility.

The program offers clinical experience as well as theory and laboratory courses. Students in the program must earn grades of C or better in all required courses and complete all courses required in the first two terms to be eligible for the practicum offered spring term.

This program is a fall term entry program with special admission requirements and enrollment limits.

### Program outcomes

Students completing the Certificate will:

- Use medical business procedures to link patients to identified health care systems.
- Perform basic clinical assessments and minor treatments.
- Accurately record patient history and related information.
- Apply current technology associated with health care systems that are the standard of practice in outpatient clinics, health departments and medical practices.
- Use specific skills related to the scope of practice for a medical assistant in order to maintain and upgrade the delivery of health care.
- Comply with the professional ethics policies and procedures related to medical and legal matters, including confidentiality, medical records management, release of information, patient rights, workplace rights, and informal consents in health care facilities.

## Getting started

The first step to entering this program is to take part in an assessment process which includes taking the college's free placement test and meeting with Counseling and Career Services. You may need to complete pre-program courses. Then, your advisor will help you develop an individualized program of study, which may include one or more of the following:

AH112A	Health Care Systems and Professions .....	2
CS101	Introduction to Microcomputer Applications .....	3
MTH060	Introductory Algebra+ .....	4
RD090	College Textbook Reading .....	3
WR115	Introduction to Composition+.....	3

If you have questions about the requirements, call Counseling and Career Services at 503-399-5120 or 503-399-8343. Failure to be assessed may delay your entry into program classes.

*In addition to tuition, estimated costs for students who complete the entire program listed below are books, \$1,005; class fees, \$147; universal access fee, \$220; equipment and supplies, \$295; physical examination, \$110; measles vaccination, \$25; Hepatitis B vaccination series, \$150. Contact the Financial Aid Office at 503-399-5018 to find out if you qualify for help with these costs.*

You may earn a Certificate of Completion by successfully completing these 52 required credit hours:

Course	Title	Credit Hours
<b>Term 1</b>		
BI071	Body Structure and Function 1 .....	3
	or	
BI231	Human Anatomy and Physiology .....	4
HM101	Medical Law and Ethics .....	3
HM105	Professional Development A .....	1
	or	
FE205B	Resumes and Job Search Correspondence .....	1
HM110	Health Information Systems Procedures 1.....	4
HM120	Medical Terminology 1 .....	3
MED124	Medical Assisting, Basic Procedures* .....	4
<b>Term 2</b>		
BI072	Body Structure and Function 2 .....	3
	or	
BI232	Human Anatomy and Physiology .....	4
HM106	Professional Development B .....	1
	or	
FE205C	Interviewing for Success.....	1
HM112	Health Information Systems Procedures 2.....	4
HM114	CPT-IV Coding/Reimbursement .....	3
HM121	Medical Terminology 2 .....	3
MED125	Medical Assisting, Advanced Procedures*.....	5
<b>Term 3</b>		
HM115	ICD-9-CM Coding/Reimbursement .....	3
HM122	Medical Terminology 3 .....	3
MED130	Medical Assisting Practice .....	5
MED131	Medical Assisting Seminar.....	1
PSY104	Psychology in the Workplace+ (or higher).....	3

+Meets related instruction requirement, see page 38.

\*To be taught in a Skills Lab format.

## Network Technology

The Network Technology program offers hands-on training in a rapidly growing field. Graduates of this program will be able to design, install, administer, and maintain computer networks for hardware and software.

Students entering this option must have an Intel-compatible computer (Pentium III or better), an internet connection, and be computer literate

(type approximately 20 wpm, be familiar with the Windows operating system, a word processor and a spreadsheet).

You may be interested in our Cooperative Work Experience program, which allows you to earn college credit for work you do relating to your program. For more information, look under Cooperative Work Experience in the catalog index.

If you are already employed in the field or have a degree (master's, bachelor's, associate's), some of your education and training may transfer into this program. Contact program chair at 503-399-6254 for an appointment to assess your education/training.

Some high schools that have been certified by Chemeketa can offer selected courses to students while they are in high school. Check with your high school counselor or contact Larry Cheyne at 503-399-7746, to see if your high school is certified.

For a tour of the Network Technology laboratory, visit [educationwithafuture.com](http://educationwithafuture.com).

This program is a fall term entry program and has special admission procedures and requirements. For information, contact the Enrollment Services (Admissions) Office at 503-399-5006.

## Program outcomes

### Students completing the AAS will:

- Use communication, interpersonal, and leadership skills to establish and maintain collaborative relationships with supervisors, coworkers, and customers.
- Identify and solve technology problems related to computer and network hardware or software.
- Perform test procedures and use equipment and software to diagnose, install, maintain, and/or repair computer and network systems.
- Read and interpret written materials, including manuals, technical bulletins, diagrams, schematics, and procedures to design, maintain, install, and repair computer networks.
- Use standard terminology and clarifying language to communicate orally and in writing with customers, suppliers, supervisors, and coworkers.
- Practice skills and attitudes, individually and as a member of a team, which reflect quality management procedures and ethical behavior in the workplace.
- Apply professional and environmental safety practices associated with the workplace.

## Getting started

The first step to entering this program is to take part in an assessment process which includes taking the college's free placement test and meeting with Counseling and Career Services. You may need to complete pre-program courses. Then, your advisor will help you develop an individualized program of study, which may include one or more of the following:

CA121A	Keyboarding A (if less than 25 wpm) .....	1
CS101	Introduction to Microcomputer Applications .....	3
MTH070	Elementary Algebra.....	4
RD090	College Textbook Reading .....	3
WR090	Fundamentals of Writing .....	4

If you have questions about the requirements, call Counseling and Career Services at 503-399-5120 or 503-399-6254. Failure to be assessed may delay your entry into program classes.

*In addition to tuition, estimated costs for students who complete the entire program listed below are books, \$2,080; class fees, \$380; universal access fee, \$428; Intel-compatible computer, \$990; equipment and supplies, \$200. Contact the Financial Aid Office at 503-399-5018 to find out if you qualify for help with these costs.*

You may earn an Associate of Applied Science degree by successfully competing the 107 required credit hours with a grade of C or better in all courses.

Course	Title	Credit Hours
<b>Term 1</b>		
ELT100	Electronics Fundamentals for Non-Majors.....	4
MTH111	College Algebra+ (or higher).....	5
	or	
MTH081	Technical Mathematics 1+ .....	4
NET123	Computer Operating Systems .....	4
NET151	Networking Essentials.....	5
NET152	Network Router Configurations.....	5
<b>Term 2</b>		
CS145	Microcomputer Hardware.....	4
CS178I	Introduction to the Internet/World Wide Web .....	3
	or	
CS178W	Fundamentals of Web Design .....	5
NET153	LAN's and Internetwork Design .....	5
SP111	Fundamentals of Public Speaking.....	3
WR121	English Composition-Exposition+ .....	3
<b>Term 3</b>		
CS140U	Unix/Linux.....	3
	or	
CS140S	Solaris-UNIX Operating Systems.....	5
CS179	Introduction to Client-Server Networks.....	4
NET154	WAN Design .....	5
NET171	Fundamentals of Wireless LANs .....	5
<b>Term 4</b>		
CS288	Advanced Client-Server Networks.....	4
NET251	Advanced Routing Configuration .....	5
NET252	Remote-Access Networks .....	5
WR227	Technical Writing .....	3
	Approved Programming elective* .....	3
<b>Term 5</b>		
FE205B	Resumes and Job Search Correspondence .....	1
NET253	Multi-Layer Switching .....	5
NET261	Fundamentals of Network Security .....	5
PSY104	Psychology in the Workplace+.....	3
<b>Term 6</b>		
CS286	Web Server Configuration and Management .....	4
CS289	Advanced Network Application Support.....	4
NET254	Network Troubleshooting .....	5
	Approved Network Technology elective** .....	3

+Meets related instruction requirement, see page 38.

**\*Approved Programming electives:**

CS133J	Fundamentals of Java Programming 1.....	4
CS133U	C++ Language.....	4
CS133VB	Visual Basic-Event-Driven Programming .....	4
CS161	Computer Science 1.....	4
ELT121	Programming Concepts 1 .....	4

**\*\*Approved Network Technology electives:**

CS125A	Micro Database Software-Access .....	3
CS162	Computer Science 2.....	4
CS240U	Advanced Unix/Linux.....	4
CS260	Computer Science 3: Data Structures.....	4
CS275	Database Management.....	4
ELT253	Microprocessor Systems .....	5
ELT280	Cooperative Work Experience (see program chair) .....	max. 6
	Continuing Education Units (see program chair) .....	max. 3

# Nursing

Chemeketa offers a career ladder program for women and men who want to become licensed practical nurses or registered nurses.

The program is approved by the Oregon State Board of Nursing and accredited by the National League for Nursing Accrediting Commission (NLNAC). You may contact NLNAC information about the program's accreditation status, tuition, fees, and length. The address for NLNAC is 61 Broadway, New York, NY 10006. The telephone number is 212-989-9393. The internet address is www.nlnac.org.

Chemeketa's staff members are also ready to advise and help you plan your pre-Nursing program if you plan to transfer to a school of nursing that grants baccalaureate degrees. Chemeketa offers general education courses that apply to a Bachelor of Science program. See information under Nursing (transfer course guideline).

## Program outcomes

### Students completing the Certificate will:

- Use a holistic approach in applying the nursing process at the practical nurse level when providing care for individuals and families across the lifespan.
- Use established guidelines to reinforce the teaching of health promotion concepts across the lifespan to groups in selected community settings.
- Communicate effectively with individual patients, families, and members of the healthcare team.
- Organize and prioritize components of care at the practical nurse level for two to four patients.
- Make decisions regarding patient care based on professional values at the practical nurse level while complying with identified legal/ethical standards (scope of practice regulations established by boards of nursing and Code of Practice guidelines established by the American Nurses Association).

### Students completing the AAS will:

- Use a holistic approach to develop, implement, and evaluate plans of care for groups of patients that apply standard nursing care plans to meet individual needs.
- Communicate effectively and collaboratively in a self-directed manner with patients, families, and members of the healthcare team.
- Use first-level management skills in providing care for individuals and groups of patients.
- Make decisions regarding patient care based on professional values and responsibilities at the associate degree nurse level while complying with identified legal/ethical standards (scope of practice regulations established by boards of nursing and Code of Practice guidelines established by the American Nurses Association).

The following four courses are required for application to the Nursing program for 2005-06:

1. Nursing Success Strategies, NUR060 (completed within seven years).
2. Medical Terminology 1, HM120 or equivalent.
3. Academic Thinking and Reading RD115 or placement in RD120 based upon results of Chemeketa's Reading Placement Test.
4. Anatomy and Physiology BI231 (completed within seven years).

These courses must be completed by the end of spring term of the application year with a grade of C or better, and within seven years prior to entering the Nursing Program (except for HM120 and RD115).

Note: MTH070+ is a prerequisite for chemistry. Chemistry is a prerequisite for BI231. Chemistry, CH110 and 110R or 104 and 104R or 121 and 121R or 221 and 221R or successful completion of chemistry proficiency exam are acceptable. A full sequence of chemistry is recommended for students planning to pursue a four-year degree.

In addition to the four prerequisite courses for 2005-06, most pre-Nursing students complete the majority of general education and science courses required for the Nursing Program in order to enhance their chance of admission. Specific entry requirements are outlined in a nursing application packet that you may obtain from Chemeketa's website, [www.chemeketa.edu](http://www.chemeketa.edu). Enrollment in the program is limited, and there is an early deadline for applications. We recommend that you contact the Enrollment Services (Admissions) Office at 503-399-5006, or Counseling and Career Services at 503-399-5120 for details if you are considering the Nursing program. Most students spend one or more years in a pre-Nursing program to prepare for applying to the Nursing program.

**Note:** Some prerequisites will change beginning fall 2006. Requirements will include: MTH095 (fall 2006 will be the last year that MTH070 will be accepted), RD115 or higher or placement in RD116 or RD120, and BI231 (completed within seven years). Chemistry will continue to be a prerequisite for BI231. Please see an advisor for details.

The nursing curriculum is designed to prepare you to apply for licensure at the following levels:

## Practical Nursing

A practical nurse is a member of a nursing or health care team and gives care to patients of all ages under the direction of registered nurses and/or licensed physicians and dentists.

*In addition to tuition, estimated costs for students who complete the entire Level I program listed below are books, \$1,284; class fees, \$440; universal access fee, \$200; equipment and supplies, \$439; testing fee, \$300. Contact the Financial Aid Office at 503-399-5018 to find out if you qualify for help with these costs.*

After successfully completing the required 50 credits of the first year of the Nursing program, you will be awarded a Certificate of Completion. You must earn grades of C or better in all required courses in order to progress to the next term. Completion of this level qualifies you to apply to take the National Council Licensure Exam (NCLEX-PN) to become a licensed practical nurse (LPN).

Course	Title	Credit Hours
<b>Term 1</b>		
BI232	Human Anatomy and Physiology .....	4
NUR106	Fundamentals of Nursing.....	9
PSY201	General Psychology-Biological Emphasis+.....	3
<b>Term 2</b>		
BI233	Human Anatomy and Physiology .....	4
NUR108	Care of Acutely Ill Patients and Developing Families 1.....	9
PSY237	Life Span Development.....	3
<b>Term 3</b>		
BI234	Microbiology .....	4
NUR109	Care of Acutely Ill Patients and Developing Families 2.....	11
WR121	English Composition-Exposition+ .....	3

+Meets related instruction requirement, see page 38.

**Note:** The number of clock hours required for the above courses is higher than the number of credit hours. Details about clock hours for each course can be found in the Course Descriptions section of this catalog. Nursing courses are a combination of classroom and clinical hours with each classroom credit hour equal to one clock hour per week and each clinical credit hour equal to three clock hours per week. Preparation time for class and clinical experiences is outside the clock hours required for each course.

## Associate Degree Nursing

You may earn an Associate of Applied Science degree in Nursing by successfully completing 94 required credit hours of the two-year Nursing program (44 credits during the second year after the 50 credits of Practical Nursing). You must earn grades of C or better in all required courses in order to progress to the next term. An Associate Degree in

nursing qualifies you to apply to take the National Council Licensure Exam (NCLEX-RN) to become a registered nurse (RN).

RNs apply knowledge drawn from a broad, in-depth education in the social and physical sciences to assess, plan, order, give, delegate, teach, and supervise care that promotes a patient's optimum health and independence.

An RN guides other team members with less education and/or experience, evaluates needs for patient instruction, plans and participates in health teaching, and applies mental health principles to nursing care and function. RNs must also assume responsibility for their professional development.

*In addition to tuition, estimated costs for students in Level II listed below are books, \$763; class fees, \$288; universal access fee, \$176; equipment and supplies, \$239; licensure testing fee, \$336. Contact the Financial Aid Office at 503-399-5018 to find out if you qualify for help with these costs.*

Course	Title	Credit Hours
<b>Term 4</b>		
CS101	Introduction to Microcomputer Applications (or higher) .....	3
NUR206	Care of Patients with Complex Health Problems.....	11
<b>Term 5</b>		
NUR208	Care of Patients in Situations of Crisis and in Community-Based Settings.....	10
	Social Science elective* .....	3
	Sociology elective .....	3
<b>Term 6</b>		
NUR209	Preparation for Entry into Practice.....	8
	General Education elective.....	3
	Humanities/Fine Arts elective** .....	3
	or	
	Communications elective** .....	3

For clock hour information, see Note following Practical Nursing course plan.

+Meets related instruction requirement, see page 38.

### \*Approved Social Science electives:

ATH101	Human Evolution (or higher) .....	3
CLA201	Introduction to Chicano/Latino Studies 1: Historical Overview (or higher).....	4
EC200	Introduction to Economics (or higher) .....	3
GEG105	Physical Geography (or higher) .....	4
HDF222	Family Relationships .....	3
HST110	History of World Civilization (or higher).....	3
PS201	American Government (or higher) .....	3
PSY100	Introduction to Psychology (or higher) .....	3
SOC204	General Sociology-Introduction (or higher) .....	3
WS101	Introduction to Women's Studies: Women in American Society (or higher) .....	3

### \*\*Approved Humanities/Fine Arts/Communications electives:

ART101	Understanding Art (or higher) .....	3
ASL111	First Year American Sign Language, Term 1 (or higher)....	4
BA214	Business Communications .....	3
ENG104	Introduction to Fiction (or higher).....	3
FA255	Understanding Movies: Film Styles (or higher) .....	4
FR101	First Year French, Term 1 (or higher).....	4
HUM251	Art of Discovery (or higher) .....	3
JNL216	Newsriting (or higher) .....	3
JPN101	First Year Japanese, Term 1 (or higher) .....	4
MUS105	Music Appreciation: Introduction to Rock Music (or higer).....	3
PHL201	Philosophical Problems: Metaphysics (or higher) .....	3

RD115	Academic Thinking and Reading (or higher).....	3
REL201	Primitive and Far Eastern Religions (or higher).....	3
RUS101	First Year Russian, Term 1 (or higher) .....	4
SP100	Introduction to Communication (or higher).....	3
SPN101	First Year Spanish, Term 1 (or higher) .....	4
TA110	Introduction to Theater (or higher).....	3
WR115	Introduction to Composition (or higher) .....	3

**Additional Nursing electives:**

HS120	Alzheimer's Disease: Coping and Caring .....	3
HS220	Aging and Society .....	3
HS222	Aging and Behavior.....	3

**Specialized Courses**

The college periodically offers specialized courses to help registered nurses, licensed practical nurses and other health care personnel keep abreast of current knowledge and new developments in nursing. Non-credit basic nursing assistant and medication aide courses approved by the Oregon State Board of Nursing are also available. For more information about courses, contact the Nursing office, 503-399-5058.

**Nursing**

**(transfer course guideline)**

Oregon Health Sciences University offers Bachelor of Science degrees in Nursing at Eastern Oregon University, Oregon Institute of Technology, Southern Oregon University, and at OHSU's School of Nursing in Portland. The curriculum is a two-year, upper division major.

Admission to the nursing programs is competitive. Students must complete 91 credits of general education requirements before being admitted to the nursing major. A 2.5 GPA is required. Deadline for admission to the program is usually in February. It is important to check with OHSU in September for admission requirements and to obtain admissions materials early, as requirements may change.

OHSU provides an opportunity for licensed practical nurses and registered nurses, including those completing Chemeketa's Licensed Practical Nurse and Registered Nurse program, to complete requirements for a baccalaureate degree. Contact OHSU for transfer requirements.

The educational guide outline below indicates courses required for admission to the nursing major and is designed to meet prerequisite requirements.

As a student, you are responsible for learning the departmental requirements of the school to which you plan to transfer. Consult with Chemeketa's Counseling and Career Services or a Chemeketa advisor. Also you should make early contact with an advisor at the institution to which you plan to transfer to learn of any possible changes in an academic area.

**Term**

<b>First Year</b>	<b>1</b>	<b>2</b>	<b>3</b>
CH104 and 104R, 105 and 105R, 106 and 106R Chemistry for Allied Health or CH121 and 121R, 122 and 122R, 123 and 123R General Chemistry	5	5	5
MTH111 College Algebra (begin Math per placement test)		5	
MTH243 Probability and Statistics 1	4		
NFM225 Nutrition			4
WR121, 122, 123 English Composition or WR227 Technical Writing	3	3	3
Humanities elective (Foreign Language, Philosophy, SP115 Introduction to Intercultural Communica- tion or ASL11, 112, 113 American Sign Language recommended; ART101, 204, 205, 206 Art His- tory; HUM251, 252, 253, 259 and SP111, 112, 113 also accepted; a total of 12 Humanities electives required)	3-4	3-4	3-4

<b>Second Year</b>	<b>4</b>	<b>5</b>	<b>6</b>
BI231, 232, 233 Anatomy and Physiology	4	4	4
BI234 Microbiology		4	
Humanities elective			3
SOC204 General Sociology-Introduction (SOC205 or SOC206 General Sociology may be substituted)	3		
PSY201 General Psychology-Biological Emphasis	3		
PSY237 Life Span Development		3	
Literature elective			3
SP111 Fundamentals of Public Speaking or SP218 Interpersonal Communication	3		
SP219 Fundamentals of Small Group Communication			3
ATH103 Cultural Anthropology			3
Social Science electives (Recommend courses with prefixes BA, EC, or PS and SSC206 Introduction to Diversity Studies)			3
Electives (to total 91 transferable credit hours; CS101 Introduction to Microcomputer Applications recommended)	3	3	3

**Nutrition and Food Management**

**Dietetics**

Oregon State University (OSU) offers a Bachelor of Science degree in Nutrition and Food Management with a Dietetics Option. The Dietetics Option meets the American Dietetics Association academic and accreditation requirements for students interested in becoming Registered Dietitians. It is essential that you work closely with Chemeketa's Dietetics program advisor or an advisor from OSU to ensure that you choose the appropriate courses.

Please contact Nancy Duncan at 503-399-5296 for a Chemeketa specific transfer guideline and further advising. For OSU advice about undergraduate course requirements, students can contact the OSU College of Health and Human Sciences Student Support and Advising Office at 541-737-8900.

**Occupational Skills Training**

The Occupational Skills Training (OST) program offers students with a career goal in mind the opportunity to earn college credit for worksite-based training at approved community training sites throughout the state. When you enroll in this short-term program (up to 44 credits), you will receive hands-on training at a worksite based on a curriculum personalized for your chosen occupation and your individual abilities, skills and interests. A suitable training site and curriculum will be determined jointly with you, your sponsoring agency (if applicable), and a Skills Training Coordinator at Chemeketa. The program is offered on an open entry/open exit basis so you may start the program any time during the year.

A variety of occupational areas may be appropriate for the Occupational Skills Training program. Related classroom instruction may be included in the program if deemed part of the approved training plan.

## Program outcomes

### Students completing the Certificate will:

- Perform specific work habits required for employment.
- Perform job skills based on industry standards.

*Costs vary depending on credits and related classes taken. Books and supplies average \$150 per term if related courses are taken.*

Some sites may receive an additional \$336 per term trainer incentive in addition to the above costs if approved and paid by the sponsoring agency (if applicable).

You may earn a Certificate of Completion by successfully completing up to 44 credits of ST050A-P Occupational Skills Training and related prescribed courses based upon the approved length of your training plan. Up to 12 credit hours may be applied toward the Associate of Arts Oregon Transfer Degree. Up to 36 credit hours may be applied toward the Associate of General Studies degree, and variable credits may be applied toward the Associate of Applied Science degree as determined by each professional-technical program area.

Non-credit options (such as On-the-Job Evaluation) are also available to evaluate potential sites as well as student skills and career potential.

For an appointment or a schedule of OST orientations, interested agencies or students should contact an Occupational Skills Training Coordinator in Building 20, 503-399-5028, on the Salem Campus.

## Paraeducator Certificate

The Paraeducator Certificate program offers the training necessary to become an Instructional Assistant (or, with additional course work, a licensed teacher) in public schools. This 51-credit program is endorsed by the Oregon Department of Education as evidence of having met the requirements of the Elementary and Secondary Education Act (No Child Left Behind) for instructional assistants. Students who complete the Certificate may then work toward an Associate of General Studies degree (see requirements on page 46). Completion of this degree enables you to transfer to Portland State University or Oregon State University, where you may complete a Bachelor of General Studies/Liberal Arts degree and then apply to a postgraduate teacher licensing program. Students interested in attending Western Oregon University or Concordia University should contact Counseling and Career Services (503-399-5120) or Education Program staff for advising.

The Paraeducator Certificate is a statewide program. Students not residing in the Chemeketa district may complete some or all of the certificate requirements at their local community college; you may transfer your local course work to Chemeketa and complete the remaining certificate requirements through our distance education program.

Students pursuing the Paraeducator Certificate take a core of required courses including both general education and Education-specific courses. The general education component assures that the candidate has a foundation of basic skills in reading, writing, mathematics and technology. The Education component offers instruction in basic teaching strategies, human relations, communication, and non-instructional support skills. Students also participate in a worksite practicum.

## Program outcomes

### Students completing the Certificate will:

- Conduct and evaluate individual and small group instruction prescribed by the supervising teacher.
- Perform non-instructional tasks necessary to provide clerical, media related, and supervisory support to the classroom teacher.
- Use established behavior management programs and instructional routines to carry out the goals and objectives of the school.
- Practice ethical and professional behaviors and attitudes necessary to the role of an educator.

- Adapt learning activities and materials to accommodate the needs of diverse learners.

## Getting started

The first step to entering this program is to take part in an assessment process which includes taking the college's free placement test and meeting with an advisor from Counseling and Career Services. You may need to complete pre-program courses. Your advisor will help you develop an individualized program of study to satisfy program requirements and help you meet your professional goals.

If you have questions about the requirements, call Counseling and Career Services at 503-399-5120 or 503-399-5048. Failure to be assessed may delay your entry into program classes.

*In addition to tuition, estimated costs for students who complete the certificate program listed below are books, \$882; class fees, \$78; universal access fee, \$204; measles vaccine, \$10; criminal history check, \$17. Contact the Financial Aid Office at 503-399-5018 to find out if you qualify for help with these costs.*

The Paraeducator Certificate is awarded upon successful completion of the 51 required credit hours listed below. Included in the 51 credit hours are 13 credit hours of general education coursework and 38 credit hours of Education program requirements. Please note that if your placement test scores suggest that you have met some or all of the general education requirements, you and your advisor may select electives appropriate to your career goals to reach the 51 credit certificate requirement. Students should consult with the Paraeducator certificate advisor, Mark Rediske, 503-399-2693 or email: redm@chemeketa.edu for approval before enrolling in elective classes.

You may earn a Certificate of Completion by successfully completing these 51 required credit hours with a grade of C or better in all Education courses:

### General Education requirements (13 credit hours):

Course	Title	Credit Hours
CS101	Introduction to Microcomputer Applications (or higher)	3
MTH060	Introductory Algebra*	4
RD090	College Textbook Reading*	3
WR115	Introduction to Composition*	3

### Paraeducator core requirements (38 credit hours)

ED100	Introduction to Education	3
ED113	Instructional Strategies for Language Arts	3
ED114	Instructional Strategies for Math and Science	3
ED130	Classroom Management	3
ED131	Instructional Strategies	3
ED169	Overview of Students with Special Needs	3
ED200	Foundations of Education	3
ED229	Learning and Development+	3
ED235	Education Technology	3
ED254	Instructional Strategies for ELL Students	3
ED258	Multicultural Education	3
ED271	Practicum 2	5

### Approved Paraeducator electives:

ED209V1-V4	Advanced Education Practicum	3-6
ED210	Professional Portfolio	3
ED213	Advanced Instructional Techniques in Language Arts	3
ED214	Advanced Instructional Techniques in Math and Science	3
ED256	Bilingual Methodology	3
ED266	Current Issues in Special Education	3
ED269	Educating the Mildly and Severely Disabled	3
ED270	Practicum 1	3

+Meets related instruction requirement, see page 38.

\*Students whose Asset/Compass scores indicate a more advanced placement may substitute electives approved by their advisor.



# Philosophy

## (transfer course guideline)

Oregon's state universities offering Bachelor of Arts and/or Bachelor of Science degrees in Philosophy are Oregon State University, Portland State University, University of Oregon, and Western Oregon University.

The two-year program outlined below is designed to meet requirements at these institutions in two years. However, the program has entry-level expectations for skill levels in reading, writing, and mathematics. The length of time you take to complete the program will depend on your skills in these areas. To assess the time you will need to complete the program, you may consult with Chemeketa's Counseling and Career Services or a Chemeketa advisor in your program.

As a student, you are responsible for learning the program requirements of the school to which you plan to transfer. Consult with our Counseling and Career Services or a Chemeketa advisor. You should also make early contact with an advisor at the institution to which you plan to transfer to learn of any possible changes in a program.

Refer to the Associate of Arts Oregon Transfer Degree information in the Degrees, Diplomas, Certificates and Transfer Information section of this catalog beginning on page 44.

	Term		
	1	2	3
<b>First Year</b>			
WR121, 122 and/or 123 English Composition* (WR121, 122 and SP111 or 218 for SOU)	3	3	(3)
Arts and Letters/Humanities courses*	3	3	3
Science or Mathematics courses*	4-5	4-5	4-5
Social Science courses*	3	3	3
HPE295 Health and Fitness for Life* or elective			3
Electives (OSU and WOU require 12 credits in Computer Science, Mathematics, and Quantitative Studies for BS degree or two years of Foreign Language for BA degree; UO requires two years of Foreign Language)	3-4	3-4	3-4
<b>Second Year</b>	<b>4</b>	<b>5</b>	<b>6</b>
Humanities courses* (PHL201 Philosophical Problems: Metaphysics and PHL203 Elementary Ethics required at PSU; PHL201 recommended for OSU; PHL203 required and PHL201, 202, 204 recommended for UO; PHL201, 203, 204 for WOU)	3	3	3
Social Science electives*	3	3	3
Math or Science electives*	4	4	4
Electives (second-year Foreign Language for UO)	6	6	6

\*To meet four-year college general education requirements.

# Physical Education/ Human Movement Studies

## (transfer course guideline)

Oregon's state universities offering Bachelor of Arts and/or Bachelor of Science degrees in Physical Education, Human Movement Studies, or Exercise and Movement Science are Eastern Oregon University, Oregon State University, Southern Oregon University, University of Oregon, and Western Oregon University. OSU offers a bachelor's degree in Exercise and Sports Science with options in Athletic Training, Exercise Science, Physical Education Teacher Education, Pretherapy and Applied Exercise Science. SOU offers options in Athletic Training/Sports Medicine and Health Promotion/Fitness Management. WOU has teaching

and non-teaching options. Those students planning to teach Physical Education will need to complete a year of post-baccalaureate work to meet teacher certification at all state system colleges except WOU. Refer to the section on Elementary and Secondary Education in this catalog.

The educational guide outlined below is designed to meet requirements at these institutions.

As a student, you are responsible for learning the departmental requirements of the school to which you plan to transfer. Consult with Chemeketa's Counseling and Career Services or a Chemeketa advisor. Also you should make early contact with an advisor at the institution to which you plan to transfer to learn of any possible changes in an academic area.

	Term		
	1	2	3
<b>First Year</b>			
WR121 and/or WR122 or 123 English Composition or SP111 Fundamentals of Public Speaking*	3	3	(3)
Mathematics per placement test (through MTH112 Trigonometry for OSU; MTH251 Differential Calculus for UO; to meet general education or BS degree requirements at SOU; WOU requires MTH111 and CS161; MTH111 College Algebra, MTH112, 211, 212, or 213 for EOU; MTH111 for WOU)	(4)	4-5	4-5
Arts and Letters/Humanities courses*	3	3	3
PE194 Professional Activities (not required at most schools, except OSU 1 credit in PE194)	2	2	2
CH121 and 121R, 122 and 122R, 123 and 123R College Chemistry or CH221 and 221R, 222 and 222R, 223 and 223R General Chemistry required at OSU and UO; choose electives for other colleges; Chemistry is prerequisite for Anatomy and Physiology sequence which is required at EOU and SOU	(5)	(5)	(5)
PE131 Introduction to Physical Education (recommended at WOU)	3		
Elective (PE185DM Aerobics-Beginning for WOU)			(3)
<b>Second Year</b>	<b>4</b>	<b>5</b>	<b>6</b>
Social Science courses (PSY201 General Psychology-Biological Emphasis for OSU and UO; PSY201 and 202 for Athletic Training option at SOU and recommended for WOU)*	3	3	3
HPE295 Health and Fitness for Life* (EOU, OSU, SOU, WOU)			3
HE250 Personal Health (not required at EOU, OSU, or UO)	3		
Science courses* (BI231, 232, 233 Human Anatomy and Physiology for EOU, OSU, and SOU; PH201, 202, 203 General Physics required at UO and for some options at OSU; BI101 and 102 General Biology for WOU; BI101, 102, 103 for UO)	4	4	4
Social Science or other electives* (PSY202, SOC204, 205, BOT201, 202, ZOO201, 202 required for some options at OSU)	3	3	3
Arts and Letters/Humanities* or electives (NFM225 Nutrition required for some options at OSU and at SOU; BI241, 242 required for some options at OSU, MTH243 required for Exercise and Sports Science at OSU)	0-8	0-8	0-8

\*To meet four-year college general education requirements.

# Physics

## (transfer course guideline)

Oregon's state universities offering Bachelor of Arts and/or Bachelor of Science degrees in Physics are Eastern Oregon University, Oregon State University, Portland State University, Southern Oregon University, and University of Oregon.

The educational guide outlined below is designed to meet requirements at these institutions.

As a student, you are responsible for learning the departmental requirements of the school to which you plan to transfer. Consult with Chemeketa's Counseling and Career Services or a Chemeketa advisor. Also, you should make early contact with an advisor at the institution to which you plan to transfer to learn of any possible changes in an academic area.

	Term		
	1	2	3
<b>First Year</b>			
Mathematics per placement test (OSU, UO and PSU require MTH251 Differential Calculus through MTH256 Applied Differential Equation, PSU does not require MTH255; EOU requires Math through MTH254; SOU requires MTH251 and 252)	4-5	4-5	4-5
CH221 and 221R, 222 and 222R, 223 and 223R General Chemistry	5	5	5
WR121, 122, and/or 123 English Composition or WR227 Technical Writing*	3	3	(3)
Arts and Letters/Humanities or Social Science courses* **	3-4	3-4	3-4
HPE295 Health and Fitness for Life* or elective			(3)
<b>Second Year</b>	<b>4</b>	<b>5</b>	<b>6</b>
Mathematics	4-5	(4-5)	(4-5)
PH211, 212, 213 Physics for Engineers and Scientists (PSU and SOU also accept PH201, 202, 203 General Physics)	5	5	5
Arts and Letters/Humanities or Social Science courses*	3-4	3-4	3-4
Additional Arts and Letters/Social Science/Science electives* or free electives	3	3	3
Electives (EOU requires CS161 Computer Science 1; PSU requires other approved courses in a related area of science or Computer Science; Chemeketa recommends CS161, 162 Computer Science 1 and 2; OSU requires CS161, 162, 260 and one biological sciences course)	(3-4)	(3-4)	(3-4)

\*To meet four-year college general education requirements.

\*\*French, German or Russian recommended for students planning on graduate work.

# Political Science

## (transfer course guideline)

Oregon's state universities offering Bachelor of Arts or Bachelor of Science degrees in Political Science are Oregon State University, Portland State University, Southern Oregon University, University of Oregon, and Western Oregon University.

The educational guide outlined below is designed to meet requirements at these institutions.

As a student, you are responsible for learning the departmental requirements of the school to which you plan to transfer. Consult with Chemeketa's Counseling and Career Services or a Chemeketa advisor. Also you

should make early contact with an advisor at the institution to which you plan to transfer to learn of any possible changes in an academic area.

	Term		
	1	2	3
<b>First Year</b>			
WR121, 122, and/or 123 English Composition* (WR121, 122 and SP111 or 218 for SOU)	3	3	(3)
Social Science courses*	3	3	3
Arts and Letters/Humanities courses*	3	3	3
HPE295 Health and Fitness for Life* or elective			3
Math/Science courses*(MTH111 College Algebra and MTH243 Probability and Statistics 2, or MTH241 or 251 Calculus for BS degree for OSU. MTH111 and CS161 Computer Science I for WOU or second year Foreign Language)	4	4	4
Electives (Foreign Language for BA degree, Computer Science, and Math for BS degree required at OSU; CS101 Introduction to Microcomputer Applications for SOU and WOU; Foreign Language or MTH105 Introduction to Contemporary Mathematics, MTH111 College Algebra, MTH243 Probability and Statistics 1 for UO)	3	3	3
<b>Second Year</b>	<b>4</b>	<b>5</b>	<b>6</b>
PS201, 202 American Government (required at SOU and recommended for OSU and UO; PS201 for WOU; PS201, 202 not required at PSU)	3	3	
PS203 State and Local Government and/or PS205 International Relations recommended (both required at WOU; and fulfills requirement at UO; PS205 required at OSU and elective at SOU)			(3)
Math/Science courses*	4	4	4
Arts and Letters/Humanities courses*	3	3	3
Social Science courses*	3	3	3
Electives (Social Science electives and one computer science class beyond CS101 for WOU or second year Foreign Language; second year Foreign Language for OSU if chosen instead of math and computer science; second-year Foreign Language for UO if Foreign Language is chosen rather than three terms of math)	3-4	3-4	3-4

\*To meet four-year college general education requirements.

# Pre-Engineering

## See Engineering.

# Pre-Law

## (transfer course guideline)

University of Oregon is the only Oregon state university which has a School of Law. (Lewis and Clark College and Willamette University are the Oregon independent schools which have Schools of Law.) Applicants for law school must have a baccalaureate degree from an accredited college or university. Admission to law schools is highly competitive.

Law schools do not recommend any particular major for pre-legal education. In general, they prefer a liberal undergraduate background to one which is narrowly specialized. Students may pursue an undergraduate major of their choice. The University of Oregon School of Law emphasizes the importance of well-developed skills in writing and communications and of acquiring the ability to read with understanding, to think logically, and to perform research and analysis competently.

Although not required for admission, University of Oregon recommends the following courses: BA211, 212, 213 Financial Accounting and Managerial Accounting; EC201, 202 Introduction to Microeconomics and Introduction to Macroeconomics; HST201, 202, 203 History of the United States; WR121, 122, 123 English Composition; as well as Philosophy, Psychology and Sociology courses.

## Pre-Professional Study (Medicine, Dentistry, Veterinary Medicine)

(transfer course guideline)

Oregon Health Sciences University offers a D.M.D. degree in Dentistry and an M.D. degree in Medicine, and Oregon State University offers a D.V.M. in Veterinary Medicine.

Because admission into these professional schools is highly competitive, students should plan to transfer to a four-year institution upon completion of the first year at Chemeketa. Students should complete the most rigorous chemistry sequence for which they are qualified, as well as stipulated courses in basic science and general education.

The educational guide outlined below is designed to meet requirements for these majors.

As a student, you are responsible for learning the departmental requirements of the school to which you plan to transfer. Consult with Chemeketa's Counseling and Career Services or a Chemeketa advisor. Also you should make early contact with an advisor at the institution to which you plan to transfer to learn of any possible changes in an academic area.

	Term		
	1	2	3
<b>First Year</b>			
WR121, 122, and/or 123 English Composition or approved Communications course*	3	3	3
CH221 and 221R, 222 and 222R, 223 and 223R General Chemistry (CH121 and 121R, 122 and 122R, 123 and 123R College Chemistry if not qualified for CH221, 221R-223, 223R)	5	5	5
Mathematics (per placement test through MTH252 Calculus)	4-5	4-5	4-5
Arts and Letters/Humanities sequence	3	3	3
Social Science sequence or electives*	3	3	3

\*To meet four-year college general education requirements.

## Professional-Technical Teacher Preparation

The Professional-Technical Teacher Preparation program is designed for people who have gained professional skills from business and industry who now desire to share their knowledge and experience as teachers. Graduates of this program will be eligible to apply for a special license enabling them to teach in Oregon's public high schools. Additional upper division course work is required for a bachelor's degree and initial teaching license.

The one-year certificate option offers training for those who wish to apply through a school district for a special three-year non-renewable professional-technical license. Students who complete the two-year Associate of Applied Science degree, combined with one year of successful teaching, will be eligible to apply through a school district for a five-year renewable professional-technical teacher license.

To be accepted into these programs, students will need to provide verification of 4,000 hours of work experience in one of the following professional-technical fields: agricultural science and technology, communications/journalism, computer technology, design and applied arts, engineering technology, family/consumer services, financial services, forestry/natural resources, health sciences, hospitality and tourism, integrated environmental technology, marketing/management, mechanical systems, and manufacturing technology (metals).

### Program outcomes

**Students completing the Certificate will:**

- Plan for instruction in a professional-technical program at the high school/college level.
- Establish a positive learning environment for students.
- Implement instructional plans.
- Assess pupil performance and program effectiveness.
- Plan and manage professional-technical programs.

**Students completing the AAS will:**

- Implement current competencies in their chosen professional-technical areas.

### Getting started

The first step to entering this program is to meet with the Professional-Technical Teacher Preparation advisor, Cathie Whyte at 503-399-2694 or email whyc@chemeketa.edu. After a review of your work experience, she will advise you to take part in an assessment process that includes taking the college's free placement test. You may need to complete pre-program courses. Then, your advisor will help you develop an individualized program of study, which may include one or more of the following:

CA121A	Keyboarding A (if less than 25 wpm) .....	1
CS101	Introduction to Microcomputer Applications .....	3
MTH060	Introductory Algebra+ .....	4
	(Note: Some professional-technical specialties may require the student to take additional math coursework above MTH060.)	
RD090	College Textbook Reading .....	3
WR115	Introduction to Composition+ .....	3

If you have any questions about the requirements, call Counseling and Career Services at 503-399-5120. Failure to be assessed may delay your entry into program classes.

### Certificate of Completion

*In addition to tuition, estimated costs for students who complete the one-year program listed below are books, \$650; class fee, \$70; universal access fee, \$184; measles vaccination, \$10, criminal history check, \$17. Contact the Financial Aid Office at 503-399-5018 to find out if you qualify for help with these costs.*

You may earn a Certificate of Completion by successfully completing these 46 required credit hours, plus any additional professional-technical course work determined necessary by your appraisal/advisory committee:

Course	Title	Credit Hours
<b>Term 1</b>		
ED169	Overview of Students with Special Needs.....	3
ED209B	Practicum: Introductory Observation and Experience.....	3
ED229	Learning and Development+.....	3
ED235	Education Technology.....	3
ED258	Multicultural Education.....	3
ES071	Workplace Safety Skills .....	1
<b>Term 2</b>		
ED130	Comprehensive Classroom Management .....	3
ED131	Instructional Strategies.....	3
ED209C	Professional Technical Practicum 1.....	6
ED292	Occupational Analysis, Curriculum and Evaluation .....	3
<b>Term 3</b>		
ED200	Foundations of Education.....	3
ED209D	Professional Technical Practicum 2.....	9
ED293	Applied Integrated Academics.....	3

+Meets related instruction requirement, see page 38.

## Associate of Applied Science Degree

*In addition to tuition, estimated costs for students who complete the two-year program listed below are books, \$695; class fee, \$75; universal access fee, \$376; measles vaccination, \$10, criminal history check, \$17. Contact the Financial Aid Office at 503-399-5018 to find out if you qualify for help with these costs.*

You may earn an Associate of Applied Science Degree by successfully completing the courses listed below, in addition to the courses listed under the Certificate of Completion option plus any additional professional-technical coursework determined necessary. To meet graduation requirements, you must earn a total of 94 credit hours.

Course	Title	Credit Hours
<b>Term 4</b>		
CS101	Introduction to Microcomputer Applications (or higher) .....	3
SP111	Fundamentals of Public Speaking.....	3
SP218	Interpersonal Communication (or higher) .....	3
WR121	English Composition-Exposition (or higher).....	3
	Professional-Technical electives*.....	6
<b>Term 5</b>		
HPE295	Health and Fitness for Life.....	3
	Science/Applied Science elective.....	3
	Approved Social Science elective*.....	3
	or	
	Humanities/Fine Arts elective*.....	3
	Professional-Technical electives*.....	6
<b>Term 6</b>		
	Math elective*.....	3
	General Education elective.....	3
	Professional-Technical electives*.....	12

+Meets related instruction requirement, see page 38.

\*Approved by appraisal/advisory committee: See program chair.

## Psychology

(transfer course guideline)

Oregon's state universities offering Bachelor of Arts and/or Bachelor of Science degrees in Psychology are Eastern Oregon University, Oregon State University, Portland State University, Southern Oregon University, University of Oregon, and Western Oregon University.

The educational guide outlined below is designed to meet requirements at these institutions.

As a student, you are responsible for learning the departmental requirements of the school to which you plan to transfer. Consult with Chemeketa's Counseling and Career Services or a Chemeketa advisor. Also you should make early contact with an advisor at the institution to which you plan to transfer to learn of any possible changes in an academic area.

	Term		
	1	2	3
<b>First Year</b>			
WR121, 122, and/or 123 English Composition (WR121, 122 and SP111 or 218 for SOU; WOU only requires WR121)*	3	3	(3)
PSY201, 202, 203 General Psychology (PSY201, 202 for OSU, SOU, and WOU; PSY201 for UO)	3	3	3
Mathematics per placement test* (Mathematics through MTH111 College Algebra required by EOU; MTH111 and 241 for BS degree at OSU; PSU requires MTH243 and 244 Probability and Statistics; SOU requires MTH243; UO requires MTH111, 243 and one additional Math course; WOU requires MTH111 and CS161 Computer Science I or second year Foreign Language and MTH105 Introduction to Contemporary Mathematics)	(4)	4-5	(4)
Arts and Letters/Humanities courses* (second year Foreign Language required for BA degree at OSU, UO, WOU)	3	3	3
HPE295 Health and Fitness for Life* or elective			3
Electives	3-6	3-6	0-6
<b>Second Year</b>			
Social Science courses*	3	3	3
Arts and Letters/Humanities* (EOU recommends five hours of Philosophy)	3	3	3
Science courses* (UO requires Biology, Chemistry or Physics; PSU recommends BI101, 102, 103; SOU requires BI101, 102, 103)	4-5	4-5	4-5
Electives (Chemeketa recommends CS101 or other Computer Science courses for all schools)	6	6	6

\*To meet four-year college general education requirements.

## Small Business Management

The Small Business Management program is designed to provide practical skills to owners of small businesses and their partners.

This one-year course features monthly evening classes, workshops, and on-site business consultation. The owner's business becomes the textbook and laboratory, achievement of business and family goals is the course assignment, and putting the owner in control of the business is the course objective. Students are enrolled annually, but are allowed to reapply each year.

Classes cover small business taxation, record keeping and accounting, marketing and advertising, human relations and legal considerations. For more information or to be evaluated for enrollment, call 503-399-5181.

## Sociology

(transfer course guideline)

Oregon's state universities offering Bachelor of Arts or Bachelor of Science degrees in Sociology are Oregon State University, Portland State University, Southern Oregon University, University of Oregon,

and Western Oregon University. Eastern Oregon University offers an Anthropology/Sociology degree with emphasis in Sociology.

The educational guide outlined below is designed to meet requirements at these institutions.

As a student, you are responsible for learning the departmental requirements of the school to which you plan to transfer. Consult with Chemeketa's Counseling and Career Services or a Chemeketa advisor. Also, you should make early contact with an advisor at the institution to which you plan to transfer to learn of any possible changes in an academic area.

	Term		
	1	2	3
<b>First Year</b>			
WR121, 122, and/or 123 English Composition or WR227 Technical Writing* (OSU strongly recommends WR227; WR121, 122, SP111 or 218 required at SOU)	3	3	(3)
SOC204, 205, 206 General Sociology (OSU, UO and WOU; OSU and SOU accept a maximum of 12 credit hours of lower division Sociology; EOU and SOU require SOC204 and 205)	3	3	3
Mathematics or Science* (EOU requires a statistical class at EOU; OSU requires MTH111 and 241 for BS degree; PSU requires MTH243 Probability and Statistics 1; SOU requires MTH243; WOU requires MTH111 College Algebra for the BS degree; UO requires three math courses for BS)	4-5	4-5	4-5
Arts and Letters/Humanities sequence* (OSU strongly recommends PHL201 Philosophical Problems: Metaphysics)	3	3	3
<b>Second Year</b>	<b>4</b>	<b>5</b>	<b>6</b>
Social Science electives* (EOU requires ATH101, 102, 103 Human Evolution, Archeology, Introduction to Cultural Anthropology; SOU requires ATH103 Introduction to Cultural Anthropology)	3	3	3
Arts and Letters/Humanities electives* (Second year Foreign Language required for BA degree at OSU, SOU, UO, and WOU)	3	3	3
Science courses*	4	4	4
HPE295 Health and Fitness for Life* or elective	3		
Electives* (CS101 for BA degree and CS161 Computer Science 1 for BS degree at WOU; Computer Science and PHL201 recommended for OSU)	3	6	6

See WOU catalog for Interdisciplinary electives.

\*To meet four-year college general education requirements.

# Speech Language Pathology Assistant

## See also Education.

The Speech Language Pathology Assistant (SLPA) program is a comprehensive certificate and degree program of both theory and practical experience designed to prepare students to become certified speech language pathology assistants.

An SLPA is a certified support person who works under the supervision of a licensed speech-language pathologist to carry out professional responsibilities. The SLPA carries out specific therapy related tasks that are prescribed and directed by their supervising speech-language pathologist. The SLPA works closely with others in a variety of settings including schools, hospitals, rehabilitation centers, or in private practice. As

a member of a speech-language therapy team, the SLPA helps children and adults with communication disorders improve their ability to speak to, listen to, and interact with others.

To be eligible to apply for certification with the Oregon Board of Examiners, an applicant must submit transcripts showing 45 quarter hours or 30 semester hours of speech-language pathology technical course work, 45 quarter hours or 30 semester hours of general education credit and written evidence of 100 clock contact hours of clinical interaction/observation (practicum).

## Program outcomes

### Students completing the AAS will:

- Conduct individual and small group speech and language therapy services as directed by supervising Speech-Language Pathologist.
- Accurately record and organize data taken from the therapy sessions and communicate findings to supervising Speech-Language Pathologist.

## Getting started

The first step to entering this program is to take part in an assessment process which includes taking the college's free placement test and meeting with Counseling and Career Services. You may need to complete pre-program courses. Then, your advisor will help you develop an individualized program of study, which may include one or more of the following:

CA121A	Keyboarding A (if less than 25 wpm) .....	1
CS101	Introduction to Microcomputer Applications .....	3
MTH060	Introductory Algebra+ .....	4
RD090	College Textbook Reading .....	3
WR115	Introduction to Composition+ .....	3

If you have any questions about the requirements, call Counseling and Career Services at 503-399-5120 or Ashley Northam at 503-589-7815. Failure to be assessed may delay your entry into program classes.

## Certificate of Completion

*In addition to tuition, estimated costs for students who complete the entire program listed below are books, \$660; class fees, \$540; universal access fee, \$180; online fee, \$525. Contact the Financial Aid Office at 503-399-5018 to find out if you qualify for help with these costs.*

You may earn a Certificate of Completion by successfully completing these 45 required credit hours with a grade of C or better in all courses.

Course	Title	Credit Hours
ED130	Comprehensive Classroom Management .....	3
ED169	Overview of Students with Special Needs.....	3
ED229	Learning and Development+.....	3
ED258	Multicultural Education.....	3
SLP180	Survey of Speech and Language Disorders.....	3
SLP181	Phonetics for Language .....	3
SLP182	Intervention Strategies for SLP Assistants.....	3
SLP183	Introduction to Language Development .....	3
SLP184	Language Therapy.....	3
SLP185	Anatomy and Physiology of Speech and Language .....	3
SLP186	Speech Intervention with Children, Adolescents and Adults .....	3
SLP187	Clinical Documentation and Materials Management for the SLPA.....	3
SLP188	Communication Disorders in Low Incidence Populations	3
SLP189	SLPA Practicum 1 .....	3
SLP190	SLPA Practicum 2.....	3

+Meets related instruction requirement, see page 38.

## Associate of Applied Science Degree

In addition to tuition, estimated costs for students who complete the entire program listed below are books, \$1,320; class fees, \$1,080; universal access fee, \$360; online fee, \$1,050. Contact the Financial Aid Office at 503-399-5018 to find out if you qualify for help with these costs.

You may earn a two-year Associate of Applied Science degree in Speech Language Pathology Assistant by successfully completing 90 credit hours (45 credits for the Certificate, and 45 general education requirements) with a grade of C or better in all courses.

Course	Title	Credit Hours
<b>General Education requirements (45 credit hours):</b>		
CS101	Introduction to Microcomputer Applications (or higher)	3
MTH070	Elementary Algebra (or higher)	4
SP100	Introduction to Communication (or higher)	3
WR121	English Composition-Exposition (or higher)	3
	Humanities/Fine Arts electives	9
	Physical Education or Health	3
	Science/Applied Science electives	8
	Social Science electives	12

+Meets related instruction requirement, see page 38.

## Speech

### (transfer course guideline)

Oregon State University, Portland State University, and Western Oregon University offer Bachelor of Arts and/or Bachelor of Science degrees in Speech or Speech Communications. Oregon State University offers an option in Theatre Arts. Southern Oregon University offers a baccalaureate degree in Communications with options in Human Communications, Mass Media Studies, and Journalism.

The educational guide outlined below is designed to meet requirements at these institutions.

As a student, you are responsible for learning the departmental requirements of the school to which you plan to transfer. Consult with Chemeketa's Counseling and Career Services or a Chemeketa advisor. Also, you should make early contact with an advisor at the institution to which you plan to transfer to learn of any possible changes in an academic area.

	Term		
	1	2	3
<b>First Year</b>			
WR121, 122, and/or 123 English Composition (WR121, 122 for SOU)	3	3	(3)
SP111 Fundamentals of Public Speaking	3		
SP112 Fundamentals of Persuasion (SP100 required at PSU; not required at SOU or WOU; SP115 Introduction to Intercultural Communication required for Human Communications major at SOU)		3	
SP219 Fundamentals of Small Group Communication (not required at OSU, PSU, or WOU)			3
SP218 Interpersonal Communication (not required at PSU)			3
Arts and Letters/Humanities courses* (TA110, 121 required for Theater Arts option at OSU)	3	3	3
Social Science courses*	3	3	3
Math or Science* (MTH111 College Algebra, MTH243 Probability and Statistics and CS161 Computer Science I required for BS degree at WOU; OSU requires MTH111 and 241 and/or Computer Programming for BS degree)	4	4	4

	4	5	6
<b>Second Year</b>			
Social Science electives*	3	3	3
Arts and Letters/Humanities electives* (Second-year Foreign Language for B.A. degrees at OSU, UO, and WOU)	3	3	3
Science courses*	3-4	3-4	3-4
HPE295 Health and Fitness for Life* or elective	3		
Electives (SOU requires SP115 Introduction to Intercultural Communications and WOU requires CS101 Introduction to Microcomputer Applications and 15 hours of electives in Journalism, Speech and Writing)	3	6	6

\*To meet four-year college general education requirements.

## Tourism and Travel Management

### See also Hospitality Management.

The Tourism and Travel Management program prepares students for a broad range of leadership positions in various types of destination marketing organizations such as convention and visitors bureaus (CVB's), chambers of commerce, and government agencies, as well as private tourism departments of large hotels, convention centers, resort complexes, and travel-related businesses.

Courses will focus on the knowledge, skills and abilities needed to formulate and implement effective business and marketing strategies in a tourism context. Students will develop strong leadership and communication skills required to lead destination stakeholder groups and local business leaders. In addition, students will learn the administrative skills required to direct and manage other destination management professionals responsible for researching, developing, and promoting the tourism of their locality, region, or destination resort.

The intent of the program is for students, with the AAS degree and certificate, to obtain entry-level management positions within the tourism industry. Students will also be advised on opportunities to continue their education by working toward a four-year degree in tourism through other universities.

Cooperative Work Experience is required and between six and nine college credit hours are needed for graduation. If you have a 2.0 grade point average or higher and the program chair approves, you may enroll in HTM280A-L Cooperative Work Experience. For more information, look under Cooperative Work Experience in the catalog index.

## Program outcomes

### Students completing the Certificate will:

- Use the key tourism industry elements, including global travel destinations and the distribution process in international tourism, to promote travel products and services to potential clients.
- Practice effective customer service and selling techniques using tourism industry technology systems and applications.

### Students completing the AAS will:

- Coordinate hospitality and tourism components in a single, inter-related system to service visitors including meeting, trade show, and convention groups in destination.
- Apply knowledge of the destination marketing function and how it affects the destination's tourism economy.
- Accurately prepare and organize travel documents and packages for clients, including the issuance of routine travel tickets using internet, vendor computer networks, and web-based e-commerce applications.
- Apply relevant technology, record keeping and basic financial knowledge and skills, including cost control techniques, to the operation of a tourism organization.

## Getting started

The first step to entering the following programs is to take part in an assessment process which includes taking the college's free placement test and meeting with Counseling and Career Services. You may need to complete pre-program courses. Then, your advisor will help you develop an individualized program of study, which may include one or more of the following:

CA121A	Keyboarding A (if less than 25 wpm) .....	1
CS101	Introduction to Microcomputer Applications .....	3
MTH060	Introductory Algebra+ .....	4
RD090	College Textbook Reading .....	3
WR115	Introduction to Composition .....	3

If you have any questions about the requirements, call Counseling and Career Services at 503-399-5120 or Nancy Duncan at 503-399-5296. Failure to be assessed may delay your entry into program classes.

## Certificate of Completion

The Tourism and Travel Management one-year certificate focuses on travel-related careers in airline, tour operations, resort and hotel front-desk, or travel agency type of employment. The certificate prepares students for direct entry into the workforce or offers the ability to continue into Tourism and Travel Management AAS Degree program.

*In addition to tuition, estimated costs for students who complete the entire program listed below are books, \$528; class fees, \$32; universal access fee, \$160. Contact the Financial Aid Office at 503-399-5018 to find out if you qualify for help with these costs.*

You may earn a Certificate of Completion by successfully completing these 40 required credit hours:

Course	Title	Credit Hours
<b>Term 1</b>		
CS178I	Introduction to the Internet/ World Wide Web .....	3
HTM104	Travel and Tourism Industry .....	3
HTM114	Travel Destination Geography 1.....	3
HTM127	Travel Sales and E-Commerce.....	3
WR121	English Composition-Exposition+ (or higher).....	3
<b>Term 2</b>		
HTM101	Customer Service Management.....	3
HTM115	Travel Destination Geography 2.....	3
HTM123	Global Distribution Systems .....	3
PSY104	Psychology in the Workplace+ (or higher) .....	3
<b>Term 3</b>		
FE205B	Resumes and Job Search Correspondence .....	1
HTM116	Travel Destination Geography 3.....	3
HTM280F	Cooperative Work Experience.....	6
SP218	Interpersonal Communication+ (or higher) .....	3

+Meets related instruction requirement, see page 38.

## Associate of Applied Science Degree

*In addition to tuition, estimated costs for students who complete the entire program listed below are books, \$1,891; class fees, \$32; universal access fee, \$384. Contact the Financial Aid Office at 503-399-5018 to find out if you qualify for help with these costs.*

If you have any questions about the requirements, call Counseling and Career Services at 503-399-5120 or Nancy Duncan at 503-399-5296. Failure to be assessed may delay your entry into program classes.

You may earn an Associate of Applied Science by successfully completing the required 96 credit hours:

Course	Title	Credit Hours
<b>Term 1</b>		
CS178I	Introduction to the Internet/World Wide Web .....	3
HTM100	Introduction to the Hospitality Industry.....	3
HTM104	Travel and Tourism Industry .....	3
HTM114	Travel Destination Geography 1.....	3
WR121	English Composition-Exposition+ (or higher).....	3
<b>Term 2</b>		
HTM101	Customer Service Management.....	3
HTM115	Travel Destination Geography 2.....	3
HTM123	Global Distribution Systems .....	3
PSY101	Psychology of Human Relations+ (or higher).....	3
	or	
PSY201	General Psychology-Biological Emphasis+ (or higher).....	3
	or	
PSY104	Psychology in the Workplace+.....	3
WR227	Technical Writing .....	3
<b>Term 3</b>		
HTM116	Travel Destination Geography 3.....	3
HTM133	Strategic Issues in Destination Management .....	3
HTM136	Tour Operations and Marketing .....	3
SP218	Interpersonal Communication (or higher) .....	3
	Humanities/Fine Arts elective .....	3
	or	
	Science/Applied Science elective.....	3
<b>Term 4</b>		
HTM208I	Cooperative Work Experience (or Term 8).....	9
<b>Term 5</b>		
CA208	Workplace Presentations Using PowerPoint.....	3
	or	
CA205	PageMaker 1 .....	3
HTM127	Travel Sales and E-Commerce .....	3
HTM134	Destination Marketing.....	3
MTH062	Business Applications Using Mathematics+ (or higher) ....	4
	Approved Travel and Tourism Management elective* .....	3
<b>Term 6</b>		
BA211	Financial Accounting 1 .....	4
HTM126	Meeting and Convention Management.....	3
HTM135	Destination Leadership .....	3
HTM137	Tourism Transportation: Cruise, Air, Rail.....	3
<b>Term 7</b>		
BA206	Business Management Principles.....	3
BA212	Financial Accounting 2 .....	4
HTM102	Hotel, Restaurant, and Travel Law .....	3
	Approved Travel and Tourism Management elective* .....	3

+Meets related instruction requirement, see page 38.

### \*Approved Travel and Tourism Management electives:

HTM105	Introduction to the Food and Beverage Industry.....	3
HTM109	Front Desk Operations .....	3
HTM111	Cultural Heritage Tourism .....	3
HTM112	Bed and Breakfast Operations .....	3
HTM119	Introduction to Casino Management .....	3
HTM124	Catering and Banquet Operations.....	3
HTM125	Special Event Planning.....	3
HTM130	Beverage Management .....	3
HTM132	Menu Planning .....	3
HTM140	Rescue Diver.....	2
HTM141	Divemaster.....	3

# Vineyard Management

Vineyard Management training includes instruction and hands-on training in the basic knowledge and technical skills required for successful employment in the cool-climate wine industry as a vineyard manager. Training is appropriate for employees or potential employees of vineyards or for people wanting to establish such a business. Practical skills will also be emphasized and students will gain on-the-job work experience through the Cooperative Work Experience Program.

For more information about this program contact Al MacDonald at 503-584-7254 or D. Craig Anderson at 503-399-6565.

## Program outcomes

### Students completing the Certificate will:

- Evaluate the potential of a site for vineyard development through soil and environmental analysis.
- Perform skills necessary for the seasonal vineyard operations of pruning, disease and pest control, grapevine canopy management, and crop regulation.
- Prepare related reports to track ripening data, vineyard pesticide applications, fertilizer requirements, and canopy measurements.

### In addition to the Certificate outcomes, students completing the AAS will:

- Project timing of vineyard operations and make correct decisions on relevant grapevine management choices.
- Use knowledge of government regulations related to vineyard operations, OSHA rules, employment requirements, pesticide application postings, and field sanitation requirements.
- Use computer skills to track vineyard operations, prepare and utilize budget information.
- Research and develop a vineyard business management plan.

## Getting started

The first step to entering this program is to take part in an assessment process which includes taking the college's free placement test and meeting with Counseling and Career Services. You may need to complete pre-program courses. Then, your advisor will help you develop an individualized program of study, which may include one or more of the following:

CA121A	Keyboarding A (if less than 25 wpm) .....	1
MTH060	Introductory Algebra .....	4
RD090	College Textbook Reading .....	3
WR115	Introduction to Composition.....	3

If you have questions about the requirements, call Counseling and Career Services at 503-399-5120 or 503-399-6071. Failure to be assessed may delay your entry into program classes.

*In addition to tuition, costs for students who complete the entire program listed below may vary. Contact the Financial Aid Office at 503-399-5018 to find out if you qualify for help with these costs.*

You may earn an Associate of Applied Science degree by successfully completing these 97 required credit hours:

Course	Title	Credit Hours
<b>Term 1</b>		
CH121,121R	College Chemistry (or higher).....	5
CS101	Introduction to Microcomputer Applications (or higher)	3
SP111	Fundamentals of Public Speaking (or higher) .....	3
SPN111	Beginning Spanish Conversation Term 1 (or higher) .....	3
VMW101	General Viticulture .....	3
<b>Term 2</b>		
CH122,122R	College Chemistry (or higher).....	5
MTH070	Elementary Algebra+ (or higher) .....	4
VMW105	Spanish in the Vineyard .....	3
	or	
SPN112	Beginning Spanish Conversation Term 2 (or higher) .....	3
WR121	English Composition-Exposition+ (or higher).....	3
<b>Term 3</b>		
CH123,123R	College Chemistry (or higher).....	5
CH172	Chemical Methods for Analysis of Musts and Wines.....	3
PSY104	Psychology in the Workplace+ (or higher) .....	3
WR227	Technical Writing (or higher) .....	3
	Approved elective* .....	3
<b>Term 4</b>		
VMW113	Summer Vineyard Practices.....	4
<b>Term 5</b>		
VMW110	Fall Vineyard Practices .....	4
VMW280D	Cooperative Work Experience.....	4
	Approved elective* .....	6
<b>Term 6</b>		
VMW111	Winter Vineyard Practices.....	4
VMW122	Introduction to Winemaking .....	3
VMW261	Vine Physiology .....	4
VMW280D	Cooperative Work Experience.....	4
<b>Term 7</b>		
VMW112	Spring Vineyard Practices.....	4
VMW252	Vineyard/Winery Business Management.....	3
VMW260	Soil and Plant Nutrition .....	4
VMW280D	Cooperative Work Experience.....	4
+Meets related instruction requirement, see page 38.		
<b>*Approved electives (Select 9 credit hours):</b>		
BI131	Environmental Science 1.....	4
BI132	Environmental Science 2.....	4
BI133	Environmental Science 3.....	4
BOT201	General Botany .....	4
BOT202	General Botany .....	4
BOT203	General Botany .....	4
CA091	QuickBooks-Computerized Bookkeeping .....	3
CS125A	Micro Database Software-Access .....	3
CS125E	Excel-Workbooks .....	4
HOR211	Plant Propagation .....	3
SPN112	Beginning Spanish Conversation Term 2.....	3
SPN113	Beginning Spanish Conversation Term 3.....	3
VMW131	Wine Appreciation.....	3
VMW132	Wines of the World.....	3
VMW134	Wines of the Pacific Northwest .....	3
WLD051	Basic Arc Welding.....	5



# Vineyard Operations

Course work for the Vineyard Operations Certificate includes instruction and hands-on training in the basic knowledge and practical skills required for successful employment as a vineyard technician or for people wanting to establish a vineyard.

For more information about this program contact Al MacDonald at 503-584-7254 or D. Craig Anderson at 503-399-6565.

## Getting started

The first step to entering this program is to take part in an assessment process which includes taking the college's free placement test and meeting with Counseling and Career Services. You may need to complete pre-program courses. Then, your advisor will help you develop an individualized program of study, which may include one or more of the following:

CA121A	Keyboarding A (if less than 25 wpm) .....	1
MTH020	Basic Mathematics .....	3
RD090	College Textbook Reading .....	3
WR049	Basic Writing .....	4

If you have questions about the requirements, call Counseling and Career Services at 503-399-5120 or 503-399-6071. Failure to be assessed may delay your entry into program classes.

*In addition to tuition, costs for students who complete the entire program listed below may vary. Contact the Financial Aid Office at 503-399-5018 to find out if you qualify for help with these costs.*

You may earn a Certificate of Completion by successfully completing these 39 required credit hours:

Course	Title	Credit Hours
<b>Term 1</b>		
CS101	Introduction to Microcomputer Applications (or higher) .....	3
VMW101	General Viticulture .....	3
VMW110	Fall Vineyard Practices .....	4
WR115	Introduction to Composition+ (or higher) .....	3
<b>Term 2</b>		
MTH052	Introduction to Algebra and Geometry+ (or higher) .....	3
VMW111	Winter Vineyard Practices.....	4
VMW261	Vine Physiology .....	4
<b>Term 3</b>		
PSY104	Psychology in the Workplace+ (or higher) .....	3
VMW112	Spring Vineyard Practices.....	4
VMW260	Soil and Plant Nutrition .....	4
<b>Term 4</b>		
VMW113	Summer Vineyard Practices.....	4

+Meets related instruction requirement, see page 38.

# Visual Communications

The field of Visual Communications is constantly evolving to reflect an ongoing excitement in the field of graphic arts. Graphic design integrates work in print, web, photography, multimedia and digital video.

The language of design serves as a powerful core of knowledge and skills that will allow you to begin work in any number of creative fields or transfer to a four-year school for further study. The future is wide open for those willing to be flexible and embrace new technologies and for those who are willing to work hard at the balance of creativity and technical skill.

As part of the Visual Communications program, you may work in both classroom and live production settings to learn not only the technical skills, but also the teamwork and creative problem-solving essential to a lifelong career. You will develop skills in graphic design, layout, typography, photography, and electronic imaging. Students will produce both a traditional print and digital portfolio of work including a personal stationery package and résumé in preparation for entering the job market. A class portfolio show is part of spring term your final year.

The Visual Communications program offers an Associate of Applied Science degree. Additional coursework is available in fine arts, illustration, web design, 3D design, and multimedia. This hands-on, intensive program can lead to numerous career options. The program takes two full years to complete beginning in fall term. Most students spread their work over three years, which allows for more in-depth study and taking additional classes. Students interested in going on to complete their bachelor's degree have several transfer options and should meet with an advisor before beginning the program. For more information and a complete application packet, visit the Chemeketa web site at [www.chemeketa.edu](http://www.chemeketa.edu).

## Program outcomes

### Students completing the AAS will:

- Collaborate with others in the generation and implementation of original ideas and authentic solutions.
- Research and present design solutions to communication challenges.
- Use current and evolving industry standard methodology in the production and crafting of graphic communications.
- Apply and articulate the trade practices, ethics and copyright laws related to graphic arts.
- Participate in a client-designer relationship in the implementation and evaluation of projects.
- Organize and present a portfolio of work that gives evidence of the skills, knowledge and abilities to begin a graphic arts career.

## Getting started

Apply early. The program has special admissions prerequisites, requirements and enrollment limits.

The first step to entering this program is to take part in a program assessment process which includes taking the college's free placement test and meeting with counseling and advising staff. You may need to complete pre-program courses. Your advisor will then help you develop an individualized program of study, which may include one or more of the following:

CA121A	Keyboarding A (if less than 25 wpm) .....	1
CS101	Introduction to Microcomputer Applications .....	3
MTH020	Basic Mathematics .....	3
SSP014ABC	Spelling Rules .....	1-3
SSP051	Studying for College .....	3
	or .....	
RD090	College Textbook Reading .....	3
WR115	Introduction to Composition.....	3

All Visual Communications classes take place in a Macintosh lab and require extensive computer knowledge. You are required to complete the entire application process prior to registering for program classes. Detailed information is available on the web site and at regularly scheduled program overview sessions. If you have questions about the program requirements, call Counseling and Career Services at 503-399-5120 or the Program Chair at 503-399-6473.

*In addition to tuition, estimated costs for students who complete the entire program average \$490 per term. These costs include photographic supplies, books, high resolution output, presentation supplies and digital media. A six-megapixel digital camera, at \$800 or more, is required for all courses. A portfolio, at a cost of up to \$250, is required for graduation. Class fees total*

an additional \$727; universal access fee, \$420. Although not required, a home computer greatly enhances the student's ability to successfully complete course work and learn new software. Contact the Financial Aid Office at 503-399-5018 to find out if you qualify for help with these costs.

You may earn an Associate of Applied Science degree by maintaining a grade point average of 2.5 and successfully completing the 105 credit hours with a grade of C or better in all required courses:

Course	Title	Credit Hours
<b>Term 1</b>		
ART131	Introduction to Drawing 1 (or higher)	4
ART265	Digital Photography	4
VC111	Survey of Graphic Arts	4
VC114A	Introduction to Computers for Graphics: Hardware	1
VC114B	Introduction to Photo Editing Software	1
VC114C	Introduction to Vector Illustration Software	1
VC114D	Introduction to Page Layout Software	1
WR121	English Composition-Exposition+ (or higher)	3
<b>Term 2</b>		
ART115	Basic Design	3
ART224	Type Design 1	4
MTH060	Introductory Algebra+ (or higher)	4
SP112	Fundamentals of Persuasion	3
VC151	Electronic Imaging 1	3
<b>Term 3</b>		
ART116	Basic Design	3
ART225	Type Design 2	4
ART262	Intermediate Photography	4
PSY104	Psychology in the Workplace+	3
VC121	Layout 1: Principles of Page Layout	4
<b>Term 4</b>		
ART221	Graphic Design 1: Symbols and Meaning	4
VC122	Layout 2: Intermediate Page Design	4
VC237	Web Design 1	4
VC251	Electronic Imaging 2	3
VC271	Studio Practices	1
<b>Term 5</b>		
ART222	Graphic Design 2: Logo Design	4
ART237	Photo Illustration	4
VC221	Layout 3: Publication Design	4
VC238	Web Design 2	4
VC246	File Prep	2
<b>Term 6</b>		
ART223	Graphic Design 3: Package Design	4
FE205B	Resumes and Job Search Correspondence	1
VC241	Introduction to Multimedia	3
VC271	Studio Practices	1
VC283	Business of Graphic Arts	4
VC284	Portfolio Preparation	4

+Meets related instruction requirement, see page 38.

## Welding

The Welding program offers two options. The three-term Welding Technology program combines training with classes in the background knowledge needed by workers in welding occupations. You practice and develop your welding skills in the laboratory and may take an examination for certification in plate welding. The six-term Welding Fabrication program is for those who want to acquire the technical knowledge and skills required for workers in welding, fabrication, and related occupations.

Welding fabrication technicians are skilled in the use of oxyacetylene welding and cutting equipment, manual arc, tungsten inert gas (TIG), and metallic inert gas processes (MIG) and have a working knowledge of shop blueprints and welding symbols, jig fabrication, and assembly processes.

The certificate program has been designed to be completed in one year and the degree program in two years, if you attend full time. However, there are entry-level expectations for skill levels in reading, writing, and mathematics. The length of time you take to complete the program will depend on your skills in these areas. To assess the time you will need to complete the program, please meet with the program chair.

### Program outcomes

#### Students completing the Certificate will:

- 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 products.
- Read and interpret engineering drawings to American Welding Society standards.
- Use welding process and procedure applications.
- Apply basic metallurgy knowledge to fabrication processes.
- Perform as a team member and practice skills that reflect professional and ethical behavior in the workplace.

#### In addition to the Certificate outcomes, students completing the AAS will:

- Perform basic set-ups and operations for manual and computer numeric controlled machining equipment.
- Design and carry out planning procedures for machining purposes.
- Select and use tools and equipment to manufacture, measure, and inspect parts in a machining environment.

## Welding Technology

This program prepares you for a variety of positions in job specialty production and maintenance shops. Graduates may find work as (MIG) welders, arc welders, oxyacetylene welders, semiautomatic welding equipment operators, and (TIG) welders.

*In addition to tuition, estimated costs for students who complete the entire program listed below are books, \$402; class fees, \$488; universal access fee, \$208; equipment and supplies, \$340; certification test, \$260 (optional). Contact the Financial Aid Office at 503-399-5018 to find out if you qualify for help with these costs.*

You may earn a Certificate of Completion by successfully completing these 50 required credit hours with a grade of C or better in all courses:

Course	Title	Credit Hours
<b>Term 1</b>		
MTH052	Introduction to Algebra and Geometry+ (or higher)	3
WLD051	Basic Arc Welding	5
WLD056	Blueprint Reading and Sketching	2
WLD061	Basic Gas Metal Arc Welding (MIG)	3
WLD070	Oxyacetylene Processes	3
<b>Term 2</b>		
PSY101	Psychology of Human Relations+ (or higher)	3
WLD052	Intermediate Arc Welding	5
WLD057	Layout Practices	1
WLD062	Intermediate Gas Metal Arc Welding (MIG)	3
WLD073	Basic Gas Tungsten Arc Welding (TIG)	4
WLD080	Metallurgy for Welders	2

### Term 3

COM051	Communications Skills 1+ (or higher) .....	3
WLD053	Advanced Arc Welding.....	3
WLD058	Weld Shop Problems.....	7
WLD063	Advanced Gas Metal Arc Welding (MIG) .....	3

+Meets related instruction requirement, see page 38.

## Welding Fabrication

As a graduate of the Welding Fabrication program you may qualify for several types of positions in business and industry, such as machinery fabrication, structural fabrication, welding fitting and layout, automatic and semiautomatic welding, automatic flame cutter operation, millwright welding, plant maintenance, and quality control and development.

The program offers you a background in manufacturing materials, processes, and systems including shear and press brake operation, blueprint reading, and shop drawing and layout. The curriculum includes written and oral communications and general education classes and emphasizes related scientific, mathematical and general mechanical principles.

At the end of the third term you may take a plate or pipe certification test. The fee for this test is determined by the number of students involved and the type of test.

*In addition to tuition, estimated costs for students who complete the entire program listed below are books, \$909; class fees, \$750; universal access fee, \$360; equipment and supplies, \$420; certification test, \$260 (optional). Contact the Financial Aid Office at 503-399-5018 to find out if you qualify for help with these costs.*

You may earn an Associate of Applied Science degree by successfully completing the required 90 credit hours with a grade of C or better in all courses:

Course	Title	Credit Hours
<b>Term 1</b>		
MTH052	Introduction to Algebra and Geometry+ (or higher) .....	3
WLD051	Basic Arc Welding.....	5
WLD056	Blueprint Reading and Sketching.....	2
WLD061	Basic Gas Metal Arc Welding (MIG) .....	3
WLD070	Oxyacetylene Processes.....	3
<b>Term 2</b>		
WLD052	Intermediate Arc Welding.....	5
WLD057	Layout Practices .....	1
WLD062	Intermediate Gas Metal Arc Welding (MIG).....	3
WLD073	Basic Gas Tungsten Arc Welding (TIG) .....	4
WLD080	Metallurgy for Welders.....	2
<b>Term 3</b>		
COM051	Communication Skills 1+ .....	3
WLD053	Advanced Arc Welding.....	3
WLD058	Weld Shop Problems.....	7
WLD063	Advanced Gas Metal Arc Welding (MIG) .....	3
<b>Term 4</b>		
AUM185A	Automotive Machining Fundamentals .....	3
	or	
CAM110A	CNC/Manual Fundamentals .....	3
CAM111	Industrial Safety Seminar .....	1
CAM130	CNC Machine Setup/Operation.....	3
GS104	Physical Science (or higher).....	4
PSY101	Psychology of Human Relations+ (or higher) .....	3

### Term 5

CAM120	CNC/Manual Milling.....	3
CAM160	Programming CNC Mills .....	3
MFG062	Practical Applications 2.....	2
MTH053	Introduction to Trigonometry with Geometry (or higher) .....	3
WFB087	Fabrication Practices 3 .....	3

### Term 6

AUM186A	Automotive Lathe Fundamentals .....	3
CAM121A	CNC/Manual Lathe .....	3
COM052	Communication Skills 2 (or higher).....	3
WFB088	Fabrication Practices 4 .....	3
WFB096	Shop Projects .....	2
	General Education elective.....	1

+Meets related instruction requirement, see page 38.

## Winemaking

The two-year Winemaking program includes instruction and hands-on training in the basic knowledge and technical skills required for successful employment in the cool-climate wine industry as a winemaker. Training is appropriate for employees or potential employees of wineries or for people wanting to establish such a business. Practical skills will also be emphasized and students will gain on-the-job work experience through the Cooperative Work Experience Program.

For more information about this program contact Barney Watson at 503-584-7255 or D. Craig Anderson at 503-399-6565.

### Program outcomes

#### Students completing the AAS will:

- Evaluate wine grape maturity and make harvest decisions for quality wine production, including sensory and chemical analysis of juice and must and chemical adjustments.
- Perform wine grape processing, fermentation management, and wine processing practices, including the operating and maintaining winery equipment from primary processing through bottling.
- Use chemical and sensory quality control analysis techniques and appropriate winery processing practices for the chemical, microbial, and physical stability of wines.
- Research and develop a winery facility including winery design, layout, operational systems, process calculations, and equipment selection.
- Comply with government regulations for wine production including licensing, operating a winery premise, record keeping, regulatory compliance, and health and safety programs.

### Getting started

The first step to entering this program is to take part in an assessment process which includes taking the college's free placement test and meeting with Counseling and Career Services. You may need to complete pre-program courses. Then, your advisor will help you develop an individualized program of study, which may include one or more of the following:

CA121A	Keyboarding A (if less than 25 wpm) .....	1
MTH060	Introductory Algebra .....	4
RD090	College Textbook Reading .....	3
WR115	Introduction to Composition.....	3

If you have questions about the requirements, call Counseling and Career Services at 503-399-5120 or 503-399-6071. Failure to be assessed may delay your entry into program classes.

*In addition to tuition, costs for students who complete the entire program listed below may vary. Contact the Financial Aid Office at 503-399-5018 to find out if you qualify for help with these costs.*

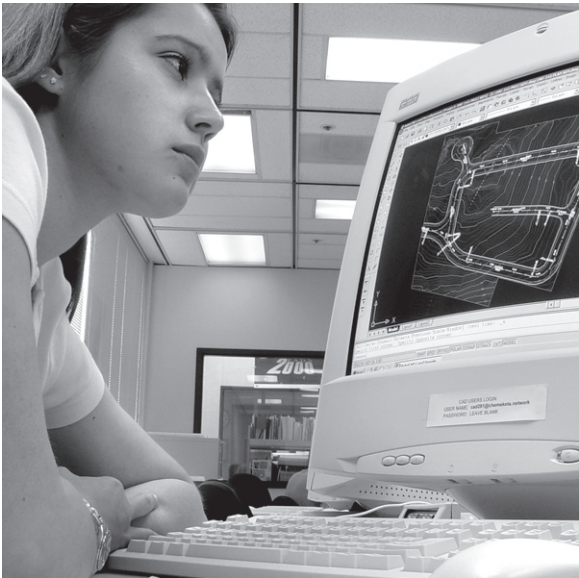
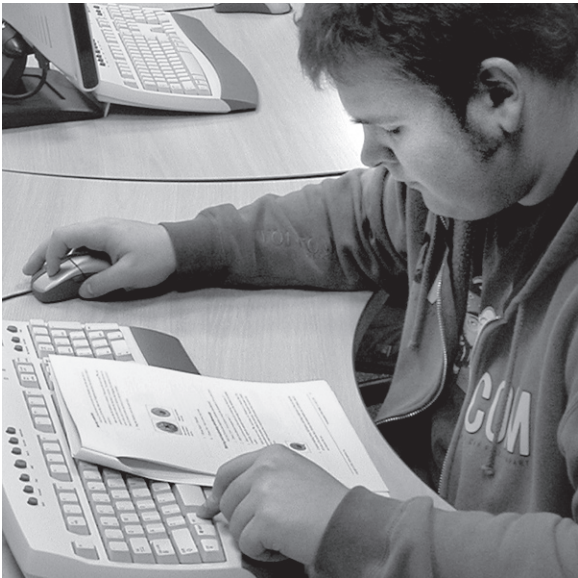
You may earn an Associate of Applied Science degree by successfully completing these 101 required credit hours:

<b>Course</b>	<b>Title</b>	<b>Credit Hours</b>
<b>Term 1</b>		
CH121,121R	College Chemistry (or higher).....	5
CS101	Introduction to Microcomputer Applications (or higher)	3
MTH070	Elementary Algebra+ (or higher) .....	4
VMW101	General Viticulture .....	3
VMW131	Wine Appreciation.....	3
<b>Term 2</b>		
CH122,122R	College Chemistry (or higher) .....	5
PSY104	Psychology in the Workplace+ (or higher) .....	3
SP111	Fundamentals of Public Speaking (or higher).....	3
VMW122	Introduction to Winemaking.....	3
	Approved elective* .....	3
<b>Term 3</b>		
BI230	Introductory to Microbiology.....	4
CH123,123R	College Chemistry (or higher).....	5
CH172	Chemical Methods for Analysis of Musts and Wines.....	3
VMW222	Science of Winemaking.....	3
<b>Term 4</b>		
VMW244	Wine Production and Quality Control 1 .....	6
VMW280D	Cooperative Work Experience.....	4
WR121	English Composition-Exposition+ (or higher).....	3
	Approved elective* .....	4
<b>Term 5</b>		
VMW132	Wines of the World.....	3
	or	
VMW134	Wines of the Pacific Northwest .....	3
VMW232	Sensory Evaluation of Wine Varietals .....	3
VMW245	Wine Production and Quality Control 2 .....	4
VMW280D	Cooperative Work Experience.....	4
WR227	Technical Writing (or higher).....	3
<b>Term 6</b>		
VMW233	Sensory Evaluation of Wine Components .....	3
VMW246	Wine Production and Quality Control 3 .....	4
VMW252	Vineyard/Winery Business Management.....	3
VMW253	Winery Planning, Design and Operations.....	3
VMW280D	Cooperative Work Experience.....	4
+Meets related instruction requirement, see page 38.		
<b>*Approved electives (Select 7 credit hours):</b>		
BI101	General Biology .....	4
BI102	General Biology .....	4
BI103	General Biology .....	4
CA091	QuickBooks-Computerized Bookkeeping .....	3
CS125A	Micro Database Software-Access .....	3
CS125E	Excel-Workbooks .....	4
VMW110	Fall Vineyard Practices .....	4
VMW111	Winter Vineyard Practices.....	4
VMW112	Spring Vineyard Practices.....	4
VMW113	Summer Vineyard Practices.....	4
VMW261	Vine Physiology .....	4

## Zoology

See Biology.

# Course Descriptions



## **About these course descriptions**

This list of course descriptions reflects the diversity and scope of the many credit courses Chemeketa currently offers. However, some of our current courses may not be included here as the college may add classes after this catalog is published.

### **The courses are listed alphabetically by letter prefix.**

You will find prerequisites specified in many of these course descriptions. These are conditions you must meet before you enroll in a course. It is your responsibility as a student to fulfill the prerequisite.

Some prerequisites indicate that you must complete certain preparatory courses or must have the consent of the course instructor. To gain consent, meet with the instructor. Consent is based upon the instructor's assessment of your readiness to enroll in the course.

Chemeketa also offers many non-credit personal enrichment courses not included here. They are also listed in the Schedule of Classes.

### **Note:**

The letters, **F**, **W**, **Sp**, and **Su** at the end of a course description indicate the term (fall, winter, spring, summer) the course is usually offered.

For information on when and where classes meet, consult the Schedule of Classes available in print and on the Web each term.

### **Universal Access Fee**

A Universal Access Fee, implemented spring term 2003 applies to both credit and non-credit classes. The fee is \$4 per credit for credit classes and 30 cents per hour for non-credit classes.

## How courses are numbered

Chemeketa Community College is committed to offering instruction that provides students with the opportunity for self-improvement, entry-level employment skills, and completion of the first two years of a baccalaureate degree. The following course prefixes describe the primary intent of the courses offered:

### Developmental Courses\*

**MTH:** Mathematics  
**RD:** Reading  
**SSP:** Study Skills Program  
**WR:** Writing

\*Developmental courses numbered less than 50 are considered below collegiate level academic and Professional-Technical Education courses, and do not apply to meeting the requirements of the AAOT, A.A.S., AS/OT-Bus or A.G.S. degree.

### Professional-Technical Courses\*\*

**AH:** Allied Health  
**AQS:** Aquarium Science  
**AUM:** Automotive Technology  
**BLD:** Building Inspection Technology  
**BT:** Business Technology  
**CA:** Computer Applications  
**CAM:** Computer-Aided Manufacturing  
**CJ:** Criminal Justice  
**COM:** Communication Skills  
**CPL:** Credit for Prior Learning  
**CS:** Computer Science  
**CVL:** Civil Technology  
**DEN:** Dental Assisting  
**DRF:** Drafting Technology  
**ECE:** Early Childhood Education  
**ED:** Paraeducator; Education  
**ELT:** Electronics Technologies  
**EMT:** Emergency Medical Technology  
**ENL:** English as a Non-Native Language  
**ES:** Emergency Services  
**FE:** Field Experiences  
**FRP:** Fire Protection Technology  
**FT:** Forest Management  
**HD:** Human Development  
**HDF:** Human Development and Family Studies  
**HM:** Health Services Management  
**HOR:** Horticulture  
**HS:** Human Services  
**HTM:** Hospitality Management; Tourism and Travel Management  
**MT:** Industrial  
**MED:** Medical Office Assisting  
**MFG:** Manufacturing Technologies  
**NET:** Network Technology  
**NUR:** Nursing  
**QS:** Quality Science  
**RD:** Reading  
**SLP:** Speech Language Pathology Assistant  
**SSP:** Study Skills  
**ST:** Occupational Skills Training  
**VC:** Visual Communications  
**VMW:** Vineyard Management/Winemaking  
**WFB:** Welding Fabrication  
**WLD:** Welding

\*\*Many professional-technical courses are applicable to the baccalaureate degree. Check with the BA-granting institution.

## Lower Division Collegiate Courses

(first two years of the baccalaureate degree)

**ART:** Art  
**ASL:** American Sign Language  
**ATH:** Anthropology  
**BA:** Business Administration\*\*\*  
**BI:** Biology\*\*\*  
**BOT:** Botany  
**CG:** Counseling and Guidance\*\*\*  
**CH:** Chemistry  
**CIS:** Computer Information Science  
**CJ:** Criminal Justice  
**CLA:** Chicano/Latino Studies  
**CS:** Computer Science\*\*\*  
**EC:** Economics  
**EGR:** Engineering  
**ENG:** English  
**FA:** Film Arts  
**FR:** French  
**GE:** General Engineering  
**GEG:** Geography  
**GEO:** Geology  
**GS:** General Science  
**HE:** Health Education  
**HOR:** Horticulture  
**HPE:** Health and Physical Education  
**HST:** History  
**HUM:** Humanities  
**JNL:** Journalism  
**JPN:** Japanese  
**MTH:** Mathematics\*\*\*  
**MUP:** Music Performance  
**MUS:** Music  
**NFM:** Nutrition and Food Management  
**OC:** Oceanography  
**PE:** Physical Education  
**PH:** Physics\*\*\*  
**PHL:** Philosophy  
**PS:** Political Science  
**PSY:** Psychology  
**REL:** Religion  
**RUS:** Russian  
**SOC:** Sociology  
**SP:** Speech  
**SPN:** Spanish  
**SSC:** Social Science  
**TA:** Theater Arts  
**WR:** Writing\*\*\*  
**WS:** Women's Studies  
**ZOO:** Zoology

\*\*\*A number below 100 indicates a support course, which is usually not transferable to a BA-granting institution.

## Accounting

See Business Administration.

## AH

### Allied Health

See also Chemistry, Dental Assisting, Emergency Medical Technology, Emergency Services, Health Education, Health Services Management, Medical Office Assisting and Nursing.

#### AH112A Health Care Systems and Professions

2 class hrs/wk, 2 cr.

Introduces health care systems and related professions. Includes health care delivery systems and trends, characteristics of the health care professional, societal issues influencing health care systems, and health promotion and wellness.

F, W, Sp, Su

## AQS

### Aquarium Science

#### AQS100 Introduction to Aquarium Science

2 class and 2 lab hrs/wk, 3 cr.

Examines the history of animal keeping and present-day aquatic animal husbandry industries. Explores the biological processes occurring in the aquarium environment. Learn proper set-up and maintenance of home aquaria. **Offered as needed.**

#### AQS110 Aquarium Science Practicum 1

6 lab hrs/wk, 2 cr.

Introduces aquatic animal husbandry work environment and the care of captive aquatic animals. Emphasize daily animal care and exhibit readiness. **Offered as needed.**

#### AQS111 Aquarium Science Practicum 2

6 lab hrs/wk, 2 cr.

Builds upon the experiences gained in Practicum 1. Involves participation in a higher level of aquatic animal husbandry activities including animal health procedures, long-term record keeping, and life support systems training. Can be repeated for additional credits.

**Prerequisite:** AQS110. **Offered as needed.**

#### AQS141 Interpretation and Communication

3 class and 2 lab hrs/wk, 4 cr.

Examines the techniques used to present natural resource educational experiences to visitors. Emphasizes developing the skills to conduct informational research and assimilate information into a presentation that takes into account individual learning styles. **Offered as needed.**

#### AQS150 Special Projects

6 lab hrs/wk, 2 cr.

Provides the opportunity to work on an approved special project in aquarium science. Topics may include independent research in an area of interest or in-depth study in a particular aspect of aquarium science. **Offered as needed.**

#### AQS165 Current Issues in Aquarium Science

2 class hrs/wk, 2 cr.

Industry professionals share their experiences about facility operations and challenges facing their organization. Discussion topics may vary by term. **Offered as needed.**

#### AQS186 Introduction to Scientific Diving

3 lab hrs/wk, 1 cr.

Introduces the technical and safety components of scientific diving. Includes underwater activities related to fish identification and behavior analysis.

**Prerequisite:** Enrollment in the Aquarium Science program and PE185SA or open-water diving certification from an internationally recognized certification agency or consent of instructor. **Sp**

#### AQS187 Scientific Diving

3 lab hrs/wk, 1 cr.

Continues the training of scientific divers in the safety aspects and techniques of underwater science activities. **Prerequisite:** AQS186. **Sp, Su**

#### AQS215 Biology of Captive Fish

3 class and 2 lab hrs/wk, 4 cr.

Examines the anatomy and physiology of freshwater and marine fishes and the constraints placed upon them in a controlled environment. Increases an understanding of fish behavior through the use of ethograms. **Prerequisite:** BI103 or consent of instructor. **Offered as needed.**

#### AQS220 Biology of Captive Invertebrates

3 class and 2 lab hrs/wk, 4 cr.

Reviews the life history and captive care requirements of invertebrates commonly cultured in the aquatic animal industry/profession. **Prerequisite:** BI103 or consent of instructor. **Offered as needed.**

#### AQS226 Biology of Diverse Captive Species

2 class and 2 lab hrs/wk, 3 cr.

Examines the basic husbandry requirements and the most commonly experienced health ailments of different phyla found in public aquarium animal collections. Reviews the natural history and wild-population status of selected species.

**Prerequisite:** BI103, enrollment in Aquarium Science program, or consent of instructor. **W**

#### AQS230 Fish and Invertebrate Nutrition

3 class and 2 lab hrs/wk, 4 cr.

Examines the nutritional requirements of fishes and invertebrates throughout their life history. Reviews the composition of fresh frozen feed and processed diets. Discusses industry standards for food handling and HACCP requirements.

**Prerequisite:** AQS215 and AQS220. **Offered as needed.**

#### AQS231 Fish and Invertebrate Reproduction

3 class and 2 lab hrs/wk, 4 cr.

Examines the reproductive strategies of fishes and invertebrates in a controlled environment and the manipulation of environmental and physiological parameters to initiate reproduction. **Prerequisite:** AQS215 and AQS220. **Offered as needed.**

#### AQS232 Reproduction and Nutrition of Aquatic Animals

3 class and 2 lab hrs/wk, 4 cr.

Examines the reproductive strategies of fishes and invertebrates in a controlled environment, and the manipulation of environmental and physiological parameters that initiate reproduction. Explores the nutritional requirement of selected aquatic animals throughout their life history. Discusses industry standards for food handling and HACCP requirements. **Prerequisite:** AQS215 and AQS220. **F**

#### AQS240 Life Support System Design and Operation

3 class and 2 lab hrs/wk, 4 cr.

Examines the role of life support systems in maintaining a balanced, stable aquatic environment. Presents how to design, construct, maintain, and troubleshoot semi-closed, closed, and open systems. **Prerequisite:** Concurrent enrollment in AQS215 and AQS220 or consent of instructor. **Offered as needed.**

#### AQS250 Principles of Exhibit Development

3 class and 2 lab hrs/wk, 4 cr.

Examines the processes involved in natural resources-related exhibit development. Presents the issues, materials, and technologies associated with aquatic exhibit development. Emphasis is placed on integrating diverse goals, assimilating information, and coordinating personnel to ensure an effective exhibit team. **Prerequisite:** Concurrent enrollment in AQS270. **Offered as needed.**

#### AQS270 Fish and Invertebrate Health Management

3 class and 2 lab hrs/wk, 4 cr.

Reviews the common infectious and non-infectious diseases of captive fish and invertebrates. Examines the common techniques of fish and invertebrate health management. **Prerequisite:** AQS215 and AQS220. **Offered as needed.**

#### AQS275 Aquarium Science Internship

400 lab hrs, 12 cr.

Exposes students to the daily diligence, responsibilities, and rewards of the aquatic animal husbandry profession. Includes daily animal care and facility readiness routines, assisting life support staff and animal health management professionals, and evaluation of operational aspects of the facility. **Prerequisite:** AQS111 and AQS270. **Offered as needed.**

## ART

### Art

See also Visual Communications.

#### ART101 Understanding Art

3 class hrs/wk, 3 cr.

Provides students with the tools to look at, think about, and communicate ideas about the visual arts. Focuses on purposes of art; subject/form/content; media and techniques; approaches to art (critical, historical, analytical, interpretive); and artists' intentions. **Prerequisite:** College-level writing skills. **F, W, Sp, Su**



**ART115, 116, 117 Basic Design****2 class and 2 lab hrs/wk, 3 cr. each**

ART115, 116 and 117 form a three-term introduction to the basic principals of design, visual perception, and organization of visual elements. ART115 is devoted to black and white two-dimensional design; ART116 is devoted to color and two-dimensional design; ART117 is devoted to three-dimensional design. ART115: **F, W, Sp, Su**; ART116: **F, W, Sp, Su**; ART117: **Sp**

**ART131 Introduction to Drawing 1****2 class hrs and 4 lab hrs/wk, 4 cr.**

Provides individualized instruction in practical drawing skills designed for the beginner. Introduces fundamental gesture, contour, and value approaches to drawing, utilizing a variety of monochromatic media. Covers lectures, demonstrations, and training in traditional methods of representing shape and space on a two-dimensional surface. **F, W, Sp, Su**

**ART132 Introduction to Drawing 2****6 lab hrs/wk, 3 cr.**

Covers basic drawing skills of observation, selection, representation, perception and hand-eye-mind coordination. Emphasizes composition and the understanding of visual form, and introduces style as a means to personal expression. **Prerequisite:** ART131 or consent of instructor (based on portfolio review). **W, Sp, Su**

**ART133 Introduction to Drawing 3****6 lab hrs/wk, 3 cr.**

Continues training in skills of observation, selection, representation, perception, and hand-eye-mind coordination. Emphasizes composition and understanding drawing as a visual form of communication and expression. **Prerequisite:** ART131 and ART132, or consent of instructor (based on portfolio review). **W, Sp, Su**

**ART154 Pottery 1-Handbuilding****6 lab hrs/wk, 3 cr.**

Introduces ceramics through handbuilding. Includes basic form and design considerations as well as pinch, coil, slab construction, press mold, decoration, and glazing techniques. **F, W, Sp, Su**

**ART155 Pottery 2-Beginning Wheel Throwing****6 lab hrs/wk, 3 cr.**

Learn basic techniques for producing pottery on the potter's wheel. Emphasis is on forming, trimming, decorating, glazing, and firing of projects, as well as visual and functional form considerations. **F, W, Sp**

**ART156 Pottery 3-Intermediate Techniques****6 lab hrs/wk, 3 cr.**

Expands on the basic wheelthrowing skills acquired in ART155 through a series of intermediate projects. Includes production of lidded containers, teapots, combined forms, altered forms; study of kiln theory and design; development and testing of glazes; and the use of alternative firing techniques. **Prerequisite:** ART154 and ART155, or consent of instructor. **Sp**

**ART204 Introduction to Art History****3 class hrs/wk, 3 cr.**

Examines art in the Western tradition from the Prehistoric era through the Early Christian/Byzantine period. **F**

**ART205 Introduction to Art History****3 class hrs/wk, 3 cr.**

Examines art in the Western tradition from the Middle Ages to A.D.1500. **W**

**ART206 Introduction to Art History****3 class hrs/wk, 3 cr.**

Examines art in the Western tradition from A.D. 1500 to the present. **Sp**

**ART210 Topics in Art History****3 class hrs/wk, 3 cr.**

Covers specific historical art topics. Topics will vary and may include historical styles and periods, genres, women artists and media. **Offered as needed.**

**ART221 Graphic Design 1: Symbols and Meaning****2 class and 4 lab hrs/wk, 4 cr.**

Applies the principles and elements of design to the process of creating solutions to graphic design challenges. Introduces the use of illustration software on the Macintosh as a production tool.

**Prerequisite:** ART115, ART116 and ART131; demonstrated ability to work with computers. **F**

**ART222 Graphic Design 2: Logo Design****2 class and 4 lab hrs/wk, 4 cr.**

Builds on the concepts learned in ART221.

Emphasizes symbol and logo design and corporate identification. **Prerequisite:** ART221. **W**

**ART223 Graphic Design 3: Package Design****2 class and 4 lab hrs/wk, 4 cr.**

Builds on the concepts learned in ART221 and ART222. Continues exploration of graphic design with advanced projects emphasizing package design. **Prerequisite:** ART222. **Sp**

**ART224 Type Design 1****2 class and 4 lab hrs/wk, 4 cr.**

Introduces the study of letterforms/typography and its importance in the design of visual communications. **Prerequisite:** VC111 and VC114 or consent of instructor. **W**

**ART225 Type Design 2****2 class and 4 lab hrs/wk, 4 cr.**

Continues the study of letterforms/typography as a design element in visual communications.

**Prerequisite:** ART224 or consent of instructor. **Sp**

**ART234 Figure Drawing 1****6 lab hrs/wk, 3 cr.**

Uses the human figure as a constant subject matter. Offers intensive study of the problems the figure presents to the artist. Emphasizes proportion, composition, and dynamic representation. **Prerequisite:** ART131 or consent of instructor. **F, W, Sp, Su**

**ART235 Figure Drawing 2****6 lab hrs/wk, 3 cr.**

Offers further study and practice in drawing the human figure. **Prerequisite:** ART131 and ART234, or consent of instructor. **F, W, Sp, Su**

**ART236 Figure Drawing 3****6 lab hrs/wk, 3 cr.**

Continues study and practice in drawing the human figure. **Prerequisite:** ART131, ART234 and ART235, or consent of instructor. **F, W, Sp, Su**

**ART237 Photo Illustration****2 class and 4 lab hrs/wk, 4 cr.**

Adds digital imaging and manipulation to traditional photographic skills in the study of photo illustration for print or web design. **Prerequisite:** ART261 or ART265 and PhotoShop experience. **W**

**ART238 Introduction to Illustration****2 class and 2 lab hrs/wk, 3 cr.**

Introduces concepts of illustration in the graphic arts. Offers instruction in traditional (non-digital) illustration technique for students with strong skills in drawing and/or painting. Course may be repeated for a maximum of six credits. **Prerequisite:** ART131, ART132, or any other 200 level drawing or painting course, or demonstrated experience in drawing and/or painting. **Offered as needed.**

**ART239 Introduction to Computer Illustration****2 class and 2 lab hrs/wk, 3 cr.**

Introduces the basics of illustration using computers and graphic arts software. Course may be repeated for a maximum of six credits. **Prerequisite:** ART221 or VC139 or previous experience in vector graphics software and PhotoShop. **Offered as needed.**

**ART240 Advanced Illustration****2 class and 2 lab hrs/wk, 3 cr.**

Offers advanced instruction in additional techniques and content of illustration in both traditional (non-digital) and digital illustration media for students with strong illustration skills. Course may be repeated for a total of six credits. **Prerequisite:** ART238 or ART239. **Sp, offered as needed.**

**ART244 Stained Glass****6 lab hrs/wk, 3 cr.**

Provides individualized instruction for the beginner in the design and construction of two moderately challenging stained glass windows made of both smooth clear and textured colored glass. Introduces techniques in designing, pattern making, glass cutting, assembling, soldering, and puttying using both lead cane and copper foil. Students produce original designs based on sources selected by the student. **Prerequisite:** ART115 and ART116 recommended. **F, W, Sp, Su**

**ART245 Intermediate Stained Glass****6 lab hrs/wk, 3 cr.**

Provides individualized instruction for the intermediate level student who has taken ART244 or equivalent as determined by instructor. Students consult with the instructor and complete projects which are original, challenging and complex. Students will learn glass techniques such as sandblasting, fusing, and slumping. **Prerequisite:** ART244; ART115 and ART116 recommended. **F, W, Sp, Su**

**ART246 Advanced Stained Glass****6 lab hrs/wk, 3 cr.**

Continues ART245. Projects will reflect an in-depth investigation of sources, including personal influences, and exhibit technical mastery of the medium. **Prerequisite:** ART244 and ART245; ART115 and ART116 recommended.

**F, W, Sp, Su****ART247 Glass Slumping and Fusing-Beginning****6 lab hrs/wk, 3 cr.**

Provides an introduction and technical information on using an electric kiln and refractory molds to flat fuse and form glass. **Prerequisite:** Completion of at least one of the following studio art classes: ART154; ART244, ART245, or ART246; ART291, ART292, or ART293. ART115 and ART116 recommended. **F, W, Sp, Su**

**ART248 Kiln Cast Glass-Beginning****6 lab hrs/wk, 3 cr.**

Provides an introduction and technical information on casting solid sculptural glass forms and hollow glass containing forms using open and closed face molds. Includes an extension of the glass chemistry and finishing techniques presented in ART247. **Prerequisite:** ART247 and at least one of the following studio art classes: ART154; ART244, ART245, or ART246; ART291, ART292, or ART293. ART115 and ART116 recommended. **Offered as needed.**

**ART250 Flameworking-Beginning****6 lab hrs/wk, 3 cr.**

Provides an introduction and technical information on using a torch to model and shape hot glass. **Prerequisite:** ART247, ART248, and completion of at least one of the following studio art classes: ART154; ART244, ART245, or ART246; ART291, ART292, or ART293. ART115 and ART116 recommended. **F, W, Sp, Su**

**ART250B Flameworking-Intermediate****6 lab hrs/wk, 3 cr.**

Provides intermediate flameworking skills to create solid, sculptural, and blown forms. Covers techniques using hollow tubing incorporating montage, incalmo, filligrana, bits, and Venetian glass. Continues the basic skills and techniques presented in ART250. **Prerequisite:** ART250 or consent of instructor. ART115 and ART116 recommended. **F, W, Sp, Su**

**ART250C Flameworking-Advanced****6 lab hrs/wk, 3 cr.**

Provides advanced flameworking skills to create solid, sculptural and blown forms. Covers techniques using hollow tubing incorporating zanfrico, rondels, reticello, murrine, graal, and Venetian glass. Continues the skills and techniques presented in ART250B. **Prerequisite:** ART250B or consent of instructor. **Offered as needed.**

**ART251 Glass Blowing-Beginning****6 lab hrs/wk, 3 cr.**

Provides an introduction and technical information necessary for blowing and shaping basic hot glass forms. **Prerequisite:** ART247, 248, ART250, and completion of at least one of the following studio art classes: ART154; ART244, ART245, or ART246; ART291, ART292, or ART293; ART115 and ART116 recommended. **Offered as needed.**

**ART254 Pottery 4-Low-Fire Ceramics****2 class and 3 lab hrs/wk, 3 cr.**

Introduces low-fire ceramic materials, including both low-tech and high-tech application and processes. **Prerequisite:** ART154, ART155, ART156, or consent of instructor. **Offered as needed.**

**ART256 Art as a Profession****3 class hrs/wk, 3 cr.**

Provides visual artists with the professional skills necessary to succeed in their own art business. Through a series of marketing, promotion, presentation, employment, and education-related assignments, students will gain an understanding of the business aspects involved in being a visual artist. **Prerequisite:** Completion of a studio art class or experience with studio art, or consent of instructor. **Offered as needed.**

**ART261 General Photography****2 class and 4 lab hrs/wk, 4 cr.**

Introduces 35mm black and white photography. Includes the history of contemporary photography, use of camera equipment, correct exposure calibrations, film processing, darkroom techniques, and presentation of enlargements.

**F, W, Sp, Su****ART262 Intermediate Photography****2 class and 4 lab hrs/wk, 4 cr.**

Introduces technical photography including studio lighting for portraits and product work, color, photojournalism, and art direction. **Prerequisite:** ART261 or ART265. **Offered as needed.**

**ART263 Photography: Special Topics****2 class and 4 lab hrs/wk, 4 cr.**

Emphasizes the freedom to experiment with photographic techniques. May include darkroom work, infrared black and white, toning techniques, compositing images, and aesthetic issues. **Prerequisite:** ART261 or ART265 or consent of instructor. **Offered as needed.**

**ART265 Digital Photography****2 class and 4 lab hrs/wk, 4 cr.**

Introduces digital photography, focusing on camera handling, capturing, editing, and printing and presentation of digital images. Investigates important themes and photographers in the history of photography. **F, W, Sp**

**ART270 Printmaking: Screen Printing 1****6 lab hrs/wk, 3 cr.**

Introduces the methods, materials, and techniques of silkscreen printing, including the photostencil process. Includes designing and pulling prints. **Prerequisite:** ART131 or ART115 or ART261 or consent of instructor. ART116 recommended. **F, W, Sp, Su**

**ART271 Printmaking: Photo-Etching****6 lab hrs/wk, 3 cr.**

Introduces the fundamental techniques used in making etchings as fine art prints. Includes contemporary photo processes, development of personal imagery, and technical understanding of the printing process. **Prerequisite:** ART131 or ART115 or ART261 or consent of instructor. **W, Sp**

**ART272 Printmaking: Woodcuts and Linocuts****6 lab hrs/wk, 3 cr.**

Offers studio experience and instruction in techniques used in making woodcuts and linoleum block prints. Emphasizes studio practice, experimentation, and development of style as a means of personal expression. **Prerequisite:** ART131 or ART115 or ART261 or consent of instructor. **W, Sp**

**ART273 Printmaking: Monoprints****6 lab hrs/wk, 3 cr.**

Offers studio experience and instruction in techniques used in making monoprints and monotypes as fine art prints. **Prerequisite:** ART131 or ART115 or ART261 or consent of instructor. **W, Sp**

**ART274 Printmaking: Screen Printing 2****6 lab hrs/wk, 3 cr.**

Continues skill building in techniques of silkscreen printing introduced in ART270, including photographic processes. **Prerequisite:** ART270. **F, W, Sp**

**ART275 Printmaking: Screen Printing 3****6 lab hrs/wk, 3 cr.**

Offers studio practice in the expressive and technical principles of screen printing. Emphasizes skill development and use of composition, color, and various stencil processes to achieve an expressive visual form. **Prerequisite:** ART274. **F, W, Sp**

**ART281 Painting****6 lab hrs/wk, 3 cr.**

Introduces traditional approaches to and techniques of painting. Includes introduction to materials, color theory and historical perspectives. For beginning painters who have strong fundamental drawing skills. Course may be repeated for a maximum of nine credits. **Prerequisite:** ART131 or consent of instructor based upon demonstration in drawing. ART115 and ART116 recommended. **Offered as needed.**

### **ART282 Landscape Painting**

**6 lab hrs/wk, 3 cr.**

Introduces fundamental approaches and techniques of painting, focusing on elements affiliated with landscape painting. Includes introduction to materials, color theory, illusory depth devices, and historical and contemporary approaches. Engages both beginning and intermediate painters who have strong fundamental drawing skills. **Prerequisite:** ART131 or consent of instructor. ART115 and ART116 recommended. **Su**

### **ART284 Watercolor**

**6 lab hrs/wk, 3 cr.**

Learn the technique and use of watercolor. Includes characteristics of watercolor as a medium, compositional problems, observation of detail, potential for personal expression, and color theory and design elements. **Prerequisite:** ART131, or consent of instructor based upon demonstrated skill in drawing. ART115 and ART116 recommended. **Offered as needed.**

### **ART285 Intermediate Watercolor**

**6 lab hrs/wk, 3 cr.**

Emphasizes skill building and technical control of the medium. **Prerequisite:** ART284 or consent of instructor. **Offered as needed.**

### **ART286 Advanced Watercolor**

**6 lab hrs/wk, 3 cr.**

Continues projects and explorations begun in ART284 and ART285. A self-motivated contract class. **Prerequisite:** ART284 and ART285, or consent of instructor. **Offered as needed.**

### **ART291 Beginning Sculpture**

**6 lab hrs/wk, 3 cr.**

Introduces the use of materials, tools, and methods of sculpture, and an exploration of the three-dimensional form. **Prerequisite:** ART117 recommended. **F**

### **ART292 Ceramic Sculpture**

**6 lab hrs/wk, 3 cr.**

Introduces the characteristics and potential of clay as a sculptural material. **Prerequisite:** ART117 recommended. **W**

### **ART293 Wax to Bronze Sculpture**

**6 lab hrs/wk, 3 cr.**

Introduces the casting and finishing of bronze sculpture through the lost wax process using ceramic shell technologies. **Prerequisite:** ART117 recommended. **Sp**

## **ASL**

### **American Sign Language**

#### **ASL101T American Sign Language 101 Transition**

**1 class hrs/wk, 1 cr.**

Continues study in American Sign Language (ASL). Focuses on expressive and receptive signing, vocabulary, grammar, and guided communication. Covers aspects of Deaf Culture and community through reading and writing. Uses ASL as the primary language in the classroom. Course has an online component that requires students to use internet resources for coursework. Passing ASL101 and ASL101T with a C or better will satisfy the prerequisite for ASL112. **Prerequisite:** Grade of C or better in ASL101 within the last two years. **Offered as needed.**

#### **ASL102T American Sign Language 102 Transition**

**1 class hrs/wk, 1 cr.**

Continues study in American Sign Language (ASL). Focuses on expressive and receptive signing, vocabulary, grammar, and guided communication. Covers aspects of Deaf Culture and community through reading and writing. Introduces various sign systems and methods of communication used by a variety of deaf individuals in the community. Uses ASL as the primary language in the classroom. Course has an online component that requires students to use internet resources for coursework. Passing ASL102 and ASL102T with a C or better will satisfy the prerequisite for ASL113. **Prerequisite:** Grade of C or better in ASL102 within the last two years.

**Offered as needed.**

#### **ASL103T American Sign Language 103 Transition**

**1 class hrs/wk, 1 cr.**

Continues study in American Sign Language (ASL). Focuses on expressive and receptive signing, vocabulary, grammar, and guided communication. Covers aspects of Deaf Culture and community through readings and videotaped presentations. Uses ASL as the primary language in the classroom. Course has an online component that requires students to use internet resources for coursework. Passing ASL103 and ASL103T with a C or better will satisfy the prerequisite for ASL211. **Prerequisite:** Grade of C or better in ASL103 within the last two years.

**Offered as needed.**

#### **ASL111 First Year American Sign Language, Term 1**

**4 class hrs/wk, 4 cr.**

Introduces American Sign Language (ASL), supported by expressive and receptive readiness activities, finger-spelling techniques, vocabulary, grammar, and guided communication. Covers Deaf Culture and community as well as historical aspects through reading and writing. Uses ASL as the primary language in the classroom. Course has an online component that requires students to use internet resources for coursework. **Prerequisite:** Internet skills required.

**F, W, Sp, Su**

#### **ASL112 First Year American Sign Language, Term 2**

**4 class hrs/wk, 4 cr.**

Continues study in American Sign Language (ASL), supported by vocabulary, grammar, and guided conversation. Introduces various sign systems and methods of communication used by deaf, deaf-blind, non-signing deaf, hard-of-hearing and late-deafened individuals. Discusses information about various perspectives of these community members. Presents Deaf Culture and community as well as historical aspects through reading and writing. Uses ASL as the primary language in the classroom. Course has an online component that requires students to use internet resources for coursework. **Prerequisite:** A grade of C or better in ASL111 within one year or consent of instructor. Instructor can test student or require additional assignments to satisfy prerequisite skill/knowledge requirements. Internet skills required. **W, Sp, Su, offered as needed.**

#### **ASL113 First Year American Sign Language, Term 3**

**4 class hrs/wk, 4 cr.**

Continues American Sign Language (ASL), supported by vocabulary, grammar, and active communication. Presents Deaf Culture and community as well as historical aspects through reading, writing, and short signed or videotaped presentations. Uses ASL as the primary language in the classroom. Course has an online component that requires students to use internet resources for coursework. **Prerequisite:** A grade of C or better in ASL112 within one year or consent of instructor. Instructor can test student or require additional assignments to satisfy prerequisite skill/knowledge requirements. Internet skills required. **Sp, Su, offered as needed.**

#### **ASL211 Second Year American Sign Language, Term 1**

**4 class hrs/wk, 4 cr.**

Continues development of expressive and receptive skills learned in American Sign Language (ASL) first year. Expands vocabulary and introduces forms of ASL literature. Continues study in complex grammatical structures. Explores issues pertaining to the Deaf Community and multiculturalism, not limited to ethnic differences but also other perspectives including Deaf with other disabilities and gay, lesbian and transgender cultural issues. Uses ASL for classroom interaction and instruction. Course has an online component that requires students to use internet resources for coursework. **Prerequisite:** A grade of C or better in ASL113 within one year or consent of instructor. Instructor can test student or require additional assignments to satisfy prerequisite skill/knowledge requirements. Internet skills required. **F, offered as needed.**

### **ASL212 Second Year American Sign Language, Term 2**

**4 class hrs/wk, 4 cr.**

Continues development of expressive and receptive skills learned in ASL211. Expands vocabulary and continues study in forms of ASL literature. Also continues complex grammatical structures. Explores concepts of linguistics as it relates to variations in ASL. Emphasizes current research as well as field work. Introduces basic transliteration and analysis of signing from video/digital as well as interviews. Uses ASL for classroom interaction and instruction. This course has an online component that requires students to use internet resources for coursework. **Prerequisite:** A grade of C or better in ASL211 within last year or consent of instructor. Instructor can test student or require additional assignments to satisfy prerequisite skill/knowledge requirements. Internet skills required. **W, offered as needed.**

### **ASL213 Second Year American Sign Language, Term 3**

**4 class hrs/wk, 4 cr.**

Continues development of expressive and receptive skills learned in ASL212. Expands vocabulary and continues study and performance of forms of American Sign Language (ASL) literature. Continues to analyze complex grammatical structures. Explores concepts of linguistics as it relates to variations in ASL. Emphasizes current research as well as field work. Performs more advanced transliteration and analysis of signing from video/digital as well as interviews. Uses ASL for classroom interaction and instruction. This course has an online component that requires students to use internet resources for coursework. **Prerequisite:** A grade of C or better in ASL212 or consent of instructor. Instructor can test student or require additional assignments to satisfy prerequisite skill/knowledge requirements. Internet skills required. **Sp, offered as needed.**

## **Astronomy**

See Physics.

## **ATH**

### **Anthropology**

#### **ATH101 Human Evolution**

**3 class hrs/wk, 3 cr.**

Studies the processes of the biocultural evolution of humans with emphasis on evolutionary theory, Mendelian and population genetics, the fossil record, classification of primates, and the nature of race. **F, W, Sp, Su**

#### **ATH102 Archaeology**

**3 class hrs/wk, 3 cr.**

Covers basic archaeological method and theory, and reviews the techniques used for investigating the past. Focuses on the interpretation and assessment of archeological data. Includes the development of technology and food production, the origins of complex societies and the resulting social inequalities, and the evolution of cultural systems. Includes some of the major contributions of archaeology and discusses the relevance of archaeology to everyday life. Selection of specific societies and sites for study may vary according to each instructor's expertise. **F, W, Sp, Su**

#### **ATH103 Introduction to Cultural Anthropology**

**3 class hrs/wk, 3 cr.**

Surveys the field of cultural anthropology and its focus on the human patterns of behaviors, thoughts, and feelings. Introduces a methodology for studying human sociocultural adaptations. Includes the topics of major cross-cultural studies with a focus on language, adaptation, economics, marriage, kinship, gender, political organization, stratification, and religion. Examines the process of culture change and the application of cultural anthropology to practical society problems.

**F, W, Sp, Su**

#### **ATH153 Introduction to Field Archaeology**

**3 class hrs/wk, 3 cr.**

Introduces the diverse theories, methods, and goals of field or archaeology used throughout much of the world. Includes basic techniques of scientific archaeological excavation, artifact collection, and documentation through classroom activities. **Offered as needed.**

#### **ATH180 The Nature of Language**

**3 class hrs/wk, 3 cr.**

Introduces anthropological linguistics. Includes the history of linguistics and written language, descriptive linguistics, sociolinguistics, language and thought, language acquisition, and the biology and physiology of language development. Also includes bilingualism and multiculturalism and written language development in both the old and new world. **Offered as needed.**

#### **ATH212 Aztec Civilization/ La Civilizacion Azteca**

**3 class hrs/wk, 3 cr.**

Presents an overview of Aztec institutions and demonstrates examples present in contemporary Mexican culture. Focuses on the daily life, culture, religion, philosophy, literature, social, political, and economic structures of the Aztecs. Analyzes and compares Aztec concepts of life, death, the sacred, time, space, property, and education with American mainstream concepts. **Offered as needed.**

#### **ATH214 Contemporary Mexican Culture**

**3 class hrs/wk, 3 cr.**

Provides an understanding of Mexican culture by focusing on the main historical events that have shaped the identity of the Mexican. Explores the mixture of cultural institutions in modern Mexico from pre-Columbian indigenous cultures through European conquest and the Revolution. **Offered as needed.**

#### **ATH215 Introduction to Early Greek and Aegean Archaeology**

**3 class hrs/wk, 3 cr.**

Explores early Greek culture (10,000 BC - 1000 BC) with an emphasis on the Bronze Age and the islands of the Aegean. Includes trade, exploitation of natural resources, material culture elaboration, and the development of maritime orientation and marine-based faunal ritualization and cosmologies. Also covers the role of Crete and other Aegean islands in trade and craft/specialty food production, and their relationships with Egypt, Syria, and the Mediterranean world. **Offered as needed.**

#### **ATH231 Native American Studies**

**3 class hrs/wk, 3 cr.**

Focuses on the Northeastern and Southeastern Native American cultures from earliest times to the present. Contrasts the Algonkian and Iroquois confederacies, as well as the Five Civilized Tribes. Evaluates differences in tribal strategies adapting to Europeans while struggling to retain tribal sovereignty. Covers native identity, intertribal culture, and contemporary issues. **Offered as needed.**

#### **ATH232 Native American Studies**

**3 class hrs/wk, 3 cr.**

Focuses on the Prairie-Plains (Northern and Southern Plains) and Southwestern Native American cultures from earliest times to the present, emphasizing environmental adaptive strategies. Explores Lakota and Kiowa relations with Euroamericans while struggling to retain tribal sovereignty. Surveys intertribal powwows, religious rights, urban migration, culture loss and retention, and changing gender roles. Outlines environmental impact on traditional and contemporary Navajo and Hopi cultures. **Offered as needed.**

#### **ATH233 Native American Studies**

**3 class hrs/wk, 3 cr.**

Focuses on the Northwestern Native American cultures from earliest times to the present. Contrasts the various cultures west of the Rockies, with particular emphasis on women's changing roles. Explores Oregon coastal (Coos) and California (Pomo) tribal cultures and their adaptations to Europeans while struggling to retain tribal sovereignty. Covers Kwakiutl and Haida masking arts and contemporary potlatch. **Offered as needed.**

## AUM

### Automotive Technology

#### **AUM151 Basic Automotive Engines** 3 class and 6 lab hrs/wk, 5 cr.

Covers construction, working principles, and methods of servicing a gasoline internal combustion engine. Stresses proper use of tools, torque wrenches, micrometers, and equipment. Discusses theory and operation of the makeup of simple and complex machines involving levers, cams, inertia, and momentum. **F**

#### **AUM152 Automotive Machine Shop** 2 class and 6 lab hrs/wk, 4 cr.

Covers the methods, technical aspects, theory, checks, and procedures used to recondition internal combustion engines and related components. Introduces the precision measuring tools, torque wrenches, and machining equipment used daily by automotive machinists. Discusses procedures, precision measuring devices and special tools, as well as theories of leverage, pressure/volume, expansion, momentum, inertia and work related to engines. **Prerequisite:** AUM151, AUM157, and AUM184 or consent of instructor. **W**

#### **AUM157 Automotive Brake Systems** 2 class and 7 lab hrs/wk, 5 cr.

Covers the theory and principles of automotive brake systems. Includes service and repair of disc and drum brakes, manual and power brakes, brake system controls, indicating devices, and A.B.S. systems. **F**

#### **AUM158 Automotive Steering and Suspension** 2 class and 8 lab hrs/wk, 5 cr.

Presents the principles of automotive wheel, steering, and suspension systems. Includes front and rear suspension alignment, theory of suspension operation, and wheel service and balance. Applies accepted repair procedures on automotive suspension. **Prerequisite:** AUM151, AUM157, and AUM184 or consent of instructor. **W**

#### **AUM161 Manual Drive Trains and Axles 1** 3 class and 6 lab hrs/wk, 5 cr.

Introduces the theory and service of automotive power trains including: clutches and clutch linkage, drive shafts and universal joints, front-wheel drive axles, manual transmissions, manual transaxles, rear axles and differentials, including open and limited slip. Examines friction, gear reduction, and torque multiplication through use of gear sets, inertia, and momentum, as they apply to power train components. **Prerequisite:** AUM152 and AUM158 or consent of instructor. **Sp**

#### **AUM168 Automotive Electrical Systems 1** 3 class and 3 lab hrs/wk, 4 cr.

Introduces automotive electricity and electronics systems. Includes an overview of automotive circuits. **Prerequisite:** AUM152 and AUM158 or consent of instructor. **Sp**

#### **AUM184 Automotive Materials and Resources** 2 lab hrs/wk, 1 cr.

Covers various service manuals, service information, labor calculation, and electronic manual systems. Focuses on the use of computerized manual systems commonly used in the automotive repair industry. **F, W, Sp**

#### **AUM185A Automotive Machining Fundamentals** 2 class and 3 lab hrs/wk, 3 cr.

Introduces the fundamentals of automotive machine processes and automotive fasteners, presses, pedestal grinders, arbor presses, and basic layout and tool sharpening. Includes use of appropriate charts and tables including decimal equivalent and drill and tap selection with speed and feed calculations. **F**

#### **AUM186A Automotive Lathe Fundamentals** 2 class and 3 lab hrs/wk, 3 cr.

Introduces turning operations as related to automotive machining with emphasis on work and tool-holding methods. Covers related hole-making process, facing, tapping, grooving, and parting. **Prerequisite:** AUM187A or consent of instructor. **Sp**

#### **AUM187A Automotive Milling Machine Processes** 2 class and 3 lab hrs/wk, 3 cr.

Covers basic milling processes, work-holding methods, cutter identification, selection and use, speeds and feeds, adapters, tool holders and application. Includes operation of milling machines as applied to typical automotive machining operations. **Prerequisite:** AUM185A or consent of instructor. **W**

#### **AUM188 Automotive Machine Shop-Upper Engine** 1 class and 4 lab hrs/wk, 3 cr.

Introduces theory and application used in automotive machining procedures. Includes use of precision measuring tools, torque wrenches, valve and seat grinding, valve guide and seat repairs, resurfacing, valve springs, and cylinder head assembly. **F**

#### **AUM189 Automotive Machine Shop-Lower Engine** 1 class and 4 lab hrs/wk, 3 cr.

Introduces the theory and application used in automotive machining procedures. Emphasizes precision measuring tools, torque wrenches, cylinder block boring and honing, cylinder block resurfacing, mainline checks and repairs, and connecting rod reconditioning. **W**

#### **AUM190 Automotive Machine Shop-Engine Assembly** 1 class and 4 lab hrs/wk, 3 cr.

Covers theory and application in automotive machining procedures. Includes use of precision measuring tools, torque wrenches, camshaft timing checks, clearancing, blueprint measurement, and engine assembly and sealing techniques. **Sp**

#### **AUM192 Automotive Diesel Engines** 2 class and 3 lab hrs/wk, 3 cr.

Covers construction, working principles, and methods of servicing automotive diesel engines. **Prerequisite:** AUM152 and AUM158 or consent of instructor. **Sp**

#### **AUM253 Automotive Engines 2** 1 class and 6 lab hrs/wk, 3 cr.

Focuses on repair and service of automotive internal combustion engines. Stresses speed and accuracy of diagnosis and repair. Builds on prior training. **Prerequisite:** AUM267, AUM277, AUM282, and AUM286 or consent of instructor. **Sp**

#### **AUM262 Manual Drive Trains and Axles 2** 1 class and 6 lab hrs/wk, 3 cr.

Continues the theory and service of automotive drive trains, concentrating on the diagnosis and repair of all components. Includes practical application of diagnosis, service and repair on clutches, drive shafts, universal joints, front-wheel-drive axles, manual transmissions, manual transaxles, rear axles, differentials, and four-wheel-drive transfer cases. **Prerequisite:** AUM161, AUM168, and AUM192 or consent of instructor. **F**

#### **AUM263 Automatic Transmissions and Transaxles 1** 3 class and 6 lab hrs/wk, 5 cr.

Introduces the fundamentals of automatic transmission operation. Explains methods of gear change, power flows, and basic hydraulic principles used in automatic transmissions. Emphasizes the service and overhaul of automatic transmissions. **Prerequisite:** AUM161, AUM168 and AUM192 or consent of instructor. **F**

#### **AUM266 Basic Fuel Systems** 3 class and 3 lab hrs/wk, 4 cr.

Covers basic principles of carburetion and carburetor circuits. Includes the basics of pressure differential, the venturi principle, fuel systems, gasoline, and engine variables pertinent to gasoline. Examines basic one-, two-, and four-barrel carburetor overhaul, service and adjustment, fuel pump testing and inspection, and introduces closed loop systems. **Prerequisite:** AUM161, AUM168 and AUM192 or consent of instructor. **F**

#### **AUM267 Advanced Fuel Systems** 3 class and 4 lab hrs/wk, 5 cr.

Focuses on automotive fuel injection systems, computer functions, inputs, commands, system diagnosis, causes of emissions, testing, and instrumentation studies and infrared, four-gas, and five-gas analyzer testing. Covers turbocharging and supercharging. **Prerequisite:** AUM262, AUM263, AUM266, and AUM276 or consent of instructor. **W**

### **AUM273 Automatic Transmissions and Transaxles 2**

1 class and 6 lab hrs/wk, 3 cr.

Focuses on diagnosis, repair, and service of automatic transmissions and automatic transaxles, including electronic transmissions. Emphasizes speed and accuracy in diagnosis and repair. Builds on prior training. **Prerequisite:** AUM267, AUM277, AUM282, and AUM286 or consent of instructor. **Sp**

### **AUM276 Automotive Electrical Systems 2**

3 class and 3 lab hrs/wk, 4 cr.

Continues DC electrical systems for the repair and service of automotive vehicles. Focuses on body electrical systems and troubleshooting of individual systems. **Prerequisite:** AUM161, AUM168 and AUM192 or consent of instructor. **F**

### **AUM277 Automotive Electrical Systems 3**

3 class and 4 lab hrs/wk, 5 cr.

Emphasizes testing, diagnosis, theory of ignition operations, charging, cranking systems, electronic ignitions, oscilloscope testing, meter usage, and vehicle computer systems and testing. Reviews basic electrical principles, laws, and forces. **Prerequisite:** AUM262, AUM263, AUM266, and AUM276 or consent of instructor. **Sp**

### **AUM280A-L Cooperative Work Experience**

See Cooperative Work Experience.

### **AUM281 Advanced Driveability and Emissions**

3 class and 8 lab hrs/wk, 6 cr.

Covers tune-up and diagnosis procedures of the gasoline internal combustion engine including use of diagnostic equipment. Emphasizes tune-up of computer-controlled vehicles. **Prerequisite:** AUM267, AUM277, AUM282, and AUM286 or consent of instructor. **Sp**

### **AUM282 Electronic Vehicle Controls 1**

3 class and 5 lab hrs/wk, 5 cr.

Covers history and development of automotive computer-controlled systems. Focuses on operation, diagnosis, and repair of individual systems. **Prerequisite:** AUM262, AUM263, AUM266, and AUM276 or consent of instructor. **W**

### **AUM283 Electronic Vehicle Controls 2**

2 class and 5 lab hrs/wk, 4 cr.

Provides advanced training in the operation and testing of automotive electronic control systems. **Prerequisite:** AUM267, AUM277, AUM282, and AUM286 or consent of instructor. **Sp**

### **AUM286 Automotive Heating and Air Conditioning**

3 class and 5 lab hrs/wk, 5 cr.

Presents the theory and operation of automotive heating and air-conditioning systems. Covers methods for service, repair, and troubleshooting heating and air-conditioning systems. **Prerequisite:** AUM262, AUM263, AUM266, and AUM276 or consent of instructor. **W**

## **BA**

### **Business Administration**

#### **BA051 Accounting Procedures 1**

4 class hrs/wk, 4 cr.

Focuses on the accounting cycle using the double-entry system for service and merchandising businesses. For students who do not plan to attend a four-year college and/or who are not enrolled in Chemeketa's Accounting program. **Offered as needed.**

#### **BA062A AMA-Coaching for Top Performance**

2.5 class hrs/wk, for 5 weeks, 1 cr.

Presents training, communication, and motivational skills to build a solid foundation of coaching techniques. Designed for managers and supervisors. **Offered as needed.**

#### **BA062B AMA-Managing and Resolving Conflict**

2.5 class hrs/wk, for 5 weeks, 1 cr.

Presents skills to resolve conflicts effectively and develop productive working relationships among staff. Designed for managers and supervisors. **Offered as needed.**

#### **BA062C AMA-Communication Skills for Managers**

2.5 class hrs/wk, for 5 weeks, 1 cr.

Focuses on effective oral, non-verbal, and written communication. Participants will develop techniques to better express themselves in writing reports, conferencing with colleagues and running meetings. Designed for managers and supervisors in business, industry, and government. **Offered as needed.**

#### **BA062D AMA-First-Line Supervision**

2.5 class hrs/wk, for 5 weeks, 1 cr.

Covers the essential elements of supervising others. Focuses on leadership styles, decision making, rewards, productivity, conflict, grievances, and problem employees. Designed for managers and supervisors in business, industry, and government. **Offered as needed.**

#### **BA062F AMA-What Managers Do**

2.5 class hrs/wk, for 5 wks, 1 cr.

Focuses on contemporary management skills, including planning, organizing, staffing, motivating, and controlling. Designed for managers and supervisors in business, industry, and government. **Offered as needed.**

#### **BA062G AMA-Getting Results with Time Management**

2.5 class hrs/wk, for 5 wks, 1 cr.

Focuses on techniques to increase productivity and efficiency by better use of time and organizational skills. Designed for managers and supervisors in business, industry, and government. **Offered as needed.**

#### **BA062H AMA-How to Delegate Effectively**

2.5 class hrs/wk, for 5 wks, 1 cr.

Focuses on effective delegation methods. Designed for managers and supervisors in business, industry, and government. **Offered as needed.**

#### **BA062I AMA-A Manager's Guide to Human Behavior**

2.5 class hrs/wk, for 5 wks, 1 cr.

Focuses on the skills necessary to inspire employees to high performance, maximize positive impact on others, deal with on-the-job conflict, develop more productive working relationships, establish rapport and mutual trust, and receive performance feedback. Designed for management and supervisors in business, industry, and government. **Offered as needed.**

#### **BA062J AMA-Successful Negotiating**

2.5 class hrs/wk, for 5 weeks, 1 cr.

Focuses on negotiation techniques. Topics range from the steps used in pre-negotiation planning to the use of details such as seating arrangements and meeting site selection to determine the results of negotiations. Designed for managers and supervisors in business, industry, and government. **Offered as needed.**

#### **BA062K AMA-Leadership Skills for Managers**

2.5 class hrs/wk, for 5 weeks, 1 cr.

Presents methods for enhancing the leadership qualities necessary for managing a diverse and changing workforce. Emphasizes the development of visioning, coaching, and empowerment skills. Designed for managers and supervisors in business, industry, and government. **Offered as needed.**

#### **BA062M AMA-Writing for Management Success**

2.5 class hrs/wk, for 5 wks, 1 cr.

Focuses on methods to improve writing and grammar skills. Emphasizes writing, letter writing, memos, and reports. Designed for managers and supervisors in business, industry, and government. **Offered as needed.**

#### **BA062N AMA-Total Quality Management**

2.5 class hrs/wk, for 5 wks, 1 cr.

Reviews the history, concepts, techniques, and implementation of Total Quality Management (TQM) processes for both manufacturing and service organizations. Designed for managers and supervisors in business, industry, and government. **Offered as needed.**

#### **BA062O AMA-How to Make Teams Work**

2.5 class hrs/wk, for 5 wks, 1 cr.

Presents team-building skills for a changing business environment. In the role of team leader, participants will gain an understanding and management tools to make teams function. **Offered as needed.**

#### **BA062P AMA-Effective Team-Building for Managers**

2.5 class hrs/wk, for 5 wks, 1 cr.

Focuses on methods of team-building from recruiting the right team members to empowering them with authority and responsibility for their decisions and performance. Covers methods of building trust, confidence, and group work skills. Designed for managers and supervisors in business, industry, and government. **Offered as needed.**

**BA062Q AMA-First Level Leadership: Supervising in the New Organization**  
2.5 class hrs/wk, for 5 wks, 1 cr.

Focuses on the concepts and skills needed to manage the new workforce, influence others, and create and foster organizational stewardship. Emphasizes the keys to building strong teams, defining the basics of their businesses, and gaining the tools to manage the change process. Uses case studies, assessments, and focused activities to measure progress and gain the tools to lead in the new organization. **Offered as needed.**

**BA063 Call Center Customer Service Training with Computer Skills**  
3 class hrs/wk, 3 cr.

Provides the necessary customer service, telephone, and computer operation skills for an entry-level call center/customer service representative. **Offered as needed.**

**BA101 Introduction to Business**  
4 class hrs/wk, 4 cr.

Introduces the inter-relationships of business, government and society. Examines the defined and/or established roles of the business community with an emphasis on ethic and social responsibilities. Looks at employment opportunities in various business fields. **Prerequisite:** College-level reading and writing recommended. **F, W, Sp, Su**

**BA102 Leadership Strategies**  
2 class hrs, 2 cr.

Covers leadership strategies in communication, facilitating change, developing trust, and coaching and developing others for high performance. Designed for managers and supervisors in mid-level and first-line positions. **Offered as needed.**

**BA121 Project Management 1-Tools and Techniques**  
3 class hrs/wk, 3 cr.

Covers tools and techniques associated with project management. Focuses on gathering, analyzing, formatting, and presenting specific types of information and data. **Offered as needed.**

**BA122 Project Management 2-Teams and Influencing Without Authority**  
2 class hrs/wk, 2 cr.

Covers team development associated with project management, including application, and how to influence others without authority. **Offered as needed.**

**BA123 Project Management 3-Estimating, Risk, Contracts and Procurement**  
3 class hrs/wk, 3 cr.

Covers estimating, risk, contracts, and procurement. **Offered as needed.**

**BA124 Project Management 4-Simulation: Controlling the Project**  
2 class hrs/wk, 2 cr.

Reviews project management techniques from start-up to close-out. Brings together tools learned in the previous Project Management courses through use of a simulation. **Offered as needed.**

**BA131A Business Productivity Software**  
2 class hrs/wk, 2 cr.

Covers use of application programs as business decision-making and communication tools. Includes file management and networks, e-mail and time management, word processing, and spreadsheet modeling, and data graphing. **Prerequisite:** CS101; all writing and correspondence must satisfy the Oregon Department of Education Certificate of Initial Master (CIM) benchmarks for writing standards, level 4 or above. **Sp**

**BA160 Purchasing**  
3 class hrs/wk, 3 cr.

Discusses purchasing functions, policies, procedures, manuals, legal considerations, public relations, ethics, quality and sources of supplies, storekeeping, and personnel. **Offered as needed.**

**BA173 Public Relations in Business**  
3 class hrs/wk, 3 cr.

Explains the basic theories and principles involved in the practice of public relations and provides practical information needed to develop or to implement public relations activities in the business environment. **Offered as needed.**

**BA177 Payroll**  
4 class hrs/wk, 4 cr.

Offers a comprehensive overview to both Federal and State of Oregon payroll practices and procedures. Includes computing and recording gross wages, withholding amounts, and net wages. Introduces computerized and manual systems to create and maintain employee earnings records and payroll registers; compute employers taxes and other payroll-related costs; make payroll tax deposits; complete payroll reports and W-2s; and make general journal entries for all payroll transactions. **Prerequisite:** CS101 and BT090 or BA051 or BA211 or consent of instructor. **F, Sp**

**BA200K Conflict Resolution at Work**  
1 class hr/wk, 1 cr.

Stresses skills and methods which lead to conflict resolution in the workplace. **Offered as needed.**

**BA202 Personal Effectiveness**  
3 class hrs/wk, 3 cr.

Uses individual and small group exercises to improve skills in self-awareness, communication, values clarification, individual problem-solving, and presents strategies to assist student in maintaining employment and demonstrating a professional image and work behavior. **F, W, Sp**

**BA203 Interpersonal Relations in Business**  
3 class hrs/wk, 3 cr.

Covers interpersonal relations in an organization. Includes effective verbal and non-verbal communication styles, interviewing skills, co-worker relations considering individual and cultural differences, customer relationships, conflict management, and coaching/teaching. **Prerequisite:** BA202 recommended. **W, Sp**

**BA204 Teamwork Dynamics**  
3 class hrs/wk, 3 cr.

Introduces fundamentals of effective work-team relationships. Covers team-building, group problem solving, self-directed teams, cultural diversity in the Northwest, and diversity and team management. **Prerequisite:** BA202 recommended. **Sp**

**BA206 Business Management Principles**  
3 class hrs/wk, 3 cr.

Analyzes and synthesizes historical and current theories in leadership, group processes, organizational structures, personnel policies, motivation, and training that allow an individual to plan, organize, control, staff, and direct subordinates in an organization. **Prerequisite:** College-level reading and writing recommended. **F, W, Sp, Su**

**BA211 Financial Accounting 1**  
4 class hrs, 4 cr.

Covers the complete accounting cycle for service and merchandising firms including recording transactions, adjustments, financial statements, worksheets, closing entries, cash and accounts receivable, notes and interest, and accounting for inventories. **Prerequisite:** MTH060 and CS101 skill levels or higher or consent of instructor. **F, W, Sp, Su**

**BA212 Financial Accounting 2**  
4 class hrs, 4 cr.

Covers accounting theory, capital assets and depreciation, current and long-term liabilities, partnerships, corporations, investments, cash flow statements, and ratio analysis. **Prerequisite:** BA101, grade of C or better in BA211, and MTH062 skill level or higher, or consent of instructor. **F, W, Sp, Su**

**BA213 Managerial Accounting**  
4 class hrs/wk, 4 cr.

Covers the accountant's role in an organization, cost terms and purposes, cost-volume-profit relationships, budgeting, systems design, standard costs, flexible budgets and overhead control, joint costing, cost allocation, income effects of alternative product-costing methods and relevant costs, and the contribution approach to decisions. **Prerequisite:** Grade of C or better in BA212, CS125E, and MTH070 skill level, or higher or consent of instructor. **F, W, Sp, Su**

**BA214 Business Communications**  
3 class hrs/wk, 3 cr.

Applies principles of written, oral, and non-verbal communication. Covers preparation of good news, bad news, and persuasive messages in applied situations using properly formatted letters, memoranda, and reports. Includes development of resumes, job application letters, and job interviews. Emphasizes written and oral assignments that require individual and group work. **Prerequisite:** Grade of C or better in CA121 or equivalent skill, and grade of C or better in BT120 or WR121, or consent of instructor. **F, W, Sp, Su**

**BA215 Cost Accounting****3 class hrs/wk, 3 cr.**

Analyzes methods of detailed and specific identification of cost elements in business. Emphasizes job orders, processes, and standard cost accounting systems and their related theory; principles, techniques, and managerial use of cost accounting data; and use of budget and performance reports as related to cost accounting. **Offered as needed.**

**BA222 Financial Management****3 class hrs/wk, 3 cr.**

Covers the principles of planning, acquiring, and using funds in an organization. Includes investment analysis, budgeting, ratio analysis, capital investments (using present value and internal rate of return), cost of capital, and cash and credit management. **Prerequisite:** BA212. **W**

**BA223 Principles of Marketing****3 class hrs/wk, 3 cr.**

Surveys all functions of marketing from research and product development to the sale of a product or service and feedback of consumer acceptance. Emphasizes marketing planning and strategy as dictated by the consumer through marketing research. **Prerequisite:** BA101 or consent of instructor. **F, Sp**

**BA224 Personnel Management****3 class hrs/wk, 3 cr.**

Covers the principles and functions of a personnel department relating to supervision. Includes policy formulation, employee selection and placement, interviewing and counseling, discipline, labor-management relations, wage and salary administration, human resource development, and employee health and safety. **F, Sp**

**BA226 Business Law 1****3 class hrs/wk, 3 cr.**

Introduces the nature and function of the law in our society. Studies contracts, the formation of contracts, the right of contracts, and the obligations of contracts. **F, W, Sp, Su**

**BA227 Business Law 2****3 class hrs/wk, 3 cr.**

Covers legal aspects of personal property, sales, and commercial paper. Continues BA226.

**Prerequisite:** BA226. **F, W, Sp, Su****BA228 Computer Accounting Applications****3 class hrs/wk, 3 cr.**

Introduces computer-based accounting for small businesses and provides hands-on experience with business applications including general ledger, accounts receivable, accounts payable, payroll, inventory management processing, sales invoicing, check reconciliation, and financial statements.

**Prerequisite:** BA212 and BA213 and CS125E or equivalent microcomputer experience; or BT090 and CA091 and CS125E or equivalent micro-computer experience. **W, Sp**

**BA238 Sales and Persuasion****3 class hrs/wk, 3 cr.**

Emphasizes behavioral sciences, sales psychology and techniques, and communication. Attention is given to sales of ideas and attitudes internal to the firm, as well as products or services to customers.

**Sp****BA240 Governmental/Non-Profit Accounting 1****3 class hrs/wk, 3 cr.**

Considers budgets, accounting for general funds, special revenue funds, revenue accounting, expenditure accounting, capital projects funds, debt-service funds, special assessment funds, enterprise funds, general fixed asset group of accounts, and summary of funds and groups. Includes comprehensive study of accounting for governmental and non-profit entities. **Prerequisite:** BA212. **F**

**BA242 Investments****3 class hrs/wk, 3 cr.**

Explains individual investment opportunities as part of an investor's portfolio. Covers how investors may consolidate and coordinate previous experiences with basic information and data in order to survive in the marketplace. **Offered as needed.**

**BA250 Small Business Management****3 class hrs/wk, 3 cr.**

Introduces basic aspects of managing a small business, including planning, organizing, staffing, actuating, and controlling. Covers general functions and procedures used in the operation of a small business. **Prerequisite:** Consent of instructor.

**Offered as needed.****BA251 Office Management****3 class hrs/wk, 3 cr.**

Presents the broad scope of responsibilities of the administrative office manager. Includes planning, organizing, and controlling of business services, systems, and procedures. **W, Sp**

**BA256 Income Tax Accounting 1****4 class hrs, 4 cr.**

Presents the first of two introductory courses in preparing Federal and Oregon individual income tax returns. Completing BA256 and BA257 meets the Board of Tax Service Examiners educational requirements to take the Oregon Tax Preparer's Licensing Examination. **Prerequisite:** BA212 or consent of instructor. **F, Sp, Su**

**BA257 Income Tax Accounting 2****4 class hrs, 4 cr.**

Offers the second of two introductory courses in preparing Federal and Oregon individual income tax returns. Completing BA256 and BA257 meets the Board of Tax Service Examiners educational requirements to take the Oregon Tax Preparer's Licensing Examination. **Prerequisite:** BA256 or consent of instructor. **F**

**BA258 Budgeting in the Public Sector****3 class hrs, 3 cr.**

Provides an overview of the techniques and politics of budget preparation, modification, and implementation in the public sector. Includes the budget plan, budget process, budget approval process, and budgeting control. **Prerequisite:** Knowledge of fund accounting and spreadsheets; BA240 or equivalent experience; and CS125E or equivalent experience. **Offered as needed.**

**BA266 Intermediate Financial Accounting 1****4 class hrs/wk, 4 cr.**

Studies the environment and development of accounting principles, basic theory, accounting process, statement of income and retained earnings, statement of financial position, present value, monetary assets, valuation of inventories, and current liabilities. **Prerequisite:** BA213 or concurrent enrollment in BA213 or consent of instructor. **F**

**BA267 Intermediate Financial Accounting 2****4 class hrs/wk, 4 cr.**

Studies plant assets, depreciation, depletion, intangible assets, long-term liabilities, issuance and reacquisition of capital stock, additional paid-in capital and retained earnings, dilutive securities and earnings per-share calculations, long-term investments in securities and funds, and revenue recognition. **Prerequisite:** Grade of C or better in BA266 or consent of instructor. **W**

**BA268 Intermediate Financial Accounting 3****4 class hrs/wk, 4 cr.**

Offers a comprehensive study of revenue recognition, accounting changes, error analysis, income taxes, pension plans, leases, and cash flow statements. **Prerequisite:** Grade of C or better in BA267 or consent of instructor. **Sp**

**BA271A Information Technology in Business****3 class hrs/wk, 3 cr.**

Covers application of information technology as a personal productivity tool within a business environment. Presents integrative use of application programs including database management systems, spreadsheets, presentation graphics, and Internet usage. **Prerequisite:** BA131A, CS125A, CS125E. **F**

**BA275 Quantitative Business Methods****4 class hrs/wk, 4 cr.**

Presents management decision processes utilizing statistical methods, use and application of probability concepts, sampling procedures, statistical estimation, and regression. **Prerequisite:** MTH111, CS125E. **Offered as needed.**

**BA277 Business Ethics****3 class hrs/wk, 3 cr.**

Includes a comparative study of ethical and economic systems designed to increase decision-making capabilities. Emphasizes issues and policy formation in varied business settings. **W**



**BA280A-L Cooperative Work Experience**  
See Cooperative Work Experience.

**BA281 Consumer Lending**  
3 class hrs/wk, 3 cr.

Covers consumer lending, including the many types of credit arrangements in which a financial charge is paid for the privilege of repaying debts in delayed payments. Includes credit evaluation, consumer credit policy, the requirements of making credit decisions, and loan documentation and closing. **Prerequisite:** Current employment in a financial institution. **Offered as needed.**

## BI

### Biology

**BI060 Basic Science for Dental Assistants**  
2 class and 2 lab hrs/wk, 3 cr.

Designed especially for Dental Assisting program students. Presents introductory concepts of cell biology, microbiology, oral histology and embryology, and head and neck anatomy. Includes practical application of problem solving, scientific observation and measurement, use of equipment, and basic laboratory techniques. **Sp**

**BI071 Body Structure and Function 1**  
2 class and 2 lab hrs/wk, 3 cr.

Introduces the normal structure and function of the human body, chemical principles, characteristics of the cell as a basis for life, organization of tissues, organs and systems, and structure and function of body systems. Includes lecture, demonstration, and laboratory practice. **Offered as needed.**

**BI072 Body Structure and Function 2**  
2 class and 2 lab hrs/wk, 3 cr.

Continues BI071. **Prerequisite:** BI071. **Offered as needed.**

**BI100 Orientation to Marine Life of the Oregon Coast**

2 class and 3 lab hrs/wk, 3 cr.

Presents introductory information about marine organisms, including birds, mammals, fishes, and invertebrates native to the Oregon Coast. Includes identification of these organisms, basic knowledge about their natural history, introduction to scientific terminology, basic awareness of scientific classification, and information related to the understanding of the physical exhibitory structure and life support systems in maintaining these animals in an aquarium environment. Provides background and practice in interpretation of the knowledge gained to members of the general public. **Sp**

**BI101 General Biology**

3 class and 3 lab hrs/wk, 4 cr.

Investigates the diversity of organisms, principles of ecology, and effects and consequences of ecosystem alteration by humans. **Prerequisite:** None. This sequence need not be taken in order, although some carryover from one term to the next does occur. **F, Sp, Su**

**BI102 General Biology**

3 class and 3 lab hrs/wk, 4 cr.

Investigates the principles of cell division; Mendelian, population, and molecular genetics; evolution, natural selection and origin of species; and animal behavior. **Prerequisite:** None. This sequence need not be taken in order, although some carryover from one term to the next does occur. **F, W, offered Summer as needed.**

**BI103 General Biology**

3 class and 3 lab hrs/wk, 4 cr.

Investigates the principles of animal structure (anatomy) and function (physiology); human (and comparative) reproductive, nervous, circulatory, immune, digestive, respiratory, and urinary systems; plant structure and function; nutrition, growth and reproduction. **Prerequisite:** None. This sequence need not be taken in order, although some carryover from one term to the next does occur. **W, Sp, offered Summer as needed.**

**BI131 Environmental Science 1**

3 class and 3 lab hrs/wk, 4 cr.

Introduces basic principles of ecology and environmental science and examines environmental problems and issues concerning human population growth. **F**

**BI132 Environmental Science 2**

3 class and 3 lab hrs/wk, 4 cr.

Examines environmental problems and issues related to resource use and management such as deforestation, global warming, soil erosion, water and food shortages, the loss of biodiversity, and energy issues. **Prerequisite:** BI131 or BI101. **W**

**BI133 Environmental Science 3**

3 class and 3 lab hrs/wk, 4 cr.

Examines environmental problems and issues related to environmental contamination such as air and water pollution, solid waste disposal, and pesticide use. Explores relationships between environmental problems and other aspects of society. **Prerequisite:** BI132. **Sp**

**BI143 Marine Biology**

3 class and 3 lab hrs/wk, 4 cr.

Investigates a variety of marine ecosystems, including intertidal areas, salt marshes, estuaries, and other marine environments. Examines the ecology, physiology, and morphology of marine plants and animals. Emphasizes Oregon adaptations of life forms to marine environments. **W**

**BI200 Principles of Ecology-Field Biology**

3 class and 3 lab hrs/wk, 4 cr.

Emphasizes the broad concepts of ecology in a field setting using natural ecosystems as a model. Introduces concepts in the classroom and then examines in detail using student-collected field data. Course may be repeated for a maximum of 8 credits. **Prerequisite:** BI101 or BI131 or equivalent, or consent of instructor. **Su**

**BI230 Introductory Microbiology**

3 class and 3 lab hrs/wk, 4 cr.

Surveys the history, anatomy, and physiology of micro-organisms emphasizing their impact on society. Examines microbe anatomy, metabolism, growth, genetics, taxonomy, selected diseases affecting humans and plants, immunity, and microbial control. Covers food microbiology, industrial microbiology, agricultural microbiology, environmental microbiology with applications to grape growing and winemaking and standard microbiological laboratory techniques. **Sp, offered as needed.**

**BI231 Human Anatomy and Physiology**

3 class and 3 lab hrs/wk, 4 cr.

Presents an in-depth examination of the structure and function of the human body in the first of a three-term sequence. Includes a review of chemical principles, the study of cells, tissues and the integumentary, skeletal and nervous systems.

**Prerequisite:** One term of accelerated college chemistry with a grade of C or better within the last seven years; CH110 or CH111; or successful completion of Chemistry Proficiency Exam; or completion of CH104 and concurrent enrollment in CH105; or completion of CH121 and concurrent enrollment in CH122. **F, W, Sp, offered Summer as needed.**

**BI232 Human Anatomy and Physiology**

3 class and 3 lab hrs/wk, 4 cr.

Covers an in-depth examination of the structure and function of the human body in the second of a three-term sequence. Includes the study of the muscular, circulatory, and respiratory systems.

**Prerequisite:** BI231 with a grade of C or better within the last seven years; and concurrent enrollment in CH106 or CH123 if taking a chemistry sequence; or consent of instructor. **F, W, Sp, offered Summer as needed.**

**BI233 Human Anatomy and Physiology**

3 class and 3 lab hrs/wk, 4 cr.

Covers an in-depth examination of the structure of the human body in the third of a three-term sequence. Includes the study of the endocrine, digestive, urinary, and reproductive systems. Also includes an examination of body fluids, electrolytes, pH balance, and medical genetics **Prerequisite:** BI232 with a grade of C or better within the last seven years or consent of instructor. **F, W, Sp, offered Summer as needed.**

**BI234 Microbiology**

3 class and 3 lab hrs/wk, 4 cr.

Presents a survey of bacteria and other micro-organisms, emphasizing their impact upon human health. Includes discussion of infection, immunity, common pathogens, and methods and mechanisms of control. **Prerequisite:** BI231 with a grade of C or better within the last seven years or consent of instructor. **F, W, Sp, offered Summer as needed.**

**BLD251 Principles of Wildlife Conservation**  
3 class hrs/wk, 3 cr.

Introduces the principles and practices of wildlife conservation and management. Covers the history of wildlife conservation, basic ecological concepts, human impact on wildlife and habitat, social and economic issues relating to wildlife management, and management objectives and strategies for fisheries and wildlife populations. **Sp**

**BLD**

**Building Inspection Technology**

**BLD150 Introduction to Building Inspection**

3 class hrs/wk, 3 cr.

Introduces history and legality of building codes. Explores and compares the performance versus specification standards. Emphasizes International Building Code with Oregon amendments. **F**

**BLD151 Building Codes 1**

3 class hrs/wk, 3 cr.

Covers the non-structural standards of the International Building Code including occupancy classifications, building area, height and location limitations, types of construction, and exit and fire resistive standards. Emphasizes one- and two-family structures. **F**

**BLD152 Building Codes 2**

3 class hrs/wk, 3 cr.

Continues building code studies concerning areas that present hazards in building construction such as vertical shafts, treatment of exterior and interior surfaces, detailed exit requirements, fire protection systems, public property, and weather protection. **Prerequisite:** BLD151. **W**

**BLD153 Building Codes 3**

3 class hrs/wk, 3 cr.

Provides a comprehensive review of the International Building Code including pedestrian protection, permanent occupancy, prefabricated construction, fire systems, energy conservation, and architectural barriers. **Prerequisite:** BLD151 and BLD152. **Sp**

**BLD155 Building Department Administration**

3 class hrs/wk, 3 cr.

Discusses purpose and procedures of building department administration. Examines laws and principles that affect building department personnel and code compliance. **Sp**

**BLD159 Materials of Construction**

2 class hrs/wk, 2 cr.

Covers materials and processes regulated by the International Building Code. Reviews testing standards as a quality control of traditional and non-traditional building materials. **W**

**BLD161 Structural Inspection-Wood**

3 class hrs/wk, 3 cr.

Introduces basic methods of wood framing. Covers allowable stresses, loads, and fundamental design of wood products and construction systems. Emphasizes one- and two-family structures. **W**

**BLD162 Structural Inspection-Masonry**  
3 class hrs/wk, 3 cr.

Covers the specific code requirements for all types of masonry construction, both structural and non-structural. Includes an introduction to fireplace construction. **Sp**

**BLD181 Mechanical Codes 1**

3 class hrs/wk, 3 cr.

Introduces the thermodynamics of heat and how it relates to the mechanical appliance. Examines the International Mechanical Codes general code requirements for heating, venting, and air conditioning equipment. Studies the fuel gas piping system from the gas meter to the appliance, and the combustion air requirements for appliances that burn gas fuel. Stresses evaluation of appliances and equipment for its listing and installation instruction for dwelling and commercial applications. **F**

**BLD182 Mechanical Codes 2**

3 class hrs/wk, 3 cr.

Studies the air distribution system that serves a central heating plant. Also studies the construction and installation requirements for sheetmetal ducts and the fabrication and installation requirements for factory-made air ducts. Covers the venting systems serving gas burning and solid fuel burning appliances. Examines commercial and domestic incinerators, vented decorative appliances, direct gas-fired makeup air heaters and industrial air heaters, and domestic ranges and clothes dryers. Stresses evaluation of the appliance and equipment for its listing and installation instruction for dwellings and commercial applications. **Prerequisite:** BLD181. **W**

**BLD183 Mechanical Codes 3**

3 class hrs/wk, 3 cr.

Provides a working knowledge of the International Mechanical Code and its provisions for the exhaust systems, boilers, water heaters, hydronic heating systems, and process piping and refrigeration systems. **Prerequisite:** BLD181 and BLD182. **Sp**

**BLD193A-F Building Inspection Lab**

4 class hrs/wk, 2 cr. each

Provides code standards and conditions typical of building inspection work for inspectors in the following areas: mechanical inspection, structural inspection, and one- and two-family dwelling codes. Stresses writing correction notices based on field observations. **F, W, Sp**

**BLD260 Fire Protection for Buildings**

3 class hrs/wk, 3 cr.

Covers the installation, function, location, and purpose of sprinkler systems. **Sp**

**BLD263 Structural Inspection-Concrete**

3 class hrs/wk, 3 cr.

Introduces concrete as a construction material and its identity as a type of construction as defined by the International Building Code. Covers its physical properties including mix design, handling, storage, delivery, placement, and fire-resistive qualities. Emphasizes analysis of one- and two-family structures. **F**

**BLD266 Structural Plan Review**

2 class and 3 lab hrs/wk, 3 cr.

Covers the fundamentals of structural plan review. Includes analysis and design of beams, columns, and connections. **Prerequisite:** BLD269. **W**

**BLD267 Non-Structural Plan Review**

2 class and 3 lab hrs/wk, 3 cr.

Examines the techniques and processes of non-structural plans. Includes familiarization with plan and construction documents, specifications, and the application of fire, life, and safety code requirements. **Prerequisite:** BLD151 and BLD152. **Sp**

**BLD268 Foundations, Excavation and Grading**

3 class hrs/wk, 3 cr.

Covers fundamentals of and the code requirements for regulating excavations and fills for any building or structure, construction of foundation and retaining structures, and general grading. Presents code requirements and emphasizes application to plan review and inspection functions. Uses grading and building plans and soil reports to complement the codes. **Prerequisite:** MTH052. **F**

**BLD269 Engineering for the Building Inspector**

3 class hrs/wk, 3 cr.

Studies static forces and their effect on rigid bodies at rest, including a study of stresses and strains that occur in these bodies when subjected to tensile, compressive, and shearing forces. **Prerequisite:** MTH052. **F**

**Prerequisite:** MTH052. **F**

**BLD271 Plumbing Codes 1**

3 class hrs/wk, 3 cr.

Investigates certain standards of the Uniform Plumbing Code. Covers the principles of plumbing design, materials, and installation standards related to dwelling construction. **F**

**BLD272 Plumbing Codes 2**

3 class hrs/wk, 3 cr.

Covers plumbing code requirements related to water and gas distribution systems, storm and sanitary sewer systems, water heater installations, and mobile home connections. **Prerequisite:** BLD271 or consent of instructor. **W**

**BLD280A-L Cooperative Work Experience**

See Cooperative Work Experience.

**BLD291 One- and Two-Family Electrical Code**

3 class hrs/wk, 3 cr.

Covers general wiring design, methods and equipment, as related to one- and two-family dwelling applications. **Sp**

**BLD292A International Residential Code (Structural)**

3 class hrs/wk, 3 cr.

Covers the structural portion of the International Residential Specialty Code as it relates to residential constructional and other applicable codes. **Sp**

## **BLD292B International Residential Code (Mechanical)**

**3 class hrs/wk, 3 cr.**

Covers the mechanical portion of the International Residential Specialty Code as it relates to residential construction and applicable codes. **W**

## **BOT**

### **Botany**

#### **BOT201 General Botany**

**3 class and 3 lab hrs/wk, 4 cr.**

Introduces the study of plant life, emphasizing principles, theories, and applications of plant biology. Includes the study of plant ecology, generalized plant cells, photosynthesis, and respiration.

**Prerequisite:** High school biology and chemistry, or college equivalents recommended. **F**

#### **BOT202 General Botany**

**3 class and 3 lab hrs/wk, 4 cr.**

Introduces the study of plant life, emphasizing principles, theories, and applications of plant biology. Includes the study of genetics, evolution, diversity of prokaryotes, fungi, and algae.

**Prerequisite:** High school biology and chemistry, or college equivalents recommended. **W**

#### **BOT203 General Botany**

**3 class and 3 lab hrs/wk, 4 cr.**

Introduces the study of plant life, emphasizing principles, theories, and applications of plant biology. Includes the diversity, growth, development, and structure of vascular plants, including the effects of light, hormones, water, and nutrients. Laboratory work includes the identification of flowering plants. **Prerequisite:** High school biology and chemistry, or college equivalents recommended. **Sp**

## **BT**

### **Business Technology**

#### **BT061 Electronic Calculators**

**2 class hrs/wk, 2 cr.**

Covers the use of electronic printing calculators to solve simple business and mathematical problems. **Prerequisite:** Grade of C or better in MTH060. **F, W**

#### **BT061A Electronic Calculators A**

**2 lab hrs/wk, 1 cr.**

Introduces use of electronic calculators to solve problems involving addition, subtraction, multiplication, division and fractions. Includes speed and accuracy in touch operation of the calculator. **F, W, Sp, Su**

#### **BT061B Electronic Calculators B**

**2 lab hrs/wk, 1 cr.**

Continues BT061A. Applies the functions of an electronic calculator to solve business problems. Covers the percentage formula, simple interest, trade discounts, payroll and consumer installment buying. Stresses speed and accuracy in touch operation of the calculator. **Prerequisite:** Grade of C or better in MTH060 and BT061A. **Offered as needed.**

#### **BT084 Business English 1**

**3 class hrs/wk, 3 cr.**

Emphasizes basic English skills including spelling, parts of speech, sentence patterns, terminal punctuation, and dictionary use. Uses these skills in writing and saying clear, concise sentences.

**F, W, Sp, Su**

#### **BT085 Business English 2**

**3 class hrs/wk, 3 cr.**

Emphasizes effective business writing by focusing on proper grammar, punctuation, and sentence structure. Covers the writing of business-related paragraphs. **Prerequisite:** Grade of C or better in BT084 or consent of instructor based on proficiency exam. **F, W, Sp**

#### **BT086 Personal and Professional Development**

**3 class hrs/wk, 3 cr.**

Emphasizes the personal and professional strengths sought by employers in hiring and promoting employees. Promotes individual self-assessment as a tool to compare those traits with the student's own personal and professional strengths and weaknesses. Offers opportunities to develop step-by-step approaches toward enhancing professional marketability. **Sp**

#### **BT090 Bookkeeping**

**3 class hrs/wk, 3 cr.**

Covers basic accounting principles and procedures to provide familiarity with financial records and current accounting terminology. Includes training in processing techniques for handling information, special journals, controlling accounts and worksheets used in preparation of account statements, purchases, sales, and end-of-the-period procedures. **F, W, Sp**

#### **BT099 Proofreading/Editing**

**3 class hrs/wk, 3 cr.**

Presents effective proofreading techniques emphasizing punctuation, word division, spelling, grammar, and abbreviations. Includes practical applications and use of an office reference manual while developing editing and pre-transcription skills. **Prerequisite:** Grade of C or better in BT085. **W, Sp**

#### **BT099A Proofreading/Editing A**

**1 class hr/wk, 1 cr.**

Presents effective proofreading techniques emphasizing word division, spelling, capitalization, numbers, and abbreviations. Includes practical applications and use of an office reference manual while utilizing editing and pre-transcription skills. **F, W, Sp, Su**

#### **BT099B Proofreading/Editing B**

**1 class hr/wk, 1 cr.**

Presents effective proofreading techniques, emphasizing punctuation, word division, spelling, grammar, and abbreviations. Includes practical applications and use of an office reference manual while developing editing and pre-transcription skills. **Prerequisite:** Grade of C or better in BT085 and BT099A, or equivalent as determined by instructor. **F, W, Sp**

#### **BT099C Proofreading/Editing C**

**1 class hr/wk, 1 cr.**

Presents effective proofreading techniques, emphasizing punctuation, word division, spelling, grammar, and abbreviations. Includes practical applications and use of an office reference manual while developing editing and pre-transcription skills. **Prerequisite:** Grade of C or better BT085, BT099A and BT099B, or equivalent as determined by instructor. **F, W, Sp**

#### **BT116 Office Procedures**

**3 class hrs/wk, 3 cr.**

Introduces administrative support activities. Includes using the telephone, practicing effective listening skills, employing mailing and shipping services, preparing financial records, planning meetings and conferences, making travel arrangements, scheduling appointments, meeting with the public, and developing supervision and leadership skills. Presents employment opportunities. **F, W, Sp, Su**

#### **BT120 Professional Communication Skills**

**4 class hrs/wk, 4 cr.**

Introduces principles of written, oral, and non-verbal communication. Includes composition of business documents related to meetings (letters, memorandums, agendas, minutes); use of reference manuals and procedures manuals; participation in small groups and business meetings (group dynamics, team building, short oral reports); and preparation of written reports with documentation. **Prerequisite:** Grade of C or better in BT085 or placement through the proficiency exam. **W, Sp**

#### **BT128 Introduction to Records Management**

**3 class hrs/wk, 3 cr.**

Introduces principles and procedures for efficient organization and control of business records. Covers the creation, management, maintenance, storage, and disposition of records. Includes practice in alphabetic, numeric, subject, and geographic filing systems of correspondence and other papers. **F, Sp**

#### **BT128A Introduction to Records Management A**

**1 class hr/wk, 1 cr.**

Introduces basic principles used in the systematic planning of the classification, arrangement, and filing of alphabetic correspondence and the requisition, charge, and follow-up controls. **F, W, Sp**

#### **BT128B Introduction to Records Management B**

**1 class hr/wk, 1 cr.**

Presents various other types of filing systems: color-coded, alphabetic, subject, numeric, and geographic. Emphasizes records control, transfer, storage, retrieval, and disposition of paper recorded and special records filing. **Prerequisite:** Grade of C or better in BT128A. **F, W, Sp**

### **BT128C Introduction to Records Management C**

**1 class hr/wk, 1 cr.**

Covers principles and procedures for efficient organization and control of business records. Includes management of the creation, maintenance, storage, and disposition of records. Also covers automation and micrographics in the study of information resource management. **Prerequisite:** Grade of C or better in BT128B. **Offered as needed.**

### **BT130 Customer Service**

**3 class hr/wk, 3 cr.**

Covers various aspects of customer service including verbal communication, non-verbal communication, listening, using technology (telephone, voice mail, e-mail, fax, etc.), written messages, handling difficult encounters, understanding diversity, managing stress and time, and encouraging customer loyalty. **Offered as needed.**

### **BT280A-L Cooperative Work Experience** **See Cooperative Work Experience.**

## **CA**

### **Computer Applications**

#### **CA091 QuickBooks - Computerized Bookkeeping**

**3 class hrs/wk, 3 cr.**

Introduces computerized accounting principles using QuickBooks including setup, managing revenue and expenses, payroll, bank reconciliation, financial statements, inventory, and file maintenance. **Prerequisite:** Grade of C or better in BT090 or BA051 or BA211. **F, W**

#### **CA091A QuickBooks Part A-Computerized Bookkeeping**

**1 class hr/wk, 1 cr.**

Provides an overview of bookkeeping tasks that can be performed via the computer program QuickBooks. Includes introduction to setup, managing revenue, and expenses. **Prerequisite:** Grade of C or better in BT090 or BA051 or BA211, or consent of instructor. **Offered as needed.**

#### **CA091B QuickBooks Part B-Computerized Bookkeeping**

**1 class hr/wk, 1 cr.**

Provides an overview of bookkeeping tasks that can be performed via the computer program QuickBooks. Includes introduction to payroll, bank reconciliation, and inventory. **Prerequisite:** Grade of C or better in BT090 or BA051 or BA211, or consent of instructor. **Offered as needed.**

#### **CA091C QuickBooks Part C-Computerized Bookkeeping**

**1 class hr/wk, 1 cr.**

Provides an overview of bookkeeping tasks that can be performed via the computer program QuickBooks. Includes introduction to budgets, financial statements, graphs, year-end procedures, and file maintenance. **Prerequisite:** Grade of C or better in BT090 or BA051 or BA211, or consent of instructor. **Offered as needed.**

### **CA117 Microsoft Publisher**

**3 class hrs/wk, 3 cr.**

Introduces Microsoft Publisher publication software. Includes formatting and enhancing text, working with art, using design gallery and drawing tools, and using the Catalog feature for creating publications. Includes using styles; flowing text into multiple columns; creating drop caps and reversed text; using BorderArt, WordArt, text wrap and mail merge. Covers features for improving publications design, creating multiple-page publications, and creating a web site.

**Prerequisite:** Computer literacy (prior experience with computer and mouse device) and touch keyboarding ability. **Offered as needed.**

### **CA117A Microsoft Publisher 1**

**1 class hr/wk, 1 cr.**

Provides part one of a hands-on introduction to Microsoft Publisher publication software. Covers topics including formatting and enhancing text, working with art, Design Gallery and drawing tools, and using the Catalog feature for creating publications. **Prerequisite:** Computer literacy (prior experience with computer and mouse device) and touch keyboarding ability. **Offered as needed.**

### **CA117B Microsoft Publisher 2**

**1 class hr/wk, 1 cr.**

Presents part two of a hands-on introduction to Microsoft Publisher publication software. Includes using styles, flowing text into multiple columns, and creating drop caps and reversed text. **Prerequisite:** Grade of C or better in CA117A or equivalent, computer literacy (prior experience with computer and mouse device) and touch keyboarding ability. **Offered as needed.**

### **CA117C Microsoft Publisher 3**

**1 class hr/wk, 1 cr.**

Offers part three of a hands-on introduction to Microsoft Publisher publication software. Includes using special features such as BorderArt, WordArt, text wrap around objects, mail merge and preparation for commercial printing. Covers features for working efficiently and creating a Web site. **Prerequisite:** Grade of C or better in CA117B or equivalent, computer literacy (prior experience with computer and mouse device) and touch keyboarding ability. **Offered as needed.**

### **CA118A Microsoft Windows Basics**

**1 class hr/wk, 1 cr.**

Introduces software currently used in business and industry. The brands of software in this class may change as industry standards evolve. Includes exploring and managing disk organization and using the accessories. **Prerequisite:** Computer literacy (prior experience with computer and mouse device) and touch keyboarding ability. **F, W, Sp, Su**

### **CA118B1 Excel Basics 1**

**1 class hr/wk, 1 cr.**

Introduces building and editing worksheets, formatting and printing worksheets, working with formulas and functions, and charting using Microsoft Excel. **Prerequisite:** Computer literacy (prior experience with computer and mouse device), touch keyboarding ability, or consent of instructor. **F, W, Sp, Su**

### **CA118B2 Excel Basics 2**

**1 class hr/wk, 1 cr.**

Covers use of special features including using and analyzing list data, using macros, enhancing charts, sharing Excel files, and saving as a web page. **Prerequisite:** Computer literacy (prior experience with computer and mouse device), touch keyboarding ability, grade of C or better in CA118B1, or consent of instructor. **Offered as needed.**

### **CA118B3 Excel Basics 3**

**1 class hr/wk, 1 cr.**

Focuses on "what-if" analysis, PivotTables, linking, embedding, and customizing using Microsoft Excel. **Prerequisite:** Computer literacy (prior experience with computer and mouse device), touch keyboarding ability, grade of C or better in CA118B2, or consent of instructor. **Offered as needed.**

### **CA118C1 Access Basics 1**

**1 class hr/wk, 1 cr.**

Introduces database basics for forms design, data entry, queries, and reports. **Prerequisite:** Computer literacy (prior experience with computer and mouse device), touch keyboarding ability, or consent of instructor. **F, W, Sp, Su**

### **CA118C2 Access Basics 2**

**1 class hr/wk, 1 cr.**

Introduces multiple table and advanced queries; PivotTables and PivotCharts; forms and subforms; and importing, exporting and linking data. **Prerequisite:** Computer literacy (prior experience with computer and mouse device), touch keyboarding ability, grade of C or better in CA118C1 or consent of instructor. **Offered as needed.**

### **CA118D Internet for the Office Environment**

**1 class hr/wk, 1 cr.**

Introduces the Internet and demonstrates how this resource may be used effectively in a modern office. Emphasizes information currently needed by office professionals. **Prerequisite:** Grade of C or better in CA118A or CS101. **F, W, Su**

### **CA118E Outlook Basics**

**1 class hr/wk, 1 cr.**

Introduces office software currently used in business and industry. The brands of software in this class may change as industry standards evolve. Covers electronic messaging, (e-mail management), use of the address book, calendar, and task management. **Prerequisite:** Computer literacy (prior experience with computer and mouse device) and touch keyboarding ability. **F**

### **CA118F1 PowerPoint Basics 1**

**1 class hr/wk, 1 cr.**

Introduces presentation software with an emphasis on designing and formatting business-related presentations. **Prerequisite:** Computer literacy (prior experience with computer and mouse device), touch keyboarding ability or consent of instructor. **F, W, Su**

### **CA119 Office Desktop Publishing 1**

**3 class hrs/wk, 3 cr.**

Introduces publication planning, typography, publication design principles, and hands-on desktop publishing preparation of office publications, including the features of text threading, layers, frames, kerning, and tracking. **Prerequisite:** Touch keyboarding ability of 25 words per minute; computer literacy (prior experience with computer and mouse device). **F**

### **CA121 Keyboarding**

**2 class and 3 lab hrs/wk, 3 cr.**

Presents basic touch keyboarding skills on standard microcomputer keyboard. Emphasizes speed and accuracy, the basic vocabulary of entering or retrieving information, and the formatting business letters and reports. **F, W, Sp**

### **CA121A Keyboarding A**

**2 lab hrs/wk, 1 cr.**

Covers basic touch keyboarding for the standard microcomputer keyboard or typewriter keyboard. **F, W, Sp, Su**

### **CA121B Keyboarding B**

**2 lab hrs/wk, 1 cr.**

Reviews alphabetic keyboarding and emphasizes the development of speed and accuracy in touch keyboarding. Introduces number and symbol keys. **Prerequisite:** Grade of C or better in CA121A or touch keyboarding ability of 15 words per minute. **F, W, Sp, Su**

### **CA121C Keyboarding C**

**2 lab hrs/wk, 1 cr.**

Emphasizes drills to increase speed and accuracy in touch keyboarding. Includes formatting different types of business letters and a short report. **Prerequisite:** Grade of C or better in CA121A and CA121B or touch keyboarding ability of 20 words per minute. **Offered as needed.**

### **CA122 Keyboard Skillbuilding**

**1 class and 4 lab hrs/wk, 3 cr.**

Uses exercises to improve keyboarding proficiency, speed and accuracy. **Prerequisite:** Touch keyboarding ability of 25 words per minute; 30 wpm recommended. Course may be repeated for a maximum of six credits. **W, Sp**

### **CA122A,B,C Keyboard Skillbuilding A, B, C**

**2 lab hrs/wk, 1 cr. each**

Improves keyboarding skill, including keyboard proficiency, speed, and accuracy. May be taken any time after one has learned the keyboard and is keyboarding approximately 25 words per minute. **Prerequisite:** Grade of C or better in CA121 or consent of instructor. Each course may be repeated for a maximum of two credits each. **F, W, Sp, Su**

### **CA123A Formatting A**

**2 lab hrs/wk, 1 cr.**

Includes formatting business and personal letters, memos, and reports. **Prerequisite:** Grade of C or better in CA122A and CA201D1. Touch keyboarding ability is essential. **Offered as needed.**

### **CA201D Microsoft Word Processing 1**

**3 class hrs/wk, 3 cr.**

Presents basic word processing training in the operation of Microsoft Word software. **Prerequisite:** Touch keyboarding ability of 30 words per minute. **F, W, Sp**

### **CA201D1-D3 Microsoft Word Processing 1-Parts 1-3**

**2 lab hrs/wk, 1 cr. each**

Covers use of special features including using and analyzing list data, using macros, enhancing charts, sharing Excel files, and saving as a web page. **Prerequisite:** CA201D1: Touch keyboarding ability of 30 words per minute. CA201D2: Grade of C or better in CA201D1. CA201D3: Grade of C or better in CA201D2. **F, W, Sp, Su**

### **CA202D Microsoft Word Processing 2**

**3 class hrs/wk, 3 cr.**

Offers intermediate word processing training using Microsoft Word software for persons with prior basic skills and knowledge of word processing. **Prerequisite:** Grade of C or better in CA201D or equivalent and touch keyboarding ability of 35 words per minute. **F, W, Sp**

### **CA202D1-D3 Microsoft Word Processing 2-Parts 1-3**

**2 lab hrs/wk, 1 cr. each**

Offers intermediate word processing training using Microsoft Word software for persons with prior or basic skills and knowledge of word processing. **Prerequisite:** CA202D1: Grade of C or better in CA201D or equivalent and touch keyboarding ability of 35 words per minute. CA202D2: Grade of C or better in CA202D1. CA202D3: Grade of C or better in CA202D2. **Offered as needed.**

### **CA203 Advanced Formatting**

**1 class hr/wk, 1 cr.**

Reviews correct formats for personal and business letters, envelopes, tables, memorandums, reports, and business forms. Develops the skill to produce documents accurately within specified timed guidelines and touch keyboarding at a minimum of 40 words per minute. **Prerequisite:** Grade of C or better in CA201D and touch keyboarding ability of 35 words per minute. **Sp**

### **CA204D Microsoft Word Processing 3**

**3 class hrs/wk, 3 cr.**

Offers advanced word processing training using Microsoft Word software, reviewing such topics as draw, WordArt, charts, styles, macros, sort and select, tables, indexes, and lists. Emphasizes the production of documents requiring combining features in a project-oriented format. **Prerequisite:** Grade of C or better in CA202D or equivalent and touch keyboarding ability of 35 words per minute. **Sp**

### **CA205 PageMaker 1**

**3 class hrs/wk, 3 cr.**

Offers a hands-on microcomputer desktop publishing course providing beginning level training in the use of Adobe PageMaker desktop publishing software. Includes setting up and printing publications, importing and formatting text and graphics, using styles, using graphics tools, using spot color and tints, and using layers and frames. **Prerequisite:** Touch keyboarding ability of 25 words per minute; computer literacy (prior experience with computer and mouse device). **Offered as needed.**

### **CA206 PageMaker 2**

**3 class hrs/wk, 3 cr.**

Presents a higher level, hands-on microcomputer desktop publishing course using Adobe PageMaker desktop publishing software. Includes a review of PageMaker software operation, additional basic design and typography for desktop publishing, and the production of publications which include PageMaker skills such as preparing process color, creating multi-chapter book publications with index and table of contents, and preparing publications for Internet viewing. **Prerequisite:** Grade of C or better in CA205 or equivalent. **Offered as needed.**

### **CA208 Workplace Presentations Using PowerPoint**

**3 class hrs/wk, 3 cr.**

Introduces the production of computer presentations for the workplace. Includes software techniques, design and typography basics, and production techniques for slides, overheads, and/or screen shows. **Prerequisite:** Grade of C or better in CS101 or equivalent or consent of instructor. **W, Sp**

### **CA213 Integrating Office Procedures**

**3 class hrs/wk, 3 cr.**

Brings together the knowledge, skills, and abilities required of one-year Business Technology students, and serves as a review for students continuing for a degree. Uses a business simulation to reinforce and expand computer and other office skills. **Prerequisite:** Grade of C or better in CS101, CA118A, CA118B1, CA118C1, CA201D, BT116, and BT120 (or concurrent enrollment). **Sp**

### **CA219 Office Desktop Publishing 2**

**3 class hrs/wk, 3 cr.**

Focuses on publication planning, typography, publication design principles, and hands-on desktop publishing preparation of office publications, including the features of color, graphics, tables, transparency, books, printing/print shops, and exporting to PDF files. **Prerequisite:** Grade of C or better in CA119 or consent of instructor. **W**

**CA225A Machine Transcription 1-A**  
2 lab hrs/wk, 1 cr.

Introduces transcribing from recorded dictation using a microcomputer, including operation of a transcribing machine and techniques of efficient transcribing. Stresses language arts skills and the development of accuracy. Students progress at their own rate of speed. **Prerequisite:** Grade of C or better in BT099 or BT099A; CA121A, B, C or equivalent as determined by instructor; and CA201D. **Sp**

**CA225B Machine Transcription 1-B**  
2 lab hrs/wk, 1 cr.

Covers techniques of efficient transcription on a transcribing machine. Language arts skills and the development of accuracy are stressed. Students progress at their own rate of speed. **Prerequisite:** Grade of C or better in CA225A. **Sp**

**CA225C Machine Transcription 1-C**  
2 lab hrs/wk, 1 cr.

Covers techniques of efficient transcription on a transcribing machine. Stresses language arts skills and the development of accuracy. Students progress at their own rate of speed. **Prerequisite:** Grade of C or better in CA225B. **Sp**

**CA230 Executive Office Simulation**  
2 class and 2 lab hrs/wk, 3 cr.

Provides a work-flow simulation that gives students experience in working as team members with office co-workers. Includes practice in decision-making, prioritizing, and time management. Brings together skills acquired in prerequisite courses. **Prerequisite:** Grade of C or better in BA214 and CA213. **Sp**

**CA232 Integrating Office Software Applications**  
3 class hrs/wk, 3 cr.

Emphasizes critical thinking skills to apply previous computer and business knowledge in the creation of individual and group projects. Studies and applies procedures for importing, exporting, linking, embedding, and merging. Uses electronic mail, peripheral equipment, and presentation software in the production of business documentation and oral reports. **Prerequisite:** Grade of C or better in CA118A, CA118B1, CA118C1, CA202D, and CA213. **W**

**CA280A-L Cooperative Work Experience**  
See Cooperative Work Experience.

**CAM**

**Computer-Aided Manufacturing**  
See also Drafting.

**CAM050 Orientation to Manufacturing Processes**  
24 hrs, 2 cr.

Provides basic knowledge of various manufacturing processes and materials. Covers processes involving hand tools, machine tools, measuring, inspection, and blueprints. Includes manufacturing procedures. Provides knowledge of industry standard roles in a manufacturing setting. **Offered as needed.**

**CAM100 Blueprint Reading and Sketching**

1 class hr/wk, 1 cr.

Provides instruction and skill development in engineering print reading, sketching, basic drawing techniques, and geometric constructions. **F**

**CAM105 Precision Measurement**  
1 class and 3 lab hrs/wk, 2 cr.

Covers the selection and application of linear English and metric measuring, inspection tools, and equipment used in manufacturing. **F**

**CAM110A CNC/Manual Fundamentals**  
2 class and 3 lab hrs/wk, 3 cr.

Introduces the fundamentals of machining processes and measuring instruments. Covers the use of basic hand tools, drill presses, power saws, pedestal grinders, arbor presses, basic layout, and layout and measuring tools. Includes proper use of measuring tools, the use of appropriate charts and tables including decimal equivalent and drill and tap selection with speed and feed calculations. Provides orientation to machine shop manufacturing with emphasis on CNC and working in teams. **F**

**CAM111 Industrial Safety Seminar**

1 class hr/wk, 1 cr.

Details the joint responsibility of the company and employee in complying with Federal and State safety regulations pertaining to business and industry and basic first-aid training. **F**

**CAM115 Geometric Dimensioning/ Tolerancing**

2 class hrs/wk, 2 cr.

Covers geometric dimensioning and tolerancing principles based on ANSI/ASME standards. Includes computation of tolerance values required to insure proper fit and function. Emphasizes measurement and inspection required to match design specifications. **Prerequisite:** DRF130, or CAM100 and CAM105, or consent of instructor. **W**

**CAM116 Geometric Dimensioning and Tolerancing for CNC Lab**

3 lab hrs/wk, 1 cr.

Covers practical application of geometric concepts and practices related to surface plate and coordinate measuring machine technology. Emphasizes industry standard interpretation of geometric dimensioned engineering drawings and recognition of the correct setup method and procedure necessary to manufacture and inspect parts according to functional requirements. **Prerequisite:** CAM115, concurrent enrollment in CAM115, or consent of instructor. **W**

**CAM120 CNC/Manual Milling**

2 class and 3 lab hrs/wk, 3 cr.

Covers basic milling processes, work-holding methods, cutter identification and selection, and use, speeds and feeds, adapters, tool holders, and application. Includes operation of CNC Vertical Machining Center and vertical and horizontal manual milling machines, applying related operational theory. **Prerequisite:** CAM110A or consent of instructor. **W**

**CAM121A CNC/Manual Lathe**  
2 class and 3 lab hrs/wk, 3 cr.

Introduces turning operations as related to CNC machining with emphasis on work-holding methods and tool-holding/selection methods. Covers related hole-making process, facing, tapping, grooving, and parting. Includes operation of CNC turning center and manual lathes, applying related operational theory. **Prerequisite:** CAM120 or consent of instructor. **Sp**

**CAM130 CNC Machine Setup/Operation**  
2 class and 3 lab hrs/wk, 3 cr.

Focuses on application of the Computer Numerical Control (CNC) systems used in today's manufacturing environment. Includes hands-on experiences with both personal and manufacturing specific (CNC) computers to establish basic operational skills. **F**

**CAM160 Programming CNC Mills**  
2 class and 3 lab hrs/wk, 3 cr.

Introduces Computer Numerical Control (CNC) programming for milling applications and operations related to manufacturing. **Prerequisite:** Consent of instructor. **W**

**CAM190 Programming CNC Lathes**  
2 class and 3 lab hrs/wk, 3 cr.

Introduces Computer Numerical Control (CNC) programming for lathe applications and operations related to manufacturing. **Prerequisite:** CAM130 or consent of instructor. **Sp**

**CAM230 CAM Applications/Mills**  
2 class and 3 lab hrs/wk, 3 cr.

Introduces the concepts and application of Computer Aided Manufacturing (CAM) software programs for creating CNC milling machine part programs. **Prerequisite:** CAM130, CAM160 or CAM190 or consent of instructor. **F**

**CAM260 CAM Applications/Lathes**  
2 class and 3 lab hrs/wk, 3 cr.

Introduces the concepts and applications of Computer Aided Manufacturing (CAM) software programs for creating CNC lathe part programs. **Prerequisite:** CAM130, CAM160 or CAM190 or consent of instructor. **W**

**CAM290 CAD/CAM Integrations**  
2 class and 6 lab hrs/wk, 4 cr.

Introduces projects that demonstrate practical applications of computer integrated manufacturing. Includes 3-D and fourth axis generated parts and transfer of Computer Aided Design (CAD) generated 2-D drawings solids and parametric models to a Computer Aided Manufacturing (CAM) system for manufacturing purposes. **Prerequisite:** CAM230 or CAM260 or consent of instructor. **Sp**

**CG****Counseling and Guidance****CG003 College Orientation For Deaf Students****1 class hr/wk, 1 cr.**

Presents deaf and hard-of-hearing students with communication and study skills and habits which promote college success. Explores typical resources found in two-year as well as four-year colleges. **Offered as needed.**

**CG090 Peer Assistance Training****3 class hrs/wk, 3 cr.**

Provides training in implementing communication skills and referral techniques and in locating college and community-based resources and services as peer assistant. Students serve as resource personnel to assist and refer other students with personal, social, or academic concerns. **Offered as needed.**

**CG100 Preparing for College****1 class hr/wk, 1 cr.**

Introduces students to techniques, strategies, and information fundamental to success in the college environment. **F, W, Sp**

**CG101 Planning College Finances****1 class hr/wk, 1 cr.**

Explores issues involved in creating a personal plan for financing higher education. Includes types of financial aid, scholarship searching, student loans, financial planning, and financial decision-making strategies. **Offered as needed.**

**CG110 Career and Life Planning****1 class hr/wk, 1 cr.**

Introduces students to the strategies and procedures fundamental to the identification of career development. Provides an assessment of individual personality traits, interests, skills, and values. Students will be exposed to career related materials, methods, and activities. **F, W, Sp**

**CG111 Introduction to Learning Communities****1 class hr/wk, 1 cr.**

Provides a variety of challenging experiences requiring teamwork to solve problems and accomplish tasks in linked courses. **Offered as needed.**

**CG112 Learning Communities****2 class hr/wk, 3 cr.**

Focuses on working together in a learning community. Provides instruction and discussion regarding topics related to course content of linked courses; teaches and utilizes team approaches to learning and problem solving; and explores topics related to developing college success. Course may be repeated for a maximum of 6 credits. **Offered as needed.**

**CG114 Career and Life Development****3 class hrs/wk, 3 cr.**

Provides strategies to integrate the personal, educational, and occupational elements of career and life development. Introduces the life-long process of career planning and transitions. Includes assessment of experiences, interests, skills, values, and personality, and how these can influence career choice. Covers planning for education and training, decision-making, and planning short-, medium-, and long-range career plans.

**Prerequisite:** None. College-level reading and writing skills; some computer and World Wide Web/Internet experience is helpful. **F, W, Sp, Su**

**CG120 Focus on Careers****3 class hr/wk, 3 cr.**

Focuses on the process for choosing an appropriate career direction by developing a personal profile, experiencing first-hand various career areas, and creating an effective educational/career plan. **F, W, Sp, offered as needed.**

**CG130A Career Exploration and Planning****1 class hr/wk, 1 cr.**

Uses an individualized study approach to select and explore career identification and decision-making. Includes evaluation of individual personality type, interests, skills, values and work-related preferences. **Offered as needed.**

**CG130B Career Exploration and Planning****2 class hrs/wk, 2 cr.**

Uses an individualized study approach to provide information and resources needed in exploring careers. Explores and assesses how interests, skills, values, and personality type influence career choice. Includes career research references as well as information on job and labor market trends. **Offered as needed.**

**CG130C Career Exploration and Planning****3 class hrs/wk, 3 cr.**

Uses an individualized study approach to provide information, instruments, and procedures useful in exploring and determining career and life decisions. Includes selection of various career components involving assessment, research, planning, and decision-making process and identification of educational or training objectives. **Offered as needed.**

**CG217 Career Development Facilitator 1****4 class hrs/wk, 4 cr.**

Presents an overview of career development theory and practice. Includes application of the career development facilitator's role/scope of practice, career development theorists, adult development, and legal/ethical issues. Covers working with diverse populations, the career development interview, and helping skills. **Prerequisite:** Consent of instructor. **Offered as needed.**

**CG218 Career Development Facilitator 2****4 class hrs/wk, 4 cr.**

Presents overview of assessment and labor market information in relation to career development. Includes hands-on use of formal and informal assessment instruments, selection criteria, administration, and interpretation. Covers assessment of obstacles/opportunities and research of labor market information. **Prerequisite:** CG217 or consent of instructor. **Offered as needed.**

**CG219 Career Development Facilitator 3****4 class hrs/wk, 4 cr.**

Presents overview of career decision-making and goal setting, job search strategies and techniques, and workshop facilitation skills. Includes program design and promotion. **Prerequisite:** CG217, CG218, or consent of instructor. **Offered as needed.**

**CG225 Understanding the Four-Year College Transition****2 class hrs/wk, 2 cr.**

Identifies the connection between the transfer student's previous collegial institution and that of four-year colleges. Introduces students to the four-year college systems and provides strategies and information critical to both academic development and adjustment. **F, W, Sp, offered summer as needed.**

**CH****Chemistry****CH104 and CH104R Chemistry for Allied Health****3 class, 2 lab and 1 recitation hrs/wk, 5 cr.**

Focuses on general chemistry with emphasis on the applications of chemical principles to the life sciences. Designed for Nursing, Dental Hygiene, EMT and other Allied Health students who plan to pursue careers in the health science professions. Topics include structure and properties of matter; energy; atomic structure and bonding; gas laws; chemical reactions; reaction rates and equilibrium; and water, solutions and colloids. First term of a three-term sequence dealing with the molecular basis for life. **Prerequisite:** MTH070.

**Corequisite:** CH104 with CH104R. **F, W, Sp****CH105 and CH105R Chemistry for Allied Health****3 class, 2 lab and 1 recitation hrs/wk, 5 cr.**

Covers the molecular basis for life. Designed for Nursing, Dental Hygiene, EMT and other Allied Health students who plan to pursue careers in the health science professions. Topics include colloids; reaction rates and equilibrium; acids and bases and their regulation in the body; saturated and unsaturated hydrocarbons; alcohol, ethers, aldehydes, ketones, carboxylic acids and esters. Second term of a three-term sequence.

**Prerequisite:** CH104. **Corequisite:** CH105 with CH105R. **W, Sp**

**CH106 and CH106R Chemistry for Allied Health****3 class, 2 lab and 1 recitation hrs/wk, 5 cr.**

Covers the molecular basis for life. Designed for Nursing, Dental Hygiene, EMT and other Allied Health students who plan to pursue careers in the health science professions. Topics include carbohydrates; lipids; proteins; enzymes, vitamins, and hormones; pathways of metabolism; and nucleic acids. Third term of a three-term sequence.

**Prerequisite:** CH105. **Corequisite:** CH106 with CH106R. F, Sp

**CH110 and CH110R Foundations of General, Organic and Biochemistry****3 class, 2 lab and 1 recitation hrs/wk, 5 cr.**

Serves as a minimum prerequisite for students entering beginning anatomy and physiology courses. A one-term survey course of basic general, organic, and biochemistry designed to introduce students to the chemistry needed for understanding the functions of living organisms.

**Prerequisite:** MTH070. No previous background in chemistry is required. **Corequisite:** CH110 with CH110R. F, W, Sp, Su

**CH111 and CH111R Chemistry for Fire Science and Emergency Services****3 class, 2 lab and 1 recitation hrs/wk, 5 cr.**

Presents basic information about general inorganic and organic chemistry. Covers elements, compounds, atomic structure, electronic configuration, periodic table, enthalpy, entropy, kinetic molecular theory, ionic and covalent bonding, chemical formulas, nomenclature, acids, bases, gases, hydrocarbons, aromatics, functional groups, carbohydrates, fats, proteins, enzymes, and nucleic acids. **Prerequisite:** MTH070.

**Corequisite:** CH111 with CH111R. **Offered as needed.**

**CH115 Consumer Chemistry****3 class and 2 lab hrs/wk, 4 cr.**

Provides a general education approach to chemistry. Emphasizes the meaning of science and how chemistry is connected to other disciplines and to students' lives. Covers science versus technology, scientific method, atomic structure and theory, nuclear chemistry, chemical bonding, nomenclature, chemical reactions, acids and bases, oxidation and reduction, and chemistry of the earth. F

**CH116 Consumer Chemistry****3 class and 2 lab hrs/wk, 4 cr.**

Covers organic chemistry, polymers, energy and the future, air and its pollution, water and its pollution, agricultural chemistry, and the starving Third World. Second of a three-term sequence for the non-science major. **Prerequisite:** CH115 or consent of instructor. W

**CH117 Consumer Chemistry****3 class and 2 lab hrs/wk, 4 cr.**

Covers carbohydrates, fats, proteins, vitamins, brewing, baking, food additives, household chemicals, cosmetics, chemotherapy, drugs, sports medicine, and chemical toxicology. Third of a three-term sequence for the non-science student.

**Prerequisite:** CH116 or consent of instructor. Sp

**CH121 and CH121R College Chemistry 3 class, 2 lab and 1 recitation hrs/wk, 5 cr.**

Introduces the fundamentals of chemistry for students majoring in fields other than chemistry. Examines the interrelationships of chemistry to all disciplines of science. Covers scientific method, atomic theory, stoichiometry, energy, periodicity, atomic structure, and bonding. First of a three-term sequence. **Prerequisite:** MTH070 or equivalent as determined by instructor.

**Corequisite:** CH121 with CH121R. F, W

**CH122 and CH122R College Chemistry 3 class, 2 lab and 1 recitation hrs/wk, 5 cr.**

Provides basic understanding of molecular compound formations, changes of state, solutions and reaction rates. Covers quantitative composition; stoichiometry; the gaseous state; acids, bases and salts; oxidation-reduction reactions; nuclear chemistry; chemical equilibrium; and introduction to organic chemistry. Second of a three-term sequence. **Prerequisite:** CH121. **Corequisite:** CH122 with CH122R. W, Sp

**CH123 and CH123R College Chemistry 3 class, 2 lab, and 1 recitation hrs/wk, 5 cr.**

Continues organic chemistry including aliphatic, aromatics, function groups and their reactions, structure and chemistry of carbohydrates, lipids, proteins, and nucleic acids. Third of a three-term sequence. **Prerequisite:** CH122. **Corequisite:** CH123 with CH123R. F, Sp

**CH172 Chemical Methods for Analysis of Musts and Wines****2 class hrs and 2 lab hrs/wk, 3 cr.**

Introduces vineyard and winery laboratory practices. Covers basic chemical principles, laboratory techniques, and analytical procedures for musts and wines. **Prerequisite:** CH123 or equivalent or concurrent enrollment in CH123.

**Offered as needed.**

**CH201 Chemistry for Engineers****3 class and 3 lab hrs/wk, 4 cr.**

Covers definitions, measurements, atomic nucleus, elements, compounds, binary nomenclature, gas laws, and chemical thermodynamics (heat, work and energy). First of a three-term sequence. **Prerequisite:** MTH095. F

**CH202 Chemistry for Engineers****3 class and 3 lab hrs/wk, 4 cr.**

Covers liquids, phase changes, solutions, colloids, water pollution, distillation, chemical equilibrium, spontaneous changes, free energy, heat engines, acids and bases, atomic structure, quantum theory, stimulated emission, and laser light. Second of a three-term sequence.

**Prerequisite:** CH201. W

**CH203 Chemistry for Engineers****3 class hrs and 3 lab hrs/wk, 4 cr.**

Covers chemical bonds, polar molecules, the periodic table, conductivity, bonding theories, molecular shapes, crystals, non-conductors, semiconductors, liquid crystals, metals, alloys, ceramic materials, polymers, electrochemistry, oxidation and reduction, electrochemical cells, galvanic cells, electrolysis, and electrolytic processes. Third of a three-term sequence. **Prerequisite:** CH202.

**Offered as needed.**

**CH221 and CH221R General Chemistry 3 class, 3 lab and 1 recitation hrs/wk, 5 cr.**

Introduces chemical concepts and experimental techniques to students majoring in scientific, engineering, and medical fields. Covers the history of chemical developments, measurements and their uncertainty, components of matter, chemical periodicity, chemical calculations using the mole concept, chemical reactions, kinetic-molecular theory of gases, energy flow, experiments on chemical systems, and atomic structure. **Prerequisite:** MTH111 or consent of instructor.

**Corequisite:** CH221 with CH221R. F

**CH222 and CH222R General Chemistry 3 class, 3 lab and 1 recitation hrs/wk, 5 cr.**

Covers periodic properties; molecular bonding, hybridization, resonance; solutions and solids, intermolecular forces, rates of reactions, and organic polymers. Second of a three-term sequence designed for students majoring in science and related professional fields. **Prerequisite:** CH221. **Corequisite:** CH222 with CH222R. W

**CH223 and CH223R General Chemistry 3 class, 3 lab and 1 recitation hrs/wk, 5 cr.**

Covers the rates and mechanisms of chemical reactions; fundamentals of chemical equilibrium; acid-base equilibria; ionic equilibria in aqueous systems; free energy concepts; voltaic/electrolytic cells; and metallurgical processes. Third of a three-term sequence designed for students majoring in scientific, engineering and medical fields. **Prerequisite:** CH222. **Corequisite:** CH223 with CH223R. Sp

**CH241 Organic Chemistry****4 class hrs/wk, 4 cr.**

Introduces the principles of organic chemistry for students majoring in the physical or life sciences. Emphasizes structure, nomenclature, physical properties, and chemical reactivities of organic molecules. Stresses bonding, functional groups, alkanes and cycloalkanes, conformational analysis, stereochemistry, alkenes, and alkynes. **Prerequisite:** CH123 or CH223. **Offered as needed.**

**CH241B Organic Chemistry Lab****3 lab hrs/wk, 1 cr.**

Accompanies CH241 Organic Chemistry as a laboratory for students majoring in the physical or life sciences. Emphasizes microscale laboratory experiments related to basic techniques of recrystallization, extraction, melting and boiling point determination, IR spectroscopy, extraction, chromatography, and synthesis. Students requiring lecture and lab credit for transfer must take CH241 and CH241B. **Prerequisite:** CH123 or CH223. **Offered as needed.**

**CH242 Organic Chemistry****4 class hrs/wk, 4 cr.**

Introduces the principles of organic chemistry for students majoring in the physical or life sciences. Emphasizes structure, nomenclature, physical properties, and chemical reactivities of organic molecules. Stresses alcohols, ethers, free-radical reactions, aromatic compounds, spectroscopy, oxidation-reduction, aldehydes, and ketones. **Prerequisite:** CH241. **Offered as needed.**



### **CH242B Organic Chemistry Lab**

**3 lab hrs/wk, 1 cr.**

Offers a laboratory course to accompany CH242 Organic Chemistry for students majoring in physical and life sciences. Emphasizes microscale laboratory experiments related to reaction mechanisms, kinetics, spectroscopy, gas chromatography, and synthetic techniques. Students requiring lecture and lab credit for transfer must take CH242 and CH242B. **Prerequisite:** CH241B. **Offered as needed.**

### **CH243 Organic Chemistry**

**4 class hrs/wk, 4 cr.**

Introduces the principles of organic chemistry for students majoring in the physical or life sciences. Emphasizes structure, nomenclature, physical properties, and chemical reactivities of organic molecules. Stresses carboxylic acids and their derivatives, amines, condensation reactions, carboxylics, lipids, amino acids, proteins, and nucleic acids. **Prerequisite:** CH242 or consent of instructor. **Offered as needed.**

### **CH243B Organic Chemistry Lab**

**3 lab hrs/wk, 1 cr.**

Offers a laboratory course to accompany CH243 Organic Chemistry for students majoring in physical and life sciences. Emphasizes microscale laboratory synthesis, spectroscopy, covering biological activity of organic compounds, and qualitative analysis of unknowns. Students requiring lecture and lab credit for transfer must take CH243 and CH243B. **Prerequisite:** CH242B or consent of instructor. **Offered as needed.**

## **CIS**

### **Computer Information Science**

#### **CIS120 Computer Information Science 1**

**4 class hrs/wk, 4 cr.**

Introduces terminology and overview of the historical development of computer and information science. Focuses on the basic concepts of computer hardware and software systems, the science of information representation, and the fundamental elements of program design and computer language. Concepts are reinforced in a laboratory environment. First in a three-course sequence. **Prerequisite:** MTH070 and RD115, or equivalent level of skill as demonstrated by satisfactory score on placement test. **F, W, Sp**

#### **CIS121 Computer Information Science 2**

**4 class hrs/wk, 4 cr.**

Introduces the fundamental logic in designing specific algorithms for processing information typified by management information systems. Concepts are reinforced in a laboratory environment. Second in a three-course sequence. **Prerequisite:** CIS120 or concurrent enrollment, or consent of instructor. **F, W**

### **CIS122 Computer Information Science 3**

**4 class hrs/wk, 4 cr.**

Introduces software and languages used in today's network environment. Covers features of object-oriented design and programming concepts and contrasts them with structured methodology and related language. Serves as the third in a three-course sequence. **Prerequisite:** CIS121 or consent of instructor. **Sp, Su**

## **CJ**

### **Criminal Justice**

#### **CJ100 Survey of the Criminal Justice System**

**3 class hrs/wk, 3 cr.**

Reviews court systems and procedures from criminal violation to final disposition. Covers six primary functional areas of administration of justice and reviews principles of Federal, State, criminal and civil laws as they apply to and affect law enforcement. **F, W, Sp**

#### **CJ101 Criminology**

**3 class hrs/wk, 3 cr.**

Covers the development and conceptualization of crime including historical perspective, social and legal definitions, and classifications. Includes an overview of criminology, research, data gathering, and analysis. Introduces major theoretical perspectives on the nature of crime, criminals, and victimization. Identifies current trends and patterns of crime typologies as well as societal and institutional responses. **F, W, Sp, Su**

#### **CJ110 Introduction to Law Enforcement**

**3 class hrs/wk, 3 cr.**

Introduces the history and philosophy of law enforcement and the administration of justice. Provides a preview of a professional career in law enforcement and how an agency functions in relation to public relations and professional and political ethics. **F, W, Sp**

#### **CJ112 Field Operations and Patrol Procedures**

**3 class hrs/wk, 3 cr.**

Introduces the nature and purpose of patrol activities. Examines routine and emergency procedures and types of patrol. Focuses on force continuum, officer survival, arrest procedures, field interviews, and ethics. Explores methods of safely responding to various calls and individuals. Includes scenarios on occupational exposure to bloodborne pathogens. Covers equipment, technology and vehicle operation. Identifies gangs, drug-use indicators, threat groups, and responses to civil disturbances. Emphasizes report document, courtroom testimony, and police tactical communications. **W, Su**

### **CJ123 Spanish for Law Enforcement Personnel**

**3 class hrs/wk, 3 cr.**

Offers a practical, learner-friendly Spanish language course for law enforcement students and personnel. Emphasizes officer safety, increased community safety, enhanced job performance, and protection from legal liability. Requires no prior knowledge of Spanish. **Prerequisite:** None; however, coursework in CJ110 or CJ112 is recommended unless already have prior practical experience as a cadet, reserve, or certified law enforcement officer. **Offered as needed.**

### **CJ130 Introduction to Corrections Process**

**3 class hrs/wk, 3 cr.**

Introduces the corrections process, including historical development through contemporary issues. Identifies variations in correctional institutions, levels of custody, administration practices, correctional staff's roles and responsibilities, institutional policies, procedures, and programs. Covers changing inmate demographics, special-needs inmates, safety/security concerns, and current issues. **F, Sp**

### **CJ132 Introduction to Parole and Probation**

**3 class hrs/wk, 3 cr.**

Introduces the basic philosophies, principles, and functions of parole, probation, and community corrections. Focuses on the role of community corrections in the administration of justice, community corrections options, techniques and training issues, and current challenges and pressures impacting corrections options. **Offered as needed.**

### **CJ150 Unarmed Private Security Operations and Procedures**

**3 class hrs/wk, 3 cr.**

Introduces a historical perspective on unarmed private security, types of personnel, and physical and procedural controls. Covers types of security such as computer, industrial, retail, commercial, institutional, and specialized security. Includes future development and needs of private security. **W**

### **CJ200 Police and Public Policy**

**3 class hrs/wk, 3 cr.**

Discusses the role of criminal justice practitioners in maintaining community relations. Examines the interrelationships and role expectations of agencies and the public, police and community tension, social forces, and police image. **F**

### **CJ203 Crisis Intervention Seminar**

**1 class hr/wk, 1 cr.**

Introduces an overview of the techniques and approaches to crisis intervention for entry-level criminal justice professionals. Covers initial intervention, defusing and assessment, resolution, and/or referral with emphasis on safety. Includes personal effectiveness, recognition of threat levels, voluntary compliance, verbal and non-verbal communication, active listening, and mediation. **F, W, Sp**

**CJ206 Crime and Delinquency****3 class hrs/wk, 3 cr.**

Studies crime and delinquency rates and typologies focusing on data variations impacted by age, sex, race/ethnicity, socio-economic and educational status, urbanization, and other key factors as independent variables. Introduces major theoretical perspectives and their application in the study of juvenile delinquency. Covers key concepts affecting juvenile victimization.

**F, W, Sp****CJ207 Diversity Issues in Criminal Justice****3 class hrs/wk, 3 cr.**

Introduces the civil rights of citizens related to religion, ethnicity, culture, race, gender, age, disability, and sexual preference. Explores the legal and societal responsibilities of criminal justice professionals to the protection of those rights in the course of public safety duties. Involves creative, critical, and solution-oriented thinking throughout the course. **Prerequisite:** Current enrollment in Criminal Justice program with personal history clearance or consent of instructor. **F, Sp**

**CJ210 Introduction to Criminal Investigations 1: Crimes vs. Persons****3 class hrs/wk, 3 cr.**

Covers historical development of criminalistics. Introduces current basic techniques and components involved in major persons-related crime scene investigations. Includes skills necessary to process the scene. Identifies specialized procedures and technology used to identify, profile, locate, and apprehend offenders. Covers interviewing/interrogation techniques. Stresses importance of field notes and case documentation. Emphasizes escalation-cycling patterns of serious offenders. Includes factual case studies. Focuses on qualities of a successful investigator. Examines development of confidentially reliable informants.

**F, W, Sp****CJ211 Introduction to Criminal Investigations 2: Crimes vs. Property****3 class hrs/wk, 3 cr.**

Introduces basic techniques and components involved in major property-related crime scene investigations. Includes skills necessary to process scene. Identifies specialized procedures/technology used to identify, locate, and recover stolen property. Covers methods to identify and apprehend individuals. Emphasizes correlation between property crimes and drug use. Includes preparation of the investigator as a witness.

**W, Sp****CJ212 Police Report Writing****3 class hrs/wk, 3 cr.**

Provides the necessary information to become a knowledgeable and successful writer of narrative police reports, documenting both original crimes and follow-up investigations. Utilizes a specialized format to meet different types of investigative activities, e.g., crime scene processing, interviews with suspects and witnesses, undercover operations, and the execution of search warrants. Re-emphasizes basic writing skills and spelling accuracy related to criminal justice terminology.

**Prerequisite:** None; however, coursework in CJ110 or CJ112 is highly recommended.

**F, W, Sp****CJ215 Criminal Justice Administration****3 class hrs/wk, 3 cr.**

Surveys the administrative practices of criminal justice agencies with special emphasis on law enforcement. Covers administration in the public services area, including organizational theory and management, personnel management, and policy and procedures formulation. **Sp**

**CJ220 Introduction to Substantive Law and Oregon Criminal Code****3 class hrs/wk, 3 cr.**

Introduces the origin and structure of common-law crimes and procedures and statutory crimes. Covers definitions and distinctions between criminal and civil law, criminal court procedures, criminal law case reading, Federal and State law, and selected Oregon criminal code sections. **F, Sp**

**CJ226 Introduction to Constitutional Law****3 class hrs/wk, 3 cr.**

Presents an intensive study and analysis of the U.S. Constitution and court decisions that interpret the Constitution. Studies court decisions that determine the admissibility of evidence in criminal cases and affect police procedures. Considers the criminal procedure process with an emphasis on the role of law enforcement in this process. **F, W, Sp**

**CJ230 Introduction to Juvenile Corrections****3 class hrs/wk, 3 cr.**

Introduces the historical and contemporary aspects of juvenile corrections. Identifies and explores the philosophy, functions, and goals of the juvenile justice system. Emphasizes the role of law enforcement, the courts, community-based corrections, and custodial facilities. Includes an overview of the ongoing debate concerning rehabilitation versus punishment philosophies in the juvenile justice system, especially as it relates to safety/security issues and public concerns.

**F, W, Sp****CJ232 Introduction to Corrections****Casework****3 class hrs/wk, 3 cr.**

Presents an overview of casework in corrections settings. Includes introduction to behavior modification theories and methods, contemporary counseling methods, assessment processes, and the development of officer-client relations. Emphasizes observation skills, perception issues, information gathering, interpersonal communication skills, and interviewing strategies and techniques as part of corrections casework. **W, Sp**

**CJ235 Youth, Drugs and Corrections****3 class hrs/wk, 3 cr.**

Studies current trends, programs, and philosophies regarding addiction, treatment options, assessment processes, and related behavioral issues for youth offenders specifically in correctional settings and in post-conviction supervision. **F, Sp**

**CJ253 Introduction to Penology****3 class hrs/wk, 3 cr.**

Includes a historical overview of punishment, the development of prisons, and the role of imprisonment as a correctional tool. Includes a detailed examination of prison conditions, administrative practices, classification, and custody. Focuses on prisoner's rights and legal issues and the death penalty. **F, W**

**CJ280A-L Cooperative Work Experience****See Cooperative Work Experience.****CLA****Chicano/Latino Studies****CLA201 Introduction to Chicano/Latino Studies 1: Historical Overview****4 class hrs/wk, 4 cr.**

Introduces Latino history in the United States beginning with Spanish colonization and continuing with the Mexican-American War. Covers the Mexicans' role in American labor, economics, Bracero Program, and the Chicano Movement. **F**

**CLA202 Introduction to Chicano/Latino Studies 2: Political and Economic Overview****4 class hrs/wk, 4 cr.**

Introduces the social, educational, political, and economic status of Latinos in the context of United States institutions and structures. Examines demographic profiles and current issues within a Chicano/Latino perspective. **W**

**CLA203 Introduction to Chicano/Latino Studies 3: Cultural Overview****4 class hrs/wk, 4 cr.**

Provides an overview of the cultural heritage of Chicanos and Latinos in the United States. Draws from anthropology, folklore, literature, and linguistics. Examines folk and popular culture as well as the integration of various traditions. **Sp**

## COM

### Communication Skills

See also **Human Development, Reading, Study Skills, Writing.**

#### COM051 Communication Skills 1

3 class hrs/wk, 3 cr.

Improves writing skills. Focuses on writing intended to replicate projects in occupational and technical fields. **F, W, Sp, Su**

#### COM052 Communication Skills 2

3 class hrs/wk, 3 cr.

Improves student's reading, writing, speaking and listening skills using a variety of oral and written formats. **Prerequisite:** COM051 or equivalent as determined by instructor. **W, Sp**

#### COM053 Technical Report Writing

3 class hrs/wk, 3 cr.

Prepares students to write reports in a variety of styles, emphasizing clarity, coherence, conciseness, and accuracy. For those following a vocational (non-transfer) track of study. **Prerequisite:** COM051 or equivalent as determined by instructor. CharStyle:CD text B8-1-6>Sp

## CPL

### Credit for Prior Learning

#### CPL120 Prior Learning Resume

3 class hrs/wk, 3 cr.

Provides means to obtain credit hours for prior learning. Focuses on identifying career and educational goals; defining college level learning; identifying, documenting and describing prior learning; writing competency statements; and preparing a resume for credit evaluation. **F, W, Sp**

## CS

### Computer Science

#### CS060 Techniques of User Training

2 class hrs/wk, 2 cr.

Introduces teaching methods, materials, and instructional design as related to training computer users. **Prerequisite:** Second-year standing in the Computer Programming program. **Sp**

#### CS100 Beginning Microcomputer Use

1 class hr/wk, 1 cr.

Introduces the use of microcomputers in an office. Presents a brief overview of necessary hardware and software, proper use of the equipment, operation of a microcomputer, use of purchased programs, and maintenance of computer files. **Offered as needed.**

#### CS101 Introduction to Microcomputer Applications

3 lab hrs/wk, 3 cr.

Introduces the basic microcomputer hardware/software system. Covers the concepts of system software and application software, including word processing, spreadsheet, database, presentation and introduction to Internet. **Prerequisite:** Touch keyboarding ability and college textbook reading (RD090 or equivalent) recommended.

**F, W, Sp, Su**

#### CS105 Introduction to MS Windows

3 class hrs/wk, 3 cr.

Introduces the Graphical User Interface (GUI) environment with an emphasis on the operation of Microsoft Windows. Focuses on the multi-tasking environment, including multiple window interface, common user access (CUA) pull-down menus, and the interaction of RAM memory and PC hardware. **Prerequisite:** CS101. **F, W, Sp, Su**

#### CS125A Micro Database Software-Access

3 class hrs/wk, 3 cr.

Studies microcomputer database software using Microsoft Access. Topics include: navigation through Windows and Access menus; PC relational database concepts; creation and updating of a relational database; simple queries, reports and forms; complex queries, reports and forms. **Prerequisite:** CS101 or CIS120, or consent of instructor. **F, W, Sp**

#### CS125E Excel-Workbooks

4 class hrs/wk, 4 cr.

Presents electronic spreadsheets in a multi-worksheet environment using Excel. **Prerequisite:** CS101 or CIS120, or consent of instructor. **F, W, Sp, Su**

#### CS133C COBOL 1

4 class hrs/wk, 4 cr.

Introduces ANS COBOL programming. Presents how simple business-oriented programs are coded, debugged and documented. Emphasizes language structure and problem solving by applying top-down structured programming techniques. **Prerequisite:** CIS121 or equivalent as determined by the instructor. **Sp**

#### CS133J Fundamentals of Java Programming 1

4 class hrs/wk, 4 cr.

Introduces Java programming language. Provides a conceptual understanding of object-oriented programming using Java. Covers the structure of the language, the manipulation of data and arrays, how to handle input and output, and how to create classes, objects and applications. **Prerequisite:** MTH060, CS101 or CIS120, or consent of instructor. **F**

#### CS133U C++ Language

4 class hrs/wk, 4 cr.

Introduces the C++ programming language. Covers the structure of the language, manipulation of data and arrays, and how to handle input and output functions. **Prerequisite:** CIS121. **Sp**

#### CS133VB Visual Basic-Event-Driven Programming

4 class hrs/wk, 4 cr.

Continues in the use of Visual Basic programming environment. Emphasizes application, event-driven and structured problem-solving, and programming techniques to develop software. Students will design, code, test and debug several programs. **Prerequisite:** CIS121 or equivalent VB programming experience as determined by the instructor. **W, Sp**

#### CS135AC Advanced Microcomputer Database Software Using Access

3 class hrs/wk, 3 cr.

Presents an advanced course in development of an application system using Access with the main emphasis on forms and macros executed by the forms. At a minimum, the system is to include: (1) a startup menuing form; (2) update form with subform where the two forms interact with at least two tables with options of adding, changing, and deleting records; (3) inquiry and reporting options on the forms. **Prerequisite:** CS125A or consent of instructor. **Offered as needed.**

#### CS140A OS Concepts and Facilities

3 class hrs/wk, 3 cr.

Covers the concepts and facilities of the IBM MVS operating system including an introduction to job control language (JCL) syntax and use. Stresses construction of MVS job streams to accomplish such tasks as are typical in an IBM mainframe COBOL environment. **Offered as needed.**

#### CS140B Microcomputer Operating Systems

3 class hrs/wk, 3 cr.

Studies operating systems currently used on larger microcomputers and small minicomputers. Includes experience in using these operating systems to access files and communicate with other microcomputers. **Prerequisite:** CS101 or CIS120, or equivalent. **W**

#### CS140S Solaris-UNIX Operating Systems

3 class and 4 lab hrs/wk, 5 cr.

Covers the basic concepts of the Solaris Operating System and provides practical experience using UNIX components. **Prerequisite:** CS101 or CIS120, or consent of instructor. **Offered as needed.**

#### CS140U Unix/Linux

3 class hrs/wk, 3 cr.

Covers the Unix operating system using Linux. Includes experience in using the Unix operating system to run a microcomputer, access files and communicate with other microcomputers. **Prerequisite:** CS101 or CIS120, or consent of instructor. **F, Sp**

#### CS145 Microcomputer Hardware

3 class and 2 lab hrs/wk, 4 cr.

Studies the hardware concepts necessary to install and maintain computers and computer peripherals. Explains the interface between software and hardware and incorporates the requirements for A+ certification. **Prerequisite:** CS240 or concurrent enrollment, or CS140B, or NET123. **W**

#### CS160 Introduction to Computer Science

3 class hrs/wk, 3 cr.

Presents the history of, as well as the current and future trends in, computer science and hardware and software development. Surveys campus computing resources, and introduces use of Internet facilities and network basics. Computer Science transfer students should co-enroll in CS161.

**Prerequisite:** CS101 or consent of instructor. **F**

### **CS161 Computer Science 1**

4 class hrs/wk, 4 cr.

Introduces computer science concepts for computer science majors and other students desiring a foundation in computer programming.

**Prerequisite:** Grade of C or better in MTH111 or equivalent, and concurrent enrollment in CS160. **F**

### **CS162 Computer Science 2**

4 class hrs/wk, 4 cr.

Includes searching and sorting algorithms, stacks, queues, linked lists, dynamic memory allocation, and file I/O. Presents the second term of computer

science concepts emphasizing the appropriate use of style and algorithms. **Prerequisite:** Grade of C or better in CS161 or equivalent as determined by instructor. **W**

### **CS171 Principles of Computer Organization**

3 class and 3 lab hrs/wk, 4 cr.

Introduces the organization of a digital computer. Covers historical development, number systems, data encoding, Boolean and digital logic fundamentals, processor components, instruction execution, and addressing. Presents an introduction to Assembler language programming and the Assembler process, RISC machines, and parallel architectures. **Prerequisite:** MTH105. **W**

### **CS178I Introduction to the Internet/World Wide Web**

3 class hrs/wk, 3 cr.

Introduces the use and history of the global computer network known as the Internet or information superhighway. Explores the philosophy of the Internet, as well as its use as a tool for research, communication, and entertainment. Students will develop and publish a simple web page on the World Wide Web. **Prerequisite:** CS101 or CIS120, or consent of instructor. **F, W, Sp, Su**

### **CS178W Fundamentals of Web Design**

3 class and 4 lab hrs/wk, 5 cr.

Covers fundamentals of web design using Adobe Systems software. Focuses on the overall production processes surrounding web design. Emphasizes design elements involving layout, navigation and interactivity. Includes hands-on web design exercises using Adobe PhotoShop, Adobe Illustrator, Adobe GoLive, Adobe LiveMotion, and Adobe Premiere. **Prerequisite:** CS101 or CIS120, or consent of instructor. **F, Sp**

### **CS179 Introduction to Client-Server Networks**

4 class hrs/wk, 4 cr.

Introduces computer networks from an end-user perspective. Provides experience installing, administering, and managing network software and resources, including user accounts, in a client-server environment. **Prerequisite:** CS140B or NET123. **F, Sp**

### **CS233J Fundamentals of Java**

**Programming 2**

4 class hrs/wk, 4 cr.

Continues the Fundamentals of Java Programming 1 course. Provides a conceptual understanding of encapsulation, polymorphism, and inheritance related to the object-oriented programming paradigm and Java. Covers the use of java.lang, java.util, java.applet, java.awt and java.io packages to create program code. Includes documenting program code using the Javadoc interface and creating a Graphical User Interface (GUI) application using a visual Interface Development Environment (IDE). **Prerequisite:** CS133J or consent of instructor. **W**

### **CS233U Advanced C**

4 class hrs/wk, 4 cr.

Continues CS133U. Studies features and instructions of the C language. Emphasizes application-oriented programs that produce printed reports, maintain files and modify an operating system.

**Prerequisite:** CS133U. **Offered as needed.**

### **CS234J Fundamentals of Java**

**Programming 3**

4 class hrs/wk, 4 cr.

Continues the Fundamentals of Java Programming 2 course and serves as a capstone project course. Provides an overview of the Abstract Windowing Toolkit (AWT) from the Java platform to create programs with graphical user interface (GUI) components (buttons, checkboxes, text fields, etc.). Presents the mechanics for handling events and exceptions generated by GUI components. Covers a conceptual overview of connecting to a database and retrieving information from a database using the Java JDBC API. **Prerequisite:** CS233J or consent of instructor. **Sp**

### **CS240 Advanced Operating Systems**

3 class hrs/wk, 3 cr.

Studies advanced operating systems. Incorporates the use of third-party utility programs, hard disk management concepts, MS/DOS in a network environment, and MS/DOS-OS-AIX migration considerations. **Prerequisite:** CS140B or consent of instructor. **W**

### **CS240U Advanced Unix/Linux**

4 class hrs/wk, 4 cr.

Covers an advanced course in the concepts used for installing, administering, and maintaining a Unix/Linux system. Students will install and manage a version of Linux in their laboratory experience. **Prerequisite:** CS140U or equivalent. **Sp**

### **CS244 Systems Analysis 1**

3 class hrs/wk, 3 cr.

Covers basic administrative procedures. Includes principles of organizing, planning, and administering a procedure program. Presents methods of carrying out individual systems and procedures studies. Also includes procedures analysis and improvement techniques, the role of systems and procedures in business management, systems charting, work simplification, and measurement.

**Sp**

### **CS246 Systems Analysis 2**

3 class hrs/wk, 3 cr.

Presents the fundamentals of automated systems and procedures. Includes techniques and principles of top-down systems analysis and design, data gathering, feasibility studies, problem analysis, systems economics, forms design and control, procedure writing, and the planning involved in the installation of electronic data processing systems. **Prerequisite:** CS244. **F**

### **CS260 Computer Science 3: Data Structures**

4 class hrs/wk, 4 cr.

Presents a further analysis of topics in CS162 with additional concepts in recursion, binary trees and object-oriented programming. **Prerequisite:** Grade of C or better in CS162 or equivalent as determined by the instructor. **Sp**

### **CS275 Database Management**

4 class hrs/wk, 4 cr.

Addresses database development, a concept which includes data modeling, database design, and database implementation. Identifies the entity-relationship, object data modeling techniques, and the importance of normalizing data models. Presents techniques of implementing these models into a relational database scheme. Designed to be broader than teaching specific database products or fourth generation languages. Discusses SQL. **Prerequisite:** CS244. **F**

### **CS276A Introduction to Oracle: SQL**

4 class hrs/wk, 4 cr.

Offers an extensive introduction to data server technology. Examines the concepts of both relational and object relational databases and the Structured Query Language (SQL) programming language. Covers creating and maintaining database objects and storing, retrieving, and manipulating data. Also covers retrieving data by using advanced techniques such as ROLLUP, CUBE, set operators, and hierarchical retrieval. Includes writing SQL and SQL\*Plus script files using the iSQL\*Plus tool to generate report-like output.

**Prerequisite:** CS275 or consent of instructor. **W**

### **CS276B Oracle: Program with PL/SQL**

4 class hrs/wk, 4 cr.

Introduces Procedural Language/Structural Query Language (PL/SQL) and the benefits of this Oracle programming language. Covers creating PL/SQL blocks of application code that can be shared by multiple forms, reports, and data management applications. Also covers creating procedures, functions, packages, and database triggers. Uses iSQL\*Plus to develop program units. Includes managing PL/SQL program units and database triggers, managing dependencies, manipulating large objects, and using some of the Oracle-supplied packages. **Prerequisite:** CIS121 or equivalent and CS276A, or consent of instructor. **Sp**

### **CS276C Oracle Reports Developer/Building Reports**

**4 class hrs/wk, 4 cr.**

Focuses on designing and building a variety of standard and custom Internet web and paper reports using Oracle Reports Developer, Tool for Oracle Application Developers (TOAD), and Crystal Reports. Covers working in the declarative environment of Reports Builder, TOAD, and Crystal Reports. Includes how to retrieve data from a data source, display it in readable format, and publish the output. **Prerequisite:** CS276A, CS276B or consent of instructor. **Offered as needed.**

### **CS277A Oracle Database Administration Fundamentals 1**

**4 class hrs/wk, 4 cr.**

Offers a conceptual understanding of the Oracle database architecture and how its components work and interact with one another. Covers how to create an operational database and properly manage the various structures in an effective and efficient manner. **Prerequisite:** CS276A or consent of instructor. **Offered as needed.**

### **CS277B Oracle Database Administration Fundamentals 2**

**4 class hrs/wk, 4 cr.**

Covers transporting data between databases and the utilities used to perform these activities. Introduces networking concepts and configuration parameters, as well as solving some common network problems. Also addresses backup and recovery techniques, and examines various backup, failure, restore, and recovery scenarios. Examines backup methodologies based on business requirements in a mission-critical enterprise. Covers multiple strategies and Oracle Recovery Manager to perform backups, and restore and recovery operations. **Prerequisite:** CS277A or consent of instructor. **Offered as needed.**

### **CS277C Oracle Database Performance Tuning**

**4 class hrs/wk, 4 cr.**

Focuses on database and instance tuning of the Oracle database. Uses the available Oracle tools such as Oracle Enterprise Management (with the Diagnostics and Tuning Packs) and STATSPACK. Covers how to recognize, troubleshoot, and resolve common performance-related problems in administering an Oracle database. **Prerequisite:** CS277B or consent of instructor. **Offered as needed.**

### **CS278 Data Communications**

**3 class hrs/wk, 3 cr.**

Introduces the fundamental concepts in data communication including definition of terms, communicating concepts, comparison of voice and data communication (analog versus digital signals), medium access, elementary data link protocols, topologies, servers, and operating system standards implemented in Local Area Networks (LAN). **Prerequisite:** Second-year standing in Computer Programming program. **W**

### **CS279 Network Management**

**3 class and 4 lab hrs/wk, 5 cr.**

Studies Local Area Network Systems (LANs) and Wide Area Network Systems (WANs) using Novell's operating system. Includes the design, construction, operation, maintenance, and management of a network, including the installation of software packages, printers and adding new users. **Prerequisite:** CS145 and CS278 or NET151. **Sp**

### **CS280A-L Cooperative Work Experience See Cooperative Work Experience.**

### **CS285 Introduction to Structured Query Language-SQL**

**3 class hrs/wk, 3 cr.**

Introduces new users of relational databases to Structured Query Language (SQL). Covers building a database and accessing stored information by performing queries. Includes retrieving, adding, and deleting data from an SQL-compliant database. **Prerequisite:** CS275 or consent of instructor. **W**

### **CS286 Web Server Configuration and Management**

**3 class and 2 lab hrs/wk, 4 cr.**

Explains the process to design and build an Internet system. Includes establishing a multi-server environment that requires web services, common gateway interfaces, e-mail services, database services, and other web-based applications.

**Prerequisite:** CS140U and CS288. **Sp**

### **CS288 Advanced Client-Server Networks**

**4 class hrs/wk, 4 cr.**

Provides experience installing, configuring, customizing, administering, and maintaining a server and its resources in a client-server network.

**Prerequisite:** CS179. **F, Sp**

### **CS289 Advanced Network Application Support**

**3 class and 2 lab hrs/wk, 4 cr.**

Focuses on software and hardware troubleshooting and support required in a Local Area Network environment. **Prerequisite:** Concurrent enrollment in CS279, or consent of instructor. **Sp**

## **Cultural Studies**

**See Chicano/Latino Studies, Social Science.**

## **CVL**

### **Civil Technology**

#### **CVL130 Work Zone Safety and First Aid**

**1 class hr/wk, 1 cr.**

Covers signage and cone setup standards related to basic traffic control for short-term work zones. Presents introductory flagging procedures with additional coursework in basic first aid and CPR. **Prerequisite:** Consent of instructor. **F**

### **CVL143 Introduction to Civil Survey**

**2 class and 3 lab hrs/wk, 3 cr.**

Introduces a broad variety of office- and field-based activities associated with the work of a professional land surveyor. Emphasizes professional-technical development and working as a member of a team. **Prerequisite:** Concurrent enrollment in MTH070 or MTH081 or higher or consent of instructor. **F, W**

#### **CVL161A Plane Surveying 1-Lecture**

**2 class hrs/wk, 2 cr.**

Covers plane survey theory and practice. Includes measurement techniques associated with taping, leveling, and field measurements with advanced electronic survey equipment. Emphasizes professional-technical development and teamwork skills. Introduces a basic understanding of metes and bounds descriptions. **Prerequisite:** CVL143 and concurrent enrollment in MTH082 or higher, and concurrent enrollment in CVL161B, or consent of instructor. **W**

#### **CVL161B Plane Surveying 1-Lab**

**6 lab hrs/wk, 2 cr.**

Covers field practices and application of equipment utilized in professional land surveying. Emphasizes tactile learning with strong team orientation. **Prerequisite:** CVL143 and concurrent enrollment in CVL161A, or consent of instructor. **W**

#### **CVL162A Plane Surveying 2-Lecture**

**2 class hrs/wk, 2 cr.**

Continues Plane Surveying 1. Studies distance and direction measurement, employing total stations with external data collectors, traversing and associated office computations, areas and volumes, circular and vertical curves, and outlines of public land surveys. **Prerequisite:** CVL161A, CVL161B, and concurrent enrollment in CVL162B, or consent of instructor. **Sp**

#### **CVL162B Plane Surveying 2-Lab**

**6 lab hrs/wk, 2 cr.**

Incorporates field survey with a focus on data gathering for computerized mapping. Introduces American Land Title Association specification standards and the use of GPS equipment. **Prerequisite:** DRF131, CVL161A, CVL161B, and concurrent enrollment in CVL162A, or consent of instructor. **Sp**

#### **CVL230 Applied Statics**

**3 class hrs/wk, 3 cr.**

Analyzes the forces induced in structures and machines by various types of loading. **Prerequisite:** DRF160 or CS125E, and MTH082 or MTH112, or consent of instructor. **F, W**

#### **CVL231 Applied Strength of Materials**

**4 class hrs/wk, 4 cr.**

Analyzes internal stresses, deflections, and deformations of structured members when subjected to external forces. Covers how to design structures based on structural analysis. **Prerequisite:** CVL230 or consent of instructor. **W, Sp**

## **CVL260 Survey Project Planning**

**1 class and 6 lab hrs/wk, 3 cr.**

Covers advanced research of deed and survey data and development of a "map of record." Emphasizes preparation of equipment and labor requirement plans needed for field survey project planning. **Prerequisite:** CVL162A, CVL162B and DRF245, or consent of instructor. **W**

## **CVL261 Environmental and Sanitary Technology**

**2 class and 6 lab hrs/wk, 4 cr.**

Introduces elementary concepts of hydraulics, hydrology, storm collection and detention, sanitary sewer and domestic water supply designs. Applies concepts to typical design documentation.

**Prerequisite:** DRF245 and MTH082, or consent of instructor. **W**

## **CVL263A Construction and Route Surveying-Lecture**

**2 class hrs/wk, 2 cr.**

Covers design and layout of typical route survey and site construction projects. Applies state plane coordinate systems, Global Positioning System (GPS) observation, and field computations. **Prerequisite:** CVL162A, CVL162B, and concurrent enrollment in CVL263B, or consent of instructor. **Sp**

## **CVL263B Construction and Route Surveying-Lab**

**6 lab hrs/wk, 2 cr.**

Reviews field practices and applies survey techniques to field survey data collection and construction of public and private projects. Covers advanced responsibilities of a team leader in a field crew situation with additional equipment care and use requirements. Uses advanced mapping techniques from field-gathered data. Some projects will include the use of GPS equipment. **Prerequisite:** DRF245 and concurrent enrollment in CVL263A or consent of instructor. **Sp**

## **CWE**

### **Cooperative Work Experience**

**Cooperative Work Experience 280A-L**  
**1-12 cr.**

Places students in a business, industry, or agency for on-the-job training and experience related to instruction. Field experience supervised by college instructors and work experience coordinators. See program advisors. **Offered as needed.**

### **Dance**

See Physical Education

## **DEN**

### **Dental Assisting**

#### **DEN050 Dental Sciences**

**3 class hrs/wk, 3 cr.**

Focuses on a study of the sciences associated with the practice of dentistry. Includes oral microbiology, oral pathology, sterilization and disinfection principles, OSHA bloodborne pathogen and hazard communication standards, anesthesia, and pharmacology. **Prerequisite:** Enrollment in the Dental Assisting program or consent of instructor. **F**

#### **DEN051 Introductory Concepts in Dental Assisting**

**2 class and 3 lab hrs/wk, 3 cr.**

Provides a basic study of the dental assistant's role with emphasis on terminology, instruments and equipment, professional regimen, chairside techniques, and patient communication. Emphasizes the qualifications necessary for success in the dental assistant field. **Prerequisite:** Enrollment in the Dental Assisting program or consent of instructor. **F**

#### **DEN053 Dental Materials 1**

**2 class and 3 lab hrs/wk, 3 cr.**

Introduces the various materials and laboratory equipment used in the dental office. Includes the chemical and physical properties, manipulation and uses of restorative materials, medications, impression materials, and dental cements. Includes an overview of restorative and crown preparation procedures. **Prerequisite:** Enrollment in the Dental Assisting program or consent of instructor. **F**

#### **DEN054 Preventive Dentistry**

**1 class hr/wk, 1 cr.**

Introduces the basic techniques and information relevant to prevention of plaque-related disease. Includes causative factors, nutritional influences, prevention products and their uses, patient motivation, and public health programs. **Prerequisite:** Enrollment in the Dental Assisting program or consent of instructor. **F**

#### **DEN056 Dental Anatomy**

**4 class hrs/wk, 4 cr.**

Introduces dental anatomy. Particular attention is directed toward the oral cavity and its associated structures and anatomical terminology. Includes identification, form and function of the adult dentition, and deciduous dentition. Also includes dental charting for conditions of the oral cavity. **Prerequisite:** Enrollment in the Dental Assisting program or consent of instructor. **F**

#### **DEN060 Dental Specialties**

**3 class hrs/wk, 3 cr.**

Studies the various fields of specialized dentistry recognized by the American Dental Association. Includes principles and armamentarium related to each dental specialty as well as the role of the dental auxiliary during specialty procedures. **Prerequisite:** Second-term standing in the Dental Assisting program. **W**

#### **DEN061 Dental Assisting Practicum 1**

**1 class and 7 lab hrs/wk, 3 cr.**

Provides supervised clinical experience in basic chairside assisting procedures, including material manipulation, oral evacuation, instrument transfer, charting, and patient management at the Oregon Health and Sciences University School of Dentistry. **Prerequisite:** Second-term standing in the Dental Assisting program and proof of current health care provider CPR card. **W**

#### **DEN062 Intermediate Clinical Skills**

**1 class and 3 lab hrs/wk, 2 cr.**

Presents the theory and practice of intermediate clinical responsibilities delegated to dental auxiliary personnel. Includes discussion, demonstration, and practical application of the following: intra- and extra-oral examination, alginate impressions, bite registration, oral hygiene instruction, dietary analysis, and rubber dam placement and removal. **Prerequisite:** Second-term standing in the Dental Assisting program. **W**

#### **DEN063 Dental Materials 2**

**2 class and 3 lab hrs/wk, 3 cr.**

Introduces the principles of laboratory procedures related to fixed and removable prosthetics. The utilization of appropriate laboratory equipment by the student will be supplemented by instructional demonstration of additional laboratory techniques and materials. **Prerequisite:** Second-term standing in the Dental Assisting program. **W**

#### **DEN064 Dental Radiology 1**

**2 class and 3 lab hrs/wk, 3 cr.**

Provides information pertinent to the principles of dental radiology and legal aspects regarding the use of radiation. Includes the history of dental radiology; terminology; radiation physics; machine operation and equipment use; biological effects of x-rays; principles of radiation health, safety, and protection; anatomical landmarks; dental films and darkroom processing techniques. Students use x-ray manikins to practice film placement and exposure techniques. One patient full-mouth radiographic series is required and exposed films are processed and evaluated. **Prerequisite:** Second-term standing in the Dental Assisting program. **W**

#### **DEN065 Dental Office Emergency Management**

**1 class hr/wk, 1 cr.**

Emphasizes prevention and treatment of the most common medical emergencies in the dental office. Covers the preparation of the office and staff to deal with these emergencies, including gathering patient information, such as a health history and vital signs. Discusses the use of emergency equipment and supplies. **Prerequisite:** Enrollment in the Dental Assisting program or consent of instructor. **F**

## DEN070 Dental Office Management

2 class hrs/wk, 2 cr.

Introduces management of the dental office, including business office procedures and techniques, written and electronic communications, computer use, dental insurance, inventory control, accounts receivable, recall systems, and staff and patient management. **Prerequisite:** CS101. **W**

## DEN071 Dental Assisting Practicum 2

1 class and 24 lab hrs/wk, 9 cr.

Consists of observation and practice in an ethical dental office. Students develop communication rapport with the dental team and patients; perform specified basic, intermediate, and expanded function chairside procedures; complete reception and business office tasks; apply skills in laboratory procedures; and expose and process patient x-rays as directed by the dentist. **Prerequisite:** Third-term standing in the Dental Assisting program. **Sp**

## DEN072 Expanded Functions

2 class and 3 lab hrs/wk, 3 cr.

Presents the theory and practice of legal expanded functions for dental assistants. Includes discussion, demonstration, and practical application of the following: coronal polish, topical fluoride, amalgam polish, provisional coverage, suture removal, cement removal, and pit and fissure sealant placement. **Prerequisite:** Third-term standing in the Dental Assisting program. **Sp**

## DEN074 Dental Radiology 2

1 class and 3 lab hrs/wk, 2 cr.

Continues DEN064 Dental Radiology 1. Allows students to take additional adult and pediatric (pedodontic) manikin films using low-dose technique. Students develop skills in patient management and perfect radiographic techniques by completing two full mouth patient x-ray series. Includes information in taking pediatric films, films in edentulous areas, films taken while the patient is in a supine position, endodontic films, occlusal films, and extra-oral films. Students learn utilization of the panoramic x-ray unit, film duplicators, and automatic film processors and process, and evaluate all exposed films and are eligible to take the State x-ray examination upon successful completion of DEN064 and DEN074. **Prerequisite:** Third-term standing in the Dental Assisting program. **Sp**

**Prerequisite:** Third-term standing in the Dental Assisting program. **Sp**

## DEN080 Dental Assistant Seminar

2 class hrs/wk, 2 cr.

Prepares students for the General Chairside and Infection Control components of the Dental Assisting National Board Certification Examination. Also prepares students for successful employment by incorporating resume writing, completion of a job application, and interview techniques. **Prerequisite:** Third-term standing in the Dental Assisting program. **Sp**

**Prerequisite:** Third-term standing in the Dental Assisting program. **Sp**

## DRF

### Drafting Technology

See also Computer-Aided Manufacturing.

#### DRF051 Technical Graphics

1 class and 6 lab hrs/wk, 3 cr.

Covers fundamentals of graphics communication. Includes multiview and pictorial representation, dimensioning, and section and auxiliary views. **Prerequisite:** DRF130 or consent of instructor. **Offered as needed.**

#### DRF054 Drafting 1

1 class and 3 lab hrs/wk, 2 cr.

Introduces fundamentals of drafting and basic drawing techniques. Emphasizes use of drafting instruments, standard orthographic projections, layout procedures, ASA-approved lettering techniques, geometric construction, selection of views, sectional auxiliary views, and standard dimensioning practices, including metrics. **Offered as needed.**

#### DRF095A,B,C Special Projects in Drafting and Design

Variable hours/1-3 credits

Allows student and instructor to identify a drafting project or problem and jointly draw up a contract. The contract sets forth a proposal to complete the project or solve the problem. Identifies objectives, procedures, and equipment needed, together with key checkpoints for student-instructor conferences. Intended for, but not limited to, second-year drafting or mechanical design students as an elective. Potential areas of consideration include community development projects, computer programming and applications, machine design, mapping, civil engineering drafting, or any drafting-related field. Provides consideration and encouragement to an interdisciplinary team of students working on a common problem. **Prerequisite:** Consent of instructor. **F, W, Sp, Su**

#### DRF101 Basic CAD for Electronics

1 class and 3 lab hrs/wk, 2 cr.

Covers the use of AutoCAD, schematic drawings, wiring diagrams, block diagrams, and packaging drawings, in addition to basic CAD operations in the field of electronic drafting. **F, W**

#### DRF102 Print Reading

1 class and 3 lab hrs/wk, 2 cr.

Focuses on reading drawings of residential and commercial construction. Covers symbol designation used in construction. Stresses construction methods, terminology, and reference sources. **Offered as needed.**

#### DRF103 Advanced Print Reading

1 class and 3 lab hrs/wk, 2 cr.

Focuses on advanced reading and interpreting architectural drawings and specifications for complex building construction using the Uniform Building Code (UBC) as a basis for plan review. **Prerequisite:** DRF102 or consent of instructor. **Offered as needed.**

#### DRF110 Applied Engineering Computations

2 class hrs/wk, 2 cr.

Covers computation and presentation of technical data to solve typical problems found in mechanical, civil, design and related areas. **Prerequisite:** MTH060 or consent of instructor. **F, W**

#### DRF112 Sketching

3 lab hrs/wk, 1 cr.

Covers basic technical sketching and measurement skills and techniques used in the drafting process and practical pictorial communication. **F**

#### DRF114 Drafting Orientation

1 class and 3 lab hrs/wk, 2 cr.

Introduces drafting as a career option. Offers field trips to offices and job sites, guest lecturers, Internet and periodical research on cutting-edge technology. **F**

#### DRF121 AutoCAD R14 to 2000

3 lab hrs/wk, 1 cr.

Introduces new features and commands found in AutoCAD 2000 for current users of AutoCAD Release 14. Implements new techniques to complete a project. **Prerequisite:** Experience with AutoCAD R14. **Offered as needed.**

#### DRF130 AutoCAD 1

2 class and 3 lab hrs/wk, 3 cr.

Incorporates hands-on experience with AutoCAD, a PC-based computer-aided drafting program. Includes standard graphics commands for two-dimensional drawings. **F, W, Sp, Su**

#### DRF131 AutoCAD 2

2 class and 3 lab hrs/wk, 3 cr.

Incorporates hands-on experience with AutoCAD. Covers more complex graphics commands for two-dimensional drawings. **Prerequisite:** DRF130 or consent of instructor. **F, W, Sp, Su**

#### DRF132 AutoCAD 3

2 class and 3 lab hrs/wk, 3 cr.

Incorporates hands-on experience with AutoCAD. Covers advanced graphics commands for two-dimensional drawings. Introduces elementary customization techniques. Covers three-dimensional models created from surfaces and solids. **Prerequisite:** DRF131 or consent of instructor. **F, W, Sp**

#### DRF140 Advanced Technical Graphics

1 class and 6 lab hrs/wk, 3 cr.

Covers fundamentals of graphics communication. Includes multi-view drawings, dimensioning, section views, auxiliary views, and descriptive geometry concepts. **Prerequisite:** DRF131 or consent of instructor. **Sp**

#### DRF150 Architectural Drafting 1

1 class and 6 lab hrs/wk, 3 cr.

Covers basic architectural drafting techniques and methods. Includes dimensioning, layout, symbols, and conventional construction methods used in residential buildings. Uses AutoCAD to draft a partial set of construction drawings. **Prerequisite:** DRF131 or consent of instructor. **F, W, Sp**

**DRF155 Mapping and Platting****1 class and 6 lab hrs/wk, 3 cr.**

Covers map components, legal descriptions, plot plans, and contours. Introduces Geographic Information Systems (GIS) and Global Positioning Systems (GPS). **Prerequisite:** DRF131 or consent of instructor. **Sp**

**DRF160 Technical Software Applications**  
**2 class and 3 lab hrs/wk, 3 cr.**

Covers engineering applications of purchased software packages. Includes the use of spreadsheets to design structural members and as an aid in statistical analysis and parametric design. **Prerequisite:** CS101, MTH081 and concurrent enrollment in DRF132, or consent of instructor. **Sp**

**DRF165 CAD System Administration**  
**2 class and 3 lab hrs/wk, 3 cr.**

Covers customizing parameters for maximizing AutoCAD. Includes researching and installing custom programs for optimizing drawing performance. Also covers creating custom menu systems for specific applications. **Prerequisite:** DRF131 or consent of instructor. **Sp**

**DRF170 AutoCAD Certification Preparation****1 class and 2 lab hrs/wk, 2 cr.**

Presents preparation for Level 1 AutoCAD Certification Exam administered by Rand Worldwide. **Prerequisite:** DRF132 or consent of instructor. **Sp**

**DRF201 CMOS 1****2 class and 6 lab hrs/wk, 4 cr.**

Covers entry-level integrated circuit design in CMOS (Complimentary Metal Oxide Silicone) technology. Emphasizes creating the layout for IC circuits based on logic and schematic diagrams. **Prerequisite:** DRF101 or DRF130 or consent of instructor; and MT110. **F, W**

**DRF202 CMOS 2****1 class and 6 lab hrs/wk, 3 cr.**

Covers advanced concepts of Integrated Circuit Mask design using specialized CAD tools. Focuses on producing an integrated circuit layout project as a member of a project team. **Prerequisite:** DRF201 or consent of instructor. **W, Sp**

**DRF203 CMOS 3****1 class and 6 lab hrs/wk, 3 cr.**

Focuses on the design and layout of masks for IC Circuits. Covers how to interpret schematics, create a floor plan, and divide responsibility among team members to produce the layout for IC subsystems. **Prerequisite:** DRF202 or consent of instructor. **Sp, Su**

**DRF210 Parametric Design****1 class and 6 lab hrs/wk, 3 cr.**

Uses Autodesk Mechanical Desktop parametric design software to create models of parts. Produces detail and assembly drawings for a simple machine. Applies precision dimensioning and tolerancing to current manufacturing standards. **Prerequisite:** DRF132 or consent of instructor. **F, W**

**DRF220 GIS ArcView****1 class, 3 lab hrs/wk, 2 cr.**

Uses GIS ArcView software to view geographic relationships. Studies GIS basic concepts and covers physical, climactic and social attributes of various regions of the world. **F, W**

**DRF221 GIS ArcCAD****1 class and 6 lab hrs/wk, 3 cr.**

Uses ArcGIS and AutoCAD map software in GIS applications and projects. Studies advanced ArcGIS concepts and covers basic ArcGIS map commands and operations. **Prerequisite:** DRF131 and DRF220 or consent of instructor. **Sp**

**DRF230 Introduction to MicroStation PC****2 class and 3 lab hrs/wk, 3 cr.**

Introduces the MicroStation PC drafting software. Covers basic drawing, editing and display commands. Contrasts operations with AutoCAD. **Prerequisite:** DRF131 or consent of instructor. **F, W, Sp, Su**

**DRF231 Advanced MicroStation****1 class and 6 lab hrs/wk, 3 cr.**

Uses MicroStation software to produce building construction drawings. Emphasizes creating master drawings containing all building data. Includes manipulation of file contents to produce multiple drawings. Introduces 3-D modeling tools. **Prerequisite:** DRF230 or consent of instructor. **Sp**

**DRF240 Architectural Drafting 2****1 class and 6 lab hrs/wk, 3 cr.**

Covers advanced architectural drafting techniques and methods. Incorporates a full set of working drawings, shearwall details, advanced construction details, building process, and current building codes used in residential buildings. Uses AutoCAD to draft a full set of construction drawings. **Prerequisite:** DRF150 or consent of instructor. **W**

**DRF241 Structural Drafting****1 class and 6 lab hrs/wk, 3 cr.**

Introduces light commercial construction practices. Covers production of working drawings using AutoCAD software. Also covers drafting practices applied with the building materials of steel and concrete. **Prerequisite:** DRF131 or consent of instructor. **W**

**DRF242 3-D Studio****1 class and 6 lab hrs/wk, 3 cr.**

Covers production of objects and scenes as 3-D computer images, incorporating various materials and lights. **Prerequisite:** DRF132 or consent of instructor. **F**

**DRF243 Architectural Design****1 class and 6 lab hrs/wk, 3 cr.**

Covers elements and principles of aesthetic design. Applies 3-D design and model to assigned projects. Develops light commercial/residential project with emphasis on specific design criteria. **Prerequisite:** DRF240 or consent of instructor. **Sp**

**DRF245 Civil Drafting and Design****1 class and 9 lab hrs/wk, 4 cr.**

Introduces AutoCAD Land Development Desktop. Develops residential subdivision and typical utility design documentation. **Prerequisite:** DRF131 and DRF155 or consent of instructor. **F**

**DRF246 Project Development****1 class and 6 lab hrs/wk, 3 cr.**

Covers advanced elements of residential subdivision design and layout with associated utility work based on a theoretical set of municipal standards and specifications. Incorporates preparation of all design documentation in review-ready condition. **Prerequisite:** CVL261. **Sp**

**DRF251 Power Transmission Design****3 class hrs/wk, 3 cr.**

Focuses on the design of power transmission systems. Incorporates hydraulics, pneumatics, electric motors, chains, belts, bearings, and speed reducers. Analyzes system requirements, sizing of machine elements, and selection of components from industrial catalogs. **Prerequisite:** MTH082 or consent of instructor. **W**

**DRF252 Flexible Manufacturing Systems**  
**2 class and 3 lab hrs/wk, 3 cr.**

Studies the application of hydraulic, pneumatic, and electronic circuits for automated control of industrial systems. Includes digital design, Boolean algebra, combinational logic, and sequential logic. Lab exercises cover programming of industrial robots and programmable logic controllers. **Prerequisite:** MTH082 and concurrent enrollment in PH081. **Sp**

**DRF255 Technical Illustration****1 class and 6 lab hrs/wk, 3 cr.**

Presents pictorial presentation methods for 3-D models using a variety of software. Focuses on creating exploded view drawings, blended raster and vector images, and computer rendering. Covers plotting to web and paper format. **Prerequisite:** DRF132 or consent of instructor. **Sp**

**DRF256 AutoLISP Programming****2 class and 3 lab hrs/wk, 3 cr.**

Introduces AutoLISP functions. Focuses on development of programs to increase AutoCAD productivity. **Prerequisite:** DRF131. **W**

**DRF260 Tool Design****1 class and 6 lab hrs/wk, 3 cr.**

Introduces the principles of tool design, focusing on gauging, locating, clamping, and figure design. Incorporates high production techniques and tooling. **Prerequisite:** DRF210 or consent of instructor. **W**

**DRF262 Machine Design****1 class and 6 lab hrs/wk, 3 cr.**

Presents practical design situations related to the drafting room. Selected design project(s) demonstrate a comprehensive study of parts relationships, materials application and product design. **Prerequisite:** DRF210. **Sp**

**DRF280A-L Cooperative Work Experience**

See Cooperative Work Experience.



## EC

### Economics

#### EC200 Introduction to Economics

3 class hrs/wk, 3 cr.

Introduces the economic concepts of and analysis in the process of studying important issues in modern society: poverty, income distribution, health care systems, and development strategies. **Prerequisite:** MTH070. **Offered as needed.**

#### EC201 Introduction to Microeconomics

3 class hrs/wk, 3 cr.

Introduces the concepts of price elasticity, production costs, the competitive firm, monopoly, imperfect competition, market power and antitrust, (de)regulation of business, and the labor market. **Prerequisite:** MTH095. **F, W, Sp, Su**

#### EC202 Introduction to Macroeconomics

3 class hrs/wk, 3 cr.

Introduces the concepts of aggregate spending, fiscal and monetary policies, money and banking, the Federal Reserve, business cycles, unemployment, and inflation. **Prerequisite:** MTH095. **F, W, Sp, Su**

#### EC203 Applications to Economic Issues

3 class hrs/wk, 3 cr.

Emphasizes such global issues as economic growth, environmental protection, rent, interest and profit, international trade and finance, and international development. **F, W, Sp, Su**

## ECE

### Early Childhood Education

See also Education, Human Development and Family Studies.

#### ECE068A, B, C Observing Preschool Experiences

1 class hr/wk, 1 cr. each

Observes various aspects of a preschool. In ECE068A, students observe children's development; ECE068B focuses on observing guidance; ECE068C emphasizes the classroom environment and curriculum. Each course may be repeated for a maximum of two credits. **Prerequisite:** Consent of instructor. ECE068A: **F**; ECE068B: **W**; ECE068C: **Sp**

#### ECE070A-D Infant/Toddler Training

1 class hr/wk, 1 cr. each

Covers four infant/toddler training modules. A: Social-emotional growth and socialization; B: Group care; C: Cognitive learning and development; D: Culture and families. **Offered as needed.**

#### ECE086 Family Day Care 1 (Basic)

1 class hr/wk, 1 cr.

Provides the caregiver with basic information on managing a family day care home. Includes practical suggestions for working with parents, keeping business records, providing healthy and safe environments for children, and establishing a home business. **F, W, Sp, Su**

#### ECE087 Family Day Care 2 (Advanced)

1 class hr/wk, 1 cr.

Continues information on managing a family day care home. Focuses on environments, activities, and how children grow and learn. Covers children of different ages, cultures, and abilities. **Offered as needed.**

#### ECE150 Introduction and Observation in Early Childhood Education

3 class hrs/wk, 3 cr.

Focuses on the history of early childhood education and the value and usage of objective observations as a teaching tool. Includes weekly lecture-discussion and weekly observations. **F**

#### ECE151 Observing and Guiding Behavior

3 class hrs/wk, 3 cr.

Continues observing experiences. Emphasizes the role of the teacher and techniques of individual and group guidance and management. **Prerequisite:** ECE150 or consent of instructor. **W**

#### ECE152 Creative Activities

2 class and 2 lab hrs/wk, 3 cr.

Focuses on understanding and implementing a developmental approach to creative activities for the young child. Involves hands-on experience with a wide variety of activities. Discusses presentation and methods of evaluation. Includes art activities, use of natural materials, cooking experiences, puppet making, and the development of new art. **W**

#### ECE153 Music and Movement for Young Children

3 class hrs/wk, 3 cr.

Emphasizes music as a pleasurable medium of expression while learning why and how to provide music and movement activities for the young child. Presents the value of music in the preschool setting, the role of the teacher, environments that support music and movement experiences, basic music theory and terminology, and the use of spontaneous and planned activities for young children. **Sp**

#### ECE154 Children's Literature and Literacy

3 class hrs/wk, 3 cr.

Offers an overview of what is available in quality children's literature, along with a rationale for the purposes of such literature, ways to implement its use, and ways to evaluate its appropriateness in a given school situation. Includes the evaluation and reading of children's books and holding groups with children. Explores in depth how children develop literacy. **Sp**

#### ECE155 Child Nutrition

2 class hrs/wk, 2 cr.

Introduces human nutrition and health with emphasis on the nutritional needs and food experiences of the young child. Includes practical application in the day care setting, planning snacks and meals for preschool children. **W**

#### ECE161 Infant/Toddler Practicum

1 class and 6 lab hrs/wk, 3 cr.

Provides experience working with infants and toddlers in a laboratory setting and assisting with supervision of the various daily activities. **Prerequisite:** Concurrent enrollment in HDF249 or consent of instructor. **F, W, Sp**

#### ECE162 Early Childhood Educator Orientation

1 class and 3 lab hrs/wk, 2 cr.

Emphasizes the roles and responsibilities of the early childhood educator. Offers experience in working with young children in an organized setting and assisting with supervision of the various daily activities in a preschool program. **Prerequisite:** Concurrent enrollment in ECE151 or consent of instructor. **F, W, Sp**

#### ECE163 Preschool Practicum

1 class and 9 lab hrs/wk, 4 cr.

Provides experience working with young children in a laboratory preschool setting. Assists with supervision of the various activities in a preschool program. Includes some planning, executing, and evaluating of curriculum materials appropriate for the young child. **Prerequisite:** Grade of C or better in HDF225, HDF249, HDF247, ECE151 and ECE162. **F, W, Sp**

#### ECE251 Environments for Young Children

3 class hrs/wk, 3 cr.

Focuses on planning, implementing, and evaluating environments for preschool children. Includes how to facilitate play in the environment, room arrangements, outdoor areas, equipment selection and sources, children's furniture, and scrounging for materials usable in the preschool environment. **Prerequisite:** Second-year standing in the Early Childhood Education program or consent of instructor. **F**

#### ECE261 Student Teaching 1, Early Childhood Education

2 class and 12 lab hrs/wk, 6 cr.

Offers supervised teaching of young children in a laboratory setting. **Prerequisite:** Grade of C or better in ECE163, second-year standing in the Early Childhood Education program, and consent of instructor. **F, W, Sp**

#### ECE262 Student Teaching 2, Early Childhood Education

2 class and 12 lab hrs/wk, 6 cr.

Offers supervised teaching of young children in a laboratory preschool and in a community setting. **Prerequisite:** Grade of C or better in ECE261 and consent of instructor. **F, W, Sp**

#### ECE280A-L Cooperative Work Experience

See Cooperative Work Experience.

### **ECE295 Administration of Early Childhood Programs**

**3 class hrs/wk, 3 cr.**

Covers areas of administrative responsibility: finances and budget and sources of income; selection and purpose of materials and equipment; standards (local, state, federal) and regulatory agencies in regard to health, nutrition and safety. Computer simulations and software will be used to experience administrative functions. **Prerequisite:** Second-year standing in Early Childhood Education program or consent of instructor. **Sp**

## **ED**

### **Paraeducator, Education**

See also **Speech Language Pathology Assistant.**

#### **ED100 Introduction to Education**

**2 class and 3 lab hrs/wk, 3 cr.**

Examines teaching as a profession. Provides opportunities for direct experience with, and analysis of, educational settings. Explores current issues in education and characteristics of effective schools. **F, Sp**

#### **ED113 Instruction Strategies in Language Arts and Reading**

**3 class hrs/wk, 3 cr.**

Introduces the nature of the reading process and presents a systematic approach to language arts instruction. Students learn to link literacy instruction and assessment to state content standards. **W, Su**

#### **ED114 Instructional Strategies in Mathematics and Science**

**3 class hrs/wk, 3 cr.**

Introduces the development of math and science concepts and presents a systematic approach to math and science instruction. Students learn to link math and science instruction and assessment to state content standards. **Sp**

#### **ED125 Techniques for Tutoring Adults**

**1 class and 4 lab hrs/wk, 3 cr.**

Presents basic tutoring theory and techniques to prepare tutors to work with adult learners primarily in professional-technical content areas. **Offered as needed.**

#### **ED130 Comprehensive Classroom Management**

**3 class hrs/wk, 3 cr.**

Provides current theory and methodology for managing small and large groups of students so that students choose to be productively involved in instructional activities. Covers the four major factors or skill areas of effective classroom management: 1) understanding students' personal/psychological and learning needs; 2) establishing positive adult-student and student-student relationships; 3) implementing instructional methods that facilitate optimal learning; and 4) using organizational and group management methods that maximize positive student behavior and learning. **F, W**

#### **ED131 Instructional Strategies**

**3 class hrs/wk, 3 cr.**

Focuses on the components of effective instruction. Covers design of standards-based activities that integrate multiple content areas, address the instructional needs of diverse learners, and include appropriate strategies for assessment. **W**

#### **ED133 Instructional Media and Materials**

**3 class hrs/wk, 3 cr.**

Covers the preparation and use of instructional media and materials commonly found in public schools. Includes an introduction to computers and other new learning technologies and how to design lessons using these materials. Develops an understanding of the place and importance of these instructional tools. **Offered as needed.**

#### **ED169 Overview of Students with Special Needs**

**3 class hrs/wk, 3 cr.**

Introduces the disabling conditions of students with special needs and their implications in school settings. Defines and identifies intervention strategies for disabilities covered under federal law. **F, Sp**

#### **ED200 Foundations of Education**

**3 class hrs/wk, 3 cr.**

Provides an overview of the American educational system, including historical, legal, and philosophical foundations. Explores the governance of local schools and districts and considers the roles and ethical obligations of professional educators. **F, Sp**

#### **ED205A Tutoring Principles and Practices**

**1 class and 2 lab hrs/wk, 2 cr.**

Teaches principles and practices of effectively tutoring adult learners in skill areas of basic reading, writing, and English as a Second Language. Includes additional instruction in tutoring basic math, advanced grammar, conversation, and pronunciation following completion of basic course. **Offered as needed.**

#### **ED205B Tutoring Principles and Practices**

**1 class and 4 lab hrs/wk, 3 cr.**

Presents the principles and practices of tutoring basic reading, writing, and English as a Second Language skills to adult learners. Following completion of course basics, additional options provide instruction in tutoring basic math, advanced grammar, conversation, and pronunciation. Also considers learning styles and tutoring with the aid of a computer. **Offered as needed.**

#### **ED209B Practicum: Introductory Observation and Experience**

**1 class and 6 lab hrs/wk, 3 cr.**

Introduces the field of education to students exploring education as a career. **Sp, offered as needed.**

#### **ED209C Professional Technical Practicum 1**

**1 class and 15 lab hrs/wk, 6 cr.**

Prepares students for extended teaching responsibilities in professional-technical education in a public school setting. Students assess, plan, and implement a five-day unit of instruction at the practicum placement site. **Prerequisite:** ED209B. **W**

#### **ED209D Professional Technical Practicum 2**

**2 class and 21 lab hrs/wk, 9 cr.**

Prepares students for full teaching responsibility in professional-technical education in a public school setting. Students assess, plan and implement all instructional programs for a period of four weeks at the practicum placement site. **Prerequisite:** ED209B and ED209C. **Sp**

#### **ED209V1-V4 Advanced Education Practicum**

**1 class and 6-16 lab hrs/wk, variable 3-6 cr.**

Provides an educational field experience in a classroom setting for students pursuing careers in instructional assisting, professional-technical, or education settings. **Prerequisite:** Consent of instructor. **Offered as needed.**

#### **ED210 Professional Portfolio**

**3 class hrs/wk, 3 cr.**

Focuses on professional portfolio development to document educational experience and expertise. Provides an opportunity to develop a professional portfolio which will document experience and effectiveness as an educator. Includes portfolio demonstrations in seeking a certified position. **Offered as needed.**

#### **ED213 Advanced Instructional Techniques in Reading**

**3 class hrs/wk, 3 cr.**

Covers the use of a variety of instructional strategies, which build upon the foundations of reading, developed in ED113. Compares and contrasts current instructional strategies and explores the interactive nature of language, reading, writing, and spelling. **Prerequisite:** ED113. **Sp**

#### **ED214 Advanced Instructional Techniques in Mathematics and Science**

**3 class hrs/wk, 3 cr.**

Covers the use of a variety of instructional strategies, which build upon the foundations of mathematics in ED114. Explores manipulative mathematics across the curriculum as well as the integration of science into the curriculum. **Prerequisite:** ED114. **Sp**

#### **ED229 Learning and Development**

**3 class hrs/wk, 3 cr.**

Addresses current theory regarding human development, intelligence, motivation, and the learning process. Applies strategies and techniques derived from these theories. **F, W, Sp**

#### **ED235 Education Technology**

**3 class hrs/wk, 3 cr.**

Introduces current advanced technology available in education. Emphasizes the tools to evaluate, select, and implement appropriate technology in the instructional setting. **W, Su**

**ED254 Strategies for ELL Students****3 class hrs/wk, 3 cr.**

Examines the pedagogical and cultural approaches which lead to successful acquisition of English language skills and content knowledge. **F, Sp**

**ED256 Bilingual Methodology****3 class hrs/wk, 3 cr.**

Covers the philosophy, techniques, activities and materials used in bilingual/bicultural education programs. Examines the philosophy, rationale, and legal implications of bilingual/bicultural programs and management and use of English and Spanish reading in a bilingual classroom. **Su**

**ED258 Multicultural Education****3 class hrs/wk, 3 cr.**

Covers the philosophy, activities, and techniques appropriate to a culturally sensitive classroom. Students will develop an understanding of the impact of culture on individual perception and learning and on group dynamics. **F, Sp**

**ED266 Current Issues in Special Education****3 class hrs/wk, 3 cr.**

Explores, in more depth, current issues in special education. Includes current philosophical frameworks, legislative changes, emerging conditions, and technological advances. **Prerequisite:** ED169 or consent of instructor. **W**

**ED269 Educating the Mildly and Severely Disabled****3 class hrs/wk, 3 cr.**

Presents the theory and techniques of working with students with disabilities. Studies services and funding provided for mildly and severely disabled students. **Prerequisite:** ED169 or consent of instructor. **Sp**

**ED270 Practicum 1****1 class and 6 lab hrs/wk, 3 cr.**

Offers a supervised practicum in a school setting. Uses and develops knowledge, skills, and attitudes relevant to working in a school and with children.

**Prerequisite:** ED100 or equivalent experience and current First Aid Card. **W**

**ED271 Practicum 2****1 class and 12 lab hrs/wk, 5 cr.**

Focuses on field experience in a variety of classroom settings closely paralleling duties regularly assigned to an instructional assistant on a school team. Applies in-depth knowledge, methods, and skills gained from prior education courses. Seminars cover classroom experience and problem-solving techniques. **Prerequisite:** Consent of instructor and current First Aid Card. **Sp**

**ED282 Teaching at the Community College****3 class hrs/wk, 3 cr.**

Assists new, continuing, or adjunct instructors to develop and refine the skills necessary to apply successful strategies in a community college classroom. Addresses shifting paradigms in teaching/learning related to diversity, brain-based teaching, and student-centered instruction. In addition, participants will gain an understanding of the historical and current perspective of the role of community colleges in a seamless education system. **Offered as needed.**

**ED291 Natural Resource Institute****5 class hrs and 35 lab hrs/wk, 2 cr.**

Studies natural resource education for teachers interested in establishing a natural resource program at their high schools. Involves instruction in ecosystem-based management and sustainability in natural resource education. Field experiences are provided by experts in natural resource management and connections are made toward program development at schools. **Offered as needed.**

**ED292 Occupational Analysis, Curriculum and Evaluation****3 class hrs/wk, 3 cr.**

Provides students with the opportunity to analyze their professional-technical specialty area in order to develop curriculum and evaluation strategies for professional-technical programs. Includes community surveys, occupational advisory committees, occupational analysis, program goals and objectives, and evaluation. **Prerequisite:** ED209B **Offered as needed.**

**ED293 Applied Integrated Academics****3 class hrs/wk, 3 cr.**

Designed for students in the Professional-Technical Teacher Preparation program. Prepares professional-technical teachers to integrate mathematics, language arts and science content into their professional-technical courses. **Offered as needed.**

**EGR****Engineering**

See also **General Engineering.**

**EGR201 Electrical Fundamentals 1****3 class and 2 lab hrs/wk, 4 cr.**

Studies basic electrical circuit theory, including voltage, current and power relationships, and circuit parameters of resistance, inductance, and capacitance. Covers basic DC and natural responses of circuits. Also includes operational amplifier theory and an introduction to AC analysis. **Prerequisite:** MTH252 or consent of instructor. **F**

**EGR202 Electrical Fundamentals 2****3 class and 2 lab hrs/wk, 4 cr.**

Covers sinusoidal steady-state analysis, the basic operation of three-phase circuits, and how to analyze electric circuits containing mutually-coupled coils. Also covers transformer function in circuits and the characteristics of resonant circuits. **Prerequisite:** MTH252 and EGR201 or consent of instructor. **W**

**EGR203 Electrical Control Fundamentals****3 class and 2 lab hrs/wk, 4 cr.**

Covers Fourier series and LaPlace Transforms and their use in electrical control theory. Includes analysis of two-port circuits, the Bode diagram, Boolean algebra and basic logic gates. **Prerequisite:** MTH252, MTH256 and EGR201 or consent of instructor. **Offered as needed.**

**EGR211 Statics****3 class and 2 lab hrs/wk, 4 cr.**

Analyzes the forces induced in structures and machines by various types of loading. **Prerequisite:** MTH252 or consent of instructor. **F**

**EGR212 Dynamics****3 class and 2 lab hrs/wk, 4 cr.**

Studies kinematics, Newton's laws of motion, work energy relations, and impulse-momentum relationships applied to engineering systems. **Prerequisite:** EGR211, MTH252 and PH211 or consent of instructor. **W**

**EGR213 Strength of Materials****3 class and 2 lab hrs/wk, 4 cr.**

Covers properties of structural materials and analysis of stress and deformation in axially loaded members, circular shafts, beams, and statically indeterminate systems. **Prerequisite:** EGR211 and MTH252 or consent of instructor. **Sp**

**EGR214 Introduction to Statistics for Engineers****3 class hrs/wk, 3 cr.**

Covers probability, common probability distributions, sampling distributions, estimation, hypothesis testing, control charts, regression analysis, and experiment design. **Prerequisite:** MTH252 **Sp**

**EGR248 Graphics and 3-D Modeling****1 class hr and 6 lab hrs/wk, 3 cr.**

Covers graphic communication, multi-view and pictorial representation, conceptual design, spatial analysis, and engineering design representation through use of advanced level computer tools.

**Prerequisite:** DRF130 or consent of instructor. **F, W**

**ELT****Electronics Technologies**

See also **Industrial and Network Technology.**

**ELT100 Electronics Fundamentals for Non-Majors****3 class and 2 lab hrs/wk, 4 cr.**

Introduces the fundamental theories, circuits, and devices used in electronics. Covers direct and alternating current theory, test equipment, semiconductor devices, motors, and generators. Emphasizes practical concepts in both lectures and laboratories. Suitable for those desiring a general knowledge of electronics or exploring electronics as a career. **Prerequisite:** MTH070, high school Algebra 2 or instructor consent. **F**

**ELT111 Electronics Orientation****2 lab hrs/wk, 1 cr.**

Introduces the field of electronics and its opportunities. Covers career opportunities and requirements, basic vocabulary, soldering, static awareness, tool identification, safety, hardware, and chemicals used in electronics. **F, W**

**ELT113 Electronic Problems 1****2 lab hrs/wk, 1 cr.**

Introduces electronic problem-solving techniques with an emphasis on calculations, scientific and engineering notations, formula manipulation, and use of the calculator in solving problems associated with electronics. **Prerequisite:** Enrollment in the Electronics Technologies program and concurrent enrollment in MTH081 or MTH111 or consent of instructor. **Offered as needed.**

**ELT121 Programming Concepts 1****3 class and 2 lab hrs/wk, 4 cr.**

Offers the first course in the Programming Concepts sequence. Introduces computer programming and computer operating systems using Java language. **Prerequisite:** MTH081 or consent of instructor. **F**

**ELT122 Programming Concepts 2****3 class and 2 lab hrs/wk, 4 cr.**

Offers the second course in the Programming Concepts sequence. Surveys the various professional software applications. Includes learning and demonstrating one major software application. **Prerequisite:** ELT121 or any high-level programming class. **Offered as needed.**

**ELT131 Electronic Concepts 1****3 class and 4 lab hrs/wk, 4 cr.**

Covers atomic and direct current (DC) theory applicable to the field of electronics. Includes series, parallel and series-parallel resistive circuit analysis theorems. **Prerequisite:** MTH070, high school algebra and concurrent enrollment in an advanced algebra class, such as MTH111 or MTH081, or consent of instructor. **F, W**

**ELT132 Electronic Concepts 2****3 class and 4 lab hrs/wk, 4 cr.**

Covers atomic and alternating current (AC) electrical theory applicable to resistors, capacitors, and inductors. Stresses reactive circuit theorems used for circuit analysis. **Prerequisite:** ELT131 or consent of instructor and concurrent enrollment in a trigonometry class. **W, Sp**

**ELT133 Electronic Concepts 3****3 class and 3 lab hrs/wk, 4 cr.**

Covers electric circuit theory and analysis applicable to passive RLC reactive circuits. Includes transformers, polyphase AC, resonance, passive filters, and other RLC series/parallel circuit applications. Applies fundamental AC/DC concepts developed in ELT131 and ELT132. **Prerequisite:** ELT132. **Sp, Su**

**ELT141 Transistor Fundamentals****3 class and 6 lab hrs/wk, 5 cr.**

Introduces semiconductor physics and covers the fundamental principles of diodes, bipolar transistors and field effect transistors. **Prerequisite:** Concurrent enrollment in ELT132. **W, Sp**

**ELT142 Semiconductor Devices****2 class and 3 lab hrs/wk, 3 cr.**

Covers the fundamentals of basic diode rectifier, multiplier, transistor voltage regulators, and current limiting circuits. Introduces the operating principles of solid-state devices such as unijunction transistors, special purpose diodes, thyristors, and optoelectronic devices. **Prerequisite:** ELT141 or consent of instructor. **Sp, Su**

**ELT143 Pulse Circuit Fundamentals****2 class and 3 lab hrs/wk, 3 cr.**

Introduces the theory, analysis, and operation of discrete pulse waveform circuits. **Prerequisite:** ELT141 or consent of instructor. **Sp, Su**

**ELT151 Digital Fundamentals****3 class and 2 lab hrs/wk, 4 cr.**

Introduces digital logic theories: number systems and conversions, Boolean algebra, simplification theorems, combinational logic, and arithmetic. **Prerequisite:** ELT131 or consent of instructor. **W, Sp**

**ELT161 Linear IC Fundamentals****3 class and 3 lab hrs/wk, 4 cr.**

Introduces linear integrated circuit amplifiers. Emphasizes device parameters and basic circuit operating characteristics. Includes linear integrated circuit amplifying devices for comparison and evaluation through laboratory experiments. **Prerequisite:** ELT132 and ELT141. **Corequisite:** ELT133 and ELT142. **Sp, Su**

**ELT244 Electronic Circuit Analysis****2 class and 6 lab hrs/wk, 4 cr.**

Covers basic electronic devices and circuit designs. Emphasizes verifying and analyzing the designs, using the "R" parameters. Includes small-signal amplifiers, bipolar circuits, FET circuits, oscillators, and power amplifiers. Some circuits are analyzed using simulation software, while other circuits are constructed and analyzed, using laboratory test equipment. **Prerequisite:** ELT141 and ELT133 or consent of instructor. **F**

**ELT252 Digital Circuit Applications****2 class and 3 lab hrs/wk, 3 cr.**

Covers theory and emphasizes hands-on laboratory application of sequential digital logic circuits, which build upon the fundamentals of combinational digital logic developed in ELT151. Includes flip-flops, counters, registers, encoders and decoders, and bus logic. Introduces memory devices, analog-to-digital and digital-to-analog converters (ADCs/DACs), and programmable logic devices. **Prerequisite:** ELT151. **F**

**ELT253 Microprocessor Systems****3 class and 6 lab hrs/wk, 5 cr.**

Covers hardware and software concepts used with microcomputers. Stresses theory and laboratory application of interfacing criteria, hardware and software troubleshooting techniques, writing machine language programs, and using programs for testing hardware and system interface. **Prerequisite:** ELT244 and ELT252. **W**

**ELT254 Computer Hardware****3 class and 3 lab hrs/wk, 4 cr.**

Covers hardware concepts fundamental to all computers and computer peripherals. Explains the interface between software and hardware. Also covers troubleshooting techniques. **Prerequisite:** CS140B or NET123. **W**

**ELT255 Advanced Data Communication****3 class and 6 lab hrs/wk, 5 cr.**

Covers theory of data communications and concepts of information exchange between computers, via data networks. Emphasizes configuration, maintenance, and management of data communication network systems. Constructs and tests multiple network hardware configurations using the Novell NetWare Operating System. **Prerequisite:** ELT253, CS278, DOS and a high level programming language or consent of instructor. **Sp**

**ELT256 Advanced Computer Architecture****3 class and 3 lab hrs/wk, 4 cr.**

Emphasizes system installation and troubleshooting of both hardware and software in lab sessions. Intended for students with a solid foundation in digital logic, microprocessors, and programming. Explains advanced computer system theory. **Prerequisite:** ELT253. **Sp**

**ELT262 Linear IC Applications****2 class and 3 lab hrs/wk, 3 cr.**

Covers design and industrial applications using the integrated circuit amplifier and special function IC devices to study basic circuits. Includes laboratory evaluation of selected basic circuit designs. **Prerequisite:** ELT161 and ELT244. **W**

**ELT280A-L Cooperative Work Experience****See Cooperative Work Experience.****ELT281 Antennas and Transmission Lines****2 class hrs/wk, 2 cr.**

Covers the practical and theoretical aspects of basic transmission lines and antennas. Includes characteristics and properties of open-wire, coaxial, and special purpose transmission lines, plus those of vertical and horizontal antennas, and the coupling of source, transmission lines, and antennas. **Prerequisite:** ELT244 and ELT252. **W**

**ELT282 Telecommunications****2 class hrs and 3 lab hrs/wk, 3 cr.**

Covers communications theory and systems. Develops practical skills and reinforces theoretical concepts through laboratory experiments and field trips. **Prerequisite:** Concurrent enrollment in ELT281. **W**

**ELT283 Logical Troubleshooting****3 class and 6 lab hrs/wk, 5 cr.**

Introduces and applies industry recognized standards, procedures and practices for logical-troubleshooting and analysis of electronic systems. Includes lab activities such as system-level, board-level, and component-level troubleshooting and diagnosis, using live systems and real world circuit faults. **Prerequisite:** ELT244 and ELT161, or equivalent with consent of instructor. **Sp**

**ELT291 Advanced Industrial Electronics**  
3 class and 3 lab hrs/wk, 4 cr.

Covers principles and concepts of electronic and electrical control and sensing devices used in industry. Introduces electric motors, three-phase electricity, control devices and circuits, process control systems and servos, measurement transducers, and programmable controllers (PLCs).

**Prerequisite:** ELT142 and ELT262, or consent of instructor. **Sp**

## EMT

### Emergency Medical Technology

**EMT151 Emergency Medical Technician Basic, Part 1**

4 class and 3 lab hrs/wk, 5 cr.

Provides instruction at the level of Emergency Medical Technician Basic. Includes all skills necessary for the individual to provide emergency medical care as outlined by scope of practice established by the Oregon Board of Medical Examiners. Serves as the first of a two-part course in a series of courses making up a national and state EMS training program. Failure of this course will require retaking the full sequence of EMT-Basic courses. **Prerequisite:** Completion of placement testing for writing skills at WR049 or higher, reading at RD090 or higher and math at MTH020 or higher. Must have a high school diploma, GED, or equivalent. Must currently be certified in CPR for BLS Health Care Providers as issued in accordance with current national standard curriculum. Must meet standards as set by the Oregon State EMS Office for certification which includes health, driving, immunization, and criminal record check. **F, offered as needed.**

**EMT152 Emergency Medical Technician Basic, Part 2**

3 class and 3 lab hrs/wk, 4 cr.

Continues instruction at the level of Emergency Medical Technician Basic. Includes all skills necessary for the individual to provide emergency medical care as outlined by scope of practice established by the Oregon Board of Medical Examiners. Serves as the second in a series of courses making up a national and state EMS training program. Failure of this course will require retaking the full sequence of EMT-Basic courses. **Prerequisite:** Successful completion of EMT151 and concurrent enrollment in EMT280A. Must meet standards as set by the Oregon State EMS Office for certification which includes health, driving, immunization, and criminal record check. **W, offered as needed.**

**EMT165 Emergency Medical Technician Intermediate, Part 1**

4 class and 2 lab hrs/wk, 5 cr.

Covers intermediate emergency medical procedures. Includes the roles and responsibilities of the technician, patient assessment, and procedures related to airway, oxygen, ventilation, shock, intravenous, intraosseous, and ECG monitoring, defibrillation, pharmacology, and field protocols. Failure of this course will require retaking the full sequence of EMT-Intermediate courses. **Prerequisite:** Completion of placement testing for writing skills at WR049 or higher, reading at RD090 or higher and math at MTH020 or higher. Current Oregon EMT Basic certification and 80% or better on pre-test. Must have a high school diploma, GED, or equivalent. **Offered as needed.**

**EMT166 Emergency Medical Technician Intermediate, Part 2**

4 class and 2 lab hrs/wk, 5 cr.

Continues study of intermediate medical procedures for technicians. Gives students successfully completing Part 2 a recommendation to the Oregon Health Division for the certification process. Failure of this course will require retaking the full sequence of EMT-Intermediate courses. **Prerequisite:** EMT165. **Offered as needed.**

**EMT169 EMT Rescue**

2 class and 3 lab hrs/wk, 3 cr.

Presents technical information on various rescue situations. Covers tools and equipment, ropes and knots, trench rescue, shoring, warehouse searches, outdoor searches, rescue in situations involving elevation differences, package patients, water and ice rescues, and vehicle extrication. **Offered as needed.**

**EMT170 Emergency Communication and Patient Transportation**

2 class and 3 lab hrs/wk, 3 cr.

Covers ambulance operation, laws, maintenance, and safety; emergency response driving and route planning; communication systems, radio types, HEAR system, codes, and correct techniques. **Sp, offered as needed.**

**EMT175 Introduction to Emergency Medical Service**

3 class hrs/wk, 3 cr.

Covers the role and responsibilities of the paramedic, emergency medical services systems, medical-legal considerations, major incident response, hazardous materials awareness, and stress management. **Offered as needed.**

**EMT280A-L Cooperative Work Experience**

See Cooperative Work Experience.

**EMT296 EMT Paramedic, Part 1**  
11 class and 9 lab hrs/wk, 14 cr.

Offers first term of a three-term course, which includes EMT296, EMT297 and EMT280F. Focuses on patient assessment; airway/ventilation; pathophysiology of shock; general pharmacology; respiratory, cardiovascular, neurologic, behavioral emergencies, and acute abdominal emergencies. Applies didactic knowledge to campus-based laboratory skills practice and clinical patient care in the hospital setting. Failure of this course will require retaking the full sequence of Paramedic courses (EMT296, EMT297, and EMT280F).

**Prerequisite:** Fourth-term standing in the Emergency Medical Technology program. Must have a high school diploma, GED, or equivalent. **F, Sp**

**EMT297 EMT Paramedic, Part 2**  
6 class and 24 lab hrs/wk, 14 cr.

Offers second part of a three-term course, which includes EMT296, EMT297 and EMT280F. 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. Failure of this course will require retaking the full sequence of Paramedic courses (EMT296, EMT297 and EMT280F). **Prerequisite:** EMT296. **W, Su**

## ENG

### English

**ENG104 Introduction to Fiction**  
3 class hrs/wk, 3 cr.

Features critical analysis and appreciation of fiction through the reading of narratives originally written in English as well as works in translation. Employs chronological, genre, stylistic, or thematic approaches to content to introduce the short story, the novel or novella and basic literary terminology and concepts. **F, W, Sp, Su**

**ENG105 Introduction to Dramatic Literature**

3 class hrs/wk, 3 cr.

Features critical analysis and appreciation of drama from the classical Greek to contemporary periods written by an international range of playwrights. Introduces concepts and types of dramatic literature, including comedy and tragedy as well as the elements and conventions of drama as both a literary and performing art. **F, W, Sp, Su**

**ENG106 Introduction to Poetry**  
3 class hrs/wk, 3 cr.

Features critical analysis and appreciation of poetry originally written in English as well as works in translation by major poets from various cultural backgrounds. Introduces poetic terminology, concepts and principles, and explores a variety of the poetry's structures and types. **F, W, Sp, Su**

**ENG107 Introduction to World Literature**

3 class hrs/wk, 3 cr.

Features discussion and analysis of histories, stories, poems, and plays of the Western and non-Western world between 2000 B.C.E. and 1450. **F**

**ENG108 Introduction to World Literature**

3 class hrs/wk, 3 cr.

Features discussion and analysis of literary works of the Western and non-Western world between 1450-1850. **W**

**ENG109 Introduction to World Literature**

3 class hrs/wk, 3 cr.

Features discussion and analysis of literary works of the Western and non-Western world of the nineteenth and twentieth centuries. **Sp**

**ENG201 Introduction to Shakespeare**

3 class hrs/wk, 3 cr.

Surveys selected Shakespearean tragedies, emphasizing dramatic structure, characterization, imagery and theme. Uses critical essays to explore these plays and to provide background on the nature of tragedy. **F**

**ENG202 Introduction to Shakespeare**

3 class hrs/wk, 3 cr.

Surveys selected Shakespearean comedies, emphasizing dramatic structure, characterization, imagery, and theme. Uses critical essays to provide background on the nature of comedy. **W**

**ENG203 Introduction to Shakespeare**

3 class hrs/wk, 3 cr.

Surveys selected Shakespearean history plays, emphasizing dramatic structure, characterization, imagery, and theme. Uses critical essays to provide background on the nature of historical drama. **Sp**

**ENG204 Introduction to English Literature**

3 class hrs/wk, 3 cr.

Covers the development of English literature from its beginnings in the Anglo-Saxon period through the early Renaissance (to c.1600). Focuses on literary works as products of a historical period and on the analysis and interpretation of works. **F**

**ENG205 Introduction to English Literature**

3 class hrs/wk, 3 cr.

Covers the development of English literature from the time of Shakespeare (c. 1600) to the end of the 18th century. Focuses on literary works as products of a historical period and on the analysis and interpretation of works. **W**

**ENG206 Introduction to English Literature**

3 class hrs/wk, 3 cr.

Covers the development of English literature from late 18th century (Romanticism) to the late 20th century. Focuses on literary works as products of a historical period and on the analysis and interpretation of works. **Sp**

**ENG214 Literature of the Northwest**

3 class hrs/wk, 3 cr.

Studies fictional and non-fictional works by Northwest writers from the time of early exploration of the territory. Emphasizes the relationship between Northwest writing and the unique Northwest social, cultural and physical environments. **Offered as needed.**

**ENG222 Images of Women in Literature**

3 class hrs/wk, 3 cr.

Focuses on the portrayal of the feminine in mythology, conventional images in Western literature, literature of non-Western cultures, or that of other groups within the Western world in relation to specific themes, or a combination of any of these. Students analyze and interpret images of women in the works of literature assigned. **Offered as needed.**

**ENG250 Introduction to Mythology and Folklore**

3 class hrs/wk, 3 cr.

Introduces folklore and some of its various forms: myths, legends, and folktales. Explores the nature and functions of folklore through examples from the classical world, from the native cultures of the Americas, and from at least one other area of the world. Also examines folklore in contemporary life. **Offered as needed.**

**ENG253 Introduction to American Literature**

3 class hrs/wk, 3 cr.

Focuses on the literature of the Native Americans, European explorers, settlers, chroniclers, missionaries, and American contributors to the character of a new nation, the United States of America from 1492-1800. Genres include story, chant, journal, letter, report, biography, autobiography, chronicle, narrative, dictionary, satire, poetry, song, sermon, novel, drama, essay, and political document. **F**

**ENG254 Introduction to American Literature**

3 class hrs/wk, 3 cr.

Focuses on the literature of the 19th Century, with attention given to the themes and issues of slavery, abolition, Native American and women's rights, the Civil War, westward expansion, and industrial and urban growth. Genres studied include journal, narrative, speech, poetry, short story, novel, and essay. **W**

**ENG255 Introduction to American Literature**

3 class hrs/wk, 3 cr.

Focuses on the literature of the 20th Century, with attention given to the eras and events of the World Wars, American-European interconnections, modernism, the decade of the twenties (including the Harlem Renaissance), the Depression, post-World War II issues and realities, the Cold War with the Soviet Union, the civil rights movement, the Vietnam War, the Sixties, environmentalism, post-modern and contemporary life, multiculturalism and global perspectives. Genres studied are poetry, short story, novel, drama, essay, and lyrics. **Sp**

**ENG256 African-American Literature**

3 class hrs/wk, 3 cr.

Surveys the literature of the African-American people, including the influence of African origins, oral tradition, the diaspora, slavery, the post-Civil War era, the Harlem Renaissance, the civil rights movement, and recent and contemporary periods. Focuses on oral and written texts representing interests, aspirations, and experiences of African-Americans. Includes a selection of works taken from slave narratives, early literary publications, novels, short stories, poems, autobiographies, and plays. Uses a chronological or thematic approach. **F**

**ENG257 Native American Literature**

3 class hrs/wk, 3 cr.

Introduces formal written and oral literatures by Native Americans through a wide variety of texts from different tribes, regions, and individual authors. Examines world views and major thematic currents of Native American literatures; distinctive characteristics of Native American writing; characteristics it shares with Euro-American writing; and characteristics of oral literature. **W**

**ENG258 Latin American Literature**

3 class hrs/wk, 3 cr.

Features reading and analysis of works by Latin American writers from a wide range of countries, races, and classes, giving attention to literary styles, historical background, and the unique voices and perspectives of authors from this region. Uses a chronological, regional, or thematic approach. **Sp**

**ENG260 Introduction to Women Writers**

3 class hrs/wk, 3 cr.

Focuses on the achievements and perspectives of women writers through critical analysis of their literary works and literary strategies. Uses a chronological, stylistic, or thematic approach. **Offered as needed.**

**ENG261 Introduction to Science Fiction**

3 class hrs/wk, 3 cr.

Features exposure to and analysis of science fiction through the reading of representative works that explore the history and typology of this literary genre. Uses a chronological, thematic, or stylistic approach. **Offered as needed.**

**ENG263 Introduction to Detective Fiction**

3 class hrs/wk, 3 cr.

Focuses on the genre of detective fiction, its history, and conventions through reading and critical analysis of representative works and authors. Uses a chronological, thematic, or stylistic approach. **Offered as needed.**

## ENG269 Environmental Literature

3 class hrs/wk, 3 cr.

Introduces environmental literature, which addresses the relationship between human beings and the natural world, as well as the place of humans in the natural world. Includes a focus on not only human interaction with pristine wilderness, but also with cityscapes and toxic environments. Uses chronological, regional or thematic approaches to current issues in the field. Introduces ecocriticism as an interpretive tool that includes attention to issues of environmental justice. Explores the link between environmental problems and economic and social justices. Uses critical reading, field trips, discussion, reflective writing, and critical writing in order to explore how our understanding of the natural environment has been socially constructed and how these constructions both benefit and burden particular groups. Explores the relationship between literature and social action. **Sp**

## ENL

### English as a Non-Native Language

#### ENL041L Introduction to Academic Listening 1

3 class hrs/wk, 3 cr.

Focuses on simple work- and community-related listening and introduces simple academic listening. Designed for non-native English speakers at the intermediate level. **Prerequisite:** Completion of assessment and orientation procedures; successful completion of XELL0732L or placement by ESL program specialists. **Offered as needed.**

#### ENL041R Introduction to College Reading 1

3 class hrs/wk, 3 cr.

Provides continued development of reading for the transition from life skills reading to academic reading. Broadens the use of grammar, vocabulary, and more complex strategies for reading. Designed for intermediate, non-native speakers of English. **Prerequisite:** Completion of assessment and orientation procedures; successful completion of XELL0732R or placement by ESL program specialists. **Offered as needed.**

#### ENL041S Introduction to Academic Speaking 1

3 class hrs/wk, 3 cr.

Focuses on work- and community-related speaking skills and introduces simple academic speaking. Designed for non-native speakers of English at the intermediate level. **Prerequisite:** Completion of assessment and orientation procedures; successful completion of XELL0732S or placement by ESL program specialists. **Offered as needed.**

#### ENL041W Introduction to College Writing 1

3 class hrs/wk, 3 cr.

Provides an introduction to academic writing in English. Focuses on the continued development of paragraph writing and editing. Designed for intermediate, non-native speakers of English. **Prerequisite:** Completion of assessment and orientation procedures; successful completion of XELL0732W or placement by ESL program specialists. **Offered as needed.**

#### ENL042G Introduction to College Grammar

3 class hrs/wk, 3 cr.

Focuses on the written and oral use of discrete grammar structures in English. Designed for high intermediate non-native speakers of English. **Prerequisite:** Completion of assessment procedures; or consent of instructor; or placement by an ESL program specialist. **Offered as needed.**

#### ENL042L Introduction to Academic Listening 2

3 class hrs/wk, 3 cr.

Focuses on routine work-related, social and simplified academic listening. Designed for non-native English speakers at the intermediate level. **Prerequisite:** Completion of assessment and orientation procedures; successful completion of ENL041L or placement by ESL program specialists. **Offered as needed.**

#### ENL042R Introduction to College Reading 2

3 class hrs/wk, 3 cr.

Provides development of reading for the transition from life skills reading to academic reading. Broadens the use of grammar, vocabulary, and more complex strategies for reading. Designed for intermediate, non-native speakers of English. **Prerequisite:** Completion of assessment and orientation procedures; successful completion of ENL041R or placement by ESL program specialists. **Offered as needed.**

#### ENL042S Introduction to Academic Speaking 2

3 class hrs/wk, 3 cr.

Focuses on speaking skills essential for conversation management in academic and work settings. Designed for non-native speakers of English at the intermediate level. **Prerequisite:** Completion of assessment and orientation procedures; successful completion of ENL041S or placement by ESL program specialists. **Offered as needed.**

#### ENL042W Introduction to College Writing 2

3 class hrs/wk, 3 cr.

Builds on basic academic writing, emphasizing paragraph development and editing in tasks requiring several linked paragraphs. Introduces basic academic essays. Designed for high-intermediate, non-native speakers of English. **Prerequisite:** Completion of assessment and orientation procedures; successful completion of ENL041W or placement by ESL program specialists. **Offered as needed.**

#### ENL051G Transition to College Grammar

3 class hrs/wk, 3 cr.

Continues focus on the written and oral use of discrete grammar structures in English. Designed for advanced non-native speakers of English. **Prerequisite:** Completion of assessment procedures; successful completion of ENL042G or consent of instructor; or placement by an ESL program specialist. **Offered as needed.**

#### ENL051L Developing Academic Listening 1

3 class hrs/wk, 3 cr.

Develops listening skills needed in social and simplified academic settings. Addresses vocabulary development and pronunciation needed to understand speech at a normal speed. Designed for advanced non-native English speakers. **Prerequisite:** Placement by ESL program specialists or successful completion of ENL042L. **Offered as needed.**

#### ENL051R Transition to College Reading 1

3 class hrs/wk, 3 cr.

Introduces extended reading in an academic context. Develops vocabulary and reading strategies to prepare students for college transition. Designed for advanced, non-native speakers of English. **Prerequisite:** Completion of assessment and orientation procedures; successful completion of ENL042R or placement by ESL program specialists. **Offered as needed.**

#### ENL051S Developing Academic Speaking 1

3 class hrs/wk, 3 cr.

Develops speaking skills needed in academic and occupational settings. Focuses on skills needed to gather, synthesize, present and critique information. Designed for advanced, non-native speakers of English. **Prerequisite:** Completion of assessment and orientation procedures; successful completion of ENL042S or placement by ESL program specialists. **Offered as needed.**

#### ENL051W Transition to College Writing 1

3 class hrs/wk, 3 cr.

Focuses on the development of advanced writing skills for college transition. Provides continued practice with paragraph writing and editing skills. Introduces essay writing. Designed for advanced, non-native speakers of English. **Prerequisite:** Completion of assessment and orientation procedures; successful completion of ENL042W or placement by ESL program specialists. **Offered as needed.**

#### ENL052G College Grammar

3 class hrs/wk, 3 cr.

Continues focus on the written and oral use of discrete grammar structures in English. Designed for advanced non-native speakers of English. **Prerequisite:** Completion of assessment and orientation procedures; successful completion of ENL051G or consent of instructor; or placement by ESL program specialists. **Offered as needed.**

### **ENL152L Developing Academic Listening 2**

**3 class hrs/wk, 3 cr.**

Develops note taking and listening skills in academic and occupational/professional settings. Focuses on ability to follow speech between native speakers and take notes on extended discourse. Designed for advanced non-native English speakers. **Prerequisite:** Placement by ESL program specialists or successful completion of ENL051L. **Offered as needed.**

### **ENL152R Transition to College Reading 2**

**3 class hrs/wk, 3 cr.**

Develops higher level vocabulary and reading strategies for college transition. Focuses on extended readings in an academic context. Designed for advanced non-native speakers of English. **Prerequisite:** Completion of assessment and orientation procedures; successful completion of ENL051R or placement by ESL program specialists. **Offered as needed.**

### **ENL152S Developing Academic Speaking 2**

**3 class hrs/wk, 3 cr.**

Develops speaking skills used in academic and occupational/professional settings. Focuses on using questioning strategies, formal language, and presentation skills. Designed for advanced non-native speakers of English. **Prerequisite:** Completion of assessment and orientation procedures; successful completion of ENL051S or placement by ESL program specialists. **Offered as needed.**

### **ENL152W Transition to College Writing 2**

**3 class hrs/wk, 3 cr.**

Focuses on expository writing for college with emphasis on writing comparison/contrast, classification, and process essays. Covers essay writing process, note taking, outlining, summarizing, editing and word choice. Introduces the use of outside source material to support main ideas in essays. Designed for advanced non-native speakers of English. **Prerequisite:** Completion of assessment and orientation procedures; successful completion of ENL051W or placement by ESL program specialists. **Offered as needed.**

### **ENL161L Advanced Listening for College**

**3 class hrs/wk, 3 cr.**

Focuses on comprehending increasingly complex and lengthy oral discourse and taking notes in academic or occupational/professional contexts. Develops socio-cultural knowledge of American academic and occupational/professional settings. Designed for advanced non-native English speakers. **Prerequisite:** Completion of assessment and orientation procedures; successful completion of ENL152L or placement by ESL program specialists. **Offered as needed.**

### **ENL161R Advanced Reading for College 1**

**3 class hrs/wk, 3 cr.**

Focuses on the development of strategies and techniques for improving reading comprehension in academic contexts. Develops advanced reading skills to prepare for college transition. Designed for advanced non-native speakers of English.

**Prerequisite:** Completion of assessment and orientation procedures; successful completion of ENL152R or placement by ESL program specialists. **Offered as needed.**

### **ENL161S Advanced Speaking for College**

**3 class hrs/wk, 3 cr.**

Prepares students for speaking demands of college-level coursework or occupational/professional settings. Develops strategies for group work, discussion, presentations, and interviews. Designed for advanced non-native speakers of English. **Prerequisite:** Completion of assessment and orientation procedures; successful completion of ENL152S or placement by ESL program specialists. **Offered as needed.**

### **ENL161W Advanced Writing for College 1**

**3 class hrs/wk, 3 cr.**

Covers the process of writing cause/effect and argumentative essays with a focus on using outside sources to support main ideas. Covers locating and evaluating sources, summarizing, paraphrasing, quoting, and documenting source information. Designed for advanced non-native speakers of English. **Prerequisite:** Completion of assessment and orientation procedures; successful completion of ENL152W or placement by ESL program specialists. **Offered as needed.**

### **ENL162L Applied Listening for College**

**3 class hrs/wk, 3 cr.**

Applies the necessary listening, note-taking, and self-monitoring strategies to enable success in a college-level course. Designed for advanced, non-native speakers of English transitioning to college-level, non-ESL/ENL courses at the 100 level or above. **Prerequisite:** Completion of assessment and orientation procedures; successful completion of ENL161L or placement by ESL program specialists. **Offered as needed.**

### **ENL162R Advanced Reading for College 2**

**3 class hrs/wk, 3 cr.**

Focuses on reading extended texts using a range of strategies to monitor and enhance comprehension. Applies advanced reading skills to academic and professional-technical curricula. Designed for advanced non-native speakers of English. **Prerequisite:** Completion of assessment and orientation procedures; successful completion of ENL161R or placement by ESL program specialists. **Offered as needed.**

### **ENL162S Applied Speaking for College**

**3 class hrs/wk, 3 cr.**

Focuses on speaking demands of a college course to develop communication skills, language, and academic success strategies. Designed for advanced, non-native speakers of English transitioning to non-ESL/ENL courses at the 100 level or above. **Prerequisite:** Completion of assessment and orientation procedures; successful completion of ENL161S or placement by ESL program specialists. **Offered as needed.**

### **ENL162W Advanced Writing for College 2**

**3 class hrs/wk, 3 cr.**

Introduces the process of writing a research paper. Covers locating and evaluating sources; recording and organizing information; summarizing, paraphrasing, quoting, and synthesizing information; and documenting sources. Designed for advanced non-native speakers of English. **Prerequisite:** Completion of assessment and orientation procedures; successful completion of ENL161W or placement by ESL program specialists. **Offered as needed.**

## **ES**

### **Emergency Services**

#### **ES071 Workplace Safety Skills**

**3 lab hrs/wk, 1 cr.**

Combines first aid, CPR, and hazardous materials awareness to meet minimum federal and state occupational safety requirements. Students completing the course will receive American Red Cross first aid certification. Meets OSHA requirements. **F, W, Sp, Su**

#### **ES115 Crisis Intervention**

**3 class/wk, 3 cr.**

Provides a theoretical background for understanding crisis intervention and offers an arena to experience a variety of crisis management styles. Assists the emergency service worker or health care provider to evaluate their emotional reactions and methods of coping in order to stay healthy on the job. **F, Sp, Offered as needed.**

#### **ES172 Introduction to Emergency Services**

**4 class hrs/wk, 4 cr.**

Explores the philosophy and history of emergency services. Presents the history of loss of life and property in fire, major medical emergencies, and natural disasters. Covers the responsibility of emergency services in a community, the roles and responsibilities of a paramedic and firefighter, an overview of the ICS system, and the organization and function of emergency services agencies and allied organizations, education, and certification. Includes sources of professional literature, awareness and identification of hazardous materials, emergency services apparatus, fire behavior, detection and protection systems, cultural diversity, harassment in the workplace, survey of professional career opportunities and requirements, and development of a resume. **Offered as needed.**



**FA****Film Arts****FA255 Understanding Movies: Film Styles**  
3 class and 2 lab hrs/wk, 4 cr.

Introduces the art of cinema. Emphasizes the feature-length film. Focuses on ways in which a person can come to understand the meaning of a movie. Includes a weekly film screening lab that accompanies the lecture. F

**FA256 Understanding Movies: The Great Film Directors**

3 class and 2 lab hrs/wk, 4 cr.

Analyzes films from the standpoint of the director as creator. Highlights the films of one or two directors in an effort to understand and critique the individual films as the work of an artist, especially within the context of viewing the films as an evolving body of work expressing a particular and unique view of the world. Course may be repeated for a maximum of 12 lecture and lab credits. W

**FA257 Understanding Movies: Themes and Genres**

3 class and 2 lab hrs/wk, 4 cr.

Explores the meanings a film conveys within the context of a specific film genre, national movement or thematic topic. There is a weekly film screening lab that accompanies the lecture. This course may be repeated for a maximum of 12 credits total. Sp

**FE****Field Experiences****FE185 Service Learning Seminar**

1 class hr/wk, 1 cr.

Provides structured activities for students enrolled in service learning options to share, evaluate, and reflect on their experiences while examining the larger dimensions of community service. **Prerequisite:** Linked to other courses offering a service learning option. F, W, Sp

**FE205B Resumes and Job Search Correspondence**

1 class hr/wk, 1 cr.

Shows you how to apply for the job you want. Covers composition and analysis of all written correspondence used in applying for employment, including applications, resumes, and other employment-related communications.

F, W, Sp, Su

**FE205C Interviewing for Success**

1 class hr/wk, 1 cr.

Focuses on how to interview for the job you want. Focuses on development of interviewing techniques and effective methods of follow-up.

F, W, Sp, Su

**FE220 Preparing for the Changing Workplace**

3 class hrs/wk, 3 cr.

Explores issues of Difference, Power, and Responsibility (DPR) in the workplace. Focuses on skills, values, and social and cultural work issues, including workplace communication. Offers experience working on a service-learning project.

F, W, Sp

**FE280A-L Cooperative Work Experience**  
See Cooperative Work Experience.**FN****Foods and Nutrition**

See Nutrition and Food Management.

**FR****French****FR101, 102, 103 First Year French, Terms 1, 2, 3**

4 class hrs/wk, 4 cr. each

Introduces the French language (including listening, speaking, reading, and writing) and Francophone culture (including geography, customs, daily life, heritage, and literature), facilitated by the study of vocabulary, grammar, short readings, and guided conversation. Instructor and students use French as the primary language of the class. **Prerequisite:** These classes are to be taken sequentially. FR101: None; FR102: FR101, one year of high school French, or consent of instructor; FR103: FR102, two years of high school French, or consent of instructor. FR101:

F; FR102: W; FR103: Sp

**FR131 Intermediate French Conversation**  
4 class hrs/wk, 4 cr.

Provides an increased level of French conversation for intermediate learners whose primary goal is greater ease and advanced communication in the language. Focuses on continued listening, speaking, reading, and writing skills within the context of examining Francophone cultures and social issues, historically to the present, and drawing parallels from them to contemporary American culture. Emphasizes conversation, facilitated by vocabulary and structures as needed. Instructor and students use French as the primary language of the class. **Prerequisite:** FR103, completion of three years of high school French or the equivalent, or consent of instructor. **Offered as needed.**

**FR201, 202, 203 Second Year French, Terms 1, 2, 3**

4 class hrs/wk, 4 cr. each

Provides practice in all four language skills (reading, writing, speaking, listening). Includes cultural and literary readings and an in-depth review and expansion of basic French grammar and vocabulary, as well as a broadening of the student's understanding of Francophone culture. All classroom interaction (both by instructor and students) takes place in French. **Prerequisite:** These classes are to be taken sequentially. FR201: FR103, three years of high school French, or consent of instructor; FR202: FR201, or consent of instructor; FR203: FR202, or consent of instructor. FR201: F; FR202: W; FR203: Sp

**FRP****Fire Protection Technology****FRP150 Introduction to Fire Protection**  
3 class hrs/wk, 3 cr.

Introduces the philosophy and history of fire protection. Covers the history of loss of life and property by fire; responsibilities of fire departments in a community; organization and function of fire protection agencies and allied organizations; sources of professional literature; survey of professional career opportunities and requirements; and development of resume. **Offered as needed.**

**FRP151 Fire Incident Related Experience 1**

9 lab hrs/wk, 3 cr.

Provides an introductory orientation to Fire Incident Related Experience that fulfills the requirements of OR-OSHA and the Department of Public Safety Standards and Training for Entry Level Firefighter. These standards must be met prior to an individual responding to emergency incidents. **Prerequisite:** Admission restricted to the students chosen through an application process. Consent of instructor required. **Offered as needed.**

**FRP152 Fire Incident Related Experience 2**

9 lab hrs/wk, 3 cr.

Provides continuing information about large-diameter hose uses, attack hose procedures, ICS and passport information, firefighter responsibilities, and ISI SCBA procedures. Includes SCBA use under extreme working loads, refilling SCBA bottles, the use of cascade systems, live-fire attack practices, salvage operations, overhaul practices, fire cause investigation, the firefighter's responsibility, district familiarization, map book use, radio procedures, driving laws and practices, power tool operation and maintenance, ventilation principles, and vertical ventilation. Includes a practicum for "Driver" certification and driving portions of "Pumper Operator." **Prerequisite:** FRP151. **Offered as needed.**

**FRP153 Fire Incident Related Experience 3**

9 lab hrs/wk, 3 cr.

Introduces new skills and a practicum to function safely and effectively as an integral member of a firefighting team and successfully pass testing for Firefighter 1. Includes a practicum for "Driver" and "Pumper Operator" certification. Students completing the course will take written and task performance tests for "Driver."

**Prerequisite:** FRP152. **Offered as needed.**

**FRP154 Water Supply Operations**  
3 class hrs/wk, 3 cr.

Covers the scope of water supply operations in the fire service. Includes pre-planning operations, water supply requirements, source options, delivery systems and options, and hydraulic calculations. Designed to meet the competencies as set forth by the DPSST "Firefighter 2" and "Pumper Operator." **Prerequisite:** FRP152, MTH070, or consent of instructor. **Offered as needed.**

**FRP157 Hazardous Materials Operations**  
3 class hrs/wk, 3 cr.

Provides knowledge and skills necessary to safely respond to and manage the defensive operations involved in a chemical emergency. Also provides skills to operate in offensive fashion for some common flammables (gasoline, propane, etc.).

**Prerequisite:** Concurrent enrollment in FRP150.  
**Offered as needed.**

**FRP158 Fire Pump Construction and Operation**

2 class and 2 lab hrs/wk, 3 cr.

Covers the theory of pump operation, types and features of various pumps, practical operation of fire pumps, and accessories. Includes drafting, hydrant and tanker operations, and rule-of-thumb fire ground hydraulic calculations. **Prerequisite:** FRP151, FRP152, or consent of instructor.

**Offered as needed.**

**FRP160 Incident Safety Officer**

1 class hr/wk, 1 cr.

Covers N.F.P.A. 1521 and OSHA regulations regarding utilization of an on-scene safety officer. Prepares officers and firefighters to work together to promote safety at every emergency scene.

**Offered as needed.**

**FRP161 Fire Management Practices**

1 class hr/wk, 1 cr.

Covers the concept of fire management including the role of departments and districts in local government, funding, and selection methods for providing fire protection. **Offered as needed.**

**FRP162 Managing Fire Personnel**

1 class hr/wk, 1 cr.

Introduces fire department human resource management techniques. Includes hiring, supervision, and performance review procedures. **Offered as needed.**

**FRP163 Planning Fire Protection**

1 class hr/wk, 1 cr.

Covers the tools needed to plan a community's fire protection system. Includes analyzing a community's fire risk, establishing types of protection, and developing implementation and evaluation plans. **Offered as needed.**

**FRP164 Fire Department Budgets**

1 class hr/wk, 1 cr.

Covers the preparation, adoption and filing of public law, and management of a fire district budget. Includes district budget analysis methods, use of levies, budget management, and appropriation of expenditures. **Offered as needed.**

**FRP165 Public Relations, Public Information and Public Education**

1 class hr/wk, 1 cr.

Introduces the role of public relations, public information, and public education as tools to provide and enhance public safety awareness.

**Offered as needed.**

**FRP166 Firefighter's Law**

1 class hr/wk, 1 cr.

Covers the legal responsibilities and rights of firefighters in driving, inspection, emergency operations, communication, and fire prevention. Includes a firefighter's rights as a civil service employee. **Offered as needed.**

**FRP169 Fire Department Leadership**

3 class hrs/wk, 3 cr.

Emphasizes the role of fire service leaders in managing the daily operations of a fire company. Covers leadership concepts such as types of supervisors, including attitudes, cooperation, individual differences, motivation, communications, and counseling as part of the management cycle. **Prerequisite:** FRP150 or ES172. **Offered as needed.**

**FRP170 Fire Fighting Tactics and Strategy**

3 class hrs/wk, 3 cr.

Covers the development of systematic action plans for emergency situations. Includes recognizing and prioritizing emergency scene needs and developing related strategies, tactics, and contingencies. Describes how resources should be deployed to implement those plans. **Offered as needed.**

**FRP171 Fire Protection Systems and Extinguishers**

3 class hrs/wk, 3 cr.

Covers types and uses of portable fire extinguishers, as well as care, inspection, and recharging procedures. Includes various types of sprinklers and special extinguishing systems, standpipe systems, and systems designed to detect and report fires. **Offered as needed.**

**FRP172 International Fire Codes**

3 class hrs/wk, 3 cr.

Interprets the International Building Code, International Fire Codes, State Fire Marshal Fire Safety Regulations and related Oregon revised statutes, N.F.P.A., and other codes relating to fire prevention and life safety. **Offered as needed.**

**FRP173 Law for Emergency Services**

3 class hrs/wk, 3 cr.

Covers emergency services' legal responsibilities related to driving, inspections, emergency operations, communications, fire prevention, and provision of ambulance services. Includes employee and member's rights, duties, liabilities, and preparation for presentations in court. **Offered as needed.**

**FRP174 Fire Investigation**

3 class and 2 lab hrs/wk, 4 cr.

Emphasizes the importance of determining the cause of fire. Studies the burning characteristics of combustibles and the effects of fire on materials, interpreting burn patterns and isolating the area and point of origin, identifying incendiary indications, sources of ignition and materials ignited, and preservation of fire scene and evidence.

**Prerequisite:** FRP150 or consent of instructor.

**Offered as needed.**

**FRP175 Crash/Rescue for Non-Commercial Aircraft**

1 class hr/wk, 1 cr.

Provides basic knowledge of aircraft types and systems, rescue equipment, airfield characteristics, and aircraft rescue and firefighting procedures (ARFF) for general aviation/non-commercial type aircraft. Emphasizes structural firefighters responding to accidents at non-indexed airports and procedures to follow in the event of a downed aircraft within a fire district. Course does not meet the training requirement for FAA firefighter position at indexed airports. **Offered as needed.**

**FRP179 Wildland Urban Interface**

3 class hrs/wk, 3 cr.

Studies causes, standard firefighting orders, urban interface problems, fire suppression methods, fire ground management, and structure triage. Designed to meet some of the competencies as set forth by DPSST for Wildland Interface Engine Boss. **Prerequisite:** FRP151, FRP152, FRP153 or consent of instructor. **Offered as needed.**

**FRP256 Fire Service Rescue Practices**

2 class and 4 lab hrs/wk, 4 cr.

Presents technical information on various fire department rescue situations. Covers tools and equipment, ropes and knots, trench rescue, shoring, warehouse searches, outdoor searches, rescue in situations involving elevation differences, package patients, water and ice rescues, and vehicle extrication. **Prerequisite:** FRP151, FRP152, or consent of instructor. **Offered as needed.**

**FRP257 Hazardous Materials for Inspectors**

3 class hrs/wk, 3 cr.

Covers how to handle inspections involving hazardous materials. Also covers the requirements for handling, storing, and reporting on various hazardous materials. **Prerequisite:** Consent of instructor. **Offered as needed.**

**FRP259 Major Emergency Strategy and Tactics**

3 class hrs/wk, 3 cr.

Covers major emergencies and applies principles relating to incident priorities, resource management, and tactical operations to make judgments about the management of major emergencies.

**Prerequisite:** FRP150, FRP151, FRP152, FRP153, FRP170, or consent of instructor.

**Offered as needed.**

**FRP260 Fundamentals of Fire Prevention**

3 class hrs/wk, 3 cr.

Covers the history and philosophy of fire protection through review of life and property loss statistics, case studies of fire protection agencies, current and future fire protection problems, and fire prevention laws and regulations. Develops an awareness of, and positive attitude toward, fire prevention as a method of accomplishing the fire department mission. **Offered as needed.**

**FRP261 Fire Incident Related Experience 4**

9 lab hrs/wk, 3 cr.

Introduces additional skills and provides a practicum to function safely and effectively as an integral member of a firefighting team and successfully pass testing for "Firefighter 1." Includes a practicum for "Driver" and "Pumper Operator" certifications. Students completing the course will take written and task performance tests for "Firefighter 1" and "Pumper Operator." **Prerequisite:** FRP153. **Offered as needed.**

**FRP261H Fire Incident Related Experience 4 Honors**

9 lab hrs/wk, 3 cr.

Introduces additional skills and provides a practicum to function safely and effectively as an integral member of a firefighting team and successfully pass testing for "Firefighter 1." Includes a practicum for "Driver" and "Pumper Operator" certifications. Students completing the course will take written and task performance tests for "Firefighter 1" and "Pumper Operator." Provides a practicum for leadership, supervisory, and management skills. **Prerequisite:** FRP153 **Offered as needed.**

**FRP262 Fire Incident Related Experience 5**

9 lab hrs/wk, 3 cr.

Introduces new skills and provides a practicum for "Firefighter 2," "Driver," and "Pumper Operator" certifications. Assists with entering the job market and in becoming more successful in competitive fire service entry processes. **Prerequisite:** FRP261. **Offered as needed.**

**FRP262H Fire Incident Related Experience 5 Honors**

9 lab hrs/wk, 3 cr.

Introduces new skills and provides a practicum for "Firefighter 2," "Driver," and "Pumper Operator" certifications. Assists with entering the job market and in becoming more successful in competitive fire service entry processes. Provides a practicum for leadership, supervisory, and management skills. **Prerequisite:** FRP261 **Offered as needed.**

**FRP263 Fire Incident Related Experience 6**

9 lab hrs/wk, 3 cr.

Offers additional skills and provides a practicum for "Firefighter 2," "Driver," and "Pumper Operator" certifications. Prepares students for entering the job market and assists them in becoming more successful in competitive fire service entry processes. Introduces contemporary issues regarding the furnishing of emergency services. Students completing the course will take written and task performance tests for "Firefighter 2." **Prerequisite:** FRP262. **Offered as needed.**

**FRP263H Fire Incident Related Experience 6 Honors**

9 lab hrs/wk, 3 cr.

Offers additional skills and provides a practicum for "Firefighter 2," "Driver," and "Pumper Operator" certifications. Prepares students for entering the job market and assists them in becoming more successful in competitive fire service entry processes. Introduces contemporary issues regarding the furnishing of emergency services. Students completing the course will take written and task performance tests for "Firefighter 2." Provides a practicum for leadership, supervisory, and management skills. **Prerequisite:** FRP262. **Offered as needed.**

**FRP266 Building Construction for Fire Suppression**

3 class hrs/wk, 3 cr.

Focuses on fire problems inherent in structural elements of buildings. Includes inspection of various building types as a basis for applying effective extinguishment practices with adequate safeguards for personnel. **Offered as needed.**

**FRP272 International Fire Codes 2**

3 class hrs/wk, 3 cr.

Studies the International Fire Code, State Fire Marshal Fire Safety Regulations and related Oregon revised statutes, N.F.P.A., and other codes relating to fire prevention and life safety. **Offered as needed.**

**FRP277 NFPA Fire Instructor 1**

3 class hrs/wk, 3 cr.

Provides training to instructor candidates from multi-discipline activities found within Public Safety (fire, law enforcement, wildland, emergency medical services, etc.). Prepares the program participants for planning instruction, using a variety of instructional methods, teaching diverse learners, and evaluating course outcomes. Includes guidelines for addressing the critical issues of safety and the legal issues of training, and provides opportunities for participants to take part in application activities. This course meets the competency standards established by the National Fire Protection Association (NFPA) 1041 Standard for Fire Service Instructor Professional Qualifications, Instructor 1. **Offered as needed.**

**FRP278 NFPA Fire Instructor 2**

3 class hrs/wk, 3 cr.

Provides training to instructor candidates from multi-discipline activities found within Public Safety (fire, law enforcement, wildland, emergency medical services, etc.). Uses an intensive instructional methodology program to prepare the participant for planning and developing all aspects of course curriculum. Includes needs analysis, task analysis, course goals and objectives, lesson plan development, instructional support materials, and evaluation instruments. **Offered as needed.**

**FRP280A-L Cooperative Work Experience**  
**See Cooperative Work Experience.**

**FRP281 Fire Prevention Inspection**

3 class hrs/wk, 3 cr.

Covers methods of contemporary fire prevention inspection practices. Includes preparation, pre-approach information, written inspection notices, relations with owners and occupants, and compliances. **Prerequisite:** FRP172, FRP260, FRP266, or consent of instructor. **Offered as needed.**

**FRP282 Juvenile Fire-Setters Intervention**

3 class hrs/wk, 3 cr.

Covers methods of contemporary fire prevention inspection practices. Provides basic information regarding the purpose and scope of a juvenile fire-setter intervention program and how it should be structured; legal aspects of dealing with juveniles; child development; the continuum of juvenile fire-setting; effective communication, interviewing, and questioning techniques; screening juvenile fire-setters; and education and referral intervention processes. **Offered as needed.**

**FRP284 Public Information for the Fire Service**

3 class hrs/wk, 3 cr.

Provides students with the ability to identify public and proprietary information to form media releases and develop and maintain positive relations with media representatives. **Prerequisite:** FRP173, FRP174, or consent of instructor. **Offered as needed.**

**FRP286 Advanced Detection and Protection Systems**

3 class hrs/wk, 3 cr.

Provides training in the design of fire protection systems and the evaluation of existing systems with regard to fire codes, fire code standards, and National Fire Protection Standards. **Prerequisite:** FRP171 or consent of instructor. **Offered as needed.**

**FRP288 Fire Prevention Education Programs**

3 class hrs/wk, 3 cr.

Uses fire data to analyze the prevention needs in a community and to design a public fire education program directed to preventing or mitigating certain fires in that community. **Offered as needed.**

**Food Service**

See Hospitality Management.

**FT**

**Forest Management Transfer**

**FT111 Introduction to Forest Resources**

3 class and 6 lab hrs/wk, 5 cr.

Introduces the functions, structure, and management of America's forests. Includes multiple field labs that will focus on landowner goals and objectives of forests in northwest Oregon. **F**

### **FT141A Oregon Tree and Shrub Identification 1**

**2 class and 3 lab hrs/wk, 3 cr.**

Examines conifer and evergreen shrub species indigenous to Oregon using a dichotomous key and weekly field trips to identify species and learn taxonomic names. **F**

### **FT141B Oregon Tree and Shrub Identification 2**

**2 class and 3 lab hrs/wk, 3 cr.**

Examines hardwood trees and deciduous shrub and tree species indigenous to Oregon and introduced using a dichotomous key and weekly field trips to identify species and learn taxonomic names. **Sp**

### **FT150 Forest Seminar**

**1 class hr/wk, 1 cr.**

Covers the basic steps in organizing and presenting forestry career and work experience. Presents informative elements of career/work experience in an audio/visual presentation. Focuses on use of audio/visual techniques including computer generated graphics and text. **W**

### **FT210A Forest Surveying 1**

**2 class and 3 lab hrs/wk, 3 cr.**

Covers basic forest surveying techniques including fundamentals of horizontal and vertical measurements. Provides field and office procedures for forest mapping. **Sp**

### **FT210B Forest Surveying 2**

**3 class and 6 lab hrs/wk, 5 cr.**

Continues study of distance and direction measurement, employing transit, theodolites, electronic distance measuring (EDM), and Global Positioning Systems (GPS). **Prerequisite:** FT210A or consent of instructor. **F**

### **FT220 Forest Photo Interpretation**

**2 class and 3 lab hrs/wk, 3 cr.**

Introduces the basic principles of photogrammetry and photo interpretation with particular emphasis on the uses of vertical aerial photographs in forest resources management. **W**

### **FT223 Timber Cruising/Log Scaling**

**3 class and 4 lab hrs/wk, 5 cr.**

Introduces measurement and appraisal of individual trees, stands, and forest sites for volume and value. Introduces the theory and principles of log scaling. **Sp**

### **FT270A Silviculture 1**

**1 class and 3 lab hrs/wk, 2 cr.**

Provides an initial analysis of forest ecology, tree growth, and silvicultural practices in the management of forest lands in the Pacific Northwest. Focuses on overviews of even-aged silvicultural systems, harvesting methods, and the application of uneven-aged silvicultural systems. **Sp**

### **FT270B Silviculture 2**

**2 class and 3 lab hrs/wk, 3 cr.**

Analyzes forest ecology, tree growth, and silvicultural practices in the management of forest lands in the Pacific Northwest. Focuses on detailed analysis of traditional even-aged management practices and the associated thinning regimes. **Prerequisite:** FT270A or consent of instructor. **F**

### **FT280A-L Cooperative Work Experience** See Cooperative Work Experience.

## **GE**

### **General Engineering**

See also Engineering.

#### **GE101 Engineering Orientation**

**2 class and 2 lab hrs/wk, 3 cr.**

Introduces the engineering profession and engineering problem-solving. **Prerequisite:** MTH111 or consent of instructor. **F**

#### **GE102 Engineering Computations**

**2 class and 2 lab hrs/wk, 3 cr.**

Acquaints engineering students with the use and operation of the microcomputer. Programs will be developed and used in the solution of typical engineering problems. Emphasizes structured programming techniques. **Prerequisite:** MTH111 or consent of instructor. **W**

#### **GE103 Engineering Computations**

**2 class and 2 lab hrs/wk, 3 cr.**

Develops systematic approach to engineering problem solving using computers. Includes applications in computer analysis, graphing, and database operations using spreadsheet software. **Prerequisite:** GE101 or consent of instructor. **Sp**

#### **GE115 Engineering Graphics**

**2 class and 3 lab hrs/wk, 3 cr.**

Covers graphic communication, multi-view and pictorial representation, graphical analysis and solutions, and computer-aided drafting. **Prerequisite:** DRF130 or consent of instructor. **Offered as needed.**

## **GEG**

### **Geography**

#### **GEG105 Physical Geography**

**3 class and 2 lab hrs/wk, 4 cr.**

Focuses on the physical subsystems of the earth (atmosphere, biosphere, hydrosphere, and lithosphere), with emphasis on human-environment relations. Includes basic map skills, latitude/longitude, weather, climate, biogeography, volcanism, erosion, and desert landscapes. **F, W, offered as needed.**

#### **GEG106 Cultural Geography**

**3 class hrs/wk, 3 cr.**

Introduces the cultural elements of geography, including the study of human population, migration, language, religion, cultural landscapes, and geopolitics. **W, Sp, offered as needed.**

#### **GEG107 Global Lands and Livelihoods**

**3 class hrs/wk, 3 cr.**

Introduces economic geography, including the study of development and under-development, agriculture, industry, settlement, urban landscapes, and natural resource problems. **F, Sp, offered as needed.**

### **GEG140 Map Reading and Interpretation**

**3 class hrs/wk, 3 cr.**

Introduces basic concepts in reading, interpreting, and analyzing information from a variety of maps. Topics include map projections, map misuse, grid systems, map scale, route planning, Global Positioning System (GPS), Geographic Information System (GIS), contour reading, satellite imagery, and computer-based mapping. **Offered as needed.**

### **GEG190 Geography of Natural Hazards**

**3 class hrs/wk, 3 cr.**

Studies the causes, characteristics, and geographic distribution of natural hazards, as well as various means of preparing for and minimizing the negative effects of hazards affecting the Pacific Northwest including earthquakes, volcanoes, debris flows, floods, forest fires, and drought. **Offered as needed.**

### **GEG201 World Regional Geography: The Developed World**

**3 class hrs/wk, 3 cr.**

Introduces the physical and cultural geography of the developed world (Europe, Russia, Japan, North America, and Australia). Emphasizes major geographic themes and concepts, including population change, natural resource use, environmental concerns, economic development, geopolitical conflicts, and cultural perceptions. **Offered as needed.**

### **GEG202 World Regional Geography: The Developing World**

**3 class hrs/wk, 3 cr.**

Introduces the physical and cultural geography of the developing world (Middle East, Sub-Saharan Africa, Latin America, and South, East and Southeast Asia). Emphasizes regional survey of the geography of developing countries, major geographic themes and concepts, including population change, natural resource use, environmental degradation, economic development, geopolitical conflicts, and cultural perceptions. **Offered as needed.**

### **GEG206 Geography of Oregon**

**3 class hrs/wk, 3 cr.**

Examines the geography of Oregon, including its settlement by Europeans, various geographic regions, diverse physical environments, important natural resources, and varied population and economy. **Offered as needed.**

### **GEG207 Geography of U.S. and Canada**

**3 class hrs/wk, 3 cr.**

Examines the natural and cultural environments of the U.S. and Canada including climate, vegetation, landform regions, natural resource issues, and population and settlement patterns. **Offered as needed.**

## **GEG220 Middle East Geopolitics**

**3 class hrs/wk, 3 cr.**

Focuses on recent geopolitical disputes in the Middle East with an emphasis on examining these disputes geographically. Gives special attention to the Arab-Israeli conflict, including the formation of a Palestinian state. Studies the Iran-Iraq War, the 1991 Gulf War, the 2003 War in Iraq, and rivalries over water and other resources. **Offered as needed.**

## **GEO**

### **Geology**

#### **GEO142 The Geology of Pacific Northwest Volcanoes, Mountains, and Glaciers**

**3 class and 2 lab hrs/wk, 4 cr.**

Studies plate tectonic and exotic terrains; geomorphic provinces of Oregon; use of topographic maps; mountain building processes, volcanism and platonism; and the geomorphic work of glaciers. Covers mountainous regions of Oregon and Washington, including Blue Mountains, Klamath Mountains, Cascade Range, Coast Range-Willamette Valley and Olympics-Puget Lowland; earthquakes, faults and tsunamis in the Pacific Northwest. **Offered as needed.**

#### **GEO143 Pacific Northwest Rocks and Minerals**

**3 class and 2 lab hrs/wk, 4 cr.**

Focuses on the description and identification of the principal rock-forming minerals and the most important igneous, sedimentary, and metamorphic rocks. Covers exotic terrains, plate tectonics, and the relationship of rock types to plate tectonic setting; description of types of mineral ore deposits and their plate tectonic settings; laboratory identification of principal ore minerals; and the geologic time scale. Includes a basic understanding of how to read the stratigraphic record. **Offered as needed.**

#### **GEO144 The Geology of Pacific Northwest Rivers, Streams and Deserts**

**3 class and 2 lab hrs/wk, 4 cr.**

Studies the geomorphology of Pacific Northwest rivers, lakes, and deserts, especially those in Oregon. Also studies the ancient landscapes and environments as indicated by the extensive Northwest fossil record. Includes lecture, lab, and field trips. **Offered as needed.**

#### **GEO201 Geology**

**3 class and 3 lab hrs/wk, 4 cr.**

Studies the nature and origin of common rocks and minerals. Identification techniques applied in laboratory and on field trips. **F**

#### **GEO202 Geology**

**3 class and 3 lab hrs/wk, 4 cr.**

Offers a broad non-quantitative, descriptive survey of geologic landforms. Map interpretation activities applied in laboratory and on field trips. **W**

## **GEO203 Geology**

**3 class and 3 lab hrs/wk, 4 cr.**

Offers a geophysical study of earth history, interpreted through geophysics and plate tectonics, coupled with laboratory field study of paleontology. **Sp**

## **GS**

### **General Science**

#### **GS104 Physical Science**

**3 class and 3 lab hrs/wk, 4 cr.**

Integrates the study of forces and motions in the physical world. **F, W, Sp, Su**

#### **GS105 Physical Science**

**3 class and 3 lab hrs/wk, 4 cr.**

Offers a broad, non-quantitative, descriptive survey of chemical principles which are relevant to everyday life. **F, W, Sp, Su**

#### **GS106 Physical Science**

**3 class and 3 lab hrs/wk, 4 cr.**

Introduces various branches of earth sciences. Includes basic terminology, fundamental processes, and respective interrelations. **F, W, Sp, Su**

#### **GS107 Introduction to Astronomy**

**3 class and 3 lab hr/wk, 4 cr.**

Surveys the physical properties of planets, stars and galaxies. Emphasizes the size of the universe and the objects within. Examines the process astronomers use to gather data and form models. **F, W, Sp, Su**

#### **GS120 Rudiments of Meteorology**

**3 class hrs/wk, 3 cr.**

Describes the treatment of contents of the atmosphere, cloud and precipitation types, weather instruments, thunderstorms, cyclones, hurricanes, air masses, fronts, and weather forecasting. **Offered as needed.**

#### **GS141 Earth, Our Planet**

**3 class and 3 lab hrs/wk, 4 cr.**

Investigates geoscience topics by introducing students to internationally recognized experts who share their theories, models and opinions. Includes on-location film footage to places and events not otherwise seen. A telecourse, the class includes video viewing, written worksheet lessons, at-home quizzes, topical outside reading summaries and an on-campus exam. **Offered as needed.**

#### **GS142 Earth Revealed**

**3 class and 3 lab hrs/wk, 4 cr.**

An introductory telecourse or modem geology course. Studies the Earth as a system. A textbook, study packet, and lab component are closely integrated with video components. **F, W, Sp, Su**

#### **GS143 The Earth's Oceans**

**3 class and 3 lab hrs/wk, 4 cr.**

Focuses on the marine environment as a unique feature of planet Earth. This telecourse includes video viewing, journal writing, class projects and site-based labs. **Sp**

## **HD**

### **Human Development**

#### **HD221 Life Skills Seminar 2**

**3 class hrs/wk, 3 cr.**

Helps re-entering adults develop goals, skills, and support systems that promote success in education and careers. Topics include building self-confidence, balancing work and family, assertiveness, communication skills, stress, time management, and development of an individual action plan. **Prerequisite:** Concurrent enrollment in CG120 or consent of instructor. **Offered as needed.**

#### **HD230 Living with Purpose: Life Planning in Your 50s and 60s**

**3 class hrs/wk, 3 cr.**

Guides individuals in their 50s and 60s with the development of a meaningful plan for older adulthood. Explores life stages, transitions, personal values, physical aging process, emotional health, relationships, lifestyle choices, interests, career/retirement opportunities, community resources, and goal setting. **Offered as needed.**

## **HDF**

### **Human Development and Family Studies**

#### **HDF050 Parent/Infant**

**1 class hr/wk, 1 cr.**

Covers infant growth, learning, behavior, and guidance; health and nutrition; expectations of parenthood; and activities with infants. Parents and children attend class together. Course may be repeated for a maximum of six credits. **F, W, Sp**

#### **HDF051 Parent/Toddler**

**1 class hr/wk, 1 cr.**

Covers toddler growth, learning, behavior, and guidance; health and nutrition; expectations of parenthood; and activities with toddlers. Parents and children attend class together. Course may be repeated for a maximum of six credits. **F, W, Sp**

#### **HDF052 Parent/Preschooler**

**1 class hr/wk, 1 cr.**

Covers preschooler growth, learning, behavior, and guidance; health and nutrition; expectations of parenthood; and activities with preschoolers. Parents and children attend class together. Course may be repeated for a maximum of six credits. **F, W, Sp**

#### **HDF222 Family Relationships**

**3 class hrs/wk, 3 cr.**

Examines communication patterns and relationships between adults, adults and children, and within intimate personal relations (marriage, families, and couple relations). Emphasizes understanding the role of the family and its consequent role in the development of the individual. **F**

#### **HDF225 Prenatal, Infant and Toddler Development**

**3 class hrs/wk, 3 cr.**

Studies the basic principles of development, prenatal through two years of age. Emphasizes physical, intellectual, emotional, and social growth and development of young children. **F**

**HDF226 A Time to Grow****3 class hrs/wk, 3 cr.**

Presents an overview of children, ages birth through adolescence, from a developmental perspective. Includes how children change as a result of age and experience. Examines the interplay of biology, experience, and the child's current stage of development. **Offered as needed.**

**HDF227 The Whole Child****3 class hrs/wk, 3 cr.**

Gives students, parents, teachers, and professional child care providers the tools they need to foster the growth and well-being of children in their care. Features real child care givers working and playing together with children in ways that facilitate learning and development. Locations used during the filming include a suburban preschool, an urban infant center and preschool, an in-home family child care program, two university child care centers and Head Start classrooms. **Offered as needed.**

**HDF229 Development in Middle Childhood****3 class hrs/wk, 3 cr.**

Studies growth and development in 6- through 12-year-old children. Emphasizes physical, intellectual, emotional, and social growth of the school-aged child. **Sp**

**HDF242 Balancing School, Work, and Family****1 class hr/wk, 1 cr.**

Presents information on balancing the demands of school, work, and family. Covers the work-family lifestyle, handling stress, communication skills, and time and money management. **F, W, Sp**

**HDF247 Preschool Child Development****3 class hrs/wk, 3 cr.**

Examines the principles of development as they apply to the young child, primarily ages 2 1/2 through 5. Emphasizes physical, intellectual, emotional, and social growth in children. **W**

**HDF248 Learning Experiences for Young Children****4 class hrs/wk, 4 cr.**

Focuses on planning and implementing preschool curriculum based on development theory. Involves lectures and experiences covering presentation, development, analysis, and evaluation of materials and concepts which facilitate development of the whole child (physical, social, emotional, and cognitive). **Prerequisite:** HDF225 and HDF247 or consent of instructor. **Sp**

**HDF249 Introduction to Working with Infants and Toddlers****3 class hrs/wk, 3 cr.**

Assists child care practitioners who work with infants and toddlers in child development centers and home settings. Focuses on understanding, facilitating, and respecting infant and toddler development. Appropriate environmental planning, activities, and observation skills will be discussed, demonstrated, and practiced. **F**

**HDF257 Home, School and Community****3 class hrs/wk, 3 cr.**

Emphasizes helping future teachers and child care workers recognize and understand their unique position as resource coordinators, advocates, and facilitators for parents. Focuses on developing effective and appropriate communication skills. Analyzes issues involving children with disabilities, ethics and values, and parent/school/community opportunities. **Prerequisite:** Second-year standing in the Early Childhood Education program or consent of instructor. **W**

**HDF258 Teaching In An Anti-Bias Classroom****3 class hrs/wk, 3 cr.**

Examines the development of practices for teaching young children in culturally relevant and inclusive ways. Covers identity development in relation to gender, race, and other biases that influence and affect children and families. Focuses on uncovering and naming biases. Examines the social context that contributes to biases that affect teaching attitudes and practices. **W**

**HDF260 Child Abuse and Neglect****3 class hrs/wk, 3 cr.**

Introduces problems of child abuse and neglect for professionals in situations where children are cared for, such as child care centers and schools. May also be useful to other professionals who come into contact with children and need to be aware of issues regarding child abuse and neglect. Includes examining the causes of abuse, the abused child, the abusive parent and adult, the role of the teacher, areas of treatment, and education. **W, Sp**

**HDF285 Professional Issues in Early Childhood Education****3 class hrs/wk, 3 cr.**

Prepares early childhood educators to fill the many professional roles that require basic knowledge of ethics, conflict resolution, understanding of the special needs child, advocacy, governmental processes, and development of an anti-bias professional attitude. Also covers historical perspectives relating to early childhood education. **Prerequisite:** Second-year standing in the Early Childhood Education program or consent of instructor. **F**

**HE****Health Education****See also Health Services Management.****HE151 Alcohol and Other Drugs****3 class hrs/wk, 3 cr.**

Presents basic information concerning alcohol and other drugs. Covers mental, physical, emotional, and environmental aspects of alcohol and other drugs. Focuses on a decision-making approach to drug use and abuse. **Offered as needed.**

**HE204 Nutrition, Weight Control and Physical Fitness****3 class hrs/wk, 3 cr.**

Presents methods of maintaining or improving fitness through consideration of diets and dieting, obesity, types of exercise, cardiovascular fitness, and nutritional concepts. **F, W, Sp, Su**

**HE209 Human Sexuality****3 class hrs/wk, 3 cr.**

Covers mental, physical, and social aspects of human sexuality. Emphasizes development of a decision-making model that enables a person to make personal choices. Class discussion will be a vital part of the course. **F, W, Sp**

**HE210 HIV, AIDS and other STDs (Human Immunodeficiency Virus, Acquired Immunodeficiency Syndrome and other Sexually Transmitted Diseases/Infections)****1 class hr/wk, 1 cr.**

Presents basic information about HIV, AIDS, and other sexually transmitted diseases/infections. Explores newest research available. Focuses on decision-making and behaviors which help prevent contracting sexually transmitted diseases/infections. **Offered as needed.**

**HE213 Women's Health Issues****3 class hrs/wk, 3 cr.**

Examines selected health issues and their physical and emotional effects on women. Topics include body image, reproductive life, sexually transmitted disease, relationships and sexuality, violence, menopause, cancer, depression and anxiety, heart disease, osteoporosis, Alzheimer's, and the politics of women's health. **F, W, Sp**

**HE250 Personal Health****3 class hrs/wk, 3 cr.**

Presents basic information concerning the social, emotional, intellectual, physical, spiritual, and environmental aspects of personal health and wellness. Emphasizes health-enhancing skills and behaviors. Provides an opportunity to apply and practice decision-making models regarding personal health issues. **F, W, Sp, Su**

**HE262 Cardiopulmonary Resuscitation Instruction****2 class hrs/wk, 2 cr.**

Reviews theory and application of basic life support, instructional materials, and methods of use in CPR courses. Successful completion provides instructor certification or recertification by the Oregon Heart Association. **Prerequisite:** Certification in CPR by the Oregon Heart Association. **Offered as needed.**

**HM****Health Services Management****See also Allied Health and Medical Office Assisting.****HM101 Medical Law and Ethics****3 class hrs/wk, 3 cr.**

Explores the relationships between the law, ethics, and bioethics and the health care professional. Uses case studies, independent and group projects, and personal reflection to identify common legal and ethical problems. **F, W or Sp**

### **HM105 Professional Development A**

**1 class hr/wk, 1 cr.**

Develops leadership qualities, enhances awareness of diversity in the health care workplace, develops interpersonal communication skills, and provides a setting for self-improvement. **F**

### **HM106 Professional Development B**

**1 class hr/wk, 1 cr.**

Develops leadership qualities, provides opportunities for community participation, enhances awareness of diversity in the health care workplace, explains employment rights, and provides a setting for self-improvement. **W**

### **HM107 Professional Development C**

**1 class hr/wk, 1 cr.**

Develops job search, including life and work goals, and resume writing skills, interviewing abilities, including letter writing, diversity awareness, and provides a setting for self-improvement. **Sp**

### **HM110 Health Information Systems Procedures 1**

**3 class and 3 lab hrs/wk, 4 cr.**

Provides entry-level skills for Health Information Technician/Medical Transcription/Medical Office Assistant/Health Services Management students and students in other programs to become proficient in a number of skills required of a professional office worker dedicated to assisting in the care of health care consumers. Introduces students to medical clinics and health-related organizations. Covers procedures used to keep any kind of medical office running efficiently. **Prerequisite:** HM120 or concurrent enrollment. **F**

### **HM112 Health Information Systems Procedures 2**

**3 class and 3 lab hrs/wk, 4 cr.**

Provides entry-level skills for Health Information Technician/Medical Transcription/Medical Office Assistant students and students in other Health Services Management programs. Offers basic knowledge of health information systems and the skills necessary for health clerical functions. Focuses on the health care delivery system, the health information field, the content of a medical record, and the health record processing of a variety of medical reports. **Prerequisite:** HM120 or equivalent course, HM110, or consent of instructor. **W**

### **HM114 CPT-IV Coding/Reimbursement**

**3 class hrs/wk, 3 cr.**

Introduces the use of Current Procedural Terminology (CPT) coding system, insurance terminology and abbreviations, and basic health insurance systems. **Prerequisite:** HM120, concurrent enrollment in HM121, or consent of instructor. **W**

### **HM115 ICD-9-CM Coding/Reimbursement**

**3 class hrs/wk, 3 cr.**

Introduces the use of International Classification of Disease (ICD-9-CM) coding system. Covers basic abbreviations and description of coding manual format. Presents fundamental application of basic coding principles and practice with disease entities and case studies. **Prerequisite:** HM120, HM121, or consent of instructor. **Sp**

### **HM116 Introduction to Allied Health Data**

**3 class hrs/wk, 3 cr.**

Introduces the basic data sets and statistics used every day in health care organizations. Emphasizes the case-based and experiential learning process to facilitate familiarity with occupancy and discharge rates, disease incidence and prevalence, and minimum and universal data sets used in all accredited organizations. **W**

### **HM120 Medical Terminology 1**

**3 class hrs/wk, 3 cr.**

Emphasizes the terminology related to the health care professions and specialties, equipment, drugs, symbols and abbreviations. Includes the anatomy, physiology, and pathophysiology of the musculoskeletal, integumentary, nervous systems, as well as the sensory organs. Provides practical application in the workplace using case studies, operative, autopsy, diagnostic, and laboratory reports. **F, W, Sp, Su**

### **HM121 Medical Terminology 2**

**3 class hrs/wk, 3 cr.**

Focuses on the digestive, cardiovascular, respiratory, blood, lymphatic, genitourinary, female reproductive, and endocrine systems. Explores the origin of terms and the use of anatomical, general, operative, and symptomatic terms using a variety of case-based and experiential learning techniques. **Prerequisite:** HM120. **F, W, Sp, Su**

### **HM122 Medical Terminology 3**

**3 class hrs/wk, 3 cr.**

Presents an advanced course using the language of clinical medicine in a variety of settings including oncology, diagnostic radiology, the clinical laboratory, and pharmacology. Focuses on the reading, analyzing, and use of clinical research and literature to explore advanced topics in medical terminology and the diseases and conditions of medical science. Emphasizes written and verbal presentation of the findings of individual and group student research projects. **Prerequisite:** HM121. **F, W, Sp, Su**

### **HM130 Health Information Systems Office Practice**

**16 lab hrs/wk, 5 cr.**

Includes practices in clinical situations of health information methods and techniques. **Prerequisite:** Third-term standing in the Health Information Technician program with a grade of C or better in all required courses in the first two terms of the program. **F, W, Sp**

### **HM131 Health Information Systems Seminar**

**1 class hr/wk, 1 cr.**

Studies the relationship of practicum in a health care setting with theoretical course content, as well as its application to career and personal goals. **Prerequisite:** Concurrent enrollment in HM130. **F, W, Sp**

### **HM140 Medical Transcription**

**2 class and 2 lab hrs/wk, 3 cr.**

Introduces the techniques of transcribing from the recorded voice to the computer and operation of the transcriber. Includes transcribing letters, case histories, pathological reports, and other medical reports. **Prerequisite:** HM120, keyboarding of 40 words per minute, basic word processing skills, or consent of instructor. **F, W, Sp**

### **HM141 Medical Transcription 1**

**1 class and 4 lab hrs/wk, 3 cr.**

Introduces in-depth transcription in all fields of medicine. Emphasizes spelling, grammar, punctuation, and formatting. Includes production goals that will be assessed regularly with timed tests. **Prerequisite:** HM120 or HM121 (may be taken concurrently) or consent of instructor and touch keyboarding ability of 40 words per minute. **F, W, Sp, Su**

### **HM142 Medical Transcription 2**

**1 class and 4 lab hrs/wk, 3 cr.**

Includes transcription of comprehensive dictation in medical specialty areas including radiology, pathology, and cardiology using American Association of Medication Transcriptionist course tapes. **Prerequisite:** HM141 and touch keyboarding ability of 55 words per minute. **F, W, Sp, Su**

### **HM143 Medical Transcription 3**

**1 class and 4 lab hrs/wk, 3 cr.**

Includes transcription of 20 actual advanced tapes in all fields. **Prerequisite:** HM142 and touch keyboarding ability of 65 words per minute. **F, W, Sp, Su**

### **HM144 Medical Transcription Seminar**

**1 class hr/wk, 1 cr.**

Assists the student in relating classroom theory to practical experience and to discuss self-evaluations of work environment experiences. **Prerequisite:** Concurrent enrollment in HM280. **Offered as needed**

### **HM210 Introduction to Health Services**

**3 class hrs/wk, 3 cr.**

Provides an overview of the nation's health system. Includes use of health services, history of the health care system, and hospitals and other health service providers, and their relationship to the system as a whole. Explores the financial, legal, political, and ethical aspects of the health care system in the United States. **F**

## HM214 Advanced CPT-IV Coding

3 class hrs/wk, 3 cr.

Builds on previous experience or instruction to further develop ability and skills in CPT-IV coding practices and principles. Expands resources for further coding problem solving. **Prerequisite:** H114; H120, H121 or basic knowledge of medical terminology. **Sp (as needed).**

## HM215 Advanced ICD-9-CM Coding

3 class hrs/wk, 3 cr.

Focuses on advanced ICD-9-CM coding practices and principles as well as resources for future coding problem solving. **Prerequisite:** HM115 or basic coding experience on the job, HM120, and HM121 or basic knowledge of medical terminology. **W or Sp or offered as needed.**

## HM230 Health Services Externship

16 lab hrs/wk, 6 cr.

Provides one hundred sixty hours of workplace experience in a health care or related setting. **Prerequisite:** HM210, HM250 and HM251, or consent of instructor, and concurrent enrollment in HM231. **F or W, Sp**

## HM231 Health Services Seminar

1 class hr/wk, 1 cr.

Studies of the relationship between clinical practicum in health care or related setting with theoretical course content and application to career and personal goals. **Prerequisite:** Concurrent enrollment in HM230, or consent of instructor. **F or W, Sp**

## HM250 Health Services Management 1

3 class hrs/wk, 3 cr.

Introduces the management functions, concepts, and principles used, as well as managerial roles in the context of the health services organization and the health services delivery system. **F**

## HM251 Health Services Management 2

3 class hrs/wk, 3 cr.

Emphasizes the area of human resource management in health services organizations. Explores the concepts of motivation, leadership, communication, dynamics of change, personnel administration, labor relations, and new trends within the context of the health service organization and delivery system in the United States. **Prerequisite:** HM250. **W**

## HM252 Health Services Management 3

3 class hrs/wk, 3 cr.

Provides a working knowledge of basic statistical techniques and their application to various health care literature and clinical environments. Uses the concepts of experiential and case-based learning to facilitate the learning process.

**Prerequisite:** MTH095 or BA211 and HM116 or HM251 or consent of instructor. **Sp**

## HM280A-L Cooperative Work Experience

See Cooperative Work Experience.

## HOR

### Horticulture

#### HOR111 Introduction to Horticulture

3 class and 2 lab hrs/wk, 4 cr.

Provides a broad view of the horticulture industry, with emphasis on greenhouse and nursery production. Introduces the basic requirements for plant growth. Explores environmental and social aspects of horticulture. **F**

#### HOR121 Ecology in Horticulture

4 class hrs/wk, 4 cr.

Introduces basic environmental factors that influence horticulture. Explores ecological implications in the horticulture industry. Presents ecologically sound management options. **Sp**

#### HOR211 Plant Propagation

2 class and 2 lab hrs/wk, 3 cr.

Presents theory and methodology for reproducing plants by seed and by a variety of cloning methods. Covers anatomy, physiology, and genetics related to plant reproduction. **W**

## HPE

### Health and Physical Education

See also Physical Education.

#### HPE184 Sports Medicine: Prevention and Care of Athletic Injuries

3 class hrs/wk, 3 cr.

Covers the basic concepts of athletic injury prevention, including taping and bracing techniques. Addresses injury recognition and management, including common mechanisms of athletic injury, signs and symptoms, and proper care and rehabilitation of common athletic injuries. **F**

#### HPE270 Sport Psychology

3 class hrs/wk, 3 cr.

Introduces mental, physical, and social aspects of sports. Presents basic psychological mechanics and discusses how they are part of athletic performance. Explores newest research available. Focuses on decision making and behaviors which help promote team cohesion. **F, W, Sp**

#### HPE295 Health and Fitness for Life

3 class hrs/wk, 3 cr.

Provides information on personal levels of health, lifelong fitness and wellness. **F, W, Sp, Su**

#### HPE296 Health and Fitness 2

3 class hrs/wk, 3 cr.

Provides a practical study of wellness components with a focus on individual promotion of healthy behaviors, lifestyles and disease prevention. **F, W, Sp, Su**

### High School Completion

See page 36.

## HS

### Human Services

#### HS101 Addiction Pharmacology and Physiology

4 class hrs/wk, 4 cr.

Explains how alcohol and other drugs are processed in the body and the brain (pharmacology). Includes information on the physiological effects of alcohol and other drugs (AOD) on the human body and the possible implications for the treatment and prevention of problems that arise from their use. **F, W, Sp**

#### HS103 Ethics for Human Service Workers

2 class hrs/wk, 2 cr.

Introduces professional issues associated with the helping relationship. Examines how personal characteristics and values affect the helping relationship and considers the issues faced by helpers-in-training. Explores the issues of client rights, confidentiality, competence and dual relationships. Emphasizes development of an intercultural helping perspective. **Prerequisite:** Enrollment in the Human Services program. **F, Sp**

#### HS120 Alzheimer's Disease: Coping and Caring

3 class hrs/wk, 3 cr.

Presents information about the physical disease process and stages in persons with Alzheimer's and other dementias. Explores creative and compassionate approaches to a variety of problem behaviors. Identifies underlying needs that can precipitate certain behaviors. Describes communication techniques and legal and financial planning strategies for families, caregivers and case managers. A telecourse class. **Offered as needed.**

#### HS121 Introduction to Hospice Care

3 class hrs/wk, 3 cr.

Introduces care of terminally ill patients in the hospice environment. Covers palliative care techniques, with emphasis on social and psychological needs. Includes the practical, ethical, and philosophical aspects of death, dying, and bereavement. **Offered as needed.**

#### HS122 Gender Specific Women's Addiction Treatment

2 class hrs/wk, 2 cr.

Explores the historical, sociological, and physiological implications for women and addiction. Introduces a holistic model of gender-specific treatment for this population group. **Offered as needed.**

#### HS140 Handling the Violent Client

1 class hr/wk, 1 cr.

Introduces the recognition, prevention, and control of aggressive behavior. Stresses prevention of violence through early intervention and includes information on pre-aggression warning signs, as well as practice in defusing aggression and the use of physical defense responses. **F, W, Sp**



### **HS150 Personal Effectiveness for Human Service Workers**

**3 class hrs/wk, 3 cr.**

Develops knowledge and skills to improve personal effectiveness. Uses individual and small group exercises to improve skills in self-awareness, communication, values clarification, problem solving, and conflict management. **Prerequisite:** Admission to Human Services program; recommended concurrent enrollment in HS154 and HS170. **F, W**

### **HS151 Compulsive Gambling**

**1 class hr/wk, 1 cr.**

Covers basic information concerning problem gambling and its consequences. Focuses on the stages of progression from recreational to pathological gambling. Addresses screening, diagnosis, intervention, and treatment. **Prerequisite:** HS101 or consent of instructor. **W**

### **HS152 Stress Management**

**1 class hr/wk, 1 cr.**

Provides information on managing stress in all settings. Teaches relaxation techniques and their impact on health and well-being. Covers a variety of the major relaxation techniques and emphasizes the analysis of life stressors and the development of a personalized stress management plan. **F, W, Sp, Su**

### **HS154 Community Resources**

**3 class hrs/wk, 3 cr.**

Explores the history and values that are the basis of present community resources designed to meet the needs of people experiencing specific barriers in their life. Familiarizes students with local social service agencies/organizations and provides a process for making appropriate referrals to these services. **Prerequisite:** Recommended concurrent enrollment in HS150 and HS170 for Human Services program students and for students designated Pre-Human Services. **F, W**

### **HS155 Interviewing Theory and Techniques**

**3 class hrs/wk, 3 cr.**

Provides the theory and specific techniques required for entry-level interviewing in human service settings. **Prerequisite:** Grade of C or better in HS150. **Sp**

### **HS156 Counseling Theories**

**3 class hrs/wk, 3 cr.**

Introduces the major counseling theories that have demonstrated effectiveness with substance disorders and a variety of mental health issues. Presents an overview of ten specific theories, their founders, key concepts, techniques, and appropriate applications. **F**

### **HS165 Activity Director Training/Long-Term Care**

**3 class hrs/wk, 3 cr.**

Meets training requirements of activity directors in long-term care facilities. Focuses on therapeutic activities and appropriate use of people and material resources in meeting patient needs. Promotes continual growth and development of long-term care residents. **F**

### **HS170 Introduction to Practicum**

**3 class hrs/wk, 3 cr.**

Provides the background and specific skills needed to select and succeed in the practicum placement. Serves as a prerequisite for Human Services practicum courses (HS284-HS288A,S).

**Prerequisite:** Admission to Human Services program and recommended concurrent enrollment in HS150 and HS154. **F, W**

### **HS201 Family Addiction**

**3 class hrs/wk, 3 cr.**

Presents the basic information regarding chemical dependency and its effects on the whole family. Focuses on the family dynamics and treatment of alcoholic/addictive families. **Prerequisite:** Grade of C or better in HS101 or consent of instructor. **Sp**

### **HS205 Youth Addiction**

**3 class hrs/wk, 3 cr.**

Assists students in working with chemically-dependent youth. Includes prevention, intervention, assessment, and continuing recovery techniques for individuals and groups. **Prerequisite:** HS101 or consent of instructor. **Offered as needed.**

### **HS206 The Addicted Criminal**

**3 class hrs/wk, 3 cr.**

Assists students in developing skills with chemically-dependent clients who are convicted criminals. Includes information on recognizing, confronting, and treating the addicted criminal. **Prerequisite:** HS101 or consent of instructor. **W**

### **HS207 Adult Children of Alcoholics/Addicts**

**1 class hr/wk, 1 cr.**

Explores the relationship between growing up in a chemically-dependent or dysfunctional family and problems that surface in adulthood. Includes discussion of family dynamics, denial, relationships, work, social skills, and feelings. **F, W, Sp, Su**

### **HS209 Co-occurring Disorders**

**2 class hrs/wk, 2 cr.**

Covers basic information about simultaneous diagnosis of addiction and chronic mental illness in the same patient/client. Stresses the importance of assessing and treating these areas in a blended format. **Prerequisite:** HS101 or consent of instructor. **Offered as needed.**

### **HS211 HIV, TB and Infectious Diseases: Risk Assessment, Harm Reduction and Counseling**

**1 class hr/wk, 1 cr.**

Explores the relationship between alcohol and other drug abuse and infectious diseases, including HIV/AIDS, tuberculosis, sexually-transmitted diseases, and hepatitis. Provides counseling techniques for assisting clients to identify personal risk and practice harm reduction. Also addresses special issues affecting diverse populations. Examines personal issues/discomforts arising from frankly discussing sexual behaviors of clients.

**Prerequisite:** HS101, HS150, and HS155 recommended. **F, W, Sp, Su**

### **HS213 Multicultural Counseling**

**3 class hrs/wk, 3 cr.**

Explores the ways membership in a cultural group affects the counseling process for the client and for the counselor. Encourages increased levels of intercultural sensitivity and skills; develops a plan to increase abilities in cross-cultural counseling situations. Focuses on factors affecting major ethnic minorities in the U.S. including, African Americans, Asian groups, Latinos and Native Americans. Addresses factors affecting other minority groups, such as gays and lesbians and the elderly. Students will complete a cultural assessment that meets Oregon Administrative Rule (OAR) requirements. **F, Sp**

### **HS214 Advanced Interviewing and Counseling Skills**

**3 class hrs/wk, 3 cr.**

Second of a two-course sequence designed to introduce intentional interviewing. Focuses on developing advanced skills and strategies with significant opportunity for hands-on practice. **Prerequisite:** HS155 or consent of instructor. Concurrent enrollment in HS284-288 is highly recommended. **F**

### **HS215 Conflict Resolution**

**3 class hrs/wk, 3 cr.**

Explores the sources and dynamics of conflict in interpersonal, family, and work settings. Participants will develop an awareness of their own style in conflict situations and learn effective strategies for resolving conflict. **Offered as needed.**

### **HS216 Clinical Screening, Assessment and Treatment Planning**

**3 class hrs/wk, 3 cr.**

Introduces diagnostic criteria for substance use disorders as well as a number of other major mental health disorders often seen in substance abusing clientele. Provides a systematic approach to screening, assessment, and treatment planning in order to determine the most appropriate initial course of action given the client's needs, characteristics, and available resources. Provides significant opportunity for hands-on practice. **Prerequisite:** HS214 or consent of instructor. Concurrent enrollment in HS284-288 is highly recommended. **W**

### **HS217 Group Counseling Skills**

**3 class hrs/wk, 3 cr.**

Presents strategies from accepted and culturally appropriate models for group counseling with clients with a variety of disorders including substance abuse. Focuses on the ethical use of groups as an effective therapeutic intervention. Addresses leadership behaviors, group formation, and group stages. **Prerequisite:** HS155 and HS260 or consent of instructor. Concurrent enrollment in HS284-288 is highly recommended. **W**

### **HS218A Group Processes A**

**1 class hr/wk, 1 cr.**

Provides experiential group training designed for actual experience with the power of group process. Provides opportunities to learn about leadership, group stages, rules, and norms, as well as self-disclosure, roles, and group skills. First course in a three-term sequence. **Prerequisite:** Admission into the Human Services program, HS155 and HS260 or consent of instructor. Concurrent enrollment in HS284-288 is highly recommended. **F**

### **HS218B Group Processes B**

**1 class hr/wk, 1 cr.**

Provides experiential group training designed for actual experience with the power of group process. Provides opportunities to learn about leadership, group stages, rules, and norms, as well as self-disclosure, roles, and group skills. Second course in a three-term sequence. **Prerequisite:** Admission into the Human Services program and HS218A. Concurrent enrollment in HS284-288 is highly recommended. **W**

### **HS218C Group Processes C**

**1 class hr/wk, 1 cr.**

Provides experiential group training designed for actual experience with the power of group process. Provides opportunities to learn about leadership, group stages, rules, and norms, as well as self-disclosure, roles, and group skills. Third course in a three-term sequence. **Prerequisite:** Admission into the Human Services program and HS218B. Concurrent enrollment in HS284-288 is highly recommended. **Sp**

### **HS219 Case Management and Client Records**

**3 class hrs/wk, 3 cr.**

Covers the preparation of clinical documentation related to screening and intake processes, assessments, treatment plans, reports, progress notes, discharge summaries, and other client-related data. Applies State, ASAM and other professionally relevant standards. Concurrent enrollment in HS284-288 is highly recommended. **Sp**

### **HS220 Aging and Society**

**3 class hrs/wk, 3 cr.**

Introduces the field of social gerontology and explores the relationship between the aging individual and society. Serves as an introduction to the field of gerontology. **W**

### **HS222 Aging and Behavior**

**3 class hrs/wk, 3 cr.**

Presents information about behavioral responses in the normal aging process, including coping, cognition and memory, personality, and adjustment. Emphasizes healthy adaptation to aging and promotion of ego integrity in older adults. Also covers the description, diagnosis, assessment, and treatment of common organic and functional mental disorders. **W**

### **HS260 Group Dynamics**

**3 class hrs/wk, 3 cr.**

Provides students with the theory and experience to work as effective members of small task groups. Defines and studies styles of leadership, member roles, problem solving, decision making, and resolving conflicts/controversy. Offers the opportunity to evaluate personal performance within a group. **Prerequisite:** Grade of C or better in HS150. **W, Sp**

### **HS262 Misuse and Abuse of Alcohol and Drugs Among the Elderly**

**1 class hr/wk, 1 cr.**

Addresses problems of drug and alcohol misuse and abuse among older adults. Focuses on prescription drugs, over-the-counter drugs, and alcohol used either alone or in combination.

**Prerequisite:** HS101 or consent of instructor. **Sp**

### **HS265 Casework Interviewing**

**3 class hrs/wk, 3 cr.**

Provides training in the casework interviewing skills needed for cross-cultural human services work. Includes interviewing, problem solving and assessment, case management, and applied theory. **Prerequisite:** Grade of C or better in HS155 and HS24-288 or concurrent enrollment. **F**

### **HS266 Case Management**

**3 class hrs/wk, 3 cr.**

Provides theory and application in casework and interviewing applied to diverse populations and cultures in human services. Includes interviewing for assessment, problem solving, planning, monitoring, and crisis intervention. **Prerequisite:** Grade of C or better in HS265 and HS284-288 or concurrent enrollment. **W**

### **HS267 Systems Strategies**

**3 class hrs/wk, 3 cr.**

Provides intervention strategies needed for human service work. Includes theory and practice in the use of family, group, and community intervention strategies. **Prerequisite:** Grade of C or better in HS266 or HS216. **Sp**

### **HS284-288A,S Practicum-Human Services**

**11-23 lab hrs/wk, 4-8 cr.**

Provides experience working on-site in a human service agency to integrate field and classroom experience. Offers students two different practicum sites, each at least two terms in length, during the program. The second-year practicum is more comprehensive and provides an opportunity to develop more advanced skills. **Prerequisite:** Grade of C or better in HS150 and HS170.

**F, W, Sp (Su as needed).**

## **HST**

### **History**

#### **HST110, 111, 112 History of World Civilization**

**3 class hrs/wk, 3 cr. each**

Surveys human cultural, social, economic, and political development of world civilizations. HST110 covers ancient times to 1500 C.E.; HST111 covers 1500 to 1870; HST112 covers 1870 to the present. **F, W, Sp, Su**

#### **HST157 History of the Middle East and North Africa**

**3 class hrs/wk, 3 cr.**

Surveys cultural, social, economic, and political development in the Middle East and North Africa. **Offered as needed.**

#### **HST158 History of Latin America**

**3 class hrs/wk, 3 cr.**

Surveys cultural, social, economic, and political development in Latin America. **Offered as needed.**

#### **HST159 History of Asia**

**3 class hrs/wk, 3 cr.**

Surveys cultural, social, economic, and political development in Asia. **Offered as needed.**

#### **HST201, 202, 203 History of the United States**

**3 class hrs/wk, 3 cr. each**

Explores the cultural, economic, social, and political development of the United States. HST201: to 1840; HST202: 1840 to 1900; HST203: 1900 to the present. **F, W, Sp, Su**

#### **HST228 History of Modern Europe**

**3 class hrs/wk, 3 cr.**

Introduces the history and culture of Europe during the Twentieth Century. Covers the impact of war and revolution, the end of colonialism and decline of European empires, and the search for European unification. **Offered as needed.**

#### **HST257 Native American History**

**3 class hrs/wk, 3 cr.**

Focuses on the history of native peoples in the United States, from prehistory to the present. Examines how Native American societies have adapted themselves over time to a constantly changing world. Emphasizes the relationship between European Americans and Native Americans after 1492. **Offered as needed.**

#### **HST258 African American History**

**3 class hrs/wk, 3 cr.**

Recounts and explains experiences which lie at the heart of America's struggle to deal with its racial composition. Examines historical forces which denied African Americans the opportunity to secure meaningful first-class citizenship. Focuses on the political decisions and social institutions that determined public policy regarding Americans of African descent. **Offered as needed.**

#### **HST259 Latino American History**

**3 class hrs/wk, 3 cr.**

Focuses on the racial, cultural, educational, economic, and political development of Latino Americans in the United States. **Offered as needed.**

#### **HST262 Women in U.S. History**

**3 class hrs/wk, 3 cr.**

Studies the transformation of the role of women in American society. **Offered as needed.**

#### **HST277 History of Early Russia**

**3 class hrs/wk, 3 cr.**

Surveys human cultural, social, economic, and political developments of early Russia. Covers ancient times to 1682. **Offered as needed.**

**HST278 History of Imperial Russia****3 class hrs/wk, 3 cr.**

Surveys human cultural, social, economic, and political developments of Imperial Russia. Covers 1682 to 1917. **Offered as needed.**

**HST279 History of Soviet and Contemporary Russia****3 class hrs/wk, 3 cr.**

Surveys human cultural, social, economic, and political developments of Soviet and contemporary Russia. Covers 1917 to the present. **Offered as needed.**

**HTM****Hospitality Management****HTM100 Introduction to the Hospitality Industry****3 class hrs/wk, 3 cr.**

Introduces the hospitality industry as a single, interrelated industry composed of food and beverage, travel and tourism, lodging meeting and planning, leisure and recreation, recreational entertainment, eco and heritage tourism. Includes industry components, their current issues, and future trends. Assesses the impact of North America's changing demographics and lifestyles. Discusses economic impact, career opportunities and service ethics. **F**

**HTM101 Customer Service Management****3 class hrs/wk, 3 cr.**

Provides an in-depth study of the methods and techniques employed by the hospitality and tourism industry to accomplish effective and efficient operation. Includes combined discussions of management theory, systems, decision-making, and leadership directly relevant to the hospitality profession. Also covers the business facets of human resource management, finance, ethics and marketing within the hospitality environment. **W**

**HTM102 Hotel, Restaurant, and Travel Law****3 class hrs/wk, 3 cr.**

Covers the legal aspects of the hospitality and tourism industry. Utilizes critical thinking skills needed to communicate with attorneys and recognize ramifications of policies and practices in everyday operations. Discusses current legal situations, case studies, and the reasoning behind the course of action taken. Also covers the Americans With Disabilities Act, sexual discrimination, civil rights issues, basic court procedures, contract law negligence, guest relationship obligations, alcohol liability, travel agent relationships, and licensing and regulations. **Sp**

**HTM103 Marketing in the Hospitality Industry****3 class hrs/wk, 3 cr.**

Studies how marketing activities direct the flow of goods and services from product to consumer in the hospitality and tourism industry. Covers satisfaction of customer's needs and wants; nature of marketing; sequential steps in marketing; key role of marketing research; interdependence of hospitality and travel organizations, and organization-wide and multi-department efforts. Analyzes various industry marketing strategies. **W, Sp**

**HTM104 Travel and Tourism Industry****3 class hrs/wk, 3 cr.**

Explores the major concepts in tourism, what makes tourism possible, and how tourism can become an important factor in the economics of any nation, region, state or local area. Discusses the fundamentals of the tourism system and the key costs and benefits of a tourism economy. Promotes understanding and knowledge of the diverse elements that comprise the travel and tourism industry and the factors that influence growth and development. Uses examples of tourism development practices in Oregon. **F, Sp**

**HTM105 Introduction to the Food and Beverage Industry****3 class hrs/wk, 3 cr.**

Covers the food service industry, including its structure, organization, size, economic impact, regulatory industries and peripheral industries; managerial problems and practices; trade journals and resources. Reviews food service segments. Discusses current industry operational topics. **W**

**HTM106 Introduction to the Lodging Industry****3 class hrs/wk, 3 cr.**

Introduces the lodging industry, including its structure, size, scope, managerial problems, and practices. Covers the structure and organization within the individual lodging firm's front office procedures. Explores career opportunities. **Sp**

**HTM107 Food Sanitation and Cost Control****3 class hrs/wk, 3 cr.**

Covers principles and practices of sanitation and safety for managers, based on the National Restaurant Association's ServeSafe Coursebook. Discusses Hazard Analysis Critical Control Point (HACCP) system, microbial contaminants, food allergens, food-borne illness, and facilities sanitation. Explains cost control process from purchasing through receiving, storage, inventory control, and yield cost analysis. Offers national certification to students upon successful completion. **Sp**

**HTM109 Front Desk Operations****3 class hrs/wk, 3 cr.**

Focuses on specific functions of the front desk operations at a hotel, motel, or resort. Includes reservations, registration, room and rate assignment, guest services, room status, maintenance and settlement of guest accounts, and creation of guest history records. Discusses development and maintenance of databases of guest information, coordination of guest services, and ensuring guest satisfaction. **Offered as needed.**

**HTM111 Cultural Heritage Tourism****3 class hrs/wk, 3 cr.**

Surveys the subject of cultural heritage tourism and the value of this niche market. **Offered as needed.**

**HTM112 Bed and Breakfast Operations****3 class hrs/wk, 3 cr.**

Covers the bed and breakfast and innkeeping industry. Discusses the realities of purchasing, owning, and operating a successful inn. Explores financing, operations, food service and sanitation, marketing, and governmental regulations. **F**

**HTM114 Travel Destination Geography 1****3 class hrs/wk, 3 cr.**

Provides in-depth geographical, political, and cultural data on the countries of the world and encourages thoughtful planning of travel itineraries incorporating this information. Uses a combination of workbook exercises, maps, and reference materials highlighting location, climate, currency, ports of entry, and forms of government in countries around the world. **F**

**HTM115 Travel Destination Geography 2****3 class hrs/wk, 3 cr.**

Focuses on the geography of Europe with emphasis on the United Kingdom and Ireland. Provides in-depth geographical, political, and cultural data on the countries emphasized. **W**

**HTM116 Travel Destination Geography 3****3 class hrs/wk, 3 cr.**

Focuses on the geography of Africa, the Middle East, India, and the South Pacific. Provides in-depth geographical, political, and cultural data on the countries emphasized. **Sp**

**HTM119 Introduction to Casino Management****3 class hrs/wk, 3 cr.**

Provides an overview of casino management and casino hotel operations. Includes the history and culture of gaming, gaming trends in the United States, casino hotel organizational structure, government regulation, casino games, and Indian casinos. Covers the practices and problems associated with casino management including staffing, controls, credit, security, marketing, and entertainment. **Sp**

**HTM123 Global Distribution Systems****3 class hrs/wk, 3 cr.**

Surveys travel agency computer reservation systems (CRS)-(APOLLO, SABRE, WORLDSPAN, PARS). Includes use of reservation system simulations to identify flights, auto rentals, lodging, and associated travel information. Emphasizes problem solving in the workplace. **W**

### **HTM124 Catering and Banquet Operations**

**3 class hrs/wk, 3 cr.**

Studies on-premise catering facilities including operations, sales, and relationships with outside vendors and related departments and industries. Emphasizes logistical operations and seeking and servicing various market segments. **F**

### **HTM125 Special Events Planning**

**3 class hrs/wk, 3 cr.**

Covers the management and operational activities required for successful coordination of special events and weddings. Focuses on research, design, planning, coordination stages, and career opportunities within the special event and wedding industry. **W**

### **HTM126 Meeting and Convention Management**

**3 class hrs/wk, 3 cr.**

Focuses on the management and operations of the conventions and meeting market in the hospitality and tourism industry. Covers convention market salesmanship, promotional activities, negotiations for meeting services, and convention servicing. Incorporates facilities, technology, and media. **W**

### **HTM127 Travel Sales and E-Commerce**

**3 class hrs/wk, 3 cr.**

Prepares travel and tourism students for a successful career selling travel. Applies concepts and techniques to sample sales dialogues, examples, and case studies. Assess the impact of the Internet and e-commerce trends on the travel industry and the functionality of travel e-commerce sites. Focuses on how e-commerce travel sites integrate with Global Distribution Systems and the changing value chain in the travel marketplace. **F**

### **HTM130 Beverage Management**

**3 class hrs/wk, 3 cr.**

Focuses on cost control, inventory management, and pricing systems required for restaurant and food and beverage operations. Discusses customer demographic shifts, beverage trends, and the importance of responsible alcohol beverage service. Covers wine and beer appreciation including regional differences, production methods, and upscale product features of distillates. Incorporates beverage mixology, marketing, and profit management. **F**

### **HTM132 Menu Planning**

**3 class hrs/wk, 3 cr.**

Covers principles of planning a menu from concept development and design mechanics to menu pricing and marketing issues. Addresses current foodservice industry needs, including operations, sanitation, nutrition concerns, design mechanics, and increasing sales through the menu. **F**

### **HTM133 Strategic Issues in Destination Management**

**3 class hrs/wk, 3 cr.**

Provides an overview of long-range strategic issues in community-based tourism. Focuses on strengths, weaknesses, opportunities, and threats in the international tourism industry. Discusses role of destination management organizations in areas of strategic planning, marketing product development, and community visioning. Explores concept of "destination team" and impact on participants and funding mechanisms. **Sp**

### **HTM134 Destination Marketing**

**3 class hrs/wk, 3 cr.**

Focuses on destination's mandate requiring strategic and effective marketing. Covers current trends in travel purchases, research, and evaluation. Presents best practices in destination marketing covering strategic marketing in tourism, destination image and positioning, promotional programs, and public relations for leisure, convention, and incentive travel markets. **F**

### **HTM135 Destination Leadership**

**3 class hrs/wk, 3 cr.**

Presents information, tools, and techniques to provide strategic human resource and fiscal leadership for destination management organizations (DMOs). Focuses on developing work teams and creation of information and financial management systems. Discusses leadership styles for diverse stakeholder groups such as volunteers, paid staff, elected officials, and community leaders. **W**

### **HTM136 Tour Operations and Marketing**

**3 class hrs/wk, 3 cr.**

Covers tour management concepts and principles. Provides understanding of relationships of group travel to tourism industry, including economic, geographic, technological, political, and social forces. Examines the specific knowledge and skills required by tour operators, suppliers, and representatives of destination marketing organizations. Reviews current best practices in tour marketing. Analyzes industry distribution channels and package strategies. **Sp**

### **HTM137 Tourism Transportation: Cruise, Air, Rail**

**3 class hrs/wk, 3 cr.**

Provides understanding of relationships between transportation and tourism industries. Defines tourist transportation systems incorporating traveler needs into management and planning. Examines key issues which transport providers, decision-makers, managers, and tourists face in the use, operation, and management of tourist transportation. **W**

### **HTM140 Rescue Diver**

**2 class hrs/wk, 2 cr.**

Prepares student divers to anticipate and prevent problems associated with recreational diving activities and, if necessary, respond to and manage dive emergencies. Requires the Rescue Diver course as a prerequisite for professional dive industry training. **Prerequisite:** PADI (Professional Association of Dive Instructors) Open Water Diver Certification (or other qualifying certification with instructors approval); PADI Advanced Open Water Diver Certification (or other qualifying certification with instructors approval); current DPR certification (an exit requirement; may be taken concurrently with Rescue Diver). **Offered as needed.**

### **HTM141 Divemaster**

**2 class and 2 lab hrs/wk, 3 cr.**

Prepares divers to meet the expectations of the international diving community by developing exemplary diving and rescue skills, instructor-level knowledge of dive theory, competence as a certified assistant, dive management and supervision abilities, ethical role model behavior, and enthusiasm for the sport of scuba diving. Upon completion, divemasters can assist instructors with training of student divers and supervise diving activities for certified divers, snorkelers, and skin divers. **Prerequisite:** PADI (Professional Association of Dive Instructors) Open Water Diver Certification (or other qualifying certification with instructors approval); PADI Advanced Open Water Diver Certification (or other qualifying certification with instructors approval); completed and logged at least 20 dives as documented by the individual's personal log book; proof of completion of CPR, Primary Care, Secondary Care, and AED certification within the past 24 months; be at least 18 years old at the start of PADI Divemaster training; submit, to the instructor, medical clearance for diving signed by a physician, attesting to fitness to dive; the medical clearance must be current within the previous 12 months; the physician signing the form cannot be the individual. **Offered as needed.**

### **HTM150 Sales and Customer Service Foundation Skills**

**3 class hrs/wk, 3 cr.**

Explores the process of learning about oneself, progressing to relating to customers. Develops an understanding for the use of learning styles and strategies, effective communication processes, and active listening and speaking skills. Identifies perceived barriers to employment including locus of control, community roles, and family life. Develops initial competency in identifying and applying customer service skills and sales strategies in appropriate work situations. **Offered as needed.**

### **HTM151 Personalized Customer Service** 3 class hrs/wk, 3 cr.

Stresses how to provide personalized customer service. Focuses on establishing immediate rapport with customers, creating enjoyable shopping experiences and building customer relationships. Explores career opportunities within industries requiring sales and customer service skills. Develops an individualized career path plan of action. **Offered as needed.**

### **HTM152 Selling and Promoting Products** 3 class hrs/wk, 3 cr.

Focuses on methods for developing product knowledge, identifying and demonstrating product features. Stresses ways to gain customer and client commitment, close sales, and create competitive advantage. Explains how customers and clients will benefit from products. **Offered as needed.**

### **HTM280A-L Cooperative Work Experience**

See Cooperative Work Experience.

## **HUM**

### **Humanities**

#### **HUM106 British Life and Culture**

3 class hrs/wk, 3 cr.

Offers a broad overview of British culture and civilization. Examines traditions and institutions to help understand the British way of life in the Twentieth Century. Lectures by British guest lecturers and related field trips. This course (taught in London) is only for students participating in the London program of the Oregon International Educational Consortium. **Sp**

#### **HUM230 City, Town, Country: An Investigation in Words and Images**

3 class hrs/wk, 3 cr.

Emphasizes the development of the knowledge and skills necessary to explore, research, create, and publish a work on a topic related to the sense of place. Course may be repeated for a maximum of 6 credits. **Offered as needed.**

#### **HUM251 The Art of Discovery**

3 class hrs/wk, 3 cr.

Focuses on classical Greek culture, including its science, philosophy, religion, art, and architecture. Considers their impact upon life patterns and scientific and humanistic thoughts of the day. **F**

#### **HUM252 The Art of Discovery**

3 class hrs/wk, 3 cr.

Explores Renaissance culture in Western Europe, its history, literature, philosophy and art, with a goal of gaining an understanding of the common, shared experience of people who lived in that era. **W**

#### **HUM253 The Art of Discovery**

3 class hrs/wk, 3 cr.

Explores early Twentieth Century Europe, its troubled history, literature, philosophy, and art, with a goal of gaining an understanding of the common, shared experience of people who lived in that era. **Sp**

### **HUM259 Death and Dying**

3 class hrs/wk, 3 cr.

Introduces the study of death and dying. Students will compare and contrast historical and modern attitudes toward death and dying found in literature, rituals, religion, philosophy, film, medico-legal issues, and in the process clarify their attitudes and values. **F, W, Sp**

## **JNL**

### **Journalism**

#### **JNL215 Publications Lab**

4 lab hrs/wk, 2 cr.

Applies reporting skills, photojournalism, and production principles through work on the student newspaper. **Prerequisite:** JNL224 or consent of instructor. Course may be repeated for a maximum of 12 credits. **F, W, Sp**

#### **JNL216 Newswriting**

3 class hrs/wk, 3 cr.

Gathering and processing news. Includes lead format, straight news style, and some feature writing. Considerable time devoted to writing.

**Prerequisite:** Familiarity with keyboarding. **F**

#### **JNL217 Feature Writing**

3 class hrs/wk, 3 cr.

Emphasizes feature, in-depth, and investigative reporting skills. Students are required to present material weekly for publication. **Prerequisite:** JNL216 or consent of instructor. Familiarity with keyboarding. **W**

#### **JNL224 Introduction to Mass Communications**

3 class hrs/wk, 3 cr.

Survey of communication media with emphasis on historical, social, technological, and economic considerations in mass media in the United States. Examines important current legal and ethical dilemmas facing journalists. Recommended for journalism majors; open to others. **F, Sp**

#### **JNL225 Advertising/Public Relations**

3 class hrs/wk, 3 cr.

Covers communications and production aspects of advertising and public relations. Criticism and analysis combined with assignments in copywriting, design, and marketing strategy. **W**

#### **JNL226 Editing/Design**

3 class hrs/wk, 3 cr.

Provides a working example of newspaper management in relation to editing, production and design procedures. Surveys printing processes, typography, page design, style, photo editing, and headline writing. **Prerequisite:** JNL224 or consent of instructor. The ability to type and a basic understanding of English grammar and syntax also are strongly recommended. **Sp**

### **JNL227 Media Ethics**

3 class hrs/wk, 3 cr.

Provides an introduction to journalism ethics, emphasizing the First Amendment, the philosophical framework, corporate social responsibility, the legal system, the changing face of the media, editors and readers in the debate process, and issues of taste versus responsibility. Examines important dilemmas facing print and broadcast journalists, using real-life examples of legal challenges to the system by the courts and various state and federal law-making bodies, and the changing standards of the public at large. **W**

#### **JNL228 Media and Motion Pictures**

3 class hrs/wk, 3 cr.

Examines significant historical events, the media coverage generated at the time, and eventual film depiction. Emphasizes individuals or issues that have changed laws, conventions, mores, rules, life in general, and especially the way the media operates, ranging from McCarthyism to Watergate, the Cold War to presidential politics. Evaluates legal and ethical dilemmas. Recommended for journalism majors but is open to all. **Prerequisite:** JNL224 or consent of instructor. **F, Sp**

## **JPN**

### **Japanese**

#### **JPN101, 102, 103 First Year Japanese, Terms 1, 2, 3**

4 class hrs/wk, 4 cr. each

Introduces the Japanese language (including listening, speaking, reading, and writing) and Japanese culture (including geography, customs, daily life, heritage, and literature), facilitated by the study of vocabulary, grammar, short readings, and guided conversation. Instructor and students use Japanese as the primary language of the class. **Prerequisite:** These classes are to be taken sequentially. JPN101: None; JPN102: JPN101, one year of high school Japanese, or consent of instructor; JPN103: JPN102, two years of high school Japanese, or consent of instructor. JPN101: **F**; JPN102: **W**; JPN103: **Sp**

### **Job Search**

See Field Experience.

### **Literature**

See English.

### **Management**

See Business Administration.

### **Mechanical Design**

See Drafting Technology.

## MED

### Medical Office Assisting

See also **Allied Health and Health Services Management**.

#### MED120 Medical Office Procedures

3 class and 3 lab hrs/wk, 4 cr.

Covers basic procedures and principles of administrative duties used in medical facilities. Includes medical practice systems, the role of team members, human relations, patient reception, telephone techniques, appointment systems, correspondence, dictation, computer applications, filing, and medical record management. Presents a brief history of medicine and medical ethics and law. **F**

#### MED124 Medical Assisting, Basic Procedures

3 class and 3 lab hrs/wk, 4 cr.

Surveys requirements and qualities for success as a medical assistant. Covers medical assisting techniques, methods, and procedures for assisting the physician with numerous examinations, medical and surgical aseptic procedures, obtaining vital signs, care of equipment and supplies, and quality assurance. Integrates legal and ethical implications in a medical care setting. **Prerequisite:** HM120 or concurrent enrollment. **F**

#### MED125 Medical Assisting, Advanced Procedures

4 class and 3 lab hrs/wk, 5 cr.

Surveys advanced clinical/laboratory knowledge and skills required of the medical office assistant. Emphasizes electrocardiography, hematology, urinalysis, microbiology, clinical pharmacology, as well as administration of medications, phlebotomy, and assisting the physician with procedures. Covers diet, modification, radiology, principles of heat and cold application, and common emergencies. Designed to provide individual and small group assistance to students for skill development. **Prerequisite:** Second-term standing in the Medical Office Assisting program with a grade of C or better in all required courses. **W**

#### MED127 Medical Assisting Advanced Administrative Procedures

3 class hrs/wk, 3 cr.

Offers advanced administrative procedures and principles used in the medical office. Focuses on health information management issues including professional fees, health insurance, managed care, coding and claim processing, assisting with library research, scheduling travel and meetings, and planning and organizing the facility's environment. Covers management responsibilities. **Prerequisite:** Second-term standing in the Medical Assisting program with a grade of C or better in all required courses. **Offered as needed.**

#### MED128 Introduction to Medical Science

3 class hrs/wk, 3 cr.

Surveys the disease processes that lead to specific impairments of the human body. **Prerequisite:** HM120, HM121. **Sp**

#### MED130 Medical Assisting Practice

16 lab hrs/wk, 5 cr.

Assigns students to health care agencies to apply learned medical assisting methods, procedures and techniques in a health care setting. **Prerequisite:** Successful completion of term one and term two of the Medical Assisting program with a grade of C or better in all required courses. Current Standard First Aid card and Health Care Provider CPR card on file with the instructor. **Sp**

#### MED131 Medical Assisting Seminar

1 class hr/wk, 1 cr.

Studies the relationship of practicum in a health care setting with theoretical course content, as well as its application to career and personal goals. **Prerequisite:** Concurrent enrollment in MED130. **Sp**

#### MED280A-L Cooperative Work Experience

See **Cooperative Work Experience**.

## MFG

### Manufacturing Technologies

#### MFG061 Practical Applications 1

3 lab hrs/wk, 1 cr.

Offers an open lab course for the Manufacturing Technology program student who wishes additional time to work in the shop or on lab equipment to refine previously learned skills. Projects or exercises to be determined by student and instructor. **Prerequisite:** Consent of instructor. **F, W, Sp**

#### MFG062 Practical Applications 2

6 lab hrs/wk, 2 cr.

Provides an open lab course for the Manufacturing Technology program student who wishes additional time to work in the shop or on lab equipment to refine previously learned skills. Projects or exercises to be determined by student and instructor. **Prerequisite:** Consent of instructor. **F, W, Sp**

## MT

### Industrial

#### MT110 Microelectronics

3 class hrs/wk, 3 cr.

Surveys the field of microelectronics. Covers an overview of the technology and manufacturing processes used and the economic and social impacts. Applies to students considering a career in Oregon's high growth semiconductor industry. **Prerequisite:** MTH070, or High School Algebra 2, or consent of instructor. **F**

#### MT201A Introduction to MEMS

1 class hr/wk, 1 cr.

Presents micro-electromechanical (MEM) devices and their applications. Explains common manufacture techniques and processes for such devices. **Prerequisite:** Concurrent enrollment in MT110 or consent of instructor. **F, W**

#### MT201B MEMS Design 1

1 class hr and 3 lab hrs/wk, 2 cr.

Covers basic design and layout considerations of micro-electromechanical devices. Introduces students to Sandia National Labs' SUMMiT V software including 2D and 3D visualization tools. Requires access to AutoCAD 2002 or later. **Prerequisite:** MT201A and DRF130 or consent of instructor. **W, Sp**

#### MT201C MEMS Design 2

1 class hr/wk, 1 cr.

Covers advanced design and layout considerations of micro-electromechanical devices. Uses Sandia National Labs' SUMMiT V software including 2D and 3D visualization tools to design and layout complex devices on a reticule. Requires access to AutoCAD 2002 or later. **Prerequisite:** MT201B. **Sp**

#### MT221 Fluid and Vacuum Systems

3 class and 3 lab hrs/wk, 4 cr.

Covers theory, operation, and application of hydraulic, pneumatic, and vacuum systems. Includes operation, diagnosis, service, maintenance, and repair of components and systems. **Prerequisite:** MTH070, High School Algebra 2, or consent of instructor. **Sp**

#### MT223 High Vacuum Technology

3 class hrs/wk, 3 cr.

Addresses high vacuum concepts, theory, and the various types of vacuum systems. Includes vacuum pumps, seals, gauges, valves, power supplies, leak-detecting equipment, and related hardware. Examines the setup, operation, troubleshooting, and monitoring of vacuum systems. **Prerequisite:** MTH070, or High School Algebra 2, or consent of instructor. **Sp**

#### MT227A Pneumatics and Hydraulics Fundamentals

2 class hrs and 3 lab hrs/wk, 3 cr.

Covers theory, operation, and application of hydraulic and pneumatic systems. Includes diagnosis, service, maintenance repair of pneumatic components and systems. **Prerequisite:** MTH070, High School Algebra 2, or consent of instructor. **Sp**

## MTH

### Mathematics

#### MTH020 Basic Mathematics

3 class hrs/wk, 3 cr.

Includes fundamentals of addition, subtraction, multiplication, and division in problems involving whole numbers, fractions, decimals, ratios, percentages, and geometric measurements and formulas. Emphasizes analysis and solution of application problems. **F, W, Sp, Su**

#### MTH052 Introduction to Algebra and Geometry

3 class hrs/wk, 3 cr.

Introduces basic algebraic and geometric techniques and applications. Includes signed numbers, elements of algebra, simple equations and formulas, measurements and conversions, angles, perimeters, and areas of common geometric figures. **Prerequisite:** Grade of C or better in MTH020 or equivalent. **F, W, Sp, Su**

### **MTH053 Introduction to Trigonometry with Geometry**

**3 class hrs/wk, 3 cr.**

Introduces basic trigonometric and geometric techniques beyond those covered in MTH052 as well as applications of these techniques. Includes Pythagorean Theorem, similar triangles, volumes of common geometric figures, and right and oblique triangle trigonometry. **Prerequisite:** Grade of C or better in MTH052 or equivalent. **F, W, Sp, Su**

### **MTH055 Fundamentals of Mathematics for the K-8 Classroom**

**3 class hrs/wk, 3 cr.**

Includes mathematical problem-solving strategies while focusing on the five strands of the Oregon Mathematics Standards: Calculations and Estimations, Measurement, Statistics and Probability, Algebraic Relationships, and Geometry. Emphasizes developing ways to assist student learners with the core state standards for mathematics. Utilizes manipulatives to deepen understanding. **Prerequisite:** Grade of C or better in MTH020 or equivalent as determined by instructor. **W, Su**

### **MTH060 Introductory Algebra**

**4 class hrs/wk, 4 cr.**

Gives students with no algebra background a strong, fundamental background in beginning algebra through directed group activities and varied presentation styles. Covers signed numbers, elementary algebraic expression manipulation, and equation solving. Describes concepts using verbal, numerical, graphic, and symbolic forms. Scientific calculator required. **Prerequisite:** Grade of C or better in MTH020 or equivalent. **F, W, Sp, Su**

### **MTH062 Business Applications Using Mathematics**

**4 class hrs/wk, 4 cr.**

Covers application of mathematics to the world of business. Includes applications involving securities, profit distribution, overhead allocation, business statistics, simple interest, notes and bank discounts, compound interest, multiple payment plans, annuities, depreciation, single discount equivalents, markup, markdown, inventory valuation, and financial statement analysis with ratios. Uses manual, hand-held calculator, and spreadsheet computational tools. **Prerequisite:** Grade of C or better in MTH060 or higher or equivalent and CS101 or CA118B1 or CS125E or equivalent, or consent of instructor. **F, W, Sp**

### **MTH070 Elementary Algebra**

**4 class hrs/wk, 4 cr.**

Covers linear equations, linear systems, linear inequalities, and quadratic equations in verbal, numerical, graphical, and symbolic forms for students with linear equation solving and elementary graphing background. Explores topics using a graphic calculator as well as traditional approaches. **Prerequisite:** Grade of C or better in MTH060 or equivalent. **F, W, Sp, Su**

### **MTH075 Applied Geometry**

**1 class hr/wk, 1 cr.**

Covers the basic concepts of points, lines, planes, angles, triangles, congruence, similarity and polygons, all from an intuitive point of view. Uses applied problems involving these concepts. Offers an individualized course that may be started and completed at any time during the term.

**Prerequisite:** Grade of C or better in MTH060 or equivalent. **F, W, Sp, Su**

### **MTH076 Applied Geometry**

**1 class hr/wk, 1 cr.**

Presents basic concepts of perimeter, circumference, arc length, central and inscribed angles, areas of polygons, areas of circles and sectors, surface area of solids, and volumes of various solids. Includes applied problems involving these figures.

Offers an individualized course that may be started and completed any time during the term. **Prerequisite:** Grade of C or better in MTH075 or equivalent. **F, W, Sp, Su**

### **MTH078 Applied Trigonometry**

**1 class hr/wk, 1 cr.**

Covers definitions of the trigonometric ratios of sine, cosine, and tangent, and how they apply to right triangles. Includes applications involving right triangles. Reviews the concepts of angles, triangle similarity, and the Pythagorean Theorem. Offers an individualized course that may be started and completed at any time during the term.

**Prerequisite:** Grade of C or better in MTH070, MTH075, and MTH076 or equivalent.

**F, W, Sp, Su**

### **MTH079 Applied Trigonometry**

**1 class hr/wk, 1 cr.**

Covers trigonometric ratios of obtuse angles, law of sines, law of cosines, vectors, and radian measure. Includes applied problems involving these concepts. Offers an individualized course that may be started and completed at any time during the term. **Prerequisite:** Grade of C or better in MTH078 or equivalent. **F, W, Sp, Su**

### **MTH081 Technical Mathematics 1**

**4 class hrs/wk, 4 cr.**

Offers the first course of a two-term technical mathematics sequence designed to meet the needs of technology students from various disciplines and lay the groundwork for applying mathematical concepts and problem solving in the technical fields of engineering, drafting, mechanical design, forestry, and electronics. Covers fundamental algebra concepts, graphing, ratio, proportions and variation, basic right angle trigonometry, statistics and empirical methods, operations with linear, quadratic and rational expressions, solutions of linear, quadratic and rational equations. Emphasizes using mathematics and technology to solve applied problems. **Prerequisite:** Grade of C or better in MTH070 or equivalent. **F, W**

### **MTH082 Technical Mathematics 2**

**4 class hrs/wk, 4 cr.**

Offers the second course of a two-term technical mathematics sequence designed to meet the needs of technology students from various disciplines and provide the mathematical skills for solving applied problems in the technical fields of engineering, drafting, mechanical design, forestry, and electronics. Covers trigonometric functions, oblique triangles, vectors, solutions of trigonometric equations and graphing of trigonometric functions, exponents and radicals, complex numbers, logarithmic and exponential functions, and their applications. **Prerequisite:** Grade of C or better in MTH081. **W, Sp**

### **MTH095 Intermediate Algebra**

**4 class hrs/wk, 4 cr.**

Introduces the study of functions with emphasis on power, linear, quadratic, exponential, and rational functions. Uses a variety of methods including logarithms to solve equations. **Prerequisite:** Grade of C or better in MTH070 or equivalent. **F, W, Sp, Su**

### **MTH105 Introduction to Contemporary Mathematics**

**4 class hrs/wk, 4 cr.**

Surveys the application of mathematics as a problem-solving tool in the real world. Includes business, consumer, ecology, and city planning applications using probability, statistics, geometry, graph theory, linear programming, and game theory. **Prerequisite:** Grade of C or better in MTH095 or equivalent. **F, W, Sp, Su**

### **MTH111 College Algebra**

**5 class hrs/wk, 5 cr.**

Studies functions and related inequalities using a graphing calculator. Focuses on polynomial, rational, exponential, logarithmic, and related piecewise defined functions. Includes a study of the complex number system, the algebra of functions, and the applications of functions in sequences and series. High-order linear systems will be solved using a calculator. **Prerequisite:** Grade of C or better in High School Algebra 2 or MTH095.

**F, W, Sp, Su**

### **MTH112 Trigonometry**

**5 class hrs/wk, 5 cr.**

Covers quadratic relations, circular functions, and trigonometric functions. In this pre-calculus course, applications and the use of a graphing calculator are emphasized. Group activities, writing assignments, and laboratory activities may be required. Graphing calculator required.

**Prerequisite:** Grade of C or better in both MTH111 and MTH075 (or High School Geometry). **F, W, Sp, Su**

### **MTH211 Foundations of Elementary Mathematics**

4 class hrs/wk, 4 cr.

Introduces the first course of a three-course sequence designed for liberal arts students, especially prospective elementary teachers. Emphasizes problem solving and covers basic concepts about whole numbers, integers, sets, and number theory. Uses manipulatives to deepen conceptual understanding **Prerequisite:** Grade of C or better in MTH095 or equivalent. **F**

### **MTH212 Foundations of Elementary Mathematics**

4 class hrs/wk, 4 cr.

Offers the second course of a mathematics sequence designed for prospective elementary teachers. Covers basic concepts about rational numbers, real numbers, statistics, and probability. Uses manipulatives to deepen conceptual understanding **Prerequisite:** Grade of C or better in MTH211 or equivalent. **W**

### **MTH213 Foundations of Elementary Mathematics**

4 class hrs/wk, 4 cr.

Presents the third course in a mathematics sequence designed for prospective elementary teachers. Covers topics in geometry. Utilizes computer programs and manipulatives to deepen conceptual understanding **Prerequisite:** Grade of C or better in MTH212 or equivalent. **Sp**

### **MTH231 Discrete Mathematics**

4 class hrs/wk, 4 cr.

Introduces logic, sets, functions, algorithms, matrices, graph theory and trees, with applications. Offers the first course for computer science and mathematics majors. **Prerequisite:** Grade of C or better in MTH111 or equivalent. **Offered as needed.**

### **MTH232 Discrete Mathematics**

4 class hrs/wk, 4 cr.

Applies fundamentals from MTH231 to number theory, counting techniques, relations, and Boolean algebra. Offers a second course for computer science and mathematics majors. **Prerequisite:** Grade of C or better in MTH231 or equivalent. **Offered as needed.**

### **MTH241 Elementary Calculus**

4 class hrs/wk, 4 cr.

Emphasizes techniques of calculus in applied problem solving. A one-term terminal course with an intuitive approach to differential and integral calculus. Intended for non-math majors. **Prerequisite:** Grade of C or better in MTH111 or equivalent. **F, W, Sp**

### **MTH243 Probability and Statistics 1**

4 class hrs/wk, 4 cr.

Offers a first course in descriptive statistics open to all majors covering data analysis, counting and probability, common probability distributions, confidence intervals, and sample size and one-sample hypothesis testing. **Prerequisite:** Grade of C or better in MTH111 or equivalent. **F, W, Sp, Su**

### **MTH244 Probability and Statistics 2**

4 class hrs/wk, 4 cr.

Offers a second course open to all majors covering testing two-sample problems, linear regression and correlation, chi-squared goodness of fit tests, one-way and two-way analysis of variance.

**Prerequisite:** Grade of C or better in MTH243 or equivalent. **Sp**

### **MTH251 Differential Calculus**

5 class hrs/wk, 5 cr.

Prepares students for further study in mathematics, sciences, engineering, and other technical areas. Covers rates of change and derivatives with applications; the definite integral used to model sums of products such as distance, area and average; and an intuitive development of the Fundamental Theorem of Calculus. Graphing calculator required. **Prerequisite:** Grade of C or better in MTH112 or equivalent. **F, W, Sp, Su**

### **MTH252 Integral Calculus**

5 class hrs/wk, 5 cr.

Covers applications of definite integral, constructing functions from their rates of change, techniques of integration, and an introduction to differential equations. Graphing calculator required. **Prerequisite:** Grade of C or better in MTH251 or equivalent. **F, W, Sp**

### **MTH253 Series Calculus and Linear Algebra**

4 class hrs/wk, 4 cr.

Combines topics from linear algebra and infinite series. Includes Taylor and Fourier Series with applications and systems applications using determinants and matrices. Graphing calculator required. **Prerequisite:** Grade of C or better in MTH252 or equivalent. **Sp**

### **MTH254 Vector Calculus 1**

4 class hrs/wk, 4 cr.

Explores functions of many variables such as curves and surfaces in three-dimensional space, vectors, rates of change of functions of several variables, and optimization in multi-variable models. Offers the first of two courses in multi-variable calculus. **Prerequisite:** Grade of C or better in MTH252 or equivalent. **F**

### **MTH255 Vector Calculus 2**

4 class hrs/wk, 4 cr.

Explores integration of functions of many variables; descriptions in parametric, polar, cylindrical, spherical, and vector forms; motion in space; introduction to vector fields; and line and surface integral. Offers the second of two courses in multi-variable calculus. **Prerequisite:** Grade of C or better in MTH254, or equivalent. **W**

### **MTH256 Applied Differential Equations**

4 class hrs/wk, 4 cr.

Covers solutions of linear and first-order, non-linear differential equations. Includes Laplace transforms and convolutions. Graphing calculator required. **Prerequisite:** Grade of C or better in MTH254 or equivalent. **Sp**

## **MUP and MUS**

### **Music**

#### **MUP100 Individual Lessons**

1 class hr/wk, 1 cr.

Covers pedagogy of the instrument being studied, including fundamentals of music, reading and theory, beneficial practice habits, repertoire for the instrument, interpretation, and performance techniques. Course may be repeated for a maximum of nine credits per instrument. **F, W, Sp, Su**

#### **MUP105 Jazz Ensemble**

3 lab hrs/wk, 1 cr.

Offers applied study and performance on musical instruments played in ensemble or solo formats. May be repeated for a maximum of nine credits.

**Prerequisite:** Two years instruction on an instrument or an audition. **Offered as needed.**

#### **MUP174 Voice**

1 class hr/wk, 1 cr.

Gives individual instruction in fundamentals of theory, melodic contouring and phrasing, vocal production, and body mechanics incorporated into basic singing skills and music reading. Open to students of all levels and interests. May be repeated for a maximum of nine credits. **F, W, Sp**

#### **MUS105 Music Appreciation: Introduction to Rock Music**

3 class hrs/wk, 3 cr.

Examines the relationship between rock music and society, and emphasizes the musical and lyrical significance of rock music as contemporary social commentary. **Offered as needed.**

#### **MUS161 Music Appreciation**

3 class hrs/wk, 3 cr.

Highlights 17th to 20th Century instrumental and vocal music, the growth of the orchestra, and such acknowledged masters as Mozart, Haydn and Beethoven. **Offered as needed.**

#### **MUS197 Chorus**

4 lab hrs/wk, 2 cr.

Offer rehearsal and performance of many styles of choral literature. **Prerequisite:** Consent of instructor and previous experience singing with school, civic or church choirs is helpful but not mandatory. Course may be repeated for a maximum of eight credits. **F, W, Sp**

#### **MUS201 Introduction to Music and Its Literature**

3 class hrs/wk, 3 cr.

Focuses on the music of the 17th and 18th Centuries, including early vocal music, the origins of opera and sacred music, and the early instrumental forms of music that led to the classical symphonies of Haydn, Mozart, and Beethoven. **F**

#### **MUS202 Introduction to Music and Its Literature**

3 class hrs/wk, 3 cr.

Focuses on the 18th and 19th Centuries, including Beethoven and his Ninth Symphony, the growth of the orchestra and the music written for it, the emergence of the piano as important musical and sociological factor, and the new dimensions of song and opera. **W**



### **MUS203 Introduction to Music and Its Literature**

**3 class hrs/wk, 3 cr.**

Focuses on the music of the 20th Century, including the Impressionism, Expressionism, Neo-classicism, and Minimalism movements. Covers popular music traditions of the 20th Century, including musical theater, jazz, and rock-n-roll. **Sp**

### **MUS205 Introduction to Jazz History**

**3 class hrs/wk, 3 cr.**

Explores jazz music with an emphasis on the historical and social perspectives of jazz as an American cultural phenomenon. **Offered as needed.**

## **NET**

### **Network Technology**

**See also Industrial.**

#### **NET120 Network Media Fundamentals**

**3 class and 2 lab hr/wk, 4 cr.**

Focuses on types of transmission media used in computer network environments. Covers transmission line theory and discusses the characteristics of coaxial cables, twisted-pair cables, single-mode and multi-mode fiber. Compares the specification for cables and connectors used in networking. **Prerequisite:** ELT100 or consent of instructor. **W**

#### **NET123 Computer Operating Systems**

**3 class and 2 lab hrs/wk, 4 cr.**

Introduces computer operating systems using the command line. **Prerequisite:** CS101 or equivalent experience. **F**

#### **NET151 Networking Essentials**

**3 class and 4 lab hrs/wk, 5 cr.**

Provides the first course of a four-part sequence in a Cisco curriculum directed toward the Cisco Certified Network Associate Certification (CCNA). Provides classroom and laboratory experience in current networking technology and includes network terminology, protocols, network standards, LANs, WANs, OSI model, cabling, cabling tools, safety, network topology, and IP addressing. **Prerequisite:** CS101 or consent of instructor. **F**

#### **NET152 Network Router Configurations**

**3 class and 4 lab hrs/wk, 5 cr.**

Provides the second course of a four-part sequence in a Cisco curriculum directed toward the Cisco Certified Network Associate Certification (CCNA). Emphasizes experience in current networking technology and includes network terminology and protocols, LANs, network topology and IP addressing, routers, router programming, and application of routing and protocols. **Prerequisite:** NET151. **F**

#### **NET153 LANs and Internetwork Design**

**3 class and 4 lab hrs/wk, 5 cr.**

Provides the third course of a four-part sequence in a Cisco curriculum directed toward the Cisco Certified Network Associate Certification (CCNA). Emphasizes experience in current networking technology that includes LAN segmentation using bridges, routers, and switches to control network traffic. **Prerequisite:** NET152. **W**

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#### **NET154 WAN Design**

**3 class and 4 lab hrs/wk, 5 cr.**

Provides the fourth course of a four-part sequence directed toward the Cisco Certified Network Associate Certificate (CCNA). Introduces WAN services. Covers ISDN, ATM, Frame Relay, and Dial-Up Services. **Prerequisite:** NET153. **Sp**

#### **NET171 Fundamentals of Wireless LANs**

**3 class and 4 lab hrs/wk, 5 cr.**

Introduces the fundamentals of wireless LANs. Focuses on the design, planning, implementation, operation, and troubleshooting. Includes a comprehensive, hands-on overview of wireless LAN technologies, security, and design best practices. Prepares students to achieve the Cisco Wireless LAN Support Specialist designation.

**Prerequisite:** NET152, equivalent experience, or consent of instructor. **Sp**

#### **NET251 Advanced Routing Configuration**

**3 class and 4 lab hrs/wk, 5 cr.**

Provides the first course of a four-part sequence in the Cisco Certified Network Professional (CCNP) curriculum. Provides classroom and advanced laboratory experience in current networking technology. Focuses on design issues related to complex routed LANs and WANs. **Prerequisite:** NET154 or consent of instructor. **F**

#### **NET252 Remote-Access Networks**

**3 class and 4 lab hrs/wk, 5 cr.**

Presents the second course of a four-part sequence in the Cisco Certified Network Professional (CCNP) certification. Provides advanced experience in networking design. Focuses on installation, configuration, and troubleshooting of complex routed LANs, routed WANs, switched networks, and Dial Access Services.

**Prerequisite:** NET251 or consent of instructor. **F**

#### **NET253 Multi-Layer Switching**

**3 class and 4 lab hrs/wk, 5 cr.**

Offers the third of a four-part sequence in the Cisco Certified Network Professional (CCNP) certification. Provides advanced experience in switched multi-layer network design. Focuses on designing, installing, configuring, and troubleshooting of complex switched networks. **Prerequisite:** NET252 or consent of instructor. **W**

#### **NET254 Network Troubleshooting**

**3 class and 4 lab hrs/wk, 5 cr.**

Continues the fourth course of a four-part sequence in the Cisco Certified Network Professional (CCNP) certification. Provides advanced experience troubleshooting networks. Focuses on problem isolation and use of troubleshooting tools. **Prerequisite:** NET253 or consent of instructor. **Sp**

#### **NET261 Fundamentals of Network Security**

**3 class and 4 lab hrs/wk, 5 cr.**

Explains network security processes and equipment with a hands-on emphasis. Covers security policy design and management; security technologies, solutions, and products; security appliance firewalls and secure router design; AAA and VPN implementation. **Prerequisite:** NET154 or current CCNA certification or consent of instructor. **W**

#### **NET281 Networks for Educators 1**

**3 class and 4 lab hrs/wk, 5 cr.**

Provides the first course in a four-part sequence directed toward Cisco Certified Network Associate Certification (CCNA). Covers the history and fundamentals of computer networking, both software and hardware. Studies local, wide-area and global networks; small to medium size networks will be designed, built, and maintained. Discusses issues related to teaching networking concepts. Covers networking fundamentals, ISU/OSI model, and TCP/IP protocols. **Prerequisite:** One year experience in technical instruction. **Offered as needed.**

#### **NET282 Networks for Educators 2**

**3 class and 4 lab hrs/wk, 5 cr.**

Provides the second course in a four-part sequence directed toward Cisco Certified Network Associate Certification (CCNA). Covers the history and fundamentals of computer networking, both software and hardware. Studies local, wide-area and global networks; small to medium size networks will be designed, built, and maintained. Discusses issues related to teaching networking concepts. Includes router fundamentals and network topology. **Prerequisite:** NET281. **Offered as needed.**

#### **NET283 Networks for Educators 3**

**3 class and 4 lab hrs/wk, 5 cr.**

Provides the third course in a four-part sequence directed toward the Cisco Certified Network Associate Certification (CCNA). Emphasizes experience in current networking technology that includes LAN segmentation using bridges, routers, and switches to control network traffic. Designed for educators/trainers to discuss issues related to teaching networking concepts. **Prerequisite:** NET282. **Offered as needed.**

#### **NET284 Networks for Educators 4**

**3 class and 4 lab hrs/wk, 5 cr.**

Provides the fourth course in a four-part sequence directed toward the Cisco Certified Network Associate Certification (CCNA). Introduces WAN services. Covers ISDN, ATM, Frame Relay, and Dial-Up Services. Designed for educators/trainers to discuss issues related to teaching networking concepts. **Prerequisite:** NET283. **Offered as needed.**

## NFM

### Nutrition and Food Management

#### NFM215 Nutrition for Foodservice and Culinary Professionals

3 class hrs/wk, 3 cr.

Focuses on nutrition as it relates to foodservice or culinary professionals. Explores the potential issues and hot topics behind dietary concerns of restaurant patrons. Emphasizes food and recipe composition. Applies nutrition concepts to creative menu planning designed to meet dietary needs. **Sp**

#### NFM219 Marketing Strategies in Health Care

3 class hrs/wk, 3 cr.

Analyzes strategies in promoting products, services, and ideas in health care settings. Focuses on market research, trends, and strategies. Emphasizes advertising, customer service, public relations, and negotiating prices. Covers customer satisfaction and public policy. **Offered as needed.**

#### NFM225 Nutrition

4 class hrs/wk, 4 cr.

Covers nutrients, their sources, and body utilization to promote optimum health. Includes development of eating patterns, current dietary trends, nutrition information in mass media, and current national and international problems. **F, W, Sp, Su**

#### NFM240 Nutrition in the Lifecycle

3 class hrs/wk, 3 cr.

Covers the sources and utilization of nutrients to promote optimum health during each stage of life, from infancy to older age. Emphasizes nutritional concerns, health issues and metabolic disorders. Summarizes appropriate food selections. **Prerequisite:** NFM225. **W**

## NUR

### Nursing

#### NUR060 Nursing Success Strategies

3 class hrs/wk, 3 cr.

Introduces basic skills that are built upon in the nursing curriculum. Includes an overview of the Nursing program; development of study skills, math, and writing for nursing; learning styles; coping strategies; and workplace skills as they relate to the nursing curriculum. Note: Students may repeat this course once without instructor approval. **Prerequisite:** Consent of instructor. **F, W**

#### NUR106 Fundamentals of Nursing

5 class and 12 lab hrs/wk, 9 cr.

Presents concepts and skills that lay a foundation for socialization into the nursing profession. Provides opportunities to attain the knowledge and skills necessary to promote health, prevent disease, and deliver basic nursing care to individual patients across the lifespan. **Prerequisite:** Admission to the Nursing program. Clinical: Registration must be completed and TB test results and proof of current immunizations submitted before a student is permitted in the clinical area. Current CPR certification is also required. **Corequisite:** BI232 and PSY201. Corequisites may be completed prior to enrollment in NUR106. **F**

#### NUR108 Care of Acutely Ill Patients and Developing Families 1

5 class and 12 lab hrs/wk, 9 cr.

Provides opportunities to attain the knowledge and skills necessary to implement the roles of a practical nurse in providing care to acutely ill patients across the lifespan. Focuses on the care of individual patients with health problems related to the respiratory, cardiovascular, endocrine, and musculoskeletal systems. Includes pathophysiological effects, such as fluid and electrolyte imbalances and pain, and treatment modalities, such as pharmacology and surgery, associated with these health problems. Also provides opportunities to learn concepts related to the care of developing families. **Prerequisite:** NUR106. Clinical: Registration must be completed and TB test results and proof of current immunizations submitted before a student is permitted in the clinical area. Current CPR certification is also required. **Corequisite:** BI233 and PSY237. Corequisites may be completed prior to enrollment in NUR108. **W**

#### NUR109 Care of Acutely Ill Patients and Developing Families 2

6 class and 15 lab hrs/wk, 11 cr.

Provides opportunities to obtain the knowledge and skills necessary to implement the roles of a practical nurse in providing care to patients across the lifespan who are acutely ill. Focuses on the care of patients with health problems related to the neurological, hematological, gastrointestinal, and genitourinary systems, as well as conditions related to cancer, mental health, infectious diseases, and complications of obstetrics. Also provides opportunities to implement the roles of a practical nurse in providing care to developing families. **Prerequisite:** NUR108. Clinical: Registration must be completed and TB test results and proof of current immunizations submitted before a student is permitted in the clinical area. Current CPR certification is also required. **Corequisite:** BI234 and WR121. Corequisites may be completed prior to enrollment in NUR109. **Sp**

#### NUR206 Care of Patients with Complex Health Problems

6 class and 15 lab hrs/wk, 11 cr.

Provides the foundation for practice as an associate degree registered nurse. Builds on the curriculum of the first year of the Nursing program and socializes students into the nursing roles at the registered nurse level of responsibility. Provides opportunities to learn and to apply the knowledge and skills necessary to implement these roles in giving care to patients with complex physical and mental health problems. **Prerequisite:** NUR109. Clinical: Registration must be completed and TB test results and proof of current immunizations submitted before a student is permitted in the clinical area. Current CPR certification is also required. **Corequisite:** CS101. Corequisite may be completed prior to enrollment in NUR206. **F**

#### NUR208 Care of Patients in Situations of Crisis and in Community-Based Settings

5 class and 15 lab hrs/wk, 10 cr.

Provides opportunities to learn and to apply the knowledge and skills necessary to implement the roles of an associate degree registered nurse in providing care to patients experiencing a health-related crisis such as a critical illness, an acute exacerbation of a chronic illness, or an end-stage disease. Also provides the opportunity to gain knowledge and explore nursing practice in community-based settings. **Prerequisite:** NUR206. Clinical: Registration must be completed and TB test results and proof of current immunizations submitted before a student is permitted in the clinical area. Current CPR certification is also required. **Corequisite:** Social Science elective and sociology elective. Corequisites may be completed prior to enrollment in NUR208. **W**

#### NUR209 Preparation for Entry into Practice

3 class and 15 lab hrs/wk, 8 cr.

Provides opportunities to demonstrate mastery of the concepts and skills inherent in the beginning practice roles of an associate degree registered nurse. Focuses on the first-level management skills necessary for providing nursing care to groups of patients in acute or sub-acute care settings. As the culmination of the Nursing program clinical sequence, NUR209 incorporates a four-week preceptorship during which students demonstrate achievement of program outcomes.

**Prerequisite:** NUR208. Clinical: Registration must be completed and TB test results and proof of current immunizations submitted before a student is permitted in the clinical area. Current CPR certification is also required. **Corequisite:** Humanities/Fine Arts/Communication elective and General Education elective. Corequisites may be completed prior to enrollment in NUR209.

**Sp**

#### NUR268 Drug Therapy and Nursing Implications

3 class hrs/wk, 3 cr.

Trains students in the knowledge and principles required for safe administration of medications in caring for patients. Provides comprehensive base for clinical application, with specific considerations for pediatrics, maternity, and geriatric patients. **Prerequisite:** RN, currently enrolled nursing student, LPN. **Offered as needed.**

## OC

### Oceanography

#### OC133 Introduction to Oceanography

3 class hrs/wk, 3 cr.

Discusses four main areas of oceanography: chemical, physical, geological, and biological. Covers plate tectonics, ocean circulation, physical properties of seawater, chemical cycles, marine ecosystems, sedimentation, land and sea cycles, and climate effects. **Offered as needed.**

### Photography

See Art and Visual Communications.

**PE****Physical Education****PE131 Introduction to Physical Education****3 class hrs/wk, 3 cr.**

Covers human movement as a scientific and humanistic field of study, including historical development, professional opportunities and qualifications, and leaders and major organizations in physical education and athletics. **Sp**

**PE185AA,AB,AC Sports Conditioning****3 lab hrs/wk, 3 cr.**

Offers a conditioning program for specific athletic activities. Improves fitness, speed, and coordination with various protocols including plyometrics, agility, games, strength, and conditioning exercises. **F, W, Sp**

**PE185BG Baseball-Advanced****3 lab hrs/wk, 1 cr.**

Introduces the fundamentals of baseball. **F, W**

**PE185BJ,BK,BL Basketball-Beginning, Intermediate, Advanced****3 lab hrs/wk, 1 cr. each**

Emphasizes fundamental skills, team play, and a knowledge of the sport. **F, W, Sp**

**PE185BV,BW,BX Bowling-Beginning, Intermediate, Advanced****3 lab hrs/wk, 1 cr. each**

Presents the fundamentals, rules and etiquette of bowling. Develops specific skills necessary for successful recreation or lifetime sports activity. **F, W, Sp, Su**

**PE185CA,CB,CC Conditioning-Beginning, Intermediate, Advanced****3 lab hrs/wk, 3 cr.**

Offers a conditioning program designed to complement individual interests, needs, and goals. May improve some or all of the areas of physical fitness: cardiovascular, muscular, body composition, and flexibility. **F, W, Sp, Su**

**PE185CD,CE,CF Correctives-Beginning, Intermediate, Advanced****3 lab hrs/wk, 1 cr. each**

Provides the setting, assistance, and instruction for improving the fitness level of students with a physical injury or disability. **Prerequisite:** Completion of Health Information form by physician, registered therapist, or self. **F, W, Sp**

**PE185CM,CN,CP Cross Country Skiing-Beginning, Intermediate, Advanced****3 lab hrs/wk, 1 cr. each**

Provides the opportunity to learn cross country skiing on tracked and untracked terrain. **W**

**PE185DA,DB,DC Aerobics, Low Impact-Beginning, Intermediate, Advanced****3 lab hrs/wk, 1 cr. each**

Studies how to obtain cardiovascular and health benefits. Class activities may include any one of the following: power aerobics, step aerobics, jazz aerobics, line dancing, yoga aerobics, body sculpt, and hi/lo aerobics. **F, W, Sp, Su**

**PE185DM,DN,DO Aerobics-Beginning, Intermediate, Advanced****3 lab hrs/wk, 1 cr. each**

Covers how to increase cardiovascular and muscular endurance through dance routines or step movements and to develop muscular strength and flexibility through stretching, isometric, and isotonic routines. Includes information on proper nutrition. **F, W, Sp, Su**

**PE185DR,DS,DT Ballroom Dance-Beginning, Intermediate, Advanced****3 lab hrs/wk, 1 cr. each**

Prepares students to perform basic dance steps and common variations of the Swing, Foxtrot, Waltz, and Cha Cha. Beginning class covers basics. Intermediate and advanced classes cover progressively more difficult variations. **Offered as needed.**

**PE185FD,FE,FF Soccer-Beginning, Intermediate, Advanced****3 lab hrs/wk, 1 cr. each**

Covers the fundamentals of soccer and basic conditioning. **F, W, Sp**

**PE185GJ,GK,GL Golf-Beginning, Intermediate, Advanced****3 lab hrs/wk, 1 cr. each**

Offers training for the beginning to advanced golfer. Emphasizes the development of basic swing fundamentals. Students who have mastered the fundamentals will be allowed optional playing days. Also emphasizes proper golf etiquette, rules, and playing procedures. **F, Sp, Su**

**PE185JA,JB,JC Dance, Jazz-Beginning, Intermediate, Advanced****3 lab hrs/wk, 1 cr. each**

Covers basic warm-ups at the barre, stretching, isolations, and floor movement with emphasis on technique, alignment and contemporary jazz style. **F, W, Sp**

**PE185JJ,JK,JL Jogging-Beginning, Intermediate, Advanced****3 lab hrs/wk, 1 cr. each**

Covers jogging to gain and maintain cardiovascular fitness. **F, Sp**

**PE185KA,KB,KC Karate-Beginning, Intermediate, Advanced****3 lab hrs/wk, 1 cr. each**

Develops the basic language and movements of martial arts. **F, W, Sp, Su**

**PE185PA,PB,PC Personal Defense-Beginning, Intermediate, Advanced****3 lab hrs/wk, 1 cr. each**

Introduces preventive measures and basic moves related to personal defense. **Offered as needed.**

**PE185RA,RB,RC Racquetball-Beginning, Intermediate, Advanced****3 lab hrs/wk, 1 cr. each**

Familiarizes students with racquetball fundamentals, including grip, swing mechanics, rules, strategy and etiquette. **F, W, Sp**

**PE185SA,SB,SC Scuba Diving-Beginning, Intermediate, Advanced****3 lab hrs/wk, 1 cr. each**

Promotes and encourages the safe enjoyment of underwater activities, as well as increasing awareness of environmental sensitivity, while developing social, emotional, physical, and nutritional wellness skills. **Prerequisite:** PE185SB; PE185SA; PE185SC; PE185SB. **F, W, Sp, Su**

**PE185SD,SE,SF Swim for Fitness-Beginning, Intermediate, Advanced****3 lab hrs/wk, 1 cr. each**

Develops cardiovascular endurance through swimming. Stroke technique, interval training, and lap swimming are covered. **Prerequisite:** Beginning swimming. **F, W, Sp**

**PE185SH,SJ,SK Skiing-Beginning, Intermediate, Advanced****3 lab hrs/wk, 1 cr. each**

Presents fundamental downhill skiing techniques through instruction and skill application. **W**

**PE185SR Softball-Advanced****3 lab hrs/wk, 1 cr.**

Covers fundamentals, rules, and strategy of softball. Presents specific skills necessary for successful recreational and/or competitive experience in softball. Incorporates wellness in the areas of physical, social, emotional, and nutritional health; stress management; and student support systems. **F**

**PE185SS,ST,SU Swimming-Beginning, Intermediate, Advanced****3 lab hrs/wk, 1 cr. each**

Develops and improves swimming skills and fitness levels through a pool workout. Covers stroke improvement and swim conditioning. **F, W, Sp**

**PE185TF,TG,TH Tennis-Beginning, Intermediate, Advanced****3 lab hrs/wk, 1 cr. each**

Covers tennis fundamentals, including stroke production, rules, scoring, strategy, and court etiquette. **F, Sp, Su**

**PE185VJ,VK,VL Volleyball-Beginning, Intermediate, Advanced****3 lab hrs/wk, 1 cr. each**

Includes the fundamentals, rules, and strategy of volleyball. Develops specific skills necessary for successful recreational and/or competitive experience in volleyball. **F, W, Sp**

**PE185WA,WB,WC Weight Management-Beginning, Intermediate, Advanced****3 lab hrs/wk, 1 cr. each**

Educates, supports, and motivates individuals interested in managing their weight. Includes nutrition information, weigh-in, class discussion, and daily exercise management. **F, W, Sp, Su**

**PE185WD,WE,WF Weight Training-Beginning, Intermediate, Advanced****3 lab hrs/wk, 1 cr. each**

Develops and executes a strength-improvement program to meet individual goals. **F, W, Sp, Su**

**PE185WG Osteoporosis Risk Reduction**  
3 lab hrs/wk, 1 cr.

Covers an active lifestyle that helps prevent osteoporotic fractures by maintaining or increasing muscle strength, improving balance and coordination, decreasing rate of bone loss, and decreasing the incidence and severity of falls. Offered as needed.

**PE185WK,WL,WM Walking Fitness-Beginning, Intermediate, Advanced**  
3 lab hrs/wk, 1 cr. each

Helps develop a lifelong plan for walking fitness. Includes goal setting, group and individualized recommendations for walking intensity, and pre- and post-cardiovascular assessment.

F, W, Sp

**PE185WN,WO,WP Water Exercise-Beginning, Intermediate, Advanced**  
3 lab hrs/wk, 1 cr. each

Includes warm-up, stretching, strength, aerobic, and cool-down periods to improve flexibility, muscular strength, endurance and cardiovascular fitness. Intended for non-swimmers and swimmers. Emphasizes safe exercise. F, W, Sp, Su

**PE185YA,YB,YC Yoga-Beginning, Intermediate, Advanced**  
3 lab hrs/wk, 1 cr. each

Introduces Hatha physical yoga. Includes the background, safety precautions, and value of yoga. Emphasizes stretching postures, proper breathing techniques, and stress reduction. F, W, Sp, Su

**Professional Physical Education**

**PE194TF Tennis-Professional**  
1 class and 2 lab hrs/wk, 2 cr.

Demonstrates how to teach tennis. Intended for physical education majors. Sp

**PE266 Basketball Coaching Theory**  
2 class hrs/wk, 2 cr.

Introduces the coaching profession. Provides information, techniques, and strategies necessary to make a better coach. Addresses the fundamentals of organizing a basketball program using available resources, leadership strategies, and interpersonal communications. F

**PE294BP Professional Activities-Basketball**

1 class and 2 lab hrs/wk, 2 cr.

Includes skill progression, knowledge, strategy, teaching and coaching techniques, practice, rule interpretation, and conditioning for safety.

Offered as needed.

**PE294VP Professional Activities-Volleyball**

1 class and 2 lab hrs/wk, 2 cr.

Covers skill progressions, knowledge, strategy, practice, and conditioning; rules interpretation; and teaching and coaching techniques, as well as physical, social, emotional, and nutritional health; student support systems; and stress management. Offered as needed.

**PE294WP Professional Activities-Weight Training**

1 class and 2 lab hrs/wk, 2 cr.

Prepares students to do personal training, teach or coach weight training. Emphasizes various training techniques. Prerequisite: PE185WD or consent of instructor.

## PH

### Physics

**PH060 Applied Physical Science**  
2 class and 3 lab hrs/wk, 3 cr.

Provides the necessary physical science concepts and skills required to enter Industrial and Engineering programs. Prerequisite: Program instructor consent based on math placement score. F

**PH081 Applied Physics**

3 class and 2 lab hrs/wk, 4 cr.

Covers fundamental principles, concepts, and applications of work, energy, and power; basic machines and straight line and rotary motion. Uses vectors to analyze and solve problems.

Laboratory time provides demonstrations and experiments to clarify principles and procedures covered in lectures. Prerequisite: Concurrent enrollment in MTH082 or MTH053, or consent of instructor. F, W

**PH082 Applied Physics**

3 class and 2 lab hrs/wk, 4 cr.

Covers applied physics at post-high-school level covering mechanics of measurement, structure of matter, heat energy, heat engines, sound, light, and nuclear physics. Laboratory time provides demonstrations and experiments to clarify principles and procedures covered in lectures.

Prerequisite: PH081 or consent of instructor.

Offered as needed.

**PH111 and PH111R Physical Science for Fire Science and Emergency Services**

3 class, 2 lab, and 1 recitation hrs/wk, 5 cr.

Covers matter, laws of motion and force, and machines and mechanics of liquids. Laboratory time is provided to help clarify the principles and procedures covered in class. Prerequisite: MTH070 or equivalent as determined by instructor, or consent of instructor. Corequisite: PH111 with PH111R. Offered as needed.

**PH201 General Physics**

3 class and 3 lab hrs/wk, 4 cr.

Offers the first term of a three-term sequence of introductory algebra-based college physics. Includes kinematics, Newton's laws, energy, momentum, and rotation. Prerequisite: MTH111 and MTH112. F

**PH202 General Physics**

3 class and 3 lab hrs/wk, 4 cr.

Covers the second term of a three-term sequence of introductory algebra-based college physics. Includes fluids, oscillations, waves, thermodynamics, and electricity. Prerequisite: PH201. W

**PH203 General Physics**

3 class and 3 lab hrs/wk, 4 cr.

Offers the third term of a three-term sequence of introductory algebra-based college physics. Includes circuits, magnetism, electromagnetic waves, and optics. Prerequisite: PH202. Sp

**PH207 Astronomy**

3 class and 2 lab hrs/wk, 4 cr.

Describes Earth's coordinate system, observational astronomy, the moon and the planets, evolution of the solar system, and the sun. Lab demonstrations illustrate principles of our solar system.

Prerequisite: Grade of C or better in MTH070. F

**PH208 Astronomy**

3 class and 2 lab hrs/wk, 4 cr.

Describes stellar coordinates and sidereal time, the nature of light and the spectroscope, and the birth and death of stars. Prerequisite: Grade of C or better in MTH070. W

**PH209 Astronomy**

3 class and 2 lab hrs/wk, 4 cr.

Describes astronomical, optical, and radio telescopes; the Milky Way galaxies; the universe of galaxies; the origin of the universe and life in the universe. Laboratory demonstrations illustrate physical principles of the galactic system.

Prerequisite: Grade of C or better in MTH070.

Sp

**PH211 Physics for Engineers and Scientists**

4 class and 3 lab hrs/wk, 5 cr.

Presents the first term of a three-term sequence of introductory calculus-based physics. Includes kinematics, Newton's laws, energy, momentum, rotation, and gravitation. Prerequisite: MTH251. F

**PH212 Physics for Engineers and Scientists**

4 class and 3 lab hrs/wk, 5 cr.

Presents the second term of a three-term sequence of introductory calculus-based physics. Covers fluids, oscillations, waves, thermodynamics, and electricity. Prerequisite: MTH252 and PH211. W

**PH213 Physics for Engineers and Scientists**

4 class and 3 lab hrs/wk, 5 cr.

Offers the third term of a three-term sequence of introductory calculus-based physics. Includes circuits, magnetism, and light. Prerequisite: PH212. Sp

## PHL

### Philosophy

**PHL201 Philosophical Problems: Metaphysics**

3 class hrs/wk, 3 cr.

Offers a general survey of metaphysics, the study of the ultimate nature of reality. Emphasizes terms, theories, and an analysis of arguments in metaphysics. Serves as a foundation for other classes in philosophy, specifically Critical Thinking and Logic, Theory of Knowledge and Elementary Ethics. F, W, Sp

### **PHL202 Philosophical Problems: Theory of Knowledge**

**3 class hrs/wk, 3 cr.**

Focuses on the theory of knowledge, a central area in philosophy. Emphasizes terms, theories, and the analysis of arguments. Introduces the nature of belief, the nature of truth, and the nature of justification. **W, Sp**

### **PHL203 Elementary Ethics**

**3 class hrs/wk, 3 cr.**

Introduces ancient and modern theories of ethics with application to contemporary moral problems. Includes and applies theories to various social and personal dilemmas, and examines the strengths and weaknesses of standard arguments supporting them. Enables presentation of personal philosophical and ethical views in an informed, passionate, and compassionate manner. **W, Sp**

### **PHL204 Critical Thinking and Logic**

**3 class hrs/wk, 3 cr.**

Develops critical thinking to determine one's own and others' reasons for believing things and assessing those reasons. Provides the ability to sympathetically understand beliefs one does not share and the courage to subject one's own beliefs to scrutiny. Uses logic as the technique for the rational assessment of argument. Relates the formal reasons for the success or failure of arguments. **Offered as needed.**

### **PHL205 Biomedical Ethics**

**3 class hrs/wk, 3 cr.**

Covers ethical decision-making in Western, Eastern, and non-traditional settings. Explores real-world health problems in light of historical and contemporary ethical theories. Analyzes professional ethical codes and obligations in order to identify the health care professional's special responsibilities in arriving at decisions which often have profound consequences. **Offered as needed.**

### **PHL206 Faith and Reason: Philosophy of Religion**

**3 class hrs/wk, 3 cr.**

Explores the complex relationship between faith and reason. Analyzes classical and contemporary texts that address the uneasy relationship between the two phenomena. Focuses on both rational attacks against, and rational defenses of, reason, and thereby, on the nature and the scope-the limits-of rational thought. Also examines the character of religious belief, and the ways in which reason has been used both to attack and to defend religious faith. **Offered as needed.**

## **PS**

### **Political Science**

#### **PS201 American Government**

**3 class hrs/wk, 3 cr.**

Introduces American government and its attendant political culture. Focuses on the inner dynamics of American political ideologies, the nature of political socialization, and the political philosophy imbedded in the United States Constitution. Studies the relationship between the American political system and its capitalist economic system. Provides an analysis of democratic theory and process, and the role of education and the mass media in shaping American politics. **F, W, Sp, Su**

#### **PS202 American Government**

**3 class hrs/wk, 3 cr.**

Continues PS201. Examines the three branches of government. Includes the study of the relationship of corporate America and government, and the making and execution of domestic and foreign policy. PS201 recommended but not required. **F, W, Sp, Su**

#### **PS203 State and Local Government**

**3 class hrs/wk, 3 cr.**

Introduces U.S. state and local governments with emphasis on comparative political behavior in states and communities. Covers the political and institutional processes by which state and local governments make policy as well as the policy outputs themselves. **Offered as needed.**

#### **PS205 International Relations**

**3 class hrs/wk, 3 cr.**

Introduces world politics. Deals with the nature of global conflict, nationalism, U.S. foreign policy, the role of multinational corporations in international decision making, North-South relations, and the mechanisms of conflict resolutions. Examines current global issues facing nation-states. **Offered as needed.**

## **PSY**

### **Psychology**

#### **PSY100 Introduction to Psychology**

**3 class hrs/wk, 3 cr.**

Introduces perspectives in psychology; scientific methods of inquiry; biological foundations; sensation and perception; consciousness, learning, emotion, and motivation; personality theory; abnormal behavior; and therapeutic interventions. **F, W, Sp, Su**

#### **PSY101 Psychology of Human Relations**

**3 class hrs/wk, 3 cr.**

Explores basic principles of psychology necessary for enhancing self-understanding, effective communication, and development of positive interpersonal relationships. Covers developing emotional well-being, determining values and setting goals, and dealing with problems and changes in interpersonal relations resulting from an individual's growth and development. **F, W, Sp, Su**

#### **PSY104 Psychology in the Workplace**

**3 class hrs/wk, 3 cr.**

Integrates documented principles from psychology and human relations and applies them to the workplace of the 21st Century. Includes recognition and analysis of personal strengths, enhancement of personal effectiveness, development of team work skills, and mastery of conflict mediation techniques, with emphasis on taking personal responsibility for change and problem solving. **F, W, Sp, Su**

#### **PSY119 Human Potential Seminar**

**3 class hrs/wk, 3 cr.**

Presents selected psychology theory concepts on the humanistic branch of psychology. Translates theory into practical application, and applies concepts for increasing self-determination, self-motivation, and self-affirmation to enhance life satisfaction and success. **Offered as needed.**

#### **PSY201 General Psychology-Biological Emphasis**

**3 class hrs/wk, 3 cr.**

Focuses on psychology as a science stressing history, methodology, the biological foundations of behavior, human development, sensation and perception. **F, W, Sp, Su**

#### **PSY202 General Psychology - Cognitive Emphasis**

**3 class hrs/wk, 3 cr.**

Presents an overview to the operation of cognitive processes. Includes principles of learning, memory, cognition, motivation, and emotion. Recommended that students take PSY201 prior to this course. **F, W, Sp, Su**

#### **PSY203 General Psychology-Clinical/Social Emphasis**

**3 class hrs/wk, 3 cr.**

Covers principles and theories of personality, psychological disorders, psychotherapy, social influence, and stress. Recommended that students take PSY201 prior to this course. **F, W, Sp, Su**

#### **PSY206 Introduction to Social Psychology**

**3 class hrs/wk, 3 cr.**

Covers problems, theories, and methods of social psychology. Emphasizes diverse ways social influences alter an individual's thoughts, feelings, and actions. Examines prejudice, conformity, leadership, and aggression and how they affect such events as war, sexuality, discrimination, violence, and interpersonal attraction. Recommended that students take PSY201 prior to this course. **Offered as needed.**

#### **PSY237 Life Span Development**

**3 class hrs/wk, 3 cr.**

Surveys human growth and development from genetics and conception to death. Recommended that students take PSY201 prior to this course. **F, W, Sp, Su**

### PSY239 Introduction to Abnormal Behavior

3 class hrs/wk, 3 cr.

Discusses theories, diagnosis and treatment of the major psychopathological syndromes. Covers specific disorders such as anxiety, depression, schizophrenia, psychophysiological disorders, personality disorders, and sexual variations and dysfunctions. Recommended that students take PSY201 prior to this course. **F, W, Sp, Su**

## QS

### Quality Science

#### QS062A Foundations for Quality, Overview (Partnerships for Quality)

10 class hrs, 1 cr.

Provides an orientation to a system of approaches for integrating continuous improvement into a business or organization. **Offered as needed.**

#### QS062B Foundations of Quality (Partnerships for Quality)

20 class hrs, 2 cr.

Introduces a system of approaches for integrating continuous improvement into a business or organization. **Offered as needed.**

#### QS062C Managing Customer Expectations (Partnerships for Quality)

10 class hrs, 1 cr.

Guides participants through an examination of who their customers are, how to serve them, what value is, and how it evolves. **Offered as needed.**

#### QS062D Continuous Process Improvement (Partnerships for Quality)

20 class hrs, 2 cr.

Provides information and practice in process management and improvement. Uses a comprehensive simulation for practicing the quality tools of CPI. **Offered as needed.**

#### QS062E Simulation for Continuous Process Improvement (Partnerships for Quality)

10 class hrs, 1 cr.

Simulates work environment designed to provide practice applying the key tools of process improvement. Participants assume jobs in a fictional company and experience the problems of a traditional workplace first-hand while collaboratively redesigning the system to increase productivity, employee morale and quality. **Offered as needed.**

#### QS062F ISO 9000 Overview (Partnerships for Quality)

10 class hrs, 1 cr.

Provides an overview to the ISO 9000 series, a set of international standards that have been developed to provide direction in the design, assessment, and maintenance of quality systems. Includes history, standards, and the resources required of an organization desiring to implement them. **Offered as needed.**

#### QS062G Understanding ISO 9000 (Partnerships for Quality)

10 class hrs, 1 cr.

Prepares participants in companies that will undergo ISO 9000 registration. **Offered as needed.**

#### QS062H Quality Auditing (Partnerships for Quality)

10 class hrs, 1 cr.

Provides an understanding of the quality auditing process, with particular focus and application on internal quality auditing and associated role of corrective action. **Offered as needed.**

#### QS062I Effective Team Skills (Partnerships for Quality)

24 class hrs, 2 cr.

Provides an opportunity to learn and practice effective team skills using a variety of learning modules, including team activities, simulation, role-play, meeting practice, presentations, self-assessments, surveys and discussion. **Offered as needed.**

#### QS062J Facilitating Effective Teams (Partnerships for Quality)

20 class hrs, 2 cr.

Presents team facilitator and team facilitation skills through a variety of learning modules, including team activities, videotaping, simulation, role-play, meeting practice, presentations, self-assessments, surveys, process analysis, and discussion. **Offered as needed.**

#### QS062K Putting Teams to Work (Partnerships for Quality)

10 class hrs, 1 cr.

Examines the merit of teams and how teams might support their organization's business strategy through team activities, simulation, role-play, meeting practice, presentations, self-assessments, surveys, individual exercises, and discussion. **Offered as needed.**

#### QS062L Statistical Process Control (SPC) (Partnerships for Quality)

32 class hrs, 3 cr.

Prepares participants for developing and implementing Statistic Process Control (SPC) in their organizations. **Offered as needed.**

#### QS062M Gauge Capability (Partnerships for Quality)

12 class hrs, 1 cr.

Shows how the continuous improvement of product and service quality has become the primary driver for increasing productivity, customer satisfaction and employee involvement. Covers the use and interpretation of gauge capability studies and statistical control of a gauge setup. **Offered as needed.**

#### QS062N Just-In-Time (Partnerships for Quality)

12 class hrs, 1 cr.

Introduces JIT core techniques for manufacturing organizations using simulation exercises. **Offered as needed.**

#### QS062O Cycle Time Reduction (Partnerships for Quality)

10 class hrs, 1 cr.

Provides practical ideas and tools for reducing cycle time in a manufacturing or service setting. **Offered as needed.**

#### QS062P Strategic Planning for Change (Partnerships for Quality)

20 class hrs, 2 cr.

Presents a process for organizational change and growth by facilitating the organizational strategy decision-making process for managers and other leaders. Participants will complete an action plan to take back to their workplace to initiate a change process or strengthen the strategic plan for their organization. **Offered as needed.**

#### QS062Q Leadership for Change (Partnerships for Quality)

20 class hrs, 2 cr.

Assists in understanding the changing role of leadership. Participants will examine the skills, roles and styles that leaders must understand and encourage in others to improve organization effectiveness. **Offered as needed.**

## RD

### Reading

See also Communication Skills, Study Skills.

#### RD080 Effective Reading

3 class hrs/wk, 3 cr.

Focuses on active reading by identifying main ideas and major details in a variety of materials. Improves comprehension by understanding vocabulary clues and patterns of organization. Introduces outlining, mapping, and summarizing to improve learning. **Prerequisite:** Recommendation of college placement test or consent of instructor. **F, W, Sp, Su**

#### RD090 College Textbook Reading

3 class hrs/wk, 3 cr.

Prepares students to comprehend and apply information from college-level textbooks. Encourages active reading by teaching students how to ask and look for answers to questions about author's purposes and strategies. Includes application of active reading skills to specific academic disciplines and career fields. **Prerequisite:** Recommendation of college placement test or consent of instructor. **F, W, Sp, Su**

#### RD115 Academic Thinking and Reading

3 class hrs/wk, 3 cr.

Prepares students to become active participants in the process of reading more sophisticated college-level materials. Encourages students to build and apply a repertoire of reading and thinking strategies to meet the demands of an academic setting. **Prerequisite:** Grade of C or better in RD090; college reading placement test score at or above 40-46 or consent of instructor. **F, W, Sp, Su**

#### RD120 Critical Thinking and Reading

3 class hrs/wk, 3 cr.

Develops vital critical and creative thinking and reading skills. Students will apply these skills as they consider issues of Difference, Power, and Responsibility (DPR) within American society. **Prerequisite:** College placement score at or above RD115 or consent of instructor. **F, W, Sp**

## REL

### Religion

#### REL201 Primitive and Far Eastern Religions

3 class hrs/wk, 3 cr.

Introduces the principal components of the dominant religions in the Far East—Hinduism, Buddhism, and Taoism. Traces the historical development, fundamental beliefs, and practices, and recommended lifestyle of each. Includes how to study a religion. **F, W, Sp**

#### REL202 Near Eastern Religions

3 class hrs/wk, 3 cr.

Explores the principal components of the dominant monotheistic religions of the Near East—Judaism, Christianity and Islam. Traces the historical development and fundamental beliefs and practices of each religion. **W**

#### REL203 American Religions

3 class hrs/wk, 3 cr.

Focuses on the dominant religions of America, both contemporary and historical. Examines the dynamic relation between American history and American faith traditions. **Sp**

## RUS

### Russian

#### RUS101, 102, 103 First Year Russian, Terms 1, 2, 3

4 class hrs/wk, 4 cr. each

Introduces the Russian language (including listening, speaking, reading, and writing) and Russian culture (including geography, customs, daily life, heritage, and literature), facilitated by the study of vocabulary, grammar, short readings, and guided conversation. Instructor and students use Russian as the primary language of class.

**Prerequisite:** These classes are to be taken sequentially. RUS101: None; RUS102: RUS101, one year of high school Russian, or consent of instructor; RUS103: RUS102, two years of high school Russian, or consent of instructor. RUS101: **F**; RUS102: **W**; RUS103: **Sp**

#### RUS201, 202, 203 Second Year Russian, Terms 1, 2, 3

4 class hrs/wk, 4 cr. each

Provides practice in all four language skills (reading, writing, speaking, and listening). Included are cultural and literary readings and an in-depth review and expansion of basic Russian grammar and vocabulary, as well as a broadening of the student understanding of Russian culture. All classroom interaction (both by instructor and students) takes place in Russian. **Prerequisite:** These classes are to be taken sequentially. RUS201: RUS103, three years of high school Russian, or consent of instructor; RUS202: RUS201 or consent of instructor; RUS203: RUS202 or consent of instructor. **Offered as needed.**

### Secretarial

See Business Technology.

## SLP

### Speech Language Pathology

#### Assistant

See also Education.

#### SLP180 Survey of Speech and Language Disorders

3 class hrs/wk, 3 cr.

Provides an overview of the profession of speech language pathology. Describes the nature of various speech, language, voice, and hearing; covers communication development in children and descriptions of language differences. Includes the training, scope, and practice of a speech language pathologist and a speech language pathology assistant. **F, offered as needed.**

#### SLP181 Phonetics for Language

3 class hrs/wk, 3 cr.

Covers the listening/discrimination and transcription skills required to identify normal and disordered speech behaviors. Describes the motoric and linguistic acquisition of normal and disordered speech along with basic approaches to intervention that can be used by speech language pathology assistants. Focuses on transcription of American English speech sounds and the physical and linguistic development of speech. **W, offered as needed.**

#### SLP182 Intervention Strategies for SLP Assistants

3 class hrs/wk, 3 cr.

Focuses on approaches to intervention that speech language pathology assistants can use with children, adolescents, and adults within the limits of a specified scope of practice. Covers data and record keeping methodologies along with types of materials and approaches that are motivating for students/clients in different age groups. **Prerequisite:** SLP180. **Sp, offered as needed.**

#### SLP183 Introduction to Language Development

3 class hrs/wk, 3 cr.

Introduces language development for students pursuing training as a speech language pathology assistant and those in early childhood education. Provides an overview of basic linguistics and practical applications of the theoretical explanations of language acquisition. Includes observation of infants, children, and adolescents as the major focus for the identification and the milestones of language development. **W, offered as needed.**

#### SLP184 Language Therapy

3 class hrs/wk, 3 cr.

Offers an advanced clinical course for students pursuing training as speech language pathology assistants. Focuses primarily on the age groups of early childhood, childhood, and adolescence. Includes intervention approaches that can be used successfully with adults. Provides directed application of language, cognitive, and behavioral therapy techniques in individual and group intervention modalities. Stresses integration of interpersonal and paraprofessional knowledge and skills into clinical activities. **Prerequisite:** SLP180, SLP182, SLP183. **F, offered as needed.**

#### SLP185 Anatomy and Physiology of Speech and Language

3 class hrs/wk, 3 cr.

Focuses on the anatomy and physiology specific to speech as a medium of communication and to the underlying modalities of language. Presents the anatomical structures and the physiology fundamental to various speech disorders, along with the role of anatomy and physiology in speech and language rehabilitation. Provides differentiation when appropriate among the anatomy and physiology of infants, children, adolescents, and adults. **Su**

#### SLP186 Speech Intervention with Children, Adolescents and Adults

3 class hrs/wk, 3 cr.

Presents an advanced clinical intervention course for speech language pathology assistants. Covers the various uses of group and individual therapy. Discusses treatment content and pacing. Includes the application of reinforcement schedules along with effective use of various speech sound teaching and correction strategies. **Prerequisite:** SLP180, SLP181. **Sp**

#### SLP187 Clinical Documentation and Materials Management for the SLPA

3 class hrs/wk, 3 cr.

Covers the development and use of therapeutic teaching materials based on knowledge of communication disorders, speech production, clinical intervention, and normal language and cognitive development. Includes various approaches to documenting the results of intervention. Focuses on the use of developmental and behavioral models to produce materials and assessment of various intervention programs. **Prerequisite:** SLP180. **Su**

#### SLP188 Communication Disorders in Low Incidence Populations

3 class hrs/wk, 3 cr.

Focuses on the nature of communication and on swallowing and feeding disorders in groups of children with various types of disabilities that occur with a low frequency in the general population. Describes the specific communication, swallowing, and feeding disorders manifested in these various groups, along with the approaches to, and types of, intervention. Emphasizes the role of the assistant in the administration of behavioral treatment methods and tracking of progress with various data methods as a major key to success for these clients in both group and individual treatment models. Includes an overview of the various genetic disorders. **Prerequisite:** SLP180. **Sp**

#### SLP189 SLPA Practicum 1

1 class and 6 lab hrs/wk, 3 cr.

Focuses on guided practice in speech language pathology assisting. Includes working with a speech language pathologist supervisor at one or more sites of service. Emphasizes skill shaping and improvement using input from the supervising clinician and the college instructor.

**Prerequisite:** Successful completion of all SLPA courses or consent of instructor. **F, W, Sp**

## SLP190 SLPA Practicum 2

1 class and 6 lab hrs/wk, 3 cr.

Focuses on guided practice in speech language pathology assisting. Includes working with a speech language pathologist supervisor at one or more sites of service. Emphasizes skill shaping and improvement using input from the supervising clinician and the college instructor. **Prerequisite:** SLP189 or consent of instructor. **F, W, Sp**

## SOC

### Sociology

#### SOC204 General Sociology-Introduction

3 class hrs/wk, 3 cr.

Covers basic issues and findings regarding the biological, symbolic, and social nature of humankind. Discusses foundations for social interaction including patterns of social structure, culture, socialization, primary relationships, social differentiation, organization, deviance, and collective behavior. Includes principles of scientific methods and major sociological theorists. **F, W, Sp, Su**

#### SOC205 General Sociology-Institutions

3 class hrs/wk, 3 cr.

Analyzes social institutions with special emphasis on family, religion, education, economy, and politics. Identifies factors contributing to institutional stability and change. It is recommended that students take SOC204 prior to this course. **F, W, Sp, Su**

#### SOC206 General Sociology-Social Problems

3 class hrs/wk, 3 cr.

Uses a sociological approach to major social problems in contemporary American society. Emphasizes concepts of aging, health care, law, leisure, minorities, pollution, poverty, technology, urbanization, work, and youth. It is recommended that students take SOC204 prior to this course. **F, W, Sp, Su**

#### SOC210 Marriage and Family Relationships

3 class hrs/wk, 3 cr.

Uses a sociological approach to marriage, including preparation for marriage, mate selection, adjustment to marriage, marital problems to expect and solve, and changing styles of family relationships. **Offered as needed.**

#### SOC221 Juvenile Delinquency

3 class hrs/wk, 3 cr.

Examines the nature, extent, causes, control, reaction, treatment, and rehabilitation of juvenile delinquency in contemporary American society from a sociological perspective. **Offered as needed.**

#### SOC235 Society and Forestry

3 class hrs/wk, 3 cr.

Analyzes some of the classical sociological theories and their relevance in understanding the management of forests and natural resources by a society. **W**

## SP

### Speech

#### SP100 Introduction to Communication

3 class hrs/wk, 3 cr.

Surveys the areas of communication with emphasis on intrapersonal, interpersonal, group, and mass communication modes. **F, W, Sp**

#### SP111 Fundamentals of Public Speaking

3 class hrs/wk, 3 cr.

Covers preparation and delivery of public speeches with an emphasis on informative speaking. **F, W, Sp, Su**

#### SP112 Fundamentals of Persuasion

3 class hrs/wk, 3 cr.

Introduces public speaking on a persuasive level. Includes discussion of the verbal and non-verbal levels of persuasion. Concentrates on effective delivery, theories of persuasion, and use of support in effective persuasive speeches. Activities allow use of theories in public speaking situations. **F, W, Sp**

#### SP115 Introduction to Intercultural Communication

3 class hrs/wk, 3 cr.

Explores impact of culture on communication. Investigates the areas of language, non-verbal communication, values, cultural systems, sex roles, belief systems, and culture shock. **F, W, Sp, offered as needed.**

#### SP130 Business and Professional Speaking

3 class hrs/wk, 3 cr.

Designed to improve speech efficiency, self-confidence, and skill in planning, organizing, and delivering the kinds of presentations encountered in business organizations through practical experiences in designed communication situations. **Offered as needed.**

#### SP218 Interpersonal Communication

3 class hrs/wk, 3 cr.

Introduces interpersonal, dyadic communication. Emphasizes increasing communication skills within personal and work settings. **F, W, Sp, Su**

#### SP219 Fundamentals of Small Group Communication

3 class hrs/wk, 3 cr.

Emphasizes communication skills to participate in team settings. Covers the characteristics of small groups, leadership, and conflict management skills. **F, W, Sp**

#### SP229 Reader's Theater

3 class hrs/wk, 3 cr.

Provides opportunities for students to explore literature through interpretive reading with emphasis on characterization, emotional response, and analysis of literacy structure and function. **Offered as needed.**

## SPN

### Spanish

#### SPN101, 102, 103 First Year Spanish, Terms 1, 2, 3

4 class hrs/wk, 4 cr. each

Introduces the Spanish language (including listening, speaking, reading, and writing) and Hispanic culture (including geography, customs, daily life, heritage, and literature), facilitated by the study of vocabulary, grammar, short readings, and guided conversation. Instructor and students use Spanish as the primary language of the class. **Prerequisite:** These classes are to be taken sequentially. SPN101: None; SPN102: SPN101, one year of high school Spanish, or consent of instructor; SPN103: SPN102, two years of high school Spanish, or consent of instructor. SPN101: **F**; SPN102: **W**; SPN103: **Sp**

#### SPN111, 112, 113 Beginning Spanish Conversation Terms 1, 2, 3

3 class hrs/wk, 3 cr. each

Covers Spanish for beginners whose primary goal is basic communication in the language and an understanding of Hispanic culture. Listening, speaking, reading, and writing skills are developed with an emphasis on conversation, facilitated by the study of vocabulary and structure. Instructor and students use Spanish as the primary language of the class. **Prerequisite:** These classes are to be taken sequentially. SPN111: None; SPN112: SPN111 or consent of instructor; SPN113: SPN112 or consent of instructor. SPN111: **F**; SPN112: **W**; SPN113: **Sp**

#### SPN121, 122, 123 Espanol para nativos (Spanish for Native Speakers) Terms 1, 2, 3

4 class hrs/wk, 4 cr. each

Studies Spanish in Spanish. Designed to help native speakers of Spanish develop reading, writing, and grammar skills in their native language, and to appreciate the depth and diversity of Hispanic culture in the United States and abroad. Emphasizes spelling, accents, vocabulary, punctuation, and sentence grammar of standard Spanish, and consist of daily readings, dictations, and composition. **Prerequisite:** These classes are to be taken sequentially. SPN121: Native Spanish speaker. No previous college coursework in Spanish is required. However, students are expected to have had some contact with the written language; SPN122: SPN121 or consent of instructor; SPN123: SPN122 or consent of instructor. **Offered as needed.**



### **SPN150, 151 First Year Spanish, Accelerated Terms 1, 2**

**6 class hrs/wk, 6 cr. each**

Introduces the Spanish language (including listening, speaking, reading, and writing) and Hispanic culture (including geography, customs, daily life, heritage, and literature), facilitated by the study of vocabulary, grammar, short readings, and guided conversation. This two-quarter sequence is equivalent to the three quarters of SPN101, 102, 103. Instructor and students use Spanish as the primary language of the class. **Prerequisite:** SPN150: None. It is recommended that the student have had some experience studying a foreign language; SPN151: SPN150, one year of high school Spanish, or consent of instructor. **Offered as needed**

### **SPN201, 202, 203 Second Year Spanish, Terms 1, 2, 3**

**4 class hrs/wk, 4 cr. each**

Practice in four language skills (reading, writing, speaking, and listening). Included are cultural and literary readings and an in-depth review and expansion of basic Spanish grammar and vocabulary, as well as a broadening of the understanding of Hispanic culture. Instructor and students use Spanish as the primary language of the class. **Prerequisite:** These classes are to be taken sequentially. SPN201: SPN103, SPN123, three years of high school Spanish, or consent of instructor; SPN202: SPN201 or consent of instructor; SPN203: SPN202 or consent of instructor. SPN201: **F**; SPN202: **W**; SPN203: **Sp** or SPN201-203: Summer Program in Ecuador.

### **SPN211, 212, 213 Intermediate Spanish Conversation Terms 1, 2, 3**

**3 class hrs/wk, 3 cr. each**

Covers Spanish for intermediate learners whose primary goal is increased basic communication in the language and an expanded understanding of Hispanic culture. Listening, speaking, reading, and writing skills continue to be developed with an emphasis on conversation, facilitated by the study of vocabulary and structure. Instructor and students use Spanish as the primary language of the class. **Prerequisite:** These classes are to be taken sequentially. SPN211: SPN113, SPN102 or consent of instructor; SPN212: SPN211 or consent of instructor. SPN213: SPN212 or consent of instructor. SPN211: **F**; SPN212: **W**; SPN213: **Sp**

## **SSC**

### **Social Science**

**See also Chicano/Latino Studies.**

#### **SSC100 Foundation of American Indian Languages**

**3 class hrs/wk, 3 cr.**

Introduces the diversity and cultural contexts of American Indian Languages. Explores historic migrations, ways of word-borrowing, humor, and musical texts. Also covers gender issues, ecological concerns, spirituality, and political views of speakers, combined with rudiments of linguistics, phonetics, writing systems, and efforts to revitalize indigenous languages. **Offered as needed.**

### **SSC150 Ethnic Cultures of the Northwest United States**

**3 class hrs/wk, 3 cr.**

Introduces the major ethnic groups currently residing in the northwest United States, focusing on Native Americans, Hispanics/Latinos, African-Americans, and Asian-Americans. **Offered as needed.**

#### **SSC206 Introduction to Diversity Studies**

**3 class hrs/wk, 3 cr.**

Promotes awareness and knowledge of the differences and similarities among diverse groups and individuals in society. Focuses on discussion and analysis of national demographic trends, immigration policy, sociological concepts of race, ethnicity, social class, age, gender, and the dynamics of social interaction and power. **Offered as needed.**

## **SSP**

### **Study Skills**

**See also Reading.**

#### **SSP013A,B,C Spelling Basics**

**1 class hr/wk each, 1 cr. each**

Provides instruction in the basic patterns of English spelling as well as strategies to use to master frequently misspelled words. Focuses on learning words that are specific to individual needs.

**Prerequisite:** Determined by in-class placement test or consent of instructor. **F, W, Sp, Su**

#### **SSP014A,B,C Spelling Rules**

**1 class hr/wk, 1 cr. each**

Provides individualized instruction including rules of spelling and exceptions to the rules, as well as practice in pronunciation, writing of sentences, and development of a personal spelling list. Spelling rules include use of final e, apostrophes and ie/ei. **Prerequisite:** Determined by in-class placement test or consent of instructor. **F, W, Sp, Su**

#### **SSP015A,B,C Vocabulary Building**

**1 class hr/wk, 1 cr. each**

Focuses on improving vocabulary by learning strategies for remembering new words. Determine the meanings of new words by using context clues, word parts (prefix, suffix, root) and word history. Relates these strategies to the terminology in college textbooks. **Prerequisite:** Determined by in-class placement test or consent of instructor. **F, W, Sp, Su**

#### **SSP030A,B,C Advanced Vocabulary Building**

**1 class hr/wk, 1 cr. each**

Provides instruction in vocabulary analysis in order to increase general and/or technical vocabulary. A one-credit option applies word-part strategies in medical terminology. **Prerequisite:** Determined by in-class placement test or consent of instructor. **F, W, Sp, Su**

### **SSP051 Studying for College**

**3 class hrs/wk, 3 cr.**

Focuses on implementing positive changes in behavior for pre-program technical students who feel challenged in getting organized and studying effectively. Provides strategies for learning effectively in a college setting. **Offered as needed.**

#### **SSP101 Creating College Success**

**3 class hrs/wk, 3 cr.**

Presents strategies which contribute to success in college. Students create a personal and academic plan and learn how to maintain motivation, form a support system, and manage time. **Offered as needed.**

#### **SSP112 Strategic Studying**

**3 class hrs/wk, 3 cr.**

Develops practical and efficient learning strategies. Focuses on note-taking, listening, textbook study-reading, and time management. Covers test-taking skills, test anxiety, concentration, and memory strategies. Identifies campus resources and learning styles. Applies these skills to issues of Difference, Power, and Responsibility (DPR) within American society. **Prerequisite:** Reading placement test score at or above RD090 or consent of instructor.

**F, W, Sp, Su**

#### **SSP115 Advanced Time Management**

**1 class hr/wk, 1 cr.**

Develops practical and efficient time management strategies. **Prerequisite:** Reading placement test score at or above RD090 or consent of instructor.

**F, W, Sp, Su**

#### **SSP116 Advanced Textbook Reading**

**1 class hr/wk, 1 cr.**

Develops practical and efficient textbook study reading strategies. **Prerequisite:** Reading placement test score at or above RD090 or consent of instructor. **F, W, Sp, Su**

#### **SSP117 Advanced Note-Taking**

**1 class hr/wk, 1 cr.**

Develops practical and efficient textbook and lecture note-taking as well as listening strategies.

**Prerequisite:** Reading placement test score at or above RD090 or consent of instructor. **F, W, Sp, Su**

#### **SSP118 Advanced Test-Taking**

**1 class hr/wk, 1 cr.**

Develops practical and efficient test-taking strategies. **Prerequisite:** Reading placement test score at or above RD090 or consent of instructor. **F, W, Sp, Su**

## ST

### Occupational Skills Training

#### ST050A-P Occupational Skills Training

**40-600 lab hrs/term, variable 1-15 cr. per term**  
Primary component course for a worksite-based, short-term training program. Student receives training at a worksite based on an individualized curriculum developed to meet student needs and skill requirements of the chosen occupation. Student must meet with an OST staff member to determine training objectives, site, and curriculum. Tuition is based on number of hours training on-site. See information in the Programs of Study section of this catalog for pertinent information regarding enrollment and non-credit options. Open entry at any time. **F, W, Sp, Su**

## TA

### Theater Arts

#### TA110 Introduction to Theater

**3 class hrs/wk, 3 cr.**

Covers performance interpretation using a range of mediums for presenting plays. Focuses on student identification of dramatic conflict and interpretation using the current and historic symbolic language of the stage. **Offered as needed.**

#### TA121 Fundamentals of Acting-Beginning

**3 class hrs/wk, 3 cr.**

Introduces the basic skills of acting. Defines the common terminology used in acting and demonstrates the similarities between different systems of acting. Offers an overview of the ancient history of western acting, including the roots of acting and a respect for its traditions.

**F, W, Sp**

#### TA122 Fundamentals of Acting-Intermediate

**3 class hrs/wk, 3 cr.**

Reinforces the ideas and systems covered in TA121. Focuses on enforcing the habit of instant recall of key concepts and physical patterns. Includes extensive work on movement systems such as the Alexander system. Provides experience in actors being exposed to cold readings. Also guides student actors in more complex and demanding scenes and monologues. **Prerequisite:** TA121.

**F, W, Sp**

#### TA123 Fundamentals of Acting-Advanced

**3 class hrs/wk, 3 cr.**

Emphasizes the human voice as a key part of training. Exposes actors to improv comedy, to audition techniques, and discusses where to go for further experience. Includes video taping of final projects to prepare actors for TV or film work. Covers strategies for becoming an extra in local films and recommends additional training at university or private programs. **Prerequisite:** TA122. **F, W, Sp**

#### TA130A,B,C Acting Production

##### Workshop: First Year

**3-9 lab hrs/wk, 1-3 cr.**

Introduces the study of rehearsal and performance techniques to include blocking, memorization, character development, and public performance. Course may be repeated for a maximum of nine credits. **Prerequisite:** Consent of the instructor, dependent upon audition and selection for a role (chorus, support or lead) or responsible duties, e.g. stage manager, house manager.

**F, W, Sp, offered as needed.**

#### TA140A,B,C Technical Production

##### Workshop: First Year

**3-9 lab hrs/wk, 1-3 cr.**

Introduces the skills required in technical theatre production. Covers scenery construction and painting, lighting, sound, properties and stage management. Content and practical experiences change each term based on the public performance productions that are being produced. Course may be repeated for a maximum of nine credits. This course is the stage technician's equivalent of TA130A, TA130B and TA130C.

**F, W, Sp, offered as needed.**

#### TA190A,B,C Projects in Theatre

**3-9 lab hrs/wk, 1-3 cr.**

Presents a designed, independent project associated with an area in theatre arts. Includes developing a contract with a theatre arts instructor related to the course content. May be repeated for up to 6 credits. **Prerequisite:** At least one course in TA130, TA140, TA121 or TA110, and consent of instructor. **F, W, Sp**

#### TA230A,B,C Acting Production

##### Workshop: Second Year

**3-9 lab hrs/wk, 1-3 cr.**

Continues first year TA130A, TA130B, TA130C. Covers the study of rehearsal and performance techniques to include blocking, memorization, character development, and public performance. Course may be repeated for a maximum of nine credits. **Prerequisite:** Completion of TA130A, TA130B, TA130C for three terms, plus consent of instructor, dependent upon audition and selection for a role (chorus, support or lead) or responsible duties, e.g. stage manager, house manager, etc. **F, W, Sp, offered as needed.**

#### TA240A,B,C Technical Production

##### Workshop: Second Year

**3-9 lab hrs/wk, 1-3 cr.**

Continues TA140A, TA140B and TA140C with an increase in skill level and responsibility such as crew leader, assistant technical director, or design project. Course may be repeated for a maximum of nine credits. **Prerequisite:** Completion of TA140A, TA140B, TA140C for at least three terms. **F, W, Sp, offered as needed.**

#### TA286 Technical Theater

**1 class and 6 lab hrs/wk, 3 cr.**

Introduces the fundamental skills in stagecraft to mount small productions and events. Covers scenery construction, safe operation of theatrical rigging, and the care, handling, and operation of lighting and sound equipment. Incorporates the skills needed for crew and house management work. Course may be repeated for a maximum of six credits. **Offered as needed.**

#### TA287 Technical Theater Production

**3 lab hrs/wk, 1 cr.**

Prepares students to function as members of the technical production and event crews for the auditorium and to continue to develop the skills and abilities learned in TA286. Course may be repeated for a maximum of six credits.

**Prerequisite:** TA286 or consent of instructor.

**Offered as needed.**

#### TA290A,B,C Projects in Theatre

**3-9 lab hrs/wk, 1-3 cr.**

Presents an advanced, designed, independent project associated with an area in theatre arts. Includes developing a contract with a theatre arts instructor related to the course content. May be repeated for up to 6 credits. **Prerequisite:** A minimum of one course in TA190 and consent of instructor. **F, W, Sp**

## VC

### Visual Communications

**See also Art.**

#### VC101-103 Special Topics in Visual Communications

**1-3 class hrs/wk, 1-3 cr.**

Offers a variable format class to gain an enhanced knowledge of software, current graphic arts issues, and industry standards. Presents different topics each term. Examples include graphics software, papers and inks, and Web page design. Course may be repeated for a maximum of six credits.

**Prerequisite:** Enrollment in the Visual Communications program may be required for some topics and will be identified in the schedule of classes each term. **Offered as needed.**

#### VC111 Survey of Graphic Arts

**4 class hrs/wk, 4 cr.**

Presents an overview of the graphic arts and the Visual Communications program. Includes the history of communications and graphic arts, the evolution of digital graphics, and current career possibilities. **Prerequisite:** Admission in the Visual Communications program and concurrent enrollment in VC114A, VC114B, VC114C, VC114D, or consent of instructor. **F**

#### VC114A Introduction to Computers for Graphics: Hardware

**1 class hr/wk, 1 cr.**

Introduces computer hardware and operating system software for the graphic arts. Includes CPUs, hard disks, memory, peripheral interfaces, monitors, scanners, printers, and Mac OSX. **Prerequisite:** CS101 or equivalent and enrollment in the Visual Communications program. **F**

### **VC114B Introduction to Photo Editing Software**

**1 class hr/wk, 1 cr.**

Introduces photo editing software for the graphic arts. **Prerequisite:** CS101 or equivalent and enrollment in the Visual Communications program. **F**

### **VC114C Introduction to Vector Illustration Software**

**1 class hr/wk, 1 cr.**

Introduces vector illustration software for the graphic arts. **Prerequisite:** CS101 or equivalent and enrollment in the Visual Communications program. **F**

### **VC114D Introduction to Page Layout Software**

**1 class hr/wk, 1 cr.**

Introduces page layout software for the graphic arts. **Prerequisite:** CS101 or equivalent and enrollment in the Visual Communications program. **F**

### **VC121 Layout 1: Principles of Page Layout**

**2 class and 4 lab hrs/wk, 4 cr.**

Introduces the basic skills required in the layout and design process. Presents principles of page layout and page layout software. **Prerequisite:** Successful completion of VC111. **Sp**

### **VC122 Layout 2: Intermediate Page Design**

**2 class and 4 lab hrs/wk, 4 cr.**

Develops the basic skills required in the design and layout process of the graphic arts. Includes assignments in advanced electronic page layout with type, photographs, and other graphic elements. **Prerequisite:** Successful completion of VC121. **F**

### **VC126 Information Graphics**

**1 class and 2 lab hrs/wk, 2 cr.**

Introduces the clear, honest, and aesthetically appealing presentation of numerical, technical, and conceptual information in graphic form. Includes the use of illustration software to create graphics. **Prerequisite:** Computer experience; successful completion of MTH060 or equivalent. **Offered as needed.**

### **VC130 PhotoShop 1**

**1 class and 2 lab hrs/wk, 2 cr.**

Introduces the concepts and techniques of digital image manipulation and correction. **Prerequisite:** Previous computer experience. **F, W, Sp, offered as needed.**

### **VC131 PhotoShop 2**

**1 class and 2 lab hr/wk, 2 cr.**

Refines and expands the concepts and techniques of digital imaging tools with application to digital illustration. **Prerequisite:** VC130. **Sp**

### **VC133 Beginning Quark XPress**

**1 class and 2 lab hrs/wk, 2 cr.**

Introduces basic page layout using Quark XPress. **Prerequisite:** Previous computer experience. **Offered as needed.**

### **VC134 Dreamweaver**

**1 class and 2 lab hrs/wk, 2 cr.**

Introduces the use of Macromedia Dreamweaver software for the creation of web pages and maintaining a web presence. **Prerequisite:** Previous computer experience. **Offered as needed.**

### **VC135 Flash 1**

**1 class and 2 lab hrs/wk, 2 cr.**

Introduces the concepts and techniques of creating animation, sound and interactivity for web sites. **Prerequisite:** Previous computer experience. **Offered as needed.**

### **VC136 Flash 2**

**1 class and 2 lab hrs/wk, 2 cr.**

Covers intermediate concepts and techniques of creating animation. Includes sound and interactivity for web sites. **Prerequisite:** VC135 or consent of instructor. **Offered as needed.**

### **VC137 PhotoShop for the Web 1**

**1 class and 2 lab hr/wk, 2 cr.**

Develops the techniques and skills needed to create, edit, save, and post basic images on the World Wide Web. Investigates the basic reasons for using graphics on a web page and explores the various types of usage. **Prerequisite:** VC130 or equivalent experience. **Offered as needed.**

### **VC138 PhotoShop for the Web 2**

**1 class and 2 lab hr/wk, 2 cr.**

Further develops the techniques and skills needed to create, edit, save, and post complex images on the World Wide Web. **Prerequisite:** VC137 or consent of instructor. **Offered as needed.**

### **VC139 Beginning Vector Graphics**

**1 class and 2 lab hrs/wk, 2 cr.**

Introduces the use of vector graphic software for graphic arts. **Prerequisite:** Previous computer experience. **Offered as needed.**

### **VC151 Electronic Imaging 1**

**2 class and 3 lab hrs/wk, 3 cr.**

Introduces digital photography, black and white scanning, and photo manipulation on the Macintosh. **Prerequisite:** VC111. **W**

### **VC171-173 Special Projects**

**1 class and 2-4 lab hrs/wk, 1-3 cr.**

Provides the opportunity to work on special projects agreed upon by contract between student and instructor. Topics may include individualized tutorial study of software, independent work on projects, or in-depth study of graphic arts processes and procedures. Course(s) may be repeated for a total of six credits. **Prerequisite:** Enrollment in the Visual Communications program. **F, W, Sp**

### **VC201-203 Advanced Topics in Visual Communications**

**1-3 class hrs/wk, 1-3 cr.**

Presents variable formats, discussions, and demonstrations. Topics vary each term. Examples include trapping, freelance work, pre-flighting, graphics software, papers and inks, or the exploration of new software. Course may be repeated for a maximum of six credits. **Prerequisite:** Second-year standing in the Visual Communications program or evidence of equivalent experience required by topic. **Offered as needed.**

### **VC221 Layout 3: Publication Design**

**2 class and 4 lab hrs/wk, 4 cr.**

Applies the concepts and skills of the design and layout process to the principles of publication design. **Prerequisite:** VC122. **Corequisite:** VC246. **W**

### **VC237 Web Design 1**

**2 class and 4 lab hrs/wk, 4 cr.**

Introduces the techniques and skills needed to plan and create basic graphics and pages for the World Wide Web using industry standard coding practices, web editors, and graphics applications. **Prerequisite:** Computing and Internet browsing basics. **F, offered as needed.**

### **VC238 Web Design 2**

**2 class and 4 lab hrs/wk, 4 cr.**

Develops the techniques and skills needed to plan web sites and create complex graphics and pages for the World Wide Web using industry standard web editors and graphics applications. **Prerequisite:** VC237. **W, offered as needed.**

### **VC241 Introduction to Multimedia**

**2 class and 2 lab hrs/wk, 3 cr.**

Introduces the planning and production of multimedia projects using various software programs. Topics include the art of storytelling, digital sound and video, animation, interactivity, incorporating text and still images, and interactive presentations. **Prerequisite:** Second-year standing in the Visual Communications program or consent of instructor. **Sp**

### **VC242 Introduction to 3D Computer Graphics**

**1 class and 2 lab hrs/wk, 2 cr.**

Presents an overview of 3D computer illustration with emphasis on the artistic and practical fundamentals of modeling, lighting, and rendering virtual 3D scenes. **Prerequisite:** Computer experience. **Offered as needed.**

### **VC246 File Prep**

**1 class and 2 lab hrs/wk, 2 cr.**

Builds knowledge of preparing digital files for film output and printing. Presents common file problems and their solutions. **Prerequisite:** Second-year standing in the Visual Communications program or equivalent work experience; working knowledge of the Mac Operating System and graphic arts software. **Corequisite:** VC221. **W**

### **VC251 Electronic Imaging 2**

**2 class and 2 lab hrs/wk, 3 cr.**

Continues work in digital photography, color scanning, and photo manipulation on the Macintosh. Includes color correction. **Prerequisite:** VC151. **Sp**

### **VC265 Introduction to Digital Video**

**2 class and 4 lab hrs/wk, 4 cr.**

Introduces the creation of digital video projects. Covers work with digital video cameras and lighting. Includes digital production and editing techniques. **Prerequisite:** Demonstrated ability to work with computers. **Offered as needed.**

### **VC271-273 Studio Practices**

**1 class and 3-6 lab hrs/wk, 1-3 cr.**

Offers the opportunity to work with an instructor on the production of live jobs. Any combination of the courses may be repeated for a maximum of six credits. **Prerequisite:** Second-year standing in the Visual Communications program. **Offered as needed.**

### **VC280A-L Cooperative Work Experience** **See Cooperative Work Experience.**

### **VC283 Business of Graphic Arts**

**4 class hrs/wk, 4 cr.**

Introduces running a creative business. Emphasizes graphic arts trade practices, production schedules, estimating, working with clients, markups, hourly rates, record keeping, and billing procedures. **Prerequisite:** Second-year standing in the Visual Communications program; concurrent enrollment in VC284. **Sp**

### **VC284 Portfolio Preparation**

**2 class and 4 lab hrs/wk, 4 cr.**

Serves as a capstone course for all students in the Visual Communications program. Includes portfolio building, job markets, resumes and business stationery, and mock interviews. Participation in a class portfolio show is a graduation requirement. **Prerequisite:** Second-year standing in the Visual Communications program; concurrent enrollment in FE205B and VC283. **Sp**

## **VMW**

### **Vineyard Management/ Winemaking**

#### **VMW100 Spanish in Agriculture**

**1 class hr/wk, 1 cr.**

Covers practical Spanish terms and phrases specific to agricultural work. Surveys cultural information about Spanish speaking people. Includes pronunciation, technical vocabulary, greetings and basic grammar. No prior knowledge of Spanish is necessary. **F, W**

#### **VMW101 General Viticulture**

**3 class hrs/wk, 3 cr.**

Introduces grape growing. Covers botany, fruiting, and rootstock cultivars; anatomy and physiology; history and distribution of grapes; vine classification; world growing areas, including latitude, climate, and soils; and common diseases and pests. **F, W, Sp**

#### **VMW105 Spanish in the Vineyard**

**3 class hrs/wk, 3 cr.**

Covers practical Spanish terms and phrases specific to viticulture work. Surveys cultural information about Spanish speaking people. Includes pronunciation, technical vocabulary, greetings, and basic grammar. No prior knowledge of Spanish is necessary. **W**

#### **VMW110 Fall Vineyard Practices**

**3 class and 2 lab hrs/wk, 4 cr.**

Surveys fall vineyard management practices. Focuses on harvest practices, harvest contracts and ripening parameters. Compares different ripening characteristics for a variety of clones and rootstocks. Covers fall canopy management, disease problems, and weather effects on ripening. **F**

#### **VMW111 Winter Vineyard Practices**

**3 class and 2 lab hrs/wk, 4 cr.**

Surveys winter vineyard management practices. Covers training, pruning, propagation, bench grafting, and simple trellis designs. **W**

#### **VMW112 Spring Vineyard Practices**

**3 class and 2 lab hrs/wk, 4 cr.**

Surveys spring vineyard management practices. Focuses on preparing a vineyard site for planting, spring canopy management, and other site issues. Covers pest and disease control. **Sp**

#### **VMW113 Summer Vineyard Practices**

**3 class and 2 lab hrs/wk, 4 cr.**

Surveys summer vineyard management practices. Covers planting, training of young vines, disease and weed control, canopy and vineyard floor management, and nutritional applications. **Su**

#### **VMW122 Introduction to Winemaking**

**3 class hrs/wk, 3 cr.**

Surveys the history of wine, wine grape varieties, and world wine regions. Covers the annual cycle of vine growth and berry ripening; wine grape processing practices; and fermentation of wines. Examines the winemaking practices used for white, red, sparkling, and dessert wines. Introduces the application of sensory science to wine quality evaluation. Reviews wine and health issues. **W**

#### **VMW131 Wine Appreciation**

**3 class hrs/wk, 3 cr.**

Introduces wine appreciation. Includes grape varieties; wine types; sensory distinctions; food and wine combinations; and the sensory evaluation of wines. **Prerequisite:** Student must be 21 years of age. **F, W, Sp**

#### **VMW132 Wines of the World**

**3 class hrs/wk, 3 cr.**

Introduces wines and the wine producing regions of the world. Focuses on viticultural practices and winemaking styles. Covers the influence of wine on literature, history, the economy, and religion. **Prerequisite:** VMW131 or consent of instructor. Student must be 21 years of age. **W**

#### **VMW134 Wines of the Pacific Northwest**

**3 class hrs/wk, 3 cr.**

Focuses on the viticultural regions of the United States Pacific Northwest and the sensory evaluation of representative wines. Emphasizes knowledge of the winemaking history of the area. Promotes a basic understanding of the wines of the regions. **Prerequisite:** VMW131 or consent of instructor. Student must be 21 years of age. **Sp**

#### **VMW222 Science of Winemaking**

**3 class hrs/wk, 3 cr.**

Focuses on the scientific principles of wine production. Covers the physiology of grape berry development and wine grape processing. Stresses wine microbiology; the chemical composition of juice and wines; wine stabilization and clarification; fining and filtration; maturation; aging; and bottling. **Prerequisite:** CH122, CH122R, CH172, VMW122, or consent of instructor. Student must be 21 years of age. **Sp**

#### **VMW232 Sensory Evaluation of Wine Varietals**

**3 class hrs/wk, 3 cr.**

Reviews sensory evaluation procedures. Focuses on wine varietal evaluation through sensory methods. Covers major worldwide wine varietals; distinguishing wine styles; and blending wines. Identifies wine defects. **Prerequisite:** VMW131 or consent of instructor. Student must be 21 years of age. **W**

#### **VMW233 Sensory Evaluation of Wine Components**

**3 class hrs/wk, 3 cr.**

Stresses sensory evaluation of wine components. Surveys the most important components commonly found in table wines. Emphasizes identification of components through tasting a series of wines which have been constructed to show the effects of steadily increasing the amount of the component in a wine. **Prerequisite:** VMW232 or consent of instructor. Student must be 21 years of age. **Sp**

#### **VMW244 Wine Production and Quality Control 1**

**3 class and 6 lab hrs/wk, 6 cr.**

Focuses on wine processing practices and quality control management. Presents harvest and pre-fermentation processing decisions. Covers equipment operation, maintenance, sanitation, and safety. Examines juice analysis, additions, selection of wine microorganisms, and managing fermentations. Presents post fermentation management practices, managing malolactic fermentation, and new wine analysis.

**Prerequisite:** CH123, CH123R, CH172, VMW222 or consent of instructor. Student must be 21 years of age. **F**

#### **VMW245 Wine Production and Quality Control 2**

**2 class and 4 lab hrs/wk, 4 cr.**

Focuses on wine processing practices and quality control management. Covers physical, chemical, and microbial stabilization of new wines. Includes tartrates, proteins, oxidation, reduction, color and phenols, microbial stability, use of fining agents, and causes and corrections of wine defects.

**Prerequisite:** CH123, CH123R, CH172, VMW244 or consent of instructor. Student must be 21 years of age. **W**

### **VMW246 Wine Production and Quality Control 3**

**2 class and 4 lab hrs/wk, 4 cr.**

Focuses on wine processing practices and quality control management. Covers wine transfer methods and wine filtration using pad, diatomaceous earth, and membrane filters. Presents aging and barrel storage, bottling practices and equipment, and required wine analysis. **Prerequisite:** CH123, CH123R, CH172, VMW245 or consent of instructor. Student must be 21 years of age. **Sp**

### **VMW250 Agricultural Supervisor Training**

**4 class hrs/wk, 4 cr.**

Emphasizes skills needed for supervision in agricultural settings. Covers confidence and esteem building; decision making; communication; leadership and management; and legal and safety issues. **Sp**

### **VMW252 Vineyard/Winery Business Management**

**3 class hrs/wk, 3 cr.**

Introduces vineyard and winery business management practices. Covers annual plans, budgets, and winery and vineyard development. Examines labor management, contracts, legal compliance, record keeping, and problem solving. **Sp**

### **VMW253 Winery Planning, Design and Operations**

**3 class hrs/wk, 3 cr.**

Focuses on winemaking systems, winery operations, utilities, and equipment. Covers process technologies and systems used in wineries, winery design, and layout. Stresses regulatory issues in planning and operating a winery and work place safety. **Sp**

### **VMW260 Soil and Plant Nutrition**

**4 class hrs/wk, 4 cr.**

Introduces basic principles of soil science. Emphasizes grapevine mineral nutrition and the relationship of water and soils. Covers soil conservation and improvement. **Sp**

### **VMW261 Vine Physiology**

**4 class hrs/wk, 4 cr.**

Introduces the anatomy, physiology, and growth habits of grapevines. Covers plant processes responsible for patterns of growth, yield and fruit quality in wine grapes in the context of common viticulture practices. **W**

### **VMW280A-L Cooperative Work Experience**

**See Cooperative Work Experience.**

## **WFB**

### **Welding Fabrication**

#### **WFB087 Fabrication Practices 3**

**1 class and 6 lab hrs/wk, 3 cr.**

Emphasizes structural fabrication using steel and aluminum. **Prerequisite:** Enrollment in Welding Fabrication program or consent of program chair. **W**

#### **WFB088 Fabrication Practices 4**

**1 class and 6 lab hrs/wk, 3 cr.**

Includes instruction and experience in production-type welding with use of jigs, fixtures, and positioners. **Prerequisite:** WFB087 or consent of program chair. **Sp**

#### **WFB096 Shop Projects**

**1 class and 3 lab hrs/wk, 2 cr.**

Emphasizes practical experience in maintenance and repair of weld shop machines, accessories, and fixtures. Uses selected fabrication and repair projects to develop resourcefulness and confidence in the application of skills and knowledge developed in concurrent courses. **Prerequisite:** Enrollment as a full-time student in the Welding Fabrication program or consent of the program chair. **Sp**

#### **WFB280A-L Cooperative Work Experience**

**See Cooperative Work Experience.**

## **WLD**

### **Welding**

#### **WLD051 Basic Arc Welding**

**2 class and 9 lab hrs/wk, 5 cr.**

Studies the basic principles involved in making fillet welds on mild steel using standard industrial procedures, equipment, and welding electrodes with the shielded metal arc welding (SMAW) process. Includes information concerning other welding processes and compares them to the shielded metal arc welding process. **F**

#### **WLD052 Intermediate Arc Welding**

**2 class and 9 lab hrs/wk, 5 cr.**

Continues WLD051 covering ferrous and non-ferrous alloys and welding procedures. Presents demonstration and supervised practice of techniques on various metals applied in fabrication and repair. **Prerequisite:** WLD051 or consent of program chair. **W**

#### **WLD053 Advanced Arc Welding**

**1 class and 6 lab hrs/wk, 3 cr.**

Prepares for welding, under code-type procedures, on plate. Studies welding procedures previously covered, as they apply to heavy gauge welding, with groove-type joints. At the end of the term, the student will be given the opportunity to take a certification test, in accordance with American Welding Society (AWS) code welding standards. **Prerequisite:** Satisfactory completion of WLD051 and WLD052, or equivalent industrial experience with consent of program chair. **Sp**

#### **WLD056 Blueprint Reading and Sketching**

**6 lab hrs/wk, 2 cr.**

Covers basic sketching techniques and reading of three-view drawings for welders. Includes dimensioning practices, scaling, line alphabet notes, and symbols. Emphasizes developing skills in reading detail and welding drawings. **F**

#### **WLD057 Layout Practices**

**3 lab hrs/wk, 1 cr.**

Studies the layout tools and their use in fabricating structural members, bins, hoppers, pipe fittings, chutes, etc. Includes principles and practices of pattern development for typical forms and fitting. **W**

#### **WLD058 Weld Shop Problems**

**2 class and 15 lab hrs/wk, 7 cr.**

Offers a review and application of welding, layout and fabrication processes covered during the year. Includes study and practice of production welding methods, electrode consumption, and method selection. Selected fabrication and assembly projects present typical layout, fabrication, and production problems. **Prerequisite:** Successful completion of the first two terms of the one-year Welding program, or equivalent industrial experience with consent of program chair. **Sp**

#### **WLD059 Ornamental Iron Work**

**1 class and 3 lab hrs/wk, 2 cr.**

Introduces the design and creation of metal sculpture and decorative structures through welded fabrication. **F, offered as needed.**

#### **WLD061 Basic Gas Metal Arc Welding (MIG)**

**1 class and 6 lab hrs/wk, 3 cr.**

Introduces basic skills in semiautomatic metal inert gas (MIG) welding processes. Covers principles involved in equipment, material and procedures, combined with demonstrations and supervised practical experience, using standard industrial equipment. Uses solid and flux-core wire in typical industrial applications. **F**

#### **WLD062 Intermediate Gas Metal Arc Welding (MIG)**

**1 class and 6 lab hrs/wk, 3 cr.**

Builds on WLD061 and includes a study of and practice in welding of carbon steel. Emphasizes production in welding situations, using large diameter electrodes (solid and flux-cord) with mixed shielding gases in flat or horizontal positions. **Prerequisite:** WLD061 or consent of program chair. **W**

#### **WLD063 Advanced Gas Metal Arc Welding (MIG)**

**1 class and 6 lab hrs/wk, 3 cr.**

Continues WLD062. Includes welding mild steel, aluminum, stainless steel, and steel pipe welding. Students may take a certification test in accordance with the American Welding Society (AWS) unlimited plate test in accordance with AWS D1.1 structural code. **Prerequisite:** WLD061 or equivalent industrial experience with consent of program chair. **Sp**

#### **WLD070 Oxyacetylene Processes**

**1 class and 6 lab hrs/wk, 3 cr.**

Familiarizes the student with the safe use, care, and operation of oxyacetylene welding, brazing, and cutting equipment. **F**

#### **WLD071 Basic Oxyacetylene Welding**

**1 class and 3 lab hrs/wk, 2 cr.**

Teaches the fundamentals of oxyacetylene welding including brazing. **Offered as needed.**

### **WLD072 Oxyacetylene Cutting**

**5 lab hrs/wk, 2 cr.**

Covers the use and care of oxyacetylene cutting equipment. **Offered as needed.**

### **WLD073 Basic Gas Tungsten Arc Welding (TIG)**

**1 class and 9 lab hrs/4 cr.**

Covers the fundamentals of tungsten inert gas (TIG) welding processes, machine setting and application, and development of inert gas welding skills. Includes welding of mild steel, aluminum, aluminum alloys, stainless steel, and magnesium.

**Prerequisite:** Current enrollment in second term of the Welding Technology program or consent of instructor. **W**

### **WLD077 Welding Processes**

**2 class and 6 lab hrs/wk, 4 cr.**

Introduces the fundamentals of shielded metal arc welding, oxyacetylene welding and cutting, metallic inert gas welding (MIG), and arc-air procedures. **Sp**

### **WLD080 Metallurgy for Welders**

**2 class hrs/wk, 2 cr.**

Studies basic metallurgy as it pertains to welding. Covers identification of ferrous metals and non-ferrous metals. Includes mechanical properties, grain structure, and effects of heat. **W**

### **WLD097 Welding**

**1 class and 3 lab hrs/wk, 2 cr.**

Covers the fundamentals and application of arc welding, oxyacetylene welding, brazing, and cutting pertaining to the automotive industry.

**Prerequisite:** Current enrollment in second year Automotive Technology program or consent of instructor. **Sp**

### **WLD280A-L Cooperative Work Experience**

**See Cooperative Work Experience.**

## **WR**

### **Writing**

**See also Study Skills.**

#### **WR049 Basic Writing**

**4 class hrs/wk, 4 cr.**

Focuses on practicing essential writing skills that give flexibility in academic writing. Introduces the language used by writing instructors and authors of college-level readers and handbooks. Emphasizes fluency in the writing process through use of invention strategies, drafting, revision, and proofreading and editing. Covers critical analysis of the organization, central idea, and other authors' perspectives to develop and extend thinking and understanding. **F, W, Sp, Su**

#### **WR090 Fundamentals of Writing**

**4 class hrs/wk, 4 cr.**

Focuses on writing essentials that will build confidence in writing for a variety of purposes. Examines the role that language mastery plays using discussion, reading, lectures, and extensive writing practice. Presents and reinforces all sentence concepts in the context of student-written paragraphs and longer pieces of writing. Applies all concepts directly to both academic and workplace writing and are also connected to outside reading. **F, W, Sp, Su**

#### **WR091 Writing Essentials**

**1 class hr/wk, 1 cr.**

Covers the mechanical and linguistic aspects of writing and other skills needed in college writing courses. Course may be repeated for a maximum of two credits. **Offered as needed.**

#### **WR115 Introduction to Composition**

**3 class hrs/wk, 3 cr.**

An introduction to WR121, this course focuses on writing well-developed, unified, coherent paragraphs, and formulating and developing a main idea in the composition of short, expository essays. Explores techniques for generating and controlling topic sentences, selecting and incorporating supporting details, and creating coherence within and between paragraphs. Reinforces competency in sentence writing skills and accepted conventions of grammar, punctuation, usage, and spelling in the context of paragraphs and short essays. **F, W, Sp, Su**

#### **WR121 English Composition-Exposition**

**3 class hrs/wk, 3 cr.**

Emphasizes clear, detailed informative writing, critical thinking, and active reading. **Prerequisite:** Ability to organize thoughts and competency in standard written English as demonstrated by (a) qualifying score on a standard placement test or (b) grade of C or better in WR115 or (c) grade of C or better in COM051. **F, W, Sp, Su**

#### **WR122 English Composition-Logic and Style**

**3 class hrs/wk, 3 cr.**

Focuses on the writing of logical, effective argumentative prose; use of stylistic elements; awareness of and consideration for different audiences; elementary research and citation skills; and critical reading. **Prerequisite:** Grade of C or better in WR121. **F, W, Sp, Su**

#### **WR123 English Composition-Research Writing**

**3 class hrs/wk, 3 cr.**

Emphasizes the acquisition and evaluation of evidence; integration of source material and personal opinion; and a process research method as well as appropriate process forms for developing and writing an analytical/argumentative research paper. **Prerequisite:** Grade of C or better in WR121 and WR122. **F, W, Sp, Su**

#### **WR227 Technical Writing**

**3 class hrs/wk, 3 cr.**

Covers writing a variety of reports. Addresses issues of organization, supplements, bibliography, illustration, and document design. Emphasizes detailed, factual content, objective presentation, and a defined purpose for specific readers. For some programs, WR227 is the only writing course required at Chemeketa other than WR121. Therefore, there is a research component to the course that incorporates formal documentation. **Prerequisite:** Grade of C or better in WR121 or BA214. **F, W, Sp, Su**

#### **WR241, 242, 243 Imaginative Writing**

**3 class hrs/wk, 3 cr. each**

Provides help to writers of fiction, poetry, and drama, using discussions of student writing and explorations of texts by established writers. Students are encouraged to submit work for publication. Prose fiction is covered in the fall, drama in the winter and poetry in the spring. WR241: **F**; WR242: **Sp**; WR243: **W**

#### **WR244 Advanced Imaginative Writing-Fiction**

**3 class hrs/wk, 3 cr.**

Further develops the techniques and skills of creating and revising prose fiction that were introduced in WR241, and examines in greater complexity both the foundational theories of imaginative writing and the current methods of finding print and electronic audiences for works of fiction. Employs a workshop format of presenting and critiquing student work. Requires at least one new, original work of fiction. Helps students to develop or refine personal aesthetic guidelines for fiction and to prepare their original work for submission to electronic and/or print publications. **Prerequisite:** WR241 or consent of instructor. **W**

## **WS**

### **Women's Studies**

#### **WS101 Introduction to Women's Studies: Women in American Society**

**3 class hrs/wk, 3 cr.**

Introduces the sociology of women in American society throughout the life cycle. Focuses on the search for identity and positive, meaningful relationships as well as theories of gender role socialization and covers the new scholarship concerning women in western civilization, their history and alternative futures. **F**

#### **WS102 Introduction to Women's Studies: Women, Work and Family**

**3 class hrs/wk, 3 cr.**

Examines the economic position of women in American society today. Includes an overview of working women in American history from colonial times to the present. Focuses on the problems women face today as a result of economic pressures, changing family and work roles, societal expectations, and the double day. **W**

**WS103 Introduction to Women's Studies:  
Women Around the World**

**3 class hrs/wk, 3 cr.**

Surveys of women around the world in the Twentieth Century using cross-cultural comparisons. Examines the status of women in subsistence economies and developing countries, and under socialism and capitalism. Explores women's productivity, access to resources and political power, and gender relations in different societies. Debates the politics of ecofeminism, environmental consciousness, and ecological awareness. **Sp**

**ZOO**

**Zoology**

**ZOO201 General Zoology**

**3 class and 3 lab hrs/wk, 4 cr.**

Introduces the major unifying principles and concepts of biology as applied to the study of animals. Includes the chemical basis of life, cell biology, theories about the origin of life, evolution, and genetics. **F**

**ZOO202 General Zoology**

**3 class and 3 lab hrs/wk, 4 cr.**

Introduces the major invertebrate phyla emphasizing the diversity of living organisms and adaptations to their environment. Principles and concepts studied in ZOO201 will be applied to the study of the invertebrates. **Prerequisite:** ZOO201. **W**

**ZOO203 General Zoology**

**3 class and 3 lab hrs/wk, 4 cr.**

Introduces vertebrate animals emphasizing the diversity of living organisms and adaptations to their environment. Includes comparative anatomy and physiology of selected body systems. **Prerequisite:** ZOO202. **Sp**

# Board of Education

Members of Chemeketa's Board of Education are elected to represent seven geographical zones in the college district.

**Zone One**—Edward Dodson

**Zone Two**—Ronald Pittman

**Zone Three**—JoAnne Beilke

**Zone Four**—Dan Ostlund

**Zone Five**—Ray Beaty

**Zone Six**—Gerald Watson

**Zone Seven**—Gwen VanDenBosch

# Staff as of July, 2005

This is a partial listing of Chemeketa Community College's staff. It includes most of the people who are employed full time in instructional, coordinating and administrative roles.

## A

**Aebi, Eric**—Instructor, Hospitality

**Agee, Steve**—Program Chair, Instructor, Automotive Technology

**Alfaqueh, Nuri**—Instructor, Mathematics

**Allison, Kathe**—Program Chair, Tutoring Services

**Alvarez, Maria (Cleo)**—Program Chair, Counselor

**Anderson, D. Craig**—Director, Agriculture Programs

**Anderson, Gwen Ellyn**—Counselor, New WorkForce, Instructor

**Anderson, Kenneth**—Program Chair, Mathematics

**Anderson, Melissa**—Instructor, Physical Education

**Andrea, Ara**—Program Chair, Forestry

**Andrews, Peggy**—Instructor, Emergency Medical Technology

**Antoine, Patricia**—Instructor, Sociology

## B

**Balyo, Mike**—Instructor, History

**Balassa, Agnes**—Executive Director, Enterprise for Employment and Education

**Barber, Wayne**—Program Chair, Mathematics

**Bassett-Smith, Ron**—Dean, Chief Information Officer

**Bates, Michael**—Instructor, Computer Science and Networking

**Beck, Sally**—Coordinator, ABE/GED/ESL

**Behmard, Sheeny**—Instructor, Mathematics

**Belmodis, Cassie**—Athletic Director, Coordinator of Health and Physical Education

**Benson, June**—Instructor, Adult Basic Education and GED

**Bernhisel, Donna**—Instructor, English/Writing

**Berston, Tom**—Instructor, Chemistry

**Bibler, Carol**—Instructor, Art

**Bolesky, Jeremy**—Instructor, Visual Communications

**Bone, Andrew**—Executive Dean, Instructor, Accounting

**Booth, Karleen**—Program Chair, Occupational Skills Training

**Borden, Tiffany**—Counselor

**Bowman, Bobbi**—Program Chair, Study Skills and American Sign Language

**Brase, Don**—Director, Humanities and Communications

**Brummond, Candis**—Counselor

**Bunnenberg-Boehmer, Kay**—Program Chair, Art

**Burns, Barbara**—Instructor, Nursing

**Bush, Lori**—Director, Winema Job and Career Center

**Bynum, Randall**—Instructor, Speech

## C

**Cammack, Janice**—Instructor, Physical Science

**Campbell, Kathy**—Director, Financial Aid and Enrollment Services

**Campbell, Lorraine**—Workforce Integration Specialist

**Canoy, David**—Instructor, Life Science

**Carnegie, Kay**—Director, Dental Assisting, Nursing, Health Services Management, Medical Office Assisting

**Carver, Donna**—Coordinator, Distance Education

**Chancey, Fred**—Instructor, Writing and Literature

**Cheyne, Larry**—Coordinator, College Credit Now and Youth Programs

**Clark, Lori**—Instructor, Health and Physical Education

**Concepcion, Paul**—Program Chair, Social Science

**Connolly, Gerri**—Coordinator, Occupational Skills Training

**Cortez, Julio**—Counselor, CAP

**Craven, Linda**—Instructor, Early Childhood Education

**Crossler-Laird, Janice**—Program Chair, English as a Second Language

**Cudmore, Wynn**—Instructor, Life Science

**Culveyhouse, James**—Instructor, Training and Economic Development

**Currin, Cynthia**—Program Coordinator, Workforce Integration

## D

**Darby, Sydney**—Instructor, English

**Dobay, Deborah**—Instructor, Psychology

**Duncan, Nancy**—Coordinator, Hospitality Programs

**Dye, Kevin**—Instructor, English

## E

**Edge, Barbara**—Coordinator, Grants Development

**Edholm, Len**—Counselor

**Edwards, Karen**—Instructor, Management

**Elias, Marilyn**—Team Coordinator, Nursing

**Eppler, Carol**—Instructor, Business Technology

**Eustrom, James**—Dean, Student Development and Learning Resources

## F

**Falk, Cheryl**—Dean, Regional Education Services

**Fallow, Gary**—Instructor, ESL

**Farjami, Javad**—Instructor, Mathematics

**Ferguson, Mark**—Instructor, Mathematics

**Ferry, Marjorie**—Instructor, English

**Fifer, Pamela**—Instructor, Nursing

**Finholt, James**—Instructor, Computer Science and Networking

**Fish, Susan**—Director, Developmental Education

**Fishfader, Randy**—Instructor, Early Childhood Education

**Florence, William**—Instructor, Journalism; Adviser, Student Newspaper

**Forslund, Larry**—Instructor, Life Science

**Frank, Andrew**—Program Chair, Physical Science

**Franzone, Jeffrey**—Instructor, Electronics

**Frey, Phil**—Manager, Auxiliary Services

**Fry, Mitchel**—Instructor, Computer Science

**Furey, Kevin**—Instructor, Economics



**Furr, Laney**—Instructor/Coordinator—Dallas H.S.

## G

**Gastoni, William**—Instructor, Corrections Ed  
**Gaul-Miller, Debra**—Program Chair, Literacy Volunteer  
**Gelder, Minna**—Assistant Registrar  
**Gilbert, Jeremy**—Instructor, Psychology  
**Gouldard, Liz**—Vice President, Chief Academic Officer  
**Graham, Jerry**—Instructor, Adult Basic Education  
**Green, Nancy**—Project Coordinator, Corrections Education

## H

**Hammer, Peggy**—Instructor, Business Technology  
**Hardesty, David**—Program Chair, ABE/GED  
**Hardwick, Justin**—Instructor, Emergency Medical Technology  
**Harris, Rodney**—Instructor, Electronics  
**Harvey, Jean**—Program Chair, Alternative High School  
**Hawkins, John**—Director, College Advancement  
**Heryford, Stella**—Instructor, Nursing  
**Hillyer, Rebecca**—Director, College Safety and Risk Management  
**Hirt, Donna**—Instructor, Human Services  
**Hodgson, Traci**—Instructor, History  
**Holler, Barbara**—Instructor, Business Technology  
**Howard, Jeffrey**—Counselor  
**Huckestein, Julie**—Assistant Chief Financial Officer  
**Hulett, Ronald**—Director, Training & Economic Development Programs  
**Hunter, Robert**—Manager, Information Technology Operations

## I

**Irving, Jan**—Team Coordinator, Nursing

## J

**Jabin, Tammy**—Instructor, English  
**Jacobson, Lee**—Instructor, Art  
**Jantzi, Ron**—Director, Trades and Technologies, Science and Mathematics  
**Jasper, Sally**—Instructor, Nursing  
**Johnson, Robert**—Program Chair, Computer Science  
**Jones, Dan**—IT Support Manager  
**Jones, Jason**—Instructor, Computer Science

## K

**Kapan, Teter**—Coordinator, Student Life  
**Karbginsky, Darrel**—Instructor, Computer Science  
**Kelly, Mike**—Instructor, Architectural Drafting  
**Klein, Bill**—Program Chair, Fire Protection Technology  
**Knowles, Wayne**—Instructor, Visual Communication  
**Kraus, Don**—Instructor, Computer Science  
**Kuhn, Gary**—Program Chair, Cooperative Work Experience

## L

**Lacy-Tang, Jean**—Counselor  
**Lander, Gregg**—Program Chair, Emergency Medical Technology  
**Lang, William**—Program Chair, Counseling  
**LaVine, Phil**—Instructor, Farm Business Management  
**Lazzara, Edward**—Program Chair, Foreign Languages  
**Leonard, Phyllis**—Program Chair, Mathematics  
**LeRoy, Robert**—Instructor, Composition and Literature

**Lightfoot, Dick**—Coordinator, Career Center – Newberg  
**Limbird, Marty**—Instructor, Physical Education  
**Linder, Christine**—Program Chair, Visual Communications  
**Lopez, Carlos**—Instructor, Sociology  
**Lujan, John**—Multicultural Development Officer

## M

**MacDonald, Al**—Instructor, Vineyard Management  
**Macey, Bonnie**—Coordinator, Chemeketa Online  
**Mack, Johnny**—Director, Emergency Services, Criminal Justice  
**Mack, Laura**—Instructor, Art  
**Malone, Patricia**—Instructor, Business Technology  
**Martin, Joel**—Counselor  
**Martin, Kim**—Counselor  
**Martinez, Garcia-Guillermo**—Instructor, ABE  
**Martinez, Yolanda**—Instructor, Human Services  
**Massey, Teresa**—Instructor, Reading and Study Skills  
**McCormack, Michele Dishong**—Instructor, Speech  
**McCullough, Linda**—Program Chair, Accounting  
**McDonough, Thomas**—Instructor, Physical Science  
**McGill, Diane**—Director of Development, Chemeketa Foundation  
**McGill, Meg**—Coordinator, Salem Area Programs  
**McGlynn, Maureen**—Director, Curriculum and Instruction  
**McLaughlin, Suzanne**—Instructor, Spanish  
**McLaughlin, Terrence**—Instructor, Physical Education  
**McLearn, Brian**—Instructor, Automotive  
**Meek, Ron**—Director, Human Relations  
**Mendenhall, Mike**—Instructor, Building Inspection  
**Meyers, Dianne**—Instructor, Nursing  
**Miller, Glen**—CWE Coordinator  
**Miller, Mark**—Instructor, Engineering and Mathematics  
**Mitchell, Nolan**—Instructor, Mathematics  
**Mohn-Brown, Elaine**—Instructor, Nursing  
**Monson, Bryan**—Business Technology, McMinnville Campus  
**Moore, Eugene**—Instructor, Electronics  
**Moothart, Janine**—Director, Santiam Campus  
**Moxley, Doug**—Coordinator, Institutional Effectiveness  
**Murphy, Lori**—Director, Social Science, Early Childhood Education, Education, Human Services and Corrections Education  
**Murray, Susan**—Project Coordinator, Woodburn Campus  
**Myers, Mike**—Instructor, Welding

## N

**Newton, Kristi**—Program Chair, Accounting and Management  
**Nickodemus, Audrey**—Instructor, Nursing  
**Nieubuert, Kathleen**—Program Chair, Nursing  
**Nilklad, Lakana**—Instructor, Mathematics  
**Noah, Mark**—Employment Specialist, Occupational Skills Training  
**Nord, Christopher**—Instructor, Mathematics  
**Northam, Ashley**—Program Chair, Speech Pathology Language Assistant

## O

**O'Hara, Rick**—Instructor, Life Science  
**Olheiser, Dean**—Instructor, Automotive Technology

**O'Neill, Mary Ann**—Program Chair, Outreach Learning Center  
**Ottaway, Carol**—Instructor, Business Technology

## **P**

**Paege, Keith**—Instructor, Automotive  
**Page, Fran**—Director, New Workforce  
**Park, Joyce**—Instructor, Medical Assisting  
**Peters, Julie**—Program Chair—Civil Engineering Technology,  
Drafting Technology/CAD  
**Peterson, Kelly**—Instructor, English  
**Peterson, Mike**—Instructor, Computer Science  
**Pintler, Michael**—Program Chair, Welding Technology  
**Plett, John**—Director, McMinnville Campus and Dallas Center  
**Premo, Elaine**—Instructor, Criminal Justice  
**Prentice, Cynthia**—Program Chair, Life Science  
**Prothero, Marilyn**—Instructor, English as a Second Language

## **R**

**Rasmussen, Douglas**—Program Chair, Mathematics  
**Rediske, Mark**—Instructor, Education Certificate  
**Reed, Marilyn**—Coordinator, Evening On-Campus  
and Apprenticeship Programs  
**Reeves, David**—Instructor, Vocation ESL  
**Richardson, Steve**—Instructor, Writing and Literature  
**Risan, Cynthia**—Director, Mid-Willamette Education  
Consortium  
**Roelofs, Gary**—Instructor, English as a Second Language  
**Rogers, Tim**—Director, Information Technology  
**Rupert, Jill**—Instructor, English

## **S**

**Salinas-Oliveros, Rebecca**—Program Chair, Cooperative Work  
Experience  
**Schiell, Terry**—Instructor, Civil Engineering  
**Schill, Denise**—Team Coordinator, Nursing  
**Schmitt, Loraine**—Director, Distance Education and Academic  
Technology  
**Schuette, Gretchen**—President  
**Scott, Belinda**—Coordinator, Curriculum Resource Center  
**Sekafetz, Charles**—Instructor, Electronics  
**Sessions, Patricia**—Program Chair, Business Technology  
**Skirvin, Charles**—Counselor  
**Slemenda, Steve**—Program Chair, English and Film  
**Smith, Craig**—Vice President, Chief Financial Officer  
**Soliday, Peggy**—Instructor, Human Services  
**Stallard, Diana**—Instructor, Nursing  
**Stephens, Debra**—Program Chair, Criminal Justice  
**Stevens, Malia**—Education Assessment Coordinator  
**Stillinger, Ken**—Coordinator, Career Center  
**Sunderland, David**—Instructor, Farm Business Management  
**Swearingen, Dell**—Assistant to the Vice President

## **T**

**Tardaewether, Virginia**—Program Chair, Outreach: Learning  
Center  
**Ten Eyck, Lorna**—Instructor, Mathematics  
**Thorp, Anne**—Instructor, Adult Basic Education and GED  
**Trattner, Tamara**—Instructor, Early Childhood Education  
**Trabue, Jeremy**—Instructor, English

## **U**

**Urban, Wanda**—Program Chair, Human Services  
**Ure, Douglas**—Program Chair, Life Science

## **V**

**Valdivia, Armandina**—Instructor/Coordinator, ESL/ABE  
**Van Houten, Debra**—Instructor, Life Science  
**Van Slyke, Timothy**—Instructor, Multi Media Language Center  
**Vaughan, Joyce**—Instructor, Dental Assisting  
**Veldhuisen, Kathleen**—Reference Librarian  
**Vessello, Jerry**—Director, Facilities and Operations  
**Villegas, Elias**—Director, Woodburn Campus  
**Vollmar, Lorene**—Program Chair, Dental Assisting

## **W**

**Wachal, Ken**—Instructor, Management and Accounting  
**Wahner, Royal**—Instructor, Manufacturing and  
Drafting Technology  
**Ward, H. Jill**—Director, Counseling and Career Services,  
Student Life, Disability Services  
**Waring, Pam**—Coordinator, Title III  
**Watkins, Carmen**—Instructor,  
Mechanical Engineer Technology  
**Watson, Barney**—Instructor, Enology  
**Wenzig, Terri**—Instructor, Nursing  
**Wetle, Victoria**—Program Chair, Health Services Management  
and Medical Office Assisting  
**Wheeler, Claire**—Instructor, Developmental Education  
**White, Roger**—Instructor, Electronics and Network Technology  
**Whitney, John**—Instructor, English as a Second Language  
**Whitton, Louanne**—Instructor, Developmental Education  
**Whyte, Catherine**—Program Chair, Education Certificate  
**Wieczorek, Emily**—Instructor, Health Services Management  
**Wilkins, Jimmie**—Coordinator, Small Business Development  
Center  
**Willis, Monica**—Program Chair, Adult Basic Education  
**Wolfe, Steven**—Instructor, Geography  
**Wood, Josie**—Instructor, Speech  
**Woods, Rebecca**—Coordinator, Disability Services

## **Y**

**Yancy, Theresa**—Reference Librarian  
**York, Robin**—Instructor, Reading and Study Skills Program

# Student Rights and Responsibilities

## 1.0 Preamble

Chemeketa Community College provides an environment that celebrates the freedom to learn and the freedom to teach. In that celebration of teaching and learning it is appropriate that individuals and groups be viewed with regard to their potential to contribute within the learning environment. Each has dignity and value.

## 2.0 Code of Behavior

As a community of people seeking education, Chemeketa students are dedicated to improving personally and academically. Choosing to join the college community obligates each member to a code of behavior. Chemeketa students will:

- 2.1 Practice personal and educational integrity.
  - 2.1.1 Students shall practice academic honesty by not cheating, plagiarizing, or misrepresenting their coursework in any way.
  - 2.1.2 Students shall not misuse college documents, library or computer resources, student records, or identification cards.
- 2.2 Maintain standards of academic performance and contribute to the safe, cooperative and respectful learning environment throughout the college.
  - 2.2.1 Students shall participate in classroom assignments and discussions and attend classes regularly.
  - 2.2.2 Students shall not disrupt the teaching/learning process.
- 2.3 Discourage bigotry and respect the diversity and dignity of all persons.
  - 2.3.1 Students shall not participate in physical or verbal abuse of any individual.
  - 2.3.2 Students are encouraged to demonstrate respect for all persons.
- 2.4 Respect the rights and property of all persons.
  - 2.4.1 Students shall do nothing to impede another's right to move about freely, express him/herself or enjoy privacy.
  - 2.4.2 Students shall not destroy, deface or misuse property belonging to an individual or the college.
- 2.5 Bear the ultimate responsibility for the effects of their decisions and behavior.
  - 2.5.1 Students have an ethical obligation to confront, challenge or report destructive or abusive behavior.
  - 2.5.2 Students shall not possess any firearm, or knife with a blade exceeding four inches, or illegal weapon (see ORS Chapter 166), with or without a concealed weapon permit.
  - 2.5.3 Students shall not abuse alcohol or other drugs.
  - 2.5.4 Students shall abide by federal, state, and local laws.

## 3.0 Student Rights

Each student in the college community has certain rights that accompany his/her responsibilities. Those rights are to be protected by both students and staff regardless of an individual's race, gender, religion, color, creed, disability, sexual orientation, political affiliation, national origin, ancestry or age. The college will:

- 3.1 Provide access to education and campus facilities.
  - 3.1.1 The college shall be open to applicants who are qualified according to current admission requirements within the limits of its resources and facilities.
  - 3.1.2 Students have the right to be informed about class requirements and college policy and procedures. Students' access to education shall not be inhibited by prejudiced or capricious academic evaluation.
  - 3.1.3 Students have the right to participate in evaluations of programs, course content and educational objectives.

- 3.1.4 If a student is charged with a violation of law not related to his/her activities on campus, the matter shall be of no disciplinary concern to the college, unless the student is incarcerated and cannot comply with educational requirements. (See Student Records Policy and Guidelines.)
- 3.1.5 Students, official clubs and organizations may use available college facilities according to college policy and procedures.
- 3.2 Assure the protection of confidential student records and information.
  - 3.2.1 Student records and information are protected and governed by federal and state laws and the college's Student Records Policy and Guidelines.
  - 3.2.2 Information about student views, beliefs, private activities and political associations which is acquired or learned by college employees in the course of work is to be treated with professional judgment and confidentiality.
  - 3.2.3 Professional evaluations and references about the ability and character of students may be provided under appropriate circumstances.
- 3.3 Provide opportunities for association and preserve freedom of expression.
  - 3.3.1 Policy and procedures governing clubs and organizations shall be established by the college.
  - 3.3.2 Students may express their views on college policy or matters of general interest, and may support causes by any orderly means that does not disrupt the operation of the college.
  - 3.3.3 In the classroom, students may take exception to the information and may reserve judgment about matters of opinion, but they are responsible for learning the content of the course.
  - 3.3.4 Chemeketa Community College, as publisher, bears in conjunction with the staff of student publications, the responsibility for the content of the publications. The publications shall adhere to all applicable Oregon statutes, such as those regarding mass communications.
  - 3.3.5 The student newspaper shall be governed by the Student Newspaper "Guidelines" and shall follow the Canons of Journalism of the American Society of Newspaper Editors.
  - 3.3.6 Student publications shall state that the opinions expressed are not necessarily those of the college or student body.

## 4.0 Academic Honesty

- 4.1 When an apparent violation of academic honesty occurs, the faculty member works directly with the student according to the Chemeketa Community College Academic Honesty Policy and Procedure 5020. The faculty member may resolve the matter by determining an appropriate course of action.
- 4.2 If the student contests the faculty member's decision, a meeting with the academic department director may be requested.
  - 4.2.1 The purpose of the meeting is for the student to hear the charges and present his/her side of the case.
  - 4.2.2 The academic department director determines if the action recommended by the faculty member is appropriate.
- 4.3 If the student contests the director's decision, the student may submit a written appeal to the instructional dean.
  - 4.3.1 The instructional dean considers the appeal and responds. The decision of the dean is final.

- 4.4 Further consequences may be imposed by the Dean of Students in cases of grievous violations of academic honesty or for a continued pattern of violations.
- 4.5 Consequences for violations of academic honesty:
- 4.5.1 If a student is found guilty of violating academic honesty, any one or a combination of the following consequences may be imposed by the faculty member:
1. Oral or written disciplinary admonition and warning.
  2. Temporary Exclusion from class, lab, clinical not to exceed one class session.
  3. A grade of "F" or a zero for the assignment, project, or examination.
- 4.5.2 The following consequence may be imposed by the faculty member after an inquiry conducted by the department director:
1. Program-based academic probation.
  2. A lower grade or a grade of "F" or "No Pass" for the course, overriding a student's ability to withdraw from the course (in some programs, this may result in a student's removal from the program).
  3. Requirement to attend an Academic Honesty Seminar.
- 4.5.3 The following consequences may be imposed by the Dean of Students in cases of grievous acts of dishonesty or for a continued pattern of dishonesty:
1. Disciplinary admonition and warning.
  2. Disciplinary probation with or without the loss of privileges for a definite period of time. The violation of the terms of the disciplinary probation or the breaking of any college rule during the probation period may be grounds for suspension or expulsion from the college.
  3. Suspension from Chemeketa Community College for a definite period of time.
  4. Expulsion from Chemeketa Community College.
- 4.5.4 Some professional-technical areas have program-specific student handbooks, and in these handbooks there may be further explanation of their unique policies and consequences.

## 5.0 Conflict Resolution

- 5.1 When there is a difference of opinion, values or perceived treatment, members of the Chemeketa community are encouraged to seek resolution directly with the individual with whom the conflict exists or his/her supervisor. If the issue involves alleged discrimination or harassment, the college's Harassment Network or Affirmative Action Officer should be contacted.
- 5.2 When resolution cannot be reached by talking to the individual (or when contact with the individual would not be appropriate), the individual's supervisor or appropriate dean should be contacted.
- 5.3 The dean has multiple informal processes to assist in resolving the conflict. Unbiased investigation will be used in the informal processes in an attempt to resolve issues. Examples include but are not limited to:
- 5.3.1 Referral to supervisors or staff trained in dispute resolution.
- 5.3.2 Referral to the college Executive Dean. The Executive Dean serves as a resource to resolve disputes on an informal basis. The Executive Dean may find mediators who will work with the referred parties to achieve resolution.
- 5.3.3 Referral to a conflict resolution team, especially designed to achieve resolution. The team will be composed of members who are approved by the parties involved in the dispute.
- 5.3.4 The dean may conduct an investigation of the situation to achieve resolution.

- 5.4 If the processes above do not result in agreement by both parties, the student may follow the College Appeals Process (Section 7.0) by contacting the Dean of Students.

## 6.0 Student Discipline

- 6.1 If a college staff member believes a student has violated the Student Rights and Responsibilities document, the person or persons involved shall attempt to resolve the issue by personal contact, if possible.
- 6.1.1 Informal conflict resolution processes (Section 5.2) are encouraged for resolution of possible violations of the Student Rights and Responsibilities document. The Dean of Students should be contacted for assistance.
- 6.1.2 Disciplinary action may be imposed upon a student by college staff for misconduct or for violation of law and/or college rules and policies.
- 6.1.3 Types of disciplinary action which may be imposed and authorization for such action are:
1. Temporary Exclusion is the removal of a student from a class or service area, not to exceed one class session, one day, or removal from a college-sponsored function for the duration of the function. If an employee deems that the language, manner, or physical behavior of a student violates an atmosphere conducive to learning, safety, the orderly administration of the college, or the rights of the members of the college community, the employee may request the student to leave. Reinstatement may be sought in accordance with the Student Rights and Responsibilities document. (See College Policy 4220.) A written report of the circumstances requiring this action shall be submitted to the appropriate director or dean within one working day following the incident with specific directions or expectations and consequences for non-compliance.
  2. Disciplinary Probation is a written warning to a student which may include interim exclusion. Interim exclusion may not exceed five days. The appropriate director may impose disciplinary probation.
  3. Suspension is the exclusion of a student from classes in a program or service area, and college-sponsored functions for a specified period of time as set forth in the notice of suspension. The appropriate dean may impose suspension from classes in a program, from a service area, or from college-sponsored functions. Suspension may not exceed one term.
  4. Expulsion is the permanent separation of a student from a program or service area or conditional separation from the college. The Dean of Students may impose expulsion. Conditions of readmission, if any, shall be stated in the order of expulsion.
- 6.2 The Dean of Students may take any disciplinary action deemed appropriate for student behaviors which are considered destructive to the educational environment of the college.
- 6.3 Chemeketa staff who take disciplinary action against a student shall submit a written statement to the Dean of Students specifying the nature of the alleged violation.
- 6.3.1 At the earliest possible time after a statement of violation, the appropriate director or dean shall meet with the student or issue a written statement for the purpose of advising the student of:
1. The nature of the charge(s).
  2. Possible sanctions or sanctions imposed based on evidence.
  3. The student's right to counsel, who may assist the student for advising purposes only.
  4. The student's rights under college policies.

- 6.3.2 The student charged may:
1. Accept sanctions imposed by the college staff person. If the student does not submit a written appeal within five working days, it will be concluded that the sanctions have been accepted.
  2. Request alternate conflict resolution by notifying the college Executive Dean in writing within five working days.
  3. Appeal the action within five working days by contacting the Dean of Students who may use multiple informal processes to resolve the conflict or may refer to the College Appeals Committee.

### 7.0 College Appeals Process

- 7.1 A hearing before the College Appeals Committee occurs in situations which may require a summary decision on an unresolved conflict or may result in the permanent expulsion of a student.
- 7.2 The college president shall appoint two students and three staff members to form a College Appeals Committee. The appeals committee must have a quorum of four to conduct a hearing. The hearing is not considered a formal, legal trial.
- 7.3 The general rules governing a hearing are listed below. The specific rules for a hearing are contained in the guidelines of the College Appeals Committee. A copy of these guidelines is on file in the office of the Dean of Students and is available for examination by any student upon request.
  - 7.3.1 A written statement of the alleged college violation shall be delivered by the student to the Dean of Students. A written statement of the alleged student violation shall be delivered to the student.
  - 7.3.2 A hearing shall be held not less than three nor more than twenty working days after the filing of the statement of violation with the Dean of Students. For reasonable cause, the College Appeals Committee may grant a postponement.
  - 7.3.3 The student may be accompanied by counsel for advising purposes only; however, counsel will not participate directly in the hearing.
  - 7.3.4 If the student who filed the appeal or is the subject of the appeal fails to appear for the hearing or agrees in writing not to contest the case, the Committee shall review the evidence and prescribe the appropriate action.
- 7.4 In any case, the student may appeal findings and judgment of the College Appeals Committee to the College Board. If an appeal is submitted, the student must present to the College Board Chairperson a written notice stating the basis for the appeal. The appeal must be filed within five working days after the pronouncement of the judgment of the Appeals Committee; otherwise the right of the appeal shall be waived.
- 7.5 Upon the filing of an appeal, the College Board Chairperson shall review the record of the hearing and the judgment. The College Board may schedule a hearing if further clarification is needed.
- 7.6 Within a reasonable time, the College Board Chairperson will respond in writing prescribing the final decision.

### 8.0 Definitions

- 8.1 College shall mean Chemeketa Community College.
- 8.2 College Board shall mean the Board of Education.
- 8.3 Staff shall mean any employee of the college, both full-time and part-time, management, faculty and classified. Staff rights and responsibilities shall be provided by college policy, procedure and collective bargaining agreements. Staff are expected to intervene and facilitate adherence to the Student Rights and Responsibilities document.

- 8.4 Student shall mean any person currently enrolled in a college class.
- 8.5 Community member shall mean any person not enrolled in a Chemeketa class. A community member shall have the rights and responsibilities provided by local, state, and federal laws. The Student Rights and Responsibilities document does not apply to community members. Community members may contact the college Executive Dean for clarification of their rights and responsibilities.
- 8.6 The College Appeals Committee shall be composed of students and staff and will conduct non-judicial hearings on alleged violations of the Student Rights and Responsibilities document. The hearings are not considered formal, legal trials.

For the most current version of the Student Rights and Responsibilities document, please check the college Web site at:

<http://www.chemeketa.edu/attending/studentrights/rights.html>

Updated May 31, 2005 by the College Advancement Department

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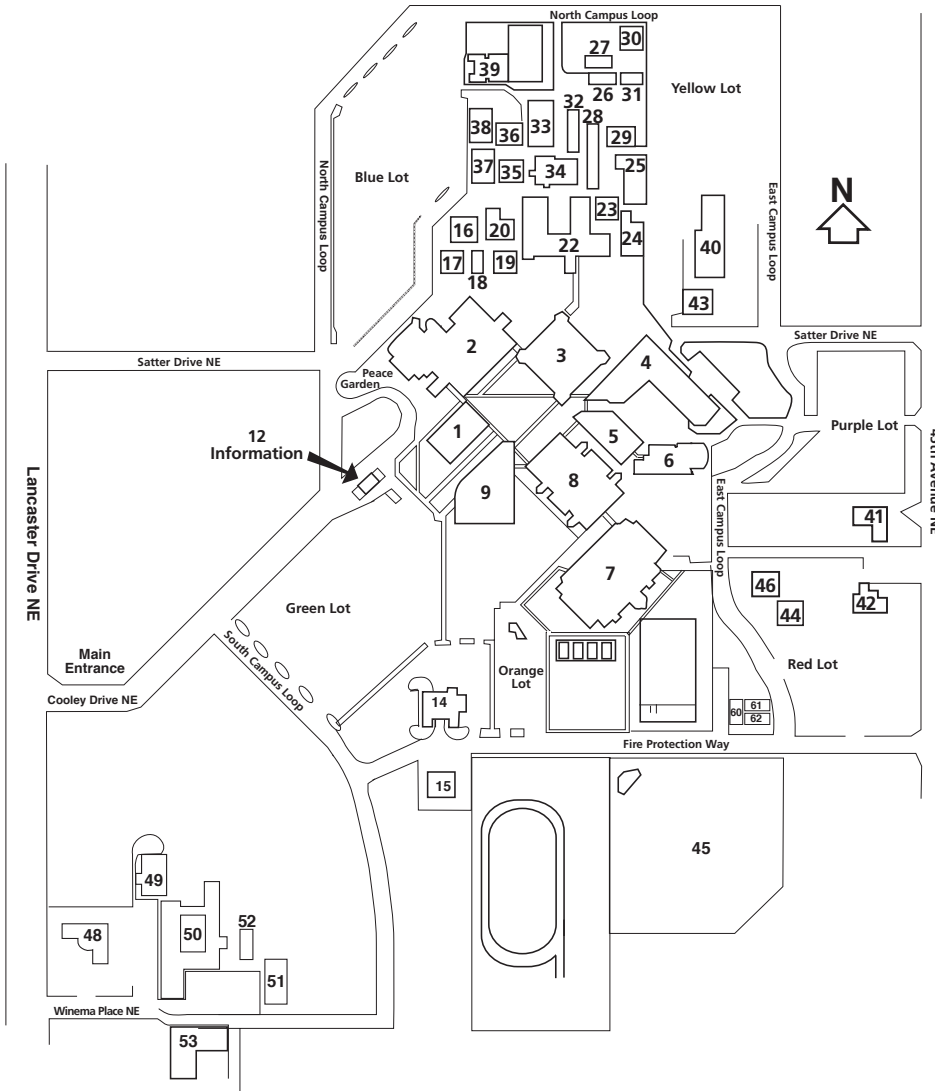
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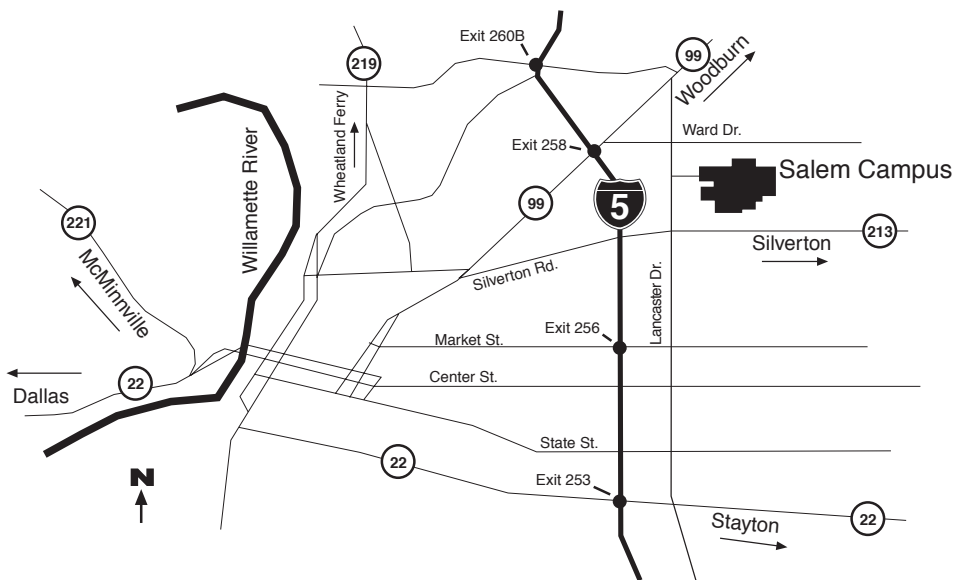
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3. Academic Services Office, General Classrooms, Math Lab, Apprenticeship Office, Salem Area Programs, Art Gallery, Deans, Vice-President
4. Professional-Technical Classrooms/Labs, Crossroads Café
5. Professional-Technical Classrooms/Labs and Art Classrooms
6. Technology Classroom Building, Computer Lab
7. Physical Education, Gym
8. Science and Allied Health Classrooms, Labs
9. Library, Classrooms, Distance Education, Curriculum Resource Center, Television Studio, Curriculum Resource Center, Opportunity Center, Chemeketa Cooperative Regional Library Services (CCRLS)
12. Information
14. Fire Station
15. Emergency Operations and Research Facility
16. High School Equivalency Program (HEP), Classrooms
17. Developmental Education Administration Offices
18. Classrooms
19. Classrooms
20. New Workforce and Occupational Skills Training
22. ABE/GED/ESL Classrooms, Volunteer Literacy Programs, Information Technology (IT)
23. Life Skills classroom
24. Machine Shop
25. Welding Shop
26. Classrooms A-B
27. Classrooms A-B
28. Classrooms A-F
29. Classrooms, Hospitality and Tourism Programs
30. Classrooms
31. Classrooms
32. Classrooms A-F
33. Staff Training Center / Northwest Innovations
34. Food Service Kitchen and Meeting Rooms
35. Writing Center and Classrooms
36. Classrooms
37. Staff Offices
38. Staff Offices
39. Child Development Center
40. Maintenance, Custodial, Construction/Facilities Services
41. Classrooms
42. Vacant
43. Shipping, Receiving, Recycling, Copy Center
45. Activity Field
46. Greenhouse
48. Office Building (MaPS) Credit Union, Winema Career Center, Workforce Integration, Mid-Willamette Workforce Network, Blue Moon Café
49. Northwest Center (PSU/Linfield)
50. Conference Rooms, Winema School, Apprenticeship, Enterprise, Mid-Willamette Education Consortium, Northwest Innovations
51. Apprenticeship
52. Classrooms
53. Department of Human Services
60. Agriculture
61. Classrooms
62. Classrooms



## How to get there





# Admission Application

Providing your Social Security number is voluntary. If you provide it, the college will use your Social Security number for keeping records, doing research, aggregate reporting, extending credit and collecting debts. Your Social Security number will not be given to the general public. If you choose not to provide your Social Security number, you will not be denied any rights as a student. Please read the statement on the inside back cover of the schedule of classes which describes how your number will be used. Providing your Social Security number means that you consent to use of the number in the manner described. Contact Enrollment Services (Admissions) for additional information.

Social Security or ID Number

Name: \_\_\_\_\_  
Last First MI (Previous last name)

Mailing address: \_\_\_\_\_  
City State Zip

County: \_\_\_\_\_

Telephone: \_\_\_\_\_  
Day Evening

E-mail address: \_\_\_\_\_  
Preferred

Term I plan to enroll at Chemeketa Community College: (check one)  
 Fall (Sept.)  Winter (Jan.)  Spring (Mar.)  Summer (Jun.)

I plan to enroll in the following courses at CCC (check all that apply):  Noncredit  Credit

Gender:  Male  Female Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_  
Month/Day/Year

Please circle one: (voluntary)

American Indian or <sup>4</sup> Alaskan Native Asian<sup>5</sup> Black or African<sup>2</sup> American Hispanic or<sup>3</sup> Latino Native Hawaiian or<sup>6</sup> Pacific Islander White<sup>1</sup>

Are you a citizen of the United States?  yes  no

Select a program from the list on this page that best describes your area of study or area of interest.  
Program title: \_\_\_\_\_

Will you have lived in Oregon for the 90 days just prior to the term you begin?  yes  no

Answer the following questions that apply to you:

Do you plan to earn a degree or certificate/diploma at Chemeketa Community College? (check one)

- Yes, certificate or associate degree<sup>CD</sup>
- Yes, high school diploma or GED<sup>HS</sup>
- No, here to take classes<sup>NO</sup>
- Undecided<sup>UN</sup>

High school information:

School name: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

I have completed high school as follows: (check one)

- Did not complete high school<sup>NC</sup>
- Still in high school<sup>SH</sup>
- High school graduate<sup>HS</sup> Year: \_\_\_\_\_
- GED<sup>GE</sup> Year \_\_\_\_\_
- Alternative high school diploma<sup>AH</sup>
- Certificate of Initial Mastery<sup>CI</sup>
- Certificate of Advanced Mastery<sup>CA</sup>
- External diploma program<sup>ED</sup>
- Attendance completion<sup>AC</sup>
- Proficiency exam<sup>PE</sup>

Prior to Chemeketa, I have completed college as follows: (check one)

- Have not attended college<sup>NOC</sup>
- Short-term training, private vocational school award, or other<sup>VOC</sup>
- One-year certificate from a community college<sup>CER</sup>
- Associate degree<sup>AD</sup>
- Bachelor's degree<sup>BD</sup>
- Master's degree<sup>MD</sup>
- Doctorate or professional degree<sup>PD</sup>

Name of last college attended other than Chemeketa:

Name: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Pick the one main reason you are here this term: (check one)

- Take classes to transfer to a 4-year college<sup>TR</sup>
- Learn skill to get a job<sup>LS</sup>
- Improve job skills<sup>IS</sup>
- Explore career or educational options<sup>EC</sup>
- Take classes to finish high school or GED<sup>FH</sup>
- Improve writing, reading or math skills<sup>W</sup>
- Learn English<sup>LE</sup>
- Personal enrichment<sup>PE</sup>
- Other<sup>OT</sup>

Are you currently employed? (check one)

- Yes, 35+ hrs/wk<sup>01</sup>
- Yes, under 35 hrs/wk<sup>02</sup>
- No, not at this time<sup>03</sup>
- Retired<sup>04</sup>

Chemeketa Community College releases only very limited information regarding students: enrollment status, dates of enrollment, degree or certificate, program of study, athletic status, or honors awarded. If you do *not* want any person outside the college, including prospective employers, to know any of these, you must file a Request for Non-Disclosure of Student Information Form with Admissions.

I certify that all statements on this application are complete and true. I also understand that if I am admitted and do not enroll for the term to which I am admitted, I will need to reapply for admission. Submitted materials will not be returned nor duplicated.

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_

Please send this form to:

Enrollment Services – Bldg. 2-200  
Chemeketa Community College  
PO Box 14007  
Salem, OR 97309-7070  
Phone: 503-399-5006 • Fax: 503-399-3918

[www.chemeketa.edu](http://www.chemeketa.edu)

Chemeketa Community College is an equal opportunity, affirmative action institution.



## Personal Enrichment (non-degree seeking)

Non-credit only

Use only if *all* courses are non-credit

Credit classes

## Professional/Technical Programs

*Some programs listed below may have special admission requirements, prerequisites and/or require assessment before admission. Contact Counseling and Career Services at 503-399-5120 for information.*

Accounting  
Aquarium Science  
Automotive Body Repair  
Automotive Machining  
Automotive Technology  
Building Inspection - 1 & 2 Family Plans Examiner (One-year)  
Building Inspection - Mechanical Inspection (One-year)  
Building Inspection - Structural Inspector (One-year)  
Building Inspection - Structural Plans Examiner (One-year)  
Building Inspection (Two-year)  
Business Technology - Accounting Administrative Asst.  
Business Technology - Administrative Asst.  
Business Technology - Business Support Specialist  
Business Technology - Business Software (One-year)  
Business Technology - Business Technology (One-year)  
Business Technology - Clerical Basics  
Business Technology - Medical Administrative Asst.  
Civil Technology  
Computer-Aided Design/Computer-Aided Manufacturing  
Computer Electronics  
Computer Programming  
Computer Programming - Computer Systems Specialist  
Criminal Justice  
Dental Assisting  
Drafting Technology - CAD Computer Assisted Drafting  
Early Childhood Education (One- and Two-year)  
Electronic Engineering  
Electronics Technologies  
Emergency Medical Technology - Paramedic  
Employment Skills Training  
Fire Protection Technology – Fire Service Supervision and Management (One-year)  
Fire Protection Technology – Fire Prevention  
Fire Protection Technology – Fire Suppression  
Health Services Management - Health Information Technology  
Health Services Management - Health Services Management  
Health Services Management - Medical Transcription  
High School Completion  
Hospitality Management (One- and Two-year)  
Human Services - Addiction Studies and Social Services  
Human Services - Addiction Counselor Certification Preparation  
IC Mask Design  
Industrial Electronics  
Industrial Technology  
Juvenile Corrections Certificate  
Management  
Mechanical Design  
Medical Office Assisting  
Network Technology  
Nursing  
Pre-Nursing  
Occupational Skills Training  
Paraeducator Certificate  
Pre-Professional/Technical  
Professional-Technical Teacher Preparation (One- and Two-year)  
Speech Language Pathology Assistant (One- and Two-year)  
Survey Technology  
Tourism and Travel Management  
Visual Communications  
Vineyard Management  
Vineyard Operations  
Welding Technology  
Welding Fabrication  
Winemaking

## Lower division courses which may be transferred to Oregon's four-year colleges and universities.

### LDC-BUSINESS

Accounting  
\*\*\* Business Administration

### LDC-COMPUTER SCIENCES

\*\*\* Computer Science

### LDC-EDUCATION

\*\*\* Elementary  
\*\*\* Secondary

### LDC-ENGINEERING

\*\*\* Engineering

### LDC-FORESTRY

\*\*\* Forestry

### LDC-GENERAL STUDIES

\*\*\* Exploratory  
General Studies  
Undecided Majors

### LDC-HEALTH

Community Health  
\*\*\* Health Education  
\*\*\* Nursing

### LDC-HOME ECONOMICS

Child Development  
\*\*\* Design

### LDC-HOTEL, RESTAURANT AND RESORT MANAGEMENT

\*\*\* Hotel Business Management  
\*\*\* Hotel, Restaurant and Resort Management

### LDC-HUMANITIES

Architecture  
\*\*\* Art  
\*\*\* English  
\*\*\* Foreign Languages  
\*\*\* Journalism  
Literature  
\*\*\* Music  
\*\*\* Philosophy  
\*\*\* Speech  
\*\*\* Theater

### LDC-MATHEMATICS

\*\*\* Mathematics

### LDC-PHYSICAL EDUCATION / HUMAN MOVEMENT STUDIES

\*\*\* Physical Education

### LDC-SCIENCE

\*\*\* Agriculture  
\*\*\* Biology  
\*\*\* Botany  
\*\*\* Chemistry  
\*\*\* Chiropractic  
\*\*\* Dental Hygiene  
\*\*\* Environmental Science  
\*\*\* Geology  
\*\*\* Horticulture  
\*\*\* Oceanography  
\*\*\* Physical Science  
\*\*\* Physics  
\*\*\* Pre-Professional Study  
(Medicine, Dentistry, and Veterinary Medicine)  
\*\*\* Zoology

### LDC-SOCIAL SCIENCES

\*\*\* Anthropology  
\*\*\* Criminal Justice  
\*\*\* Economics  
\*\*\* Ethnic Studies  
\*\*\* Geography  
\*\*\* History  
\*\*\* Political Science  
Pre-Law  
\*\*\* Psychology  
\*\*\* Sociology

Three stars (\*\*\*) indicate courses of study included in the college catalog. For use with the Admission Application.



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