

Chemeketa
Community
College

Catalog

1988-89



Chemeketa Community College 1988-1989 Catalog

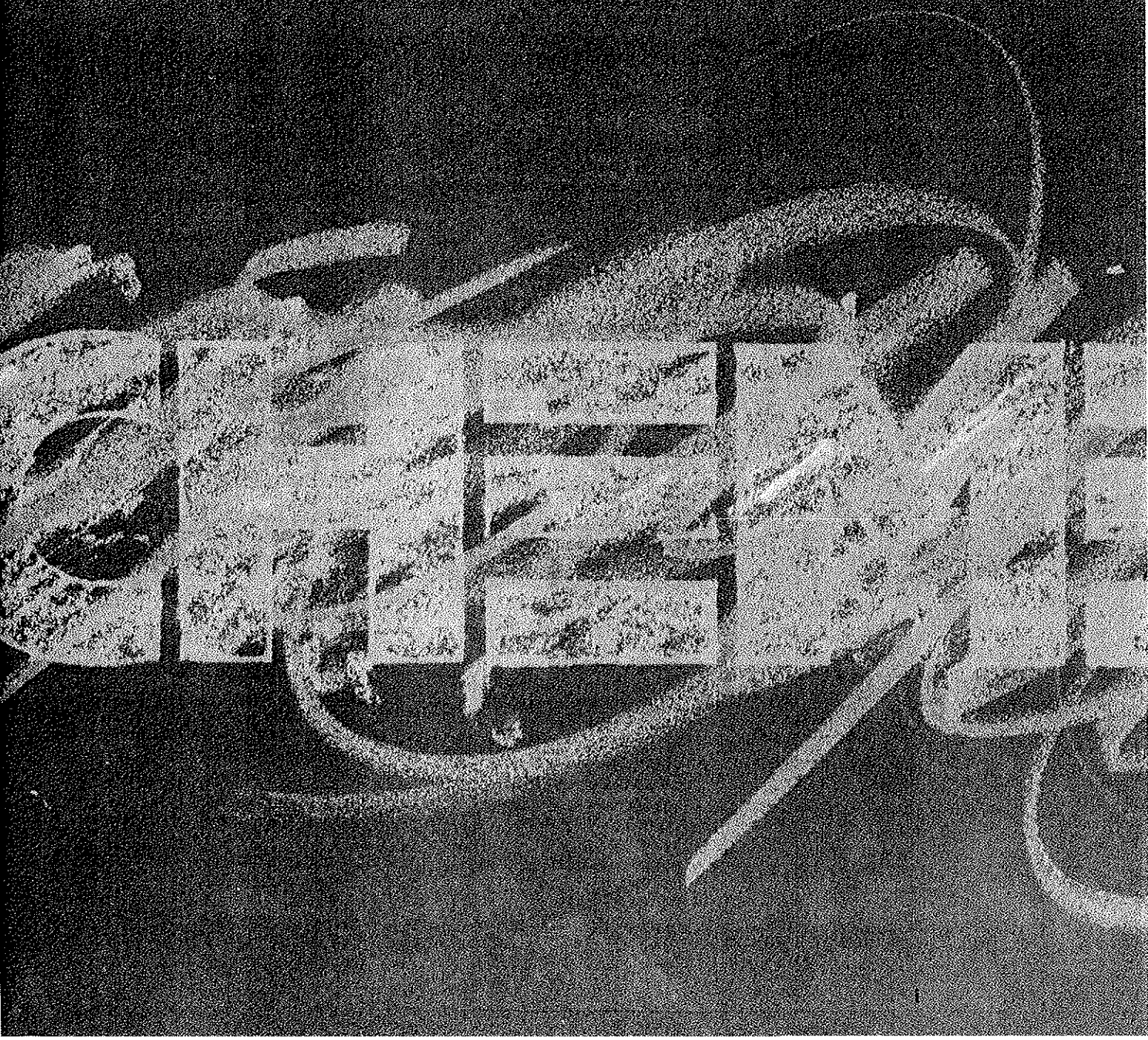


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CHEMEKETA COMMUNITY COLLEGE

4000 Lancaster Drive NE, P.O. Box 14007, Salem, Oregon 97309
Chemeketa Community College is an equal opportunity, affirmative action institution.

APPLICATION FOR ADMISSION

To apply for admission, fill out this form and return or mail it to the Admissions Office, building 22, room 110, Salem campus (address at left). Contact the Admissions Office, (503) 399-5006, for information on limited enrollment programs, admission requirements for specific programs or for the status of your application.

PLEASE PRINT

--	--	--	--	--	--	--	--	--	--

Social Security Number

Name _____
Last First Initial (Maiden Name)

Mailing Address _____ City _____
Number Street

State _____ Zip _____ County _____ Phone (Day) _____
(Eve) _____

Permanent Address _____ City _____
Number Street

State _____ Zip _____ County _____ Phone _____

How long at mailing address? _____ How long at permanent address? _____

Date of birth _____ Age _____ Sex Female Male U.S. Citizen No Yes
Month Day Year

Schools attended	Name & Location	Grade completed	Last year attended
<input type="checkbox"/> High School <input type="checkbox"/> GED			
Colleges			
Occupational Schools			

I am applying for: (Please check only one — Financial Aid Students must check item D or E.)

- A Non-credit classes only
 B Evening classes only
 C Six credit hours (or less) or audits only
 D College transfer curriculum _____
 (enter code and/or title from other side)
 E Occupational curriculum _____
 (enter code and/or title from other side)

- What term do you plan to start at CCC?
 Fall (Sept.)
 Winter (Jan.)
 Spring (April)
 Summer (June)

To assist the college in complying with federal requirements and to provide needed services, you are urged to supply the following information voluntarily. This information is confidential.

<p>Ethnic background (circle number which applies)</p> <ol style="list-style-type: none"> White, Non-Hispanic Black, Non-Hispanic Hispanic American Indian or Alaska native Asian or Pacific Islander No response 	<p>Are you handicapped? (circle numbers which apply)</p> <ol style="list-style-type: none"> Learning Disability Blind/visually impaired Deaf/hearing impaired Physically handicapped Other _____ No No response
--	---

In case of emergency notify:

Name _____ Address _____ Phone _____

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.

Please note: No submitted materials will be returned and/or duplicated.

Signature _____ Date _____

PROGRAM CHOICES

Select one of the following programs of study:

Occupational Programs

- Accounting (025)
- Automotive Mechanics (135)
- Auto Parts Sales (668)

- Banking and Finance (545)
- * Building Inspection (635)

- Civil-Structural Engineering (110)
- Clerical Technology (023)
- Commercial Food Production (100)
- Computer-Aided Design/Computer-Aided Manufacturing (151)
- Computer-Aided Manufacturing (152)
- * Computer Electronics Technology (123-29E)
- Computer Programming (032)
- Computer Programming — Microcomputer (035)
- Computer Support (036)
- Criminal Justice (044)

- * Dental Assisting (081-29C)
- Drafting Technology - CAD (142)

- Early Childhood Education (060)
- Educational Aide—One year (062)
- Educational Aide—Bilingual/Bicultural (06E)
- Educational Aide—Handicapped-Deaf/Blind (06F)
- Educational Aide—Handicapped-Mentally/Physically/Emotionally (06H)
- Educational Aide—Junior/Senior High (06C)
- Educational Aide—Kindergarten/Elementary (06A)
- Educational Aide—Vocational-Technical (06G)
- * Electronic Engineering (120-29E)
- * Emergency Medical Technology (607-29L)

- Fire Prevention/Insurance Risk Inspection (571)
- * Fire Suppression (052-29D)
- Food Service Management (622)
- Forest Technology (056)

- * Health Information Technician/Medical Transcriptionist (095-29P)
- * Health Services Coordinator (094-29B)
- High School Completion (063)
- Human Services — Alcohol/Drugs (092)
- Human Services - Gerontology (093)
- Human Services — Social Services (091)

- Industrial Electronics (126)
- Industrial Technology (160)

- Management (026)
- Manufacturing Engineering Technology (College Transfer) (149)
- Manufacturing Operations (148)
- Manufacturing Technology (147)
- Mechanical Design (143)
- * Medical Office Assistant (083-29M)

- * Nursing (084-29H)

- Office Administration/Secretarial—Engineering (02A)
- Office Administration/Secretarial—Legal (512)
- Office Administration/Secretarial—Medical (029)
- Office Administration/Office Administration (028)
- Office Occupations (500)

- Real Estate (040)

- * Unit Clerk (615)
- * Visual Communications (145-29J)

- Welding (137)
- Welding/Non-Destructive Testing (131)
- Welding Fabrication (136)

One star (*) indicates programs which may have special admission requirements or enrollment limits.
Please contact the Admissions Office.

Lower Division courses of study which may be transferred to Oregon's four-year colleges and universities

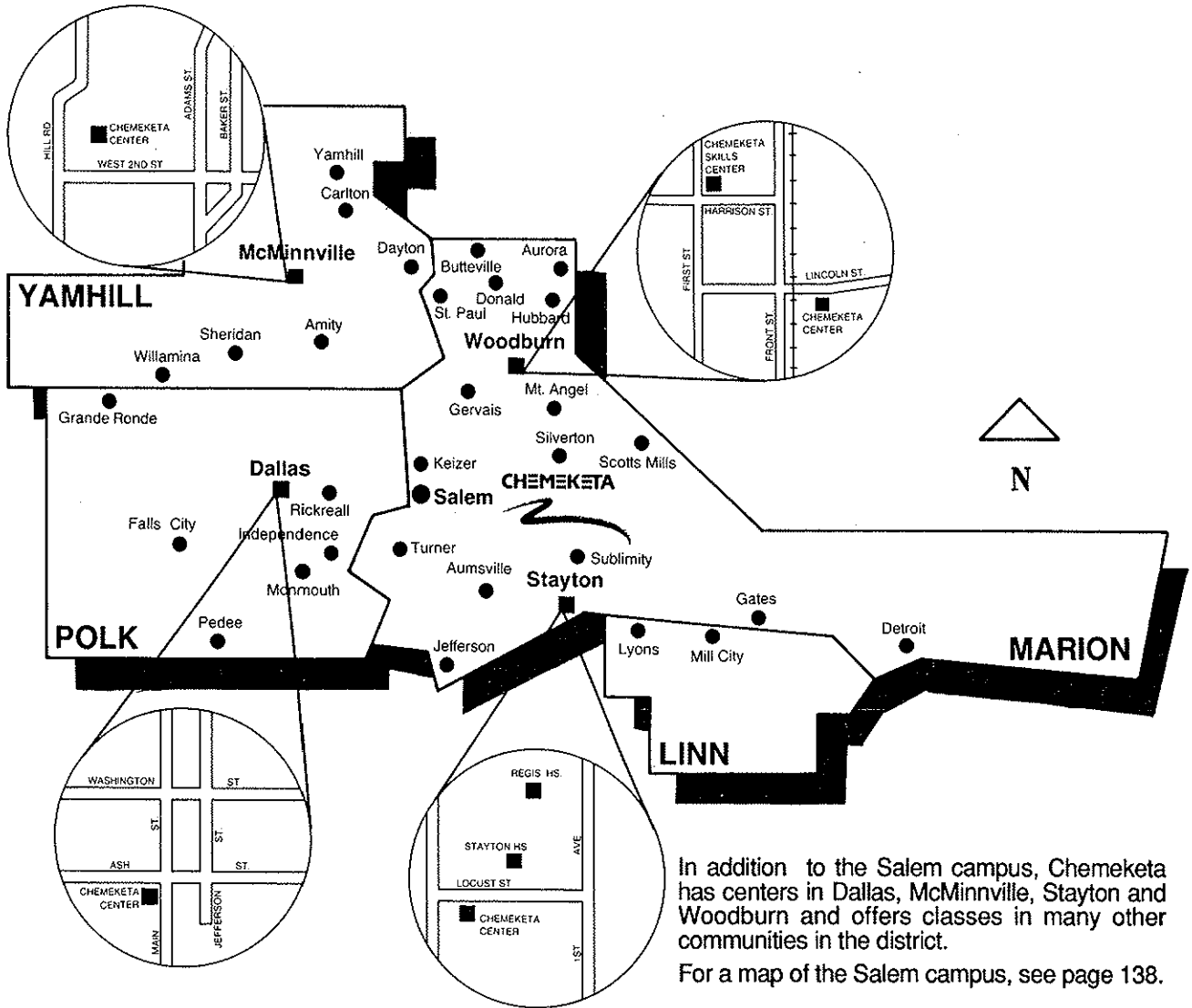
- LDC-Business (210)
 - Accounting
 - **Business Administration
 - **Business Education
 - Marketing
- LDC-Computer Sciences (320)
 - **Computer Science
- LDC-Education (220)
 - **Elementary
 - **Secondary
 - Special Education
- LDC-Engineering (330)
 - **Engineering
- LDC-Forestry (340)
 - **Forestry
- LDC-General Studies (280)
 - Exploratory
 - **General Studies
 - Undecided Majors
- LDC-Health (275)
 - Community Health
 - **Health Education
 - **Nursing
- LDC-Home Economics (240)
 - Child Development
 - **Home Economics
- LDC-Hotel and Restaurant Management (350)
 - Hotel and Restaurant Management
- LDC-Humanities (230)
 - Architecture
 - **Art
 - **English
 - **Foreign Languages
 - **Journalism
 - Literature
 - Music
 - **Philosophy
 - **Speech
 - Theater
- LDC-Mathematics (310)
 - **Mathematics
- LDC-Physical Education (270)
 - **Physical Education
- LDC-Science (300)
 - **Agriculture
 - Atmospheric Sciences
 - **Biology
 - **Botany
 - **Chemistry
 - **Chiropractic
 - **Geology
 - Horticulture
 - Oceanography
 - Physical Science
 - **Physics
 - **Pre-Professional Study
(Medicine, Dentistry, and Veterinary Medicine)
 - **Zoology
- LDC-Social Sciences (260)
 - American Studies
 - **Anthropology
 - **Economics
 - Ethnic Studies
 - **Geography
 - **History
 - Law Enforcement-Corrections
 - **Political Science
 - Pre-Law
 - **Psychology
 - **Sociology

Two stars (**) indicate which courses of study are included in the college catalog.

About Chemeketa ...



Chemeketa Community College District



In addition to the Salem campus, Chemeketa has centers in Dallas, McMinnville, Stayton and Woodburn and offers classes in many other communities in the district.

For a map of the Salem campus, see page 138.

Introducing Chemeketa

Welcome to Chemeketa Community College

Chemeketa is your community college. Our goal is to serve all of you who live within our college district in every way that we can.

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

You can fit as much of this as you want into your life. You may go to school full time to finish a one- or two-year program. You may go part time to take a class or workshop or two. You may attend classes and special events on the Salem campus or at one of our centers in Dallas, McMinnville, Stayton, or Woodburn. 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.

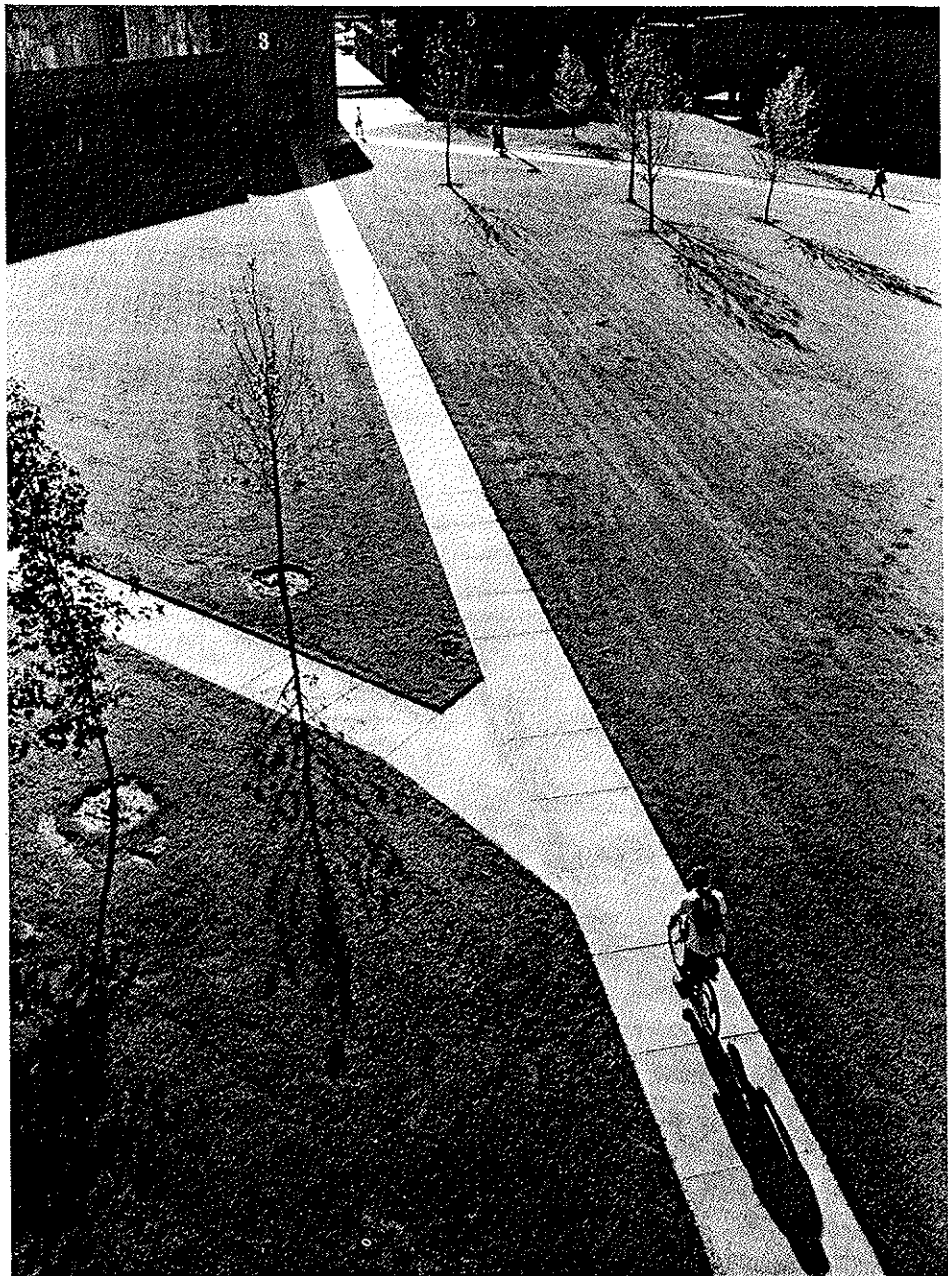
Whatever your goals and interests, we are willing (and usually able) to meet your needs. We want to help you add to the quality of your life.

What kinds of education does Chemeketa offer?

Basically, Chemeketa has four areas of learning:

• **Vocational-technical education** trains students who want to qualify for work in specific fields.

We offer more than 40 occupational training programs. In some of these, you may earn a certificate of completion in one year. In most programs, you may earn an Associate in Science degree. It usually takes two years to meet the requirements; it may take longer if you attend part time.



Welcome to Chemeketa's Salem campus.

In addition to vocational classes, our occupational programs include general education courses. The aim of these courses is to increase your self-awareness; help you appreciate the values of good physical and mental health; become more competent in English and mathematics; and gain an understanding of history, governments, and economic systems.

• **College transfer courses** are for students who wish to continue their education at a four-year college or university. If you successfully complete Chemeketa's two-year college transfer program, you may also earn an Associate in Arts degree. See page 15 for requirements.

Some of our vocational and technical programs also include courses which may be

Academic Calendar

	Fall 1988	Winter 1989	Spring 1989	Summer 1989	Fall 1989 (tentative)
Registration	Sept. 19-22	Jan. 2	March 27	June 16	Sept. 18-21
Evening classes begin	Sept. 26	Jan. 2	March 27	June 19	Sept. 25
Day classes begin	Sept. 26	Jan. 3	March 28	June 19	Sept. 25
Last day to withdraw and receive a refund	Oct. 7	Jan. 16	April 10	June 30	Oct. 6
Last day to register or add classes	Oct. 14	Jan. 23	April 17	July 7	Oct. 13
Audit requests due	Oct. 21	Jan. 30	April 24	July 14	Oct. 20
Applications for next term's graduation due	Oct. 21	Jan. 30	April 24	July 14	Oct. 20
Holidays	Nov. 11 Nov. 24, 25		May 29	July 4	Nov. 10 Nov. 23, 24
Last day to withdraw from classes without responsibility for grades	Nov. 28	Feb. 24	May 19	July 21	Nov. 27
Review and final examination	Dec. 12-15	Mar. 13-16	June 5-8		Dec. 11-14
End of term	Dec. 16	Mar. 17	June 9	Aug. 11	Dec. 15
Graduation General Education Development and High School Completion One- and two-year programs			June 7 June 9		

Chemeketa Community College

transferred for college credit. For more specific information, consult with a Chemeketa counselor or advisor, or with the four-year institution you wish to attend. Generally, transfer courses are numbered 100 or above.

•**Lifelong learning** is important at Chemeketa. We encourage you to continue to learn throughout your life. 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** are offered for people who want to learn basic reading, writing, mathematics, and study skills, or finish high school, or learn English as a second language.

Affirmative action policy

It is the policy of Chemeketa Community College not to discriminate on the basis of sex, handicap, race, color, national origin, or age in admission and access to, or treatment in, employment, educational programs or activity as required by Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973; Title VI of the Civil Rights Act of 1964; the Age Discrimination Act and their implementing regulations.

Questions or complaints may be directed to Arthur Berman, Affirmative Action Officer, P.O. Box 14007, Salem, Oregon 97309, (503) 399-5009.

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

Chemeketa's teachers

Chemeketa has over 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 occupational programs generally have a rich background which combines education with practical, on-the-job experience. In addition, we hire an average of 700 part-time teachers each year. Most of them teach evening classes on subjects directly related to their full-time jobs in the community.

How are we supported?

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

What is our history?

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

Our credentials

The Northwest Association of Schools and Colleges granted full accreditation to Chemeketa in December, 1972. In addition, the Oregon Department of Education has approved all of our occupational programs and college transfer courses. Professional associations have also accredited those occupational programs which require approval.

For more information on accreditation and approvals, contact the office of the Vice President of Academic Services in building 5 on the Salem campus, phone 399-5144.

Where is Chemeketa?

The Chemeketa Community College district covers over 2,600 square miles in Oregon's mid-Willamette Valley. It includes Marion, Polk, most of Yamhill, and part of Linn counties.

We consider the entire college district as our campus. Our 160-acre main campus is located at 4000 Lancaster Drive, N.E., Salem. We have centers in Dallas, McMinnville, Stayton, and Woodburn. We also schedule credit and non-credit classes, workshops, seminars, and special programs in about 25 communities throughout the college district. These classes meet during the day, evening, and on weekends in schools, businesses, churches, and homes.

Our Training & Economic Development Center is located in Liberty Square, 365 Ferry Street, S.E., in downtown Salem.

What kind of facilities does Chemeketa have?

Chemeketa's Salem campus has seven major buildings and a number of smaller buildings. Building 2 houses the counseling center, tutoring services, and the learning resource center. The learning resource center includes the library, media services, telecommunications programs, a television studio, and the planetarium and multimedia theater.

The library, with its computerized card catalog, has a collection of approximately 50,000 books, over 1,000 periodicals, and a selection of maps and pamphlets.

Our science and health building has modern, well-equipped laboratories for science and health-related programs. In the physical education building are specially-equipped rooms, racquetball courts, and a gymnasium. Other buildings

provide modern classrooms, welding and machine shops, and computer laboratories. There is a fire-training building that also serves as a fire station.

For more information about facilities on the Salem campus, contact the scheduler's office in building 22 or call 399-5008.

Chemeketa's centers in Dallas, McMinnville, Stayton, and Woodburn have classrooms, up-to-date laboratories, and offices.

Who are Chemeketa's students?

You will not find a "typical" student at Chemeketa. Our students are all ages, from recent high school graduates to retired grandparents. They have many different goals. Some persons come to Chemeketa to train or retrain for new careers or to update their occupational skills; others return to school to increase their knowledge, learn new skills, or to get to know more about themselves and their relationships with other people.

Some of our students attend full time; others, part time. Many combine work and school.

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 some 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.

In 1987-88, over 30,000 persons enrolled in Chemeketa classes and workshops. Each term, about 3,250 students are enrolled full time.

Admission and registration

Who may enroll at Chemeketa?

(Admissions office, 399-5006)

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 16 or 17 years of age and have not graduated from high school, you may enroll if your high school issues you a release form allowing you to be admitted to Chemeketa.

Under special conditions, students under age 16 may enroll in certain classes during summer term only. The admissions office can provide details for this process.

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

You will find an application form on page iii in the front of this catalog. Before you apply for admission, contact the counseling center in building 2 on the Salem campus, phone 399-5120. Talk with a counselor about your academic and occupational plans and the requirements for the program which interests you. You may also meet with a counselor at Chemeketa's centers in Dallas, McMinnville, Stayton, and Woodburn.

Placement tests

(399-5120)

If you are a new student, Chemeketa requires you to take a free placement test in order to be accepted for admission. Test results more than two years old are not valid. The purpose of the test is to determine your skill levels in reading, English, writing, and math-

ematics so that you may choose courses that suit your abilities. Under certain conditions, you may be granted a test waiver.

For information about tests and test waivers, contact the counseling center in building 2 on the Salem campus or Chemeketa centers in Dallas, McMinnville, Stayton, and Woodburn.

Orientation

(399-5120)

After you have applied for admission, you will be invited to an orientation meeting before the term begins. The orientation, which is optional, will introduce you to Chemeketa and some of our instructors. You will receive information about registration and ways you may participate in campus and college life at Chemeketa.

Registration

(399-5001)

For registration dates and other information, see **How to Enroll at Chemeketa** on page 5 and the **Academic Calendar** on page 2. Each term the *Schedule of Classes* gives the step-by-step procedure for registering for classes.

You may not register if you owe the college any money from previous terms.

Student identification cards

(399-5116)

A student identification card is required for all full-time students and for any part-time students who use the library. This includes your photograph, which can be taken when you register or at the student activities office, building 3, room 101. Your student ID card serves as your library card. It also admits you to college sporting events at no cost and entitles you to discounts for various activities.

Class loads

(399-5001)

If you enroll in 12 or more credit hours, you are considered full time for academic purposes. The average class load is 15 credit hours per term. If you wish to enroll for more than 20 credit hours, you must obtain

How to Enroll at Chemeketa

Student Classification	1. Academic and career decision making	2. Placement testing	3. Application for admission	4. Registration for classes
Enrolling for MOST Salem campus classes sponsored by Chemeketa	Contact counseling center, building 2, Salem campus (optional)	Contact counseling center, building 2, Salem campus	<ul style="list-style-type: none"> • File application with admissions office, building 22, Salem campus. <p style="text-align: center;">or</p> <ul style="list-style-type: none"> • Use mail-in form found in class schedule if enrolling for non-credit classes or six or less credit hours of classes. 	<p>New students— Register on Salem campus following directions sent to all applicants by admissions office.</p> <p>Returning Students— Register on Salem campus following directions published in the quarterly <i>Schedule of Classes</i>.</p>
Enrolling for classes held outside of Salem	Contact counseling center, building 2, Salem campus or call nearest Chemeketa center in Dallas, McMinnville, Stayton, or Woodburn (optional).	Contact nearest Chemeketa center.	Application for admission recommended, but not required.	<ul style="list-style-type: none"> • Follow procedure shown above for enrolling on Salem campus. <p style="text-align: center;">or</p> <ul style="list-style-type: none"> • Register at a Chemeketa center. <p style="text-align: center;">or</p> <ul style="list-style-type: none"> • Register at first class session.
Enrolling for Salem evening, weekend, or non-credit classes	Contact counseling center, building 2, Salem campus (optional).	Contact counseling center, building 2, Salem campus (optional).	<ul style="list-style-type: none"> • Application for admission recommended, but not required. <p style="text-align: center;">or</p> <ul style="list-style-type: none"> • Use mail-in form found in class schedule if enrolling for non-credit classes or six or less credit hours of classes. 	<ul style="list-style-type: none"> • Follow procedure shown above for enrolling on Salem campus. <p style="text-align: center;">or</p> <ul style="list-style-type: none"> • Register at first class session.
Interested in GED or English as a Second Language (non-credit)	Contact counseling center, building 2, Salem campus or call nearest Chemeketa center in Dallas, McMinnville, Stayton, or Woodburn (optional).	Contact developmental education center, building 2, Salem campus.	Application for admission not required. Students 16 and 17 years old must have a high school release.	Consult term <i>Schedule of Classes</i> . Open entry during term.
Interested in earning a high school diploma	Contact counseling center, building 2, Salem campus, or call nearest Chemeketa center in Dallas, McMinnville, Stayton or Woodburn (optional).	Contact counseling center, building 2, Salem campus.	<ul style="list-style-type: none"> • File application for admission with admissions office, building 22, Salem campus. • File high school transcript with high school completion office, building 40, Salem campus. • Students 16 and 17 years old must have a high school release. 	Follow directions sent by admissions office ten days before registration.

These programs may have special admission requirements or enrollment limits. Please contact the admissions office, 399-5006.

Building Inspection
 Computer Electronics Technology
 Dental Assisting
 Electronics Technology
 Emergency Medical Technology

Fire Suppression
 Health Care Support Services
 Nursing
 (RN, LPN, nursing assistant, re-entry courses)
 Visual Communications

Student's Check List

Before you register:

1. If you are a new student, have you

- applied for admission to the college? Contact the admissions office, Salem campus, building 22, 399-5006. An application form is on page iii.
- taken mathematics, reading, and English placement tests? Contact the counseling center, Salem campus, building 2, 399-5120.
- checked to find out if there are special requirements for the program you want to enter? Contact the admissions office, Salem campus, building 22, 399-5006.

2. Do you know the costs of

- tuition and fees?
- special tools, equipment, uniforms, etc. required by your program?

You will find these costs listed in this catalog in the description of your program.

3. Have you arranged for

- transportation?
- child care?

4. Have you asked about financial aid? Contact the financial aid office, Salem campus, building 22, 399-5018, or a Chemeketa center in Dallas, McMinnville, Stayton, or Woodburn.

5. Have you checked on your eligibility for Veterans Administration educational benefits? Contact the registrar's office, Salem campus, building 22, 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 not, contact the counseling center, Salem campus, building 2, 399-5120, or the Chemeketa center in your community.

special permission from the registrar. You will be charged additional tuition for each credit hour over 20 hours. The rates are listed under **Tuition** on page 7.

Class changes (399-5001)

You may make changes in your class schedule before the deadline listed in the **Academic Calendar** on page 2. To make changes, complete an add-drop form. Forms are available in the registrar's office, staff offices, and the counseling center. The changes should be approved by your academic advisor. Turn in the add-drop form at the registrar's office.

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 we have limited staff, space, or equipment. Enrollment is also limited for some programs because of special admission requirements.

We urge you to apply early for the following occupational programs which limit enrollment and have special admission requirements:

Building Inspection
Computer Electronics
Technology
Dental Assisting
Electronics Technology
Emergency Medical
Technology
Fire Suppression
Health Care Support
Services
(Health Information
Technician-Medical
Transcriptionist, Health
Services Coordinator,
MedicalOffice Assistant,
Unit Clerk)
Nursing (Registered Nurse,
Licensed Practical Nurse,
Nursing Assistant,
and re-entry
courses)
Visual Communications

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.

Transfer credits from other colleges, CLEP, and Advanced Placement (399-5006)

You may transfer credits from other colleges you have attended by requesting each of them to send an official copy of your transcript to our admissions office.

If you have taken the College Level Examination Program (CLEP), or the Advanced Placement 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 information, see page 13.

Your accepted transfer credits and scores will become part of your permanent record at Chemeketa. Your transfer grades are not indicated; only the course grades you earn at Chemeketa are used to compute your grade point average.

International students (399-5006)

If you are a citizen of another country, you will be asked to meet certain federal immigration and college requirements before being admitted to Chemeketa. You are expected to maintain certain levels of academic achievement acceptable to the United States Immigration Service and to the college. Chemeketa's admissions office has special application materials for international students.

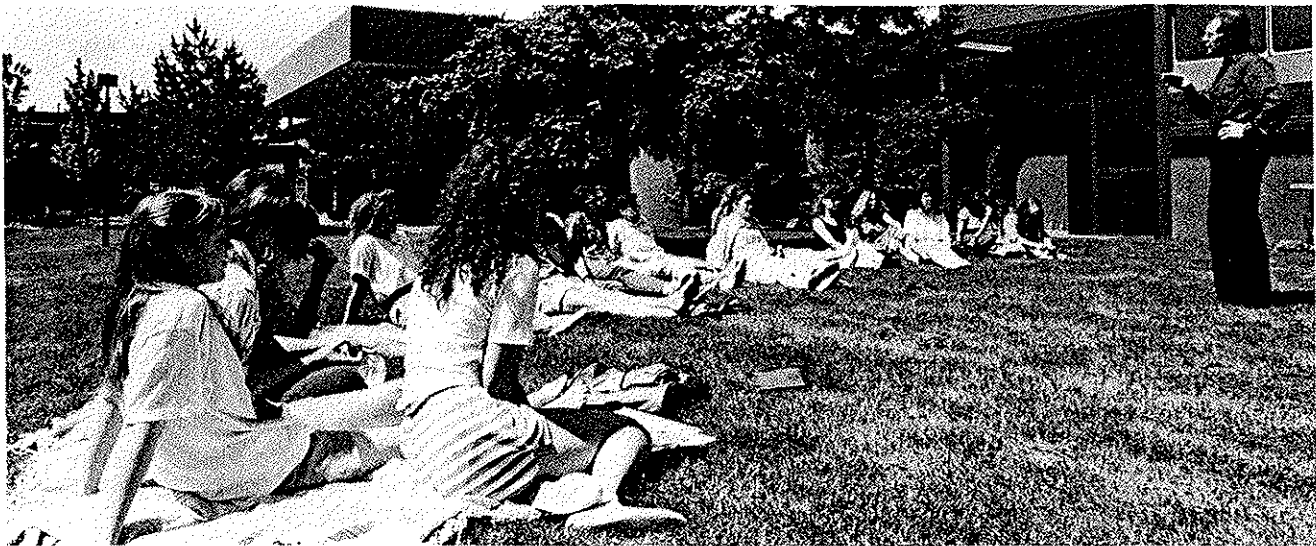
Deadlines for international students to mail or turn in application forms to the admissions office, building 22, room 110, are

Fall term—September 1
Winter term—December 1
Spring term—March 1
Summer term—June 1

If you are an international student, you may contact a Chemeketa counselor or a bilingual staff member for help in how to enroll.

Readmission (399-5006)

If you are a former Chemeketa student who was not enrolled in the college the previous term (or, for fall enrollment, was not



A class moves outside in good weather.

registered the previous spring or summer), 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 (399-5011)

Tuition and fees are due in full when you register unless you make special arrangements ahead of time with the business office. (See information under **Deferred tuition payments** in column three on this page.)

Credit courses

If you are a full-time student, you are required to enroll in 12 credit hours for full academic standing.

If you enroll for 21 hours or more, you will be charged a fee per credit hour for each hour over 20 hours.

Tuition rates for 1988-89 are:

Oregon students

Full time \$240 per term
 Part time \$21 per
credit hour

Out-of-state students

Full time \$900 per term
 Part time \$79 per
credit hour

Non-credit courses

The cost of most non-credit courses is \$1.25 per class hour with a \$5 minimum charge, or as stated in the term *Schedule of Classes*.

Tuition rates for non-credit courses apply even if you are considered a full-time student.

There is no charge for adult basic education, general educational development (GED), and English as a second language classes. There is a \$25 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.

Oregon residency

You are considered an Oregon student if you have established a permanent residence within the state at least three months before you register for the first time. The college may ask you to provide information to prove whether you meet the residence 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 out-of-state student as long as you are required to have that document.

Auditing courses (399-5001)

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 fees. Pick up and turn in an audit request form at the registrar's office before the end of the fourth week of the term.

Deferred tuition payments

If you are enrolling in 12 or more credit hours, you may pay your tuition in installments, with the approval of the business office. When you register, you pay one-third of your tuition for credit classes plus all of your non-credit-course tuition, lab fees, and all other charges. You enter a contract with the business office to pay the remaining amount due. The college charges \$5 if this amount is less than \$100 and \$10 if it is \$100 or more. Make arrangements with the business office before you register.

Tuition refund policy

If the college cancels a class, we will refund your tuition.

If you decide to withdraw from Chemeketa during the first two weeks of a term, you may receive a tuition refund. See detailed information under **Withdrawal from College**, page 12.

If Chemeketa cancels a course because the enrollment is below a minimum number of students, we give you a full refund. You will not receive a

Student Rights and Responsibilities

Chemeketa's Board of Education has approved a document outlining the rights and responsibilities of students. See page 134.

refund if you are suspended from the college.

Other fees (399-5011)

You may rent a locker for \$3.50 a term. Our physical education locker and towel fee is \$5 a term if you are enrolled in a physical education class; \$11 if you are not enrolled in a PE class.

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

Some of Chemeketa's programs require you to provide your own tools, equipment, and uniforms. These costs are included in the descriptions of the programs.

Contact the admissions office in building 22 on the Salem campus for more information on special program fees.

Student health and accident insurance (399-5011)

As a full-time student, you may purchase health and accident insurance for yourself and your dependents at the business office in building 22 during the first two weeks of each term except summer term.

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.

Veterans' services (399-5004)

If you are a veteran, contact the veterans' clerk in the registrar's office for information on Veterans Administration

policies, procedures, and approved programs of instruction.

Chemeketa processes a veteran's application for certification and the necessary supporting documents (DD214, etc.) according to VA regulations. We forward certification information to the VA regional office in Portland. Usually this completes the application process for VA educational benefits. In addition, you must apply for admission through the admissions office.

If you have attended other colleges, arrange to have transcripts of your credits sent to the admissions office and request an evaluation.

Policy of satisfactory progress:

In accordance with a Veterans Administration directive, if you receive veterans' educational benefits and are enrolled half-time (six credit hours) to full-time (at least 12 credit hours), you must comply with the following regulations:

- Receive no more than 44 deficiency course units over a two-year period.
- Accumulate a minimum grade point average (GPA) of 2.0 in your program. GPA is based on A=4, B=3, C=2, D=1, F=0.
- Make any changes which affect your certification status by the end of the fourth week of a term. After that, you are responsible for completing all certified credit hours in which you are enrolled.

Any term your GPA falls below 2.0 or you do not satisfactorily complete the required hours listed above, the veterans' clerk will advise you that you are on probation. If you do not maintain the GPA and/or credit hour requirements for two consecutive terms, the clerk will record a notice of unsatisfactory progress and forward it to the VA regional office in Portland.

Once you are placed on unsatisfactory progress, you must enroll in, and complete, one term before the veterans' clerk 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 2.0 GPA for the term.

Financial aid (399-5018)

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 22, room 118, 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 graduated from high school or have earned a General Educational Development (GED) high school equivalency certificate.
- Be a United States citizen or able to provide I-94 or other documents showing you are an eligible noncitizen.
- Be registered with Selective Service if you are a man 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 a need for financial help.
- Enroll in a certificate or degree 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. These may include only one three-credit-hour course by television or mail.
 - 2) If you register for six to 11 credit hours, you may not include any courses by television or by mail.
 - 3) You may not include audited and non-credit courses in these totals.
 - 4) You may not count a repeated course. An exception may be made if an instructor recommends, in writ-

ing, that you repeat a course in which you made lower than a C grade.

5) You may count up to 24 credit hours of developmental courses which were recommended by your advisor.

6) You may not count credits you earned by passing challenge examinations.

• Score at or above 10 in the reading section of the college's placement test. If you score between 10 and 14:

1) The college places you in a guided studies program for two terms. (You may also enroll in classes included in your chosen program of study.)

2) The college assigns you an advisor.

3) You take classes to learn the basic skills you need for your program.

If you already have a bachelor's degree, you do not qualify for some financial aid and programs. However, you may apply for College Work Study, a Carl Perkins National Direct Student Loan (NDSL), a Guaranteed Student Loan, an Oregon "PLUS" loan, or a Supplemental Student Loan.

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 10 and 11.

How to apply

Follow these steps to apply for financial aid:

- Pick up (or ask us to mail you) a Financial Aid Form at the financial aid office on the Salem campus or at a Chemeketa center in Dallas, McMinnville, Stayton, or Woodburn.
- Fill out and mail your Financial Aid Form to College Scholarship Service (CSS), following directions on the form. Ask CSS to send a copy to Chemeketa. Be sure to include a check or money



Financial aid office offers information, answers questions.

order to cover the fee indicated on the form.

• Take Chemeketa's placement test. Contact the counseling center on the Salem campus or a Chemeketa center in Dallas, McMinnville, Stayton, or Woodburn for an appointment.

• Apply for admission to Chemeketa.

• Ask other colleges you have attended to mail financial aid transcripts to Chemeketa.

After we have processed your financial aid form, 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. If possible, file your Financial Aid Form by April 1 if you plan to begin fall term.

It takes at least six to 10 weeks from the time you file your Financial Aid Form before money can be available for 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.

Final application dates for each term are posted in the Financial Aid Office. If you apply after these dates, you will be eligible only for a Pell Grant and a Guaranteed 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. 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.

How to stay eligible

To continue to receive financial aid, Chemeketa requires you to register for, complete, and maintain a 2.0 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.

Kinds of financial aid available at Chemeketa

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

- You must enroll for at least six credit hours each term.
- 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.
- If you are a male over 18 years of age and born after December 31, 1959, you must be registered with the United States Selective Service, unless you are currently on active duty with the armed forces (membership in the reserves does not count).
- You must maintain satisfactory academic progress.
- You must use the money you receive to help meet the costs of attending Chemeketa.
- You must file a Financial Aid Form to apply.

Program and source of funding	Eligibility requirements	Available amounts	Special information
Grants and scholarships Pell Grant (funded by the federal government)	<ul style="list-style-type: none"> • You must not have a bachelor's degree. 	<ul style="list-style-type: none"> • Amounts are based on federal funding. • The estimated highest award at Chemeketa for 1988-89 will be \$1,770. 	<ul style="list-style-type: none"> • If you are applying only for a Pell grant, submit an Application for Federal Student Aid form to the Federal Student Aid processor. • Pell Grant will send you a Student Aid Report (SAR) indicating your eligibility. Take all three copies of SAR to the financial aid office. • Eligibility may be transferred to any post-secondary school participating in federal programs.
Supplemental Educational Opportunity Grant (SEOG) (funded by the federal government)	<ul style="list-style-type: none"> • You must prove an exceptional financial need. • You must not have a bachelor's degree. 	<ul style="list-style-type: none"> • Amounts range from \$200 to \$2,000 a year. • The estimated highest award at Chemeketa for 1988-89 will be \$900. 	<ul style="list-style-type: none"> • The financial aid office will determine and then notify you of your eligibility.
Oregon State Need Grant (funded by the state of Oregon and the federal government)	<ul style="list-style-type: none"> • You must enroll full-time (12 credit hours or more). • You must be an Oregon resident. • You must also apply for a Pell grant. • You must not have a bachelor's degree. • You must attend a college in Oregon. 	<ul style="list-style-type: none"> • Amounts are based on state funding. • The estimated highest award at Chemeketa for 1988-89 will be \$720. 	<ul style="list-style-type: none"> • Request and pay for a copy of your FAF to be sent to the Oregon State Scholarship Commission. • Your grant may be transferred to other Oregon colleges and universities. • Your grant may be awarded for up to 12 quarters (terms) or for eight semesters. • You must not be enrolled in a program leading to a degree in theology, divinity, or religious education.
Oregon State Cash Award (funded by the state of Oregon)	<ul style="list-style-type: none"> • You must have a cumulative high school GPA of 3.50 or higher. • You must score 500 or higher on SAT mathematics and verbal tests. • You must meet all requirements listed under the Oregon State Need Grant (above). 	<ul style="list-style-type: none"> • Amounts are based on state funding. • The estimated highest award at Chemeketa for 1988-89 will be \$780. 	<ul style="list-style-type: none"> • Initial awards are made only to high school seniors. • Other information is the same as listed for the Oregon State Need Grant program.
Talent Grants (funded by Chemeketa Community College)	<ul style="list-style-type: none"> • You must show outstanding ability and achievement in selected fields. • You must enroll full-time (12 credit hours or more). 	<ul style="list-style-type: none"> • Amounts vary up to the cost of tuition. 	<ul style="list-style-type: none"> • No Financial Aid Form (FAF) is required. • Contact an instructor or coach directly associated with your skills or ask at the financial aid office.

Loans

Carl Perkins National Direct Student Loan (NDSL)

(funded by the federal government)

- You may borrow up to \$4,500 for the first two years.

- You may borrow up to \$9,000 until you earn a bachelor's degree.

- The highest award at Chemeketa for 1988-89 will be \$1,500.

- You must complete a separate Perkins Loan application form.

- You do not have to pay any interest or principal while in school.

- You must begin payment six to nine months after you drop your enrollment to less than six credit hours.

- The current interest rate is 5%.

- You must repay Chemeketa.

- You must view an orientation video before funds are disbursed.

- Interest is paid by the federal government while you are enrolled in an approved program.

- You must attend an exit interview with Chemeketa's business office when you complete your studies at Chemeketa.

- Contact the financial aid office for information on repayment and deferments.

Guaranteed Student Loan (GSL)

(funded by commercial lenders with state or other agency guarantee and interest subsidy from the federal government)

- Some lenders will not loan money to students who are not enrolled full-time.

- You may borrow up to \$2,625 for a three-term period.

- You may borrow up to \$17,250 until you earn a bachelor's degree.

- Pick up the separate GSL application forms (to be completed by the borrower, college, and lender) at the financial aid office.

- Take the completed loan application to a lending agency such as a bank or a savings and loan association.

- Required fees will be deducted from check.

- You must begin payment six months after you drop your enrollment to less than six credit hours.

- You may defer payment if you continue half-time or full-time study. Contact the financial aid office for other possible deferments.

- The current simple interest rate is 8%.

- The interest is paid by the federal government while you are enrolled in an approved program.

"PLUS" program

(funded by commercial lenders with state or other agency guarantee)

- Some lenders will not loan money to students who are not enrolled full-time.

- Parents may borrow up to \$4,000 a year for dependent undergraduate or graduate students.

- No Financial Aid Form (FAF) is required.

- Only mothers, fathers, adoptive parents, or legal guardians may borrow for dependents.

- Pick up the application forms (to be completed by the borrower, college, and lender) at the financial aid office.

- Pay the required fees.

- Variable interest rate may not exceed 12%.

- Lenders loan their own funds.

- You must begin payment 60 days after the date your lender disburses funds to you.

Supplemental Loans to Students

(funded by commercial lenders with state guarantee)

- You must meet all the eligibility requirements listed for the Oregon "PLUS" program.

- Independent undergraduates and graduate students may borrow up to \$4,000 a year.

- Only independent students may apply.

- Other information is the same as listed for the Oregon "PLUS" program.

WORK

College Work Study Program (CWS)

(funded by the federal government)

- Amounts vary according to your financial need.

- Funds usually are no more than \$600 a term or \$1,800 a year.

- Jobs pay minimum wage or higher.

- Jobs are available both on- and off-campus.

- You must view a college work-study orientation video before job placement.

- Contact the financial aid office for a placement appointment.

Chemeketa part- time employment

(funded by Chemeketa Community College)

- You must enroll in six credit hours or more.

- Pay varies according to the job.

- Jobs pay minimum wage or higher.

- No Financial Aid Form (FAF) is required.

- Apply at Chemeketa's financial aid office.

Part-time jobs

(funded by private businesses)

- You must be willing to work.

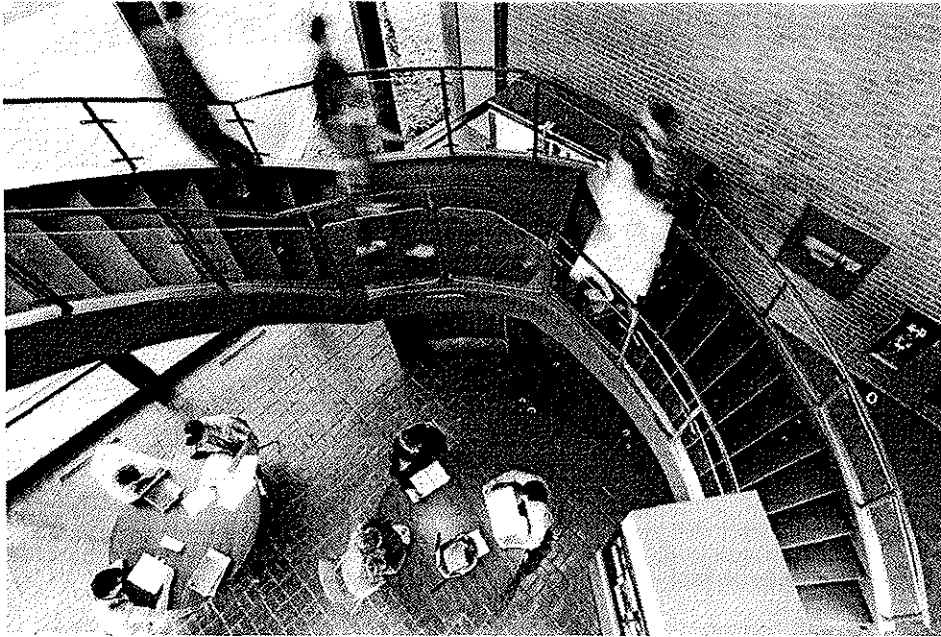
- You must meet the qualifications of the employer.

- Pay varies according to the job.

- The average wage for 87-88 was \$3.60/hour.

- No Financial Aid Form (FAF) is required.

- Apply at Chemeketa's placement office.



Some students study while others rush to classes.

Academic progress

If you do not meet the minimum credit-hour and 2.0 GPA requirements each term, the financial aid office reviews your progress and may either stop your aid or place you on probation 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. However, you may receive it again if you:

- Continue at Chemeketa for one term, paying your own tuition **and**
- Complete a required number of credit hours with a 2.0 GPA.

If you withdraw from Chemeketa, your aid stops. If you do not earn at least three credits with a passing grade in any term, your aid stops.

At least once a year, the financial aid office checks to make sure you have completed the minimum number of credit hours. If you have not, your financial aid may be withheld until you complete a required number of credit hours.

How long are you eligible?

In general, you may receive financial aid at Chemeketa for 108 credit hours.

Cooperative program with WOSC

Chemeketa and Western Oregon State College (WOSC) at Monmouth have an agreement regarding financial aid for students who are attending both colleges at the same time. Both colleges will accept credits from the other one as part of the 12 credit hours required for you to be considered a full-time student. Contact Chemeketa's financial aid office for information on your eligibility.

Refunds

Chemeketa has a tuition refund policy for students receiving financial aid. We ask you to read and sign a copy of this policy at the time you sign your financial aid offer.

Appeals

You may appeal any action by the financial aid office within two weeks of the time you were notified of a change in your status.

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 office will also help you with your concerns about funds and budgeting.

Academic Information

Student records and transcripts (399-5001)

Student academic records are maintained in the registrar's office. Records may include application for admission, registration documents, transcripts, schedule changes, grade changes, waiver forms, evaluation of progress toward graduation, and current enrollment status.

You may obtain an official transcript from the registrar's office by submitting a written request with the appropriate fee. If you have financial obligations to the college we may deny issuing your transcript until the business office clears your obligation.

Student records policy (399-5001)

Chemeketa's policy is to protect your personal and academic records with the greatest privacy and security possible. This policy is based on concern for the integrity of the college and the welfare of the student. Except for enrollment information, we will not release your records without your signature. You may go to the registrar's office to inspect Chemeketa's student records policy and procedure, which are in compliance with the Federal Education Rights and Privacy Act.

Grading system

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

A Excellent	4
B Above average	3
C Average	2
D Below average	1
F Failed	0
P Pass (non-credit and credit for prior learning)	0
R Course repeated	0
N No grade assigned	0
I Incomplete	0
X Audit	0
Z Course in progress	0

Your grade point average is computed by dividing the total credit hours (except P, R, N, I,

X, and Z) into the total points earned.

An instructor may give you an "incomplete" when, in his or her judgment, you have not finished a minor portion of the required class work although you attended the class regularly.

You may remove an "incomplete" from your record by completing some makeup work. Your instructor will provide you with a form, *Notice of Incomplete Status in a Course*, 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.

Repeating a course (399-5001)

We suggest you confer with your academic advisor before you repeat a course. If you do repeat a course satisfactorily, and want your old grade changed in your record, ask the registrar's office to change your grade to an R (Repeated). Please note that even if you repeat a course more than once, only your original grade can be changed to an R. 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 22 before making such a request.

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. Consent is based upon the instructor's assessment of your readiness to enroll in the course.

Auditing courses (399-5001)

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**, page 7.

Withdrawal from college (399-5001)

If you decide to withdraw from Chemeketa, obtain a withdrawal (add-drop) form from the registrar, the counseling center, or one of Chemeketa's centers in Dallas, McMinnville, Stayton, or Woodburn. Submit the completed form to the registrar's office or one of our centers 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 filing a withdrawal form, you are responsible for the final grades you receive; they will appear on your transcript of Chemeketa credits.

If you return the completed withdrawal form to the registrar's office within the first two weeks of the term, you will receive a refund of the tuition and fees you paid, provided you do not owe money to the business office, library, or any other college department. Any debts 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. The college cannot refund the cost of student insurance.

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.

Questions? Call for information

Salem campus information center, 399-5155
Chemeketa's information center is located in the counseling center on the first floor of building 2 on the Salem campus. Staff members will answer your questions about room locations, campus activities, workshops, meetings, academic advisor assignments, and instructional staff office locations. The information center also distributes the *Schedule of Classes* each term.

Chemeketa Centers

If you live outside the Salem area, call one of our local centers for information:

Chemeketa Dallas Center,

1251 Main Street, 623-5567 or 399-5206

Chemeketa McMinnville Center,

500 N. Hill Road, 472-9482 or 399-5219

Chemeketa Stayton Center,

756 W. Locust Street, 769-7738 or 399-5215

Chemeketa Woodburn Center,

120 E. Lincoln Street, 981-8820 or 399-5207

Advanced Placement courses

(399-5006)

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 the admissions office about what courses and scores Chemeketa accepts.

College Level Examination Program (CLEP)

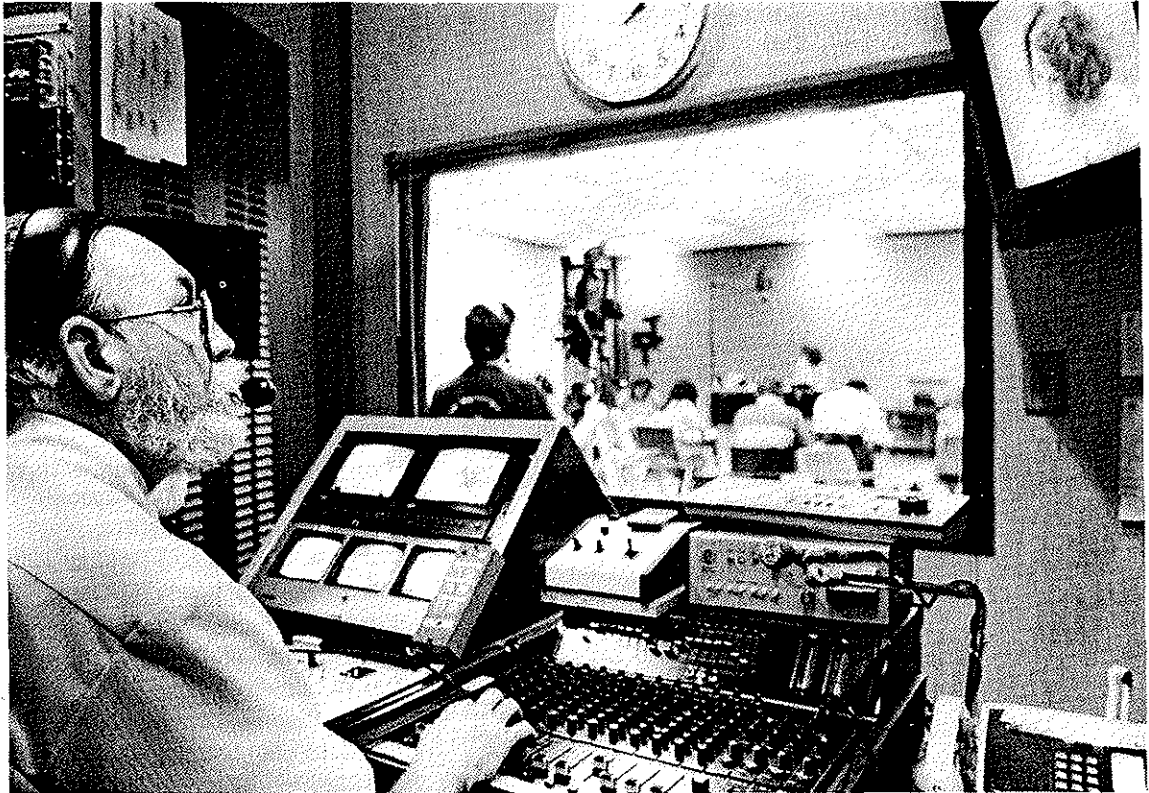
(399-5006)

You may earn credit for some college courses through the College Level Examination Program (CLEP). Inquire at the admissions office to determine which examinations and scores Chemeketa accepts.

Credit by examination

(399-5120)

Another way to earn credits for some courses is to prove your college level ability by successfully passing challenge examinations. These examinations are prepared by the college department directly responsible for the instruction of the courses. There is a fee of five dollars per credit hour for each exam. The availability of



Chemeketa beams classes to college's centers outside Salem.

challenge exams may be limited during summer term.

Contact the counseling center for more information about earning college credits by challenge examinations.

**Credit for prior learning
(399-5120)**

In certain occupational programs, Chemeketa will award you up to 45 credit hours for knowledge and skills you have learned outside the classroom. These may be skills you acquired through working, on-the-job training, volunteer service, noncredit courses or workshops, individual study, homemaking, and travel.

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

**Independent study
(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.

When you have agreed upon a subject, you and your appropriate faculty advisor can develop a learning contract for your proposed project.

This contract may include:

- A study of a topic not covered in an existing course.
- An in-depth study of a topic introduced in a course.
- Field studies.
- A study combined with tutoring sessions, regular meetings with your instructors, or seminars.
- Service activities.

After your faculty advisor and

the program director approve the contract, you may register for independent study credit. When you complete your project, your grade will appear on your transcript. Your copy of the contract becomes the documentation of the content of the course.

For more information, contact your academic advisor or the counseling center.

**Telecourses
(399-5191)**

You may earn college credit hours by enrolling in courses offered by television and by mail.

Courses by television allow you to earn college credits at home. Assignments are based on televised courses. You may view the broadcasts on your own set, or watch videotapes of these classes at the Salem Public Library or at Chemeketa centers in Dallas, McMinnville, Stayton, or Woodburn.

Chemeketa television (CTV) broadcasts live telecasts of Salem campus classes to local Chemeketa centers. Two-way communication allows students at the centers to participate in the classes.

Courses by mail allow you to mail your completed assignments to the instructor, who checks them and mails comments back to you.

Listings, registration procedure, and information about telecourses offered each term are published in each term's *Schedule of Classes*.

Degrees, Certificates, and Graduation Requirements

Graduates of Chemeketa's two-year programs are awarded Associate in Arts or Associate in Science degrees. Both are nationally recognized degrees.

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

You may be allowed to make substitutions in the curriculum and still meet graduation requirements by following these steps:

- Discuss the substitutions with your program director or academic advisor.
- Gain approval of the program director to make the substitution.
- Submit a curriculum deviation form, signed by your program director, to the registrar. This form shows that the substitution will benefit you without changing the quality of your program. The registrar may then grant the substitution.

Courses with numbers under 050 do not apply toward degrees or certificates and may not be transferred to a four-year college or university. See page 83 for course classifications.

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.

Chemeketa awards adult high school diplomas through its High School Completion program. The Oregon State 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 page 28.

Classes required to complete the programs outlined in this catalog are offered on the Salem campus. Some of the required classes are also scheduled at Chemeketa centers in Dallas, McMinnville, Stayton, and Woodburn. The McMinnville center now offers all first-year and some second-year courses required for some of our programs.

Associate in Arts degree

To qualify for an Associate in Arts degree, you must meet these requirements:

- Complete a minimum of 93 credit hours. These must include the following:
 - 1) Six credit hours of English composition.
 - 2) Three credit hours of personal health.
 - 3) Three physical education activity classes (any PE180, PE185, or PE190 classes). This may be totally or partially waived under certain circumstances.
 - 4) One sequence of humanities courses. (English composition sequence does not meet this requirement.)
 - 5) One sequence of courses in mathematics or science.
 - 6) One sequence of courses in social science.
 - 7) One additional sequence of courses in humanities or mathematics or science or social science.
 - 8) Three credit hours of college transfer computer studies.
 - Earn a cumulative grade point average (GPA) of 2.0 or above in all work to be applied to the degree. (You may not include courses numbered 001 to 049 to determine your GPA.)
 - Complete a minimum of 30 credit hours at Chemeketa. Specific course sequences satisfying the above requirements are listed on page 26.
- At least 81 of the credit hours you apply toward an Associate in Arts degree must be college

transfer courses. These are courses with letter prefixes followed by number 100 or higher. Up to 12 credit hours earned in occupational courses (numbers 050 to 099) may apply toward the degree. See page 83.

If you wish to transfer to another college after earning an Associate in Arts degree, see page 26.

Associate in Science degree

You may earn an Associate in Science degree in a two-year occupational program by meeting these requirements:

- Satisfactorily complete the required courses and credit hours listed for each program (a minimum of 90 credit hours). These include program-related instruction on computers or three credit hours of computer studies.
- 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. (You may not include courses numbered 001 to 049 to determine your GPA.)

Some of Oregon's four-year institutions accept certain courses in occupational 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.

Associate in Science degrees are granted in the following areas:

Accounting
Automotive Mechanics
Banking and Finance
Building Inspection
Civil-Structural Engineering
Technology
Computer Programming
Criminal Justice
Drafting Technologies—CAD
Early Childhood Education
Educational Aide
Electronics Technology
Computer Electronics
Technology
Electronics Engineering
Technician



Springtime on the Salem Campus.

Industrial Electronics
Technology
Emergency Medical
Technology
Fire Protection Technology
Food Service Management
Forest Technology
Health Services Coordinator
Human Services
Industrial Technology
Management
Manufacturing Engineering
Technology
Computer-Aided Design/
Computer-Aided
Manufacturing
Computer-Aided
Manufacturing
Mechanical Design
Nursing (Registered Nurse)
Office Administration-
Secretarial
Real Estate
Visual Communications
Welding Fabrication

Certificate of Completion

You may earn a Certificate of Completion in one-year programs 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. Certificates of Completion are granted in the following areas:
Automotive Parts Sales
Building Inspection
Clerical Technology
Commercial Food Production
Computer Support

Dental Assisting
Early Childhood Education
Educational Aide
Health Information
Technician-
Medical Transcriptionist
Manufacturing Operations
Medical Office Assistant
Nursing
(Licensed Practical Nurse)
Office Occupations
Unit Clerk
Welding

Graduation

As a student, you, with the guidance of your advisor, are responsible for fulfilling the requirements for graduation.

As a candidate for graduation, fill out an application for a degree or certificate. Return the form to the registrar's office 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 in the term 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 activities office.

The graduation ceremony for High School Completion and General Educational Development (GED) graduates is held separately during the same week.

Student Development Services

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.

Tutoring services (399-5093)

For free tutoring, drop in at the tutoring center in building 2 on the Salem campus. If you have special needs or problems, contact the tutoring services program coordinator.

Volunteers offer additional tutoring on a one-to-one basis. Contact the volunteer tutoring services coordinator.

Skills development classes (399-5093)

To increase your basic skills in order to do better in college-level classes, contact the learning lab in building 2, room 112 on the Salem campus. The lab offers individual and lecture classes in reading, mathematics, spelling, vocabulary development, study skills, problem solving, thinking skills, and in how to succeed in college.

English as a second language and bilingual assistance (399-5224)

If English is not your native language and you want to in-

crease your English language skills, contact the center for developmental education in building 2 on the Salem campus. Staff members will help you learn to speak, read, and write English. They also can help you in choosing a career, and with your personal development.

Helpful services for you on the Salem campus include:

Counseling center—building 2, 399-5120, for admission and career-planning assistance.

English as a Second Language program—building 2, 399-5224.

Refugee assistance project building 17, 399-5142.

Volunteer tutoring program—building 2, 399-5093.

For off-campus help, you may make an appointment to see a counselor at a Chemeketa center in Dallas, McMinnville, Stayton, and Woodburn.

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

For students who have not completed high school, Chemeketa offers Adult Basic Education, General Educational Development (GED), and High School Completion classes. See page 28.

Services for handicapped students (399-5120)

The counseling center in building 2 on the Salem campus has information about services and facilities for students with handicapping conditions.

Chemeketa's major buildings on the Salem campus and at the McMinnville center are designed to provide access for physically handicapped students. Parking spaces are reserved for handicapped persons.

Seeing-eye and hearing-aid dogs may accompany their owners to Chemeketa, but no other animals are allowed.

Chemeketa offers special help if you are deaf, hearing-impaired, and/or visually-impaired. This includes counseling, interpreting, note-taking, tutoring, readers, and special equipment.

If you are deaf, you may enroll in special classes in language development and basic reading.

Chemeketa also offers three levels of American Sign Language classes. For information on services for deaf and hearing- and visually-impaired persons, call 399-5049 (Y/TTY).

Chemeketa provides individual educational plans for developmentally-disabled and limited-learning handicapped students who can benefit from our instruction. If you need special assistance, call the counseling center, 399-5120.

Student Services

Bookstore (399-5131)

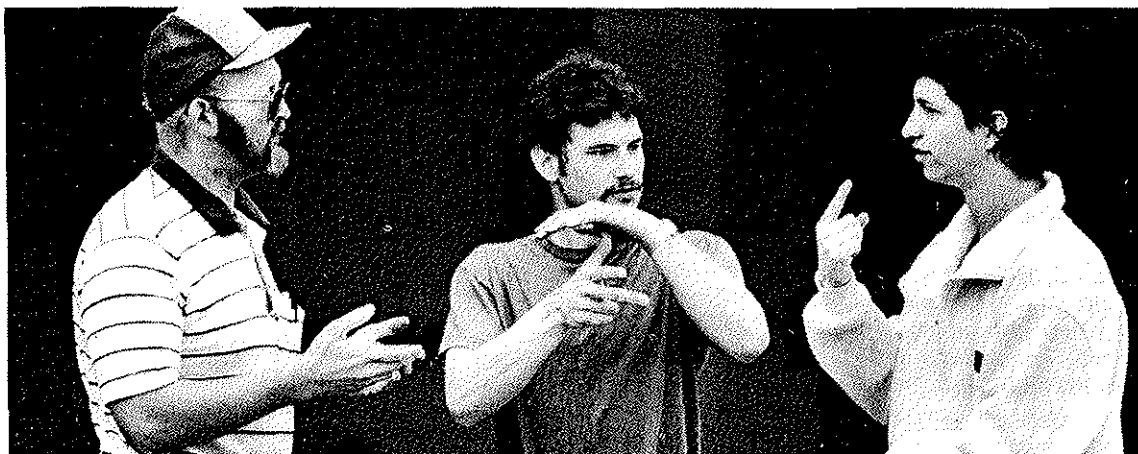
You may purchase books and supplies at the college bookstore in building 20 on the Salem campus and at the McMinnville center. Textbooks also are available at the beginning of each term at Chemeketa centers in Dallas, Stayton, and Woodburn. The cost of books is included in the description of each program. Normally costs range from \$375 to \$600 a year or about \$125 to \$200 a term.

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 and accompanied by a sales receipt.

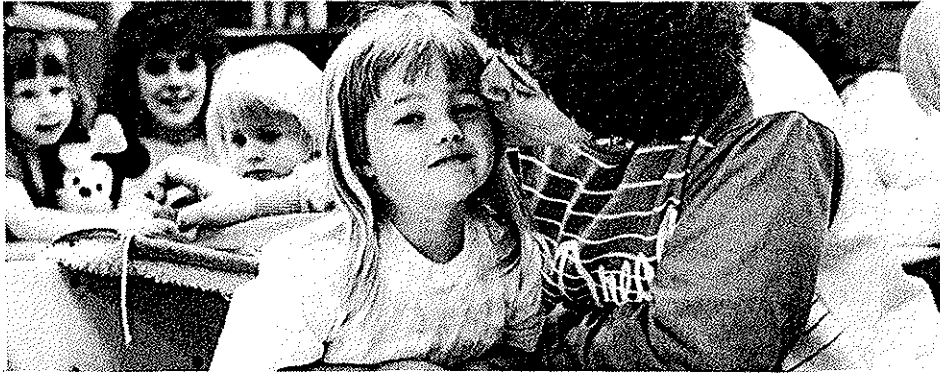
Used book buy back—Each term during finals week, the Salem campus bookstore pays cash (up to 50 percent of the purchase price) for used textbooks that are needed for the next term. At any time, the bookstore buys used books at prices established by used book wholesalers.

First aid (399-5023)

For first aid services on the Salem campus, call 399-5023. As the college has no physician, you must rely upon your personal physician, dentist, or clinic to meet other medical needs.



American Sign Language is alive and well at Chemeketa.



Students' children may attend Chemeketa's day care center.

Parking on Salem campus

(399-5023)

If you are a Chemeketa student or staff member who owns and/or drives a motor vehicle on the Salem campus during the day, the college requires you to have a parking permit. Pick up your free permit during registration or at the student activities office in building 3, the business office in building 22 or the information and security booth outside the main entrance to building 2. Visitors may pick up parking permits at the information and security booth.

Along with your permit you will receive a copy of Chemeketa's traffic code. The college expects you to know and follow the rules for operating a motor vehicle on campus. These rules apply to any car you own, regardless of who is driving it.

The security office has specific information on parking and traffic regulations.

Where to eat

The Connection, building 2, 399-5180—salad and sandwich bar.

Avenue 34, building 34, 399-5091—breakfast, deli lunch, fast foods, hot meals, fresh desserts.

La Maison, building 34, 399-5276—specialty lunch menus prepared and served by advanced food service students. Reservations requested.

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

Student living accommodations

(399-5116)

Chemeketa does not provide living accommodations. However, the student activities office in building 3 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. The office also publishes the *Apartment Guide* which lists apartments in the Salem area. Also, read the classified section of local newspapers for housing vacancies.

Child care

(399-5107 or 399-5174)

Chemeketa offers limited child care on the Salem campus.

The child development center, a training center for students enrolled in the Early Childhood Education program, offers full or part-time care for approximately 35 children ages two-and-a-half to six years old. The college reviews the cost each year. Applications are accepted at any time, but we advise you to apply early.

The **short-term cooperative center**, run by parents and staff, accepts about 19 children ages one to six years old for up to four hours per day or 20 hours per week for a nominal fee. Parents register their children each term.

The financial aid office, building 22, room 118, has a list of day-care centers in the Salem area. Also, you may call Salem's Child Care Information Service, 585-2491.

Career and Employment Advising and Services

Counseling center

(399-5120)

If you are interested in educational, vocational, or personal counseling, contact our counseling center on the first floor of building 2 on the Salem campus, or make an appointment to see a counselor at a Chemeketa center in Dallas, McMinnville, Stayton, or Woodburn.

Counseling services are available to both current and prospective students.

The counseling center offers the following services:

Individual assistance

Counselors offer individual help for program and course planning, career decision making, and personal problems. For assistance, drop in from 8 a.m. to 7:30 p.m., Mondays and Tuesdays or from 8 a.m. to 4:30 p.m., Wednesdays through Fridays. (Summer hours are 8 a.m. to 4:30 p.m., Mondays through Fridays.) Diagnostic testing and assessment are available by appointment.

Career planning workshops

Career planning workshops are conducted by counseling staff for persons trying to decide upon a career. 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.
- develop a personal plan of action.

Each workshop consists of a series of three sessions held over a period of three consecutive weeks. A schedule of workshops is published in each term's *Schedule of Classes*.

Life skills for independence

The life skills for independence program is conducted by the counseling center to help single parents and homemakers move from economic dependency to financial self-sufficiency. The program begins with an intensive two-week seminar on confidence building, career planning, and job search techniques to help you develop your plan for acquiring occupational skills and finding employment. Follow-up sessions continue for eight weeks. Some financial assistance is available for child care, transportation, tuition, and supplies.

Career Resource Center

The counseling center maintains a comprehensive career resource center. You may use materials there to assist you in deciding upon 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.

Women's Resource Center

The Women's Resource Center is located in building 2 near the counseling center. It provides support and encouragement for the concerns of women and directs them to campus and community services. Women are welcome to drop in, talk, and browse through books and materials.

Career Information System

A computer-based Career Information System (CIS) is available for current and prospective students to use in career decision making. In using CIS, you respond to questions from the computer 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.

Appointments are necessary. For more information or to arrange an appointment, contact the counseling center.

Micro-SKILLS program

Micro-SKILLS is a computerized program which allows you to compare your skills with those required in certain occupations.

DISCOVER

Another computer-based career information resource is DISCOVER. It 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.

Career conversation videotapes

A library of videotapes gives information about a great number of careers for which training is available at Chemeketa. These tapes cover entrance re-

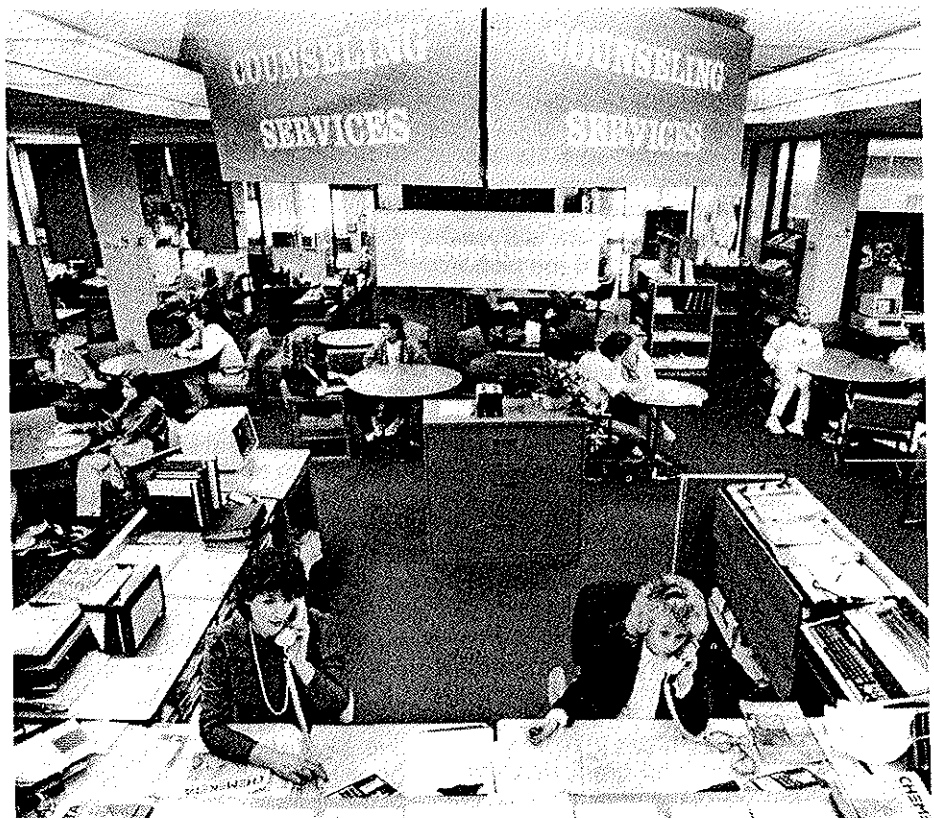
quirements for Chemeketa programs, information on what is included in a training program, the qualifications for specific occupations, availability and outlook for jobs, and working conditions. The tapes feature interviews with people, usually Chemeketa graduates, who are actively engaged in a particular career.

You may view these tapes anytime the center is open.

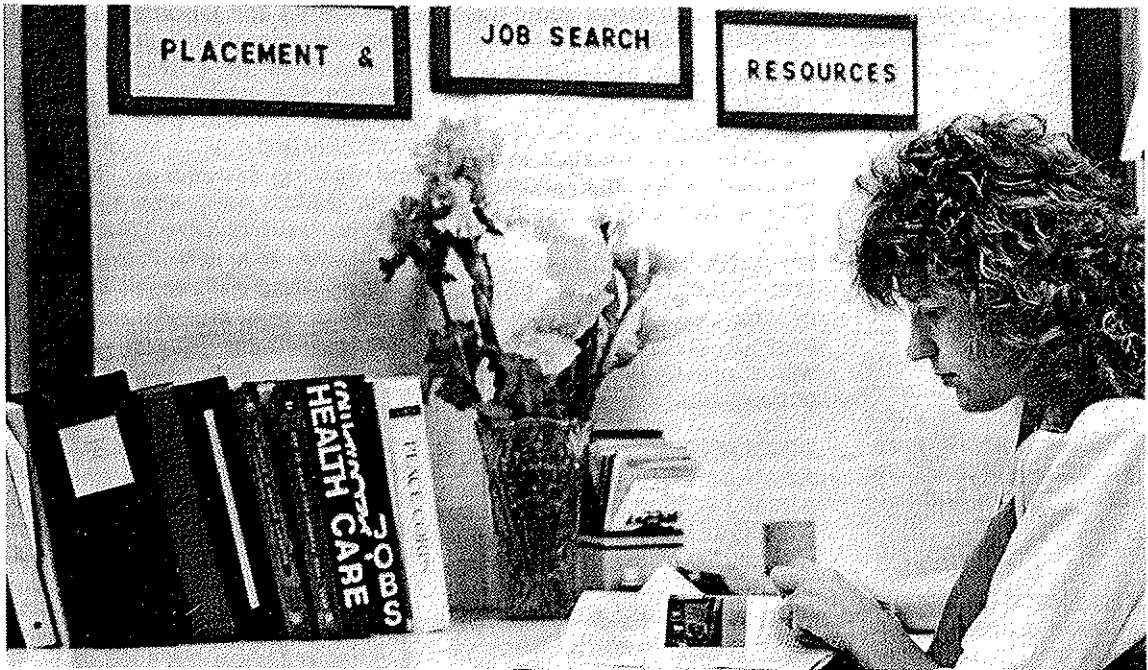
Academic advising

Chemeketa offers academic advising for all students. If you are a student enrolling in a program of study, you are assigned a faculty advisor in your program at registration time. If you are a part-time student or a full-time "exploratory" student who has not chosen a specific program of study, a member of the counseling staff will serve as your advisor. The information center in building 2 on the Salem campus keeps a current roster of advisor assignments.

If you attend only evening classes, we encourage you to visit the counseling center periodically for academic advising. You may also consult with a counselor at one of our centers



Chemeketa's counseling center offers many services.



Chemeketa helps students find jobs.

in Dallas, McMinnville, Stayton, or Woodburn.

Job placement services (399-5026)

Chemeketa's placement service in building 22, room 118 on the Salem campus offers the following free services for students looking for part-time jobs while going to school or for employment after they graduate:

Individual job search assistance

For individual assistance, make an appointment with the placement service. If you are nearing graduation, we encourage you to visit the placement service the term before you will graduate. The placement service helps students and graduates with resumes, interviews, and employer contacts.

Job referral service

Part-time and full-time job opportunities are posted on bulletin boards across the hallway from the placement service. Referrals are issued to qualified students and graduates who are registered with the placement service.

Placement files

Students and graduates may set up placement files which may help them in landing jobs. These files may include your

resume, class and grade summaries, and recommendations from your instructors and/or employers. When completed, your file can be duplicated and sent to specific employers at your request. Contact the placement service for information on how to start a file.

On-campus recruiting

The placement service works with employers who wish to come to the Salem campus to recruit and interview graduating students. These visits are announced through special recruitment mailings, job postings at the placement service, announcements in class or advertisements in the *Courier 4*, the student newspaper.

Job search information resources

The placement service, the counseling center, and the Chemeketa library have lists of employers' names, addresses, and phone numbers; company products; "how to" books; and other important information.

Videotapes on job search techniques are available in the media services area and at the counseling center, which are in building 2 on the Salem campus. They are also available at Chemeketa centers in Dallas, McMinnville, Stayton, and Woodburn and the Salem Public Library.

Job search seminars

These free seminars may make your job search easier and more productive. They are open to students and persons in the community. The series of five classes, meeting one hour a day, is offered three to four times a term. For more information, call 399-5026 or go to the placement office, building 22, room 118 on the Salem campus.

Classes are:

- Skills: What You Have to Offer
- Resumes: How to Present Yourself on Paper
- Interviewing: How to Impress an Employer
- The Search: Where to Look and How to Apply
- Interviewing: Practice This Skill and Get Feedback

Job Search Techniques class

This one-credit-hour course includes information on how to prepare yourself to look for a job and how to find and apply for a job. The class covers preparing and writing resumes, learning the requirements of a job, and determining what an employer looks for in a new employee. The class is listed under Job Search and with the courses by television in each term's *Schedule of Classes*.

Cooperative Work Experience (399-5026)

As a full-time or part-time Chemeketa student, you may gain on-the-job training in your career field through our Cooperative Work Experience (CWE) program. This program allows you to combine your classroom studies with related job experiences.

In this program, you work with a CWE coordinator to find a qualified position or your current job may qualify if it relates to your studies. The college must approve your training site and the learning objectives you and your supervisor develop.

CWE training can help you establish references for future employment and gain a first hand look at a particular kind of work while you are earning college credit. You may enroll for a variable number of credits depending on the number of hours you work per week. You will participate in weekly seminars or meet with a faculty member on a regular basis to discuss your progress on the job.

Many of Chemeketa's occupational programs include CWE either as an elective or as a graduation requirement. The CWE office is in building 22, room 118 on the Salem campus.



Business is lively at our Salem campus bookstore.

Services to the Community

College for Older Adults (399-5135)

Chemeketa plans daytime classes, workshops, and other activities which may especially interest older adults. We hold these classes at a number of Salem locations, including the Salem Area Senior Center, and in various communities throughout the college district. Topics range from arts and crafts, foreign languages, and history to nature studies, physical fitness, and writing. Chemeketa also encourages older adults to enroll in any other Chemeketa classes.

Golden Age cards (399-5135)

If you are 62 years of age or older, you may apply for a free Golden Age card. The card allows you reduced tuition for classes and free or reduced admission to college-sponsored films, dramas, and athletic events. Most classes cost \$8 plus lab fees if you have a Golden Age card.

You may apply for a card at the first meeting of a class. You

may also obtain a card by calling the Salem campus, 399-5135, or by contacting a Chemeketa center in Dallas, McMinnville, Stayton, or Woodburn. If you ask, we will mail your card to you.

Training and Economic Development Center (399-5181)

Chemeketa's Training and Economic Development Center is a resource for business firms and organizations and for anyone who is starting a business. The center is located in Liberty Square, 365 Ferry Street, S.E., in downtown Salem.

The center helps in the development of businesses by arranging for individual counseling. It also offers business-related classes, seminars, and workshops. These are held at the center, the Salem campus, and business locations. Resources at the center include videotapes, computer programs, books, and periodicals on business management topics.

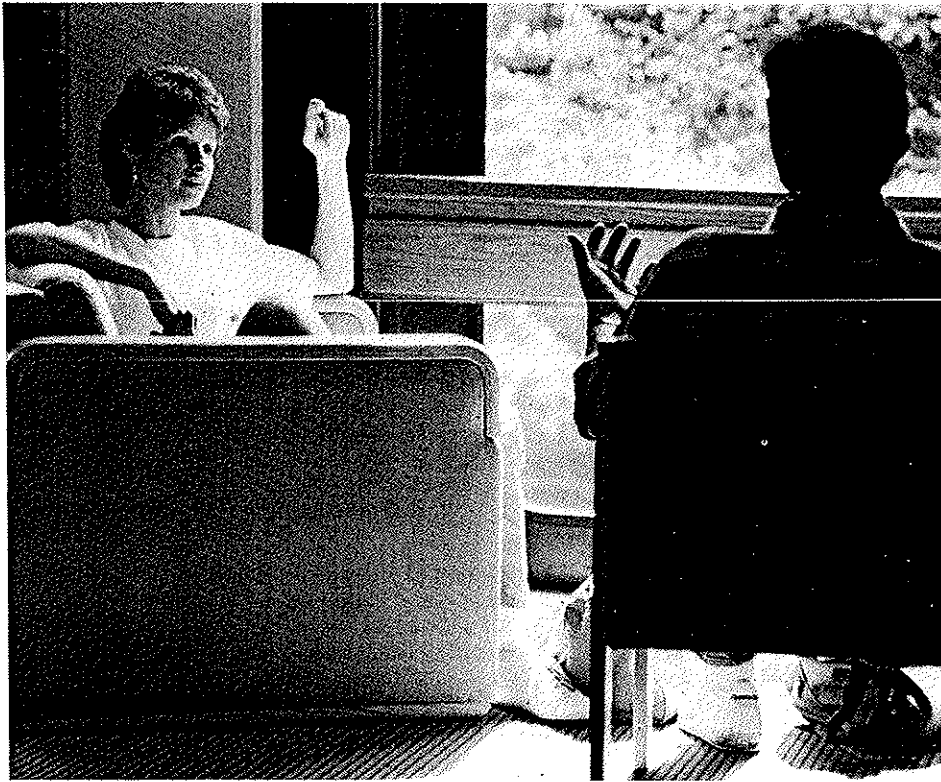
Through Chemeketa's Small Business Management program, the center offers consultation and classes. The one-year, highly individualized instructional program is for business owners and operators. It also includes a series of one-evening courses on business topics; these are open to the public.

To help businesses and agencies with employee and employer development, the center offers the American Management Association (AMA) certificate program and a series of secretarial skills seminars.

Through the center, businesses and organizations may arrange for on-site, specialized training for their employees.

Work and Family seminars (399-5135)

Chemeketa holds seminars on how to balance your family relationships and responsibilities with the demands and responsibilities of your work. These seminars, held at workplaces throughout the college district, are tailored to



Talking it over at Chemeketa.

meet the specific needs of a business or agency.

Planetarium (399-5161)

Chemeketa's planetarium is in building 2 on the Salem campus. It features a Spitz model 512 sky instrument which projects 2500 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 sky shows each fall, winter, and spring term. Showings are scheduled each weekend during a term. There is an admission fee with a special rate for families. Call 399-5161 to arrange group showings for schools, clubs, and organizations.

Campus gallery (399-5184)

Chemeketa's art gallery is in building 3, room 107 on the Salem campus. It presents juried exhibits of professional artists from around the country. Each spring the gallery holds a student art show. 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 (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 all member libraries and the CCRLS bookmobile. CCRLS also provides central reference services and book delivery between libraries.

An automated, online catalog listing over 300,000 titles found in CCRLS libraries is available in each library. When all data have been entered, all materials in member libraries will be in a data base, making it possible for patrons to search for resources by author, title, or subject.

Student Life

Student activities (399-5116)

At Chemeketa, we believe that activities outside the classroom are important, for they involve students more fully in their education. Our student activities program is designed to respond to your recreational and social interests and needs.

Students assume most of the responsibilities for Salem campus activities, with guidance and advisement from the student activities 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. These activities and opportunities are planned for you. For more information, contact officers of the Associated Students of Chemeketa Community College (ASCCC) or the student activities office in building 3 on the Salem campus.

Associated Students (399-5117)

Associated Students of Chemeketa Community College (ASCCC) is the official organization for students. Membership is open to all registered Chemeketa students.

There are two representative bodies of ASCCC: the Student Senate and the Executive Council. The Student Senate consists of 11 representatives of various academic disciplines at Chemeketa. The Senate sets ASCCC policy. The Executive Council consists of five officers who carry out these policies and represent students to the college and also at inter-institutional functions. The officers are:

The **president**, who represents Chemeketa students at meetings of the Board of Education and at other official functions.

The **vice-president**, who presides over the Student Senate.

The **programming director**, who leads in planning and managing ASCCC events and activities.

The **budget director**, who is responsible for financial records and expenditures.

The **administrative assistant**, who serves as official record keeper.

ASCCC activities

ASCCC sponsors films, dances, concerts, excursions, lectures, and other entertaining, educational, recreational, and cultural activities. These are planned for a variety of age and interest groups, and are held both on the Salem campus and in the community. Each term, ASCCC publishes a calendar of activities and events for students.

Student clubs and organizations

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

- American Society of Certified Engineering Technicians (ASCET)
- Art Club
- Christian Fellowship Club
- Data Processing Management Association (DPMA)
- Drama Club
- Emergency Medical Technician Club (EMT)
- Fire Protection Club
- Forestry Club
- Gay, Lesbian, and Bisexual Alliance
- German Club
- Human Services Club
- Instrument Society of America (ISA)
- International Conference of Building Officials (ICBO)
- International Students Club
- Journalism Club
- Juntos Club
- Karate Club
- Musicians Club
- Parents Club
- Phi Beta Lambda
- Phi Theta Kappa
- Ski Club
- Society of Manufacturing Engineers (SME)
- Student Nurses Organization (SNO)
- Unique Students Organization
- Writers Club

For more information about clubs and organizations on the Salem campus, contact ASCCC or the student activities office in building 3.

New ideas welcomed

If you are interested in organizing a new club or organization, contact the student activities office in building 3 for information on obtaining a charter.

Ideas for activities and excursions are also welcomed. Students' interests are considered when activities are planned.

Courier 4 (student newspaper) (399-5134)

Courier 4, Chemeketa's student newspaper, is published weekly during fall, winter, and spring terms. Written and prepared by journalism students, the newspaper has earned high ratings in Associated Collegiate Press national competition. *Courier 4* is an associate member of the Oregon Newspaper Publishers Association.

If you are interested in joining the *Courier 4* staff as a reporter or photographer, apply for a staff position. Contact the newspaper advisor.

Before the Sun (student literature, art, and photography journal) (399-5184)

Before the Sun, Chemeketa's student literature and art magazine, is published once a year. Writers Club members solicit, select, and market writings, photos, and art. The magazine, which has won awards for excellence in design and printing, is designed and printed in collaboration with

students in the Visual Communications program.

If you are interested in joining the staff or in submitting work to be published, contact the *Before the Sun* office in the publications office, building 3.

Community Colleges of Oregon Student Association and Commissions

ASCCC has a representative on the board of the Community Colleges of Oregon Student Association and Commissions (CCOSAC), a state-wide student-run organization representing over 260,000 community college students in Oregon.

CCOSAC has various paid and unpaid positions for students who lobby the state government about community college concerns. If you are interested in such work, contact the student body president for more information.

Intercollegiate athletics (399-5081)

Chemeketa offers students a limited athletic program of quality. It is based on the standards and requirements of the Northwest Athletic Association of Community Colleges (NWAACC). Chemeketa is a member of Region IV of that association. Our teams compete with other community colleges throughout Oregon and Washington.

If you participate in interscholastic sports, the college requires, and pays for, special insurance coverage for you and for your physical examination. Contact the physical education department office in building 7 for more information.



Editors check *Courier 4*, right off the press.



Golden Ager shows off his greenhouse babies.

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

Community Education

Chemeketa reaches far beyond the boundaries of the campus in northeast Salem, for we consider the entire district to be our campus.

Off-campus classes

We hold classes not only on the Salem campus but also at a number of off-campus Salem locations; at our college centers at Dallas, McMinnville, Stayton, and Woodburn; and at other nearby locations and communities.

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; occupational and job skill-upgrading classes; and personal enrichment classes in languages, art, dance, physical fitness and other areas. In response to your requests, we are willing to develop and schedule other classes.

Chemeketa's centers also provide Adult Basic Education, General Educational Development (GED) test preparation, and High School Completion

programs. Each center has a mathematics lab for individualized, self-paced instruction and an office occupation program which includes training on computers and word processors.

Off-campus services

In addition to classes, Chemeketa's centers in Dallas, McMinnville, Stayton, and Woodburn provide these services:

- Academic advising, program planning, and course selection guidance.
- Career counseling.
- Information on financial aid and veterans' benefits.
- Placement and vocational interest testing.

College for Older Adults (399-5135)

Chemeketa plans daytime classes, workshops, and other activities which may especially interest older adults. We hold these classes at a number of Salem locations, including the Salem Senior Center, and in various communities throughout the college district. Topics range from personal growth, foreign languages, and history to nature studies, physical fitness, writing, and arts and crafts. Tuition is reduced for holders of Golden Age cards.

Agriculture classes (399-5135)

Chemeketa offers non-credit classes to meet continuing

educational and self-improvement needs of persons involved in agriculture.

Sample subject areas are:

- Computers for agriculture
- Farm record keeping
- Greenhouse plant propagation
- Horse health and care
- Landscape design and maintenance
- Oregon Certified Nurseryman examination preparation
- Pesticide application and use
- Sheep dog training
- Sheep production
- Small gas engine repair

We develop other courses as requested or needed.

Farm Business Management

(399-5052 or 472-9482)

Chemeketa's three-year Farm Business Management program assists farm operators with the financial aspects of farm management. For more information, see page 52.

Family programs (399-5135)

Chemeketa offers a variety of courses and workshops related to the needs of families and family members. Topics range from family life, parenting, health and nutrition to financial planning, clothing, housing, and personal development. Classes and workshops meet both on and off-campus in Salem and also are scheduled by our centers in Dallas, McMinnville, Stayton, and Woodburn.

Programs of Study



College Transfer Courses

Most Oregon four-year colleges and universities accept Chemeketa college transfer classes as transfer credits for the first two years of college. Some four-year institutions also accept certain courses included in Chemeketa occupational programs.

Chemeketa college transfer programs are adapted from curriculum requirements listed in the most recent edition of the Oregon State System of Higher Education's transfer guide. The counseling center in building 2 on the Salem campus has copies of this transfer guide. You may also make an appointment with a counselor to review the guide at Chemeketa's Dallas, McMinnville, Stayton, and Woodburn centers.

Chemeketa college transfer programs include:

Agriculture
Anthropology
Art
Biology
Botany
Business Administration
Business Education

Chemistry
Chiropractic
Computer Science
Economics
Education
Engineering
English

Foreign Languages
Forestry
General Studies
Geography
Geology

Health
Health Education
History
Home Economics
Hotel and Restaurant Management
Journalism

Manufacturing Engineering Technology
Mathematics
Nursing
Philosophy

Physical Education
Physics
Political Science

Pre-Professional Study
(medicine, dentistry,
veterinary medicine)
Psychology
Sociology
Speech
Zoology

If you are interested in a field not listed in this catalog, you may be able to arrange a satisfactory program of study by consulting with one of our counselors and with the institution to which you plan to transfer.

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

- Contact the senior college 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 senior college a term or two before completing your work at Chemeketa to make sure you are meeting all requirements.
- Apply for admission and transfer your credits to the senior institution.

Four-year colleges and universities will accept up to 108 lower division credits. In most cases, all of these may be transferred from Chemeketa. While our college transfer courses are similar to those offered by Oregon's four-year institutions, all of these institutions may not accept all Chemeketa credit courses as transfer credits. Check with the institution you plan to attend.

College Transfer Hotline (378-8609)

If you have a problem in transferring to a four-year institution in the Oregon State System of Higher Education, first see your advisor, who will work on the problem. If your problem still is not solved, you may obtain help by calling 378-8609, the College Transfer Program Hotline in the Community College Services office of the Oregon

State Department of Education in Salem. Ask for Bob Clausen or Elaine Yandle.

Associate in Arts Degree

If you take college transfer classes, you may also earn an Associate in Arts degree at Chemeketa. The requirements for this degree are listed on page 15. Classes which meet AA degree course requirements include:

Six credit hours of English composition. Wr121 and 122, 123, or 227.

Three credit hours of personal health. Select from: HE151, 204, 209, 222, 250, 252, PE231.

Three credit hours of physical education activity classes. Any PE180, 185, and 190 classes. (Enroll in only one PE class per term since some four-year institutions accept no more than one class per term.)

One sequence of humanities courses.

Select from:

ART115, 116, 117
ART119, 221, 225
ART154, 155, 156
ART204, 205, 206
ART231, 232, 233
ART231, plus any six credit hours of these courses:
ART244, 260, 261, 271, 272, 273, 281, 284, 285, 286
ART291, 292, 293

ENG101, 102, 103
ENG104, 105, 106
ENG105, 106, 261
ENG107, 108, 109
ENG201, 202, 203
ENG253, 254, 255
ENG261, 262, 263
FA255, 256, 257

FR101, 102, 103
FR201, 202, 203
GER101, 102, 103
GER201, 202, 203
JPN101, 102, 103
JPN201, 202, 203
NOR101, 102, 103
SPAN101, 102, 103
SPAN201, 202, 203

J224, 225, 226
MS251, 252, 253
MUS101, 102, 103
MUS201, 202, 203
PHL201, 202, 203



Chemeketa—a place to make friends.

R201, 202, 203
 SP111, 112, 113
 SP112, 113, 114
 TA121, 122, 123
 WR241, 242, 243

One sequence of mathematics or science courses.

Select from:
 MTH100 or higher (any three courses)
 CS133B, 233B, 261, 262, 263 (any three courses)
 BI101, 102, 103
 BI231, 232, 233
 BOT201, 202, 203
 CH101, 102, 103
 CH104, 105, 106
 CH115, 116, 117
 CH204, 205, 206
 CH226, 227, 228, 229, 230

ENGR211, 212, 213
 G142, 143, 144
 G201, 202, 203
 GS104, 105, 106
 GS207, 208, 209
 PH201, 202, 203

PH211, 212, 213
 ZOO201, 202, 203

One sequence of social science courses.

Select from:
 ANTH101, 102, 103
 ANTH207, 208, 209
 EC201, 202, 203
 GEOG105, 106, 107
 HST110, 111, 112
 HST157, 158, 159
 HST201, 202, 203
 HST257, 258, 259
 PSY201, 202, and 203 or 205
 PSY201, 202, 203
 SOC204, 205, 206
 WS101, 102, 103

One additional sequence of humanities or mathematics or science or social science courses.

Three credit hours of computer studies.

Select from any computer science courses numbered CS103 and above.

Occupational Programs

Chemeketa, with its emphasis on occupational education, offers training in more than 40 vocations.

In most of these programs, you may earn an Associate in Science degree. It usually takes two years to meet the Associate in Science degree requirements. In some programs, you may earn a Certificate of Completion in one year or less. Several programs have both certificate and degree options.

Information and curriculum outlines of these programs begin on page 29 along with college transfer curricula. You may earn an Associate in Science degree in all the following programs except those identified as awarding Certificates of Completion:

- Accounting
- Automotive Technology
- Automotive Mechanics
- Automotive Parts Sales (certificate)
- Banking and Finance
- Building Inspection Technology (certificate and degree options)
- Civil-Structural Engineering Technology
- Clerical Technology (certificate)
- Computer Support (certificate)
- Computer Programming Microcomputer
- Criminal Justice
- Dental Assisting (certificate)
- Drafting Technology—CAD
- Drafting Mechanical Design
- Early Childhood Education (certificate and degree options)
- Educational Aide One-year (certificate) Two-year options: Classroom Aide Kindergarten-Lower Elementary Junior-Senior High Bilingual-Bicultural Aide Handicapped Learner Aide Deaf-Blind Mentally Retarded,

Physically Disabled,
Emotionally Disturbed
Vocational-Technical Aide

Electronics Technology
Computer Electronics
Technology
Electronic Engineering
Technician
Industrial Electronics
Technician
Emergency Medical
Technology
Farm Business Management
(certificate)
Fire Protection Technology
Fire Prevention-Insurance
Risk Inspection
Fire Suppression
Food Service Management
and Commercial Food
Production
Commercial Food
Production (certificate)
Food Service Management

Forest Technology
Health Care Support
Services (certificate
and degree options)
Medical Office Assistant
(certificate)
Health Services Coordinator
Health Information
Technician-
Medical Transcriptionist
(certificate)
Unit Clerk (certificate)
Human Services
Alcohol and Drug
Gerontology
Social Services

Industrial Technology
Management
Manufacturing Engineering
Technology
Computer-Aided Design/
Computer-Aided
Manufacturing
Computer-Aided
Manufacturing
Manufacturing Operations
(certificate)
Manufacturing Technology
Welding Fabrication
Nursing
Licensed Practical Nurse
(certificate)
Registered Nurse
Office Administration-
Secretarial
Engineering Secretary
Legal Secretary
Medical Secretary
Professional Secretary
Office Occupations
(certificate)
Real Estate
Small Business Management

(certificate)
Visual Communications
Welding Technology
Welding (certificate)

High School Completion and GED

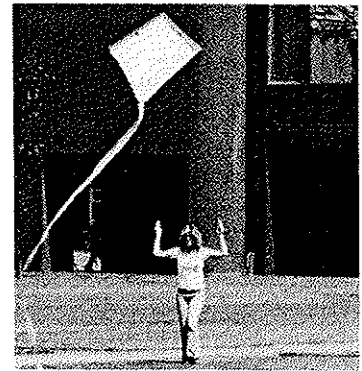
Chemeketa has several programs to help you earn the credits you need to receive a high school diploma or its equivalent. The college also offers special classes to help you improve the basic skills which are important when you enroll in college level courses.

Adult high school diploma program (399-5115)

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

These are the three ways you may earn credits:

- Take copies of your high school and college transcripts to the high school completion office in building 40 on the Salem campus or to one of Chemeketa's centers in Dallas, McMinnville, Stayton, or Woodburn. Chemeketa staff members will evaluate your transcripts.
- Enroll in high school completion classes offered on the Salem campus and at Chemeketa's centers in Dallas, McMinnville, Stayton, or Woodburn. Some of these classes also carry college credits, but usually you will receive more individual help and put in more lab hours than in college level classes. (It is possible to earn high school credit for most Chemeketa classes.)
- 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, serving in a branch of military service. Chemeketa staff members will evaluate



Reach for a higher goal.

your experiences to award you credit.

Twenty-two credits and 13 competencies are required to complete the high school diploma program. To be in the program, you must be 18 years or older or have a release from your high school.

General Educational Development (GED) (399-5224)

You may earn a high school equivalency certificate by passing General Educational Development (GED) tests. These are five tests covering writing skills, social studies, natural science, reading skills, and mathematics.

We offer free classes throughout the college district to help you prepare for these tests. You may enroll any week during the term and progress at your own pace. We hold classes at our centers in Dallas, McMinnville, Stayton, and Woodburn, as well as on 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.

GED tests are given in Salem, McMinnville, and Woodburn. The testing fee is \$25.

Adult Basic Education (399-5224)

If you do not have a high school diploma, you may sign up for free, 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 centers in Dallas, McMinnville, Stayton, and Woodburn.

Occupational and College Transfer Curricula

Accounting

Are you interested in becoming a bookkeeper, accounting clerk or junior accountant? Chemeketa's 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 in Science degree. You may take some or most of your classes at night.

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.

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 coordinator, you may enroll in BA280 Cooperative Work Experience and earn up to six 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.

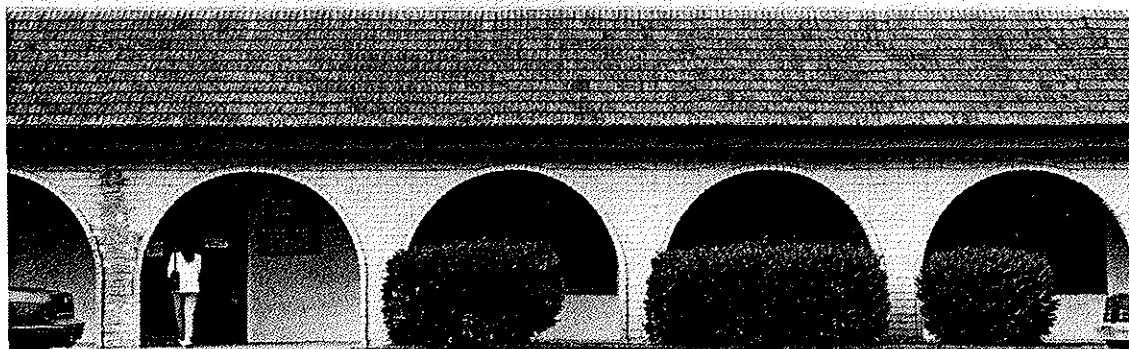
You may take an annual standardized examination prepared by the American Institute of Certified Public Accountants. This test, which measures your skills and knowledge, is taken by accounting students throughout the United States.

In addition to tuition, estimated costs for students who complete the entire program are books, \$862; class fees, \$48; equipment and supplies, \$65. Contact the financial aid office to find out if you qualify for help with these costs.

You may earn an Associate in Science degree by successfully completing these required 99 credit hours:

Course	Title	Credit Hours
Term 1		
BA211	Financial Accounting I*	4
CS103	Introduction to Microcomputer Operations***	4
MTH061	Business Mathematics	3
	or	
MTH070	Beginning Algebra	4
OA061A	Introduction to Calculators	1
OA085	Business English II	3
OA121	Keyboarding	3
Term 2		
BA101	Business Environment	4
BA212	Financial Accounting II	4
BA214	Business Communications	3
CS104	LOTUS—Worksheets	4
MTH062	Applied Business Mathematics	3
	or	
MTH100	Intermediate Algebra	4
Term 3		
BA213	Managerial Accounting	4
BA256	Income Tax Accounting I	4
CS228	Computer Augmented Accounting***	3
EC115	Outline of Economics	
	or	
EC201	Principles of Economics	3
WR227	Technical Writing	3

Chemeketa Community College



Accounting is one of many Chemeketa Woodburn Center classes.

Term 4	
BA054	Governmental Accounting**
	or
BA059	Auditing
	or
BA257	Income Tax Accounting II.....4
BA056	Intermediate Financial
	Accounting I.....4
BA215	Cost Accounting.....3
BA226	Business Law I.....3
FE205	Job Search Techniques.....1
	Psychology or sociology elective.....3

Term 5	
BA057	Intermediate Financial
	Accounting II.....4
BA206	Business Management Principles.....3
BA222	Financial Management.....3
	Business elective
	or
	Cooperative Work Experience.....3
	Psychology or sociology elective.....3

Term 6	
BA058	Intermediate Financial
	Accounting III.....4
SP111	Fundamentals of Speech
	or
SP130	Business and Professional
	Speaking.....3
	Business elective
	or
	Cooperative Work Experience.....3
	Computer science elective.....3

*You must have completed the requirements for, or be concurrently enrolled in MTH061.

**If you are interested in working for a government agency, you are strongly encouraged to consider BA054 Governmental Accounting.

***Meets college's computer course requirement.

Agriculture

(college transfer)

These courses have been suggested by the school of agriculture of Oregon State University. You may transfer these college credits into most of the major curricula offered by the school of agriculture at the junior level and complete baccalaureate degree programs within an additional two years. If you wish to major in fisheries science, food science and technology, and wildlife science, you should transfer at the end of your first year at Chemeketa.

In addition to tuition, estimated costs for students who complete the entire Chemeketa program are books, \$700; class fees, \$180; equipment and supplies, \$25. Contact the financial aid office to find out if you qualify for help with these costs.

The following recommendations are based on information available as this catalog goes to press. Before you enroll, consult with Chemeketa's counseling center and an advisor at OSU.

	Term		
First Year	1	2	3
CH104, 105, 106 General			
Chemistry	5	5	5
Mathematics (per placement test)*	4	4	4

WR121 English Composition	3		
Communication skills requirements		3	3
Physical education	1	1	1
BOT201, 202, 203 General Botany			
or			
ZOO201, 202, 203 General Zoology			
or			
BI101, 102, 103 General Biology			
or			
Humanities requirements	3-4	3-4	3-4
Second Year	4	5	6
Physical science electives	4	4	4
EC201, 202, 203 Principles of			
Economics	3	3	3
Biological science			
and/or			
Humanities requirements	3-4	3-4	3-4
Mathematics*	4	4	4
Electives	3	3	3

*Mathematics requirements differ for the various areas of agriculture.

Anthropology

(college transfer)

These courses have been approved by the University of Oregon, Oregon State University, and Portland State University for students who plan to transfer college credits into a major program in anthropology, and by Eastern Oregon State College for students planning to transfer into a combined major in anthropology and sociology.

In addition to tuition, estimated costs for students who complete the entire Chemeketa program are books, \$670; class fees, \$48. Contact the financial aid office to find out if you qualify for help with these costs.

The following recommendations are based on information available as this catalog goes to press. Before you enroll, consult with Chemeketa's counseling center and an advisor at the institution to which you plan to transfer.

	Term		
First Year	1	2	3
WR121, 122, 123 English			
Composition	3	3	3
ANTH101, 102, 103 General			
Anthropology	3	3	3
BI101, 102, 103 General Biology	4	4	4
Physical education	1		1
HE250 Personal Health		3	
Electives		3	3
Second Year	4	5	6
Second-year foreign language	4	4	4
General education—science	3-4	3-4	3-4
General education—social			
science	3	3	3
SOC204, 205, 206 General			
Sociology (EOSC)			
or			
General education—humanities			
(U of O, OSU, PSU)			
Physical education	3	3	3
Electives	1	1	1
	0-3	0-3	0-3

Art

(college transfer)

These courses are recommended for students who plan to transfer college credits into a major program in art at the University of Oregon, Oregon State University, Portland State University, Eastern Oregon State College, Southern Oregon State College or Western Oregon State College. If you satisfactorily complete these courses, you may be able to complete requirements for a Bachelor of Arts or Bachelor of Science degree within two additional years.

A five-year program in art leading to the Bachelor of Fine Arts (BFA) degree is offered at the University of Oregon (ceramics, visual design, photography, jewelry and metal smithing, painting, printmaking, sculpture, weaving). Four-year programs leading to a BFA degree in art are offered at Oregon State University (graphic design, crafts design, fine arts, or individually approved combinations of areas offered) and Southern Oregon State College (ceramics, crafts, drawing, graphic design, fiber arts, jewelry/metal, painting, photography, printmaking, sculpture).

In addition to tuition, estimated costs for students who complete the entire Chemeketa program are books, \$550; class fees, \$150. Contact the financial aid office to find out if you qualify for help with these costs.

The following recommendations are based on information available as this catalog goes to press. Before you enroll, consult with Chemeketa's counseling center and an advisor at the institution to which you plan to transfer.

	Term		
	1	2	3
First Year			
WR121,122,123 English Composition	3	3	3
ART115, 116, 117 Basic Design (OSU, WOSC—4 credit hours; U of O, PSU, SOSC, EOSC—6 credit hours)	3	3	3
ART231, 232, 233 Drawing (U of O, SOSC, PSU— 6 credit hours; OSU— 4 credit hours; WOSC—3 credit hours)	3	3	3
Additional art courses: ART119, 221, 155, 156, 157, 225, 244, 254, 271, 272, 273, 281, 284, 291, 292, 293		3	3
Science or mathematics sequence	3-4	3-4	3-4
Humanities sequence (non-art)	3	3	3
Physical education	1	1	1
Electives		0-3	0-3
Second Year	4	5	6
Social science sequence	3	3	3
Studio art courses; choose from ART119, 155, 156, 157, 221, 225, 244, 254, 271, 272, 273, 281, 284, 291, 292, 293 (See college transfer guide for limits.)	3	3	3
ART204, 205, 206 Survey of Art History	3	3	3
HE250 Personal Health			3
Computer Study	3	3	3
Electives	3-7	3-7	3-7



Automotive technicians get first-class training.

Automotive Technology

Do you want to become an automotive maintenance and repair worker or an auto parts salesperson? The Automotive Technology program classes emphasize technical training and development of skills through the study of the various systems of the automobile. You may select individual courses to meet your needs, or you may work toward a degree in automotive mechanics or a certificate in automotive parts sales.

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.

Automotive Mechanics Option

Automotive Mechanics training may lead to employment in the automotive service and repair field. With an increasing number of makes and models of autos, the demand for auto mechanics with a broad background and diversified training is growing.

Upon graduating, you may choose to transfer to a school such as Oregon Institute of Technology to complete the course work for a bachelor's degree in industrial management.

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 coordinator, you may enroll in AUM280 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 are books, \$531; class fees, \$186; equipment and supplies, \$450. Contact the financial aid office to find out if you qualify for help with these costs.

You may earn an Associate in Science degree by successfully completing these 100 required credit hours:

Course	Title	Credit Hours
Term 1		
AUM051	Basic Automotive Engines	6
AUM056	Automotive Shop Safety	1
AUM057	Automotive Brake Systems	3
COM051	Communication Skills I or	
WR121	English Composition—Exposition	3
WLD097	Welding	2
Term 2		
AUM058	Automotive Steering and Suspension	3
AUM061	Standard Transmission, Clutches and Differentials	5
AUM068	Automotive Accessory Systems	3
MTH051	Basic Mathematics	3
COM052	Communication Skills II or	
WR122	English Composition—Logic and Style	3
Term 3		
AUM052	Automotive Machine Shop	3
AUM066	Fuel Systems and Carburetion I	4
AUM071	Automotive Repair I	4
AUM076	Automotive Electrical Systems I	4
Term 4		
AUM063	Automatic Transmissions	4
AUM067	Fuel Systems and Carburetion II	4
AUM072	Automotive Repair II	4
AUM087	Advanced Automotive Engines	4
Term 5		
AUM073	Automotive Repair III	4
AUM077	Automotive Electrical Systems II	4
AUM078	Automotive Service Operations	3
AUM086	Automotive Heat and Air Conditioning	4
	General education elective	3
Term 6		
AUM081	Tune-up and Diagnosis	6
AUM082	New Automotive Developments	3
AUM092	Automotive-Diesel Engines	4
CS121	Computer Environment*	3
PSY100	Introduction to Psychology	3

*Meets college's computer course requirement.

Automotive Parts Sales Option

In Automotive Parts Sales you may learn aspects of jobber store management in addition to the sale of automotive parts.

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 coordinator, you may enroll in AUP280 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 are books, \$231; class fees, \$14. Contact the financial aid office 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
Term 1		
AUP081	Engine Theory	3
AUP082	Chassis Theory	3
AUP083	Auto Parts I	4
COM051	Communication Skills I	3
MTH051	Basic Mathematics	3
Term 2		
AUP086	Power Train Theory	3
AUP087	Auto Electrical Theory	3
AUP088	Auto Parts II	4
COM052	Communication Skills II	3
MTH061	Business Mathematics	3
Term 3		
AUP091	Auxiliary Systems	3
AUP093	Fuel Systems	3
AUP096	Auto Parts III	4
BA051	Accounting Procedures I	4
	General education elective or	
AUP208	Cooperative Work Experience	3

Banking and Finance

Consider the Banking and Finance program if you want training to enter the banking field or if you are a bank clerk or teller who wants to become eligible for advancement or promotion to officer trainee or officer positions. There are banking career opportunities in auditing, personnel administration, public relations, and operations research and control.

The basic core of the curriculum includes general education and general business courses as well as required and elective courses specifically related to the financial field. You may select individual courses to meet your needs, or you may work toward an Associate in Science degree. The banking classes are offered only at night; other required classes are offered both days and evenings.

Chemeketa and Willamette Chapter of the American Institute of Banking interchange credits for specified courses.

The Banking and Finance program has specific English and mathematics requirements. Initial placement in these courses is determined by results of placement tests you take when you apply for admission.

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 coordinator, you may enroll in BAN280 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 are books, \$992; class fees, \$36; equipment and supplies, \$60. Contact the financial aid office to find out if you qualify for help with these costs.

You may earn an Associate in Science degree by successfully completing these required 98 credit hours:

Course	Title	Credit Hours
Term 1		
BA101	Business Environment.....	4
BA269	Principles of Banking	3
OA084	Business English	
	or	
WR121	English Composition—Exposition*	3
OA121	Keyboarding.....	3
	Psychology elective	3
Term 2		
BA206	Business Management Principles.....	3
BA211	Financial Accounting I.....	4
BA270	Money and Banking	3
MTH065	Introductory Algebra	
	or	
MTH101	College Algebra*	4
OA085	Business English II	
	or	
WR122	English Composition—Logic and Style*.....	3
Term 3		
BA212	Financial Accounting II.....	4
BA214	Business Communications	3
BA284	Law and Banking—Applications	3
MTH062	Applied Business Math	3
	or	
MTH103	Probability and Statistics*	4
	Banking elective***.....	3
Term 4		
BA238	Sales and Persuasion.....	3
BA281	Consumer Lending	3
CS121	Computer Environment.....	3
EC201	Principles of Economics.....	3
OA061A	Introduction to Calculators	1
	Psychology elective	3
Term 5		
BA222	Financial Management	3
BA223	Principles of Marketing	
	or	
BA273	Marketing for Bankers.....	3
BA278	Law and Banking—Principles	3
	Business elective**	
	or	
	Banking elective***	
	or	
BAN280	Cooperative Work Experience	3
EC202	Principles of Economics.....	3
	Speech elective****	3
Term 6		
BA205	Human Relations in Business.....	3
BA250	Small Business Management.....	3
	Business elective**	
	or	
	Banking elective***	
	or	
BAN280	Cooperative Work Experience	3
	Banking elective***.....	3
	Business elective**	3

*College transfer to four-year school

**Approved Business elective:
Choose courses with BA, CS, or OA prefixes. College transfer students should take BA213 or EC203

***Approved Banking electives:
Choose courses with BAN prefixes

****Approved Speech electives:
Choose among the following: SP105, SP111, SP114



Biology includes study of muscles.

Biology, Botany, Zoology

(college transfer)

These courses are recommended if you plan to transfer college credits into a majors program in biology at the University of Oregon, Portland State University, Eastern Oregon State College, Southern Oregon State College or Western Oregon State College, or into a majors program in biology, botany, entomology, environmental health, general science, industrial hygiene, microbiology, or zoology at Oregon State University. After you transfer your credits from Chemeketa, you may complete the requirements for a baccalaureate degree within two more years. A normal course load is approximately 15 to 17 credit hours per term for science students.

If you plan to transfer to the U of O or to OSU with a major in microbiology, you will find some advantage in transferring at the end of the freshman year. However, combining general botany and general zoology courses with appropriate chemistry and mathematics classes makes a second year of science study at Chemeketa practical. Your score on Chemeketa's mathematics placement test determines which math class you enroll in first.

In addition to tuition, estimated costs for students who complete the entire Chemeketa program are books, \$700; class fees, \$152; equipment and supplies, \$25. Contact the financial aid office to find out if you qualify for help with these costs.

The following recommendations are based on information available as this catalog goes to press. Before you enroll, consult with Chemeketa's counseling center or an advisor at the institution to which you plan to transfer.

	Term		
	1	2	3
First Year			
WR121 English Composition and approved courses in communication skills	3	3	3
Mathematics (approved sequence)*	4	4	4
CH104, 105, 106, or CH204, 205, 206 General Chemistry	5	5	5
Humanities			
or			
Social science sequence	3	3	3
Physical education	1	1	1
Second Year	4	5	6
BOT201, 202, 203 General Botany	4	4	4
and/or			
ZOO201, 202, 203 General Zoology	4	4	4
CH226, 227, 228 Organic Chemistry	4	4	4
or			
PH201, 202, 203 General Physics	4	4	4
Social science			
or			
Humanities sequence	3	3	3
Electives	3	3	3

*As the level and depth of mathematics training varies considerably for different science degrees, we strongly urge you to consult with an advisor before you select a mathematics sequence.

Building Inspection

The Building Inspection program has two options. There is a four-term plan for students with experience in the building trades and a two-year (six-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, plans 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 in 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 coordinator, you may enroll in BLD280 Cooperative Work Experience and earn college credit hours. For more information, look under Cooperative Work Experience in the catalog index.

This program has special admission requirements and enrollment limits. For additional information, contact the Admission Office (399-5006).

Certificate of Completion

In addition to tuition, estimated costs for students who complete the entire program are books, \$535; class fees, \$59; equipment and supplies, \$290. Contact the financial aid office to find out if you qualify for help with these costs.

You may earn a Certificate of Completion by successfully completing these 66 required credit hours:

Course	Title	Credit Hours
Term 1		
BLD050	Introduction to Uniform Building Code	3
BLD051	Building Codes I	3
BLD060	Fire Protection for Buildings	
	or	
BLD071	Plumbing Codes I	3
BLD063	Structural Inspection—Concrete	3
COM051	Communication Skills I	3
MTH051	Basic Mathematics	3
Term 2		
BLD052	Building Codes II	3
BLD058	Zoning Enforcement and Administration	
	or	
BLD072	Plumbing Codes II	3
BLD059	Materials of Construction	
	or	
BLD081	Mechanical Codes I	3
BLD061	Structural Inspection—Wood	3
COM052	Communications Skills II	3
MTH052	Introduction to Algebra and Geometry	3
Term 3		
BLD053	Building Codes III	3
BLD054	Dwelling Construction under UBC	3
BLD055	Building Department Administration	3
BLD056	Techniques of Inspection	
	or	
BLD082	Mechanical Codes II	3
BLD062	Structural Inspection—Masonry	3
COM053	Technical Report Writing	3
Term 4		
BLD280	Cooperative Work Experience*	12

*Cooperative Work Experience may not be used as a deviation in the one-year program.

Associate in Science Degree

In addition to tuition, estimated costs for students who complete the entire program are books, \$919; class fees, \$71; equipment and supplies, \$410. Contact the financial aid office to find out if you qualify for help with these costs.

You may earn an Associate in Science degree by successfully completing the 104 required credit hours listed below. Note: Two-year program students must earn a minimum of 12 credit hours of Cooperative Work Experience which may be substituted for some of the following courses:

Course	Title	Credit Hours
Term 1		
BLD050	Introduction to Uniform Building Code.....	3
COM051	Communication Skills I.....	3
DRF059	Print Reading.....	2
FRP060	Fundamentals of Fire Prevention.....	3
MTH052	Introduction to Algebra and Geometry.....	3
PSY101	Psychology of Human Relations.....	3
Term 2		
BLD058	Zoning Enforcement and Administration.....	3
BLD059	Materials of Construction.....	3
BLD061	Structural Inspection—Wood.....	3
COM052	Communication Skills II.....	3
DRF060	Advanced Print Reading.....	2
MTH053	Introduction to Trigonometry with Geometry.....	3
Term 3		
BLD054	Dwelling Construction Under UBC.....	3
BLD055	Building Department Administration.....	3
BLD056	Techniques of Inspection.....	3
BLD060	Fire Protection for Buildings.....	3
BLD062	Structural Inspection—Masonry.....	3
COM053	Technical Report Writing.....	3
Term 4		
BLD051	Building Codes I.....	3
BLD063	Structural Inspection—Concrete.....	3
BLD071	Plumbing Codes I.....	3
CS121	Computer Environment*.....	3
CVL054	Engineering Fundamentals.....	3
CVL059	Soil Mechanics Fundamentals.....	3
Term 5		
BLD052	Building Codes II.....	3
BLD064	Structural Inspection—Steel.....	3
BLD066	Structural Plan Review.....	3
BLD072	Plumbing Codes II.....	3
BLD081	Mechanical Codes I.....	3
BLD091	Electrical Codes I.....	3
Term 6		
BLD053	Building Codes III.....	3
BLD067	Nonstructural Plan Review.....	3
BLD073	Energy Technology for the Inspector.....	3
BLD082	Mechanical Codes II.....	3
BLD092	Electrical Codes II.....	3
FE205	Job Search Techniques.....	1

*Meets college's computer course requirement.

Business Administration

(college transfer)

Chemeketa offers college credit transfer courses which satisfy lower division requirements in business administration programs. The courses listed below are typical of those accepted by Oregon institutions of higher education.

In addition to tuition, estimated costs for students who complete the entire Chemeketa program are books, \$550. Contact the financial aid office to find out if you qualify for help with these costs.

The following recommendations are based on information available as this catalog goes to press. Before you enroll, consult with Chemeketa's counseling center and an advisor at the institution to which you plan to transfer.

	Term		
	1	2	3
First Year			
BA101 Business Environment		4	
WR121, 122, English Composition	3	3	
BA214 Business Communications			3
MTH101 College Algebra	4		
MTH103 Probability and Statistics		4	
MTH106 Elementary Calculus			4
CS131 Introduction to Data Processing		3	
Humanities sequence	3	3	3
Social science sequence	3	3	3
HE250 Personal Health			3
Physical education	1	1	1
Second Year			
SP111 Fundamentals of Speech	3		
BA211, 212, 213 Accounting	4	4	4
EC201, 202, 203 Economics	3	3	3
BA226 Business Law I		3	
BA232 Business Statistics			3
Humanities electives	3	3	3
Business and sciences courses	3		3

Business Education

(college transfer)

Chemeketa offers a selection of college transfer credit courses which satisfy the lower division requirements of business education degree programs. The courses listed below are typical of those accepted by Oregon institutions of higher education.

In addition to tuition, estimated costs for students who complete the entire Chemeketa program are books, \$550. Contact the financial aid office to find out if you qualify for help with these costs.

The following recommendations are based on information available as this catalog goes to press. Before you enroll, consult with Chemeketa's counseling center and an advisor at the institution to which you plan to transfer.

By adding HE250 Personal Health, you may fulfill requirements of the Associate in Arts degree.

	Term		
	1	2	3
First Year			
WR121, 122 English Composition	3	3	
SP111 Fundamentals of Speech			3
Physical education	1	1	1
Humanities sequence	3	3	3
OA111, 112, 113 Shorthand	4	4	4
OA121, 122, 123 Keyboarding	3	3	3
Mathematics sequence	4	4	4
Second Year			
BA211, 212, 213 Accounting	4	4	4
BA251 Office Management			3
OA211 Shorthand/Briefhand Skillbuilding	3		
EC201, 202, 203 Economics	3	3	3
CS131 Introduction to Data Processing		3	
Social science sequence	3	3	3
BA214 Business Communications	3		
CS103 Introduction to Microcomputer Operations		4	
BA232 Business Statistics			3

Chemistry

(college transfer)

These courses are recommended if you plan to transfer college credits into a major program in chemistry at the University of Oregon, Oregon State University, Portland State University, Southern Oregon State College, or Eastern Oregon State College.

Because of the highly professional and exacting nature of the instruction in chemistry, you should plan to transfer after one year at Chemeketa. If you transfer more than one year of community college work, it may take you more than four years to complete a bachelor's degree. The amount of time required to complete a major program depends upon the requirements of the department, your ability and industry, and your level of achievement in mathematics at the time you transfer.

In addition to tuition, estimated costs for students who complete the entire Chemeketa program are books, \$610; class fees, \$36; equipment and supplies, \$65. Contact the financial aid office to find out if you qualify for help with these costs.

The following recommendations are based on information available as this catalog goes to press. Before you enroll, consult with Chemeketa's counseling center and an advisor at the institution to which you plan to transfer.

	Term		
First Year	1	2	3
WR121, 122, 123 or 227			
English Composition	3	3	3
Mathematics (per placement test)	4	4	4
CH204, 205, 206 General Chemistry	5	5	5
GER101, 102, 103 First Year German (U of O, PSU)	4	4	4
General education—humanities or Social science (SOSC, EOSC)	3-4	3-4	3-4
Physical education	1	1	1

Chiropractic

(college transfer)

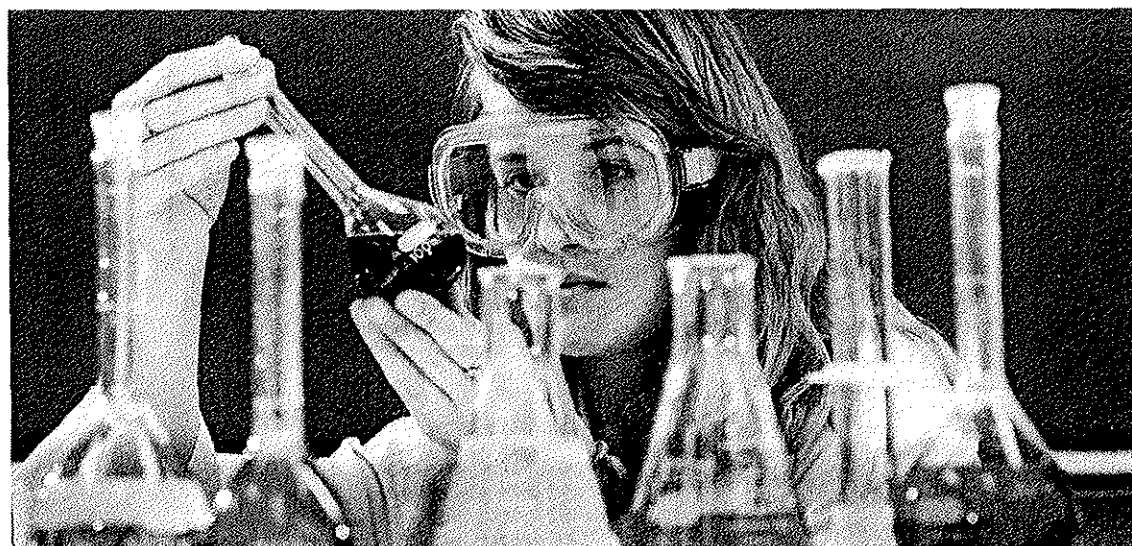
The two-year Chiropractic program is recommended if you plan to apply for admission to Western State Chiropractic College in Portland.

For admission, WSCC requires at least 90 credit hours, some specified courses, a minimum 2.25 grade point average, and a 2.25 grade point average in general chemistry and organic chemistry.

In addition to tuition, estimated costs for students who complete the entire Chemeketa program are books, \$510; class fees, \$140; equipment and supplies, \$25. Contact the financial aid office to find out if you qualify for help with these costs.

The following recommendations are based on information available as this catalog goes to press. Before you enroll, consult with Chemeketa's counseling center and the admissions office of WSCC for any new requirements.

	Term		
First Year	1	2	3
CH204, 205, 206 General Chemistry	5	5	5
MTH101 College Algebra, MTH102 Trigonometry			
or MTH078, 079 Applied Trigonometry	4	2-4	
WR121 English Composition	3		
Other communication skills classes		3	3
PSY201, 202 General Psychology		3	3
Humanities or social sciences	3	3	3
Second Year	4	5	6
ZOO201, 202, 203 Zoology	4	4	4
PH201, 202, 203 General Physics	4	4	4
CH226, 227, 228 Organic Chemistry	4	4	4
Humanities or social sciences	3		
Electives	4	3	3



A career in chemistry can begin at Chemeketa.

Civil-Structural Engineering Technology

The Civil-Structural Engineering Technology program offers practical training for entry-level engineering technicians employed by businesses, industries, private consultants, or government agencies. The curriculum includes courses and field experiences in basic engineering science; timber, steel, and concrete design; communication skills; psychology; drafting; surveying; soil mechanics; water supply; and waste water treatment.

Job opportunities vary. You may assist in the planning, design, and construction of bridges, tunnels, airports, pipelines, roads, dams, towers, and buildings. You may go into public safety and services dealing with water supply and waste water treatment systems. As a technician on construction projects, you may assist in estimating costs, writing specifications, inspecting or testing materials, surveying, drafting, or designing.

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 coordinator, you may enroll in CVL280 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 are books, \$866; class fees, \$89; equipment and supplies, \$165. Contact the financial aid office to find out if you qualify for help with these costs.

An Associate in Science degree is awarded upon the successful completion of the required 99 credit hours.

As a graduate of the program, you may transfer to Oregon Institute of Technology to complete course work for a Bachelor of Science degree in engineering technology.

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 (college transfer).

Term 3	
COM052	Communication Skills II.....3
CVL051	Strength of Materials I.....3
CVL062	Surveying Computations.....2
DRF072	Introduction to Computer Drawing.....3
MTH083	Technical Mathematics III.....4

Term 4	
BLD051	Building Codes I.....3
CVL052	Strength of Materials II.....3
CVL057	Soil Mechanics.....4
CVL079	Contracts and Specifications.....3
DRF059	Print Reading.....2

Term 5	
BLD052	Building Codes II.....3
CVL070	Timber and Steel Construction.....4
CVL075	Hydraulics.....4
CVL077	Construction Estimating.....3
DRF082	Civil Engineering Drafting.....3

Term 6	
COM053	Technical Report Writing.....3
CVL058	Environmental and Sanitary Engineering.....4
CVL063	Route Surveying.....4
CVL072	Concrete Construction and Design.....3
DRF083	Project Development.....3

*Meets college's computer course requirement.

Clerical Technology

The Clerical Technology curriculum offers practical training for students interested in working as word processing operators, general office clerks, receptionists, typists, file clerks, transcribing machine operators, and accounting clerks. The program is recommended if you wish to prepare yourself for work in a minimum amount of time. You may enroll part-time or full-time. It is possible to complete the program by taking only night classes.

An advisor will work with you to develop a program to fit your needs for a desired position. Approved electives allow you flexibility to specialize for work in law, real estate, insurance, accounting, medical, engineering, data processing, and word processing offices, and travel agencies.

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 coordinator, you may enroll in OA280 Cooperative Work Experience and earn college credit hours. We recommend that you take three to six CWE 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 are books, \$282; class fees, \$48; equipment and supplies, \$30. Contact the financial aid office to find out if you qualify for help with these costs.

You may earn a Certificate of Completion by successfully completing these 48 required credit hours:

Course	Title	Credit Hours
Term 1		
COM051	Communication Skills I.....	3
CVL060	Plane Surveying I.....	4
CVL099	Engineering Technician Orientation*.....	3
DRF054	Drafting I.....	2
MTH081	Technical Mathematics I.....	4
Term 2		
CS133B	Introduction to Programming, BASIC*.....	3
CVL050	Applied Mechanics.....	3
CVL061	Plane Surveying II.....	5
MTH082	Technical Mathematics II.....	4
PH081	Applied Physics.....	4

Course	Title	Credit Hours
Term 1		
MTH061	Business Mathematics	3
OA084	Business English I.....	3
OA116	Office Procedures	3
OA121	Keyboarding	3
	Approved business elective*	3
Term 2		
FE205	Job Search Techniques.....	1
OA061	Introduction to Calculators	3
OA085	Business English II.....	3
OA122	Keyboard Skillbuilding.....	3
OA123	Formatting	3
	Approved business elective*	3
Term 3		
BA214	Business Communications.....	3
OA099	Proofreading	2
	Approved business electives*	9
	(OA280 Cooperative Work Experience recommended for 3-6 cr.)	
	Psychology or social science elective	3

*Meet with your program coordinator.

Computer Electronics Technology

see Electronics Technology

Computer Programming

Chemeketa's Computer Programming curriculum is for men and women who wish to become professional computer programmers. The two-year program includes theory and technical information as well as experience in performing actual programming tasks. The curriculum emphasizes accounting and management principles, problem solving, and working effectively with people.

The Computer Programming curriculum offers two paths of entry, one emphasizing mainframe computers, the other emphasizing microcomputers. The first year is common to both. Beginning with the second year, the differences are primarily in language and operations systems.

You may select individual courses to meet your needs, or you may work toward an Associate in Science degree. With this degree you will meet the minimum educational and experience requirements to qualify for the State of Oregon employment classification as a computer programmer trainee. After six months of experience, you may qualify as a computer programmer.

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 coordinator, you may enroll in CS280 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 are books, \$632; class fees, \$84; equipment and supplies, \$75. Contact the financial aid office to find out if you qualify for help with these costs.

You may earn an Associate in Science degree by successfully completing these required 95 credit hours:

Course	Title	Credit Hours
Term 1		
BA051	Accounting Procedures I*	4
CS070	Fundamentals of Computer Programming I.....	4
CS103	Introduction to Microcomputer Operations.....	4
CS131	Introduction to Data Processing	3
MTH062	Applied Business Math or General education elective.....	3
Term 2		
BA052	Accounting Procedures II*	4
CS071	Fundamentals of Computer Programming II.....	4
CS133C	COBOL I or Computer Applications Using BASIC	4
CS066	Computer Applications Using BASIC	4
CS263	Computer Organization	4
Term 3		
OA084	Business English I or English Composition—Exposition	3
WR121	OS Concepts and Facilities or Operating Systems.....	3
CS140	COBOL II.....	5
CS233C	or BASIC for Programmers.....	4
CS233B	Systems Analysis I	3
CS244	Job Search Techniques.....	1
FE205		
Term 4		
CS091	On-Line Programming Techniques.....	5
CS133A	Assembler I	5
CS274	Systems Analysis II	3
CS280	Cooperative Work Experience or Business elective.....	3
Term 5		
WR227	Technical Writing or Technical Report Writing	3
COM053	COBOL III.....	5
CS081	Data Base Program Development	4
CS275	Cooperative Work Experience or Business elective.....	3
CS280		
Term 6		
BA053	Accounting Procedures III*	4
CS280	Cooperative Work Experience or Business elective.....	3
SP111	Fundamentals of Speech or Interpersonal Communication	3
SP114	General education elective.....	3
	Social science elective	3

*You may substitute BA211 Financial Accounting I, BA212 Financial Accounting II, and another business course in place of the BA051, BA052 and BA053 sequence.

Microcomputer Option

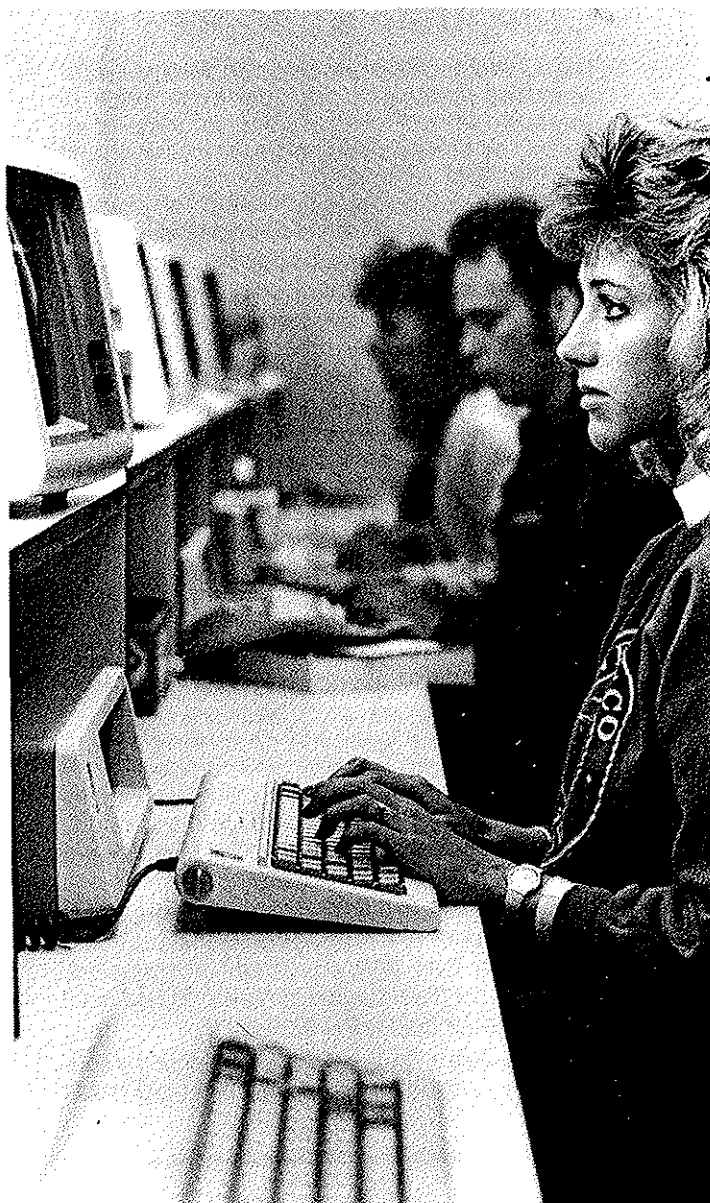
This option emphasizes BASIC and other mini-computer languages. It includes training in installing and integrating many of the software packages used by businesses.

In addition to tuition, estimated costs for students who complete the entire program are books, \$617; class fees, \$96; equipment and supplies, \$80. Contact the financial aid office to find out if you qualify for help with these costs.

You may earn an Associate in Science degree by successfully completing these required 94 credit hours:

Course	Title	Credit Hours
Term 4		
BA053	Accounting Procedures III*	4
CS271	Microcomputer Assembler	4
CS274	Systems Analysis II	3
CS280	Cooperative Work Experience or Business elective	3
Term 5		
WR227	Technical Writing or Technical Report Writing	3
COM053	dBase III	3
CS106	Advanced Programming—BASIC	4
CS252B	Cooperative Work Experience or Business elective	3
CS280	General education elective	3
Term 6		
CS237	Software Designs	4
CS280	Cooperative Work Experience or Business elective	3
SP111	Fundamentals of Speech or Interpersonal Communication	3
SP114	Business elective or Social science elective	3

*You may substitute BA211 Financial Accounting, I, BA212 Financial Accounting, II, and another business course in place of the BA051, BA052, and BA053 sequence.



We offer several options in the computer field.

Computer Science

(college transfer)

Chemeketa offers college credit courses which satisfy the freshman and sophomore requirements of the computer science degree programs at Portland State University, Oregon State University, and the University of Oregon.

In addition to tuition, estimated costs for students who complete the entire Chemeketa program are books, \$600; class fees, \$60; equipment and supplies, \$200. Contact the financial aid office to find out if you qualify for help with these costs.

The following recommendations are based on information available as this catalog goes to press. Before you enroll, consult with Chemeketa's counseling center and an advisor at the institution to which you plan to transfer.

	Term		
First Year	1	2	3
CS261 Computer Science I— PASCAL	4		
CS263 Computer Organization		4	
CS262 Computer Science II—PASCAL			4
Mathematics (per placement test)	4	4	4
Biological science sequence	4	4	4
WR121, 122, English Composition	3	3	
Physical education	1	1	1
Elective			3
Second Year	4	5	6
CS271 Microcomputer Assembler	4		
CS133U C Language		4	
CS133F FORTRAN IV			4
Mathematics (per placement test)	4	4	4
Physical science sequence	4	4	4
Social science sequence or Humanities sequence	3	3	3

Computer Support

The Computer Support program features concentrated study and practical experience in operating different types of computer systems including microcomputers, word processing, and an IBM 4341 mainframe. You may select individual courses to meet your needs, or you may work toward a Certificate of Completion.

The program emphasizes your professional performance. You take classes not only in advanced operating standards and techniques, problem solving, and recovery procedures, but also in how to work efficiently with other people.

We recommend 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 results show that your skills are above the levels of the required first term courses, you may request to substitute general education courses. If you are not ready for the required courses, you may need to take preparatory courses.

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 coordinator, you may enroll in CS280 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 are books, \$391; class fees, \$60; equipment and supplies, \$45. Contact the financial aid office 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:

Course	Title	Credit Hours
Term 1		
CS070	Fundamentals of Computer Programming I.....	4
CS131	Introduction to Data Processing.....	3
MTH061	Business Mathematics.....	3
OA085	Business English II.....	3
OA121	Keyboarding.....	3
Term 2		
CS050	Computer Center Operations I.....	5
CS066	Computer Applications Using BASIC.....	4
CS103	Introduction to Microcomputer Operations.....	4
OA200	Introduction to Word/Information Processing.....	3
FE205	Job Search Techniques.....	1
Term 3		
BA051	Accounting Procedures I.....	4
BA244	Records Management.....	3
	Approved elective*.....	3
	Approved elective* (CS280 Cooperative Work Experience recommended).....	3

*Approved electives:
Choose courses with BA, CS, or OA prefixes.

Criminal Justice

Graduates of Chemeketa's Criminal Justice program may become law enforcement officers or correctional officers. Although there is much competition for such positions, they offer good benefits. Graduates may also find other jobs in 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 licensing inspector for the state Department of Motor Vehicles.

However, many employers 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 institution. The courses also may meet social science requirements at some four-year institutions. Before you enroll at Chemeketa, consult with Chemeketa's counseling center and an advisor at the institution to which you plan to transfer.

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 coordinator, you may enroll in CJ280 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 are books, \$900. Contact the financial aid office to find out if you qualify for help with these costs.

An Associate in Science degree is awarded upon successful completion of the 91 required credit hours listed below. These include the 58 credit hours listed under general education requirements, 15 credit hours of criminal justice core requirements, and 18 credit hours of Criminal Justice electives.

General education requirements (58 credit hours) (All courses must be numbered 100 or above.)

Course	Title	Credit Hours
WR121	English Composition—Exposition.....	3
WR122	English Composition—Logic and Style.....	3
WR227	Technical Writing.....	3
	Computer science elective.....	3
	Speech elective.....	3
	Mathematics or science elective.....	4
	Physical education elective (three different activities).....	3
	Social science sequence.....	9
	Humanities sequence.....	9
	General education electives.....	18

Criminal Justice Core requirements (15 credit hours)

CJ100	Survey of Criminal Justice System.....	3
CJ101	Criminology.....	3
CJ206	Crime and Delinquency.....	3
CJ215	Criminal Justice Administration.....	3
CJ226	Introduction to Constitutional Law.....	3

Criminal Justice electives (Select 18 credit hours)

CJ110	Introduction to Law Enforcement.....	3
CJ132	Introduction to Probation and Parole.....	3
CJ200	Police and Public Policy.....	3
CJ207	Seminar in Criminal Justice.....	3
CJ210	Introduction to Criminal	

	Investigation.....	3
CJ230	Introduction to Juvenile Corrections.....	3
CJ231	Introduction to Corrections Process.....	3
CJ232	Introduction to Corrections Casework.....	3
CJ280	Cooperative Work Experience.....	6

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.

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 restoration materials and dental cements, checking and sterilizing equipment, taking inventory, and ordering supplies. Laboratory duties include pouring study models of teeth, fabricating custom trays and temporary crowns, and exposing and developing x-ray films. As office manager, a dental assistant is a receptionist, schedules appointments, keeps accounts and records, prepares statements, and is responsible for the general appearance of an office.

Applicants must be at least 18 years of age or older by January 1 of the academic year in which he or she is enrolling. This requirement coincides with the Oregon Board of Dentistry and OAR Chapter 818-40-060 3(c) of the Oregon Dental Practice Act.

In order to graduate, you must be able to type at least 30 words per minute and show that your mathematics competency is equivalent to MTH051 Basic Mathematics. You are required to earn a grade of C or better in all courses. You must also earn a State of Oregon certificate of radiological proficiency before you graduate. As a graduate you are eligible to take the national American Dental Assistants Association certification examination and the Dental Assisting National Board examination for Expanded Functions Dental Auxiliaries.

This program has special admission requirements and enrollment limits. For additional information, contact the Admission Office (399-5006).

In addition to tuition, estimated costs for students who complete the entire program are books, \$280; class fees, \$300; equipment and supplies, \$354; test fees, \$165. Contact the financial aid office to find out if you qualify for help with these costs.

You may earn a Certificate of Completion by successfully completing these 64 required credit hours:

Course	Title	Credit Hours
Term 1		
BI060	Basic Science Principles.....	3
DEN050	Dental Sciences I.....	3
DEN051	Introductory Concepts in Dental Assisting.....	3
DEN052	Dental Anatomy and Physiology.....	4
DEN053	Dental Materials I.....	4
ES071	Multimedia First Aid.....	1
HE261	Cardiopulmonary Resuscitation.....	1
Term 2		
DEN060	Dental Sciences II.....	4
DEN061	Dental Assisting Practicum I.....	3
DEN062	Expanded Functions I.....	3
DEN063	Dental Materials II.....	4
DEN064	Dental Radiology I.....	4
Term 3		
CS121	Computer Environment.....	3
DEN070	Dental Office Management.....	3
DEN071	Dental Office Practicum II.....	6
DEN072	Expanded Functions II.....	3
DEN074	Dental Radiology II.....	2
Term 4		
DEN080	Dental Assistant Seminar.....	2
DEN081	Dental Office Practicum III.....	5
SP199	Special Studies—Communications in the Health Professions.....	3

Drafting Technology—CAD

Drafting Technology offers two paths of entry into careers in drafting—Drafting and Mechanical Design. During the first year students in both areas share many courses so that you may explore, gain insight, and consult with advisors to make knowledgeable decisions about your career. You may select individual courses to meet your needs, or you may work toward an Associate in Science degree. You should choose Drafting or Mechanical Design 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 coordinator you may enroll in DRF280 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 a school such as Oregon Institute of Technology to complete the course work for a bachelor's degree in industrial management.

Drafting Option

This curriculum offers training and knowledge in skills which apply to technical drafting but which normally you cannot gain through experience alone, such as principles of design, materials and processes, mathematics, and physical science concepts.

Course	Title	Credit Hours
Term 1		
ECE060	Introduction to Early Childhood Education	3
ECE066	Observing and Recording in the Pre-school	3
ECE070	Environments for Young Children	3
ECE074	Children's Literature	3
HDFS225	Prenatal and Infant Development	3
Term 2		
COM051	Communication Skills I or	
WR121	English Composition—Exposition	3
ECE062	Development in Childhood II	3
ECE067	Observing and Guiding Behavior	3
ECE091	Supervised Field Experience I	3
HDFS233	Family Dynamics	3
Term 3		
ES071	Multimedia First Aid	1
COM053	Technical Report Writing or	
WR122	English Composition—Logic and Style or	
WR227	Technical Writing	3
ECE071	Creative Activities	3
ECE072	Learning Experiences for Young Children	4
ECE092	Supervised Field Experience II	4

Two-Year Option

In addition to tuition, estimated costs for students who complete the entire program are books, \$507; class fees, \$38. Contact the financial aid office to find out if you qualify for help with these costs.

You may earn an Associate in Science degree by successfully completing these required 95 credit hours:

Course	Title	Credit Hours
Term 1		
COM051	Communication Skills I or	
WR121	English Composition	3
ECE060	Introduction to Early Childhood Education	3
ECE066	Observing and Recording in the Preschool	3
HDFS225	Prenatal and Infant Development	3
PSY100	Introduction to Psychology or	
PSY201	General Psychology	3
Term 2		
ES071	Multimedia First Aid (or valid first aid card)	1
COM053	Technical Report Writing or	
WR122	English Composition or	
WR227	Technical Writing	3
ECE062	Development in Childhood II	3
ECE067	Observing and Guiding Behavior	3
HDFS233	Family Dynamics	3
	General education elective	3
Term 3		
ECE071	Creative Activities	3
ECE072	Learning Experiences for Young Children	4
ECE091	Supervised Field Experience I	3
HDFS222	Partner Relationships	3
SOC206	General Sociology	3
Term 4		
ECE070	Environments for Young Children	3
ECE074	Children's Literature	3
ECE080	Home, School, and Community	3
ECE092	Supervised Field Experience II	4
	General education elective	3

Term 5		
CS131	Introduction to Data Processing (or equivalent)*	3
ECE075	Music for Young Children	3
ECE079	Child Nutrition	2
	or	
FN225	Nutrition	4
ECE096	Directed Participation I	7
Term 6		
HDFS228	The Exceptional Child	3
ECE085	Administration of Child Care Centers	3
ECE097	Directed Participation II	8
	General education elective	3

*Meets college's computer course requirement.

Economics

(college transfer)

The curriculum below is recommended if you plan to transfer college credits into a major program in economics at the University of Oregon, Oregon State University, Portland State University, Southern Oregon State College, or Western Oregon State College. You may complete requirements for the baccalaureate degree within two additional years.

In addition to tuition, estimated costs for students who complete the entire Chemeketa program are books, \$715; class fees, \$36. Contact the financial aid office to find out if you qualify for help with these costs.

The following recommendations are based on information available as this catalog goes to press. Before you enroll, consult with Chemeketa's counseling center and an advisor at the institution to which you plan to transfer.

	Term		
	1	2	3
First Year			
WR121, 122, 123 or 227			
English Composition	3	3	3
Humanities sequence (WOSC: ENG104, 105, 106 or ENG107, 108, 109)	3	3	3
Mathematics (per placement test)	4	4	4
EC201, 202, 203 Principles of Economics	3	3	3
Physical education	1	1	
HE250 Personal Health Elective		0-6	3-6
Second Year			
Social science sequence (WOSC: HST110, 111, 112)	3	3	3
BA211, 212, 213 Principles of Accounting (SOSC, PSU: 1 term)			
or			
Humanities sequence	3	3	3
Science (PSU 1 term; fill out year with humanities)	4	4	4
Physical education	1	1	1
Electives (SOSC: MTH010 or BA232)	6	6	6

Education (Elementary)

(college transfer)

If you plan to enter Chemeketa fall term 1988 or later, the State of Oregon will require you to complete five years of college before you may be certified to teach in Oregon's public schools. At the time of publication of this catalog, all details of teacher-education programs at Oregon colleges and universities had not been determined. However, Chemeketa's counseling center should have information before fall term registration 1988.

If you are interested in becoming an elementary school teacher, you may choose a major field of study offered at a four-year college. Although you are not required to choose a specific major, each college will encourage students to select from a list of recommended majors.

After earning a baccalaureate degree, you will need to apply for admission to a post-baccalaureate education program. Most of fifth-year programs will require 12 months to complete. Admission to teacher-education programs will vary from college to college, but all programs will require you to earn satisfactory scores in the California Basic Education Skills Test (CBEST) and attain a specified grade point average (GPA) in all college work. The required GPA will vary according to the college but probably will be a minimum of 2.75.

Plan to enroll in courses that meet the general education requirements of the college or university to which you plan to transfer. For further information, contact Chemeketa's counseling center.

Education (Secondary)

(college transfer)

If you plan to become a junior or senior high school teacher, Chemeketa recommends that you enroll in a college transfer program for the subject you plan to teach. You will begin your fifth year professional program in education after you have completed your baccalaureate degree.

Admission to teacher education-programs varies among the state system colleges and universities. All schools will require satisfactory scores in the California Basic Education Skill Test (CBEST) as well as a specified grade point average (GPA) in all college work. Required GPA will vary among schools, but will probably be a minimum of 2.75 or higher. In addition, you will be required to pass a national test in each subject which you plan to teach.

Students entering college fall term 1988 are the first to be required to complete a fifth year before being certified to teach in Oregon public schools. At the time of publication of this catalog, all details of the teacher-education programs at Oregon colleges and universities had not been

determined. However, Chemeketa's counseling center should have this information before fall term registration in 1988.

Plan to enroll in courses that meet the general education requirements for the school to which you plan to transfer. For more information, contact Chemeketa's counseling center.

Educational Aide

The Educational Aide program offers the training required to become an instructional assistant.

You may select individual courses to meet your needs, or you may work toward an Associate in Science degree or a Certificate of Completion.

First-year students take a core of required courses, including practicums. Classes are in four general areas: instruction, non-instructional support, human relations, and communication and computation. You are also required to demonstrate certain competencies in writing, speaking, mathematics, and typing.

Second-year students specialize in working with children at certain grade levels (kindergarten, elementary or secondary) or in helping with bilingual or handicapped children or in working in vocational-technical education.

The program also offers ED209B Practicum, Introductory Observation and Experience, a one-term orientation for students exploring education as a career.

One-Year Option

In addition to tuition, estimated costs for students who complete the one-year program are books, \$300; class fees, \$30. Contact the financial aid office to find out if you qualify for help with these costs.

You may earn a Certificate of Completion by successfully completing these 48 required credit hours:

Course	Title	Credit Hours
Term 1		
ED131	Teaching Techniques.....	3
ED133	Instructional Media and Equipment.....	3
ED209A	Practicum: Introductory Observation and Experience	3
COM051	Communication Skills I or	
WR121	English Composition—Exposition	3
	general education elective	2
Term 2		
ES071	Multimedia First Aid.....	1
ED110	Psychology of Learning.....	3
ED123	Tutoring Practices for Paraprofessionals I.....	3
ED210	Practicum*	6
SP111	Fundamentals of Speech or	
SP114	Interpersonal Communication	3



Our Salem campus has many gathering spots.

Term 3

ED111	Contemporary Education	3
ED124	Tutoring Practices for Paraprofessionals II	3
ED211	Advanced Practicum*	6
MTH051	Basic Mathematics	3
OA121AB	Keyboarding A,B	2
FE205	Job Search Techniques.....	1

*You are required to demonstrate competencies in reading, writing, speaking, typing, and mathematics equivalent to RD010 Basic Reading Tactics II, COM051 Communication Skills I, OA121 Keyboarding, and MTH051 Basic Mathematics.

Bilingual-Bicultural Aide

ED257	Second Language Teaching Techniques for Paraprofessionals I	3
ED258	Multicultural Education and the Paraprofessional II	3
ED259	Bilingual Methodology	3
	Language requirement	9-12
ED212	Practicum: Specialized Education*	6-18
HST257	Introduction to Ethnic History— American Indian	3
HST258	Introduction to Ethnic History— Black American.....	3
HST259	Introduction to Ethnic History— Chicano	3

Two-Year Options

You may earn an Associate in Science degree after you successfully complete 90 credit hours. These include the 48 credit hours listed under the one-year option; 12 credit hours of required courses as listed below; 15 hours in the option you select, including at least six credits in practicum experience; and 15 hours of elective courses. Before you select elective courses consult with the program coordinator.

Required courses for all options:

Course	Title	Credit Hours
HS154	Community Resources.....	3
ED136	Computers and Advanced Media in Education**	3
ED251	Overview of Handicapping Conditions	3
PSY237	Growth and Development	3

Classroom Aide

Kindergarten-Lower Elementary

MTH191	Mathematics for Elementary Teachers.....	3
MTH192	Mathematics for Elementary Teachers.....	3
MTH193	Mathematics for Elementary Teachers.....	3
ED212	Practicum: Specialized Education*	6-18
ECE062	Development in Childhood II.....	3
ECE070	Environments for Young Children	3
ECE071	Creative Activities.....	3
ECE072	Learning Experiences for Young Children.....	4
ECE074	Children's Literature	3
ECE075	Music for Young Children	3
HDFS225	Prenatal and Infant Development	3
HDFS250	Developmental Kindergarten	3

Junior-Senior High

	Social sciences sequence.....	9
	Humanities sequence	9
ED212	Practicum: Specialized Education*	6-18

Handicapped Learner Aide

Deaf-Blind

ED201,		
ED202,		
ED204	American Sign Language— Beginning I, II, III	9
ED212	Practicum: Specialized Education*	6-18
ED252	Applied Behavior Modification	3

Mentally Retarded, Physically Disabled, Emotionally Disturbed

ED212	Practicum: Specialized Education	6-18
ED252	Applied Behavior Modification	3
ED268	Educating the Mildly and Severely Handicapped	3
ED269	Classroom Management of the Learning-Disabled Student	3

Vocational-Technical Education Aide

ED212	Practicum: Specialized Education*	6-18
ED252	Applied Behavior Modification	3
ED281	Introduction to Vocational- Technical Education.....	3
ED292	Occupational Analysis and Curriculum Development	3

* You are required to demonstrate competencies in reading, writing, speaking, typing, and mathematics equivalent to RD010 Basic Reading Tactics II, COM051 Communication Skills I, OA121 Keyboarding, and MTH051 Basic Mathematics.

**Meets college's computer course requirement.

Electronics Technology

Electronics has three program options: Computer Electronics, Electronic Engineering Technician, and Industrial Electronics.

If you wish to enhance your academic skills, the electronics department also offers a wide range of comprehensive preparatory courses every term including summer. For more information, contact electronics pre-technical advisory Lucy MacDonald (399-5256), the counseling center in building 2 on the Salem campus (399-5120), or the electronics program coordinator, Gary Boyington (399-5128).

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 the program coordinator's approval before you may enroll in ELT280 Cooperative Work Experience. For more information, look under Cooperative Work Experience in the catalog index or contact, Bruce Bothwell, (399-5068).

For information on evening electrical and electronic courses, contact Frank Knight (399-5218).

Computer Electronics Technology Option

As a graduate of this option, you may be employed by companies that manufacture, install, 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 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 success on a job. 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.

Computer Electronics Technology has special admission requirements. For additional information, contact the Admissions Office (399-5006).

In addition to tuition, estimated costs for students who complete the entire program are books, \$710; class fee, \$304; equipment and supplies, \$80. Contact the financial aid office (399-5018) to find out if you qualify for help with these costs.

You may earn an Associate of Science degree by successfully completing these required 107 credit hours:

Course	Title	Credit Hours
Term 1		
COM051	Communication Skills I**	3
CS131	Introduction to Data Processing*	3
ELT051	Electronics Theory I	4
ELT058	Electronics Orientation	2
ELT061	Electronics Problems I	1
MTH081	Technical Mathematics I**	4
Term 2		
ELT052	Electronics Theory II	4
ELT054	Transistor Fundamentals	5
ELT062	Electronic Problems II	1
ELT066	Digital Fundamentals	4
MTH082	Technical Mathematics II**	4
Term 3		
COM053	Technical Report Writing**	3
ELT053	Electronics Theory III	4
ELT055	Semiconductor Devices	3
ELT064	Pulse Circuits Fundamentals	3
ELT071	Linear IC Fundamentals	4
Term 4		
ELT065	Electronic Circuit Analysis	4
ELT067	Digital Circuit Applications	3
ELT091	Programming Concepts I	4
PH081	Applied Physics**	4
PSY246	Introduction to Industrial Psychology	3
Term 5		
ELT068	Microcomputer Systems	5
ELT072	Linear IC Applications	3
ELT090	Computer Peripherals	4
ELT092	Programming Concepts II	4
PH082	Applied Physics**	4
Term 6		
COM052	Communications Skills II**	3
ELT070	Video Display Systems	5
ELT093	Data Communications	4
ELT097	Advanced Computer Architecture	5

*Meets college's computer course requirement.

**Approved course substitutions:

MTH101 may be substituted for MTH081
 MTH102 may be substituted for MTH082
 PH201 or PH211 may be substituted for PH081
 PH202, PH203, PH212 or PH213 may be substituted for PH082
 SP111 plus FE205 may be substituted for COM052
 WR121 may be substituted for COM051
 WR227 may be substituted for COM053

Electronic Engineering Technician Option

Upon graduation from the Electronic Engineering Technician option, you may take a job assisting in the design, manufacturing, installation, and service of 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).

As a Chemeketa graduate, you may choose to transfer to a school such as Oregon Institute of Technology to complete the course work required for a bachelor's degree in electronics engineering technology or industrial management. If you wish to transfer, declare your intent before the first term and work closely with the electronics advisor, Roger White, (399-5068) and the institution to which you plan to transfer.

This option has special admission requirements. For additional information, contact the Admission Office (399-5006).

In addition to tuition, estimated costs for students who complete the entire program are books, \$750; class fee, \$297; equipment and supplies, \$90. Contact the financial aid office (399-5018), to find out if you qualify for help with these costs.

You may earn an Associate in Science degree by successfully completing these required 101 credit hours:

Course	Title	Credit Hours
Term 1		
COM051	Communication Skills I****	3
DRF091	Basic CAD for Electronics	2
ELT051	Electronic Theory I	4
ELT058	Electronics Orientation	2
ELT061	Electronic Problems I	1
MTH081	Technical Mathematics I	4
Term 2		
ELT052	Electronic Theory II	4
ELT054	Transistor Fundamentals	5
ELT062	Electronic Problems II	1
ELT066	Digital Fundamentals	4
MTH082	Technical Mathematics II****	4
Term 3		
COM053	Technical Report Writing****	3
ELT053	Electronic Theory III	4
ELT055	Semiconductor Devices	3
ELT064	Pulse Circuit Fundamentals	3
ELT071	Linear IC Fundamentals	4
Term 4		
COM052	Communication Skills II****	3
ELT065	Electronic Circuit Analysis	4
ELT067	Digital Circuit Applications	3
PH081	Applied Physics	4
	Computer programming elective*	3
Term 5		
ELT068	Microcomputer Systems	5
ELT072	Linear IC Applications	3
ELT076	Antennas and Transmission Lines	2
MTH083	Technical Mathematics III****	4
	or	
	The second course in an approved computer programming sequence**	4
PH082	Applied Physics	4
Term 6		
ELT070	Video Display Systems	5
ELT075	Advanced Industrial Electronics	4
ELT077	Telecommunications	3
	Approved electronics elective***	3

***Computer programming electives which meet college's computer course requirement:**

CS133B	Introduction to Programming, BASIC	3
CS261	Computer Science I—PASCAL	4
ELT091	Programming Concepts I (recommended)	4

****Approved computer programming sequence:**

CS262	Computer Science II—PASCAL	4
ELT092	Programming Concepts II (recommended)	4

*****Approved electronic electives:**

ELT074	FCC License Preparation	3
ELT081	Logical Troubleshooting	4
ELT090	Computer Peripherals	4
ELT093	Data Communications	4
ELT097	Advanced Computer Architecture	5
ELT280	Cooperative Work Experience (For second-year students with prior approval of the program coordinator.)	

******Approved course substitutions:**

MTH101 may be substituted for MTH081
MTH102 may be substituted for MTH082

MTH110, MTH200 or MTH106 may be substituted for MTH083
PH201 or PH211 may be substituted for PH081
PH202, PH203, PH212 or PH213 may be substituted for PH082
SP111 plus FE205 may be substituted for COM052
WR121 may be substituted for COM051
WR227 may be substituted for COM053
DRF072 may be substituted for DRF091

Industrial Electronics Technology Option

Graduates of this option may take jobs assisting in the development, manufacturing, installation and service of computer-integrated manufacturing systems, process control equipment, data acquisition equipment, electromechanical equipment, robots, measurement and monitoring systems.

The option stresses both mechanical and electronic systems and theories. You are required to participate actively every term in a professional organization, such as Instrument Society of America (ISA) or Society of Manufacturing Engineers (SME). For additional information, contact the Industrial Electronics advisor, Art Barrett (399-5066).

For special admission requirements, contact the Admissions Office (399-5006).

In addition to tuition, estimated costs for students who complete the entire program are books, \$700; class fee, \$221; equipment and supplies, \$90. Contact the Financial Aid Office (399-5018), to find out if you qualify for help with these costs.

You may earn an Associate in Science degree by successfully completing these required 100 credit hours:

Course	Title	Credit Hours
Term 1		
COM051	Communication Skills I*	3
DRF091	Basic CAD for Electronics	2
ELT051	Electronics Theory I	4
ELT058	Electronics Orientation	2
ELT061	Electronic Problems I	1
MTH081	Technical Mathematics I*	4
Term 2		
ELT052	Electronics Theory II	4
ELT054	Transistor Fundamentals	5
ELT062	Electronic Problems II	1
ELT066	Digital Fundamentals	4
MTH082	Technical Mathematics II*	4
Term 3		
COM053	Technical Report Writing*	3
ELT053	Electronics Theory III	4
ELT055	Semiconductor Devices	3
ELT064	Pulse Circuit Fundamentals	3
ELT071	Linear IC Fundamentals	4
Term 4		
COM052	Communications Skills II*	3
ELT067	Digital Circuit Applications	3
ELT091	Programming Concepts I**	4
PH081	Applied Physics*	4
PSY246	Introduction to Industrial Psychology	3
Term 5		
DRF086	Power Transmissions Designs	3
ELT068	Microcomputer Systems	5
MFG088	Fluid Power Systems	4
PH082	Applied Physics*	4

Term 6		
ELT072	Linear IC Applications	3
ELT075	Advanced Industrial Electronics	4
DRF087	Flexible Manufacturing Systems	3
ELT280	Approved Cooperative Work Experience***	6-9

***Approved course substitutions:**

MTH101 may be substituted for MTH081
 MTH102 may be substituted for MTH082
 MTH110, MTH200 or MTH106 may be substituted for MTH083
 PH201 or PH211 may be substituted for PH081
 PH202, PH203, PH212 or PH213 may be substituted for PH082
 SP111 plus FE205 may be substituted for COM052
 WR121 may be substituted for COM052
 WR227 may be substituted for COM053
 DRF072 may be substituted for DRF091

**Meets the college's computer course requirement.

***Students must notify the Electronics CWE advisor four terms prior to taking CWE. This is necessary so that a CWE training site can be selected and reserved for you.



Emergency Medical Technology

The Emergency Medical Technology program offers continuing education for your personal development and career advancement, and entry level training if you want to become an Emergency Medical Technician (EMT). Efforts are made to keep the program up-to-date with current community practices and with new technology.

You may select individual courses to meet your needs, or you may work toward an Associate in Science degree.

Trained workers may be employed by police and fire departments, ambulance companies, and industries.

Students take training in three areas: clinical skills defined by state law as levels of certification (EMT I, III, IV), organizational skills (management of finance, personnel, supplies, and equipment), and public interactive skills (laws, public agencies, and community relations). The program emphasizes the relationship of EMTs to other health care and emergency services providers and the role and responsibilities of the EMT in the community. You are required to earn a grade of C or better in all medically related courses.

Of interest is 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 coordinator, you may enroll in three credit hours of EMT280 Cooperative Work Experience, as a substitute for approved electives. To participate, you must have a valid driver's license, current EMT I certification and valid malpractice liability insurance approved by the program coordinator. For more information, look under Cooperative Work Experience in the catalog index.



EMT students lend helping hands in emergencies.

To be recommended to the Board of Medical Examiners for the EMT III certification examination, you must complete satisfactorily these courses: EMT061 Emergency Medical Technician III, Part A; EMT062 Emergency Medical Technician III, Part B; EMT063 Emergency Medical Technician III, Part C; four hours of EMT280 Cooperative Work Experience; and EMT055 Malpractice Issues or MED055 Medical Law and Ethics.

To be recommended for EMT IV examinations, you must complete satisfactorily these courses: EMT064 Emergency Medical Technician IV, two hours of EMT280 Cooperative Work Experience, EMT068 Extrication for EMTs, and EMT055 Malpractice Issues or MED055 Medical Law and Ethics. For more information on current regulations regarding eligibility in Oregon or other states, contact the appropriate state agencies.

Satisfactory completion of clinical courses will help you prepare for certification examinations administered by the Emergency Medical Services section of the Oregon State Board of Health and by the State Board of Medical Examiners.

This program has special admission requirements and enrollment limits. For additional information, contact the Admission Office (399-5006).

In addition to tuition, estimated costs for students who complete the entire program are books, \$590; class fees, \$136; equipment and supplies, \$242. Contact the financial aid office to find out if you qualify for help with these costs.

You may earn an Associate in Science degree by successfully completing these required 101 credit hours:

Course	Title	Credit Hours
Term 1		
BI071	Body Structure and Function I	3
EMT050	Emergency Medical Technology I	8
MED051	Medical Terminology I	3
MTH051	Basic Mathematics	3
	Communication elective**	3
Term 2		
BI072	Body Structure and Function II	3
EMT060	Emergency Medical Technician II	6
EMT069	Rescue Fundamentals	3
EMT074	Dispatching and Radio Communications	2
MED052	Medical Terminology II	3
	Approved elective****	3
Term 3		
CS100	Beginning Microcomputer Use*	1
EMT061	Emergency Medical Technician III, Part A	5
FRP056	Fire Service Rescue Practices	4
MED055	Medical Law and Ethics	3
	Social science elective****	3
Term 4		
EMT059	Survey of Human Disease or	
MED064	Introduction to Medical Science	3
EMT062	Emergency Medical Technology III, Part B	6
EMT075	Introduction to Emergency Medical Services Systems	4
EMT280	Cooperative Work Experience	2
Term 5		
AH050	Health Care Delivery Systems	1
EMT063	Emergency Medical Technician III, Part C	5
EMT070	Emergency Response Driving	1
EMT079	Disaster Planning and Management	3
HE262	Cardiopulmonary Resuscitation Instruction	2
EMT280	Cooperative Work Experience	2
Term 6		
AH080	Crisis Intervention	3
EMT064	Emergency Medical Technician IV (Paramedic)	8
EMT280	Cooperative Work Experience	2
	Approved electives***	3

*Meets college's computer course requirement.

****Communication electives (three hours required):**

SP114	Interpersonal Communication	3
SP130	Business and Professional Speaking	3
WR121	English Composition	3
COM051	Communication Skills I	3
COM052	Communication Skills II	3

*****Social science elective (three hours required):**

EC115	Outline of Economics	3
EC201	Principles of Economics	3
EC202	Principles of Economics	3
MS259	Death and Dying	3
PS201	American Government	3
PS203	State and Local Governments	3
PS212	Political Election Campaigning	3
SOC204	General Sociology—Introduction	3

WS101 Introduction to Women's Studies.....3

******Approved electives (six hours required):**

BA074	Public Relations in Business	3
BA101	Business Environment	4
BA206	Business Management Principles	3
BA211	Financial Accounting I	4
BA224	Personnel Management	3
BA226	Business Law I	3
ED201	American Sign Language—Beginning I	3
EMT280	Cooperative Work Experience up to	3
FRP050	Introduction to Fire Protection	3
FRP064	Hazardous Materials Technician I	3
FRP065	Hazardous Materials Technician II (Part A)	4
HE250	Personal Health	3
HE268	Pharmacodynamics in Health Care	3
HS101	Alcohol Use, Misuse, and Addiction	3
HS150	Self-Awareness and Interpersonal Skills	3
HS154	Community Resources	3
MED066	Medical Reimbursement Management	3
MS259	Death and Dying	3
MTH103	Probability and Statistics	4
	Physical education electives (limited to three credit hours)	3
PE185BS,BT,BU	Bodybuilding	1
PE185CA,CB,CC	Conditioning	1
PE185GP,GQ,GR	Gymnastics	1
PE185HA,HB,HC	Handball	1
PE185JJ,JK,JL	Jogging	1
PE185JQ,JR,JS	Judo	1
PE185KA,KB,KC	Karate	1
PE185PA,PB,PC	Personal Defense	1
PE185RA,RB,RC	Racquetball	1
PE185SD,SE,SF	Swim for Fitness	1
PE185SL,SM,SN	Total Fitness	1
PE185SS,ST,SU	Swimming	1
PE185TL,TM,TN	Track and Field	1
PE185WD,WE,WF	Weight Training	1
PSY100	Introduction to Psychology	3
PSY101	Psychology of Human Relations	3
PSY114	Career Development, Personal Perspective	3
PSY119	Processes in Living	3
PSY201	General Psychology	3
PSY246	Introduction to Industrial Psychology	3
SOC291	Introduction to Data Collection and Interpretation	3

Engineering

(college transfer)

Chemeketa offers required lower division transfer courses in mathematics, science, liberal arts, computer and engineering sciences, and health and physical education for students interested in a career in engineering. After one or two years of study at Chemeketa, students may transfer to an accredited college or university to complete a program of study leading to a Bachelor of Science degree.

The first and second years of the college transfer engineering program follow closely the pre-engineering program at Oregon State University and are parallel to programs of other accredited colleges or universities offering Bachelor of Science degrees. If you plan to apply for admission to the professional engineering program at OSU, you must meet certain pre-engineering course requirements. Requirements vary by engineering field. Before you enroll, consult with the program coordinator for pre-engineering.

To enroll in this curriculum, you should be prepared to take MTH200 Calculus. If your high school or other preparatory studies did not in-

clude trigonometry, you may not enroll in MTH200 and courses with an ENGR prefix, until you have met the trigonometry and other prerequisites. You may wish to enroll in the one-year preparatory program.

In addition to tuition, estimated costs for students who complete the entire Chemeketa pre-engineering program are books, \$993; class fees, \$119; equipment and supplies, \$75. Contact the financial aid office to find out if you qualify for help with these costs.

Chemeketa also offers Associate in Science degrees in Civil-Structural Engineering Technology, Electronic Engineering Technology (an option of Electronics Technology), and Mechanical Design (an option of Drafting Technology), for students interested in a two-year program of study.

The following recommendations are based on information available as this catalog goes to press:

Course	Title	Credit Hours
Term 1		
CH104	General Chemistry*	5
GE101	Engineering Orientation	2
MTH200	Calculus	4
WR121	English Composition—Exposition	3
	Physical education elective	1
	Other program requirements*	
Term 2		
CH105	General Chemistry*	5
GE102	Engineering Computations	3
MTH201	Calculus	4
SP111	Fundamentals of Speech*	3
	Physical education elective	1
	Other program requirements*	
Term 3		
GE103	Engineering Computations	3
CH106	General Chemistry*	5
MTH202	Calculus	4
PH211	General Physics for Engineers and Scientists**	5
	Physical education elective	1
	Other program requirements*	
Term 4		
ENGR201	Electrical Fundamentals I*	4
ENGR211	Statics*	4
MTH203	Calculus	4
PH212	General Physics for Engineers and Scientists**	5
	Other program requirements*	
Term 5		
ENGR202	Electrical Fundamentals II*	4
ENGR213	Strength of Materials*	4
MTH221	Applied Differential Equations	4
PH213	General Physics for Engineers and Scientists**	5
	Other program requirements*	
Term 6		
ENGR203	Electrical Control Fundamentals*	4
ENGR212	Dynamics	4
GE115	Graphics	3
MTH241	Linear Algebra*	4
WR227	Technical Writing*	3
	Other program requirements	

*Requirements vary by engineering field. Before you enroll, consult with the program coordinator for pre-engineering.

**PH211, PH212, PH213: Low class enrollments may necessitate moving this sequence to fall, winter, and spring.

One-year preparatory program

If you do not have the mathematical background to begin calculus, you may follow this one year of study before enrolling in the pre-engineering program.

In addition to tuition, estimated costs for students who complete the entire Chemeketa one-year preparatory program are books, \$478; class fees, \$47; equipment and supplies, \$75. Contact the financial aid office to find out if you qualify for help with these costs.

Course	Title	Credit Hours
Term 1		
MTH101	College Algebra	4
GE115	Graphics	3
GE101	Engineering Orientation	2
WR121	English Composition—Exposition	3
	Physical education elective	1
	Other program requirements*	
Term 2		
MTH102	Trigonometry	4
CH104	General Chemistry	5
GE102	Engineering Computations	3
SP111	Fundamentals of Speech	3
	Physical education elective	1
	Other program requirements*	
Term 3		
MTH110	Analytic Geometry	4
CH105	General Chemistry	5
GE103	Engineering Computations	3
	Physical education elective	1
	Other program requirements*	

*Requirements vary by engineering field. Consult with the program coordinator for pre-engineering.

English

(college transfer)

These courses are recommended for students who plan to transfer college credits into a major program in English at the University of Oregon, Oregon State University, Portland State University, Eastern Oregon State College, or Southern Oregon State College or into a major program in English or humanities at Western Oregon State College. You may complete the requirements for the baccalaureate degree within two additional years.

In addition to tuition, estimated costs for students who complete the entire Chemeketa program are books, \$525; class fees, \$36. Contact the financial aid office to find out if you qualify for help with these costs.

The following recommendations are based on information available as this catalog goes to press. Before you enroll, consult with Chemeketa's counseling center and an advisor at the institution to which you plan to transfer.

	Term 1	Term 2	Term 3
First Year			
WR121, 122, 123 English Composition	3	3	3
Literature sequence	3	3	3
Science sequence	4	4	4
Foreign language sequence	4	4	4
Physical education	1	1	1

Electives	0-3	0-3	0-3
Second Year	4	5	6
ENG201, 202, 203 Shakespeare	3	3	3
HST110, 111, 112 History of World Civilization	3	3	3
Social science sequence (PSY201, 202, 203 for teachers)	3	3	3
Foreign language sequence (second year)	4	4	4
Physical education	1		1
HE250 Personal Health	3		
Electives (SP111 for teachers)	2-3		2-3

Farm Business Management

The three-year Farm Business Management program assists farm operators with the financial aspects of farm management. You and your spouse may enroll in the program if you operate, lease, or manage a farm and have access to its financial records.

Instructors visit your farm and hold monthly class sessions on basic farm records, annual computer analyses, and cost production summaries. They show you how to apply analysis information for improving the management and organization of your business.

Tuition covers instruction, record book, farm visits, and a year-end computer farm business analysis. For information, call 399-5052 or the Chemeketa McMinnville Center, 472-9482.

The program includes the following:

9801 Farm Management I

Includes a survey of farm management skills and family goals, uses of farm records, net worth statements, enterprise record keeping, inventories and depreciation, farm income and expenses budgeting, cash flow projections, business principles, closing of account books for analysis, credit planning, tax management, and development of profit and loss statements.

9802 Farm Management II

Covers monitoring goal achievements, interpreting and analyzing farm records, monitoring cash flow, measuring efficiency and business size, determining crop and livestock costs and returns and labor costs and returns. Also discusses government regulations affecting payroll, capital costs and returns, legal aspects of farm management contracts, rental agreements, liabilities, use of computerized farm records, system and tax management, closing accounts for analysis, profit and loss statements, and processes of decision making.

9803 Farm Management III

Includes evaluating the farm business, net worth, credit planning and budgeting, optimum production levels; studying income possibilities, developing crop and livestock plans, planning investments in building and equipment; and purchasing or leasing land. Begins considerations of wills and estate planning, farm business organization (proprietorship vs. partnership vs. cor-

porations), use of futures, hedging, future contracting or marketing tools, development of alternative farm plans, and closure of accounts for analysis.

9804 Farm Management IV

Focuses on analyzing effects of farm reorganization, updated current year's income tax laws, re-evaluating farm and family goals, treating farm real estate as an investment, calculating risk and uncertainties, and using programmed calculators in making decisions.

9805 Farm Management V

Emphasizes advanced estate planning, income tax management strategies, use of supplemental records, use of computers in farm management, advanced cash flow analysis, and roles government agencies and programs play in farm management.

Fire Protection Technology

The Fire Protection program offers career training in Fire Suppression and Fire Prevention-Insurance Risk Inspection. 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 Fire Standards and Accreditation Board.

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. Each term, students take a Fire Incident Related Experience course which focuses on developing required skills, attitudes, and work habits. As a pre-service student, you will work a 24-hour duty shift weekly and respond to actual emergency incidents under the supervision of county fire district and city fire department officers.

This program has special admission requirements and enrollment limits. For additional information, contact the Admission Office (399-5006). Applications are accepted beginning January 1 for the next academic year.

In addition to tuition, estimated costs for students who complete the entire program are books, \$750; class fees, \$150; equipment and supplies, \$180. Contact the financial aid office to find out if you qualify for help with these costs.

You may earn an Associate in Science degree by successfully completing these 98 required credit hours:

Course	Title	Credit Hours
Term 1		
EMT051	EMT Basic Emergency Medical Technology I, Part A	3
FRP050	Introduction to Fire Protection	3
FRP051	Fire Incident Related Experience	3

FRP055	Elementary Science/Firefighters	3
	or	
GS104	Physical Science	4
	or	
CH104	General Chemistry	5
	or	
PH201	General Physics.....	4
PE231	Human Performance—Fitness for Contemporary Living	3
	General education elective	3

Term 2

EMT052	Emergency Medical Technology I Part B.....	3
FRP052	Fire Incident Related Experience	3
FRP057	Fire Science	3
	or	
GS105	Physical Science	4
	or	
CH105	General Chemistry	5
	or	
PH202	General Physics.....	4
FRP060	Fundamentals of Fire Prevention.....	3
MTH100	Intermediate Algebra or	
	College Algebra	4
MTH101	English Composition—Exposition	3
WR121		

Term 3

CS121	Computer Environment*	3
FRP053	Fire Incident Related Experience	3
FRP054	Fire Service Hydraulics (IFSTA-Revised)	2
FRP058	Fire Pump Construction and Operation	3
FRP069	Fire Department Leadership	3
SP111	Fundamentals of Speech.....	3

Term 4

FRP062	Fire Incident Related Experience	3
FRP064	Hazardous Materials Technician I	3
FRP074	Fire Investigation	3
	Approved elective**.....	6

Term 5

FRP056	Fire Service Rescue Practices	4
FRP062	Fire Incident Related Experience.....	3
FRP065	Hazardous Materials Technician II (Part A).....	4
	Approved electives**.....	3

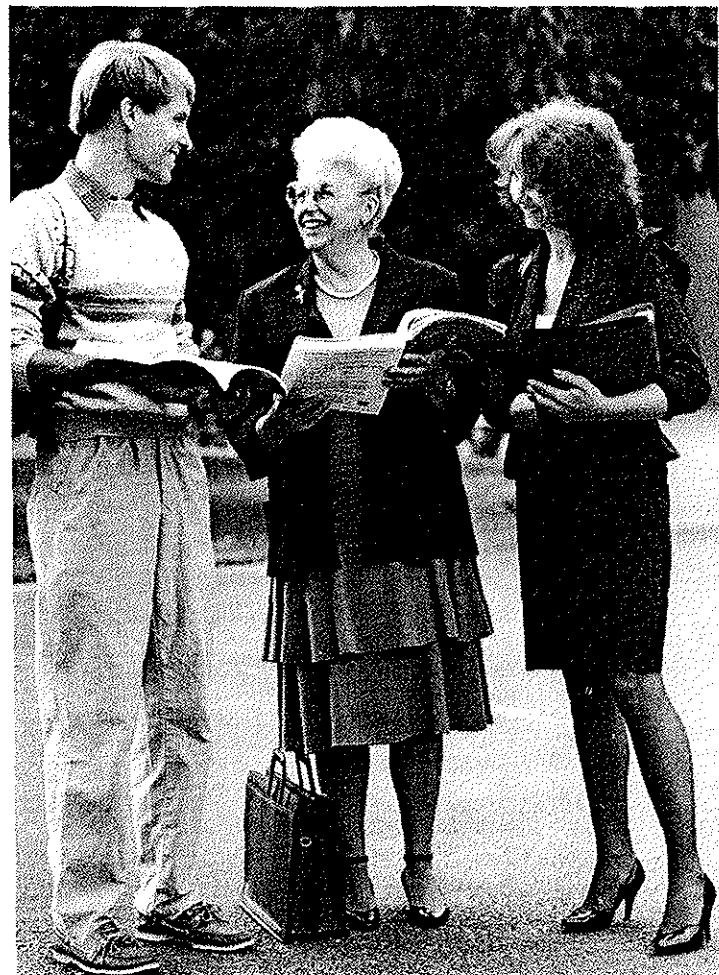
Term 6

FRP063	Fire Incident Related Experience.....	3
PSY101	Psychology of Human Relations	3
WR227	Technical Writing.....	3
	Approved electives***.....	6

*Meets college's computer course requirement.

****Approved Electives (15 hours required):**

BA255	Elements of Supervision	3
BLD050	Introduction to Uniform Building Code	3
BLD051	Building Code I	3
BLD052	Building Code II	3
EMT053	Emergency Medical Technology I, Part C.....	1
EMT060	Emergency Medical Technician II	6
EMT061	Emergency Medical Technician III, Part A	5
EMT062	Emergency Medical Technician III, Part B.....	6
EMT063	Emergency Medical Technician III, Part C.....	5
FRP066	Building Construction for Fire Suppression	3
FRP068	Hazardous Materials Technician II (Part B).....	4
FRP070	Fire Fighting Tactics and Strategy.....	3
FRP071	Fire Protection Systems and Extinguishers	3
FRP072	Fire Codes and Ordinances	3
FRP073	Fire Fighters Law	2
FRP075	Aircraft Crash/Fire Rescue.....	1
FRP077	Fire Service Instructor Training.....	2
FRP079	Natural Cover Fire Protection	2
FRP082	Evidence Photography for Fire and Arson Investigators	3
FRP083	Water Distribution Systems.....	3



Chemeketa is a place to meet friends.

FRP085	Industrial Fire Protection.....	3
FRP086	Advanced Detection and Protection Systems.....	3
FRP087	Fire Insurance Fundamentals.....	3
HE262	Cardiopulmonary Resuscitation Instruction	2

Fire Prevention—Insurance Risk Inspection Option

Graduates enrolled in this option may be hired by public fire departments, industrial businesses, and insurance companies as fire prevention specialists.

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 such as working for a state or local fire prevention bureau. With the approval of the program coordinator, you may enroll in FRP280 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 are books, \$684; class fees, \$50. Contact the financial aid office to find out if you qualify for help with these costs.

You may earn an Associate in Science degree by successfully completing these required 99 credit hours:

Course	Title	Credit Hours
Term 1		
CS121	Computer Environment.....	3
DRF059	Print Reading.....	2
FRP050	Introduction to Fire Protection.....	3
FRP055	Elementary Science/Firefighters or 3	3
GS104	Physical Science.....	4
CH104	or General Chemistry.....	5
PH201	or General Physics.....	4
WR121	English Composition—Exposition.....	3
	General education elective.....	3
Term 2		
FRP057	Fire Science.....	3
GS105	or Physical Science.....	4
CH105	or General Chemistry.....	5
PH202	or General Physics.....	4
FRP060	Fundamentals of Fire Prevention.....	3
FRP071	Fire Protection Systems and Extinguishers.....	3
FRP081	Fire Prevention Inspection.....	3
MTH100	Intermediate Algebra or	4
MTH101	College Algebra.....	4
SP111	Fundamentals of Speech.....	3
Term 3		
BLD060	Fire Protection for Buildings.....	3
FRP073	Fire Fighter's Law.....	2
FRP087	Fire Insurance Fundamentals.....	3
FRP280C	Cooperative Work Experience.....	3
PSY101	Psychology of Human Relations.....	3
WR227	Technical Writing.....	3
Term 4		
BLD051	Building Codes I.....	3
FRP064	Hazardous Materials Technician I.....	3
FRP072	Fire Codes and Ordinances.....	3
FRP074	Fire Investigation.....	3
	Approved electives.....	3
Term 5		
BLD052	Building Codes II.....	3
BLD081	Mechanical Codes I.....	3
FRP065	Hazardous Materials Technician II (Part A).....	4
FRP083	Water Distribution Systems.....	3
FRP280C	Cooperative Work Experience.....	3
Term 6		
BLD067	Nonstructural Plan Review.....	3
FRP085	Industrial Fire Protection.....	3
FRP086	Advanced Detection and Protection Systems.....	3
FRP280C	Cooperative Work Experience.....	3
	Approved electives.....	3

*Meets college's computer course requirement.

****Approved electives (six hours required):**

FRP066	Building Construction for Fire Suppression.....	3
FRP068	Hazardous Materials Technician II (Part B).....	4
FRP069	Fire Department Leadership.....	3
FRP070	Fire Fighting Tactics and Strategy.....	3
FRP077	Fire Service Instructor Training.....	2
FRP079	Natural Cover Fire Protection.....	2
FRP082	Evidence Photography for Fire and Arson Investigators.....	3
FRP280C	Cooperative Work Experience.....	3

Food Service Management and Commercial Food Production

Chemeketa offers a career ladder program for students interested in training for food service occupations. We have two options: Food Production, which normally requires three terms (one year), and Food Service Management, which normally requires six terms (two years). The first 49 credit hours are the same for both programs.

If you wish to work toward a bachelor's degree, see the Hotel and Restaurant Management college transfer program.

Commercial Food Production Option

The one-year Commercial Food Production program trains food service workers in quantity food production and service.

The program includes preparatory training if you plan to enter the food trades industry and additional training for you who are already employed in the occupation and wish to increase your knowledge and skills.

As a graduate, you may find work in restaurants, hotels, hospitals, country clubs, military installations, institutions, and other large food complexes.

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 coordinator, you may enroll in FS280 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 are books, \$225; class fees, \$50. Contact the financial aid office 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
Term 1		
FS050	Quantity Foods Production I.....	8
FS055	Dining Room Operations I.....	2
FS061	Sanitation and Safety.....	2
FS060	Basic Food and Nutrition.....	2
MTH051	Basic Mathematics.....	3
Term 2		
FE205	Job Search Techniques.....	1
FS051	Quantity Foods Production II.....	8
FS056	Dining Room Operations II.....	2
FS062	Menu Planning.....	2
FS070	Purchasing and Store Control.....	3
OA084	Business English I.....	3

Term 3	
ES071	Multimedia First Aid 1
FS052	Quantity Foods Production III 8
FS063	Food Cost Analysis 2
FS280A	Cooperative Work Experience 1
HE261	Cardiopulmonary Resuscitation 1

Foreign Languages

(college transfer)

These courses are recommended for students who plan to transfer college credits into a major program in foreign languages at the University of Oregon, Portland State University, or Oregon State University; into a major program in Spanish at Southern Oregon State College; or into a program to prepare to be a foreign language teacher at Western Oregon State College, Southern Oregon State College, or Eastern Oregon State College. You may complete requirements for a baccalaureate degree within two additional years.

Although you may begin your study of a language in college, it is more common and desirable for you to begin your studies with two to four years of work in high school, as you will be required to take 30 to 45 hours in the language beyond your second year. 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. You should not plan to transfer more than 24 lower division hours of credit in any one language.

In addition to tuition, estimated costs for students who complete the entire Chemeketa program are books, \$531; class fees, \$36. Contact the financial aid office to find out if you qualify for help with these costs.

The following recommendations apply to students who are beginning a study of a language. The curriculum is based on information available as this catalog goes to press. Before you enroll, consult with Chemeketa's counseling center and an advisor at the institution to which you plan to transfer.

	Term		
	1	2	3
First Year			
WR121, 122, 123 English	1	2	3
Composition	3	3	3
Humanities sequence	3	3	3
Science sequence	4	4	4
Foreign language sequence	4	4	4
Physical education	1	1	
HE250 Personal Health	3		
Electives	0-3	0-3	0-6
Second Year			
Foreign language sequence	4	5	6
(second year)	4	4	4
Social science (HST110, 111, 112			
History of World Civilization	3	3	3
recommended)			
Social science or humanities			
sequence (PSY201, 202, 203			
for teachers)(PSU, U of O)	3-5	3-5	3-5
Physical education	1	1	1
Electives (SP111 for teachers)	0-3	0-3	0-3

Food Service Management Option

Upon graduation, you may enter food service occupations, aiming to become a manager or an assistant manager of a food service establishment, a dining room supervisor, a host or hostess, a food production manager, a kitchen steward, a pantry supervisor, or a sanitation supervisor.

You may be interested in our Cooperative Work Experience program which allows you to earn three college credit hours to apply toward graduation requirements for work you do relating to your program. If you have a 2.0 grade point average or higher and the program coordinator approves, you may enroll in FS280 Cooperative Work Experience. For more information, look under Cooperative Work Experience in the catalog index.

If you do not meet these qualifications, you may choose elective courses with your advisor's approval.

In addition to tuition, estimated costs for students who complete the entire program are books, \$250; class fees, \$40. Contact the financial aid office to find out if you qualify for help with these costs.

You may earn an Associate in Science degree by successfully completing 49 credit hours required for the Commercial Food Production option plus the 54 required credit hours listed below, a total of 103 credit hours.

Course	Title	Credit Hours
Term 4		
FS071	Hospitality Beverages	3
FS072	Food Service Facilities Design.....	3
HRTM105	Introduction to the Foodservice	
	Industry	3
MTH061	Business Mathematics	3
PSY101	Psychology of Human Relations	3
	General education electives.....	4
Term 5		
BA051	Accounting Procedures I	
	or	
BA211	Financial Accounting I.....	4
BA074	Public Relations in Business.....	3
BA223	Principles of Marketing.....	3
BA226	Business Law I.....	3
FS077	Food Service Maintenance	3
Term 6		
BA052	Accounting Procedures II	
	or	
BA212	Financial Accounting II.....	4
BA224	Personnel Management.....	3
CS121	Computer Environment*	
	or	
CS131	Introduction to Data Processing*	3
FS073	Food Service Management.....	3
FS280	Cooperative Work Experience	3
	General education elective	3

*Meets college's computer course requirement.



Forestry curriculum includes field experience.

Forest Technology

The Forest Technology curriculum includes instruction in the basic knowledge and technical skills required of forest technicians. There are job opportunities in log scaling, timber management, fire control, recreation, timber stand improvement, and forest engineering.

You may select individual courses to meet your needs, or you may work toward an Associate in Science degree.

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 coordinator, you may enroll in FOR280 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 are books, \$651; class fees, \$87; equipment and supplies, \$155. Contact the financial aid office to find out if you qualify for help with these costs.

You may earn an Associate in Science degree by successfully completing these required 97 credit hours:

Course	Title	Credit Hours
Term 1		
COM051	Communication Skills I or	
WR121	English Composition—Exposition	3
DRF054	Drafting	2
FOR051	General Forestry	3
FOR052	Tools and Equipment	2
FOR053	Introduction to Engineering Computers and Calculators*	1
FOR063	Elementary Forest Surveying	2
MTH052	Introduction to Algebra and Geometry	3
	or	
MTH070	Beginning Algebra	4

Term 2	
COM052	Communication Skills II or Fundamentals of Speech
SP1113
DRF072	Introduction to Computer Drawing
ES071	Multimedia First Aid
FOR061	Tree Identification I
FOR066	Forest Products
FOR073	Forestry Seminar I
MTH053	Introduction to Trigonometry with Geometry
3
Term 3	
FOR057	Forestry Plane Surveying I
FOR062	Tree Identification II
FOR067	Forest Sciences
FOR068	Forest Photogrammetry
FOR076	Forest Mensuration
4
Term 4	
BA229	Consumer Finance
FOR058	Forestry Plane Surveying II
FOR071	Natural Cover Fire Protection
FOR081	Logging Practices
4
Term 5	
FOR078	Scaling Practices
FOR083	Forestry Reports
FOR085	Forestry Contracts
FOR087	Wood Structure and Identification
FOR091	Silviculture
FOR093	Forestry Seminar II
4
Term 6	
AUM091	Power Systems
FOR088	Methods of Supervision
FOR096	Forest Road Surveying
PH052	Practical Physics
4

*Meets college's computer course requirement.

Forestry

(college transfer)

Students who complete these courses may qualify to enter, at the sophomore level, the professional curricula in forestry or the program in resource recreation management at the School of Forestry at Oregon State University. If you plan to enter a professional program of forestry at OSU or another institution, you should transfer immediately after you complete the one-year pre-forestry program at Chemeketa. If you complete this program, and follow with at least three years at a professional school of forestry, you may earn a baccalaureate degree.

The program outlined below is recommended if you begin your study at Chemeketa. The program takes full advantage of course work available here to provide the broad base of transfer courses. The program does not necessarily parallel programs recommended for students who begin their work at a four-year institution.

In addition to tuition, estimated costs for students who complete the entire Chemeketa program are books, \$385; class fees, \$104. Contact the financial aid office to find out if you qualify for help with these costs.

The following recommendations are based on information available as this catalog goes to press. Before you enroll, consult with Chemeketa's counseling center and an advisor at the institution to which you plan to transfer.

	Term		
First Year	1	2	3
BOT201 and 202 General Botany or BI101, 102, and 103 General Biology	4	4	4
CH104, 105, and 106 General Chemistry	5	5	5
Mathematics (per placement test)	4	4	4
WR121 English Composition and approved substitutes	3	3	3
Physical education	1	1	1
Electives	0-4		

General Studies

(college transfer)

The general studies curriculum emphasizes the humanities, the sciences, or social sciences. After you complete the Associate in Arts degree program, you may transfer college credit hours into a general studies program at a four-year institution. You generally may complete the requirements for a baccalaureate degree within two additional years.

In addition to tuition, estimated costs for students who complete the entire Chemeketa program are books, \$940; class fees, \$72. Contact the financial aid office to find out if you qualify for help with these costs.

The following recommendations are based on information available as this catalog goes to press. Before you enroll, consult with Chemeketa's counseling center and an advisor at the institution to which you plan to transfer.

You may earn an Associate in Arts degree by successfully completing these required 93 credit hours:

	Term		
First Year	1	2	3
WR121, 122, 123, 227 English Composition	3	3	3
Social science sequence	3-4	3-4	3-4
Mathematics or science sequence	4-5	4-5	4-5
Physical education	1	1	
HE250 Personal Health			3
Electives (foreign language if Bachelor of Arts degree desired)	3-4	3-4	0-4
Second Year	4	5	6
Humanities sequence	3	3	3
Second sequence in humanities (for humanities emphasis)			
or Mathematics or science (for mathematics-science emphasis)			
or Social science, (for social science emphasis)	3-5	3-5	3-5
Physical education	1	1	1
Electives (see an advisor for options—may include up to 12 career program credit hours)	8-10	8-10	8-10

Geography

(college transfer)

These courses are recommended for students who plan to transfer college credits into a major program in geography at the University of Oregon, Southern Oregon State College, Portland State University, Oregon State University, or Western Oregon State College. You may complete requirements for a baccalaureate degree within two additional years.

In addition to tuition, estimated costs for students who complete the entire Chemeketa program are books, \$850; class fees, \$24. Contact the financial aid office to find out if you qualify for help with these costs.

The following recommendations are based on information available as this catalog goes to press. Before you enroll, consult with Chemeketa's counseling center and an advisor at the institution to which you plan to transfer.

	Term		
First Year	1	2	3
WR121, 122, 123 or 227 English Composition	3	3	3
GEOG105, 106, 107 Introductory Geography	3	3	3
G201, 202, 203 Geology (not required at SOSC) or humanities sequence (SOSC)	4	4	4
G204, 205, 206 Geology Laboratory (not at SOSC)	1	1	1
Mathematics (per placement test)	3-4	3-4	3-4
Physical education	1		1
HE250 Personal Health		3	
Electives	0-3	0-3	0-6
Second Year	4	5	6
Science sequence (SOSC, PSU, U of O)	4-5	4-5	4-5
Social science sequence (SOSC: EC201, 202, 203)	3	3	3
Humanities sequence	3	3	3
BI101, 102, 103 or social science sequence (PSU) or foreign language (U of O) or BI101, 102, 103 (OSU)	3-4	3-4	3-4
Physical education	1	1	1
Electives	0-3	0-3	0-3

Geology

(college transfer)

These courses are recommended for students who plan to transfer college credits into a major program in geology at the University of Oregon, Oregon State University, Southern Oregon State College, or Portland State University. You may complete requirements for the baccalaureate degree within two additional years.

In addition to tuition, estimated costs for students who complete the entire Chemeketa program are books, \$610; class fees, \$96; equipment and supplies, \$65. Contact the financial aid office to find out if you qualify for help with these costs.

The following recommendations are based on information available as this catalog goes to press. Before you enroll, consult with Chemeketa's counseling center and an advisor at the institution to which you plan to transfer.

	Term		
First Year	1	2	3
WR121, 122, 123 or 227 English			
Composition	3	3	3
Humanities sequence	3	3	3
Mathematics (per placement test)	4	4	4
G201, 202, 203 Geology	4	4	4
Physical education	1		1
HE250 Personal Health		3	
Electives	0-3	0-3	
Second Year	4	5	6
Social science sequence			
(SOSC: EC201, 202, 203)	3	3	3
PH201, 202, 203 General Physics	4	4	4
CH204, 205, 206 General			
Chemistry	5	5	5
Physical education	1	1	1
Electives	3-4	3-4	3-4

Health, Health Education

(college transfer)

These courses are recommended for students interested in completing a major program in health or health education at Oregon State University, Portland State University, the University of Oregon or Western Oregon State College. All of these programs lead to teacher certification in health.

The OSU program also offers major options in community health, environmental health, school health and safety, and safety studies. The PSU program, combined with PSU's certificate program in public health studies, prepares you in community health. At the U of O, you may specialize in community health, gerontology, traffic safety, school health, and comprehensive health.

In addition to tuition, estimated costs for students who complete the entire Chemeketa program are books, \$500; class fees, \$115. Contact the financial aid office to find out if you qualify for help with these costs.

The following recommendations are based on information available as this catalog goes to press. Before you enroll, consult with Chemeketa's counseling center and an advisor at the institution to which you plan to transfer.

	Term		
First Year	1	2	3
WR121, 122, 123 or 227 English			
Composition	3	3	3
BI101, 102, 103 General Biology	4	4	4
CH104, 105, 106 or CH204, 205, 206 General Chemistry	4-5	4-5	4-5
MTH106 (OSU environmental health major)	4		
HE252 First Aid		3	
FN225 Nutrition			4

Physical education	1	1	1
Electives	0-3	0-3	0-3
Second Year	4	5	6
U of O, PSU, WOSC			
PSY201, 202, 203 General			
Psychology	3	3	3
SOC204, 205, 206 General			
Sociology	3	3	3
Humanities sequence (U of O, WOSC—literature sequence)	3	3	3
PHL201, 202, 203 Philosophy (PSU: any one course)	3		
SP111 Fundamentals of Speech (PSU, WOSC)			3
Physical education	1	1	1
HE250 Personal Health (U of O, WOSC)			3
Electives	0-6	3-6	0-6
Second Year—OSU	4	5	6
PSY201, 202, 203 General			
Psychology	3	3	3
SOC204, 205, 206 General			
Sociology	3	3	3
PS202 American Government (school health, community health major)			
or			
ANTH101, 102, 103 General Anthropology (environmental health major)			3
CH226 Organic Chemistry (environmental health major)	4		
PH201, 202, 203 General Physics (environmental health major)	4	4	4
SP111 Fundamentals of Speech			3
HE250 Personal Health			3
Electives	0-9	0-9	0-6

Health Care Support Services

The Health Care Support Services program offers both one-year and two-year training for students on a career ladder in health care delivery. You may enroll in a one-year program to be trained as a medical office assistant, health information technician or medical transcriptionist or complete only two terms to train as a unit clerk. The two-year program trains you to become a health services coordinator.

One-Year Options

In each of these options, you may earn a Certificate of Completion by successfully completing the required credit hours given below. (Three terms for Medical Office Assistant, Health Information Technician, and Medical Transcriptionist or two terms for Unit Clerk.) You may then qualify for a job as a team member.

Students in the programs must earn grades of C or better in all medically related courses. OA121 Keyboarding is required for all students.

Medical Office Assistant

The Medical Office Assistant program prepares you for a wide range of duties in medical offices. Business 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 an office and for processing insurance matters, accounts, fees, and collections.

Your clinical duties may include assisting with examinations and treatments, taking medical histories, performing certain diagnostic tests and laboratory procedures in a physician's office, and sterilizing instruments and equipment.

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 medically related courses. OA121 Keyboarding I is required for all students.

This curriculum is accredited by the Council on Allied Health Education of the American Medical Association in collaboration with the American Association of Medical Assistants which certifies graduates by examination.

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

In addition to tuition, estimated costs for students who complete the entire program are books, \$250; class fees, \$135; equipment and supplies, \$135. Contact the financial aid office to find out if you qualify for help with these costs.

You may earn a Certificate of Completion by successfully completing these 53 required credit hours:

Course	Title	Credit Hours
Term 1		
BI071	Body Structure and Function I	3
ES071	Multimedia First Aid	1
HE261	Cardiopulmonary Resuscitation	1
MED012	Health Care Skills	1
MED051	Medical Terminology I	3
MED055	Medical Law & Ethics	3
MED056	Medical Assisting Basic Procedures	3
OA121	Keyboarding*	3
Term 2		
BI072	Body Structure and Function II	3
FE205	Job Search Techniques	1
MED013	Health Care Skills	1
MED052	Medical Terminology II	3
MED054	Medical Office Procedures	4
MED057	Medical Assisting, Advanced Procedures	4
MED060	Medical Transcription	3
Term 3		
MED064	Introduction to Medical Science	3
MED078	Medical Practice Seminar	1
MED079	Medical Office Practice	6
OA090	Bookkeeping	3
PSY101	Psychology of Human Relations or Crisis Intervention	3

*If student can demonstrate competency of 35 wpm, OA200, OA201, or CS121 may be substituted for this requirement.

Unit Clerk

Graduates are prepared to become a member of a nursing unit team who relays telephone messages and doctors' orders; charts vital signs; performs clerical tasks for admission, discharges

and transfers patients; and prepares patient charts before surgery and various diagnostic procedures. Unit clerks work with physicians, various hospital departments, patients' relatives and friends, and other allied health professionals.

This program has special admission requirements and enrollment limits. For additional information, contact the Admission Office (399-5006).

In addition to tuition, estimated costs for students who complete the entire program are books, \$174; class fees, \$48; supplies, \$25. Contact the financial aid office to find out if you qualify for help with these costs.

You may earn a Certificate of Completion by successfully completing these 36 required credit hours:

Course	Title	Credit Hours
Term 1		
BI071	Body Structure and Function I	3
HE261	Cardiopulmonary Resuscitation	1
MED011	Health Care Skills I	1
MED051	Medical Terminology I	3
MED055	Medical Law and Ethics	3
MED061	Health Information Systems Procedures I	4
OA121	Keyboarding*	3
Term 2		
BI072	Body Structure and Function II	3
MED053	Medical Terminology III	3
MED062	Health Information Systems Procedures II	5
MED078	Medical Practice Seminar or Job Search Techniques	1
FE205	Job Search Techniques	1
MED079	Medical Office Practice or Cooperative Work Experience	6
MED280F	Cooperative Work Experience	6

*If student can demonstrate competency of 35 wpm, OA200, OA201 or CS121 may be substituted for this requirement.

Health Information Technician-Medical Transcriptionist

As a graduate of the Health Information Technician-Medical Transcriptionist program, you may become a health information technician, medical transcriptionist, or may continue your education in medical record technology and administration programs at other schools.

Health information technicians primarily perform the technical tasks of handling medical records such as classifying diseases and operations, qualitatively and quantitatively analyzing current and discharged records, assisting in the collection of data for research and special studies, compiling vital and health statistical information, transcribing various medical reports, abstracting medical information for correspondence purposes, admitting patients to hospitals, filing and retrieving medical information, and performing many other duties related to medical records and health information keeping.

Medical transcriptionists must be familiar with medical terminology and proficient in transcribing, using transcription machines, preparing medical reports of all types with accuracy and

speed, using the telephone, and performing clerical duties in medical record offices.

If you plan to transfer to Portland Community College to earn an associate degree as a medical records technician, you should take nine credit hours in general education at Chemeketa in addition to the 53 credit hours required for a Certificate of Completion. These nine hours should include CS131 Introduction to Data Processing or an equivalent.

This program has special admission requirements and enrollment limits. For additional information, contact the Admission Office (399-5006).

In addition to tuition, estimated costs for students who complete the entire program are books, \$277; class fees, \$60; equipment and supplies, \$25. Contact the financial aid office to find out if you qualify for help with these costs.

You may earn a Certificate of Completion by successfully completing these 53 required credit hours:

Course	Title	Credit Hours
Term 1		
BI071	Body Structure and Function I	3
HE261	Cardiopulmonary Resuscitation	1
MED011	Health Care Skills	1
MED051	Medical Terminology I	3
MED055	Medical Law and Ethics	3
MED061	Health Information Systems Procedures I	4
OA121	Keyboarding*	3
Term 2		
BI072	Body Structure and Function II	3
MED052	Medical Terminology II	3
MED060	Medical Transcription	3
MED062	Health Information Systems Procedures II	5
MED066	Medical Reimbursement Management	3
Term 3		
ES071	Multimedia First Aid	1
FE205	Job Search Techniques	1
MED064	Introduction to Medical Science	3
MED065	Introduction to Medical Coding Systems	3
MED078	Medical Practice Seminar	1
MED079	Medical Office Practice	6
	Elective	3

*If student can demonstrate competency of 35 wpm, OA200, OA201, or CS121 may be substituted for this requirement.

Two-Year Option

Health Services Coordinator

As a graduate of the two-year program in Health Care Support Services, you will be prepared to serve as a health services coordinator. This program will prepare you for employment in clinical or administrative areas in traditional and emerging health care services, such as health maintenance organizations, clinics, home health care agencies, and insurance groups.

You may earn an Associate in Science degree by successfully completing the required 99 credit hours. If you have completed a one-year Health Care Support Services program at Chemeketa, you may continue for a second year and earn your degree by completing the 46 credit hours listed below. If you have an extensive work back-



Health care students practice theories.

ground, you may be evaluated for credit for prior learning and seek admission directly into the second year. Contact the program coordinator for further information.

In addition to tuition, estimated costs for students who complete the entire second year are books, \$293; class fees, \$17; equipment and supplies, \$30. Contact the financial aid office to find out if you qualify for help with these costs.

Course	Title	Credit Hours
Term 4		
BA206	Business Management Principles	3
CS121	Computer Environment*	3
MED080	Health Service Organizational Structure	3
MED081	Introduction to Medical Services Science	3
	Approved elective**	3
Term 5		
MED066	Medical Reimbursement Management	3
MED082	Advance Medical Services Science	3
MED083	Introduction to Health Care Monitoring Systems	3
PSY101	Psyogy of Human Relations	3
	Approved elective**	3
Term 6		
MED065	Introduction to Medical Coding Systems	3
MED085	Health Services Externship	6
MED086	Health Service Seminar	1
	Approved elective**	3
	Approved elective**	3

*Meets college's computer course requirement. If a required course has been completed as a part of a certificate program, an approved elective may be substituted.

**Approved electives:

AH080	Crisis Intervention	3
AH205	Biomedical Ethics	3
BA074	Public Relations in Business	3
BA205	Human Relations in Business	3
BA214	Business Communications	3
BA224	Personnel Management	3
BA232	Introduction to Business Statistics	3
CPL120	Prior Learning Resume	3
EC201	Principles of Economics	3
ENG	Literature 101 or higher	3
HS150	Self-Awareness and Interpersonal Skills	3
MED053	Medication Terminology III	3
MED280	Cooperative Work Experience	3
MTH	Mathematics 061 or higher	3
OA114	Briefhand I	4
PA255	Public Personnel Administration	3
PHL201	Problems of Philosophy	3
PSY	Psychology 102 or higher	3
SP111	Fundamentals of Speech	3
SP114	Interpersonal Communication	3
WR227	Technical Writing	3

History

(college transfer)

These courses are recommended for students who plan to transfer college credits into a major program in history at the University of Oregon, Oregon State University, Portland State University, Eastern Oregon State College, Southern Oregon State College or Western Oregon State College. You may complete requirements for the baccalaureate degree within two additional years.

In addition to tuition, estimated costs for students who complete the entire Chemeketa program are books, \$675; class fees, \$36. Contact the financial aid office to find out if you qualify for help with these costs.

The following recommendations are based on information available as this catalog goes to press. Before you enroll, consult with Chemeketa's counseling center and an advisor at the institution to which you plan to transfer.

	Term		
First Year	1	2	3
WR121, 122, 123 English Composition	3	3	3
HST110, 111, 112 History of World Civilization	3	3	3
General education—science sequence	4	4	4
Humanities or foreign language sequence	3-4	3-4	3-4
Physical education	1		1
Electives	0-3	0-3	0-3
Second Year	4	5	6
HST201, 202, 203 History of the United States	3	3	3
General education—humanities sequence (U of O, EOSC, SOSOC) or humanities or social science sequence (OSU) or humanities sequence (PSU) or PSY201, 202, 203 General Psychology (PSU)	3	3	3
Social science sequence other than history or second year foreign language	3-4	3-4	3-4
Physical education	1	1	1
Electives	0-3	0-3	0-3

Home Economics

(college transfer)

These courses are recommended for students attending Chemeketa who plan to transfer into a major program in home economics at Oregon State University. You may complete requirements for the baccalaureate degree with three additional years of work at OSU.

In addition to tuition, estimated costs for students who complete the entire Chemeketa program are books, \$390. Contact the financial aid office to find out if you qualify for help with these costs.

The following recommendations are based on information available as this catalog goes to press. Before you enroll, consult with Chemeketa's counseling center and an advisor at the institution to which you plan to transfer.

	Term		
First Year	1	2	3
WR121 English Composition	3		
MTH100 Intermediate Algebra		4	
ART115, 116 Basic Design	2	2	
Social science			
or			
Humanities electives (see OSU catalog)	3	3	3
SP111 Fundamentals of Speech			3
CH104, 105, 106 General Chemistry	5	5	5
Physical education	1	1	
Electives*	0-3	0-3	2-6

*College transfer home economics courses are listed in the course descriptions section of this catalog under these categories: Clothing/Textiles, Foods/Nutrition, and Human Development and Family Studies.

Hotel and Restaurant Management

(college transfer)

The courses listed below are a two-year program of interdisciplinary study for students planning to transfer credits into the Hotel, Restaurant, and Tourism Management program at Oregon State University. In this coordinated program, OSU may accept 101 credit hours earned at Chemeketa. In two additional years at OSU, you may earn a Bachelor of Science degree.

In addition to tuition, estimated costs for students who complete the entire Chemeketa program are books, \$570; class fees, \$48. Contact the financial aid office to find out if you qualify for help with these costs.

The following recommendations are based on information available as this catalog goes to press. Before you enroll, consult with Chemeketa's counseling center and an advisor at OSU.

	Term		
First Year	1	2	3
WR121, 122, 123 English Composition	3	3	3
MTH101, 103, 106 Math	4	4	4
HRTM104 Introduction to Travel and Tourism	3		
HRTM105 Introduction to the Foodservice Industry		3	
HRTM106 Introduction to the Lodging Industry			3
Physical education	1	1	1
SP112 Fundamentals of Speech			3
CS131 Introduction to Data Processing			3
CH104, 105, 106 Chemistry	5	5	5

Term 3	
HS205	Youth Addiction or
HS206	Addicted Criminal.....3
HS260	Group Dynamics3
HS291-	
HS296	Practicum—Human Services3-8
MTH051	Basic Mathematics3
PSY201	General Psychology3
Term 4	
HS202	Counseling the Chemically Dependent Client I3
HS265	Intervention Strategies I3
HS291-	
HS296	Practicum—Human Services3-8
SOC204	General Sociology—Introduction3
	Computer science elective*3
Term 5	
HS203	Counseling the Chemically Dependent Client II3
HS266	Intervention Strategies II3
HS291-	
HS296	Practicum—Human Services3-8
PSY202	General Psychology3
SOC205	General Sociology—Institutions3
Term 6	
HS204	Counseling the Chemically Dependent Client III3
HS291-	
HS296	Practicum—Human Services3-8
PSY237	Growth and Development3
	Approved ethnic studies elective**3

*Meets college's computer course requirement.

****Approved ethnic studies electives:**

ANTH207	Cultural Anthropology.....3
ANTH208	Cultural Anthropology.....3
ANTH209	Cultural Anthropology.....3
HST257	Introduction to Ethnic History— American Indian3
HST258	Introduction to Ethnic History— Black American3
HST259	Introduction to Ethnic History— Chicano3
SPAN101-	
SPAN103	First Year Spanish, Terms I, II, III4
SPAN201-	
SPAN203	Second Year Spanish, Terms I, II, III4
SSC150	Ethnic Cultures of the Willamette Valley3

Industrial Technology and Apprenticeship

Industrial Technology

Chemeketa Community College grants an Associate in Science degree in industrial technology. You may earn credits for on-the-job training and related instruction. To earn the degree, you must meet the following requirements:

1. Be a journeyman level tradesman in a skilled occupation.
2. Complete a minimum of 30 credit hours at Chemeketa Community College.
3. Complete at least 18 credit hours of general education courses.

4. Complete at least six credit hours of communication skills.
5. Complete a three credit hour computer course.
6. Compile a total of at least 90 credit hours. You may be awarded up to 45 credit hours for journeyman status and 27 credit hours for trade-related training.

In addition to tuition, estimated costs for students who complete the entire program will vary. Contact the financial aid office to find out if you qualify for help with these costs.

Apprenticeship

Apprenticeship training as a method of vocational education is administered by the Oregon Bureau of Labor. It combines full-time, on-the-job work experience with trade-related theoretical instruction.

The instruction at Chemeketa is for persons working at particular trades who need to improve their knowledge of trade theory. Students generally are apprentices registered with the Oregon Bureau of Labor, journeymen who wish to upgrade their skills and knowledge, pre-apprenticeship students, and others as approved by local committees.

Chemeketa has apprenticeship classes for plumbers, industrial workers, electricians, sheet metal workers, radio and television technicians, automotive mechanics, machinists, welders, bakers, and mechanical systems specialists.

Journalism

(college transfer)

These courses are recommended for students who plan to transfer college credits into a journalism major program at the University of Oregon. If you complete this program and meet the grade requirements, you may complete requirements for a baccalaureate degree within two more years. See Chemeketa's journalism advisor for information on the requirements.

J224 Introduction to Journalism, J225 Advertising/Public Relations, J226 Layout/Production, J215 Publications Lab, and J216 Newswriting, are offered at Chemeketa. You may wish to enroll in them as electives. Journalism courses taken at other institutions are not required by the University of Oregon, but may be transferred as electives.

In addition to tuition, estimated costs for students who complete the entire Chemeketa program are books, \$600. Contact the financial aid office to find out if you qualify for help with these costs.

The following recommendations are based on information available as this catalog goes to press. Prior to enrollment, consult with Chemeketa's counseling center or an advisor at the University of Oregon.

	Term		
	1	2	3
First Year			
WR121, 122, 123 English Composition	3	3	3
Literature courses	3	3	3
Mathematics or science sequence	4	4	4
Foreign language or Electives	3-4	3-4	3-4
HE250 Personal Health J224 Introduction to Journalism or J225 Advertising/Public Relations or J226 Layout/Production or Electives	0-3	0-6	0-6
Second Year			
History courses	4	5	6
Literature courses	3	3	3
EC201, 202, 203 Principles of Economics	3	3	3
Foreign language or Social science courses J215 Publications Lab or J216 Newswriting or Electives	3	2-4	2-4

Technical Journalism

(college transfer)

These courses are recommended for students who plan to transfer college credits into a technical journalism major program at Oregon State University. You may complete requirements for a baccalaureate degree within three more years.

You are required to have a technical minor as part of this major program. The minor consists of 27 to 36 credit hours of work. This minor may be in aerospace studies, agriculture, applied economics, applied safety studies, business administration, civil engineering technology, forestry, health sciences, home economics, military science, naval science, oceanography, pharmacy, or science.

In addition to tuition, estimated costs for students who complete the entire Chemeketa program are books, \$300; class fees, \$36. Contact the financial aid office to find out if you qualify for help with these costs.

The following recommendations are based on information available as this catalog goes to press. Before you enroll, consult with Chemeketa's counseling center and an advisor at OSU.

	Term		
	1	2	3
First Year			
WR121 English Composition	3		
J224 Introduction to Journalism, J225 Advertising/Public Relations J226 Layout/Production	3	3	3
J216 Newswriting		3	
Science sequence with laboratory	4	4	4
Social science sequence other than history	3	3	3

Literature or history sequence	3	3	3
Physical education	1	1	1
Electives		3-4	3-4

Management

As a graduate of Chemeketa's Management program, you may become 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 in Science degree.

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 results show that your skills are above the levels of the required first term courses, you may request to substitute elective or general education courses. If the results show that your skills are below those levels, you may have to enroll in preparatory courses.

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 coordinator, you may enroll in BA280 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 are books, \$909; class fees, \$36; equipment and supplies, \$70. Contact the financial aid office to find out if you qualify for help with these costs.

You may earn an Associate in Science degree by successfully completing these required 96 credit hours:

Course	Title	Credit Hours
Term 1		
BA101	Business Environment	4
BA211	Financial Accounting I or	
BA051	Accounting Procedures I**	4
OA085	Business English II**	3
OA121	Keyboarding	3
MTH061	Business Mathematics***	3
Term 2		
BA212	Financial Accounting II or	
BA052	Accounting Procedures II**	4
BA214	Business Communications	3
CS121	Computer Environment or	
CS131	Introduction to Data Processing*	3
MTH062	Applied Business Mathematics***	3
	Psychology or	
	Approved elective****	3
Term 3		
BA206	Business Management Principles	3
BA213	Managerial Accounting or	
BA053	Accounting Procedures III**	4
BA223	Principles of Marketing	3

computers in drafting and in designing and controlling machine tools.

In addition to tuition, estimated costs for students who complete the entire program are books, \$1,111; class fee, \$181; and equipment and supplies, \$75. Contact the financial aid office to find out if you qualify for help with these costs.

You may earn an Associate in Science degree by successfully completing these required 102 credit hours:

Course	Title	Credit Hours
Term 1		
DRF051	Machine Drafting I.....	3
DRF072	Introduction to Computer Drawing.....	3
MFG053	Manufacturing Processes.....	4
MTH081	Technical Mathematics I or	
MTH101	College Algebra.....	4
WR121	English Composition—Exposition or	
COM051	Communication Skills I.....	3
Term 2		
DRF052	Machine Drafting II.....	3
DRF068	Geometric Tolerancing.....	1
DRF073	Computer-Aided Design.....	3
MFG068	Manufacturing Measuring, Inspection and Quality Control.....	3
MTH082	Technical Mathematics II or	
MTH102	Trigonometry.....	4
WLD098	Metallurgy.....	3
Term 3		
CVL050	Applied Mechanics.....	3
DRF074	Descriptive Geometry.....	3
DRF075	CAD—Mechanical.....	2
MFG076A	Material Removal Cutting Tools.....	5
MTH083	Technical Mathematics III or	
MTH106	Elementary Calculus.....	4
Term 4		
CVL051	Strength of Materials I.....	3
DRF071	Machine Design Lab I.....	3
ELE061M	Electric Circuits.....	4
MFG093	Fundamentals of NC/CNC Manufacturing.....	3
PH201	General Physics.....	4
Term 5		
CVL052	Strength of Materials II.....	3
DRF066	Tool Design Lab I.....	3
DRF086	Power Transmission Design.....	3
ELE062M	Industrial Electronics.....	3
MFG094	NC/CNC Programming*.....	3
WR227	Technical Writing or	
COM053	Technical Report Writing.....	3
Term 6		
DRF087	Flexible Manufacturing Systems.....	3
DRF096	Computer-Integrated Manufacturing (CIM) Applications.....	3
ELE063M	Industrial Computer Concepts.....	4
MFG095	CAD/CAM Applications.....	3
SP111	Fundamentals of Speech or	
COM052	Communication Skills II.....	3

* Meets college's computer course requirement.

Computer-Aided Manufacturing (CAM) Option

The Computer-Aided Manufacturing (CAM) option prepares students to understand and use computers as tools in machine tool control, robotics, electronics, and manufacturing processes.

You may gain knowledge and skills in operating basic manual and automated machine tools used in manufacturing. These include selection and application of cutting tools, identification and demonstrated use of manufacturing materials and related processes of programming principles, and in evaluation of software problems. You may apply your knowledge and skills by solving increasingly complex machining problems.

After you successfully complete this option, you may begin or upgrade work as a technician in manufacturing operations, using computers to control machine tools and manufacturing processes.

In addition to tuition, estimated costs for students who complete the entire program are: books, \$699; class fee, \$350; and equipment and supplies, \$80. Contact the financial aid office to find out if you qualify for help with these costs.

You may earn an Associate in Science degree by successfully completing these required 103 credit hours.

Course	Title	Credit Hours
Term 1		
DRF051	Machine Drafting I.....	3
	or	
MFG063	Manufacturing, Print Reading, and Sketching.....	6
MFG061	Manufacturing Fundamentals— Benchwork.....	6
MTH052	Introduction to Algebra and Geometry.....	3
WR121	English Composition—Exposition or	
COM051	Communication Skills I.....	3
Term 2		
DRF072	Introduction to Computer Drawing.....	3
MFG067	Lathe Machining Practices.....	6
MFG068	Manufacturing Measuring, Inspection and Quality Control.....	3
MFG077	Mechanical Systems.....	4
MTH053	Introduction to Trigonometry with Geometry.....	3
Term 3		
DRF073	Computer-Aided Design.....	3
MFG071	Milling Machine Practices.....	6
MFG076A	Material Removal Cutting Tools.....	5
MTH070	Beginning Algebra.....	4
Term 4		
ELE061M	Electric Circuits.....	4
MFG081A	Advanced Lathe Practices.....	5
MFG093	Fundamentals of NC/CNC Manufacturing.....	3
SP111	Fundamentals of Speech or	
COM052	Communication Skills II.....	3
WR227	Technical Writing or	
COM053	Technical Report Writing.....	3
Term 5		
ELE062M	Industrial Electronics.....	3
MFG082A	Advanced Milling Machine Practices.....	5
MFG088	Fluid Power Systems.....	4
MFG094	NC/CNC Programming*.....	3
Term 6		
DRF087	Flexible Manufacturing Systems.....	3
DRF096	Computer-Integrated Manufacturing (CIM) Applications.....	3
ELE063M	Industrial Computer Concepts.....	4
MFG072A	Manufacturing Materials and Processes.....	5
MFG095	CAD/CAM Applications.....	3

* Meets college's computer course requirement.

Welding Fabrication Program

The Welding Fabrication program is for persons who want to acquire the technical knowledge and skills required of 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 and metallic inert gas processes, and have a working knowledge of shop blueprints and welding symbols, jig fabrication, and assembly processes.

As a graduate you may qualify for several types of positions in business and industry such as machinery fabrication, structural fabrication, welding fitting and layout, automatic and semi-automatic 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.

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 coordinator, you may enroll in WFB280 Cooperative Work Experience and earn college credit hours. For more information, look under Cooperative Work Experience in the catalog index.

At the end of the sixth 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 are books, \$459; class fees, \$407; equipment and supplies, \$440. Contact the financial aid office to find out if you qualify for help with these costs.

You may earn an Associate in Science degree by successfully completing these required 95 credit hours:

Course	Title	Credit Hours
Term 1		
COM051	Communication Skills I**	3
MFG056	Machining Fundamentals I	3
MTH051	Basic Mathematics	3
WLD051	Basic Arc Welding	5
WLD056	Blueprint Welding and Sketching	2
WLD074	Weld Shop Safety	1
Term 2		
COM052	Communication Skills II**	3
DRF073	Computer-Aided Design*	3
MFG088	Fluid Power Systems	4
MTH052	Introduction to Algebra and Geometry	3
WFB091	Fabrication Procedures	2
WLD057	Layout Practices	1
WLD071	Basic Oxyacetylene Welding	2
Term 3		
MTH053	Introduction to Trigonometry with Geometry**	3
WFB081	Elements of Metallurgy	3
WLD052	Intermediate Arc Welding	5

WLD061	Basic Gas Metal Arc Welding (MIG)	2
WLD073	Basic Gas Tungsten Arc Welding (TIG)	3

Term 4		
MFG093	Fundamentals of NC/CNC	3
WFB082	Heat Treatment of Steel	3
WFB092	Fabrication Shop Problems I	3
WLD062	Intermediate Gas Metal Arc Welding (MIG)	2

Term 5		
MFG057	Machining Fundamentals II	3
MFG077	Mechanical System	4
MFG094	NC/CNC Programming	3
WFB087	Fabrication Practices III	3
WFB093	Fabrication Shop Problems II	3

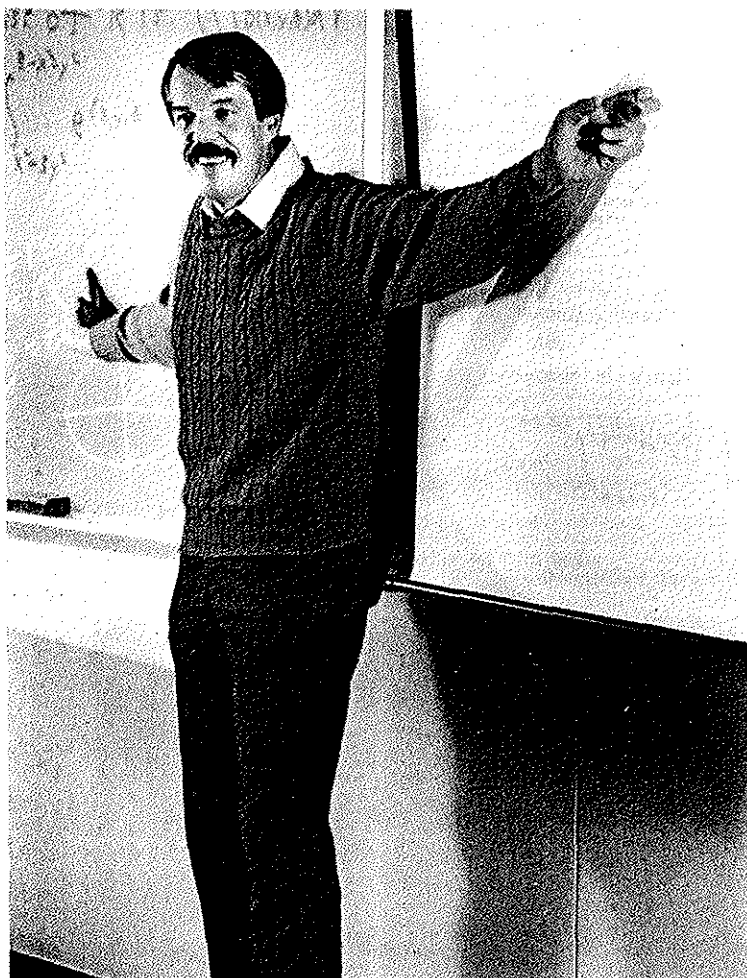
Term 6		
MFG097	Manufacturing Working Relations	3
PSY100	Introduction to Psychology	3
WFB088	Fabrication Practices IV	3
WFB096	Shop Projects	2
WLD053	Advanced Arc Welding	3
WLD063	Advanced Gas Metal Arc Welding (MIG)	3

*Meets college's computer course requirement.

**College transfer courses may be substituted with approval of the program coordinator.



Our welding program welcomes women.



Instructor challenges math students.

Manufacturing Engineering Technology

(college transfer)

This option is for students who plan to transfer to Oregon Institute of Technology (OIT) to complete the requirements for a Bachelor of Science degree in manufacturing engineering technology. Career opportunities for OIT graduates include becoming a supervisor of analysts, planners, and quality control workers; designing tools; planning plant layouts; handling materials; and overseeing plant safety. You might also become a technical field representative, technical report writer, teach technical education, or establish your own business. OIT has a program similar to Chemeketa's Cooperative Work Experience which allows you to earn college credits for work you do on a job related to your academic work.

In addition to tuition, estimated costs for students who complete the entire Chemeketa program are books, \$1,238; class fees, \$244; equipment and supplies, \$270. Contact the financial aid office to find out if you qualify for help with these costs.

You may earn an Associate in Science degree by successfully completing these 106 required credit hours:

Course	Title	Credit Hours
Term 1		
DRF051	Machine Drafting I	3
DRF072	Introduction to Computer Drawing	3
MFG061	Manufacturing Fundamentals— Benchwork	6
MTH101	College Algebra	4
WR121	English Composition—Exposition	3
Term 2		
DRF052	Machine Drafting II	3
DRF073	Computer-Aided Design*	3
MFG067	Lathé Machining Practices	6
MTH102	Trigonometry	4
WR227	Technical Writing	3
Term 3		
MFG071	Milling Machine Practices	6
MTH110	Analytic Geometry	4
PSY246	Introduction to Industrial Psychology	3
WFB081	Elements of Metallurgy	3
WR122	English Composition—Logic and Style	3
Term 4		
GE101	Engineering Orientation	2
PH201	General Physics	4
MFG093	Fundamentals of NC/CNC	3
MTH200	Calculus	4
WFB082	Heat Treatment of Steel	3
Term 5		
CH104	General Chemistry	5
MFG077	Mechanical Systems	4
PH202	General Physics	4
WLD077	Welding Processes	4
Term 6		
CS133F	FORTRAN IV	4
MFG072	Manufacturing Materials and Processes	6
MFG097	Manufacturing Working Relations	3
SP111	Fundamentals of Speech	3

* Meets college's computer course requirement.

Mathematics

(college transfer)

These courses are recommended if you plan to transfer college credits into a major program in mathematics at the University of Oregon, Oregon State University, Portland State University, Eastern Oregon State College, Southern Oregon State College, or Western Oregon State College. If you complete a basic sequence in calculus by the end of your second year, normally you may finish the requirements for the baccalaureate degree within two more years.

In addition to tuition, estimated costs for students who complete the entire Chemeketa program are books, \$600; class fees, \$72; equipment and supplies, \$200. Contact the financial aid office to find out if you qualify for help with these costs.

The following recommendations are based on information available as this catalog goes to press. Before you enroll, consult with Chemeketa's counseling center and an advisor at the institution to which you plan to transfer.

	Term		
	1	2	3
First Year			
WR121, 122, 123 or 227 English Composition	3	3	3
Humanities sequence	3	3	3
Non-mathematical science (OSU, PSU, SOSOC) or foreign language or non-mathematical or social science (U of O, EOSC)	3-4	3-4	3-4
Mathematics (per placement test)	4	4	4
Physical education	1	1	1
HE250 Personal Health		3	
Electives	0-3	0-3	3
Second Year	4	5	6
Mathematics	4	4	4
Second non-mathematical science sequence	4	4	4
Social science (EOSC: Non-mathematical science if social science taken first year)	3-4	3-4	3-4
Physical education	1	1	1
Electives	3-4	3-4	3-4

Nursing

Chemeketa offers a career ladder program in nursing for women and men who want to become licensed practical nurses or registered nurses.

Chemeketa staff members are ready to advise and help you plan your pre-nursing programs if you plan to transfer to a school of nursing which grants baccalaureate degrees. Chemeketa offers general education courses which apply to a Bachelor of Science program. If you are a licensed practical nurse who wants to continue your education, you may take general education courses which may be transferred to a four-year institution. See information under Nursing (college transfer).

Specific entry requirements are outlined in an application packet which you may obtain from the Admission Office. Enrollment in the program is limited, and there is an early deadline for admission. We recommend that you contact the Admission Office (399-5006), for details if you are considering the Nursing program.

The nursing curriculum is designed to prepare you for positions as licensed personnel at the following levels:

Nursing Assistant

If you leave the program after successfully completing the required first-term courses, you are eligible to receive a certificate as a nursing assistant.

As a nursing assistant, you may work under the direction and supervision of a registered nurse or licensed practical nurse. You may assist licensed nurses in meeting normal patient needs for safety, comfort, hygiene, activity, rest, sleep, nutrition, elimination and fluid balances, oxygen, and emotional support.

Level I

Licensed Practical Nurse

A licensed practical nurse is a member of a nursing or health team and gives nursing care to patients of all ages in simple nursing situations. As a licensed practical nurse, you assist a registered nurse in complex nursing situations.

In addition to tuition, estimated costs for students who complete the entire program are books, \$400; class fees, \$90; equipment and supplies, \$330. Contact the financial aid office to find out if you qualify for help with these costs.

After completing the one-year program, you may take the Oregon licensure examination to become a licensed practical nurse. You may earn a Certificate of Completion by successfully completing the required 53 credit hours. You must earn grades of C or better in all required courses.

Course	Title	Credit Hours
Term 1		
AH050	Health Care Delivery Systems	1
BI232	Human Anatomy and Physiology	4
NUR106	Nursing.....	10
PSY201	General Psychology	3
Term 2		
BI233	Human Anatomy and Physiology	4
NUR108	Nursing.....	10
PSY237	Growth and Development	3
Term 3		
BI124	Microbiology	4
NUR104	Trends and Issues in Nursing.....	1
NUR109	Nursing.....	10
WR121	English Composition—Exposition	3

Level II

Registered Nurse

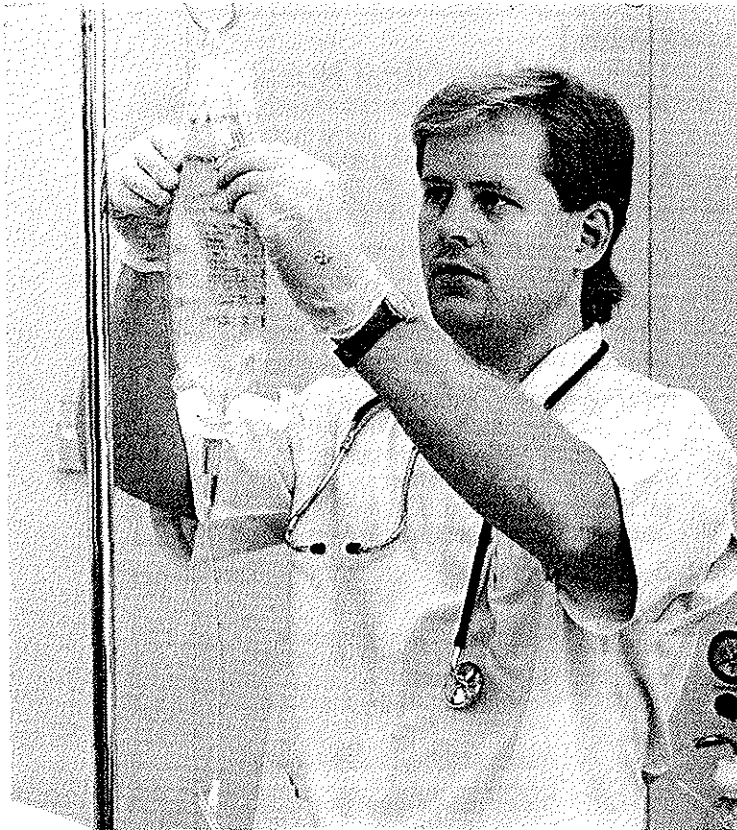
A registered nurse, or RN, applies knowledge drawn from a broad, in-depth education in the social and physical sciences. RNs assess, plan, order, give, delegate, teach, and supervise care which promote a patient's optimum health and independence.

An RN guides other team members with less education and/or experience, evaluates need 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 who complete the entire program are books, \$50; class fees, \$45; equipment and supplies, \$118. Contact the financial aid office to find out if you qualify for help with these costs.

You may earn an Associate in Science degree by successfully completing 100 required credit hours, including the 47 credit hours listed under Level I. In this two-year program, you must earn grades of C or better in all required courses.

Course	Title	Credit Hours
Term 4		
CS121	Computer Environment	3
NUR204A	Trends and Issues in Nursing.....	1
NUR206	Nursing.....	11
Term 5		
NUR204B	Trends and Issues in Nursing.....	1



Nursing student follows a great tradition.

NUR208	Nursing.....	11
	Sociology elective	3
Term 6		
NUR209	Nursing.....	8
	Elective*	3
	Elective*	3

*Nine credit hours of electives combined with required courses meet these Oregon State Board of Nursing minimum requirements:

Six credit hours—college transfer humanities or social science courses having course numbers 100 or higher which may be transferred to a four-year college. These include courses in anthropology, art, English composition, economics, ethnic studies, film, geography, history, journalism, language, literature, multidisciplinary studies, music, philosophy, political science, psychology, reading, religion, speech, social sciences, sociology, theater, women's studies.

Three credit hours—college transfer or occupational electives having course numbers of 50 or higher. Recommended: medical terminology, nutrition, nursing survival, and other health-related courses.

Specialized and Re-entry Courses

The college also offers specialized and re-entry courses to help registered nurses, licensed practical nurses, and other health care personnel keep abreast of current knowledge and new developments in Nursing. Read the course descriptions for NUR111 LPN Re-entry and NUR211 RN Re-entry. Re-entry courses are offered fall term only.

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 coordinator, you may enroll in NUR280 Cooperative

Work Experience and earn college credit hours. For more information, look under Cooperative Work Experience in the catalog index.

Nursing

(college transfer)

Oregon Health Sciences University School of Nursing in Portland offers a Bachelor of Science degree in nursing. To apply for admission to the four-year program you must complete the courses below at an accredited college or university or community college. Admission to the professional nursing program is competitive. Application materials and information concerning the National League for Nursing, Pre-nursing, and Guidance examination, required of all students with no previous preparation in nursing, are available at the Registrar's Office, OHSU, Portland, OR 97201.

Registered Nurses Seeking Baccalaureate Degrees

The OHSU School of Nursing provides an opportunity for registered nurses, including those completing Chemeketa's registered nurse program, to complete requirements for a baccalaureate degree in nursing. A part-time or full-time program of study is available.

Pre-professional course requirements are 45 credit hours of course work which must include one course in nutrition, one course in mathematics, and one year of general chemistry. For information regarding earning credit through the College Level Examination Program (CLEP) contact registrars' offices of all colleges and universities. Registered nurses are strongly encouraged to complete the basic science requirements (anatomy and physiology, biochemistry, microbiology) before entering the baccalaureate program.

In addition to tuition, estimated costs for students who complete the entire Chemeketa program are class fees, \$36. Contact the financial aid office to find out if you qualify for help with these costs.

The following recommendations are based on information available as this catalog goes to press. Before you enroll, consult with Chemeketa's counseling center and an advisor at the institution to which you plan to transfer.

	Term		
First Year	1	2	3
WR121 English Composition		3	
CH104, 105, 106			
or			
CH204, 205, 206 General Chemistry	5	5	5
FN225 Nutrition			4
MTH100 Intermediate Algebra	4		
Physical education	1	1	1
Humanities sequence	3	3	3
Social science sequence	3	3	3
Electives	0-3	3	3

Office Administration-Secretarial

The Office Administration-Secretarial program is designed for persons who want to become secretaries, administrative assistants, or other administrative support specialists. If you are employed as an office support worker and you want to further your training to increase or add to your skills to advance in your career, you may also benefit from this training. You may select individual courses to meet your needs, or you may work toward an Associate in Science degree.

Office support personnel are vital to the workings of a company or institution. Jobs are interesting and challenging. The work is varied. It may be highly specialized, or it may be closely related to the management level personnel concerned with policy decisions.

The Office Administration-Secretarial program has four options: Engineering Secretary, Legal Secretary, Medical Secretary, and Office Administration.

Consult with an 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 results show that your skills are above the levels of the required first term courses, you may request to substitute general education courses. If the test results are below the levels of the required first term courses, you may have to enroll in preparatory courses.

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 coordinator, you may enroll in OA280 Cooperative Work Experience and earn college credit hours. For more information, look under Cooperative Work Experience in the catalog index.

You may earn an Associate in Science degree by successfully completing the credit hours required for each option.

Engineering Secretary Option

The Engineering Secretary option prepares you to go to work for a consulting firm, a civil or structural engineering business, or a drafting and architectural company. As a secretary in these offices, you may have a variety of duties such as typing contracts and specifications, billing, handling and drafting correspondence, keeping financial records, and maintaining technical reference materials and manuals.

To prepare you for these jobs, the program includes classes in written communication skills, technical mathematics, and civil and structural engineering, as well as secretarial skills.

In addition to tuition, estimated costs for students who complete the entire program are books, \$911; class fees, \$144; equipment and supplies,

\$90. Contact the financial aid office to find out if you qualify for help with these costs.

You may earn an Associate in Science degree by successfully completing these required 95 credit hours:

Course	Title	Credit Hours
Term 1		
CVL045	Engineering Orientation	1
MTH070	Beginning Algebra	4
OA084	Business English I	3
OA111	Shorthand I	
	or	
OA114	Briefhand I	4
OA122	Keyboard Skillbuilding	3
Term 2		
MTH081	Technical Mathematics I	4
OA085	Business English II	3
OA112	Shorthand II	
	or	
OA072	Briefhand II	4
OA123	Formatting	3
OA200	Introduction to Word/Information Processing	3
Term 3		
BA214	Business Communications	3
MTH082	Technical Mathematics II	4
OA113	Shorthand III	
	or	
OA073	Briefhand III	4
OA116	Office Procedures	3
OA225ABC	Machine Transcription	3
Term 4		
BA101	Business Environment	4
CVL079	Contracts and Specifications	3
DRF059	Print Reading	2
OA211	Shorthand/Briefhand Skillbuilding	
	or	
WR227	Office Administration elective	3
	Technical Writing	3
Term 5		
BA211	Financial Accounting I	
	or	
BA051	Accounting Procedures I	4
BA226	Business Law I	3
BLD059	Materials of Construction	3
OA062	Reprographics	3
OA117	Executive Office Simulation	3
Term 6		
BA244	Records Management	3
CS121	Computer Environment*	3
EC115	Outline of Economics	
	or	
EC201	Principles of Economics	3
	Social science elective	3
	Business elective (OA280 Cooperative Work Experience recommended)	3

*Meets college's computer course requirement.

Legal Secretary Option

The Legal Secretary option prepares you for a beginning secretarial position in a law office or in the legal department of a company or agency.

The program emphasizes training in shorthand dictation and machine transcription, typing legal documents and correspondence, managing legal files, answering telephones, and keeping office records. Students work with documents in real estate and property transfer, litigation, wills and estates, and corporations and partnerships.

Supervised on-the-job training gives you an opportunity to use your skills and acquire the knowledge and attitudes required of a legal secretary.

In addition to tuition, estimated costs for students who complete the entire program are books, \$772; class fees, \$180; equipment and supplies, \$90. Contact the financial aid office to find out if you qualify for help with these costs.

You may earn an Associate in Science degree by successfully completing these required 95 credit hours:

Course	Title	Credit Hours
Term 1		
MTH061	Business Mathematics	3
OA084	Business English I	3
OA111	Shorthand I	3
	or	
OA114	Briefhand I	4
OA116	Office Procedures	3
OA122	Keyboard Skillbuilding	3
Term 2		
OA061	Introduction to Calculators	3
OA085	Business English II	3
OA112	Shorthand II	3
	or	
OA072	Briefhand II	4
OA123	Formatting	3
OA200	Introduction to Word/Information Processing	3
Term 3		
BA214	Business Communications	3
OA075	Legal Office Procedures I	3
OA113	Shorthand III	3
	or	
OA073	Briefhand III	4
OA201	Word Processing Procedures I	3
OA225ABC	Machine Transcription	3
Term 4		
BA211	Financial Accounting I	3
	or	
BA051	Accounting Procedures I	4
BA244	Records Management	3
OA076	Legal Office Procedures II	3
OA211	Shorthand/Briefhand Skillbuilding	3
	Office Administration elective	3
Term 5		
BA101	Business Environment	4
BA251	Office Management	3
OA062	Reprographics	3
OA077	Legal Machine Transcription I	3
	Business elective	3
Term 6		
BA226	Business Law I	3
CS121	Computer Environment*	3
OA117	Executive Office Simulation	3
	Business elective (OA280 Cooperative Work Experience recommended)	3
	Social science elective	3

*Meets college's computer course requirement.

Medical Secretary Option

The Medical Secretary curriculum 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 are books, \$770; class fees, \$156; equipment and supplies, \$90. Contact the financial aid office to find out if you qualify for help with these costs.

You may earn an Associate in Science degree by successfully completing these required 93 credit hours:

Course	Title	Credit Hours
Term 1		
MED051	Medical Terminology I	3
MTH061	Business Mathematics	3
OA084	Business English I	3
OA111	Shorthand I	3
	or	
OA114	Briefhand I	4
OA122	Keyboard Skillbuilding	3
Term 2		
MED052	Medical Terminology II	3
OA085	Business English II	3
OA112	Shorthand II	3
	or	
OA072	Briefhand II	4
OA123	Formatting	3
OA200	Introduction to Word/Information Processing	3
Term 3		
BA214	Business Communications	3
MED055	Medical Law and Ethics	3
OA061	Introduction to Calculators	3
OA113	Shorthand III	3
	or	
OA073	Briefhand III	4
OA225ABC	Machine Transcription	3
Term 4		
BA244	Records Management	3
BI071	Body Structure and Function I	3
CS121	Computer Environment*	3
OA080	Medical Machine Transcription	3
	Office Administration elective	3
Term 5		
ES071	Multimedia First Aid	1
BA051	Accounting Procedures I	3
	or	
BA211	Financial Accounting I	4
BA251	Office Management	3
BI072	Body Structure and Function II	3
MED054	Medical Office Procedures	4
Term 6		
EC115	Outline of Economics	3
	or	
EC201	Principles of Economics	3
MED064	Introduction to Medical Science	3
	Business elective (OA280 Cooperative Work Experience recommended)	3
	Business elective	3
	Social science elective	3

*Meets college's computer course requirement.

Office Administration Options (Professional Secretary)

The Office Administration options prepare you for a variety of office positions as a secretary, administrative assistant, or other administrative support staff person. This work requires you to be able to organize a variety of tasks, accept responsibility, show initiative while a member of a team, and work well with others. You should be skilled in English usage, typing, transcribing from machine or shorthand dictation, business machine operation, records management, word processing, data processing, accounting, and general office procedures.

In addition to tuition, estimated costs for students who complete the first three terms are books, \$310; class fees, \$120; equipment and supplies, \$45. Contact the financial aid office to find out if you qualify for help with these costs.

If you satisfactorily complete the curriculum requirements, you may sit for the Certified Profes-

sional Secretary examination in the spring of your second year during your final term.

Course	Title	Credit Hours
Term 1		
MTH061	Business Mathematics	3
OA084	Business English I.....	3
OA111	Shorthand I or	
OA114	Briefhand I	4
OA122	Keyboard Skillbuilding.....	3
OA116	Office Procedures	3
Term 2		
OA085	Business English II.....	3
OA112	Shorthand II or	
OA072	Briefhand II	4
OA123	Formatting.....	3
OA200	Introduction to Word/Information Processing	3
OA061	Introduction to Calculators	3
Term 3		
BA214	Business Communications.....	3
OA062	Reprographics	3
OA113	Shorthand III or	
OA073	Briefhand III	4
OA117	Executive Office Simulation	3
OA201	Word Processing Procedures I.....	3

Second Year—Option A

In addition to tuition, estimated costs for students who complete terms 4, 5, and 6 are books, \$486; class fees, \$36; equipment and supplies, \$40. Contact the financial aid office to find out if you qualify for help with these costs.

You may earn an Associate in Science degree by successfully completing 96 required credit hours, 48 during the first three terms and the following 48:

Course	Title	Credit Hours
Term 4		
BA101	Business Environment	4
BA244	Records Management	3
CS121	Computer Environment*	3
OA211	Shorthand/Briefhand Skillbuilding.....	3
OA225ABC	Machine Transcription A,B,C	3
Term 5		
BA211	Financial Accounting I or	
BA051	Accounting Procedures I.....	4
BA226	Business Law I.....	3
BA251	Office Management	3
	Office Administration electives	6
Term 6		
BA212	Financial Accounting II or	
BA052	Accounting Procedures II.....	4
EC115	Outline of Economics or	
EC201	Principles of Economics.....	3
	Business elective (OA280 Cooperative Work Experience recommended).....	3
	Social science elective.....	3
	Business elective	3

*Meets college's computer course requirement.

Second Year—Option B

This option includes two terms during which you are employed in a full-time position while earning 24 credit hours. This enables you to integrate your secretarial skills and knowledge with practi-

cal and valuable on-the-job experience in businesses or government agencies.

In addition to tuition, estimated costs for students who complete terms 4, 5, 6 and 7 are books, \$374; class fees, \$12; equipment and supplies, \$30. Contact the financial aid office to find out if you qualify for help with these costs.

You may earn an Associate in Science degree by successfully completing 105 required credit hours, 48 during the first three terms and the following 57:

Course	Title	Credit Hours
Term 4		
OA280	Cooperative Work Experience	12
Term 5		
BA101	Business Environment	4
BA211	Financial Accounting I or	
BA051	Accounting Procedures I	4
CS121	Computer Environment*	3
OA211	Shorthand/Briefhand Skillbuilding or	
OA225ABC	Machine Transcription A,B,C.....	3
	Social Science elective	3
Term 6		
OA280	Cooperative Work Experience	12
Term 7		
BA226	Business Law I.....	3
BA251	Office Management.....	3
BA212	Financial Accounting II or	
BA052	Accounting Procedures II.....	4
BA244	Records Management.....	3
EC115	Outline of Economics or	
EC201	Principles of Economics	3

*Meets college's computer course requirement.

Office Occupations

Office Occupations is an open-entry, open-exit program for people who want to develop or refresh their clerical skills in order to qualify for office work. Training is completed when you attain certain competency goals. You may select individual courses to meet your needs, or you may work toward a Certificate of Completion.



Keyboarding is an essential skill.

The Office Occupations program is offered on the Salem campus and by Chemeketa centers in Dallas, McMinnville, and Woodburn. You may enroll any Monday when openings exist. For additional information, call 399-5169 in Salem, 623-5567 in Dallas, 472-9482 in McMinnville, and 981-8820 in Woodburn.

The program allows you to concentrate on developing the basic skills required of receptionists, file clerks, bookkeepers, typists, and other related positions. Independent study and individualized instruction give you a comprehensive review of typing, filing, business English and mathematics, calculators, machine transcription, bookkeeping, and proofreading.

The average length of time to complete the full program is two terms (22 weeks) if you attend 30 hours per week. If you wish to refresh specific skills you may enroll on a weekly basis.

A four-week non-credit intensive refresher program is available if you are a current or former office worker wishing to update or improve your skills.

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 coordinator, you may enroll in OA280 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 required courses are books, \$145; class fees, \$60; equipment and supplies, \$15. There are additional costs for the optional courses. Contact the financial aid office to find out if you qualify for help with these costs.

You may earn a Certificate of Completion and a proficiency statement by successfully completing the required credit hours listed below. If you enroll weekly, you may also earn a proficiency statement.

Required Courses:

Course	Title	Credit Hours
OA050	Civil Service Exam Prep I	3
OA051	Civil Service Exam Prep II	3
OA052	Clerical Procedures.....	3
OA053	Individualized Filing	3
OA061A	Introduction to Calculators	1
OA061B	Introduction to Calculators	1
OA099	Proofreading	2
OA121ABC	Keyboarding A,B,C.....	3
OA122A	Keyboard Skillbuilding A	1
OA225A	Machine Transcription IA	1
OA225B	Machine Transcription IB	1

Optional Courses:

OA058AB	Shorthand Refresher I and II.....	2 ea.
OA061C	Introduction to Calculators	1
OA089A	Alphabetic Filing.....	1
OA090	Bookkeeping	3
OA092	Payroll Procedures.....	3
OA101	Office Careers Survey.....	1
OA123ABC	Formatting A,B,C.....	3
OA124	Word Processing—Advanced Formatting Applications.....	3
OA225C	Machine Transcription IC	1
OA280	Cooperative Work Experience maximum.....	6
9746A	Office Occupations Training.....	0
9746B	Office Occupations Training.....	0

Philosophy

(college transfer)

These courses are recommended for students who plan to transfer college credits into a major program in philosophy at the University of Oregon, Oregon State University, or Portland State University. You may complete requirements for a baccalaureate degree within two additional years.

In addition to tuition, estimated costs for students who complete the entire Chemeketa program are books, \$650; class fees, \$72. Contact the financial aid office to find out if you qualify for help with these costs.

The following recommendations are based on information available as this catalog goes to press. Before you enroll, consult with Chemeketa's counseling center and an advisor at the institution to which you plan to transfer.

	Term		
First Year	1	2	3
WR121, 122, 123 English			
Composition	3	3	3
Humanities sequence	3	3	3
Science or mathematics sequence	3-4	3-4	3-4
Social science sequence	3	3	3
Physical education	1	1	1
Electives	3	3	3
Second Year	4	5	6
HST110, 111, 112 History of World Civilization	3	3	3
PHL201, 202 Problems of Philosophy, PHL203 Elemental Ethics	3	3	3
Science or foreign language sequence	3-4	3-4	3-4
Humanities sequence	3	3	3
Computer science elective	3		
HE250 Personal Health		3	
Electives	3		3

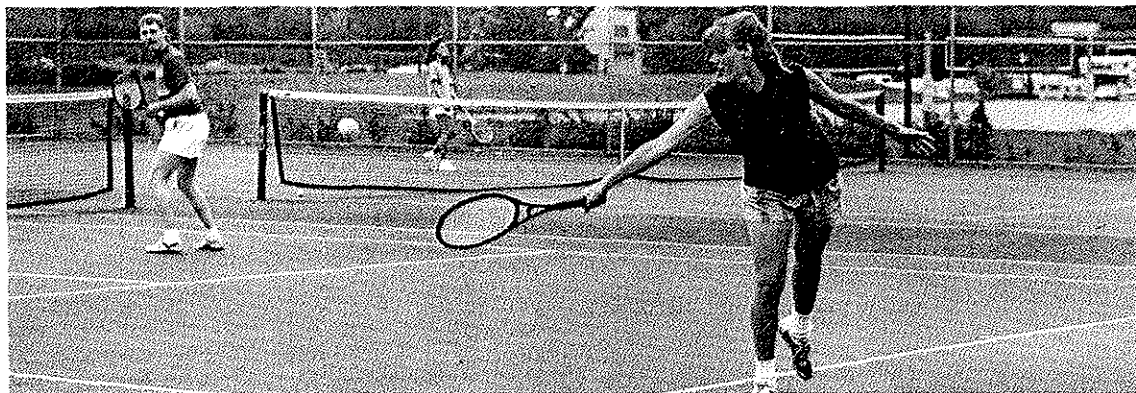
Physical Education

(college transfer)

Students who wish to become physical education instructors, athletic coaches, recreational directors, or dance majors should begin their professional course work during their first college year in order to complete requirements for a baccalaureate degree in four years. The courses below may be transferred into a professional physical education and/or teacher preparation program offered by state of Oregon four-year institutions.

In addition to tuition, estimated costs for students who complete the entire Chemeketa program are books, \$500; class fees, \$150. Contact the financial aid office to find out if you qualify for help with these costs.

The following recommendations are based on information available as this catalog goes to press. Before you enroll, consult with Chemeketa's



Chemeketa promotes physical fitness.

counseling center and an advisor at the institution to which you plan to transfer.

	Term		
	1	2	3
First Year			
WR121, 122, 123 English			
Composition	3	3	3
BI101, 102, 103 General Biology	4	4	4
PE194 Professional Activities	2	2	2
PE131 Introduction to Physical Education	3		
SP111 Fundamentals of Speech	3		
HE252 First Aid			3
Humanities sequence	3	3	3
Electives	0-3	0-3	0-3
Second Year	4	5	6
PE294 Professional Physical Education	2	2	2
PSY201, 202, 203 General Psychology	3	3	3
Social science sequence	3	3	3
HE250 Personal Health	3		
FE280A Cooperative Work Experience			4
Electives (PE185 Weight Training, Badminton or Racquetball; HE204 Nutrition, Weight Control, and Physical Fitness recommended)	0-6	0-6	0-6

One-Year Pre-Professional Program

A one-year pre-professional program is designed for two different groups of students: those who must transfer to a four-year institution before completing requirements for an Associate in Arts degree and those who are interested in alternative careers in physical education or recreation.

In addition to tuition, estimated costs for students who complete the entire Chemeketa program are books, \$200; class fees, \$72. Contact the financial aid office to find out if you qualify for help with these costs.

	Term		
	1	2	3
First Year			
WR121 English Composition	3		
BI101, 102, 103 General Biology	4	4	4
Science or social science sequence	3-5	3-5	3-5
Humanities sequence	3	3	3
PE194 Professional Activities or PE294 Professional Physical Education	2	2	2
Electives	0-3	3-6	3-6

Physics

(college transfer)

These courses are recommended for students who plan to transfer college credits into a major program in physics at Oregon State University, the University of Oregon, or Portland State University. If you are prepared to start calculus when you enter Chemeketa, you should transfer after one year. Consult with an advisor who will help you select the proper courses.

In addition to tuition, estimated costs for students who complete the entire Chemeketa program are books, \$610; class fees, \$96; equipment and supplies, \$65. Contact the financial aid office to find out if you qualify for help with these costs.

The following recommendations are based on information available as this catalog goes to press. Before you enroll, consult with Chemeketa's counseling center and an advisor at the institution to which you plan to transfer.

	Term		
	1	2	3
First Year			
Mathematics (per placement test)	4	4	4
CH204, 205, 206 General Chemistry	5	5	5
WR121 English Composition	3		
Humanities or social science sequence	3	3	3
CS261 Computer Science I—PASCAL		4	
English requirement			3
Physical education/health	1-3	1	1

	4	5	6
Second Year			
Mathematics	4	4	4
PH211, 212, 213 General Physics for Engineers and Scientists	4	4	4
Humanities or social science sequence	3	3	3
English requirement			3
Biological science requirements/electives	4	4	
Physical education, if required	1	1	1



Chemeketa provides a political forum.

Political Science

(college transfer)

These courses have been approved by Oregon State University and Southern Oregon State College for students who plan to transfer college credits into a major program in political science. You may complete requirements for a baccalaureate degree within two additional years.

In addition to tuition, estimated costs for students who complete the entire Chemeketa program are books, \$875; class fees, \$36. Contact the financial aid office to find out if you qualify for help with these costs.

The following recommendations are based on information available as this catalog goes to press. Before you enroll, consult with Chemeketa's counseling center and an advisor at the institution to which you plan to transfer.

	Term		
First Year	1	2	3
WR121, 122, 123 English Composition	3	3	3
Humanities sequence	3	3	3
PS201 and 202 American Government and PS203 State and Local Governments	3	3	3
Electives	3-6	3-6	3-6
Science sequence	3-4	3-4	3-4
Physical education	1		1
HE250 Personal Health		3	
Second Year	4	5	6
Physical education	1	1	1
Mathematics, science, or humanities sequence	3-6	3-6	3-6
Social science sequence other than political science	3	3	3
Electives (future teachers should include PSY201 and 202 General Psychology and SP111 Fundamentals of Speech)	6	3-6	6-9

Pre-professional Study (medicine, dentistry, veterinary medicine)

(college transfer)

Admission into professional schools of medicine, dentistry, and veterinary medicine is highly competitive, and pre-professional studies must include stipulated courses in basic sciences and general education. If you enter a pre-professional program you should plan to transfer to an accredited, four-year institution after completing one year at Chemeketa.

In addition to tuition, estimated costs for students who complete the entire Chemeketa program are books, \$610; class fee, \$36; equipment and supplies, \$65. Contact the financial aid office to find out if you qualify for help with these costs.

The following recommendations are based on information available as this catalog goes to press. Before you enroll, consult with Chemeketa's counseling center and an advisor at the institution to which you plan to transfer.

	Term		
First Year	1	2	3
WR121 English Composition and approved communication skills courses	3	3	3
CH104, 105, 106 General Chemistry or CH204, 205, 206 General Chemistry	5	5	5
Mathematics (per placement test)	4	4	4
Humanities or social science sequence	3	3	3
Physical education	1		1
HE250 Personal Health		3	
Electives			3

Psychology

(college transfer)

These courses are recommended for students who plan to transfer college credits into a major program in psychology at the University of Oregon, Oregon State University, Eastern Oregon State College, Portland State University, Western Oregon State College or Southern Oregon State College. You may complete requirements for the baccalaureate degree within two additional years.

In addition to tuition, estimated costs for students who complete the entire Chemeketa program are books, \$875; class fees, \$72. Contact the financial aid office to find out if you qualify for help with these costs.

The following recommendations are based on information available as this catalog goes to press. Before you enroll, consult with Chemeketa's counseling center and an advisor at the institution to which you plan to transfer.

	Term		
First Year	1	2	3
WR121, 122, 123 English Composition	3	3	3
Humanities sequence	3	3	3
PSY201, 202, 203 General Psychology	3	3	3
Science sequence	3-4	3-4	3-4
Physical education	1		1
HE250 Personal Health Electives	3	0-4	0-6
Second Year	4	5	6
Science or social science sequence	3-4	3-4	3-4
Social science (ANTH101 Human Evolution, 102 Archeology, 103 Introduction to Cultural Anthropology or SOC204, 205, 206 General Sociology recommended)	3	3	3
Humanities sequence (foreign language recommended)	3-4	3-4	3-4
Physical education	1	1	1
Electives (OSU: BA232 Introduction to Business Statistics recommended; U of O: MTH100 Intermediate Algebra recommended)	6	6	6

Real Estate

The goal of the Real Estate program is to prepare students for a wide variety of jobs which require knowledge of the complexities of real estate. The required courses cover factors affecting the value, control, use, appreciation, responsibilities, and privileges associated with real property. You may select individual courses to meet your needs, or you may work toward an Associate in Science degree.

With this technical training, you may fill a variety of jobs in county assessors' or county recorders' offices, city planning departments, the federal housing administration, veterans affairs agencies, title insurance companies, escrow departments, state highway departments, mortgage companies, savings and loan associations, commercial banks, state tax commissions, federal land banks, farm credit administration, building and subdivision firms, real estate brokerages, and appraising offices.

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 results show that your skills are above the levels of the required first term courses, you may request to substitute elective or general education courses.

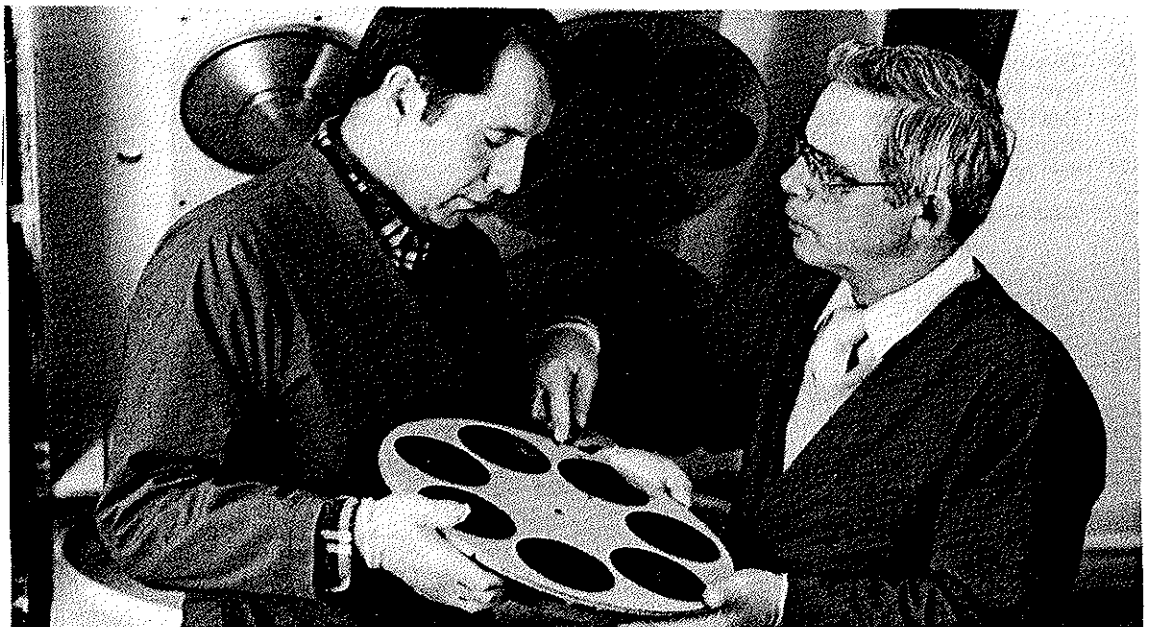
You may be interested in our Cooperative Work Experience program which allows you to earn college credit for work you do relating to your program. With the approval of the program coordinator, you may enroll in RE280 Cooperative Work Experience and earn college credit hours. For more information, look under Cooperative Work Experience in the catalog index.

In addition to tuition, estimated costs for students who complete the entire program are books, \$854; class fees, \$24; equipment and supplies, \$60. Contact the financial aid office to find out if you qualify for help with these costs.

You may earn an Associate in Science degree by successfully completing these required 96 credit hours:

Course	Title	Credit Hours
Term 1		
BA101	Business Environment	4
BA260	Real Estate Principles	3
MTH061	Business Mathematics	3
OA084	Business English I	3
OA121	Keyboarding	3
Term 2		
BA263	Real Estate Law	3
BA264	Real Estate Finance	3
CS103	Introduction to Microcomputer Operations*	4
EC115	Outline of Economics or Principles of Economics	3
EA085	Business English II	3
RE055	Applied Mathematics in Real Estate or Applied Business Math	3
Term 3		
BA211	Financial Accounting I	4
BA262	Real Estate Practices	3
MTH070	Beginning Algebra	4
RE051	Legal Descriptions, Platting and Map Reading or Project Graphics	2
DRF085	Real Estate Appraisal I	3
Term 4		
BA214	Business Communication	3
BA232	Introduction to Business Statistics	3
RE056	Escrow Procedures I	3
RE062	Real Estate Appraisal II	3
RE066	Real Estate Investment Analysis I—Principles	3
Term 5		
RE063	Real Estate Appraisal III	3
RE069	Elements of Design and Construction	3
RE070	Zoning, Subdividing, and Community Planning or Zoning Enforcement and Administration	3
BLD058	Applied Title Operations	3
RE090	Business Elective (RE280 Cooperative Work Experience recommended)	3
Term 6		
BA261	Land Use Economics or The Urban Environment	3
GEOG199	Dwelling Construction under the UBC	3
BLD054	Psychology of Human Relations	3
PSY101	Business elective (RE280 Cooperative Work Experience recommended)	6

*Meets college's computer course requirement.



Chemeketa and Siltec Corporation train workers together.

Silicon Technology

The short-term Silicon Technology program includes training both in theory and specific skills for men and women seeking careers in the silicon manufacturing industry. The curriculum features self-paced learning laboratories and individualized instruction.

Through a cooperative effort by the college and the Siltec Corporation, a laboratory facility on Chemeketa's Salem campus simulates three production departments:

The crystal growing department, using on-site high technology equipment, grows, and further processes, cylindrical silicon ingots.

The slicing department slices processed silicon ingots into wafers, which then undergo a series of quality control operations and checks.

In the polishing department, wafers are polished to a mirror-like finish on one side. They are then cleaned, quality checked, and shipped to customers.

Small Business Management

Small Business Management is a three-year program for owners and their spouses who operate small businesses and have access to the financial records of the business. The purpose is to teach record-keeping, decision-making, and management skills.

Class meetings are held each month, and the instructor visits each business monthly. Instruction includes record-keeping, computer analysis of records, cost of operations, summaries, and use of records for management decision-making.

Tuition covers the instruction and an annual computer analysis. For enrollment information call 399-5183.

First Year 9298 Small Business Management I— Inservice

Discusses the importance of keeping records, how to measure the progress of a small family business, the uses of business and home records, the importance of inventories and how to keep business accounts current. Also covers balance sheets and monthly summaries, cash flow and cash flow projections, employer's records, social security and income taxes, unemployment compensation, workers' compensation and fair labor standards act, employee relations, and Occupational Safety and Health Administration and safety considerations. Includes depreciation schedules, income tax management and tax planning, end-of-year inventory, and record book closing for computer analysis.

Second Year 9298A Small Business Management II

How to calculate income, self-employment and Social Security taxes; how to measure business profit and size; the importance of inventories; how to analyze customer service departments and mechanization; labor, equipment, and building costs; analysis of major department efficiencies; income tax planning and management; and closing business account books for analysis.

Third Year 9298B Small Business Management III

Covers attributes of successful small business entrepreneurs. How to determine the most profitable levels of operation, select departments, evaluate customer service and other major departments, evaluate overhead and general business costs, maximize income, choose building sites, handle merchandise, plan, go through transitional stages, and analyze records for closing a business year.

Sociology

(college transfer)

These courses are recommended for students who plan to transfer college credits into a major program in sociology at the University of Oregon, Oregon State University, Portland State University, Southern Oregon State College or a program in anthropology, and sociology at Eastern Oregon State College. If you enroll in the SOSC program you may complete areas of specialization in sociology, anthropology, or social work. At EOSC, you may specialize in sociology, anthropology or social welfare.

In addition to tuition, estimated costs for students who complete the entire Chemeketa program are books, \$780; class fees, \$36. Contact the financial aid office to find out if you qualify for help with these costs.

The following recommendations are based on information available as this catalog goes to press. Before you enroll, consult with Chemeketa's counseling center and an advisor at the institution to which you plan to transfer.

	Term		
First Year	1	2	3
WR121, 122, 123 English Composition	3	3	3
Humanities sequence	3	3	3
Science sequence (EOSC: MTH103 recommended)	4	4	4
SOC204, 205, 206 General Sociology	3	3	3
Physical education	1	1	1
HE250 Personal Health		3	
Electives	3	0-6	0-6
Second Year	4	5	6
EC201, 202, 203 Principles of Economics	3	3	3
Humanities or science (second sequence)	3-4	3-4	3-4
Social science sequence (EOSC: ANTH101 Human Evolution, 102 Archeology, 103 Introduction to Cultural Anthropology; SOSC: ANTH207, 208, 209 Cultural Anthropology)	3	3	3
Physical education	1	1	1
Electives (PSU: MTH103 Probability and Statistics recommended; PSU, OSU: MTH100 Intermediate Algebra competency recommended; SOSC: SP111 Fundamentals of Speech recommended)	6	6	6

Speech

(college transfer)

These courses are recommended for students who plan to transfer college credits into a major program in speech at the University of Oregon, Oregon State University, Portland State University, or Southern Oregon State College. By following the program outlined below, you may

complete requirements for a baccalaureate degree within two additional years.

In addition to tuition, estimated costs for students who complete the entire Chemeketa program are books, \$590. Contact the financial aid office to find out if you qualify for help with these costs.

The following recommendations are based on information available as this catalog goes to press. Before you enroll, consult with Chemeketa's counseling center and an advisor at the institution to which you plan to transfer.

	Term		
First Year	1	2	3
WR121, 122, 123 English Composition	3	3	3
SP111, 112, 113 Fundamentals of Speech	3	3	3
Computer study		3	
Humanities sequence	3	3	3
First year foreign language or general education-science	4	4	4
Physical education	1	1	1
HE250 Personal Health			3
Electives	0-3	0-3	3
Second Year	4	5	6
Social science sequence	3	3	3
Second year foreign language (BA students)	4	4	4
General education-science (BA students) or humanities or social science (BS students)	3-4	3-4	3-4
Physical education	1	1	1
Electives	2-6	4-9	4-9

Visual Communications

The Visual Communications curriculum offers students opportunities to gain knowledge, skills, and experience to become press operators, process photographers, typesetters, and graphic designers. You may learn to operate a variety of graphic equipment including process cameras, printing presses, densitometers, enlargers, and photo-typesetters. You may take lower division college transfer courses instead of general education, mathematics, and science classes to complete program requirements. Any other changes in your program must be approved by the program coordinator.

You will 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 coordinator, you may enroll in VC280 Cooperative Work Experience and earn college credit hours. For more information, look under Cooperative Work Experience in the catalog index.

This program has special admission requirements and enrollment limits. For additional information, contact the Admission Office (399-5006).

In addition to tuition, estimated costs for students who complete the entire program are books, \$375; class fees, \$18; equipment and supplies,



Graphics student sees the light from a different angle.

\$200. Contact the financial aid office to find out if you qualify for help with these costs.

You may earn an Associate in Science degree by successfully completing these 92 required credit hours:

Course	Title	Credit Hours
Term 1		
CS100	Beginning Microcomputer Use*	1
COM051	Communication Skills I	3
MTH051	Basic Mathematics	3
	General education elective	3
Select one:**		
VC051	Graphic Design and Character Generation	
	or	
VC052	Process Photography, Stripping and Platemaking	
	or	
VC053	Presswork and Reproduction Systems	6
Term 2		
MTH052	Introduction to Algebra and Geometry	3
COM052	Communication Skills II	3
VC067	Basic Technical Photography	5
Select one (see term 1):**		
	VC051, VC052, VC053	6
Term 3		
PSY100	Introduction to Psychology	3
	General education elective	3
Select one (see term 1):**		
	VC051, VC052, VC053	6
The second year consists of 44 credits in the technical area of Visual Communications and three credits of general education electives to be selected with the program coordinator. Terms 4, 5, and 6 are suggested as follows:		
Term 4		
VC068	Intermediate Technical Photography	6
VC071	Special Problems	3
Select one:**		
VC061	Advanced Graphic Design	
	or	
VC062	Image Conversion and Image Carriers for Offset Lithography	
	or	
VC063	Advanced Presswork	6

Term 5	General education elective	3
Select one:**		
	VC061, VC062 or VC063 (see term 4)	6
	VC071, VC072, VC081, VC082 Special Problems in Graphic Communication*	7
Term 6		
	VC071, VC072, VC081, VC082 Special Problems in Graphic Communication*	16

* Meets college's computer course requirement.

** VC051, VC052, VC053, VC061, VC062, VC063 VC071, VC072, VC081 and VC082 are offered concurrently each term. You are counseled individually on enrollment.

Welding Technology

The Welding Technology program requires three terms. You may select individual courses to meet your needs or you may work towards a Certificate of Completion.

The Welding 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 arc welding. (If you are interested in a two-year program, see Welding Fabrication listed under Manufacturing Engineering Technology.)

This program prepares you for a variety of positions in job specialty production and maintenance shops, as oxyacetylene burners, metallic inert gas (MIG) welders, arc welders, oxyacetylene welders, semiautomatic welding equipment operators and tungsten inert gas (TIG) welders.

In addition to tuition, estimated costs for students who complete the entire program are books, \$123; class fees, \$227; equipment and supplies, \$440. Contact the financial aid office 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:

Course	Title	Credit Hours
Term 1		
MTH051	Basic Mathematics	3
WLD051	Basic Arc Welding	5
WLD056	Blueprint Reading and Sketching	2
WLD061	Basic Gas Metal Arc Welding (MIG)	2
WLD071	Basic Oxyacetylene Welding	2
WLD074	Weld Shop Safety	1
Term 2		
WLD052	Intermediate Arc Welding	5
WLD057	Layout Practices	1
WLD062	Intermediate Gas Metal Arc Welding (MIG)	2
WLD072	Oxyacetylene Cutting	2
WLD073	Basic Gas Tungsten Arc Welding (TIG)	3
WLD081	Welding Metallurgy I	2
Term 3		
WLD053	Advanced Arc Welding	3
WLD058	Welding Shop Problems	7
WLD063	Advance Gas Metal Arc Welding (MIG)	3
WLD082	Welding Metallurgy II	2

Course Descriptions

How courses are numbered

Courses in this catalog are numbered to conform with course numbers used throughout the Oregon state system of higher education.

The numbers following the letters of course numbers indicate these classifications:

001 to 049 Basic skills courses. Credits for these courses do not apply toward a degree and may not be transferred to a four-year college or university.

050 to 099 Occupational courses. Credits for most of these courses may be applied toward an Associate in Science degree. Credits for some of these courses may be transferred to Oregon four-year colleges and universities.

100 to 199 Freshman-level college courses. Normally, these credits may be transferred to higher-education institutions in Oregon.

200 to 299 Sophomore-level college courses. Normally, these credits may be transferred to higher-education institutions in Oregon.



This list of course descriptions reflects the diversity and scope of the many credit courses Chemeketa currently offers. However, all 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.

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* published each term.

Chemeketa also offers many non-credit personal enrichment courses not included here. They are also listed in the quarterly schedules of classes.

Accounting, see Business Administration

Allied Health, see also Chemistry, Dental Assisting, Emergency Medical Technology, Emergency Services, Health Education, Health Care Support Services, and Nursing.

AH050 Health Care Delivery Systems
1 class hr/wk, 1 cr.

Organization of resources for health care and services, the role of health workers as members of a health team, and the rights and responsibilities of patients as members of a health team. Class fee, \$5. **F, W, Sp, Su**

AH080 Crisis Intervention
3 class hr/wk, 3 cr.

Intervention in behavioral crises of sudden death, suicide, rape, murder, vehicle accidents, disease, trauma, and child abuse. Resources supporting behavioral patterns and handling emotional stress of the individual. Coping with emotional conflict within oneself. **Sp**

AH150 The Nation's Health
3 class hrs/wk, 3 cr.

Explores the issues surrounding the American health care system and the role of medical care in relation to the health of Americans, from historical, ethical, political, economic, social, and personal perspectives. **Offered as needed.**

AH199A-F Health Care Issues

Variable class hrs/wk, variable cr. Recent events, developments, practices, and techniques determine the focus of these seminars on current issues and topics in

health care and related fields. **Offered as needed.**

AH205 Biomedical Ethics
3 class hrs/wk, 3 cr.

Focuses on ethics in medical and health care fields. Studies roles of patients and health care providers, highlights personal and professional issues, examines special areas, including case studies, life-death questions, and social attitudes. **Offered as needed.**

Anthropology

ANTH101 Human Evolution
3 class hrs/wk, 3 cr.

Study of the human species and its place in nature. Covers human, physical and cultural human evolutionary development; evolutionary theory and the evidence for human evolution. It includes a study of the hereditary process, the fossil record, primate evolution, human morphology, and the nature of race. **F, W**

ANTH102 Archeology
3 class hrs/wk, 3 cr.

A study of unrecorded human history. Examines humans' prehistoric development, archeological method and theory, and techniques for dating the past. Emphasizes the agricultural revolution and the rise of such civilizations as the Sumerians, Egyptians, Harappans, Chinese, Mayans, Aztecs, and Incas. **W**

ANTH103 Introduction to Cultural Anthropology
3 class hrs/wk, 3 cr.

A survey of culture and how it shapes "human nature." Examines cross-cultural methodology and anthropological theory, language, economic systems, technology,

social orientation, political systems, art, religion, warfare, the nature of play, and the problem of controlling culture and managing society. **Sp**

ANTH207 Cultural Anthropology

3 class hrs/wk, 3 cr.

An analysis of the significance of culture for humans, its diverse forms and degrees of elaboration among different groups of people. Emphasizes the divisions of anthropology and the rise of anthropological theory, the structure of language and how it transmits culture, the varieties of human subsistence patterns and technologies, and interdependence of heredity, society, and environment. **F**

ANTH208 Cultural Anthropology

3 class hrs/wk, 3 cr.

A study of human social organizations, political structures, philosophy, religion, belief systems, art, and creativity. **W**

ANTH209 Cultural Anthropology

3 class hrs/wk, 3 cr.

Cultural growth and expansion, the nature of culture change, effects of technical assistance to developing nations, and ethics of applied anthropology. **Prerequisite:** ANTH207 and 208 recommended. **Sp**

ANTH231 Indian Culture of the Pacific Northwest

3 class hrs/wk, 3 cr.

Examines the prehistoric and historic archaeology of the Pacific Northwest. Traces the development of Native American cultural groups from their origins to the present, using archaeological, linguistic, and ethnographic data. **Sp**

ANTH232 Native North Americans

3 class hrs/wk, 3 cr.

Examines the prehistoric cultures found in North America. Compares and contrasts native American cultures that existed in North America prior to European contact and explores the effects of European contact. **Sp**

Art

ART101 Understanding Art

3 class hrs/wk, 3 cr.

How art and artists reflect and have an impact on society. Investigates the nature, purpose, and meaning of art. **F**

ART115, 116, 117 Basic Design

2 class hrs and 2 lab hrs/wk, 3 cr.

An introduction to basic principles of design. **ART115:** explores black and white two-dimensional design. **ART116:** color usage and two-dimensional exercise. **ART117:** three-dimensional design. **ART115: F; 116: W; 117: Sp**

ART119 Design, Layout, and Pasteup

2 class hrs and 2 lab hrs/wk, 3 cr.

Lettering and layout design including essential pasteup techniques, camera-ready requirements, and tools. **F**

ART154 Pottery I—Handbuilding

6 lab hrs/wk, 3 cr.

Three-dimensional design, shape, form, basic construction techniques for beginners. Class fee, \$9. **F, W, Sp**

ART155 Pottery II—Beginning Wheel Throwing

6 lab hrs/wk, 3 cr.

Wheel throwing methods, glaze calculations, and kiln firing techniques. Class fee, \$9. **W, Sp**

ART156 Pottery III—Intermediate Techniques

6 lab hrs/wk, 3 cr.

Individual development of techniques, directions, and ideas. Includes marketing, sales, and public showings. **Prerequisite:** ART155. Class fee, \$9. **Sp**

ART204 Introduction to Art History

3 class hrs/wk, 3 cr.

Surveys visual arts, painting, sculpture, architecture, and minor arts of Western civilizations from prehistoric times through early Christian period. **F**

ART205 Introduction to Art History

3 class hrs/wk, 3 cr.

Surveys visual arts, painting, sculpture, architecture, and minor arts of Western civilization from Early Middle Ages through 1500. **W**

ART206 Introduction to Art History

3 class hrs/wk, 3 cr.

Surveys visual arts, painting, sculpture, architecture, and minor arts of Western civilization from 1500 through the present. **Sp**

ART221 Graphic Design

2 class hrs and 2 lab hrs/wk, 3 cr.

Study and practice in the principles and processes of graphic communication and production from concept design to camera-ready copy. Emphasizes the aesthetic foundation of good design. **Prerequisite:** ART119 or consent of instructor. ART231 recommended. **W**

ART225 Applied Design

2 class hrs and 2 lab hrs/wk, 3 cr.

Principles and concepts of design applied to selected projects. Includes planning, design sketches, functional and aesthetic tests. **Prerequisite:** ART119 and ART221. **Sp**

ART231 Beginning Drawing

6 lab hrs/wk, 3 cr.

Basic principles of drawing, seeing, observing, and developing traditional skills with a variety of drawing media. Subject matter ranges from still life to photographic imagery. Includes brief introduction to figure drawing. **F, W**

ART232 Life Drawing

6 lab hrs/wk, 3 cr.

Continuation of ART231, drawing from the human figure. **Prerequisite:** ART231 or consent of instructor. Class fee, \$9. **W, Sp**

ART233 Contemporary Drawing Media

6 lab hrs/wk, 3 cr.

Continuation of ART232 emphasizing development of personal style and expression, personal imagery, and mixed media approaches. **Prerequisite:** ART231, or consent of instructor. ART232 recommended. **Sp**

ART244 Stained Glass

6 hrs/wk, 3 cr.

Basics of design and craft of stained glass. Techniques include copper foil, leading, cutting, assembling, and soldering. **F, W, Sp**

ART254 Pottery IV—Low-Fire Ceramics

2 class hrs and 4 lab hrs/wk, 3 cr.

An introduction to low-fire ceramic materials. Emphasizes both creative and functional elements. **Prerequisite:** ART155 or ART156. Class fee, \$9. **Offered as needed.**

ART260 General Photography

2 class hrs and 4 lab hrs/wk, 3 cr.

Fundamental and technical aspects of photography. No previous courses in photography required. Students supply camera,

film, paper, tripod, and flash. Costs of film, paper, and supplies run between \$35 and \$75. Chemeketa provides enlargers, chemicals, and other incidental darkroom equipment. Class fee, \$8. **W, Sp, Su**

ART261 Intermediate Photography

2 class hrs and 4 lab hrs/wk, 3 cr.

Covers varied materials and processing techniques, such as light measuring, gamma, densitometry, interpretation of and uses of technical data, improving design, and aesthetic approaches to photography. Incorporates use of darkroom techniques, densitometers, special films, and special developers into project-oriented assignments. **Prerequisite:** Satisfactory completion of ART260 or consent of instructor. Class fee, \$8. **W, Sp, Su**

ART271 Beginning Silkscreen Printing

6 lab hrs/wk, 3 cr.

An introduction to techniques of silkscreen printing. **Prerequisite:** ART231 or consent of instructor. Class fee, \$9. **F, W, Sp**

ART272 Intermediate Silkscreen Printing

6 lab hrs/wk, 3 cr.

Mastery of the techniques of silkscreen printing introduced in ART271. **Prerequisite:** ART271. Class fee, \$9. **F, W, Sp**

ART273 Advanced Silkscreen Printing

6 lab hrs/wk, 3 cr.

Continuation of ART272. Mastery of the techniques of silkscreen printing. **Prerequisite:** ART272. Class fee, \$9. **F, W, Sp**

ART281 Painting

6 lab hrs/wk, 3 cr.

An introduction to basic painting of traditional subject matter. Stresses disciplined study, observation and representation, composition, attention to detail, use of color, and personal expression. **Prerequisite:** ART231 or consent of instructor. **W, Sp**

ART284 Watercolor

6 lab hrs/wk, 3 cr.

An introduction to problems and techniques of watercolor painting. Fundamental skills and approaches to traditional subject matter, characteristics of watercolor, compositional problems, color problems, observation of detail, and personal expression. **Prerequisite:** ART231 or consent of instructor. **F, W, Sp**

ART285 Intermediate Watercolor

6 lab hrs/wk, 3 cr.

Continuation of ART284 to develop technical control and acquire formal knowledge of art in general. **Prerequisite:** ART284 or consent of instructor. **F, W, Sp**

ART286 Advanced Watercolor

6 lab hrs/wk, 3 cr.

A continuation of problems and explorations begun in ART284 and ART285. A self-motivated contract class. **Prerequisite:** ART284 and ART285 or consent of instructor. **F, W, Sp**

ART291 Sculpture

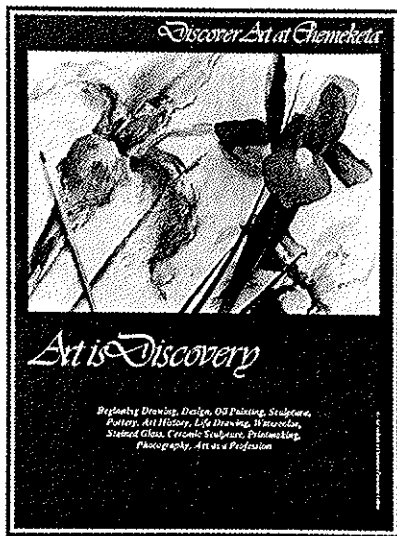
6 lab hrs/wk, 3 cr.

Covers tools, materials, and processes of sculpture and explores three-dimensional form. Involves technical and compositional exercises. Class fee, \$9. **F**

ART292 Ceramic Sculpture

6 lab hrs/wk, 3 cr.

An introduction to the potential and characteristics of clay as a creative sculptural medium. Class fee, \$9. **W**



ART293 Sculpture/Lost Wax Casting

6 lab hrs/wk, 3 cr.

An introduction to lost wax casting processes using nonferrous metals as casting materials. **Prerequisite:** One of the following: ART117, 154, 291, 292 or consent of instructor. Class fee, \$9. **Sp**

ART299 Art as a Profession

3 class hrs/wk, 3 cr.

For art students and practicing visual artists. Deals with professional skills and concerns in business, marketing, promotion, presentation, employment, and education opportunities. **Prerequisite:** Complete a studio art class, or have studio art experience, or consent of instructor. Class fee, \$9. **F, W, Sp**

Astronomy, see General Sciences

Atmospheric Sciences, see also General Science

ATS101 Rudiments of Meteorology

3 class hrs/wk, 3 cr.

A descriptive treatment of winds, air masses, fronts, clouds, precipitation, storms, and weather forecasting. **Offered as needed.**

Automotive Technology

AUM050 Introduction to Automotive

4 class hrs and 8 lab hrs/wk, 3 cr.

An in-depth look at automotive mechanics' duties and job opportunities, including present and future employment needs. Discusses complex and rapidly changing expectations of auto mechanics. **Su**

AUM051 Basic Automotive Engines

3 class hrs and 9 lab hrs/wk, 6 cr.

Construction, working principles, and methods of servicing internal combustion engines. Proper use of tools and equipment. Engines are disassembled, studied, serviced, and reassembled properly, using accepted rebuilding and servicing procedures. Class fee, \$15. **F**

AUM052 Automotive Machine Shop

2 class hrs and 3 lab hrs/wk, 3 cr.

Automotive machine shop operations including cylinder head and block reconditioning. Stresses precision machining such as knurling, boring, honing, and bearings fitting. **Prerequisite:** AUM051 or consent of program coordinator. Class fee, \$12. **Sp**

AUM056 Automotive Shop Safety

1 class hr/wk, 1 cr.

A survey of principles of safety for the auto industry. Uses films and case studies to develop awareness of hazards and positive attitudes toward the prevention of accidents. **F**

AUM057 Automotive Brake Systems

2 class hrs and 3 lab hrs/wk, 3 cr.

Theory and service of automotive drum and disk brake systems, manual and power brakes. Service and rebuilding of brake system components. Class fee, \$10. **F**

AUM058 Auto Steering and Suspension

2 class hrs and 3 lab hrs/wk, 3 cr.

Theory and service of automotive front and rear suspension systems, power and manual steering mechanisms, wheel balancing, and front-end alignment. Class fee, \$8. **W**

AUM061 Standard Transmission, Clutches, and Differentials

3 class hrs and 6 lab hrs/wk, 3 cr.

Theory and service of automotive power trains. Covers drive shafts and universal joints, clutches and linkage, manual transmissions, rear axles, and differentials, open and limited slip. Class fee, \$10. **W**

AUM063 Automatic Transmissions

3 class hrs and 4 lab hrs/wk, 4 cr.

Fundamentals of automatic transmission operation, including methods of gear change, power flows, and basic hydraulic principles used in automatic transmissions. Emphasizes servicing and proper overhaul of automatic transmissions. Class fee, \$15. **F**

AUM066 Fuel Systems and Carburetion I

3 class hrs and 3 lab hrs/wk, 4 cr.

Principles of carburetion and carburetor circuits, fuel systems, gasoline and engine variables pertinent to gasoline, one and two-barrel carburetor service and adjustment, and fuel pumps. **Sp**

AUM067 Fuel Systems and Carburetion II

3 class hrs and 4 lab hrs/wk, 4 cr.

An introduction to automotive fuel injection and lectures and demonstrations dealing with one-, two-, and four-barrel, and multiple carburetion systems. Includes diagnosis of problems, operating principles, and accessories, computer control inputs, operation, and adjustments. **Prerequisite:** AUM066 or consent of program coordinator. **F**

AUM068 Automotive Accessory Systems

2 class hrs and 3 lab hrs/wk, 3 cr.

Basic automotive accessory systems, the use of automotive wiring symbols, and various materials used in modern automobiles. **W**

AUM071 Automotive Repair I

1 class hr and 9 lab hrs/wk, 4 cr.

Work experience on prescribed automobile repair jobs using acquired skills. **Prerequisite:** Third term standing or approval of program coordinator. Class fee, \$15. **Sp**

AUM072 Automotive Repair II

1 class hr and 9 lab hrs/wk, 4 cr.

Continuation of AUM071, with more working experience in the auto shop lab making prescribed automobile repairs. **Prerequisite:** Fourth term standing or consent of program coordinator. Class fee, \$15. **Sp**

AUM073 Automotive Repair III

1 class hr and 9 lab hrs/wk, 4 cr.

A continuation of AUM072. **Prerequisite:** Fifth term standing or consent of program coordinator. Class fee, \$15. **W**

AUM076 Automotive Electrical Systems I

3 class hrs and 3 lab hrs/wk, 4 cr.

Basic automotive electrical fundamentals and principles, theory and service of conventional ignition systems, charging systems, starting systems and batteries, meters, gauges, and instruments. **Sp**

AUM077 Automotive Electrical Systems II

3 class hrs and 4 lab hrs/wk, 4 cr.

Theory and service of automotive ignitions, conventional and electronic; charging systems: starting systems and batteries; pertinent solid-state, devices, oscilloscopes and instruments. **Prerequisite:** AUM076 or consent of program coordinator. Class fee, \$5. **W**

AUM078 Automotive Service Operations

3 class hrs/wk, 3 cr.

Duties and responsibilities of parts and service managers. Covers methods of organizing service personnel and shop facilities, introduction to shop layout, operation of parts rooms, and problems common to both parts and service departments. **W**

AUM081 Tune-up and Diagnosis

3 class hrs and 9 lab hrs/wk, 6 cr.

Tune-up and diagnosis procedures of gasoline internal combustion engines. Includes use of diagnostic equipment on vehicles during laboratory practices, repair and diagnosis of electrical and fuel systems in relation to tune-up. Keyed to experience on components and vehicles during lab periods. **Prerequisite:** AUM067 and AUM077 or consent of program coordinator. Class fee, \$15. **Sp**

AUM082 New Automotive Developments

3 class hrs/wk, 3 cr.

Changes in the automotive field, including various emission control devices of major brand automobiles. Covers fuel injection systems, turbocharging, and electronic engine control devices. **Prerequisite:** AUM066, AUM067, AUM076, AUM077. **Sp**

AUM086 Automotive Heating and Air Conditioning

3 class hrs and 3 lab hrs/wk, 4 cr.

Theory and operation of automotive heating and air conditioning systems; methods for service and repair of heating and air conditioning; troubleshooting techniques. Class fee, \$10. **W**

AUM087 Advanced Automotive Engines

3 class hrs and 4 lab hrs/wk, 4 cr.

Technical aspects, theory, design and checking of internal combustion engines and related components; demonstrations of procedures and special tools. **Prerequisite:** AUM052. Class fee, \$12. **F**

AUM091 Power Systems

3 class hrs and 4 lab hrs/wk, 4 cr.

The operation, maintenance, and minor repair of two-cycle and four-cycle gasoline

and diesel engines. Includes proper procedures in making minor service adjustments and repairs. Laboratory and classroom experience in the theory of operation and the component parts of these engines. Class fee, \$5. **Sp**

AUM092 Automotive-Diesel Engines

3 class hrs and 2 lab hrs/wk, 4 cr. Construction, working principles, and methods of servicing automotive diesel engines. **Prerequisite:** AUM051. **Sp**

AUM280A-L Cooperative Work Experience

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. **Offered as needed.**

Auto Parts Sales

AUP081 Engine Theory

2 class hrs and 3 lab hrs/wk, 3 cr. Construction, working principles, and methods of servicing internal combustion engines. Emphasizes location and identification of various parts and components. Compares after-market parts with original equipment. Students take engines apart, study internal parts and reassemble engines. **F**

AUP082 Chassis Theory

2 class hrs and 3 lab hrs/wk, 3 cr. Fundamentals of automotive fluid power systems relating to brake systems. Covers locations and functions of various components of the automobile chassis. Compares after-market and original manufactured chassis parts. **F**

AUP083 Auto Parts I

2 class hrs and 6 lab hrs/wk, 4 cr. Studies the auto parts distribution network from manufacturers through vendors to customers. Realistic training includes following policies and procedures of a jobber outlet, studying different methods of parts catalog indexing and using various catalogs to fill parts orders. **F**

AUP086 Power Train Theory

2 class hrs and 3 lab hrs/wk, 3 cr. Covers the operation and some repair procedures of essential power train components of automobiles. Emphasizes location and identification of various parts and components. Compares after-market parts with original equipment. **W**

AUP087 Auto Electrical Theory

2 class hrs and 3 lab hrs/wk, 3 cr. Basic electrical terminology, fundamentals, and principles of operation applying to circuitry of automobiles. Covers theory of operation of ignition, charging, cranking, and lighting systems. Emphasizes location and identification of various parts and components. Compares after-market parts with original equipment. **W**

AUP088 Auto Parts II

2 class hrs and 6 lab hrs/wk, 4 cr. Instructions on automotive parts catalog and catalog indexing systems, inventory systems, and parts classification. Use of telephone, merchandise displays, and contacts with customers. Observations of automotive parts systems and methods of

wholesale and retailing automotive parts at area dealerships and parts outlets. **W**

AUP091 Auxillary Systems

2 class hrs and 3 lab hrs/wk, 3 cr. Operation and identification of parts and components in auxillary systems including vacuum controls, power steering, and other assist units. Stresses new developments in areas of emission controls and electronic ignitions. **Sp**

AUP093 Fuel Systems

2 class hrs and 3 lab hrs/wk, 3 cr. An introduction to automotive fuel injection. Covers fundamental principles of carburetion and the basis of fuel systems with detailed instruction on basic carburetor circuits. Emphasizes location and identification of various parts and components of single barrel, two-barrel and four-barrel carburetors. **Sp**

AUP096 Auto Parts III

2 class hrs and 6 lab hrs/wk, 4 cr. An in-depth orientation on the use of acceptable sales techniques as they pertain to the parts industry. Introduces the student to the computer inventory control system. Includes verbal and written sales presentations. **Sp**

AUP280 Cooperative Work Experience see AUM280.

Business Administration

BA031 AMA Fundamentals of Modern Marketing

2.5 class hrs/wk, for 5 weeks, 1 cr. An orientation to marketing. Includes how to determine and integrate market characteristics in devising an overall market strategy. Emphasizes pricing, sales effort, advertising, product design, packaging, distribution, and promotion. **Prerequisite:** Some business training or background, preferably related to marketing. Class fee, \$89. **Offered as needed.**

BA032 AMA Communication Skills for Managers

2.5 class hrs/wk, for 5 weeks, 1 cr. A step-by-step guide to effective oral, non-verbal, and written communication. For business, industry, and government supervisors, managers, and executives. Class fee, \$89. **Offered as needed.**

BA033 AMA First-Line Management

2.5 class hrs/wk, for 5 weeks, 1 cr. Concentrates on practical skills for new and prospective supervisors in business, industry, and government. Deals with leadership styles, decision making, rewards, productivity, conflict, grievances, and problem employees. Class fee, \$89. **Offered as needed.**

BA034 AMA How to Implement Management Information Systems

2.5 class hrs/wk, for 5 weeks, 1 cr. How data processing and non-data processing managers in business, industry, and government may increase productivity by requesting carefully targeted information. Covers minicomputers, microcomputers, and interactive processing. Class fee, \$89. **Offered as needed.**

BA035 AMA Reading and Interpreting Financial Statements

2.5 class hrs/wk, for 5 weeks, 1 cr. A practical course for managers in understanding three critical tools of financial analysis: comparison of statement of periods, use of horizontal and vertical percentage analysis, and computation of ratios. Class fee, \$89. **Offered as needed.**

BA043 AMA How to Delegate Effectively

2.5 class hrs/wk for 5 weeks, 1 cr. For practicing managers and future managers in business and government who want to become more comfortable with delegating responsibilities. Class fee, \$89. **Sp**

BA044 AMA A Manager's Guide to Human Behavior

2.5 class hrs/wk, for 5 weeks, 1 cr. Emphasizes the importance to managers of communicating clearly, without conflict, motivating employees, and understanding human needs to gain maximum results. Presents relevant examples for managers in personnel, marketing, sales, finance, or general operations. Class fee, \$89. **Offered as needed.**



BA045 AMA How to Build Memory Skills

2.5 class hrs/wk, for 5 weeks, 1 cr. How to organize your mind and accomplish tasks more quickly. Methods to help you recall people's names, facts about them, details about current events, and highlights of important articles and meetings. Class fee, \$89. **Offered as needed.**

BA046 AMA Effective Team Building

2.5 class hrs/wk for 5 weeks, 1 cr. For managers and prospective managers in business and government who want practical, step-by-step team-building techniques and maintaining employee involvement. Class fee, \$89. **W**

BA047 AMA Negotiating Skills for Managers

2.5 class hrs/wk for 5 weeks, 1 cr. Proven techniques for management negotiators in business, industry, and government. Ranges from determining negotiation strategies to planning seating arrangements and selecting meeting sites. Class fee, \$89. **W**

BA048 AMA Leadership Skills for Managers

2.5 class hrs/wk, for 5 weeks, 1 cr. Suggests realistic guidelines for raising employees' levels of competence and motivation. Suggests ways to improve communication; set achievement targets; help subordinates develop by coaching and counseling them, delegating responsibilities, and reviewing their performance; cope with tensions. Includes discussion of practical business ethics. Class fee, \$89. **W**

BA049 Supervisory Techniques and Procedures I

2.5 class hrs/wk, for 5 weeks, 1 cr.
First of two practical, skills-building courses for prospective first-line supervisors in both the public and private sectors of business. Class fee, \$49. W

BA050 Supervisory Techniques and Procedures II

2.5 class hr/wk, for 5 weeks, 1 cr.
A continuation of BA049. Class fee, \$49. W

BA051 Accounting Procedures I

4 class hrs/wk, 4 cr.
Business accounting, including basic procedures using the double-entry system and accounting cycles 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 two-year accounting curriculum. **Prerequisite:** MTH010 or MTH061. F, W, Sp, Su

BA052 Accounting Procedures II

4 class hrs/wk, 4 cr.
Continuation of BA051. Covers basic procedures and theory of double-entry business accounting. For students who do not plan to enroll in Chemeketa's two-year accounting program or to attend a four-year college. **Prerequisite:** BA051. W, Sp

BA053 Accounting Procedures III

4 class hrs/wk, 4 cr.
Accounting for corporations, capital stock, corporate earning, corporate bonds, investments, analysis of financial statements, and manufacturing firms. For students who do not plan to attend a four-year college and/or who are not enrolled in Chemeketa's accounting curriculum. **Prerequisite:** BA052 and MTH062 or consent of instructor. Sp

BA054 Governmental Accounting

3 class hrs/wk, 3 cr.
Comprehensive study of accounting for governmental and non-profit entities. 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. **Prerequisite:** BA212 or consent of instructor. Sp

BA056 Intermediate Financial Accounting I

4 class hrs/wk, 4 cr.
Comprehensive study of environment and development of accounting principles, basic theories, accounting processes, statements of income and retained earnings, statements of financial positions, present values, monetary assets, valuations of inventories, and current liabilities. **Prerequisite:** BA213 or concurrent enrollment or consent of instructor. F

BA057 Intermediate Financial Accounting II

4 class hrs/wk, 4 cr.
Comprehensive study of plant assets, depreciation, depletion, intangible assets, long-term liabilities, stockholders equity, earnings per share, and long-term investments. **Prerequisite:** BA056. W

BA058 Intermediate Financial Accounting III

4 class hrs/wk, 4 cr.
Comprehensive study of revenue recognition, accounting changes, error analysis, income taxes, pension plans, leases, state-

ment of changes in financial position, financial statement analysis, full disclosure, and price level adjusted financial statements. **Prerequisite:** BA057 or consent of instructor. Sp

BA059 Auditing

3 class hrs/wk, 3 cr.
Outlines responsibilities and duties of independent, external auditors in applying acceptable auditing standards, assisting with financial audits, preparing audit work papers, and making crucial decisions. Emphasizes internal control and collection of sufficient evidence. **Prerequisite:** BA057 or consent of instructor. Sp

BA061 AMA Accounting for Managers

2.5 class hrs/wk, for 5 weeks, 1 cr.
Non-technical, basic accounting for managers. How to interpret financial information and incorporate it into decision making. For non-financial executives in general management, manufacturing, marketing, personnel, and research and development. Class fee, \$69. **Offered as needed.**

BA062 AMA-EI Writing for Management Success

2.5 class hrs/wk, 5 weeks, 1 cr.
How business, government, and industry employees may communicate more effectively by improving their writing and grammar skills. An American Management Association Extension Institute certificate course. Class fee, \$89. F

BA070 Merchandising

3 class hrs and 2 lab hrs/wk, 4 cr.
Application of principles to merchandise display problems of space utilization, improvisations, seasonal display, lighting, and organization of merchandise on display. Expands on merchandising concepts and practices covered in introductory course in marketing. **Prerequisite:** BA223. **Offered as needed.**

BA074 Public Relations in Business

3 class hrs/wk, 3 cr.
Basic theories and principles of public relations. How to develop or implement public relations activities and become more aware of all-encompassing public relations activities in business. Sp

BA077 New Supervisor Orientation

2 class hrs/wk, 2 cr.
How first line supervisors may guide and motivate employees toward greater productivity. Focuses on management styles, communication, performance appraisals, and personnel development. **Offered as needed.**

BA083 AMA Computer Basics for Management

2.5 class hrs for 6 weeks, 1 cr.
A comprehensive understanding of the uses and workings of the computer presented in clear, nontechnical language. Focuses on information needed to establish a positive working relationship with a company's electronic data processing (EDP) experts. Class fee, \$69. W

BA097 Supervisory Communication

1 class hr/wk, 1 cr.
How supervisors may work together to develop awareness skills so they may communicate responsibly and appropriately with each other and their staff members. **Offered as needed.**

BA101 Business Environment

4 class hrs/wk, 4 cr.
An introduction to the inter-relationships of business, government, and society; roles of businesses and members of the business community; ethics and social responsibility; employment opportunities in various business fields. F, W, Sp, Su

BA106ABC Business Leadership

2 class hrs/wk, 2 cr. each
How to develop leadership qualities and improve oneself by participating in community activities and student organizations. **Offered as needed.**

BA160 Purchasing I

3 class hrs/wk, 3 cr.
Discusses purchasing functions, policies, procedures, manuals, legal aspects, public relations, ethics, quality and sources of supplies, storekeeping, and personnel. **Offered as needed.**

BA200K Conflict Resolution at Work

1 class hr/wk, 1 cr.
Office conflict can be an obstacle to achieving work goals or developing productive work relationships. A workshop on skills and methods which lead to conflict resolution. **Offered as needed.**

BA201 Community Leadership

1 class hr and 7 lab hrs/wk, 3 cr.
Motivation techniques to prepare persons to become effective community leaders. **Offered as needed.**

**BA205 Human Relations in Business**

3 class hrs/wk, 3 cr.
A practical exploration of fundamental human relations concepts in business settings via readings, lectures, discussions, and group processes. Discusses perspectives for supervisory, subordinate, and peer relationships. F, W, Sp, Su

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. F, W, Sp, Su

BA207 Collective Bargaining and Labor Arbitration

3 class hrs/wk, 3 cr.
An introduction to the history of collective bargaining in the United States. Covers labor agreements, management rights, conditions of employment, contract negotiation procedures, resolution of impasses, grievances, and arbitration. **Offered as needed.**

BA211 Financial Accounting I

4 class hrs/wk, 4 cr.
Covers transaction records, adjustments, financial statements, worksheets, closing

entries, and accounting for merchandising concerns, cash and accounts receivable, notes and interest. For accounting program students and students planning to transfer to four-year institutions. **Prerequisite:** MTH061, MTH062, MTH070. **F, W, Sp, Su**

BA212 Financial Accounting II
4 class hrs/wk, 4 cr.

Covers payrolls, liabilities, partnerships and ownerships liquidation, capital acquisition and reporting, dividends, stock splits, donated capital, financial statements, earnings income tax reporting, corporate bonds, and corporation accounting principles. **Prerequisite:** BA211, MTH062 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. Standard absorption costing, income effects of alternative product costing methods and relevant costs, and the contribution approach to decisions. **Prerequisite:** BA212. **F, W, Sp, Su**

BA214 Business Communications
3 class hrs/wk, 3 cr.

The purpose and effectiveness of business communications. How to analyze and write business letters, memorandums and reports. **Prerequisite:** OA085. **F, W, Sp, Su**

BA215 Cost Accounting
3 class hrs/wk, 3 cr.

Analysis of 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, managerial use of cost accounting data; use of budget and performance reports, as related to cost accounting. **Prerequisite:** BA211, BA212 and BA213. **F, W**

BA222 Financial Management
3 class hrs/wk, 3 cr.

Managerial finance and how financial decisions affect society at large. Discusses the tax environment, ratio analysis, financial planning and control, current asset management, loans and leases. **Prerequisite:** BA212. **W, Sp**

BA223 Principles of Marketing
3 class hrs/wk, 3 cr.

Emphasizes marketing planning and strategy as dictated by the consumer through marketing research. Surveys marketing research, product development, sales and feedback on consumer acceptance. **Prerequisite:** BA101 or consent of instructor. **F, W, Sp**

BA224 Personnel Management
3 class hrs/wk, 3 cr.

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. **Sp**

BA226 Business Law I
3 class hrs/wk, 3 cr.

An introduction to the nature and function of the law in society and a study of the rights and obligations of contract. **Prerequisite:** BA101. **F, W, Sp, Su**

BA227 Business Law II

3 class hrs/wk, 3 cr.
Continuation of BA226. Covers legal aspects of personal property, sales, commercial paper, and bankruptcy. **Prerequisite:** BA226. **W, Sp**

BA229 Consumer Finance
3 class hrs/wk, 3 cr.

Principles and concepts of consumer economics. Covers consumer decision making, money management, consumer credit, food shopping, housing, family transportation, insurance, saving, and investment. **F, W, Sp**

BA232 Introduction to Business Statistics

3 class hrs/wk, 3 cr.
Elementary statistical techniques to aid decision making in business. Includes population and samples, estimating, hypothesis testing, analysis of variances, indexes, and time series. **Prerequisite:** MTH100. **Sp, Su**



BA233 Marketing Research
3 class hrs/wk, 3 cr.

Research design and the development of information gathering systems as applied to marketing. Use of secondary and primary data and the interpretation of information gathered. **Prerequisite:** One term of psychology or sociology. **Sp**

BA234 International Marketing
3 class hrs/wk, 3 cr.

A managerial view of international marketing. Presents theories and trends in global marketing of goods and services. Analyzes cultural, legal, political, and monetary factors; development of an appropriate marketing mix; import management; and trade promotion. **Prerequisite:** BA101, BA223 or equivalent business background. **Offered as needed.**

BA238 Sales and Persuasion
3 class hrs/wk, 3 cr.

Emphasizes behavioral sciences, sales psychology and techniques, and communication. How to sell ideas and attitudes within a firm, and products and services to customers. **F, Sp**

BA239 Principles of Advertising
3 class hrs/wk, 3 cr.

An examination of advertisements within each segment of media. Explores relative merits of several media. Practice in the planning and analysis of complete advertising campaigns and their coordination with other marketing strategies. **Prerequisite:** BA101. **W**

BA241 Risk and Insurance
3 class hrs/wk, 3 cr.

Concepts of risk, probability, and insurance, and the role of insurance in the management

of risk. Examines underlying legal principles and common elements of most insurance contracts. Special emphasis on the role of insurance from consumer and business viewpoints. Personal applications of major types of property and liability insurance, life and health insurance, with emphasis on underlying economic needs each is designed to meet. **Offered as needed.**

BA242 Investments
3 class hrs/wk, 3 cr.

How investors may consolidate and coordinate previous experiences with basic information and data in order to survive in the marketplace. Explains the individual investment opportunities as part of an investor's portfolio. **Prerequisite:** BA101, BA211 or equivalent. **F, W, Sp**

BA243 Introduction to Consumer Behavior

3 class hrs/wk, 3 cr.
How behavioral science concepts, theories, and research observations apply to various aspects of consumer behavior. Discusses the influences of perception, personality, attitudes, culture, family life, and social class on how and why people buy and consume products. **Offered as needed.**

BA244 Records Management
3 class hrs/wk, 3 cr.

Principles and procedures for efficient organization and control of business records. Covers management of the creation, maintenance, storage, and disposition of records. Includes manual, mechanical, and automated records systems and micrographics in this study of information resource management. **F, Sp**

BA250 Small Business Management
3 class hrs/wk, 3 cr.

General functions and procedures used in the operation of a small business. Introduces basic aspects of managing a small business and planning, organizing, staffing, actuating, and controlling. **Prerequisite:** Second year standing or consent of instructor. **Sp**

BA251 Office Management
3 class hrs/wk, 3 cr.

Covers the broad scope of responsibilities of an administrative manager. These include principles of organization; office environment and layout; employee selection, training, and appraisal; employee relations, supervision, motivation, and development; job analysis and evaluation; and productivity (includes budget and cost controls). **W**

BA255 Elements of Supervision
3 class hrs/wk, 3 cr.

Studies current supervisory processes, reviews supervisory responsibilities, provides practical instruction for new and current supervisors; and examines the role of supervision in business and industry. **Offered as needed.**

BA256 Income Tax Accounting I
4 class hrs/wk, 4 cr.

First of two courses in preparing federal and Oregon individual income tax returns. Completing both BA256 and BA257 meets the Board of Tax Service Examiners' educational requirements to take the Oregon tax preparer's licensing examination. **Prere-**

quisite: BA212 or BA052, or consent of instructor. **Sp, Su**

BA257 Income Tax Accounting II

4 class hrs/wk, 4 cr.

Second of two introductory courses in preparing federal and Oregon individual income tax returns. See BA256. **Prerequisite:** BA256 or consent of instructor. **F**

BA260 Real Estate Principles

3 class hrs/wk, 3 cr.

The nature, importance, and character of real property, real estate business, markets, and brokerages; taxes and assessment; contracts; and ownership. **F, W, Sp**

BA261 Land Use Economics

3 class hrs/wk, 3 cr.

Land use, taxation, valuation, planning, zoning and development with emphasis on their relationships to economic and social problems. Examines the overall real estate community and its participants. **Prerequisite:** BA260. **Offered as needed.**

BA262 Real Estate Practices

3 class hrs/wk, 3 cr.

A sheltered insight into the workings of real estate transactions including contracts, deeds, mortgages, and other documents and forms commonly used in the transfer of ownership of real property. Discusses Oregon License Law, ethics and residential construction techniques. **Prerequisite:** BA263 and BA264. **F, W, Sp, Su**

BA263 Real Estate Law

3 class hrs/wk, 3 cr.

Examines the complexities of Oregon real estate law to help identify problems in dealing with clients and to recognize the need for services of a competent attorney specializing in real property. Defines terminology, concepts of ownership and interest in real property, and an agent's role in agency relationships. **F, W, Sp, Su**

BA264 Real Estate Finance

3 class hrs/wk, 3 cr.

The real estate mortgage market and how it competes with other products purchased on credit. Forces that modify the operation of the mortgage market, the availability of funds, lending policies, and methods of financing real property. Explores loan instruments and introduction to appraising techniques. **F, W, Sp, Su**

BA268 Fundamentals of Bank Data Processing

3 class hrs/wk, 3 cr. A comprehensive study of data processing application to banking. Especially for non-data processing students. Cites examples and analogies to help students grasp the subject. Covers data communications concepts, hardware and software applications, programming concepts, and data processing technology. **Prerequisite:** BA269. **F**

BA269 Principles of Banking

3 class hrs/wk, 3 cr.

Fundamentals of bank functions to give beginning bankers a broad (and operational) perspective. Includes the role of banks in the community. Primary topics include teller functions, deposit functions, trust services, bank loans and investments. **F, W, Sp**

BA270 Money and Banking

3 class hrs/wk, 3 cr.

Basic economic principles most closely related to money and banking for present and prospective bank managers. Stresses practi-

cal application of the **economics of money** and banking to an individual bank. Includes structure of the commercial banking system, banks and the money supply, bank investments and loans, the federal reserve system and its policies, and the international monetary system. **W**

BA271 Analyzing Financial Statement

3 class hrs/wk, 3 cr.

Techniques necessary for evaluating financial conditions and operating performances of business enterprises. Includes financial statement analysis and accounting, business funds flow, and tools and techniques for analyzing financial statements. **Prerequisite:** BA212. **Offered as needed.**

BA273 Marketing for Bankers

3 class hrs/wk, 3 cr.

Covers marketing, advertising, and personal selling. Presents concepts, philosophies, information research, and targeting, and planning. **W**

BA277 Business Ethics

3 class hrs/wk, 3 cr.

A comparative study of ethical and economic systems designed to increase decision-making capabilities. Emphasizes issues and policy formation in varied business settings. **Offered as needed.**

BA278 Law and Banking—Principles

3 class hrs/wk, 3 cr.

Legal aspects of banking. Course presents a non-technical understanding of all aspects of the legal system that directly affect banking. **W**

BA280 Cooperative Work Experience

see AUM280.

BA281 Consumer Lending

3 class hrs/wk, 3 cr.

A survey of various types of credit arrangements in which a borrower pays a charge for repaying debts in delayed payments. Includes credit evaluation, consumer credit policy, requirements of making credit decisions, and loan documentation and closing. **Prerequisite:** BA269 and current employment in a financial institution or enrollment in the Banking and Finance program. **Offered as needed.**

BA282 The Trust Business

3 class hrs/wk, 3 cr.

The changing role of a trust department, the services it provides, and how it fits into the overall banking business. **Prerequisite:** BA269 or on-the-job banking experience. **F**

BA284 Law and Banking—Applications

3 class hrs/wk, 3 cr.

An introduction to laws pertaining to secured transactions, letters of credit, and bank collection processes. Discusses check losses and a broad range of legal issues related to processing checks. Includes up-to-date summaries of laws related to collateral, perfection, and default. Case studies illustrate important legal points related to banking practices. **Prerequisite:** BA269. **Sp**

Banking and Finance, see also Business Administration

BAN054 Inside Commercial Banking

3 class hrs/wk, 3 cr.

Identifies topics and issues pertinent to bankers and discusses solutions and responses. Includes an historical overview of American banking, demands made on banks

by changing constituencies, and modern approaches to planning and to obtaining and utilizing funds. **Prerequisite:** background of experience or training in banking recommended. **Offered as needed.**

BAN054A New Deposit Instruments

3 class hrs/wk for 5 weeks, 1 cr.

An overview of various kinds of deposit accounts and how they meet the individual needs of customers. Provides background information on regulations. **Prerequisite:** Completion of BA269 and current enrollment in the Banking and Finance program or current employment in a financial institution. **Offered as needed.**

BAN056 Introduction to Commercial Lending

3 class hrs/wk, 3 cr.

A survey of a bank's commercial lending division and its functions. Includes aspects of commercial lending: economic, lending, management of loan portfolios, and influence of regulation and business development. **Prerequisite:** Employment in banking or enrollment in Banking and Finance program. **Offered as needed.**

BAN057 Loan and Discount Series—AIB

3 class hrs/wk, 3 cr.

Covers promissory notes, supporting documents, concepts of secure transactions; how to calculate interests and discount commercial paper; guaranties; general collateral agreements; examination and processing of documents accompanying notes secured by bonds, stocks, and savings accounts; and concepts of attachment, perfections, priority, defaults, and foreclosure. Specifically useful for notetellers and commercial lending clerks. **Prerequisite:** Employment in banking or enrollment in Banking and Finance program. **Offered as needed.**

BAN058 Real Estate Documentation

3 class hrs/wk for 5 weeks, 1 cr.

Concentrates on lending practices for family residences. Emphasizes basics of processing loans and underwriting. Covers loan programs, interviews, applications, underwriting property borrower's credit, closing and servicing mortgages. **Prerequisite:** BA269 or on-the-job banking experience. **W**

BAN060 Investment Basics for Bankers—AIB

3 class hrs/wk, 3 cr.

Discusses theory and practice of trust department investment services. Covers securities market, alternatives to securities investments, trust department investment operations, techniques and practical applications, and investment policies and portfolio management. **Offered as needed.**

BAN062 New Accounts Seminar—AIB

3 class hr/wk for 5 weeks, 1 cr.

Basic handling of new accounts. Covers functions, identification and protection, elements of a check, endorsements, and marketing services of other banks. **Offered as needed.**

BAN063 Product Knowledge

3 class hrs/wk for 5 weeks, 1 cr.

Includes three separate modules: consumer products, corporate products and trust products. Emphasizes the range of services banks offer to meet customer needs and increase sales opportunities. **Prerequisite:** Current enrollment in the Banking and Finance program or current employment in a financial institution. **Offered as needed.**

BAN064 Personnel and the Law

3 class hrs/wk for 5 weeks, 1 cr. Concentrates on numerous laws that shape banking's personnel policies and procedures. Includes Civil Rights Act, Equal Pay Act, equal employment opportunity, and laws and legislation affecting Vietnam era veterans. **Offered as needed.**

BAN064A Selling Bank Services

3 class hrs/wk for 5 weeks, 1 cr. How to sell bank services and meet customer needs. Cultivates positive attitudes towards selling and develops specific selling techniques. **Prerequisite:** BAN063. **Offered as needed.**

BAN066 Supervisory Training—AIB

3 class hrs/wk, 3 cr. Theoretical and practical skills for supervisors. Covers management roles and responsibilities, management teamwork, task analysis, job performance techniques, employee orientation, and delegation of responsibilities. **Prerequisite:** Current or previous bank employee experience preferable. **Offered as needed.**

BAN067 Teller Training and Development

3 class hrs/wk for 5 weeks, 1 cr. Helps bank tellers develop and improve abilities and knowledge essential in performance of their duties. Emphasizes dealing with customers and following normal banking procedures. **F**

BAN068 Time Management Seminar

3 class hrs/wk for 5 weeks, 1 cr. Key techniques, strategies and principles of time management. How to pinpoint key strengths and weaknesses and begin any needed corrective action. **Prerequisite:** Current employment in bank management or previous banking experience or training. **Offered as needed.**

BAN071A Financial Performance of Banks

3 class hrs/wk for 5 weeks, 1 cr. Analyzes banks' earning power and studies profit-making management decisions. **Prerequisite:** BA211. **Offered as needed.**

BAN071B Retail Management (Banking)

3 class hrs/wk for 5 weeks, 1 cr. How to gain expertise and knowledge necessary to become effective managers of a retail bank. Provides practical ideas for improving communication skills, managing human resource activities, conducting performance appraisals, improving time management, and leading effectively. **Offered as needed.**

BAN071C Sales Management

3 class hrs/wk for 5 weeks, 1 cr. Studies responsibilities of sales managers which include successfully setting goals and increasing sales. How to create, encourage, and reward active selling. Examines tracking, measuring, and rewarding. **Offered as needed.**

BAN072 Consumer Compliance

3 class hrs/wk for 5 weeks, 1 cr. Deals with consumer protection regulations regarding credit and civil rights. Recommends policies and procedures which avoid common violations. **Prerequisite:** BA269 or on-the-job banking experience. **W**

BAN074 Consumer Bankruptcy

3 class hrs/wk for 5 weeks, 1 cr. The relationship of the Bankruptcy Reform Act to consumer bankruptcy. Includes strategies for avoiding bankruptcy, a bank's

responsibility during bankruptcy proceedings, internal control systems, and strategies to decrease bankruptcy losses. **Prerequisite:** BA269 and current affiliation with a commercial banking institution involved in consumer lending and collection activities or enrollment in Chemeketa's Banking and Finance program. **Offered as needed.**

BAN075 Problem Loans

3 class hrs/wk for 5 weeks, 1 cr. Problem loan prevention using case studies. Students examine common mistakes which cause problem loans and how to minimize losses and deal effectively with problem loans. **Offered as needed.**

BAN076 Teller Performance Appraisals

3 class hrs/wk for 5 weeks, 1 cr. Understanding the components of a teller performance appraisal system and learning how to conduct appraisals. **Offered as needed.**

BAN077 Bank Management Fundamentals

3 class hrs/wk, 3 cr. Introduces a variety of modern management theories and approaches. Studies good management skills including basic functions of planning, staffing, leading, and controlling. **Offered as needed.**

BAN078 Bank Customer Service

3 class hrs/wk for 5 weeks, 1 cr. How to develop better communications skills in working with bank customers. Covers effective ways of establishing contact, determining needs, defining and resolving problems, and closing transactions. **Prerequisite:** BA269 or on-the-job banking experience. **W**

BAN080 Deposit Operations

3 class hrs/wk, 3 cr. Examines deposit operations of banks in the context of the U.S. payments system. Explores how banks operate their deposit-taking activities and manage deposited funds. Emphasis is on system rather than product. **Prerequisite:** BA269. **Offered as needed.**

BAN082 Corporate Banking

3 class hrs/wk, 3 cr. A practical, technical (rather than theoretical) approach to understanding the lending environment within a bank and the sequential nature of the lending process. **Prerequisite:** BA269, current employment in a financial institution or current enrollment in Banking and Finance program. **Offered as needed.**

BAN083 Federal Regulation of Banking

3 class hrs/wk, 3 cr. An overview of significant changes that have occurred in banking regulations. Looks at the "why" and "what" of federal bank supervision. Emphasizes the influence on bank operations of federal government's fiscal and monetary policy decisions. **Prerequisite:** BA269 or current enrollment in Banking and Finance program or current employment with a financial institution. **Offered as needed.**

BAN085 Fundamentals of Analyzing Financial Statements

3 class hrs/wk, 1 cr. Promotes basic understanding of financial statements and their use in lending. Employs financial statement analysis techniques used in making commercial loan decisions. **Prerequisite:** BA212, BA269 or on-the-job banking experience. **F**

BAN091 Computer Crime

3 class hrs/wk for 5 weeks, 1 cr. Investigation and control of computer crime. How to identify areas of vulnerability, conduct investigations, assess crime damage, and establish controls to minimize computer crime. **Offered as needed.**

BAN092A Bank Cards

3 class hrs/wk, 3 cr. Introduces the world of credit cards. The role and importance of the bank card in the American society, bank card systems operations, payment systems, credit and collection policies, card holders' and merchants' security, and legislative and regulatory developments. **Prerequisite:** BA269 and current enrollment in the Banking and Finance program, or current employment in a financial institution. **Offered as needed.**

BAN093 International Banking

3 class hrs/wk, 3 cr. An overview of fundamentals of international banking. Discusses how money is transferred among countries, how trade is financed, what international financing agencies do, what instruments are used in international financial markets, and how the Eurodollar market operates. Emphasizes the fast-moving field of international banking with discussions on such topics as country risk assessment, Edge Act corporations, and foreign exchange activities. **Prerequisite:** BA269.

BAN280 Cooperative Work Experience

see AUM280.

**Biology****BI060 Basic Science Principles**

2 class hrs and 2 lab hrs/wk, 3 cr. Introductory concepts of physics, chemistry, and microbiology. Includes practical application of problem solving, scientific observation and measurement, use of equipment, and basic laboratory techniques. Class fee, \$8. **F**

BI071 Body Structure and Function I

2 class hrs and 2 lab hrs/wk, 3 cr. 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. Class fee, \$8. **F**

BI072 Body Structure and Function II

2 class hrs and 2 lab hrs/wk, 3 cr.

A continuation of BI071. **Prerequisite:** BI071. Class fee, \$8. **W****BI101 General Biology**

3 class hrs and 3 lab hrs/wk, 4 cr.

Diversity of organisms, ecological concepts, effects, and consequences of human alteration on natural ecosystems. For students not majoring in biology. BI101 need not be taken in sequence with BI102 and BI103. Course includes field trips. Class fee, \$12. **F, Sp, Su****BI102 General Biology**

3 class hrs and 3 lab hrs/wk, 4 cr.

Genetics, evolution, and behavior. See BI101. Class fee, \$12. **F, W, Su****BI103 General Biology**

3 class hrs and 3 lab hrs/wk, 4 cr.

Cell biology, plant and animal physiology, human biology. Includes field trip. See BI101. Class fee, \$12. **W, Sp, Su****BI124 Microbiology**

3 class hrs and 3 lab hrs/wk, 4 cr.

A survey of bacteria and other microorganisms emphasizing their impact upon human health. Includes discussion of infection, immunity, common pathogens, and mechanisms of control. **Prerequisite:** CH101 or equivalent. Class fee, \$12. **F, W, Sp, Su****BI231 Human Anatomy and Physiology**

3 class hrs and 3 lab hrs/wk, 4 cr.

Examines in-depth the structure and function of the human body. First of a three-term sequence. Includes a short review of chemical principles and cell characteristics as a basis for structure and function, studies tissues, and integumentary, skeletal, and nervous systems. **Prerequisite:** CH101 or equivalent, or one year of high school chemistry or consent of instructor. Class fee, \$12. **F, W, Sp, Su****BI232 Human Anatomy and Physiology**

3 class hrs and 3 lab hrs/wk, 4 cr.

Second of a three-term sequence. Studies muscle, circulatory, respiratory, and digestive systems. **Prerequisite:** BI231 or consent of instructor. Class fee, \$12. **F, W, Sp, Su****BI233 Human Anatomy and Physiology**

3 class hrs and 3 lab hrs/wk, 4 cr.

Third of a three-term sequence. Study of endocrine, urinary, and reproductive systems; and fluid, electrolyte, and pH balance. Introduces human genetics. **Prerequisite:** BI232 or consent of instructor. Class fee, \$12. **F, W, Sp, Su****Building Inspection****BLD050 Introduction to Building Inspection**

3 class hrs/wk, 3 cr.

Provides background information and legal basis of building codes. Explores and compares performance versus specification standards. Discusses Uniform Building Code, Uniform Plumbing Code, Uniform Housing Code, and National Electrical Code. **F****BLD051 Building Codes I**

3 class hrs/wk, 3 cr.

Explores nonstructural standards of the Uniform Building Code. Includes occupancy classifications, building area, height and

location limitations; types of construction; exit and fire resistive standards. **F****BLD052 Building Codes II**

3 class hrs/wk, 3 cr.

Continues BLD051. Concerns building construction hazards such as vertical shafts, treatment of exterior and interior surfaces, exit requirements, fire protection systems, public property, and weather protection. **Prerequisite:** BLD051. **W****BLD053 Building Codes III**

3 class hrs/wk, 3 cr.

Continuation of BLD052. Covers pedestrian protection during construction, permanent occupancy of public property, prefabricated construction, fire extinguishing systems, fire detection systems, energy conservation, architectural barriers. **Prerequisites:** BLD051 and BLD052. **Sp****BLD054 Dwelling Construction under the UBC**

3 class hrs/wk, 3 cr.

Relates the Uniform Building Code to residential buildings and miscellaneous structures. Includes administration, definitions, foundations, occupancy standards, wood framing systems, roof coverings, and wall coverings. **Sp****BLD055 Building Department Administration**

3 class hrs/wk, 3 cr.

An introduction to Oregon law as it relates to the building code. Includes problems in administering the code, enforcement of the law, legal remedies, and case histories. **Sp****BLD056 Techniques of Inspection**

2 class hrs and 4 lab hrs/wk, 3 cr.

Introduces everyday procedures and problems of a typical building inspector. Covers fundamental skills necessary to conduct building inspections. Class fee, \$10. **Sp****BLD058 Zoning Enforcement and Administration**

3 class hrs/wk, 3 cr.

The purpose and intent of land use regulations including formulation and enforcement of zoning ordinances and regulations. **W****BLD059 Materials of Construction**

2 class hrs and 4 lab hrs/wk, 3 cr.

Materials and processes regulated by the building code. Testing standards as a quality control of traditional and nontraditional building materials. Class fee, \$10. **W****BLD060 Fire Protection for Buildings**

3 class hrs/wk, 3 cr.

Installation, functions, and requirements of sprinkler systems. **W****BLD061 Structural Inspection—Wood**

2 class hrs and 4 lab hrs/wk, 3 cr.

Introduces basic methods of wood framing. Deals with allowable stresses, loads, and fundamental design of wood products and construction systems. Class fee, \$10. **W****BLD062 Structural Inspection—Masonry**

2 class hrs and 4 lab hrs/wk, 3 cr.

Specific code requirements for all types of masonry construction, both structural and nonstructural. Includes an introduction to fireplace construction. Class fee, \$10. **Sp****BLD063 Structural Inspection—Concrete**

2 class hrs and 4 lab hrs/wk, 3 cr.

Concrete as a construction material, as identified by the building code. Covers physical properties including mix design, handling, storage, delivery, proper placement, and fire resistive qualities. Class fee, \$10. **F****BLD064 Structural Inspection—Steel**

2 class hrs and 4 lab hrs/wk, 3 cr.

Steel as a construction material and its identity as a construction type in light, medium, and heavy steel frame construction; methods of connections; fire resistive qualities; manufacturing and fabrication processes. **Prerequisite:** BLD051 or consent of program coordinator. Class fee, \$10. **W****BLD066 Structural Plan Review**

2 class hrs and 3 lab hrs/wk, 3 cr.

Structural requirements of construction for building inspectors. **Prerequisite:** CVL054. **W****BLD067 Nonstructural Plan Review**

2 class hrs and 3 lab hrs/wk, 3 cr.

Introduces techniques of examining non-structural plans by becoming familiar with plan and construction documents and specifications. Covers applications of code requirements. **Prerequisite:** BLD051 and BLD052. **Sp****BLD071 Plumbing Codes I**

3 lec hrs/wk, 3 cr.

Investigates certain standards of the Uniform Plumbing Code. Covers principles of plumbing design, materials, and installation standards related to dwelling construction. **F****BLD072 Plumbing Codes II**

3 class hrs/wk, 3 cr.

Plumbing code requirements relating to water and gas distribution systems, storm and sanitary sewer systems, water heater installations, mobile home connections, and swimming pool standards for one- and two-family dwellings. **Prerequisite:** BLD071 or consent of instructor. **W****BLD073 Energy Technology for the Inspector**

3 class hrs/wk, 3 cr.

For code enforcement officers. Basic fundamentals of energy technology and solar design and concepts of passive and active solar systems. Emphasizes code provisions relating to solar installation. **Sp****BLD081 Mechanical Codes I**

3 class hrs/wk, 3 cr.

Covers basic thermodynamics. Helps students gain a working knowledge of the Uniform Mechanical Code relative to size, location, and proper installation of heating and ventilation systems. **W****BLD082 Mechanical Codes II**

3 class hrs/wk, 3 cr.

Provides a working knowledge of Uniform Mechanical Code commercial kitchen equipment, fuel gas piping, and related testing standards. **Prerequisite:** BLD081. **Sp****BLD091 Electrical Codes I**

3 class hrs/wk, 3 cr.

Helps students understand wiring design, methods, and equipment for general use. **W****BLD092 Electrical Codes II**

3 class hrs/wk, 3 cr.

Helps students understand the National Electrical Code as it applies to special occupancies, special equipment, special conditions, and communication systems. **Prerequisite:** BLD091 or consent of instructor. **Sp****BLD280 Cooperative Work Experience** see AUM280.

Botany

BOT201 General Botany

3 class hrs and 3 lab hrs/wk, 4 cr.
First of a three-term sequence. Principles of plant biology. Covers plant ecology, chemistry and structure of cells, membrane transport, photosynthesis, and respiration. Class fee, \$12. F

BOT202 General Botany

3 class hrs and 3 lab hrs/wk, 4 cr.
A continuation of BOT201. Covers plant genetics and evolution. Includes structure and life history of viruses, bacteria, fungi, and algae. Class fee, \$12. W

BOT203 General Botany

3 class hrs and 3 lab hrs/wk, 4 cr.
A continuation of BOT201 and 202. Covers life history and structure of mosses, ferns, conifers and flowering plants. Includes growth, development, uptake and transport and identification of native plants. Class fee, \$12. Sp



Chemistry

CH101 Chemistry for Allied Health

3 class hrs and 2 lab hrs/wk, 4 cr.
First course in a three-term sequence for nursing and allied health students. Applies chemical principles to the life sciences. Includes matter, atomic structure, chemical bonds, reactions, molecules, and the aqueous system. **Prerequisite:** High school algebra (one-year) or MTH065 or MTH070. Class fee, \$8. F, W, Sp, Su

CH102 Chemistry for Allied Health

3 class hrs and 2 lab hrs/wk, 4 cr.
Continuation of CH101. Emphasizes chemical relationships to biological systems. Includes solutions and their properties, acids, bases, and organic chemistry. **Prerequisite:** CH101. Class fee, \$8. W

CH103 Chemistry for Allied Health

3 class hrs and 2 lab hrs/wk, 4 cr.
Continuation of CH102. Covers the chemistry and metabolism of carbohydrates, lipids, proteins, and nucleic acids. **Prerequisite:** CH101, CH102 or equivalent. Class fee, \$8. Sp

CH104 General Chemistry

4 class hrs and 3 lab hrs/wk, 5 cr.
First term of a three-term sequence for students preparing for science-related fields. Includes scientific methods, standards for measurement, chemical and physical properties of matter, elements and compounds, atomic theory and structure, the periodic table, chemical bonding, and inorganic nomenclature. Three lectures, one lecture-discussion, and one laboratory period per week. **Prerequisite:** MTH070 or equivalent. Class fee, \$12. F, W

CH105 General Chemistry

4 class hrs and 3 lab hrs/wk, 5 cr.
A continuation of CH104. Covers quantitative composition, chemical equations, stoichiometry, the gaseous state of matter, properties of liquids, solutions, acids, bases, and salts, and chemical equilibrium. Three lectures, one lecture-discussion, and one laboratory period per week. **Prerequisite:** CH104, or equivalent. Class fee, \$12. W, Sp

CH106 General Chemistry

4 class hrs and 3 lab hrs/wk, 5 cr.
Continues with acid/base theory, oxidation-reduction reactions, nuclear chemistry, chemical equilibrium, and organic chemistry including aliphatics, aromatics and function groups and organic reactions. **Prerequisite:** CH105. Class fee, \$12. F, Sp

CH115 Consumer Chemistry

3 class and 2 lab hrs/wk, 4 cr.
First of a three-term sequence. Introduces non-scientists to chemistry. Presents effects of chemistry on daily living. Covers nuclear and radio chemistry (nuclear power generation and its problems), chemical principles, organic chemistry, acids and bases, carbohydrates, the energy crisis, and possible solutions. Class fee, \$8. F

CH116 Consumer Chemistry

3 class and 2 lab hrs/wk, 4 cr.
Second of a three-term sequence. Covers energy alternatives for the future; air and water pollution; hazardous waste disposal; garden chemistry; insect control; brewing, winemaking, and distilling alcoholic beverages; baking; dairy products; preserving food, and fats and oils. Class fee, \$8. W

CH117 Consumer Chemistry

3 class and 2 lab hrs/wk, 4 cr.
Third in a three-term sequence. Discusses chemistry of home products, dental chemistry, immunochemistry, drugs and the treatment of disease, analgesics, antacids, tranquilizers, steroids, and birth control. Class fee, \$8. Sp

CH140 Physiological Chemistry

3 class hrs/wk, 3 cr.
Chemistry of the human body, metabolic processes, heredity, body poisons, and radiation. For students in allied health fields. **Prerequisite:** CH101, CH150, or CH104. W, Sp

CH150 Preparatory Chemistry

3 class hrs/wk, 3 cr.
For students who expect to enroll in 200 level chemistry courses but lack background in math and chemistry to do so. Includes math skills development, dimensional analysis, problem-solving techniques, as well as basic chemical principles. **Prerequisite:** Concurrent enrollment in MTH100. F, Su

CH204 General Chemistry

4 class hrs and 3 lab hrs/wk, 5 cr.
A professional course for students majoring in science and related professional fields. Includes atomic structure, stoichiometry, bonding, atomic and molecular orbital theory, oxidation-reduction, chemical reactions, gas laws, and the liquid state. **Prerequisite:** One year of high school chemistry and MTH100. Class fee, \$12. F, W

CH205 General Chemistry

4 class and 3 lab hrs/wk, 5 cr.
Continuation of CH204. Emphasizes crystal theory, changes of state, properties of solutions, thermodynamics, kinetics, chemical

equilibrium, and acid-base theory. **Prerequisite:** CH204. Class fee, \$12. W, Sp

CH206 General Chemistry

4 class hrs and 3 lab hrs/wk, 5 cr.
Continuation of CH205. Includes in-depth study of acids and bases, equilibria, ionic reactions, complexions, oxidation and reduction, electrochemistry, quantitative analysis, transition-metal chemistry, organic chemistry, and nuclear chemistry. **Prerequisite:** CH205 or CH106. Class fee, \$12. F, Sp

CH226 Organic Chemistry

3 class and 3 lab hrs/wk, 4 cr.
Introduces the basic principles of organic chemistry. For students majoring in the life sciences or preparing for a career in an allied health field. Covers covalent bonding and geometry of molecules, alkanes, cycloalkanes, unsaturated hydrocarbons, stereochemistry, alcohols, ethers, aldehydes and ketones. **Prerequisite:** CH106 or CH206. Class fee, \$12. F

CH227 Organic Chemistry

3 class and 3 lab hrs/wk, 4 cr.
Includes benzene and the aromatics, carboxylic acids, esters, amides, anhydrides, amines, and carbohydrates. **Prerequisite:** CH226. Class fee, \$12. W

CH228 Organic Chemistry

3 class and 3 lab hrs/wk, 4 cr.
The biological application of the concepts covered in CH226 and CH227. Includes lipids, amino acids and proteins, nucleic acids, and spectroscopy. **Prerequisite:** CH227 or consent of instructor. Class fee, \$12. Sp

Chinese

CHN101 First Year Chinese, Term I

4 class hrs/wk, 4 cr.
Basic skills in Mandarin grammar, tones, and vocabulary acquired through repetition of classroom exercises dealing with common situations of daily life. How to read Chinese as represented in the three most common English alphabet romanization forms. Also introduces spoken Mandarin Chinese with emphasis on conversation. Class fee, \$2. F

CHN102 First Year Chinese, Term II

4 class hrs/wk, 4 cr.
Introduces Chinese characters. Emphasizes speaking and reading with drills in grammatical patterns and illustrative sentences. Stresses vocabulary building. **Prerequisite:** CHN102 or consent of instructor. Class fee, \$2. W

CHN103 First Year Chinese, Term III

4 class hrs/wk, 4 cr.
A continuation of the study of Mandarin Chinese providing exposure to conversational Chinese and written Chinese characters. **Prerequisite:** CHN102 or equivalent level Mandarin course or consent of instructor. Class fee, \$2. Sp

Criminal Justice

CJ062 Basic Evidence Photography

3 class hrs/wk, 3 cr.
Methods for investigators to improve the quality and efficiency of evidence photography, and use a broad spectrum of photographic knowledge to further the science of forensic photography. F, W, Sp

CJ063 Advanced Evidence Photography
3 class hrs/wk, 3 cr.
In-depth study and practice of techniques used in forensic photography. Covers available resources, equipment, emergency field processing, and physical preparation of court photo evidence. Includes specific types of evidence photography, crime scene detail, traffic and hit and run detail, night and day location surveillance and latent print photography (field and lab). **Prerequisite:** Completion of FRP082 Evidence Photography for Fire and Arson Investigators with grade of B or better and an active member of a recognized police or fire department or similar organization (forest service, etc.). Class fee, \$25. **Offered as needed.**

CJ100 Survey of the Criminal Justice System

3 class hrs/wk, 3 cr.
A review of 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. **Offered as needed.**

CJ101 Criminology

3 class hrs/wk, 3 cr.
How factual materials pertaining to the causes and control of crime are related to biological, sociological, and psychological theories of punishment and treatment. Identifies imprisonment, probation, parole, etc., as society's reactions to crime. Variations of these reactions are studied. **Offered as needed.**

CJ110 Introduction to Law Enforcement

3 class hrs/wk, 3 cr.
An orientation in law enforcement, history and philosophy of law enforcement. Examines the roles and responsibilities of line officers including role conflict, professionalization, use of discretion; enforcement practices; and career opportunities. **Offered as needed.**

CJ131 Introduction to Penology

3 class hrs/wk, 3 cr.
The current role of imprisonment as a correctional tool and a survey of some of the more significant activities involved in the treatment of prisoners. **Offered as needed.**

CJ132 Introduction to Parole and Probation

3 class hrs/wk, 3 cr.
Basic principles and techniques involved in correctional programs of probation and parole and a critical analysis of their individual roles in the administration of criminal justice. **Offered as needed.**

CJ195A Independent Study in Criminal Justice

Variable hrs. and cr.
Independent research projects and written and oral reports in the criminal justice field. **Prerequisite:** Consent of an instructor to act as a project sponsor. **Offered as needed.**

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 public, police and community tension, minority group, social forces and police image. **Offered as needed.**

CJ202 Violence and Aggression

3 class hrs/wk, 3 cr.
Causes and extent of violence in the family and preventive measures available in the community. **Offered as needed.**

CJ206 Crime and Delinquency

3 class hrs/wk, 3 cr.
Crime and delinquency data variations of crime and delinquency rates with age, sex, race, poverty, educational status, urbanization, and other variables. Makes an in-depth inquiry into victimological studies together with collective and political criminality. Discusses class culture and its relationship with gang delinquency. **Offered as needed.**

CJ207 Seminar in Criminal Justice

3 class hrs/wk, 3 cr.
Analysis of current and temporary issues in criminal justice. Creative thinking and problem solving. **Prerequisite:** Consent of instructor. **Offered as needed.**

CJ210 Introduction to Criminal Investigation

3 class hrs/wk, 3 cr.
History and theory of fundamentals of criminal investigation from crime scene to court room. Includes scientific techniques, psychology of offenders and recent pertinent court decisions. **Offered as needed.**

CJ215 Criminal Justice Administration

3 class hrs/wk, 3 cr.
A survey of administrative theory and practices of criminal justice agencies. Public administration of criminal justice including organizational theory, management, and policy making. Special emphasis on agencies in law enforcement and corrections. **Offered as needed.**

CJ220 Introduction to Substantive Law and Oregon Criminal Code

3 class hrs/wk, 3 cr.
Origin and structure of common-law crimes and procedures and statutory crimes. Definitions and distinctions between criminal and civil law, criminal court procedures, criminal law case reading, federal and state law, and Oregon criminal code sections. **Offered as needed.**

CJ226 Introduction to Constitutional Law

3 class hrs/wk, 3 cr.
An intensive study and analysis of the U. S. Constitution, and court decisions which determine the admissibility of evidence in criminal cases and which affect the role of law enforcement in police procedures. Criminal procedures processes. **Offered as needed.**

CJ230 Introduction to Juvenile Corrections

3 class hrs/wk, 3 cr.
Historical and contemporary aspects of juvenile offenders. Examines juvenile court philosophies and current treatment programs. **Offered as needed.**

CJ231 Introduction to Corrections Process

3 class hrs/wk, 3 cr.
Analyzes historical and contemporary backgrounds of adult offenders emphasizing current prevention, control, and rehabilitative programs. **Offered as needed.**

CJ232 Introduction to Corrections Casework

3 class hrs/wk, 3 cr.
Approaches to behavior modification through interviewing and counseling. Tech-

niques in counseling and interviewing for entry-level practitioners in corrections. Traces development of positive relationships between the client and corrections personnel. **Offered as needed.**

CJ280 Cooperative Work Experience
see AUM280.

Communication Skills, see also Reading, Skills Development, Writing

COM051 Communication Skills I

3 class hrs/wk, 3 cr.
How to improve reading, listening and writing skills. Emphasizes research and writing. Covers taking notes, gathering information, writing reports, and using mechanics and grammar. Class fee, \$2. **F, W, Sp**

COM052 Communication Skills II

3 class hrs/wk, 3 cr.
Practical applications of effective habits of communicating by speaking and listening. Includes group discussions, speeches, and job search skills. **Prerequisite:** COM051 or equivalent. **W, Sp**

COM053 Technical Report Writing

3 class hrs/wk, 3 cr.
Promotes clear, coherent, concise, accurate writing. **Prerequisite:** COM051 or consent of instructor. Class fee, \$2. **W, Sp**

COM091 Technical Communicator, Term 1

3 class hrs/wk, 3 cr.
First of three-term indepth sequence on technical writing, interacting, editing, illustrating, and hands-on word processing. COM091 Covers an introduction to the field of technical communication, audience awareness, format, and writing. **Prerequisite:** WR121 and WR227 or COM051 and COM053. **F, W**

COM092 Technical Communicator, Term 2

3 class hrs/wk, 3 cr.
Continuation of COM091. Covers problem solving and analysis, interpersonal skills, and writing. **Prerequisite:** COM091 or consent of instructor. **W, Sp**

COM093 Technical Communicator, Term 3

3 class hrs/wk, 3 cr.
Continuation of COM092. Covers editing, illustrating, word processing, new technology, and writing. **Prerequisite:** COM092 or consent of instructor. **Sp, Su**

Credit for Prior Learning

CPL120 Prior Learning Resume

3 class hrs/wk, 3 cr.
How 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. **Offered as needed.**

Computer Science

CS050 Computer Center Operations

3 class hrs and 6 lab hrs/wk, 5 cr.
Study of computer center operations, while providing computer services. Comprehen-

sive instruction and work experience as data center supervisors, console operators, librarians, peripheral equipment operators, schedulers-dispatchers, and control clerks. Covers technical duties, skills, and responsibilities for each job as they relate to the operation and maintenance of a data center use of an IBM 4341 computer. **W, Sp**

CS066 Computer Applications Using BASIC

3 class hrs and 2 lab hrs/wk, 4 cr.
How to load and access typical diskette files on small office computers. How to prepare reports, letters, and financial documents from computer files. **Prerequisite:** CS070 and CS133B or equivalent. Class fee, \$12. **W**

CS068 Microcomputer Graphics

3 class hrs and 3 lab hr/wk, 4 cr.
How to code a microcomputer to produce lines, graphics, and charts. Includes stationary and changing shapes. **Prerequisite:** CS133B or equivalent. Class fee, \$12. **F, Sp**

CS070 Fundamentals of Computer Programming I

4 class hrs/wk, 4 cr.
Beginning course in basic programming logic which emphasizes structured flowcharting to solve business problems. **F**

CS071 Fundamentals of Computer Programming II

4 class hrs/wk, 4 cr.
Continuation of CS070. Emphasizes logic related to handling tables, maintaining sequential files, and random files. **Prerequisite:** CS070. **W**

CS075 OS Concepts and Facilities

3 class hrs/wk, 3 cr.
Concepts and facilities of the IBM's OS/VS1 operating system. Introduces IBM OS job control language. Students run exercises on the college's IBM system. **Prerequisite:** CS071 and CS263. Class fee, \$12. **Sp**

CS076 Data Communications

2 class hrs/wk, 2 cr.
Concepts of data communication and real time data collection. Includes systems related to programming and operations management. **W**

CS081 COBOL III

3 class hrs and 6 lab hrs/wk, 5 cr.
An advanced course in ANS COBOL. Coding and documenting complete business application packages. Includes efficiency coding, file backup and restore procedures, systems planning, modular programming, VSAM files, systems documentation, data management techniques, independent research, and problem solving. **Prerequisites:** CS091 and CS274. Class fee, \$12. **W**

CS086 EASYTRIEVE PLUS

3 class hrs/wk, 3 cr.
How to code simple business-oriented programs. Emphasizes language structure and rules, file management, and retrieval. **Prerequisite:** CS131 or equivalent. Class fee, \$12. **Sp**

CS090 Program Logic and Testing

3 class hrs and 3 lab hr/wk, 4 cr.
Program design and testing techniques which may improve a programmer's debugging skills. **Prerequisite:** CS233C. Class fee, \$12. **F, W**

CS091 On-Line Programming Techniques

3 class hrs and 6 lab hrs/wk, 5 cr.
Studies on-line computer software. Includes coding on-line programs. **Prerequisite:** CS233C. Class fee, \$12. **F, W**

CS093 Structured Maintenance

3 class hrs/wk, 3 cr.
An in-depth and practical study of software rehabilitation and preventative maintenance. **Prerequisite:** CS233C or consent of instructor. **W**

CS100 Beginning Microcomputer Use

1 class hr/wk, 1 cr.
A brief survey of hardware and software. How to plan proper utilization of equipment, use purchased programs, and write new programs in BASIC. **F, W, Sp, Su**



CS103 Introduction to Microcomputer Operations

3 class hrs and 3 lab hr/wk, 4 cr.
How to use a microcomputer in an office. Covers operation, use of purchased program packages, and maintenance of computer files. **Prerequisite:** CS100 or equivalent. Class fee, \$12. **F, W, Sp, Su**

CS104 LOTUS I—Worksheets

3 class and 3 lab hr/wk, 4 cr.
Uses of electronic spread sheets. Spread sheet packages may vary from term to term. **Prerequisite:** CS103. Class fee, \$12. **F, W, Sp**

CS106 dBase III

3 class hrs/wk, 3 cr.
Uses of microcomputer relational data base (dBase III) in government and business offices. **Prerequisite:** CS103. Class fee, \$12. **Offered as needed.**

CS107 LOTUS II—Macros

3 class hrs/wk, 3 cr.
Uses of LOTUS 1-2-3. Emphasizes writing and use of LOTUS macros. **Prerequisite:** CS103. Class fee, \$12. **Offered as needed.**

CS113 Understanding Computers

3 class hrs/wk, 3 cr.
An up-to-date survey of electronic data processing, computer hardware and software systems, and developments that provides a basis for further advancements in information processing. **F, W, Sp**

CS121 Computer Environment

3 class hrs/wk, 3 cr.
What a computer system is and how computers affect our lives. Includes an introduction to word processing, database, spread sheets, and computer languages. Class fee, \$12. **F, W, Sp, Su**

CS131 Introduction to Data Processing

3 class hrs/wk, 3 cr.
Concepts, elements, and structure of business data processing systems. Includes classifying, calculating and reporting func-

tions, programming, BASIC, and computer fundamentals. Class fee, \$12. **F, W, Sp, Su**

CS133A Assembler I

3 class hrs and 6 lab hrs/wk, 5 cr.
Introduces IBM System Assembler language, using standard and decimal instruction sets. **Prerequisite:** CS131. Class fee, \$12. **F**

CS133B Introduction to Programming, BASIC

3 class hrs and 1 lab hr/wk, 3 cr.
Covers introductory level computer programming. Emphasizes program design using structured problem solving and programming techniques. How to analyze problems and solve them by designing, coding, debugging, and running programs in BASIC language. Purpose of the course is to explain the structure and logic of programs and what they are, and to help students understand the usefulness and limitations of computers, rather than to train professional programmers. **Prerequisite:** MTH100 or equivalent and some computer experience. Class fee, \$12. **F, W, Sp, Su**

CS133C COBOL I

3 class hrs and 3 lab hrs/wk, 4 cr.
An introduction to ANS COBOL programming. Coding, debugging, and documenting simple business-oriented programs. Emphasizes language structure and problem solving by applying top-down structured programming techniques. **Prerequisite:** CS070, CS131. Class fee, \$12. **W**

CS133F FORTRAN IV

4 class hrs/wk, 4 cr.
An introduction to language structure, manipulation of arrays, input and output formats, coding techniques, function, sub-routines, disk files and memory dump debugging. Program assignments involve simple management and science problems. **Prerequisite:** CS131 or CS261 or equivalent. Class fee, \$12. **Offered as needed.**

CS133R RPG for Operators

4 class hrs/wk, 4 cr.
Basic features of RPG II language. Students write several RPG programs that print various reports and build and update a sequential disk file. **Prerequisite:** CS131. Class fee, \$12. **Offered as needed.**

CS133U C Language

3 class hrs and 3 lab hr/wk, 4 cr.
An introduction to C programming language. Covers the structure of the language, the manipulation of data and arrays, and how to handle input and output functions. **Prerequisite:** CS103 or CS131 and CS263 or CS271. Class fee, \$12. **W**

CS140 Microcomputer Operating Systems

3 class hrs/wk, 3 cr.
Studies operating systems currently used on large and small minicomputers. How to use these operating systems to access files and communicate with other microcomputers. **Prerequisite:** CS103, CS131. Class fee, \$12. **Offered as needed.**

CS228 Computer Augmented Accounting

3 class hrs/wk, 3 cr.
An introduction to microcomputers in accounting applications, electronic data processing (EDP) accounting systems and cycles. EDP applications for general ledger, accounts receivable, accounts payable, payroll, cash receipts, depreciation, data base management, and other selected ac-

counting systems. **Prerequisite:** BA212, CS103, and CS104. Class fee, \$12. **Offered as needed.**

CS233A Assembler II

3 class hrs and 6 lab hrs/wk, 5 cr.
A programming option for students interested in becoming systems programmers. Subprogram modules and macros are written, linked and tested. Class fee, \$12. **Prerequisite:** CS133A. **Offered as needed.**

CS233B BASIC for Programmers

3 class hrs and 3 lab hrs/wk, 4 cr.
Features and instructions of BASIC language. How to write computer programs using BASIC that print reports, and build and maintain files. Students develop reports and file contents. **Prerequisite:** CS244 (or concurrently) and at least one CS133 course. Class fee, \$12. **Sp**

CS233C COBOL II

3 class hrs and 6 lab hrs/wk, 5 cr.
Intermediate course in ANS COBOL. Codes and documents business-oriented programs. Emphasizes table processing and indexing, sort features, subprograms, segmentation, and sequential and indexed sequential files. **Prerequisite:** CS133C, CS071, and CS263. Class fee, \$12. **Sp**

CS233I Prolog

3 class hrs and 3 lab hrs/wk, 4 cr.
How to use a computer program to search files and synthesize concepts and relationships from the file information. Covers storing facts in files and extracting new facts from given facts. Class fee, \$12. **Sp**

CS233M Modula-2

3 class hrs and 3 lab hrs/wk, 4 cr.
An introduction to computer programming using Modula-2 language. Includes programming techniques, basic concepts, and principles. Class fee, \$12. **Sp**

CS233R RPG for Programmers

3 class hrs and 3 lab hrs/wk, 4 cr.
RPG II language. How to write computer programs using RPG II that print reports, and build and maintain files. **Prerequisite:** CS131 and at least one term of some other programming language course. Class fee, \$12. **Sp**

CS233U Advanced C

3 class hrs and 3 lab hrs/wk, 4 cr.
A continuation of CS133U. Studies features and instructions of the C language. Emphasizes business oriented programs that produce printed reports, maintain files and modify an operating system. Class fee, \$12. **Prerequisite:** CS133U. **Sp**

CS235 Microcomputer Graphics II

3 class hrs and 3 lab hrs/wk, 4 cr.
Covers drawing three-dimensional shapes and moving and changing two-dimensional graphs and three-dimensional graphs and objects. **Prerequisite:** CS068. Class fee, \$12. **Offered as needed.**

CS235B Computer Applications in Science and Technology

3 class hrs and 2 lab hrs/wk, 4 cr.
Uses BASIC programming language to write and debug computer programs used to solve scientific and technological problems. Includes MS-DOS-, multi-dimensional arrays, computer graphics, and file manipulation. **Prerequisite:** Grade of C in CS133B or equivalent and MTH101 (may be taken concurrently). Class fee, \$12. **W**

CS236 Advanced Languages for Microcomputers

2 class hrs and 3 lab hrs/wk, 3 cr.
Covers structured programming and the effects different high-level programming languages have on different microcomputer operating systems. **Prerequisite:** CS131 and one of the following: CS066, CS233B, or a course in any other programming language. Class fee, \$12. **Sp**

CS237 Software Design

3 class hrs and 3 lab hrs/wk, 4 cr.
Coding and documentation of microcomputer programs; special considerations and requirements of interactive programs. **Prerequisite:** CS233B and CS271. Class fee, \$12. **Offered as needed.**

CS238 Advanced Software Design

3 class hrs and 3 lab hrs/wk, 4 cr. Continuation of CS237. **Prerequisite:** CS237. Class fee, \$12. **Offered as needed.**

CS244 Systems Analysis I

3 class hrs/wk, 3 cr.
Basic administrative procedures. Principles of organizing, planning, and administering procedure programs. Methods of carrying out individual systems and procedure studies. **Prerequisite:** CS131 or equivalent. **Sp**

CS252B Advanced Programming—BASIC

3 class and 3 lab hrs/wk, 4 cr.
An advanced course in Microsoft BASIC. Complete business application packages are coded and documented. Includes efficiency coding, file backup and restore procedures, system planning, modular programming, indexed files, systems documentation, data management techniques, independent research, and problem solving. **Prerequisite:** CS233B. Class fee, \$12. **W**

CS261 Computer Science I—PASCAL

3 class hrs and 3 lab hrs/wk, 4 cr.
Provides a foundation in PASCAL of programming concepts for computer science majors and other students. Emphasizes structure and modularity. **Prerequisite:** MTH100 or MTH082 or equivalent. Class fee, \$12. **F, W, Sp, Su**

CS262 Computer Science II—PASCAL

3 class hrs and 3 lab hrs/wk, 4 cr.
Second term of programming and computer science concepts. Introduces use of data structures: files, arrays, records, lists, and trees. Applies iterative and recursive techniques in sorting and searching. **Prerequisite:** CS261. Class fee, \$12. **W, Sp**

CS263 Computer Organization

4 class hrs/wk, 4 cr.
Hardware and software components of modern computer systems and introduction to job control language and Assembler language. **Prerequisite:** CS131 or CS261. **W**

CS271 Microcomputer Assembler

3 class hrs and 3 lab hrs/wk, 4 cr.
Covers steps microprocessors must follow to accomplish their tasks. Includes how to write instructions in Assembler language. **Prerequisite:** CS131 or equivalent and CS263. Class fee, \$12. **F**

CS274 Systems Analysis II

3 class hrs/wk, 3 cr.
Fundamentals of automated data systems and procedures. Techniques and principles of systems analysis, forms, design and con-

trol, systems economics, feasibility studies, and installation of electronic data processing systems. **F**

CS275 Data Base Program Development

3 class hrs and 3 lab hrs/wk, 4 cr.
Developing application programs in a database environment with emphasis on loading, modifying, and querying the database using a host language. Discusses storage devices, data administration, and data analysis. **Prerequisite:** CS233C, CS244. Class fee, \$12. **W**

CS280 Cooperative Work Experience

see AUM280.

Clothing/Textiles

CT210 Clothing Construction

6 lab hrs/wk, 3 cr.
Applies principles and techniques of construction to individual projects. **Offered as needed.**

CT212 Clothing Construction II

6 lab hrs/wk, 3 cr.
How to create clothes from fit to finish. Includes altering and adapting patterns, creating a basic fitting garment, sewing new fabrics, tailoring, fabric care. **Offered as needed.**

Civil Technology

CVL040 Introduction to Civil-Structural Engineering

3 class hrs and 9 lab hrs/wk, 1 cr.
Introductory skills, knowledge, and practical experience for students with little experience in civil engineering and surveying. A 12-hour pre-entry level course. **Su**

CVL045 Engineering Orientation

1 class hr/wk, 1 cr.
An introduction to the engineering profession for a secretary-receptionist-bookkeeper. Covers disciplines, principles, ethics, and practices. Discusses possible duties of an engineering secretary-receptionist-bookkeeper which may differ from more traditional job requirements. **Offered as needed.**

CVL050 Applied Mechanics

2 class hrs and 3 lab hrs/wk, 3 cr.
Static forces and their effect upon rigid bodies at rest. Includes resolution of forces, equilibrium, and resultants of force system. **Prerequisite:** MTH082 taken concurrently, or equivalent. **W, Sp**

CVL051 Strength of Materials I

2 class hrs and 3 lab hrs/wk, 3 cr.
A study of stresses and strains which affect bodies subjected to tensile, compressive, and shearing forces. Covers stress and deformation, engineering materials and their properties, riveted and welded joints, thin wall pressure vessels, torsion, centroids and moment of inertia of areas, and shear and moment in beams. **Prerequisite:** MTH082 or equivalent and CVL050 or consent of instructor. **F, Sp**

CVL052 Strength of Materials II

2 class hrs and 3 lab hrs/wk, 3 cr.
Fundamentals of beam and column design, including statically indeterminate beams. Includes centroids and moment of inertia of areas, shear and moment diagrams, deflection of beams, and combined stresses. **Prerequisite:** MTH083 or equivalent and CVL051. **F**

CVL054 Engineering Fundamentals

2 class hrs and 3 lab hrs/wk, 3 cr.
Static forces and their effect upon rigid bodies at rest. Includes stresses and strains caused by tensile, compressive, and shearing forces. **Prerequisite:** MTH053. **F**

CVL057 Soil Mechanics

3 class hrs and 3 lab hrs/wk, 4 cr.
Identification of soil classifications. Discusses and evaluates footing loads, horizontal soil pressures, and footing designs. Students conduct physical soil tests and evaluate results. **Prerequisite:** CVL050 and MTH081. Class fee, \$5. **F**

CVL058 Environmental and Sanitary Engineering

3 class hrs and 3 lab hrs/wk, 4 cr.
Study of major aspects of air, water, and land pollution; their causes, harmful effects to the environment, methods of prevention; and treatment and cure. Includes domestic and industrial water supply, storage, treatment, and distribution, and waste collection, storage, treatment, and disposal. **Prerequisite:** MTH081. **F, Sp**

CVL059 Soil Mechanics Fundamentals

2 class hrs and 3 lab hrs/wk, 3 cr.
Soil classifications and how they are used in the construction field. Covers strength of soils, consolidation of soils in fills, construction site investigation, and soil reports. **Prerequisite:** MTH052 or MTH081. Class fee, \$5. **F**

CVL060 Plane Surveying I

2 class hrs and 6 lab hrs/wk, 4 cr.
A beginning study of surveying techniques. Includes fundamentals of taping and leveling, care and handling of surveying instruments, and office procedures. Field work provides practical application of the techniques. Class fee, \$10. **F, Sp**

CVL061 Plane Surveying II

3 class hrs and 6 lab hrs/wk, 5 cr.
Continuation of CVL060. Studies distance and direction measurement, employing transits, theodolites, steel tapes, traversing, and associated office computations, areas, stadia, circular curves, and brief outline of public land surveys. **Prerequisite:** Foresters: CVL060 and MTH052; engineers: CVL060 and MTH082. Class fee, \$10. **W**

CVL062 Surveying Computations

1 class hr and 3 lab hrs/wk, 2 cr.
More surveying problems in addition to those studied in CVL060 and CVL061. **Prerequisite:** CVL061, CVL099 and MTH082. **Sp**

CVL063 Route Surveying

2 class hrs and 6 lab hrs/wk, 4 cr.
A review of survey practices studied prior to this term. Includes practice in staking rights-of-way, grades, curbs, waterlines, and buildings, with survey instruments. **Prerequisite:** CVL062 and MTH082. Class fee, \$10. **Sp**

CVL066 Surveying for Drafters

2 class hrs and 6 lab hrs/wk, 4 cr.
How to measure land with levels, compasses, and rods. Measuring distance and direction with transit, stadia, and steel tape making calculations to balance a traverse and determine area. **Prerequisite:** MTH052. Class fee, \$10. **Sp**

CVL070 Timber and Steel Construction

3 class hrs and 3 lab hrs/wk, 4 cr.
Fundamentals of wood and steel design and construction. How to analyze and design beams, columns, and connections within the

parameters established by the Uniform Building Code, American Institute of Steel Construction, and the National Design Specifications, Recommended Practice for Structural Design by National Forest Products Association. **Prerequisite:** CVL052 and MTH083 or equivalent. **W**

CVL072 Concrete

Construction and Design
2 class hrs and 3 lab hrs/wk, 3 cr.
Theory and design of reinforced concrete structural members and design and control of concrete mixtures. Includes construction inspection and field and laboratory testing procedures. **Prerequisite:** CVL052 and MTH083 or equivalent. Class fee, \$10. **Sp**

CVL075 Hydraulics

3 class hrs and 2 lab hrs/wk, 4 cr.
Application of principles of fluid mechanics related to static and dynamic forces of liquids. Covers pipe and open channel flow, including siphons, weirs, flumes, and dams. **Prerequisite:** CVL050 and MTH083 or consent of instructor. **W**

CVL077 Construction Estimating

2 class hrs and 3 lab hrs/wk, 3 cr.
Estimating amounts and costs of materials and labor costs of various types of construction. **W**

CVL079 Contracts and Specifications

3 class hrs/wk, 3 cr.
Demonstrates, defines, and describes the language and practices used in the preparing of contracts and attendant specifications. Practical problems teach the application of these practices. How to change specification types and formats. Emphasis is on Construction Specification Institute techniques and formats. **F**

CVL099 Engineering Technician Orientation

2 class hrs and 3 lab hrs/wk, 3 cr.
How to operate an HP41CV hand-held engineering calculator. Includes adding, subtracting, multiplying, and dividing. Also introduces the use of modules, printer, and card reader. **Prerequisite:** High school algebra. **F**

CVL280 Cooperative Work Experience

see AUM280.

Dance, see Physical Education**Dental Assisting****DEN050 Dental Sciences I**

3 class hrs/wk, 3 cr.
Sciences associated with the practice of dentistry. Includes oral microbiology, oral pathology, sterilization, anesthesiology, dental office emergencies, pharmacology, and nutrition. **Prerequisite:** Current enrollment in Dental Assisting Program or consent of instructor. **F**

DEN051 Introductory Concepts in Dental Assisting

2 class and 2 lab hrs/wk, 3 cr.
Personal regimen, housekeeping, terminology, materials, instruments, and equipment for dental assistants. Qualifications for dental assistants. **Prerequisite:** Current enrollment in Dental Assisting Program or consent of instructor. **F**

DEN052 Dental Anatomy and Physiology

3 class hrs and 3 lab hrs/wk, 4 cr.
An introduction to basic general and oral anatomy. Emphasizes the bodily physiological process, the oral cavity and associated structures, and anatomical terminology. Discusses the skeletal system; organ systems; head and neck anatomy; musculature, nervous, and circulatory systems and their innervation; and the oral cavity's anatomical and functional structures. **Prerequisite:** Current enrollment in the Dental Assisting Program or consent of instructor. Class fee, \$5. **F**

DEN053 Dental Materials I

2 class and 4 lab hrs/wk, 4 cr.
Introduces materials and laboratory equipment used in dental offices such as chemical and physical properties; manipulation; and uses of restorative materials, medications, impression materials, gypsum, and dental cements. Includes restorative and crown preparation procedures, demonstrations and practice in using materials and instruments. **Prerequisite:** Current enrollment in Dental Assisting Program or consent of instructor. Class fee, \$15. **F**

DEN060 Dental Sciences II

3 class hrs and 3 lab hrs/wk, 4 cr.
Various fields of specialized dentistry recognized by the American Dental Association and the sciences associated with them. Includes operative dentistry, oral surgery, oral pathology, periodontics, pedodontics, endodontics, orthodontics, and public health dentistry. Role playing in simulated clinical situations. **Prerequisite:** Successful completion of Term One of Dental Assisting Program. **W**

DEN061 Dental Assisting Practicum I

1 class hr and 7 lab hrs/wk, 3 cr.
Includes mixing filling materials, preparing impression materials for use, and processing impressions. Chairside assisting at the Oregon Health Sciences University Dental School. **Prerequisite:** Successful completion of Term One in Dental Assisting program. Class fee, \$5. **W**

DEN062 Expanded Functions I

2 class hrs and 3 lab hrs/wk, 3 cr.
Theory and practice of new procedural responsibilities delegated to dental auxiliary personnel. Includes discussion, demonstration, and practical application of preventive dentistry, oral hygiene instruction, diet analysis and nutrition, inspection of the oral cavity, coronal polishing, fluoride application, and oral hygiene instruction; rubber dam placement and removal. **Prerequisite:** DEN051, DEN052. Class fee, \$15. **W**

DEN063 Dental Materials II

2 class and 4 lab hrs/wk, 4 cr.
Introduces principles of laboratory procedures related to fixed and removable prosthetics. Includes working with laboratory equipment and demonstrations of additional laboratory techniques and materials. **Prerequisite:** DEN053. Class fee, \$15. **W**

DEN064 Dental Radiology I

2 class and 3 lab hrs/wk, 4 cr.
Presents principles of dental radiology and legal aspects regarding use of radiation; 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 practice film placement and exposure techniques on manikins. Exposed

films are processed and evaluated. **Prerequisite:** DEN052, DEN051. Class fee, \$15. **W**

DEN070 Dental Office Management
2 class hrs and 3 lab hrs/wk, 3 cr.
Includes business office procedures and techniques, written communications, typing, bookkeeping and banking, inventory control, office maintenance, equipment, and rapport with patients and other personnel. **Prerequisite:** Successful completion of Terms One and Two of Dental Assisting Program. **Sp**

DEN071 Dental Office Practicum II
1 class and 16 lab hrs/wk, 6 cr.
Students practice and observe in an ethical dental office to help develop rapport with dental team members and patients. Students perform specified chairside procedures and reception tasks, apply skills in laboratory procedures, and expose and process patient x-rays as directed by dentist. **Prerequisite:** Successful completion of Terms One and Two of Dental Assisting Program. Class fee, \$5. **Sp**

DEN072 Expanded Functions II
2 class and 3 lab hrs/wk, 3 cr.
Continues DEN062. Includes discussion, demonstration, and practice in polishing and taking amalgam restorations, placating restorative matrices, and taking alginate impressions from simulated and real patients. On simulated patients, students apply topical anesthetics, remove cement, remove suture and periodontal dressings and perform other minor orthodontic procedures. **Prerequisite:** DEN062. Class fee, \$15. **Sp**

DEN074 Dental Radiology II
1 class and 3 lab hrs/wk, 2 cr.
Continues DEN064. Students take x-rays, process and evaluate exposed films, students may take the state's x-ray examination upon successful completion of DEN064 and DEN074. **Prerequisite:** DEN064. Class fee, \$15. **Sp**

DEN080 Dental Assistant Seminar
2 class hrs/wk, 2 cr.
Prepares students for Dental Assisting National Board Certification Examination. Also incorporates information on writing resumes, completing job applications, and interviewing for jobs. **Prerequisite:** Successful completion of Terms One, Two and Three of Dental Assisting Program. **Su**

DEN081 Dental Office Practicum III
1 class and 16 lab hrs/wk, 5 cr.
Provides observation, advanced clinical and laboratory practice, and business office management in an ethical general or specialty dental office. **Prerequisite:** Successful completion of Terms One, Two and Three in Dental Assisting Program. Class fee, \$5. **Su**

Drafting Technology

DRF049 Introduction to Drafting
3 lab hrs/wk, 1 cr.
Covers basic drawing techniques and applications, standard orthographic projection, and layout procedures. Includes use of drafting instruments and media. **Offered as needed.**

DRF050 Sketching
3 labs/wk, 1 cr.
Development of basic freehand technical sketching skills and techniques used in drafting and practical pictorial communication. **F, W, Sp, Su**

DRF051 Machine Drafting I
1 class hr and 5 lab hrs/wk, 3 cr.
Fundamentals of drafting including basic drawing techniques. Emphasizes applications of drafting instruments, orthographic projection, and freehand lettering techniques. Covers these drafting practices: geometric construction, multiview projection, isometric drawing, application of welding symbols, section views, auxiliary views, and dimensioning. Problems are based on machine parts. Class fee, \$5. **F, W, Sp**

DRF052 Machine Drafting II
1 class hr and 5 lab hrs/wk, 3 cr.
Advanced machine drafting applications. Emphasizes functional drafting principles in order to produce drawings which incorporate sectional, auxiliary, assembly, and orthographic views. Includes dimensioning, use of technical pens, tolerancing, and screw threads. **Prerequisite:** DRF051 or equivalent. Class fee, \$5. **W, Sp, Su**



DRF054 Drafting I
4 lab hrs/wk, 2 cr.
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. Class fee, \$5. **F, W, Sp, Su**

DRF055 Architectural Design
8 lab hrs/wk, 3 cr.
Problem solving in production of architectural design solutions to program assignments. **Prerequisite:** DRF051 or DRF054 or consent of program coordinator. Class fee, \$5. **W**

DRF056 Architectural Drafting I
1 class hr and 7 lab hrs/wk, 4 cr.
Basic architectural drafting techniques and methods. Covers architectural lettering, layout, arrangements, symbols, and conventional construction methods used in residential or light commercial buildings. At least one sheet of drawings will be done on the computer. **Prerequisite:** DRF051, DRF054, or consent of instructor. Class fee, \$5. **W, Sp**

DRF056A Architectural Drafting I—A
3 lab hrs/wk, 1 cr.
Basic architectural drafting techniques and methods. Includes architectural lettering, layout, arrangement, symbols, and conventional construction methods used in residential or light commercial buildings. Covers the first one-third of DRF056. **Prerequisite:**

DRF051, DRF054 or consent of instructor. **W**

DRF056B Architectural Drafting I—B
3 lab hrs/wk, 1 cr.
Basic architectural drafting techniques and methods. Includes architectural lettering, layout, arrangement, symbols, and conventional construction methods used in residential or light commercial buildings. Covers the second one-third of DRF056. **Prerequisite:** DRF056A. **W**

DRF056C Architectural Drafting I—C
1 class hr and 3 lab hrs/wk, 2 cr.
Basic architectural drafting techniques and methods. Includes architectural lettering, layout, arrangement, symbols, and conventional construction methods used in residential or light commercial buildings. Covers the third one-third of DRF056. **Prerequisite:** DRF056B. **W**

DRF059 Print Reading
4 lab hrs/wk, 2 cr.
Students study various drawings of residential and commercial construction. Includes symbol designations used in construction. Students are graded on answers to questions on each drawing. Emphasizes construction methods, terminology, and reference courses. **F**

DRF060 Advanced Print Reading
4 lab hrs/wk, 2 cr.
Reading and interpreting architectural plans and specifications of complex building construction. **Prerequisite:** DRF059 or consent of instructor. **W**

DRF061 Technical Illustration I
8 lab hrs/wk, 3 cr.
Methods of pictorial drawing, exploded view drawings with pencil and ink shading, freehand and template drawings. Introduces color and rendering techniques. **Prerequisite:** DRF051 and DRF052 or consent of program coordinator. Class fee, \$5. **Sp**

DRF063 Pattern Development
8 lab hrs/wk, 3 cr.
Development of patterns for sheet metal and similar applications. Using principles of descriptive geometry by parallel line, radial line, triangulation and simplified triangulation methods. **Prerequisite:** DRF052 and DRF074 or consent of instructor. Class fee, \$5. **Offered as needed.**

DRF066 Tool Design Lab I
8 lab hrs/wk, 3 cr.
Introduction to modern principles of tool design including gauging, locating, clamping, and fixture design. Covers modern high production techniques and tooling, limit dimensioning, and tolerancing. **Prerequisite:** DRF052 and MFG057 or consent of instructor. Class fee, \$5. **W, Su**

DRF068 Geometric Tolerancing
1 class hrs/wk, 1 cr.
Studies geometric tolerancing related to product design, machine drafting and production. Emphasizes the close relationship between geometric tolerancing, gauging, and quality control. **Prerequisite:** DRF052 or consent of program coordinator. **W**

DRF069 Pipe and Flow Systems
3 lab hrs/wk, 1 cr.
The detailing of a variety of piping and industrial flow systems. Covers schematic diagrams and pictorial layouts, heating applications, normal pipe and flow system

drawings, and the elements of flow systems design. **Prerequisite:** DRF052 or consent of program coordinator. Class fee, \$5. **Sp, Su**

DRF070 CAD Pipe Systems

1 class hr and 3 lab hrs/wk, 2 cr.
Detailing of a variety of piping and industrial flow systems. Covers schematic diagrams and pictorial layouts, normal pipe and flow system drawings, and elements of flow systems design. **Prerequisite:** DRF052 and DRF073 or consent of program coordinator. Class fee, \$5. **Sp, Su**

DRF071 Machine Design Lab I

8 lab hrs/wk, 3 cr.
Practical design situations related to the drafting room. Selected design project(s) demonstrate a comprehensive study of parts relationships, materials application, and product design. Includes duo dimensioning (English-metric), geometric tolerancing, and welding applications. **Prerequisite:** DRF052, DRF074, MFG057 or consent of instructor. Class fee, \$5. **F**

DRF072 Introduction to Computer Drawing

2 class hrs and 3 lab hrs/wk, 3 cr.
Computer-aided drawing for students with no computer or drafting experience. Provides hands-on microcomputer experience using AUTOCAD software. Course work includes standard graphics commands. Peripheral devices include graphics tablet and pen plotters. Projects selected for general interest. Class fee, \$5. **F, W, Sp**

DRF073 Computer Aided Design

2 class hrs and 3 lab hrs/wk, 3 cr.
Drafting application of Micro CAD systems. Projects include multiview drawings, schematic diagrams, symbols, and section drawings. Computer aids include mirroring, translation, automatic dimensioning, layering and grids. Peripheral devices include graphics tablets, and pen plotters. **Prerequisite:** DRF072 or equivalent. Class fee, \$5. **F, W, Sp, Su**

DRF074 Descriptive Geometry

1 class hr and 5 lab hrs/wk, 3 cr.
Graphic solutions to mathematical and space relationship problems for design/drafting majors. Includes auxiliary views, point line plane problems, and revolutions. Introduces geometric solution of vectors. **Prerequisite:** DRF052, MTH081 or consent of instructor. **Sp**

DRF075 CAD—Mechanical

1 class hr and 3 lab hrs/wk, 2 cr.
Microcomputer-based CAD software to generate auxiliary and sectional view drawings. Includes auto dimensioning, hatching, and projection of views at an angle. Provides intensive use of CAD techniques to rotate and translate copy. **Prerequisite:** DRF051 or DRF073 or consent of instructor. Class fee, \$5. **W, Sp**

DRF076 Photogrammetry

8 lab hrs/wk, 3 cr.
An introduction to mapping procedures and development of aerial photo interpretation skills. Includes introduction to planimetric and topographic methods and equipment. **Prerequisite:** DRF081 or consent of program coordinator. **Offered as needed.**

DRF078 CAD Programming

2 class hrs and 3 lab hrs/wk, 3 cr.
Uses structured programming techniques to develop an interactive two-dimensional CAD package with drafting capabilities, screen

menus, storage and retrieval of drawings, use of graphics tablet, and output of drawing to a pen plotter. Graphics primitives include lines, rectangles, circles, arcs, ellipses, polygons, line types, and text. Applications cover relative, absolute, and polar coordinate systems. **Prerequisite:** DRF073, MTH053 or MTH082. **W**

DRF079 CADD Electronics

2 class hrs and 3 lab hrs/wk, 3 cr.
How computer-aided drafting/design relates to electronics industries. Emphasizes schematics, wiring diagrams, block and flow diagrams, PC board layout, I.C. applications, and graphic drawings. **Prerequisite:** DRF090, ELE060 or DRF091 and ELT053 or approval of the program coordinator. Class fee, \$5. **Sp**

DRF081 Mapping and Platting

1 class hr and 7 lab hrs/wk, 4 cr.
Introduces basic components of maps, subdivisions, and plats with particular emphasis on drafting skills and techniques. Includes an introduction to aerial photo interpretation. **Prerequisite:** DRF052 or consent of instructor. Class fee, \$5. **Sp**

DRF082 Civil Engineering Drafting

8 lab hrs/wk, 3 cr.
Introduction to typical drafting room problems of consulting engineering firms. Studies typical drawings from plan-profile sheets, construction details, piping details, and standards related to an overall set of plans. Preparation of selected civil engineering drawings using CAD. **Prerequisite:** DRF081 or consent of program coordinator. Class fee, \$5. **W**

DRF083 Project Development

8 lab hrs/wk, 3 cr.
Brings together methods of applying mathematics, survey knowledge, and drafting skills. Covers subdivision designing, location of structures on plots, construction of contour lines, and building set-back lines. Students obtain data from the field and relate that data to the design of the project. **Prerequisite:** DRF054 and DRF082 or consent of instructor. **Sp**

DRF085 Project Graphics

4 lab hrs/wk, 2 cr.
Plot plans, working drawings, and plotting field data used in forestry applications. **Prerequisite:** DRF054 or consent of program coordinator. **Offered as needed.**

DRF086 Power Transmission Design

2 class hrs and 3 lab hrs/wk, 3 cr.
A study of power transmission systems. Components apply to industrial automated systems. Includes study of drivers; hydraulic, pneumatic, electric, and power transmission equipment: chain, sprockets, V belts, bearings, speed reducers. Emphasizes analyses of system requirements, sizing of machine elements, and selection of components from industrial catalogs. **Prerequisite:** CVL050, MTH082 or consent of program coordinator. **W**

DRF087 Flexible Manufacturing Systems

2 class hrs and 3 lab hrs/wk, 3 cr.
An introduction to industrial control circuits, their use and design. Hydraulic, pneumatic, and electronic circuits will be designed to control direction, speed, and sequence of operations. Covers digital design, fluid components, Boolean algebra, combinational logic, sequential logic and electronic components. Applies theories by using an in-

dustrial robot and programmable controllers. **Prerequisite:** DRF086, ELE061M or consent of instructor. **Sp**

DRF089 Structural Drafting

8 lab hrs/wk, 3 cr.
Use of structural design data for production of structural working drawings. Includes drafting and coordinating plans and details for a specific structure. Emphasizes layouts, procedures, and terms standard to the construction industry. **Prerequisite:** Second term standing or consent of instructor. Class fee, \$5. **F, Su**

DRF090 Electronic Drafting

8 lab hrs/wk, 3 cr.
Electrical drafting for drafting majors. Includes schematic and wiring diagrams, block and flow diagrams, PC board layout, charts, and graphs. **Prerequisite:** Second year standing in drafting or consent of program coordinator. Class fee, \$5. **W, Su**

DRF091 Basic CAD for Electronics

4 lab hrs/wk, 2 cr.
Introduces the Electronic Technology program. Presents proper uses of computer hardware and software for students to use computer and peripheral equipment. Also includes freehand lettering, isometric drawings, dimensioning practices, and electronic schematic drafting. Class fee, \$5. **F, W Su**

DRF093 Technical Software Applications

2 class and 3 lab hrs/wk, 3 cr.
Engineering applications of purchased software packages. How to use spreadsheets to design structural members and aid in generating contours and graphs. **Prerequisite:** CVL050 or CVL054. **Sp**

DRF094 Applied Dynamics

2 class hrs and 5 lab hrs/wk, 4 cr.
Rigid bodies in motion and the effects of various forces acting on these bodies. **Prerequisite:** CVL050 and MTH082 or consent of program coordinator. **F**

DRF095A,B,C Special Projects in Drafting and Design

Variable hours/credits
Student and instructor identify 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. This course is 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:** Second-year standing and/or consent of instructor. **F, W, Sp**

DRF096 Computer-Integrated Manufacturing (CIM) Applications

2 class hrs and 3 lab hrs/wk, 3 cr.
Computer-integrated manufacturing (CIM) applications of spreadsheet computer programs. Covers CIM terminology, bar code data gatherings, group technology, process scheduling, statistical quality control, estimating, and inventory management. **Prerequisite:** MFG094 or consent of instructor. **Sp**

Economics

EC115 Outline of Economics

3 class hrs/wk, 3 cr.
Concepts and theories relating to large and small economic problems of the world. **F, W, Sp**

EC201 Principles of Economics

3 class hrs/wk, 3 cr.
Basic economics and a study of macro economic theory. Covers the public sector, unemployment, inflation, taxation, national income accounting and income distribution, money, banking, fiscal and monetary policy. **F, W**

EC202 Principles of Economics

3 class hrs/wk, 3 cr.
Micro economics concepts including markets, firms' resource allocation, derived demand, income distribution, price systems, monopoly, and allocation of resources. **Prerequisite:** EC201 or consent of instructor. **W, Sp**

EC203 Principles of Economics

3 class hrs/wk, 3 cr.
Emphasizes economic issues such as underdeveloped countries, economic growth, pollution, and comparative economic systems. **Prerequisite:** EC201 or consent of instructor. **Sp**



Early Childhood Education, see also Human Development and Family Studies

ECE050 STEP—Systematic Training for Effective Parenting

3 class hrs/wk, 3 cr.
Deals with parent-child relationships. Students share experiences of common concern, identify typical responses to family problem situations, and practice specific child-training principles and techniques. **Offered as needed.**

ECE051,052,053 Exploring the Child Development Associate (CDA)

3 class hr/wk, 1-3 cr.
Reviews Child Development Associate credentials. Includes an evaluation of competencies and training needs and development of a portfolio. A three-term sequence: **ECE051: Introduces** CDA requirements, studies areas healthy learning environments. **ECE052:** Studies physical, cognitive, and language areas. **ECE053:** Studies self-concept and individual strength, social and group management, and home center and staff competency. **Offered as needed.**

ECE060 Introduction to Early Childhood Education

2 class hrs and 2 lab hrs/wk, 3 cr.
Basic philosophies, types of programs for children and career possibilities in early childhood education. Field trips to preschools, nursery schools, kindergartens, day care centers, Head Start, and parent cooperatives. **F, occasionally Sp**

ECE062 Development in Childhood II

3 class hrs/wk, 3 cr.
Continuation of HDFS225. Basic principles of growth and development, ages three through eleven. Emphasizes physical, intellectual, emotional, and social development. **Prerequisite:** HDFS225 or consent of instructor. **W**

ECE066 Observing and Recording in the Pre-school

3 class hrs/wk, 3 cr.
Historical development of child study and observation. Value and use of observations as teaching tool. Emphasizes self-awareness as related to the study of children. Weekly lecture-discussions and observations at child development centers. **F**

ECE067 Observing and Guiding Behavior

3 class hrs/wk, 3 cr.
Continuation of ECE066. Emphasizes role of teachers, guidance, classroom management techniques, and improvement and use of recording and reporting. Weekly observations at child development centers. **W**

ECE070 Environments for Young Children

3 class hrs/wk, 3 cr.
Planning and evaluating environments for preschool children. Includes play, room arrangements, outdoor areas, equipment selection and sources, children's furniture, and "scrounging" for materials. **Prerequisite:** Second year standing or consent of instructor. **F**

ECE071 Creative Activities

2 class hrs and 2 lab hrs/wk, 3 cr.
Various media and activities that promote creative growth in young children. Includes understanding and experiencing values of various activities, presenting them to children, and selecting and timing activities. Includes art activities and materials, puppets, finger plays, flannel boards, and nature. **Prerequisite:** ECE061, ECE062 or consent of instructor. Class fee, \$10. **Sp**

ECE072 Learning Experiences for Young Children

4 class hrs/wk, 4 cr.
Developing, presenting, and evaluating various concepts and activities for preschool children. Includes science, creative expression, nature study, language arts (stories,

books, finger plays, dramatic play), numbers, space and time, field trips and visitors, and sensory perception. **Prerequisite:** ECE061 and ECE062 or consent of instructor. Class fee, \$5. **Sp**

ECE074 Children's Literature

3 class hrs/wk, 3 cr.
Literature for preschool children. Includes picture books, stories, poetry, and classic and current literature. Value of types of books, evaluating and choosing books, and ways to share books with young children. **Prerequisite:** Second year standing in early childhood education or consent of instructor. **F**

ECE075 Music for Young Children

3 class hrs/wk, 3 cr.
How to make music a pleasurable medium of expression. Why and how to provide music and movement activities for young children. The value of music for preschool children, simple music theory and terminology, roles of teachers, and use of spontaneous and planned activities. Class fee, \$5. **W**

ECE079 Child Nutrition

2 class hrs/wk, 2 cr.
Nutrition to meet the needs of preschool children. Development of attitudes and habits toward food and planning meals and snacks. **W**

ECE080 Home, School, Community

3 class hrs/wk, 3 cr.
Establishment and maintenance of school and community programs for parent education. Techniques and skills for developing rapport and communication with parents and families. Conferences, meetings, and community resources as tools for fostering parent-child relations. **Prerequisite:** Second year standing in early childhood education, or consent of instructor. **F**

ECE085 Administration of Child Care Centers

3 class hrs/wk, 3 cr.
Finances, budget, sources of income, standards and regulatory agencies (local, state, federal), personnel, philosophy, staffing patterns, job descriptions, interviewing, evaluation, inservice training, over-all program planning, parent/community attitudes, and relationships. **Prerequisite:** Second year standing or consent of instructor. **Sp**

ECE086, 087, 088 Directing the Day Care Center

1 class hr/wk, 1 cr. each
Provides on-going vocational education for directors of child care facilities. **ECE086:** Budgeting, staff development, grants and alternative funding. **ECE087:** Insurance, staff hiring, staff evaluations. **ECE088:** Developing staff teamwork, conducting effective staff meetings, marketing. **Offered as needed.**

ECE091 Supervised Field Experience I

1 class hr and 6 lab hrs/wk, 3 cr.
Working with young children in organized settings and assisting with supervision of daily activities in a preschool program. **Prerequisite:** ECE061, ECE062, ECE066, and ECE067. Class fee, \$3. **F, W, Sp**

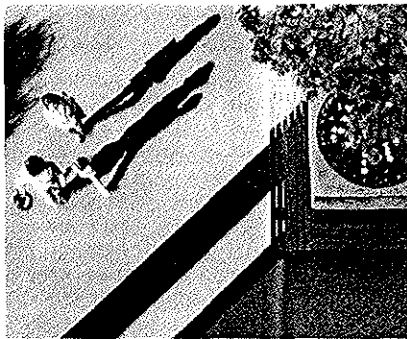
ECE092 Supervised Field Experience II

1 class hr and 9 lab hrs/wk, 4 cr.
Continuation of ECE091. Includes some planning, executing, and evaluating of curriculum materials. **Prerequisite:** ECE091. Class fee, \$5. **F, W, Sp**

ECE096 Directed Participation I
3 class hrs and 12 lab hrs/wk, 7 cr.
Supervised teaching of children in Chemeketa's child development center. **Prerequisite:** ECE092 and second year standing. Class fee, \$5. **F, W, Sp**

ECE097 Directed Participation II
3 class hrs and 15 lab hrs/wk, 8 cr.
A continuation of ECE096 with different age group. **Prerequisite:** ECE096 and second year standing. Class fee, \$10. **F, W, Sp**

ECE280 Cooperative Work Experience
see AUM280.



Education

ED051 Teaching Basic Reading and Writing to Older Non-Readers

1 class hr and 2 lab hrs/wk, 2 cr.
Workshop and tutoring experience in teaching basic reading and writing skills to older nonreaders. Covers problems of illiterates and implications, the Laubach method of basic language skills instruction, writing simple stories using a controlled vocabulary, and conducting tutorial teaching sequences. **Offered as needed.**

ED110 Psychology of Learning

3 class hrs/wk, 3 cr.
Teaching techniques based on modern theories of behavior, motivation, and human development. **W**

ED111 Contemporary Education

3 class hrs/wk, 3 cr.
Public education in the United States today. Examines contemporary purposes and practices in relation to historical trends and philosophical issues. Discusses organization, financing, and operation of local school districts. **Sp**

ED113B-C Discrimination: The Law and the Oregon Educator

1-3 class hrs/wk, 1-3 cr.
Ramifications, requirements, and impact of state and federal laws prohibiting discrimination in the educational system on the basis of sex, race, religion, handicap, national origin, marital status or age. Designed to inform the interested public and to fulfill teacher certification requirements under ORS 342.123. **Offered as needed.**

ED123 Tutoring Practices for Paraprofessionals I

3 class hrs/wk, 3 cr.
First of two courses on basic tutoring theory and techniques in reading and the language arts. How to carry out specific prescriptions from teachers, tutor pupils individually and in small groups, assess pupils' progress, and maintain appropriate records. **W**

ED124 Tutoring Practices for Paraprofessionals II

3 class hrs/wk, 3 cr.
Continuation of ED123. Covers tutoring in mathematics, science, social science, art, music, and physical education. **Sp**

ED125 Techniques for Tutoring Adults

1 class hr and 6 lab hrs/wk, 3 cr.
Individualized instruction in teaching required skills and opportunities to practice these skills in order to become an effective tutor of adult learners. Topics include, but are not limited to, reading, writing, spelling, mathematics, and English as a Second Language (ESL). **F, W, Sp**

ED131 Teaching Techniques

3 class hrs/wk, 3 cr.
Instructional and evaluative techniques commonly used by educational aides. **F**

ED132 Evaluation Techniques

3 class hrs/wk, 3 cr.
An introduction to methods and tools of measurement and evaluation. **Offered as needed.**

ED133 Instructional Media and Equipment

3 class hrs/wk, 3 cr.
Purpose and use of instructional media and equipment commonly used in schools and functions of school media centers. Class fee, \$5. **F, Sp**

ED134 The Mexican-American and the Schools

3 class hrs/wk, 3 cr.
For persons working, or planning to work, with Mexican-American students. Focuses on learning problems some students may have because of conflicts between their ethnic-based values and those of other students. **Offered as needed.**

ED136 Computers and Advanced Media in Education

3 class hrs/wk, 3 cr.
An introduction to the role and use of computers in the schools. Introduces and provides practice tutoring techniques for computer-assisted instruction (CAI). Review and provides practice in VCR operation and techniques. **Prerequisite:** ED133. **W, Su**

ED199A Spanish Language Development for the Spanish Speaker

3 class hrs/wk, 3 cr.
First of three courses to help Spanish-speaking teacher aides improve their communication skills and develop their language skills. **Offered as needed.**

ED199B Spanish Reading for the Spanish Speaker

3 class hrs/wk, 3 cr.
Continuation of ED199A to develop reading skills. **Offered as needed.**

ED199C Spanish Composition for the Spanish Speaker

3 class hrs/wk, 3 cr.
Continuation of ED199A and B and to develop composition skills. **Offered as needed.**

ED199P Tutoring Techniques for Elementary Physical Education

3 class hrs/wk, 3 cr.
Presents physical education goals and objectives, tutoring and assessment of physical skills, class organization and management, working with students with special needs, and equipment repair and maintenance. **Offered as needed.**

ED199V Teaching Techniques for Vocational Trainers

3 class hrs/wk, 3 cr.
Introduces vocational programs for handicapped persons in schools and in local communities. Explores career awareness, job exploration, supported work, and funding sources. Discusses employability and marketing skills. **Prerequisite:** ED251 or consent of instructor. **Offered as needed.**

ED201 American Sign Language—Beginning I

3 class hrs/wk, 3 cr.
An introduction to American Sign Language and the culture of deaf people. Emphasizes receptive skills and some expressive skills. **F, W, Sp, Su**

ED202 American Sign Language—Beginning II

3 class hrs/wk, 3 cr.
A continuation of ED201. Emphasizes improving receptive and expressive skills. **Prerequisite:** ED201 or equivalent. **F, W, Sp, Su**

ED204 American Sign Language—Beginning III

3 class hrs/wk, 3 cr.
Continuation of ED202. Stresses increased understanding of American Sign Language and deaf culture and proficiency in receptive and expressive skills. **Prerequisite:** ED201, ED202 or equivalent. **Offered as needed.**

ED209A Practicum: Introductory Observation and Experience

3 class hrs/wk, 3 cr.
Introduction to role and work of educational aides. Provides experience in educational settings. **F**

ED209B Practicum: Introductory Observation and Experience (LDC)

3 class hrs/wk, 3 cr.
A one-term introduction to education for students exploring education as a career. **W, Sp**

ED210 Practicum

1 class hr and 15 lab hrs/wk, 6 cr.
Field experience in a variety of classroom activities directly related to instructing and supervising children in school settings. Application of knowledge, methods, and skills gained from education courses. Seminars cover classroom experience, problem solving, techniques, and materials. **Prerequisite:** Demonstrated competency in RD010; SKD013A,B,C; WR040; MTH090A,B,C. **F, W, Sp**

ED211 Advanced Practicum

1 class hr and 15 lab hrs/wk, 6 cr.
Practical experience for educational aide students in their area of specialization. **Prerequisite:** ED210. **F, W, Sp**

ED212 Practicum: Specialized Education

1 class hr and 15 lab hrs/wk, 6 cr.
Classroom experience for second year students with children of specialized populations. Seminars on classroom experiences, problem solving, and special teaching techniques. **Prerequisite:** ED211. **F, W, Sp**

ED251 Overview of Handicapping Conditions

3 class hrs/wk, 3 cr.
An introduction to a variety of handicapping conditions of students in public schools and institutions. Identification and definition of severely emotionally disturbed, mentally retarded, learning disabled, speech and language disabled, vision and hearing impaired,

physically handicapped persons and persons with other health impairments. **F, Su**

ED252 Applied Behavior Modification

3 class hrs/wk, 3 cr.

Introduction and survey of behaviorism theory, and application of behavior modification techniques in working with students and institutionalized persons. **Sp, Su**

ED257 Second Language Teaching Techniques for Paraprofessionals I

3 class hrs/wk, 3 cr.

First of three courses. Covers philosophy, activities, materials, and various techniques used in bilingual/bicultural educational programs. **F, W**

ED258 Multicultural Education and the Paraprofessional II

3 class hrs/wk, 3 cr.

Continuation of ED257. Covers philosophy, techniques, activities, and materials used in bilingual and bicultural education programs. How to incorporate multicultural education in bilingual and bicultural classroom. **W, Sp**

ED259 Bilingual Methodology

3 class hrs/wk, 3 cr.

Continuation of ED257 and ED258. Examines the philosophy, rationale, and legal implications of bilingual/bicultural programs and the management and use of English and Spanish reading in a bilingual classroom. **Sp, Su**

ED267 Introduction to Legislation, History, and Certification Process for Special Education

3 class hrs/wk 3 cr.

First of three courses. Covers legislation, history, certification for special education, services available and current rules and regulations affecting handicapped persons. **Prerequisite:** ED251 or consent of instructor. **Su**

ED268 Educating the Mildly and Severely Handicapped

3 class hrs/wk, 3 cr.

Covers theories and techniques for working with handicapped students. Studies services and funding provided for mildly and severely handicapped students. **Prerequisite:** ED251 or consent of instructor. **W**

ED269 Classroom Management of the Learning Disabled Student

3 class hrs/wk, 3 cr.

Identifies specific learning disabilities. Discusses eligibility criteria, assessment techniques, and learning strategies. **Prerequisite:** ED251 or consent of instructor. **Sp**

ED281 Introduction to Vocational-Technical Education

3 class hrs/wk, 3 cr.

A study of goals, development, organization, education practices, and futures in vocational-technical education. **Offered as needed.**

ED292 Occupational Analysis and Curriculum Development

3 class hrs/wk, 3 cr.

A study and application of job analysis in contemporary and emerging occupations in industry, trades, and services for use in selection, organization, and evaluation of curricula in occupational education. **Offered as needed.**

Electronics

ELE050 Electronic Concepts I

3 class hrs and 3 lab hrs/wk, 4 cr.

For evening students. Covers passive electrical component theory and identification, DC and AC circuit theory, and test equipment usage. **Prerequisite:** MTH065 or MTH070 or high school algebra. Class fee, \$16. **F, W**

ELE051 Electronic Concepts II

3 class hrs and 4 lab hrs/wk, 4 cr.

For evening students. Stresses complex DC and AC circuit analysis. The ELE050 and ELE051 sequence may be substituted for the ELT051 and ELT052 sequence. **Prerequisite:** ELE050, MTH100 or MTH081 or consent of instructor. Class fee, \$16. **Sp, Su**

ELE060 Electronics Fundamentals for Nonmajors

2 class hrs and 2 lab hrs/wk, 3 cr.

Introduces direct current and alternating current devices and circuits, test equipment, and theory. Progresses into solid state devices, their construction, theory of operation, symbols, and basic circuits. Emphasizes practical applications. **Prerequisite:** MTH065 or MTH070 or high school algebra. Class fee, \$8. **W**

ELE061/ELE061M Electric Circuits

3 class hrs and 3 lab hrs/wk, 4 cr.

First in a three course industrial electronics sequence. Covers passive electrical component theory and identification, DC and AC circuit theory, test equipment and atomic theory applied to electricity. ELE061 and ELE061M are equivalent courses. **Prerequisite:** MTH065 or MTH070 or high school algebra or consent of instructor. Class fee, \$12. **F**

ELE062/ELE062M Industrial Electronics

2 class hrs and 3 lab hrs/wk, 3 cr.

Second in a three course sequence of industrial electronics courses. Introduces and explains semiconductor devices, common transducers, direct and alternating current motor and generator theory, single and three-phase power, and commonly used control circuits. ELE062 and ELE062M are equivalent courses. **Prerequisite:** ELE061 or ELE061M or consent of instructor. Class fee, \$12. **W**

ELE063/ELE063M Industrial Computer Concepts

3 class hrs and 3 lab hrs/wk, 4 cr.

Third in a three course sequence. Explains computer system theory and its application to industrial control, data acquisition and data communications. Studies both hardware and software concepts. ELE063 and ELE063M are equivalent courses. **Prerequisite:** ELE061 or ELE061M or consent of instructor. Class fee, \$12. **Sp**

ELT048 Fundamentals of Electronics

3 class hrs and 2 lab hrs/wk, 4 cr.

Introduces direct current and alternating current devices and circuits, test equipment, and theory. Progresses through solid state devices, their construction, theory of operation, symbols, and basic circuits. Emphasizes practical applications for students exploring electronics as a career or those needing a general knowledge of electronics. Class fee, \$8. **F, Sp, Su**

ELT051 Electronic Theory I

3 class hrs and 3 lab hrs/wk, 4 cr.

First of three-term sequence. Covers electric circuit analysis and atomic theory applicable to electronics. Stresses resistive circuits. **Prerequisite:** High school algebra or equivalent. Class fee, \$12. **F, W**

ELT052 Electronic Theory II

3 class hrs and 3 lab hrs/wk, 4 cr.

Second of a three term sequence. Sequence covers electric circuit analysis and atomic theory applicable to passive circuits. Stresses alternating voltage and current, reactive circuit theory, and AC circuit analysis. **Prerequisite:** ELT051 and concurrent trigonometry course or consent of instructor. Class fee, \$12. **W, Sp**

ELT053 Electronic Theory III

3 class hrs and 3 lab hrs/wk, 4 cr.

Continuation of ELT051 and ELT052. Applies fundamental concepts covered in ELT051 and ELT052. **Prerequisite:** ELT052 and trigonometry. Class fee, \$12. **F, Sp**

ELT054 Transistor Fundamentals

3 class hrs and 6 lab hrs/wk, 5 cr.

Principles of the transistor, the basic element of the semiconductor family, and its operation as a circuit element. Principles studied in theory classes are applied in the laboratory. **Prerequisite:** ELT052 should be taken previously or concurrently. Class fee, \$24. **W, Sp**

ELT055 Semiconductor Devices

2 class hrs and 3 lab hrs/wk, 3 cr.

Survey of operating principles of solid-state devices such as unijunction transistor, special diodes, thyristors (triacs, SCRs, etc.) and photoelectric devices. **Prerequisite:** ELT054 or consent of instructor. Class fee, \$12. **F, Sp**

ELT058 Electronics Orientation

1 class hr and 2 lab hrs/wk, 2 cr.

Introduces the field of electronics including career opportunities, component identification, soldering, tool identification, safety, and hardware. Class fee, \$8. **F, W**

ELT061 Electronic Problems I

2 lab hrs/wk, 1 cr.

Introduction to electronic problem solving. Emphasizes calculations, scientific notation, formula manipulation, and use of calculators in solving electronics problems. **Prerequisite:** Registration in electronics curriculum. **F, W**

ELT062 Electronic Problems II

2 lab hrs/wk, 1 cr.

Includes procedures and development of skills for dimensional analysis, recognition and use of unit systems, preparation and use of graphs and curves. **Prerequisite:** ELT061 or consent of instructor. **W, Sp**

ELT064 Pulse Circuit Fundamentals

2 class hrs and 3 lab hrs/wk, 3 cr.

An introduction to pulse techniques. Includes theory and operation of clamper circuits and clipper circuits, various multivibrator circuits, and synchronization circuits. **Prerequisite:** ELT054 or consent of instructor. Class fee, \$12. **F, Sp**

ELT065 Electronic Circuit Analysis

2 class hrs and 6 lab hrs/wk, 4 cr.

Basic circuits and components of electronics emphasizing design and proving of design concepts. Covers solid state amplifiers, oscillators, power supplies, circuit design and

troubleshooting. **Prerequisite:** ELT054. Class fee, \$24. **F, W**

ELT066 Digital Fundamentals

3 class hrs and 2 lab hrs/wk, 4 cr.
An introduction to logic circuits. Includes binary, octal, and hexadecimal number systems with conversion to decimal, nondecimal arithmetic binary number codes, Boolean algebra principles, logic circuits with emphasis on hardware and simplification. Laboratory work relates to classes. **Prerequisite:** ELT051. Class fee, \$8. **W, Sp, Su**

ELT067 Digital Circuit Applications

2 class hrs and 3 lab hrs/wk, 3 cr.
Continuation of ELT066. Covers principles of Boolean algebra, and digital ICs and their application. Laboratory-oriented to give students experience with sequential logic elements; such as flip-flops, counters, registers, and arithmetic logic units. **Prerequisite:** ELT066. Class fee, \$12. **F, W**

ELT068 Microcomputer Systems

3 class hrs and 6 lab hrs/wk, 5 cr.
Basics of microcomputer systems, both hardware and software. Covers interfacing techniques and protocols. **Prerequisite:** ELT066 and a high level programming language or consent of instructor. Class fee, \$24. **W, Sp**

ELT070 Video Display Systems

3 class hrs and 6 lab hrs/wk, 5 cr.
Circuit analysis of video display systems. Includes theories of operation and troubleshooting techniques. **Prerequisite:** ELT054 or consent of instructor. Class fee, \$24. **F, Sp**

ELT071 Linear IC Fundamentals

3 class hrs and 3 lab hrs/wk, 4 cr.
Theory of linear ICs and their application to basic circuits. **Prerequisite:** An understanding of passive circuit theory plus a working knowledge of transistor theory and operation. Class fee, \$12. **F, Sp**

ELT072 Linear IC Application

2 class hrs and 3 lab hrs/wk, 3 cr.
A design and applications course using integrated circuits to study linear electronic circuits. **Prerequisite:** ELT071 or consent of instructor. Class fee, \$12. **W, Sp**

ELT074 FCC License Preparation

3 class hrs/wk, 3 cr.
A review of electronic circuits and discussion of FCC rules and regulations. Preparation for FCC examination. **Prerequisite:** Sixth term standing or consent of instructor. **Sp**

ELT075 Advanced Industrial Electronics

3 class hrs and 3 lab hrs/wk, 4 cr.
Principles and concepts of electronic and electrical control and sensing devices used in industry. Covers electric motors, control circuits, servos, and measurement transducers. **Prerequisite:** ELT054 and ELT055. Class fee, \$12. **F, Sp**

ELT076 Antennas and Transmission Lines

2 class hrs/wk, 2 cr.
Practical and theoretical aspects of transmission lines and antennas. Basic theory of antenna design, radiation patterns, phasing and coupling networks. Emphasizes coaxial and open-wire transmission line for all frequencies. **Prerequisite:** ELT076 or consent of instructor. **W, F**

ELT077 Telecommunications

2 class hrs and 3 lab hrs/wk, 3 cr.
Studies communications theory and systems. Laboratory experiments help develop practical knowledge and reinforce theoretical concepts. **Prerequisite:** ELT076. Class fee, \$12. **F, Sp**

ELT081 Logical Troubleshooting

3 class hrs and 3 lab hrs/wk, 4 cr.
A logical approach to troubleshooting emphasizing approaching, finding, and solving problems, and using servicing equipment. **Prerequisite:** Second year of electronics program. Class fee, \$12. **Sp**

ELT084 Robotics and Servos

2 class hrs and 3 lab hrs/wk, 3 cr.
Explains the theories of operation of open and closed loop control systems. Discusses applications of these systems and reasons for selecting a specific system. Laboratory work includes testing and evaluating these control systems and the devices used to implement them. **Prerequisite:** MTH082 or equivalent. Class fee, \$12. **Sp**

ELT086 Mechanical Devices

2 class hrs and 3 lab hrs/wk, 3 cr.
An introduction to mechanical devices and rotational actuators used in electromechanical systems. Covers theory of rotational actuators, belt and chain drives, gears, bearings, and clutches. Lab sessions provide experience in integrating rotational actuators and mechanical devices into drive and power train systems. **Prerequisite:** MTH082. Class fee, \$12. **Sp**

ELT090 Computer Peripherals

3 class hrs and 3 lab hrs/wk, 4 cr.
A study of disks, printers, plotters, etc. plus theories of operation and concepts of interfacing software and hardware. Lab sessions emphasize installation and troubleshooting techniques. **Prerequisite:** Enrollment in second year of Computer Electronics Technology program or consent of instructor. Class fee, \$12. **W**

ELT091 Programming Concepts I

3 class hrs and 3 lab hrs/wk, 4 cr.
An introduction to computer programming and computer operating systems using "C" language and MSDOS operating system. Emphasizes documentation and structure. **Prerequisite:** MTH081M or consent of instructor. Class fee, \$8. **F**

ELT092 Programming Concepts II

3 class hrs and 3 lab hrs/wk, 4 cr.
A continuation of ELT091. Refines structured programming techniques and applies them to more complex data structures. Emphasizes system analysis and programming techniques and documentation. **Prerequisite:** ELT091. Class fee, \$8. **W**

ELT093 Data Communication

3 class hrs and 3 lab hrs/wk, 4 cr.
Covers theories and concepts of information exchange between computers. Lab sessions emphasize installation, maintenance, and theory of operation of data communication networks. **Prerequisite:** Enrollment in second year of the Computer Electronics Technology program or consent of instructor. Class fee, \$12. **Sp**

ELT097 Advanced Computer Architecture

3 class hrs and 6 lab hrs/wk, 5 cr.
For students with a solid foundation in digital logic, microprocessors, and programming. Explains computer system theory. Lab sessions emphasize system installation and

troubleshooting of both hardware and software. **Prerequisite:** Enrollment in second year of the Computer Electronics Technology program or consent of instructor. Class fee, \$24. **Sp**

ELT098 Fundamentals of Electronics for Computers

3 class hrs and 2 lab hrs/wk, 4 cr.
Fundamental electronics concepts related to computers. For students who need or desire an expanded understanding of the inner workings of a computer. Requires no background in electronics. **Prerequisite:** High school algebra and a knowledge of a high level programming language or consent of instructor. Class fee, \$8. **F, Su**

ELT280 Cooperative Work Experience see AUM280.

Emergency Medical Technology

EMT050 Emergency Medical Technology I

5 class hrs and 5 lab hrs/wk, 8 cr.
Development of skills in recognizing symptoms of illnesses and injuries and following proper procedures of emergency care. For persons currently active in services which demand response to emergency care situations, such as ambulance attendants, fire fighters, emergency rescuers, police, mountain rescuers, and industrial emergency care persons. **Prerequisite:** No history of diabetes, epilepsy, or narcotic addiction or alcohol addiction unless students have not lost consciousness for past six months and are currently undergoing medical care. Class fee, \$10. **F, W, Sp @CLASS NAME = EMT051 EMT Basic Emergency Medical Technology I, Part A**

2 class hrs and 2 lab hrs/wk, 3 cr.
Skill development in recognizing symptoms of illnesses and injuries and in proper emergency care procedures. Includes proficiency tests and evaluation sessions. **Prerequisite:** No history of diabetes, epilepsy or narcotic addiction or past history of alcohol addiction. If history of any of these conditions exists, students should not have lost consciousness for the past six months and be currently undergoing medical care. Class fee, \$7. **F**

EMT052 Emergency Medical Technology I, Part B

2 class hrs and 2 lab hrs/wk, 3 cr.
Continuation of EMT051. **Prerequisite:** EMT051. Class fee, \$5. **W**

EMT053 Emergency Medical Technology I, Part C

2 lab hrs/wk, 1 cr.
Observation and practice of emergency skills in selected emergency settings. **Prerequisite:** EMT052. Class fee, \$5. **Sp**

EMT055 Malpractice Issues

1 class hr/wk, 1 cr.
Basic concepts of malpractice in health care. Includes case studies, applications to practical situations; claims prevention, and insurance. **F, W, Sp, Su**

EMT059 Survey of Human Disease

3 class hrs/wk, 3 cr.
An overview of human pathology. Includes etiology, injury, and illness. **Offered as needed.**

EMT060 Emergency Medical Technician II

5 class hrs and 3 lab hrs/wk, 6 cr.
Role and responsibilities of EMT personnel, patient assessment, shock management, fluid therapy, introduction to pharmacology. Class fee, \$15. **Prerequisite:** Acceptance into EMT program: EMT I certification or GED or high school graduate preferred; meet current state requirements. Class fee, \$20. **W**

EMT061 Emergency Medical Technician III, Part A

3 class hrs and 5 lab hrs/wk, 5 cr.
Continuation of EMT060. Includes drug administration, anatomy and physiology of the respiratory system, assessment, pathophysiology and management of respiratory problems, anatomy and physiology of cardiovascular system and assessment of arrhythmias. **Prerequisite:** EMT060; current EMT I or EMT II certification in Oregon; meet current state requirements. Class fee, \$15. **Sp**



EMT062 Emergency Medical Technician III, Part B

3 class hrs and 11 lab hrs/wk, 6 cr.
Continuation of EMT061. Includes clinical experience in the following areas: emergency room, intensive care unit, operating room, mobile intensive care unit, coronary care unit. **Prerequisite:** EMT061; current EMT I or EMT II certification in Oregon; concurrent enrollment in EMT280B; meet current state requirements. Class fee, \$15. **F**

EMT063 Emergency Medical Technician III, Part C

2 class hrs and 11 lab hrs/wk, 5 cr.
Continuation of EMT062. **Prerequisite:** EMT062; current EMT I or EMT II certification; concurrent enrollment in EMT280B; concurrent enrollment or successful prior completion of EMT055; meet current state requirements. Class fee, \$15. **W**

EMT064 Emergency Medical Technician IV (Paramedic)

4 class hrs and 11 lab hrs/wk, 8 cr.
Continuation of EMT063. Management of CNS disorders, soft tissue injuries, muscular and skeletal problems, fractures, medical emergencies, emotional disturbances, emergency childbirth, gynecological problems, and care of neonatal and pediatric patients. **Prerequisite:** EMT063; current EMT I or EMT II certification; concurrent enrollment in EMT280B; concurrent enrollment or successful prior completion of EMT068 and EMT055. Class fee, \$15. **Sp**

EMT068 Extrication for EMTs

1 class hr and 1 lab hr/wk, 1 cr.
Introduces techniques and tools of patient extrication, emphasizing application to traffic accidents, as required for paramedic certification. **Prerequisite:** Current EMT I cer-

tification or consent of instructor. Class fee, \$5. **W, Sp, Su**

EMT069 Rescue Fundamentals

2 class hrs and 2 lab hrs/wk, 3 cr.
Elementary procedures of rescue practices, systems, components, support and control of rescue operations including ladder procedures, rope use and knots, nets, lines, and basic rescue tools. Practicum includes using rescue items and integrating basic rescue principles. **W**

EMT070 Emergency Response Driving

1 class hr and 1 lab hr/wk, 1 cr.
Defensive driving tactics, evasive maneuvers, traffic hazards, weather, road conditions, regulations, laws and procedures for safe operation of an emergency response vehicle, vehicle selection and maintenance, and route planning. Class fee, \$5. **W**

EMT074 Dispatching and Radio Communications

1 class hr and 2 lab hrs/wk, 2 cr.
Federal Communications Commission rules and regulations, radio frequency utilization, radio procedures, codes, voice and telemetry, transmission site selection and net composition, standard communication operating procedures, utilization coordination and systems design; patient medical reports. **W**

EMT075 Introduction to Emergency Medical Services Systems

4 class hrs/wk, 4 cr.
An overview of emergency medical services systems and federal, state, and local emergency services organizations. Includes history, trends, future expectations, legislation, funding mechanisms, controls, and regulations. Personnel involvement in operations and management of ambulance services. **F**

EMT079 Disaster Planning and Management

2 class hrs/wk and 2 lab hrs/wk, 3 cr.
Introduction to disasters, including types, planning, triage, management, human behavior, simulation, and mobilization of resources. **W**

EMT280 Cooperative Work Experience

see AUM280.

English

ENG101, 102, 103 Introduction to English Literature

3 class hrs/wk, 3 cr.
Major literary documents and authors. Lecture-discussion and individual study on relation of authors and genres to their historical, cultural, intellectual, and aesthetic contexts. ENG101 covers Beowulf to the renaissance in England, ENG102 from Shakespeare to the romantic movement, and ENG103 from the last half of the romantics to modern British fiction. **F, W, Sp**

ENG104 Introduction to Fiction

3 class hrs/wk, 3 cr.
Analysis of fiction literature by reading works in English and in translation. Introduces the short story and novel, basic literary concepts, and terminology. **F, W, Sp**

ENG105 Introduction to Dramatic Literature

3 class hrs/wk, 3 cr.
Dramatic literature by an international range of authors. Emphasizes students' perception of literary issues through discussion of basic dramatic conventions, characterization, theme, literary uses of language, and setting. **W, Sp**

ENG106 Introduction to Poetry

3 class hrs/wk, 3 cr.
Analysis of poetry by reading works in English and in translation. Introduces literary concepts and terminology for poetry, and explores types, elements, and structures of poetry. **Sp**

ENG107 Introduction to World Literature

3 class hrs/wk, 3 cr.
The Ancient World through the Middle Ages. Analyzes literary masterpieces to study literary and cultural foundations of the Western world. **F**

ENG108 Introduction to World Literature

3 class hrs/wk, 3 cr.
The Renaissance through the Romantic Revolt, 1450-1850. Analyzes literary masterpieces to study of the literary and cultural foundations of the Western world. **W**

ENG109 Introduction to World Literature

3 class hrs/wk, 3 cr.
1850 - present. Analyzes literary masterpieces to study of the literary and cultural foundations of the Western world. **Sp**

ENG116 College Vocabulary

3 class hrs/wk, 3 cr.
A study of affixes, root words, derived forms, loan words, etymologies, and connotations. Emphasizes correct pronunciation. Introduces the history of the English language. **Prerequisite:** Score of ninth-grade-level vocabulary or above on diagnostic test. **Offered as needed.**

ENG201, 202, 203 Introduction to Shakespeare

3 class hrs/wk, 3 cr.
Formal elements of Shakespeare's work, structure, characterization, setting, movement, imagery—as well as more elusive elements of the plays—their larger meaning and value systems. An analysis of Shakespeare's work in relation to the larger mode of tragedy, comedy, and genre of drama. Discussion of plays and critical essays of them. ENG201: Tragedies; ENG202: Comedies; and ENG203: Histories and late Romances. **ENG201: F; ENG202: W; ENG203: Sp**

ENG253 Introduction to American Literature

3 class hrs/wk, 3 cr.
Colonial, New Republic, and Romantic literature from 1607 to 1850. Literary devices and styles in the writings of Anne Bradstreet, Jonathan Edwards, Thomas Paine, Washington Irving, Nathaniel Hawthorne, Edgar Allan Poe, and Herman Melville. Promotes appreciation of literature. **F**

ENG254 Introduction to American Literature

3 class hrs/wk, 3 cr.
Transcendental, Realistic, and Naturalistic literature from 1850 to 1914. Includes writings of Ralph Waldo Emerson, Henry Thoreau, Walt Whitman, Emily Dickinson, Sarah Jewett, Henry James and Hamlin Garland. Promotes appreciation of literature. **W**

ENG255 Introduction to American Literature

3 class hrs/wk, 3 cr.

Discusses the relevancy of literature to the human condition from 1914 to the present. Includes writings of F. Scott Fitzgerald, Ernest Hemingway, Robert Frost, T.S. Eliot, Katherine Porter, Flannery O'Connor, Ralph Ellison, Sylvia Plath. Promotes appreciation of literature. **Sp**

ENG260 Introduction to Women Writers

3 class hrs/wk, 3 cr.

Focuses on achievements and perspectives of women writers through analysis of their literary works. **W**

ENG261 Introduction to Science Fiction

3 class hrs/wk, 3 cr.

Oral and written discussion of ideas, implications, and artistic devices found in various works dealing with the future, social engineering, adventure, and fantasy. **Sp**

ENG262 The American Western

3 class hrs/wk, 3 cr.

Emphasizes appreciation of classic and modern cowboy short stories and novels; myths about the West, nature, and heroic human potential. **Offered as needed.**

ENG263 Introduction to Detective Fiction

3 class hrs/wk, 3 cr.

An historical study from early stories by Poe and Doyle through various schools of American and British writings. **F**

Engineering, see also General Engineering

ENGR200 Engineering Mathematics

2 class hrs and 2 lab hrs/wk, 3 cr.

Applies mathematic principles of college algebra and trigonometry in solving actual engineering and science problems. **Prerequisite:** MTH101 and MTH102. **F**

ENGR201 Electrical Fundamentals I

3 class and 2 lab hrs/wk, 4 cr.

Studies basic electrical circuit theory. Covers voltage and current relationships and fundamental methods of circuit analysis. Defines electrical circuit parameters such as resistance, inductance, and capacitance. Studies basic DC, AC, and natural responses of circuits. **Prerequisite:** MTH201. Class fee, \$10. **F**

ENGR202 Electrical Fundamentals II

3 class and 2 lab hrs/wk, 4 cr.

Studies the Fourier-Series representation of periodic time-varying functions, sinusoidal steady-state analysis, basic operation of three-phase circuits, electric circuits which contain mutually coupled coils, functions of transformers in circuits, characteristics of resonant circuits, use of operational amplifiers to perform various functions in circuits with periodic inputs. **Prerequisite:** MTH201, ENGR201, and concurrent enrollment in MTH221. Class fee, \$10. **W**

ENGR203 Electric Control Fundamentals

3 class and 2 lab hrs/wk, 4 cr.

Studies LaPlace Transform and its use in electrical control theory including the bode diagram. Includes analysis of two-port circuits, Boolean algebra, and basic logic gates. **Prerequisite:** MTH201, MTH221, ENGR201. Class fee, \$10. **Sp**

ENGR211 Statics

3 class hrs and 2 lab hrs/wk, 4 cr.

Analysis of forces induced in structures and machines by various types of loading. **Prerequisite:** MTH200. **F**

ENGR212 Dynamics

3 class hrs and 2 lab hrs/wk, 4 cr.

Kinematics, Newton's laws of motion, work/energy, and impulse-momentum relationships applied to engineering systems. **Prerequisite:** ENGR211, MTH201 and PH211. **Sp**

ENGR213 Strength of Materials

3 class hrs, and 2 lab hrs/wk, 4 cr.

Covers properties of structural materials; analysis of stress and deformation in axially loaded members, circular shafts, and beams, and in statically indeterminate systems containing these components. **Prerequisite:** ENGR211 and MTH201. **W**

English as a Non-Native Language

ENL010 English as a Second Language—Speaking

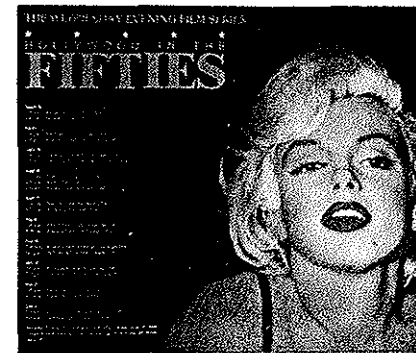
5 class hrs/wk, 3 cr.

Includes language lab hours in addition to scheduled class hours. Emphasizes verbal and aural skills for non-native English speakers. Includes listening, pronunciation, basic grammar, and organizational skills needed to speak English effectively. **Prerequisite:** STEL test. Class fee, \$2. **F, W, Sp**

ENL015 English as a Second Language—Writing

5 class hrs/wk, 3 cr.

Includes language lab hours in addition to scheduled class hours. Emphasizes writing skills for non-native English speakers. Covers correct sentence structure, punctuation, and paragraph organization. **Prerequisite:** STEL test. Class fee, \$2. **F, W, Sp**



ENL110 English as a Non-Native Language I

3 class hrs and 2 lab hrs/wk, 4 cr.

For students whose first language is not English. Emphasizes advanced comprehension of spoken English, accent improvement, and both formal and informal oral communication for college and business needs. **Prerequisite:** STEL test. Class fee, \$2. **F, Sp**

ENL111 English as a Non-Native Language II

3 class hrs and 2 lab hrs/wk, 4 cr.

For students whose first language is not English. Emphasizes using complex English structures, advanced grammar, and increasing one's vocabulary. **Prerequisite:** STEL test. Class fee, \$2. **F, W**

ENL112 English as a Non-Native Language III

3 class hrs and 2 lab hrs/wk, 4 cr.

For advanced-level students whose first language is not English. Emphasizes several different organizational methods for preparing written essays. Includes analysis, classification, comparison, assertion, and substantiation. A preparation for WR121. **Prerequisite:** STEL test. Class fee, \$2. **W, Sp**

Emergency Services

ES071 Multimedia First Aid

8 class hr/wk, 1 cr.

Fundamentals of first aid theories and procedures. Upon satisfactory completion, student receives American National Red Cross Multimedia First Aid card. Meets Occupational Safety and Health Administration and Board of Education requirements. Class fee, \$7. **F, W, Sp, Su**

Film Arts

FA251 Film Production

3 class hrs/wk, 3 cr.

Use of the camera, equipment, and lighting to capture proper image, action, and illusions of motion. **F, W, Sp**

FA255 Understanding Movies

2 class hrs and 3 lab hrs/wk, 3 cr.

History, technique, and art of film. In-class film viewing and discussion. How to evaluate a variety of stylistic approaches. Class fee, \$12. **F**

FA256 Understanding Movies: The Great Film Directors

2 class hrs and 3 lab hrs/wk, 3 cr.

An analysis of films from the standpoint of the director-creator. Studies works of one or two directors in an effort to understand and critique individual films as the works of artists, especially within the context of a body of work expressing a particular and unique view of the world. Class fee, \$12. **W**

FA257 Understanding Movies: Themes and Genres

2 class hrs and 3 lab hrs/wk, 3 cr.

An examination of a number of films representing a single genre (western, comedies, etc.) or expressing common themes. Focuses on various directors and their diverse styles, techniques, and personal expressions. Class fee, \$12. **Sp**

Field Experiences

FE205 Job Search Techniques

1 class hr/wk, 1 cr.

How to find and apply for a job, prepare and write resumes, gather job information, prepare for interviews, learn job requirements and what employers look for in an employee. **F, W, Sp**

FE280 Cooperative Work Experience see AUM280.

Foods/Nutrition

FN225 Nutrition

4 class hrs/wk, 4 cr.

The relationship of food and its components to health. Considers current national and international concerns. **F, W, Sp**

Foods/Nutrition, see also Food Service.

Forestry

FOR051 General Forestry

3 class hrs/wk, 3 cr.

An orientation and overall picture of forestry in the United States. Includes how forests and man are inter-dependent, the role of forests in the building of the country, the distribution and character of forests, what a forest and forestry are, silvicultural systems, reforestation, and the history of forest protection as related to fire, insects, animals, and disease. **F**

FOR052 Tools and Equipment

1 class hr and 2 lab hrs/wk, 2 cr.

Proper use and care of hand tools and power tools commonly used in forestry work. Includes fundamentals of falling and bucking, sharpening edged tools, and safety in the woods. Tools include files, axes, pulaskis, hazel hoes, shovels, peevies, wedges, mauls, and crosscut and chain saws. Includes practical work for cooperating individuals and agencies. Discussion and practice of foremanship. Class fee, \$5. **F**

FOR053 Introduction to Engineering Computers and Calculators

3 lab hrs/wk, 1 cr.

Hands-on experience using a variety of calculators to solve forestry and surveying problems. **F**

FOR057 Forestry Plane Surveying I

2 class hrs and 6 lab hrs/wk, 4 cr.

A beginning study of surveying techniques including fundamentals of taping and leveling, care and handling of surveying instruments, and office procedures. Field work provides practical application of the techniques. Class fee, \$5. **Sp**

FOR058 Forestry Plane Surveying II

3 class hrs and 6 lab hrs/wk, 5 cr.

A continuation of FOR057. Studies distance and direction measurement, employing transits, theodolites, electronic distance measurer (EDM), and steel tapes; traversing and associated office computations; areas; stadia; circular curves; and brief review of public land surveys. **Prerequisite:** FOR057, MTH053 or concurrent enrollment. Class fee, \$5. **F**

FOR061 Tree Identification I

1 class hr and 2 lab hrs/wk, 2 cr.

How to identify tree species by common and scientific names. **W**

FOR062 Tree Identification II

1 class hr and 2 lab hrs/wk, 2 cr.

Identification of native hardwoods of Oregon. Includes common forest shrubs. Covers use of dichotomous genus key and of terms. Features field recognition labs, use of scientific names. **Sp**

FOR063 Elementary Forest Surveying

1 class hr and 3 lab hrs/wk, 2 cr.

Basic forest surveying. Emphasizes use of equipment to collect field data for mapping and drawing maps. Class fee, \$5. **F**

FOR066 Forest Products

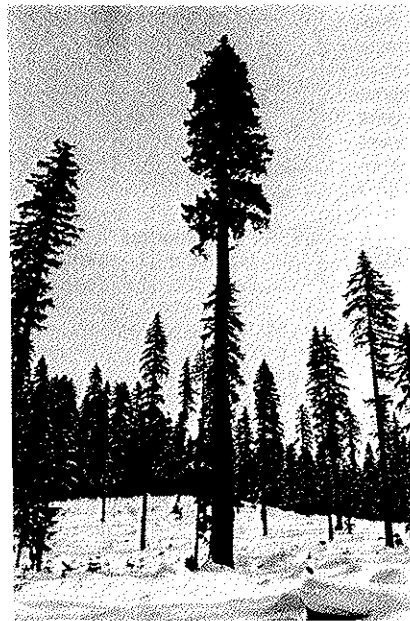
3 class hrs and 3 lab hrs/wk, 4 cr.

Major non-chemical wood products industries and a brief introduction to the pulp and paper industry. Emphasizes economic importance, properties, uses, and manufacturing processes. Class fee, \$5. **W**

FOR067 Forest Sciences

3 class hrs/wk, 3 cr.

A study of important forest diseases, forest insects, and animal influences on trees and forests. Covers descriptions, damage inflicted, damage control techniques, and operational control projects. **Sp**



FOR068 Forest Photogrammetry

2 class hrs and 2 lab hrs/wk, 3 cr.

Basic principles of photogrammetry and photo interpretation emphasizing uses of vertical aerial photographs in forest industries. **Prerequisite:** MTH052. Class fee, \$5. **Sp**

FOR071 Natural Cover Fire Protection

3 class hrs and 2 lab hrs/wk, 4 cr.

Studies the causes, nature, and behavior of wildfires, primarily of field and forest. Covers the importance and effects of the combination of weather, fuels, and topography in relation in wildfire ignition and dynamics. Followed by techniques and strategies of intervention by fire fighters to prevent and suppress the wildfires by breaking up the basic fire triangle, using hand tools, water, air and land machines. **F**

FOR073 Forestry Seminar I

1 class hr/wk, 1 cr.

A group and individual research and sharing of information valuable to the student desiring summer employment in forestry-related work. Topics include (but not limited to) employment applications, resumes, job search, interviewing, working conditions, success on a job, current opportunities, and explores technical progress in forestry and related fields. **W**

FOR076 Forest Mensuration

3 class hrs and 4 lab hrs/wk, 4 cr.

Care and use of forestry instruments; measurement and appraisal of trees, stands, and forest sites. Emphasizes mapping, fixed-plot and variable-plot cruising in field labs. Includes regeneration surveys; growth and yield; stumpage valuation, and metric conversion. **Prerequisite:** FOR061, MTH052 (or concurrent enrollment), and FOR063 (or concurrent enrollment). Class fee, \$5. **Sp**

FOR078 Scaling Practices

2 class hrs and 6 lab hrs/wk, 4 cr.

Theory and principles of log scaling. Includes field scaling of logs for net scale. Discusses types of defects and corresponding deductions for each in field observations. **Prerequisite:** FOR061. Class fee, \$5. **W**

FOR081 Logging Practices

2 class hrs and 6 lab hrs/wk, 4 cr.

An introduction to log harvesting. Covers recognition and uses of tools, equipment, and cable systems; safety, terminology, customs and management. Class fee, \$5. **F**

FOR083 Forestry Reports

3 class hrs/wk, 3 cr.

Principles of writing memos, letters, and technical forestry reports, and preparing maps. Particularly for forest technicians working in forestry field operations. **Prerequisite:** COM051 or equivalent and FOR076. **W**

FOR085 Forestry Contracts

3 class hrs/wk, 3 cr.

How to read a bid prospectus, complete a formal bid document and complete a contract successfully. **W**

FOR087 Wood Structure and Identification

1 class hr and 6 lab hrs/wk, 3 cr.

A study of basic wood structure and gross features of wood. Includes identification of common softwood and hardwood species. **W**

FOR088 Methods of Supervision

3 class hrs/wk, 3 cr.

Introduces techniques of supervision. Covers important aspects of supervision such as leadership, planning, communication, motivation, organization, problem solving, work methods, training, and problem areas. Examines managerial practices which promote an understanding of the work environment. **Sp**

FOR091 Silviculture

3 class hrs/wk, 3 cr.

Tree habits, forest ecology, and silvicultural practices in the management of Pacific Northwest forest lands and timber. **Prerequisite:** FOR051, FOR061, FOR062, FOR067 and FOR076. **W**

FOR093 Forestry Seminar II

1 class hr/wk, 1 cr.

A continuation of FOR073. **Prerequisite:** Consent of program coordinator. **W**

FOR096 Forest Road Surveying

2 class hrs and 6 lab hrs/wk, 4 cr.

Principles and practices of forest road surveying, design, and layout, including locations in field, grades, profiles, drainage, curves, cross-sections, earthwork computations, slope-staking, and referencing. **Prerequisite:** MTH053, FOR057 and FOR058. Class fee, \$5. **Sp**

French

FR101, 102, 103 First Year French, Terms I, II, III

4 class hrs/wk, 4 cr.

Grammar, vocabulary and common expressions. **Prerequisite:** FR102: FR101 or consent of instructor. FR103: FR101, FR102, or one year high school-level French, or consent of instructor. Class fee, \$2 each. **FR101: F; 102: W; 103: Sp**

FR201, 202, 203 Second Year French, Terms I, II, III

4 class hrs/wk, 4 cr.

A continuation of study and application of grammar, vocabulary, and syntax. Emphasizes self-expression. Includes some study of French literature and culture. **Prerequisite:** FR201: one year of college French or two years of high school French or consent of instructor. FR202: FR201 or three years of high school-level French or consent of instructor. FR203: FR202, or three years of high school-level French, or consent of instructor. Class fee, \$2 each. **FR201: F; 202: W; 203: Sp**

Fire Protection

FRP050 Introduction to Fire Protection

3 class hrs/wk, 3 cr.

Philosophy and history of fire protection. History of loss of life and property by fire, role responsibility 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, development of resume. **F**

FRP051, 052, 053, 061, 062, 063 Fire Incident Related Experience

9 lab hrs/wk, 3 cr.

Orientation to fire incident related experience courses, engine company organization, engine configuration, small tools and minor equipment carried, basic hose practices, basic hose lays, use of protective breathing apparatus, response, district maps, phantom box areas, communication procedures, fire apparatus driving practices. Completion of FRP051, 052, 053, 061, 062, and 063 meets Oregon Fire Standards and Accreditation Board requirements for Fire Fighter I. Class fee, \$15 each. **F, W, Sp**



FRP054 Fire Service Hydraulics

2 class hrs/wk, 2 cr.

Presents hydraulic laws and formulas which apply to fire service. Studies the behavior of water at rest and in motion, applies formulas and mental calculations relative to hydraulic problems, discusses groundwater supply problems and water distribution systems. **Prerequisite:** MTH100 or consent of instructor. **Sp**

FRP055 Elementary Science/Firefighters

2 class hrs and 2 lab hrs/wk, 3 cr.

Practical general science. Covers matter, laws of motion and force, work and machines, mechanics of liquids, principles of chemistry, combustion and heat, magnets and magnetism, electricity, atomic energy and radiation. Laboratory time provides help in clarifying the principles and procedures covered in class. Class fee, \$5. **F**

FRP056 Fire Service Rescue Practices

2 class hrs and 4 lab hrs/wk, 4 cr.

Use of rescue tools and related equipment, common rescue carries, search and rescue procedures, handling nets and lines, care of victims and transportation, excavation, and electrical rescue procedures. **Prerequisite:** FRP051 and FRP052 or EMT069. Class fee, \$5. **W**

FRP057 Fire Science

2 class hrs and 2 lab hrs/wk, 3 cr.

Physical and chemical properties of substances, acids-bases, salts and solutions, weights and measurements, metals, application of chemistry to fire problems. Laboratory time provides clarifying demonstrations and experiments. **Prerequisite:** FRP055. Class fee, \$5. **W**

FRP058 Fire Pump Construction and Operation

2 class hrs and 2 lab hrs/wk, 3 cr.

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:** FRP054 or consent of instructor. **Sp**

FRP060 Fundamentals of Fire Prevention

3 class hrs/wk, 3 cr.

Philosophy and history of fire protection, review of life and property loss statistics, fire protection agencies, current and future fire protection problems, fire prevention programs, general public education, development and enforcement of fire prevention laws and regulations, responsibility of state fire marshals, local fire departments, property owners, fire safety, reporting fire prevention activities, drills, policies, public relations, DEQ regulations. Emphasizes "company inspections." **W**

FRP061, 062, 063. See FRP051, etc.

FRP064 Hazardous Materials Technician I

3 class hrs/wk, 3 cr.

How to handle emergencies involving hazardous materials. Includes recognition of the hazards, responding, intervening, and stabilizing the situation. **Prerequisite:** FRP055 or consent of instructor. **F**

FRP065 Hazardous Materials Technician II (Part A)

3 class and 4 lab hrs/wk, 4 cr.

Continues FRP064. How to use specialized equipment and techniques in responding safely to emergencies involving flammable combustible liquids, explosives, toxic

material, and radioactive material. **Prerequisite:** FRP064 and successful completion Task Performance 3041. Class fee, \$15. **W**

FRP066 Building Construction for Fire Suppression

3 class hrs/wk, 3 cr.

Fire problems inherent in structural elements of buildings. How knowledge gathered through interpretation of blueprints and inspection of various building types provides a basis for applying effective extinguishment practices, with adequate safeguards for personnel. **W**

FRP068 Hazardous Materials Technician II (Part B)

3 class and 4 lab hrs/wk, 4 cr.

Safe handling of emergencies involving hazardous materials in transport and in storage. **Prerequisite:** FRP065. Class fee, \$15. **Sp**

FRP069 Fire Department Leadership

3 class hrs/wk, 3 cr.

Explains the company officer's job, its unique aspects, functions of management, basic principles of management and supervision, and self-analysis to become a better supervisor. Covers leadership concepts, types of supervisors, attitudes, cooperation, individual differences, motivation, communication, discipline, grievances, evaluating performance, planning, organizing, and making decisions. **Prerequisite:** FRP050, FRP060 and PSY100 or consent of instructor. **Sp**

FRP070 Fire Fighting Tactics and Strategy

3 class hrs/wk, 3 cr.

Covers the fire command system, rescue, offensive and defensive fire attack, property conservation, staging and apparatus placement, sectoring and company functions, communications, command procedures. **F**

FRP071 Fire Protection Systems and Extinguishers

3 class hrs/wk, 3 cr.

Portable extinguisher equipment, sprinkler systems, protection systems for special hazard, fire alarm and detection systems, ventilating systems. **Prerequisite:** FRP065 and FRP059 or consent of instructor. **W**

FRP072 Fire Codes and Ordinances

3 class hrs/wk, 3 cr.

A study of the uniform fire code, uniform building code, flammable liquid and other fire codes relating to fire prevention and life safety. **Prerequisite:** FRP050 and FRP060 or consent of instructor. **F**

FRP073 Firefighters Law

2 class hrs/wk, 2 cr.

Firefighters' legal responsibilities in driving, inspection, alarms and communications, other fire protection activities. Firefighters' rights, duties, liabilities, and participation in legal activities including state and local fire marshal laws relating to fire protection. **Sp**

FRP074 Fire Investigation

3 class hrs and 2 lab hrs/wk, 3 cr.

Burning characteristics of combustibles, interpretation of clues, burn patterns leading to points of origin, identification of incendiary indications, sources of ignition and ignited materials, and preservation of fire scene and evidence. **F**

FRP075 Aircraft Crash/Fire Rescue

1 class hr and 3 lab hrs/for 4 weeks, 1 cr.

Pre-planning activities for on-airport and off-airport emergencies. Approach, positioning, rescue procedures, and application of control

techniques. **Prerequisite:** FRP051, 052, 053, 061, 062 or consent of instructor. **Sp**

FRP077 Fire Service Instructor Training

12 class hrs and 10 lab hrs, 2 cr.
The fire service instructor and his job, principles of learning, teaching procedures (preparing course outlines and lesson plans, managing a classroom, evaluation techniques), training aids, and devices. **Prerequisite:** Second year status with fire protection agency or consent of instructor. **Offered as needed.**

FRP079 Natural Cover Fire Protection

2 class hrs/wk, 2 cr.
Studies causes, prevention, fire behavior, standing orders, and fire suppression methods of natural cover fires. Focuses on urban interface fire problems. **Sp**

FRP081 Fire Prevention Inspection

3 class hrs/wk, 3 cr.
Methods of contemporary fire prevention inspection practices. Includes preparation, pre-approach information, written inspection notices, relations with owners and occupants, compliances. **Prerequisite:** FRP050, FRP060, FRP072 or consent of instructor. **Offered as needed.**

FRP082 Evidence Photography for Fire and Arson Investigators

3 class hrs/wk, 3 cr.
How to improve quality and efficiency level of evidence photography, and use a broad spectrum of photographic knowledge to further the science of forensic photography. **Prerequisite:** Consent of instructor. Class fee, \$15. **Offered as needed.**

FRP083 Water Distribution Systems

3 class hrs/wk, 3 cr.
Main systems—size, gridding, valves, hydrants, pumping stations and reservoir, fire flow requirements for commercial and residential districts, storage tanks, cisterns, and mobile supplies. **Prerequisite:** MTH052 or consent of instructor. **Offered as needed.**

FRP085 Industrial Fire Protection

3 class hrs/wk, 3 cr.
Specific concerns and safeguards related to business and industrial fire protection organization and development, fire prevention programs, fire brigade organization, cooperation between public fire departments and private fire brigades, industrial fire hazards and prevention for industrial plants. **Prerequisite:** Second year standing in fire protection or building inspection curriculum or consent of instructor. **Offered as needed.**

FRP086 Advanced Detection and Protection Systems

3 class hrs/wk, 3 cr.
Examines and evaluates specialized extinguishing systems, their suppression agents and principles. Covers household warning systems, fire detection and alarm systems, protective signaling systems, explosion systems, and thermal smoke and flame detection systems. **Prerequisite:** FRP057 or equivalent and FRP071 or consent of instructor. **Offered as needed.**

FRP087 Fire Insurance Fundamentals

3 class hrs/wk, 3 cr.
The relationship between fire defenses, fire losses, and insurance rates, basic insurance principles, fire loss experience, loss ratio, applying the ISO grading schedule, and state regulations of fire insurance. **Offered as needed.**

FRP088 Fire Problem Analysis

1 class hr and 2 lab hrs/wk, 3 cr.
Provides training in various analysis and planning processes to determine specific public fire safety education needs. Requires 16 class hours plus 30 field project hours. **Prerequisite:** Participation as paid or volunteer member of local or regional fire service or consent of instructor. **Offered as needed.**

FRP280 Cooperative Work Experience

see AUM280.

Food Service

FS050 Quantity Foods Production I

3 class hrs and 20 lab hrs/wk, 8 cr.
Supervised preparation of quantity foods in a commercial kitchen. Includes preparation of various breakfast items, salads, entrees, stocks, soups, sauces, bakery, desserts, and short order cooking by standardized recipes following professional preparation techniques. Includes handling of tools, equipment, and materials. Class fee, \$35. **F**

FS051 Quantity Foods Production II

3 class hrs and 20 lab hrs/wk, 8 cr.
Preparation of quantity foods in an operating kitchen under professional guidance. Assigned projects in international cuisine and service. **Prerequisite:** FS050. Class fee, \$35. **W**

FS052 Quantity Foods Production III

3 class hrs and 20 lab hrs/wk, 8 cr.
Preparation of quantity foods in an operating kitchen under professional guidance. Includes classical buffet and garde-manger cookery. **Prerequisite:** FS051. Class fee, \$35. **Sp**

FS055 Dining Room Operation I

1 class hr and 20 lab hrs/term, 2 cr.
Current methods and techniques used in restaurants. Discusses appearance, attitude, efficiency, and customer relations. **F**

FS056 Dining Room Operations II

1 class hr and 2 lab hrs/wk, 2 cr.
Continuation of FS055. Includes American, French, and Russian service techniques; importance of guest checks; methods of payment; IRS tipping laws and regulations; and the system for reporting tips. **W**

FS060 Basic Food and Nutrition

2 class hrs/wk, 2 cr.
Principles of basic food preparation, nutritional values of foods, and retention of nutrients in cooking for commercial restaurants, fast foods operations, institutions, and industrial catering. **F**

FS061 Sanitation and Safety

2 class hrs/wk, 2 cr.
Food services sanitation and environmental health, bacteriology and food contamination, personal hygiene and safety practices, legal regulations of federal and state agencies pertaining to restaurant sanitation and USDA requirements. **F**

FS062 Menu Planning

2 class hrs/wk, 2 cr.
Principles of menu planning using the menu as a tool for marketing, merchandising, personnel scheduling, equipment planning, and pricing. Covers single use, permanent, and cycle menus, standard menu terminology, and foreign terms. Includes student projects in menu planning and recipe research for special occasions. **W**



FS063 Food Cost Analysis

2 class hrs and 2 cr.
Basic methods of computing food costs, including costs of standard recipes, yield of raw food, standard portions, analysis of daily food costs, and the steward's report. **Prerequisite:** FS064 or equivalent. **Sp**

FS070 Purchasing and Store Control

3 class hrs/wk, 3 cr.
Techniques of buying for large-scale food operations. Compares food quality, establishes food specifications using federal and state grade standards, receiving stock, and issuing controls. **W**

FS071 Hospitality Beverages

3 class hrs/wk, 3 cr.
Introduction and survey of wine, beer, and distilled spirits, emphasizing historical origin, evolution, production techniques, geographical and stylistic differences. Covers economic values in the hospitality industry and problems of control and abuse. On-site visitations to brewery, wholesale operation, and restaurant. **F**

FS072 Food Service Facilities Design

3 class hrs/wk, 3 cr.
Application of design to institutional and restaurant food service facilities. Includes principles of layout design laws, regulations concerning food service operations and set-up of lounge operations. Design methods and techniques cover fast food to full-service operations. Features speakers from various governmental agencies which regulate construction and operation of food service facilities. **W**

FS073 Food Service Management

3 class hrs/wk, 3 cr.
An indepth study of methods and techniques employed in restaurants to accomplish effective and efficient operations. Covers organizational analysis, site studies, laws and regulations, performance based on objectives, planning and decision making. Uses computer program CRASE (Cornell Restaurant Administration Simulation Exercise) which emulates the "real world" situations. CRASE offers students an opportunity to explore the factors that affect restaurant sales and profits. **W**

FS077 Food Service Maintenance

3 class hrs/wk, 3 cr.
Organization of maintenance and engineering of food service operations. Includes discussion of energy supplies, equipment, preparation, service, sanitation, employee and public safety, preventative care and service, and influence of regulations and service costs. **W**

FS090, 091, 092 Dietary Manager I, II, III

3 class hrs and 5 lab hrs/wk, 5 cr.
Three-course sequence covering essential requirements of the Dietary Managers Association and state and federal regulations

establishing qualifications of dietetic supervisors. **FS090: F; FS091: W; FS092: Sp**

FS099 Bartending

2 class hrs/wk, 1 lab hr/wk, 2 cr.

Introduction to bar operation. Aim is for students to develop professional skills. Emphasizes economic values, preparation and dispensation of alcoholic beverages, purchasing, ethics, and management. Stresses legal responsibilities, awareness of abuses, safety and sanitation. Provides training for entry-level employment, and supplemental training for those current employees. May interest home bartenders. Class fee, \$20. **Sp**

FS280 Cooperative Work Experience
see AUM280.

Geology

G142 The Geology of Pacific Northwest Volcanoes, Mountains, and Glaciers.

3 class and 2 lab hrs/wk, 4 cr.

Studies the nature and origin of Northwest mountains and mountain ranges. Includes volcanoes, mountain building, and glacial sculpture. Recommended for persons interested in collecting rocks and minerals, rock-hounding, mining, and prospecting. Class fee, \$8. **F**

G143 Pacific Northwest Rocks and Minerals

3 class and 2 lab hrs/wk, 4 cr.

Studies identification, occurrence, and origin of common Northwest rocks and minerals and properties of precious, semiprecious, and ornamental stones including, rocks and minerals which are economically important. Class fee, \$8. **F**

G144 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 these in Oregon. Also studies the ancient landscapes and environments as indicated by fossils. Class fee, \$8. **F**

G199 Geological Field Studies

1 class hr and 4 lab hrs/wk, 3 cr.

An introductory weekend field trip. Includes a planning session and a follow-up discussion seminar. Students write a geological descriptive report (roadlog) and a topical term paper. Class fee, \$16. **Offered as needed.**

G199A Geological Field Studies

1 class hr and 2 lab hrs/wk, 2 cr.

Introductory weekend field trip with a mandatory planning session. Students write a geological descriptive report (roadlog). Class fee, \$8. **Offered as needed.**

G199B Geological Field Studies

2 lab hrs/wk, 1 cr.

Introductory class with weekend field trip and mandatory planning session. Class fee, \$8. **Offered as needed.**

G201 Geology

3 class hrs and 3 lab hrs/wk, 4 cr.

A systematic study of the nature and origin of common rocks and minerals. Identification techniques applied in laboratory and on field trips. Class fee, \$12. **F**

G202 Geology

3 class hrs and 3 lab hrs/wk, 4 cr.

A broad nonquantitative, descriptive survey of geologic landforms. Map interpretation ac-

tivities applied in laboratory and on field trips. Class fee, \$12. **W**

G203 Geology

3 class hrs and 3 lab hrs/wk, 4 cr.

Earth's history interpreted through geophysics and plate tectonics. Couples with paleontologic laboratory work with field trips. Class fee, \$12. **Sp**

General Engineering, see also Engineering

GE101 Engineering Orientation

1 class hr and 2 lab hrs/wk, 2 cr

An introduction to the engineering profession—its disciplines, principles, ethics and practice. Includes creative and logical problem solving, methods of analysis and design of engineering problems and projects, and the use of hand held calculators and computers. **Prerequisite:** MTH101. **F**

GE102 Engineering Computations

2 class hrs and 2 lab hrs/wk, 3 cr.

To acquaint engineering students with the use and the operation of the Apple computer for solutions to analytical problems. Fundamental FORTRAN programs will be developed and used by students in the computer laboratory. **Prerequisite:** MTH101. **W**

GE103 Engineering Computations

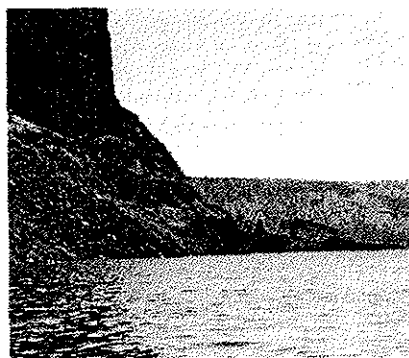
2 class hrs and 2 lab hrs/wk, 3 cr.

Extended applications of computer programming to solve problems in major engineering disciplines. Students develop and use FORTRAN programs. **Prerequisite:** GE102 or another FORTRAN programming course. **Sp**

GE115 Graphics

6 lab hrs/wk, 3 cr.

Graphic communication for pre-engineering. Multiview projection, dimensioning techniques, pictorial representation, geometric construction, working drawings, and an introduction to welding drawing. Technical subjects include tolerancing and fasteners. Class fee, \$10. **Offered as needed.**



Geography

GEOG105 Introductory Geography

3 class hrs/wk, 3 cr.

Physical elements of geography and earth's environment. Focuses on water, landforms, atmosphere, vegetation, and soils. Introduction to problems of graphic representation of the earth. **F, W, Sp**

GEOG106 Introductory Geography

3 class hrs/wk, 3 cr.

Introduces cultural elements of geography, including human population, agriculture,

political patterns, language, religion, folk culture, popular culture, ethnic culture, urban landscapes, and industry and transportation. **F, W**

GEOG107 Introductory Geography

3 class hrs/wk, 3 cr.

An introduction to historical evolution of cultures in the context of man-land relations. Focus is on culture areas, diffusion, and ecology in the past. Special emphasis on cultural landscapes in East Africa, South Asia, the Middle East, Mediterranean Europe, Northwest Europe, and the United States. **Sp**

GEOG199 The Urban Environment

3 class hrs/wk, 3 cr.

Development, evolution, and problems of cities, with special emphasis on Portland and Salem and their metropolitan areas. Focuses on spatial and functional characteristics of cities, and upon problems of human adjustment in the past and present. **Offered as needed.**

GEOG200 Environment and Man

3 class hrs/wk, 3 cr.

Alteration of natural systems and environmental problems created by natural resources and energy development programs. Discusses soils, climate, vegetation, land forms, and water. **Offered as needed.**

GEOG201 World Regional Geography—The Developed World I

3 class hrs/wk, 3 cr.

Introduces human elements of geography in technically advanced societies. Discusses regional populations, environments, ways-of-life, and place-name location studies in Europe, North America, the Soviet Union, Japan, and modern Oceania. **Offered as needed.**

GEOG202 World Regional Geography—The Developing World

3 class hrs/wk, 3 cr.

Introduces the human elements of geography in emerging countries. Discusses regional populations, environments, ways-of-life, and place-name location studies in Latin America, China, Monsoon Asia, the Middle East, and Africa. **Offered as needed.**

German

GER101, 102, 103 First Year German, Terms I, II, III

4 class hrs/wk, 4 cr.

Covers listening, speaking, and writing skills. Emphasizes comprehension of grammar and word patterns. **Prerequisite:** GER102: GER101 or consent of instructor. GER103: GER102 or one year of high school German or consent of instructor. Class fee, \$2 each. **GER101: F; 102: W; 103: Sp**

GER201, 202, 203 Second Year German, Terms I, II, III

4 class hrs/wk, 4 cr.

Intensive instruction in grammar, vocabulary, and syntax. Also studies contemporary German literature and culture. **Prerequisite:** GER201: GER103 or two years of high school-level German. GER202: GER201 or consent of instructor. GER203: GER202 or consent of instructor. Class fee, \$2 each. **GER201: F; 202: W; 203: Sp**

General Sciences

GS104 Physical Science

3 class hrs and 2 lab hrs/wk, 4 cr.
An integrated study of forces and motions in the physical world. Class fee, \$8. **F**

GS105 Physical Science

3 class hrs and 2 lab hrs/wk, 4 cr.
A broad, nonquantitative, descriptive survey of chemical principles which are relevant to everyday life. Class fee, \$8. **W**

GS106 Physical Science

3 class hrs and 2 lab hrs/wk, 4 cr.
Introduces various branches of earth sciences. Includes basic terminology, fundamental processes and respective interrelations. Class fee, \$8. **Sp**

GS121 Introduction to Astronomy

3 class hrs/wk, 3 cr.
A descriptive treatment of astronomy which examines the solar system, other stars, and the galaxy. Observational techniques are explained in the planetarium. **Offered as needed.**

GS207 Astronomy

3 class hrs and 2 lab hrs/wk, 4 cr.
Earth's coordinate system, observational astronomy, the moon and planets, and evolution of our solar system and sun. Lab demonstrations illustrate physical principles of our solar system. **Prerequisite:** MTH070 recommended. Class fee, \$8. **F**

GS208 Astronomy

3 class hrs and 2 lab hrs/wk, 4 cr.
Stellar coordinates, the nature of light and the spectroscope, and the birth and death of stars. Lab demonstrations illustrate physical principles of the stellar system. **Prerequisite:** MTH070 recommended. Class fee, \$8. **W**

GS209 Astronomy

3 class hrs and 2 lab hrs/wk, 4 cr.
Astronomical, optical, and radio telescopes; Milky Way galaxies; the universe of galaxies; the origin of the universe; and life in the universe. Lab demonstrations illustrate physical principles of the galactic system. **Prerequisite:** MTH070 recommended. Class fee, \$8. **Sp**

Health Care Support Services, see Allied Health, Medical Assisting

Human Development

HD112A,B,C Study Skills

3 class hrs/wk, 1-3 cr.
How to study effectively in order to succeed academically in college. **HD112A:** (weeks one through four) covers note taking, textbook reading, and time management. Includes an introduction to campus resources. **HD112B:** (weeks five through eight) objective test-taking skills, memory improvement, and test anxiety. Begins the fifth week of the term. **HD112C:** (weeks nine through twelve) listening techniques, concentration skills, learning styles, and essay test-taking. **F, W, Sp, Su**

HD199 Special Studies: Life Skills Seminar

6 class hrs/wk, 6 cr.
Development of self-knowledge, coping skills, confidence building and ability to explore specific careers. In-depth orientation to job search techniques, college support services, study skills, and classroom survival techniques. **F, W, Sp, Su**

Human Development and Family Studies

HDFS199 Special Studies: Reading, Writing, and Arithmetic for the Young Child

3 class hrs/wk, 3 cr.
How to provide developmental reading, writing, and arithmetic learning experiences for young children. Explores developmental theory, current research, and developmental practice, and provides experiences that promote reading, writing, and arithmetic for young children. **Su**

HDFS222 Partner Relationships

3 class hrs/wk, 3 cr.
Promotes an understanding of marriage and close personal relationships by exploring a wide range of possibilities within contemporary partnerships. Emphasizes individual options for couples when deciding on a kind of relationship that will fulfill their personal and mutual needs. **Sp**

HDFS225 Prenatal and Infant Development

3 class hrs/wk, 3 cr.
Basic principles of growth and development, prenatal through age two years. Emphasizes physical, intellectual, emotional, and social development. **F, occasionally Sp**

HDFS226 The Growing Years

3 class hrs/wk, 3 cr.
An integrated learning system on child development. Principal theme is the interplay of biological factors, human interactions, cultural forces, and social structure in affecting children through adolescence. **Offered as needed.**

HDFS228 The Exceptional Child

3 class hrs/wk, 3 cr.
Characteristics and world of preschool children who deviate from average or normal levels in mental characteristics, sensory abilities, neuromuscular physical characteristics, social or emotional behavior, communication abilities, multiple handicaps, and cultural or economic differences. Includes community resources, curriculum considerations, and parent involvement. **Prerequisite:** HDFS225 and ECE062 or consent of instructor. **Sp**

HDFS230 Single Parent/Stepparent Experience

3 class hrs/wk, 3 cr.
A practical, functional approach for families with single parents and/or stepparents. **Offered as needed.**

HDFS233 Family Dynamics

3 class hrs/wk, 3 cr.
Presents theories for understanding the dynamics of personality development and communication. Considers conflicting forces within a person and between persons. Provides class time for practicing and integrating constructive communication techniques. **W**

HDFS249 Introduction to Working with Infants and Toddlers

3 class hrs/wk, 3 cr.
Assists practitioners in child development centers and home settings working with infants and toddlers. Focus on understanding, facilitating, and respecting the development of these children. **F**

HDFS250 The Developmental Kindergarten

3 class hrs/wk, 3 cr.
How kindergarten children learn. Covers development, planning, and implementation of curricula, evaluation of materials and methods, study of current educational issues, and ways to help children make a transition to elementary school. **Prerequisite:** HDFS225, ECE062 and second year standing in Early Childhood Education program or consent of instructor. **Offered as needed.**

HDFS260 Child Abuse and Neglect

3 class hrs/wk, 3 cr.
Problems of child abuse. For persons interested in child care, teaching, and other areas. Includes causes of abuse, the abused child, abusive parents, the role of teachers, areas of treatment, education, and local organizations that assist abused children and abusive parents. **W**

HDFS270 Child Care for Elementary School Children

3 class hrs/wk, 3 cr.
A developmental approach to child care for children approximately six to 11 years old. Covers child development, needs and guidance, program, environment, equipment, parent and community involvement, staffing, administration, finances, and state and federal standards. **Prerequisite:** Four terms of Early Childhood Education program or consent of instructor. **Offered as needed.**

HDFS290 Footsteps

3 class hrs/wk, 3 cr.
Parenting: struggles and conflicts in the parenting role; questions about how children act and why; dilemmas of raising children in a rapidly changing world; outcomes of various child-rearing practices; how to be the best possible parent. **Offered as needed.**

Health Education, see also Allied Health

HE151 Alcohol and Other Drugs

3 class hrs/wk, 1-3 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. **F, W, Sp, Su**

HE199F, G, H Health and Wholeness

1-3 class hrs/wk, 1-3 cr.
Preventive health care focusing on students' awareness of their personal involvement in developing wellness. **Offered as needed.**

HE199W Health Assessment

8 class hrs and 4 lab hrs total, 1 cr.
Examines students' fitness level and fitness capabilities, health status, and state of wellness. Individual attention given to each student to assess his or her own current "health and fitness" level, and to propose a program of improvement. Class fee, \$9. **F, W, Sp**

HE204 Nutrition, Weight Control, and Physical Fitness

3 class hrs/wk, 3 cr.

Methods of maintaining or improving fitness by considering diets and dieting, obesity, types of exercise, physical testing, 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 is vital. **F, W, Sp, Su**

HE222 Consumer's Guide to Health

3 class hrs/wk, 3 cr.

Looks at health resources available to consumers: medical doctors, naturopaths, chiropractors, types of insurance, drugs, hospitals, nutrition and other alternatives. Discusses how to choose and use a care provider and how to stay as healthy as possible. **Sp**

HE250 Personal Health

3 class hrs/wk, 3 cr.

Covers mental, physical, emotional and environmental health issues. Emphasizes development of stress management techniques and decision-making skills. **F, W, Sp, Su**

HE251 Community Health

3 class hrs/wk, 3 cr.

A study of community health problems and related agencies, community health programs, health resources, and the relationship of personal health to community health. **Prerequisite:** HE250. **W**

HE252 First Aid

2 class hrs and 2 lab hr/wk, 3 cr.

Theory and procedures for accident prevention and for providing first aid for a variety of illnesses and injuries in home, recreation, school, and civil defense settings. Class fee, \$10. **F, W, Sp, Su**

HE260 Emergency Medical Care—First Responder

2 class hrs and 2 lab hrs/wk, 3 cr.

Training in emergency medical care skills administered by first persons arriving at scenes of traffic accidents or other incidents. Includes airway care, respiratory and cardiopulmonary resuscitation, patient assessment, care for bleeding, shock, injuries, and other medical emergencies. Class fee, \$5. **Offered as needed.**

HE261 Cardiopulmonary Resuscitation

1 class hr/wk, 1 cr.

A combination of lecture, audiovisual presentation, and mannequin practice in the principles and procedures of providing basic life support to victims of airway obstruction, respiratory arrest, and/or cardiac arrest. Successful completion leads to certification in basic life support by the American Red Cross or the Oregon Heart Association. Class fee, \$5. **F, W, Sp, Su**

HE262 Cardiopulmonary Resuscitation Instruction

2 lab hrs/wk, 2 cr.

Reviews basic life support, both theory and its application. Discusses instructional materials and methods of use in CPR courses. Successful completion provides instructor certification or recertification by the Oregon Heart Association. **Prerequisite:**

Current certification in CPR by the Oregon Heart Association. Class fee, \$5. **W**

HE264 Childhood Emergencies

1 class hr/wk, 1 cr.

First aid procedures for children and infants. Safety, accident prevention, medicolegal, and public health aspects of day care centers. **Prerequisite:** HE252. **Sp**

HE268 Pharmacodynamics in Health Care

3 class hrs/wk, 3 cr.

Facts and principles required for safe administration of medicines in caring for patients. Provides comprehensive base for clinical application. **F, W, Sp**

High School Completion, see page 28.

Home Economics, see also Clothing/Textiles, Foods/Nutrition, Human Development, and Family Studies

HEC101 Orientation to Home Economics

2 lab hrs/wk, 1 cr.

A survey of employment opportunities, training, and preparation required to qualify for various home economic jobs. Also covers new developments in related careers. **Offered as needed.**

HEC280 Cooperative Work Experience

see AUM280.

Hotel and Restaurant Management

HRTM104 Introduction to Travel and Tourism

3 class hrs/wk, 3 cr.

An overview of systems, major components, and organization of the travel and tourism industry. Studies role and structure of major tourism organizations and public and private tourism agencies. Explores career opportunities. Orientation to the HRTM program. **F**

HRTM105 Introduction to the Foodservice Industry

3 class hrs/wk, 3 cr.

An overview of the foodservice industry's structure, size and scope; managerial problems and practices; structure and organization within individual firms. Explores career opportunities. **W**

HRTM106 Introduction to the Lodging Industry

3 class hrs/wk, 3 cr.

An overview of the lodging industry's structure, size and scope; managerial problems and practices; structure and organization within individual firms. Studies front office procedures and explores career opportunities. **Sp**

Human Services

HS101 Alcohol Use, Misuse, and Addiction

3 class hrs/wk, 3 cr.

Human Services Presents basic information concerning alcohol, particularly in relation to

physiological effects of alcohol on the human body. Information focuses on a "holistic" approach to alcohol problems. **F, W, Sp, Su**

HS102 Drug Use, Misuse, and Addiction

3 class hrs/wk, 3 cr.

Examines drugs and their effects. Groups drugs according to the ways they enter persons' lives. Includes additives in food, prescription drugs, chemicals in air and water and the physiological and psychological effects these drugs have on the lives of users, particularly those in drug treatment programs. Studies possible implications of these effects on the treatment and prevention of drug problems. **W**

HS150 Self-awareness and Interpersonal Skills

3 class hrs/wk, 3 cr.

An introduction to self-awareness, communication skills, and interpersonal skills. Individual and small group exercises help students improve skills in awareness, communication, values clarification, problem solving, goal setting, and conflict resolution. **F, W, Sp, Su**

HS151 Human Potential Seminar

3 class hrs/wk, 3 cr.

Assists participants to become more self-determining, self-motivating, self-affirming, and empathetic toward others. How to identify personal strengths and to explore their use in meeting life goals. **F, W, Sp**

HS152 Stress Management

1 class hr/wk, 1 cr.

An introduction to stress management and relaxation techniques. Covers deep breathing, autogenic training, progressive muscle relaxation, meditation, imagery, and systematic desensitization. Class fee, \$5. **F, W, Sp**

HS153 Introduction to Residential Youth Care

3 class hrs/wk, 3 cr.

Training for child care workers, foster parents, and persons interested in working in residential child-care facilities. Includes developmental planning, developmental needs, separation, the cottage, discipline, groups, and job settings. **Offered as needed.**

HS154 Community Resources

3 class hrs/wk, 3 cr.

Explores the history and values of community resources for people with specific disadvantages or handicaps. Acquaints students with local social service agencies and organizations and how to refer clients to them. **F, W, Sp**

HS155 Interviewing Theory and Techniques

2 class hrs and 2 lab hrs/wk, 3 cr.

Theoretical background and specific interviewing techniques. Practice in interviewing situations and peer and professional observation and feedback. **W, Sp**

HS165 Activity Director Training/Long-Term Care

3 class hrs/wk, 3 cr.

Meets training requirements of activity directors in long-term care facilities. Focus on therapeutic activities and appropriate use of people and material resources in meeting patient needs and to promote continual growth and development of long-term care residents. **Offered as needed.**

HS167 Gerontology

3 class hrs/wk, 3 cr.
Physical, mental, and cultural dynamics of aging as a continuation of human growth. An orientation of involvement of the aging with life rather than preparation for death. **W**

HS168 Mental Health and Aging

3 class hrs/wk, 3 cr.
Assumes that emotional problems are often linked to life experiences and established patterns of coping with stress. Studies specific organic and functional mental disorders and presents various approaches to assessment, treatment, and health. **F**

HS170 Introduction to Practicum

3 class hrs/wk, 3 cr.
Provides the background and specific skills needed to select and succeed in a practicum placement. First term course in the Human Services program and a prerequisite for HS291-HS296. **Prerequisite:** Admission to Human Services program. **F, W, Sp**

HS199B Counseling Young Children of Alcoholics

2 class hrs and 2 lab hrs/wk, 3 cr.
Explores methods and a variety of experimental techniques for counseling young children and adolescents of chemically dependent and dysfunctional families. **Prerequisite:** HS101, HS201. **F**

HS199C Alcohol, Drugs and Sexuality

1 class hr/wk, 1 cr.
Examines relationships of chemical dependency, sexuality, and co-dependency. Discusses physiological, psychological, and social factors which affect the sexuality of an alcoholic. **Prerequisite:** HS101 or consent of instructor. **F**

HS199D Adult Children of Alcoholics/Addicts

1 class hr/wk, 1 cr.
Explores relationships between growing up in a chemically dependent or dysfunctional family and problems as adults. Discusses family dynamics, denial, relationships, work, social skills, and feelings. **F**

HS199E Dreikurs' Principle

14 class hrs/wk for 2 weeks, 1 cr.
Provides a basic understanding of Dreikursian principles of child guidance. Acquaints students with unique concepts of social interests, purposeful behavior, and encouragement of human relationships and with principles for improving relationships. **Sp**

HS199F Introduction to Eating Disorders

3 class hrs/wk, 3 cr.
Identifies symptoms of food addiction, socio-cultural influences, and effective treatment. Studies stereotypes and role models. **Sp**

HS199I Misuse and Abuse of Alcohol and Drugs Among the Elderly

1 class hr/wk, 1 cr.
Focuses on alcohol and prescription and over-the-counter drugs, taken either alone or in combination. **Prerequisite:** HS101 or consent of instructor. **F**

HS199L Changing Life-Styles

3 class hrs/wk, 3 cr.
Provides information to individuals affected by addiction and information on how to change one's life-style. Discusses communication, prioritizing, goal setting, strategies for change, commitment, and development of a support network. **W**

HS199M Preventing Alcohol and Other Drug Abuse

2 class hr/wk, 2 cr.
Presents major theories, models, and activities to help schools and communities prevent or intervene with drug abuse. **W**

HS199N Implementing Alcohol and Other Drug Prevention Strategies

2 class hrs/wk, 2 cr.
Reviews prevention models and helps in developing needs-assessment tools and planning appropriate prevention programs. **Prerequisite:** HS199M. **Sp**

HS199P Parenting in Recovery

2 class hrs/wk, 2 cr.
Presents a variety of parenting skills for persons recovering from addictions. Discusses dysfunctional family dynamics, normal child development, participants' childhood blocks, and a variety of parenting skills. **F, W, Sp**

HS199R Peer-Assistance Training

3 class hrs/wk, 3 cr.
Helps students develop skills effectively and techniques for dealing with a variety of personal and social problems that may affect their community college peers. Students serve as resource persons in their respective departments. **Prerequisite:** Departmental nomination or consent of instructor. **Sp**

HS199S Counseling the Sexually-Abused Adolescent Victim and Offender

3 class hr/wk, 3 cr.
Promotes basic understanding of sexual-abuse dynamics, victim- and offender-typology, and treatment intervention techniques for victims and offenders. Acquaints students with indicators of sexual abuse and treatment interventions that emphasize cycle behaviors, thinking errors, role plays, group and individual approaches, empathy and disclosure. **Sp**

HS199V Handling the Violent Client

1 class hr/wk, 1 cr.
An introduction to the recognition, prevention, and control of aggressive behavior. Training in prevention of violence through early intervention, includes information on pre-aggression warning signs, provides practice in defusing violent behavior in physical defense. **Offered as needed.**

HS201 Family Addiction

3 class hrs/wk, 3 cr.
Chemical dependency and how it affects a family. Focuses on family dynamics and treatment for alcoholic/addictive families. **W, Sp**

HS202 Counseling the Chemically Dependent Client I

3 class hrs/wk, 3 cr.
Provides basic information and experience in counseling chemically dependent clients. Includes group and individual skills, client file management, Johnson Intervention and aftercare. **Prerequisite:** HS101 or consent of instructor. **F**

HS203 Counseling the Chemically Dependent Client II

3 class hrs/wk, 3 cr.
Assists students in increasing their skills in group counseling with chemically dependent clients. **Prerequisite:** HS101, HS155, HS202. **W**

HS204 Counseling the Chemically Dependent Client III

3 class hrs/wk, 3 cr.
Assists advanced students in expanding their skills in working with chemically dependent clients. Includes information about the possibilities for wellness and wholeness for chemically dependent persons. **Prerequisite:** HS202. **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. **W**

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 surviving an addicted criminal. **Prerequisite:** HS101. **Sp**

HS210 Biofeedback and Psychology of Health

2.5 class hrs and 1 lab hr/wk, 3 cr.
An introduction to psychological aspects of health. Covers principles of psychophysiology and the application of biofeedback to psychosomatic symptoms and disorders. How to use a temperature trainer, electrodermal unit, electromyograph and electroencephalograph in the laboratory. Class fee, \$5. **F**

**HS211 Clinical Applications of Biofeedback**

3 class hrs/wk, 3 cr.
Introduces the clinical applications of biofeedback to psychosomatic disorders and general stress management. Includes clinical applications of a temperature trainer, electromyograph, electrodermal unit, and electroencephalograph. **Prerequisite:** HS210. Class fee, \$5. **W**

HS212 Biofeedback and Control of Hypertension

2.5 class hrs/wk, .5 lab hrs/wk, 3 cr.
An introduction to psychophysiological self-regulation for control of essential hyperten-

sion. Lectures and biofeedback training for individuals wanting to reduce high blood pressure. Class fee, \$5. **F, Sp**

HS260 Group Dynamics

3 class hrs/wk, 3 cr.

Introduction to theory of small group behavior and skills in working with groups. Includes styles of group leadership, roles played by various group members, and supervisor subordinate relationships. **W, Sp**

HS261 Counseling the Older Adult

3 class hrs/wk, 3 cr.

How to work with and/or provide services for older adults. Covers physical, emotional, environmental, and developmental issues unique to older persons. Includes discussion and practice of communication and counseling skills emphasizing empathy, respect, and genuineness. **Prerequisite:** HS167 or consent of instructor. **Sp**

HS265 Intervention Strategies I

3 class hrs/wk, 3 cr.

First of a three-term sequence on intervention strategies used in social service work. Includes theory and practice in behavioristic, psychoanalytic, Gestalt and psychodramatic intervention strategies. **F, W**

HS266 Intervention Strategies II

3 class hrs/wk, 3 cr.

A continuation of HS265. Includes theory and practice in client centered, cognitive, and holistic intervention strategies. **Prerequisite:** HS155, HS265. **W, Sp**

HS267 Intervention Strategies III

3 class hrs/wk, 3 cr.

A continuation of HS266. Includes theory and practice in family, group, and community intervention strategies. **Prerequisite:** HS266. **Sp**

HS291-296 Practicum—Human Services

9-24 lab hrs/wk, 3-8 cr.

On-site clinical and community experience with human service organizations plus seminars on integrating field and classroom experiences. **Prerequisite:** HS170. **F, W, Sp (Su as needed)**

HS296A-E Independent Studies

variable hrs. and cr.

Faculty-supervised individualized study in areas not covered by courses currently offered. May involve resource persons in the community. **Offered as needed.**

History

HST110, 111, 112 History of World Civilization

3 class hrs/wk, 3 cr.

Human cultural, social, economic, and political development of world civilizations. HST110: from ancient times to 1500 A.D.; HST111: from 1500 to 1914; HST112: the twentieth century. **HST110: F, W; 111: W, Sp; 112: Sp**

HST157 History of the Middle East and Africa

3 class hrs/wk, 3 cr.

A survey of cultural, social, economic, and political development in the Middle East and Africa. **Offered as needed.**

HST158 History of Latin America

3 class hrs/wk, 3 cr.

A survey of cultural, social, economic, and political development in Latin America. **Offered as needed.**

HST159 History of Asia

3 class hrs/wk, 3 cr.

A survey of 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.

A study of the cultural, economic, social, and political development of the United States. **HST201: 1492 to 1865; HS202: 1865 to 1920; HST203: 1920 to the present. HST201: F, W, 202: W, Sp; 203: Sp**

HST210 Futurism: Alternatives for the Future

3 class hrs/wk, 3 cr.

Examines trends of the past and present. Projects the future as a "zone of potentiality." **Offered as needed.**

HST257 Introduction to Ethnic History—American Indian

3 class hrs/wk, 3 cr.

Native Americans as a minority group, its culture, heritage, humor, self-consciousness, and outlook. The history of the American Indian and his role in American history. **Offered as needed.**

HST258 Introduction to Ethnic History—Black American

3 class hrs/wk, 3 cr.

The role of blacks in American history. Recounts and explains their experiences and attempts to gain meaningful first-class citizenship. **Offered as needed.**

HST259 Introduction to Ethnic History—Chicano

3 class hrs/wk, 3 cr.

Traces and analyzes various aspects of Chicano life and society. Focuses on racial, cultural, educational, economic, and political development of Chicanos in the United States. **Offered as needed.**

Humanities

HUM100 Introduction to the Humanities

3 class hrs/wk, 3 cr.

An overview of film, literature, music, painting, sculpture, and architecture. Concentrates on subject matter, form, content, and audience participation. **F, W, Sp**

Journalism

J215 Publications Lab

4 lab hrs/wk, 2 cr.

Practical application of reporting skills, photojournalism, and production principles through work on the student newspaper. **Prerequisite:** J224 or consent of instructor. **F, W, Sp**

J216 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:** Knowledge of typing. **W**

J224 Introduction to Journalism

3 class hrs/wk, 3 cr.

A survey of the press emphasizing newspaper operations in the United States. Includes history, reporting responsibilities, journalism ethics, and law. For consumers of news as well as beginning journalism majors. **F, Sp**

J225 Advertising/Public Relations

3 class hrs/wk, 3 cr.

Communications and production aspects of advertising and public relations. Criticism and analysis combined with assignments in copywriting, design, and market strategy. **W**

J226 Layout/Production

3 class hrs/wk, 3 cr.

Newspaper management in relation to production and editing procedures. Includes printing processes, typography, page design, style, photo editing, and headline writing. **Sp**

Japanese

JPN101, 102, 103 First Year Japanese, Terms I, II, III

4 class hrs/wk, 4 cr.

Basic structure of the Japanese language. Intensive aural-oral exercise based on text written in Romanji. Katakana, Hiragana, and some Kanji introduced. Japanese grammar introduced as needed. **Prerequisite:** JPN102: JPN101 or consent of instructor. JPN103: JPN102 or equivalent. Class fee, \$2 each. **JPN101: F, 102: W; 103: Sp**



JPN201, 202, 203 Second Year Japanese, Terms I, II, III

4 class hrs/wk, 4 cr.

Improvement on the basic skills acquired in First Year Japanese. Emphasizes reading and writing, using a Japanese language. Systematically reviews fundamental grammatical structure. **Prerequisite:** JPN201: JPN103 or consent of instructor. JPN202: JPN201 or consent of instructor. JPN203: JPN202. Class fee, \$2 each. **JPN101: F; 102: W; 103: Sp**

Job Search, see Field Experience

Legal Assistant

LA100 Introduction to Law and Law Ethics

3 class hrs/wk, 3 cr.

Discusses structure of the court system, operation of a law office, law ethics, and an overview of various substantive law fields. **F**

LA101 Introduction to Legal Terminology and Forms

3 class hrs/wk, 3 cr.

Identifies proper use of common legal terms and their application to legal situations and transactions. **Sp**

LA107 Legal Interviews

3 class hrs/wk, 3 cr.

Presents principles and techniques used in interviewing clients in specific legal situa-

tions. Students conduct simulated interviews in a legal setting. **Sp**

LA203 Introduction to Legal Research and Library Use 3 class hrs/wk, 3 cr.

Covers organization and contents of a library used for legal research. Reviews sources of law and the judicial system. Includes gathering materials by legal aids that attorneys may use. **W**

LA214 Legal Interviews

3 class hrs/wk, 3 cr.

Principles and techniques used in interviewing clients to obtain information needed in specific legal situations. Students conduct simulated interviews in a legal setting. Offered as needed.

Literature, see English

Management, see Business Administration

Mechanical Design, see Drafting Technology

Medical Assisting

MED011 Health Care Skills

2 lab hrs/wk, 1 cr.

Provides individual and small group tutoring for students in Health Information Technician-Medical Transcriptionist and Unit Clerk programs. Helps students develop competence, confidence, and expediency in processing health care information. **Prerequisite:** Enrollment in Health Information Technician-Medical Transcriptionist or Unit Clerk programs and in MED061. **F**

MED012 Health Care Skills

2 lab hrs/wk, 1 cr.

Provides one-to-one and small group tutoring for Medical Office Assistant students. **Prerequisite:** Enrollment in Medical Office Assistant program. Class fee, \$15. **F**

MED013 Health Care Skills

2 lab hrs/wk, 1 cr.

Provides individual and small group tutoring for Medical Office Assistant students. Helps students develop competence and confidence in following safe procedures. **Prerequisite:** Enrollment in Medical Office Assistant program and MED057. Class fee, \$15. **W**

MED051 Medical Terminology I

3 class hrs/wk, 3 cr.

Analysis of anatomical terms, roots, prefixes, and suffixes and Greek and Latin verbs and adjectives in building a medical vocabulary. Examines representative anatomical structures, diseases, operations, tumors, and descriptive terms through analysis of words. **F, W, Sp**

MED052 Medical Terminology II

3 class hrs/wk, 3 cr.

Continuation of MED051. **Prerequisite:** MED051. **F, W, Sp**

MED053 Medical Terminology III

3 class hrs/wk, 3 cr.

Language development in medicine, pharmacology, oncology, radiology, nuclear medicine, medical laboratory, and psychiatry. **Prerequisite:** MED051 and MED052. **Sp**

MED054 Medical Office Procedures

3 class hrs and 3 lab hrs/wk, 4 cr.

Techniques and procedures for receiving patients, using the telephone, making appointments, filing, billing, reimbursing third parties and managing an office. **Prerequisite:** OA121 or consent of instructor. Class fee, \$10. **W**

MED055 Medical Law and Ethics

3 class hrs/wk, 3 cr.

How laws affect the practice of medicine and codes of behavior set by the medical profession for itself. **F, W, Sp**

MED056 Medical Assisting Basic Procedures

2 class hrs and 2 lab hrs/wk, 3 cr.

Survey of requirements and qualities for success as a medical assistant. Techniques, methods, and procedures include assisting physician with examinations, medical and surgical aseptic procedures, observing vital signs, care of equipment, supplies, drugs, and solutions. **Prerequisite:** High school graduate or equivalent and enrolled in Medical Assisting Program. Class fee, \$20. **F**

MED057 Medical Assisting, Advanced Procedures

3 class hrs and 2 lab hrs/wk, 4 cr.

Theory and practice of basic diagnostic and treatment procedures. Collection, preparation, and preservation of specimens for diagnostic studies. **Prerequisite:** MED051, MED056 or consent of instructor. Class fee, \$20. **W**

MED060 Medical Transcription

2 class hr and 2 lab hrs/wk, 3 cr.

Introduction to techniques of transcribing from recorded voice to typewriter. Operation of a transcriber and transcribing mailable copy with speed and efficiency. Includes transcribing letters, case histories, pathological reports, and other medical records. **Prerequisite:** Basic knowledge of typing techniques, typing speed of approximately 40 wpm minimum and MED051. Class fee, \$10. **W, Sp**

MED061 Health Information Systems Procedures I

2 class hrs and 4 lab hrs/wk, 4 cr.

Knowledge, skills and practice required of ward clerks and employees in related entry occupations. Includes admitting and bed control; patient charts and transcription of physicians' orders; admissions, preoperative and postoperative procedures; management techniques and human relations; and confidentiality of medical records. **Prerequisite:** Enrollment in Health Records Technician option of Medical Assisting program. Class fee, \$5. **F**

MED062 Health Information Systems Procedures II

3 class hrs and 4 lab hrs/wk, 5 cr.

Health information systems and necessary skills for health clerical functions. Includes health care delivery systems, health information, medical records, and health record processing (medical transcription) of various medical reports. Entry level skills for health record and medical transcriptionist students

and additional skills required for ward clerks. **Prerequisite:** MED061 and Enrollment in Health Records Technician Program. Class fee, \$5. **W**

MED064 Introduction to Medical Science

3 class hrs/wk, 3 cr.

A survey of disease conditions, types of treatment, and medical surgical specialties. **Prerequisite:** MED051. **F, Sp**



MED065 Introduction to Medical Coding Systems

3 class hrs/wk, 3 cr.

Covers basic differences between nomenclature and classification systems. Includes basic coding systems as CPT and ICD9-CM and basic abbreviations and format of coding manual. Fundamental application of coding in basic forms, computerized billing, and state and federal agencies. **Prerequisite:** MED051, MED052, or consent of instructor. **W, Sp**

MED066 Medical Reimbursement Management

3 class hrs/wk, 3 cr.

Introduces basic medical and insurance terminology and abbreviations, use of Current Procedural Terminology (CPT) and Relative Value Studies (RVS); and reimbursement protocol for unemployment compensation disability, worker's compensation, federal Medicare, Medicaid, Blue Cross, Blue Shield, Champus, and cross reference reimbursement with Health Maintenance Organization. **Prerequisite:** MED051, 052, 064, or consent of instructor. **W**

MED078 Medical Practice Seminar

1 class hr/wk, 1 cr.

Study of relationship of clinical practicum in medical office settings with theoretical course content. Applies to career and personal goals. **Prerequisite:** Concurrent enrollment in MED079. **Sp**

MED079 Medical Office Practice

16 lab hrs/wk, 6 cr.

Practice of medical assisting methods, procedures, and techniques in clinical situations. **Prerequisite:** MED054, 056, 057 or MED061, 062. Class fee, \$5. **Sp**

MED080 Health Service Organizational Structure

3 class hrs/wk, 3 cr.

The organization, delivery, and financing of health care in the United States. Explores the relationship of human resources, facilities, financial controls, and legal aspects. **F, Sp**

MED081 Introduction to Medical Services Science

3 class hrs/wk, 3 cr.

A comprehensive study of medical staff services. Covers structure, bylaws, membership, staff status, and appointments. The roles and interrelationships of governing

bodies of health care systems. **Prerequisite:** Current enrollment in Health Care Support Services program. **F**

MED082 Advanced Medical Services Science

3 class hrs/wk, 3 cr.

The relationship of medical staff services with intra-disciplinary systems, nursing services, fiscal management, research and development, and external systems; joint commission on accreditation of hospitals; federal health planning; Medicare, Medicaid, and alternative programs that are major elements of the health care delivery system. **Prerequisite:** MED080, MED081. **W**

MED083 Introduction to Health Care Monitoring Systems

3 class hrs/wk, 3 cr.

Surveys present activities and future trends of health care monitoring systems in traditional and alternative health care settings. **Prerequisite:** Current enrollment in the Health Care Support Services program. **W**

MED085 Health Services Externship

16 lab hrs/wk, 6 cr.

On-site practice of health care support services with a health care delivery organization. **Prerequisite:** MED082, MED083, consent of instructor and current enrollment in MED086. Class fee, \$5. **Sp**

MED086 Health Services Seminar

10 class hrs/wk, 1 cr.

Students relate the practical experience of their health services externships with health services theory. Applies to career and personal goals. **Prerequisite:** Current enrollment in MED085. **Sp**

MED088 Medical Assisting Certification Exam Review

2 class hrs/wk, 2 cr.

Reviews essential components of the Medical Assistant curriculum in preparation for the Medical Assistant Certification examination. Covers knowledge and skills in the clinical area, administrative area, law and ethics, terminology, anatomy and physiology, pathology, and human relations. **Prerequisite:** Completion of accredited Medical Assisting program or two years' part-time experience or one year full-time experience as a medical office assistant. **Su**

MED280 Cooperative Work Experience
see AUM280.

Manufacturing Technology

MFG050 Introduction to Manufacturing

3 class hrs and 9 lab hrs/1 wk, 1 cr.

A survey of manufacturing trades and employment prospects for high school students and other interested individuals. Class fee, \$10. **Su**

MFG052 Fundamental Operations of Computer-Controlled Machine Tools

2 class hrs and 3 lab hrs/wk, 3 cr.

Provides fundamental knowledge in operation and programming of computer numerical control (CNC) equipment. Includes both theoretical and practical applications of CNC. Class fee, \$10. **F, W, Sp**

MFG053 Manufacturing Processes

2 class and 6 lab hrs/wk, 4 cr.

Provide basic knowledge of various manufacturing materials and the methods. Covers machine tools, tooling, measuring, inspection, welding fabrication, and casting

techniques and procedures. Class fee, \$16. **F**

MFG056 Machining Fundamentals I

2 class hrs and 3 lab hrs/wk, 3 cr.

Basic machine shop operations including principles and operations of basic machine tools, measuring tools, bench tools, layout tools, drilling machines, pedestal grinder, and band saws. Class fee, \$20. **F, W, Sp**

MFG057 Machining Fundamentals II

2 class hrs and 3 lab hrs/wk, 3 cr.

Continuation of MFG056. Includes machine operations and setups. **Prerequisite:** MFG056 or consent of program coordinator. Class fee, \$20. **F, W, Sp**

MFG060 Introduction to Manufacturing—Special Needs

3 class hrs and 9 lab hrs/1 wk, 1 cr.

A survey of mechanical trades and employment prospects for counselors, handicapped persons and rehabilitation advisors. Class fee, \$10. **Su**



MFG061 Manufacturing Fundamentals—Benchwork

3 class hrs and 9 lab hrs/wk, 6 cr.

Basic machine shop operations, introducing principles and operations of basic machine tools and procedures. Includes bench work, measuring tools, layout tools, hand tools, arbor and shop presses, keyway broaching, materials and mechanical fasteners, drilling machines, power saws, bench and pedestal grinders. Class fee, \$30. **F, W, Sp**

MFG063 Manufacturing, Print Reading, and Sketching

3 class hrs and 9 lab hrs/wk, 6 cr.

Instruction and skill development in blueprint reading, sketching, basic drawing techniques, and geometric constructions. Class fee, \$5. **F**

MFG067 Lathe Machining Practices

3 class hrs and 9 lab hrs/wk, 6 cr.

Basic engine lathe processes. Includes principles, setups, and operations of engine lathes. Class fee, \$30. **W**

MFG068 Manufacturing Measuring, Inspection and Quality Control

2 class hrs and 4 lab hrs/wk, 3 cr.

Instruction and skill development in the selection and application of tools for linear English and metric measuring, inspection, testing, and quality control. Methods and procedures include statistical applications and accepted care and storage of related tools and equipment. Class fee, \$5. **W**

MFG070 Introduction to Manufacturing—Nontraditional

3 class hrs and 9 lab hrs/1 wk, 1 cr.

A survey of manufacturing trades and employment prospects for persons interested in nontraditional work roles. Class fee, \$10. **Su**

MFG071 Milling Machine Practices

3 class hrs and 9 lab hrs/wk, 6 cr.

Basic machine tool processes including principles, setup, and operations of milling. Class fee, \$30. **Sp**

MFG072 Manufacturing Materials and Processes

3 class hrs and 9 lab hrs/wk, 6 cr.

Introduction to materials used by modern industry to manufacture industrial products. Covers ferrous and non-ferrous alloys, space age and precious metals, and non-metallic materials. Production procedures of parts from manufacturing through heat treatment, grinding, finishing, and assembly. Includes demonstrations of finishing processes such as hard surfacing, chrome plating, and metal spraying. Class fee, \$30. **F, W, Sp**

MFG072A Manufacturing Materials and Processes

3 class and 6 lab hrs/wk, 5 cr.

Introduces modern industry materials used to manufacture industrial products, ferrous and nonferrous alloys, space age and precious metals, and nonmetallic materials. Includes procedures for manufacturing parts from heat treatment, grinding, and finishing through assembling. Includes hard surfacing, chrome plating, and metal spraying and demonstrates finishing processes. Class fee, \$30. **Sp**

MFG073 Applied Manufacturing Mathematics

3 class hrs and 2 lab hrs/wk, 4 cr.

Applies mathematics in solving typical machine shop problems. Includes powers and roots of numbers, segments of circles, transposition and various formulas, practical trigonometry, geometrical figures, tapers, tolerances and allowances, gearing problems, and bearing fits. **Prerequisite:** MTH053 or consent of program coordinator. Class fee, \$5. **F**

MFG076 Material Removal Cutting Tools

3 class hrs and 9 lab hrs/wk, 6 cr.

Provides knowledge and skill development in the selection and application of cutting tools. Includes grinding and nontraditional methods used in removing material to produce machined parts. **Prerequisite:** MFG071, MFG072 or consent of program coordinator. Class fee, \$30. **Sp**

MFG076A Material Removal Cutting Tools

3 class hrs and 6 lab hrs/wk, 5 cr.

Same as MFG076 but has reduced lab hours intended for the Computer-Aided Drafting/Computer-Aided Manufacturing options. **Prerequisite:** MFG071; MFG072 or consent of instructor. Class fee, \$30. **Sp**

MFG077 Mechanical Systems

3 class hrs and 3 lab hrs/wk, 4 cr.

An introduction to transfer of power methods used by industry, and to industrial products relating to basic laws of physics. Emphasizes general types of mechanical equipment used, purpose of components, equipment maintenance requirements, and terminology of electrical components. **Prerequisite:** MTH053 or consent of program coordinator. Class fee, \$10. **W**

MFG078 Hydraulic and Pneumatic Systems

2 class hrs and 3 lab hrs/wk, 3 cr.

Fundamental principles of hydraulic and pneumatic systems. Includes basic components of hydraulic and pneumatic systems

and how they may be combined to build up various circuits, and ultimate use of these circuits. Covers selection, installation, and maintenance of hydraulic and pneumatic systems. **Prerequisite:** MTH051 or approval of program coordinator. Class fee, \$10. **W**

MFG081 Advanced Lathe Practices

3 class hrs and 9 lab hrs/wk, 6 cr. Provides advanced instruction in these lathe operations: turning, internal boring, internal and external threading, taper turning, angular turning, machine reaming, tapping, workholding devices, and tooling to complete precision machining. Includes automated processes in tracer and turret operations and numeric control and computer number control (NC/CNC) applied to the engine lathe. **Prerequisite:** MFG067 or consent of program coordinator. Class fee, \$40. **F**

MFG081A Advanced Lathe Practices

3 class hrs and 6 lab hrs/wk, 5 cr. Same as MFG081 but has reduced lab hours intended for the Computer-Aided Drafting/Computer-Aided Manufacturing options. **Prerequisite:** MFG067 or consent of program coordinator. Class fee, \$40. **F**

MFG082 Advanced Milling Machine Practices

3 class hrs and 9 lab hrs/wk, 6 cr. Provides instruction in advanced milling machine practices. **Prerequisite:** MFG071. Class fee, \$40. **W**

MFG082A Advanced Milling Machine Practices

3 class hrs and 6 lab hrs/wk, 5 cr. Same as MFG082 but has reduced lab hours intended for the Computer-Aided Drafting/Computer-Aided Manufacturing options. **Prerequisite:** MFG071. Class fee, \$40. **W**

MFG088 Fluid Power Systems

3 class hrs and 4 lab hrs/wk, 4 cr. Fundamental principles of hydraulic and pneumatic systems. Includes the selection, installation, and maintenance of hydraulic and pneumatic circuit systems, including circuits with electrical controls. **Prerequisite:** MTH051 or consent of program coordinator. Class fee, \$10. **W**

MFG091 Advanced Machining Practices

3 class hrs and 9 lab hrs/wk, 6 cr. Advanced job shop repair work. Emphasizes job shop philosophy, quality of finished products and production, time study, and general estimating of repair jobs and small production runs. **Prerequisite:** MFG076 or consent of program coordinator. Class fee, \$40. **Sp**

MFG092 Jig and Fixture Design and Applications

2 class hrs and 7 lab hrs/wk, 4 cr. Introduction to the design, fabrication and application of standard and special jigs and fixtures used in industry. **Prerequisite:** Consent of program coordinator. Class fee, \$20. **Sp**

MFG093 Fundamentals of NC/CNC Manufacturing

2 class hrs and 4 lab hrs/wk, 3 cr. Introduces numeric control (NC) and computer numeric control (CNC) applications to machine tools used in manufacturing industries. Class fee, \$10. **F, W, Sp**

MFG094 NC/CNC Programming

2 class hrs and 4 lab hrs/wk, 3 cr. An intermediate course introducing NC and CNC programming techniques as they apply to lathes and mills in industry. **Prerequisite:** MFG093 or consent of program coordinator. Class fee, \$10. **W**

MFG095 CAD/CAM Applications

2 class hrs and 4 lab hrs/wk, 3 cr. Introduces computer assisted programming, as well as Computer Aided Manufacturing (CAM), and the use of robots. **Prerequisite:** MFG093. Class fee, \$20. **Sp**

MFG097 Manufacturing Working Relations

3 class hrs/wk, 3 cr. Interpersonal relationships and responsibilities of labor and management. Includes study of these related areas: education and training; personal safety, security, and well-being; organization of work environment; public and community involvements; communication; interpersonal relations; economics and productivity; career planning and job search; work habits and attitudes; company image and reputation. **Sp**

MFG280 Cooperative Work Experience

see AUM280. Class fee, \$5.

Multidisciplinary Studies

MS251 The Art of Discovery

3 class hrs/wk, 3 cr. Introduces selected significant discoveries in the ancient Greek world. Considers their impact upon life patterns and scientific and humanistic thoughts of the day. **F**

MS252 The Art of Discovery

3 class hrs/wk, 3 cr. A study of the Renaissance, concentrating on relationships among scientific discoveries, philosophical world views, artistic accomplishments, and social movements. **W**

MS253 The Art of Discovery

3 class hrs/wk, 3 cr. A study of the late 19th and 20th centuries, concentrating on relationships among scientific discoveries, philosophical world views, artistic developments, and social movements. **Sp**

MS259 Death and Dying

3 class hrs/wk, 3 cr. How modern attitudes toward death and dying are formed. Discussion of rituals, literature, religion, philosophy, the hospice movement, medicolegal issues, and personal attitudes and values. **Offered as needed.**

Mathematics

MTH007 Whole Numbers

5 lab hrs/wk, 1 cr. Mathematics Fundamental mathematics—addition, subtraction, multiplication, and division of whole numbers. Includes two-step application problems of whole numbers. **F, W, Sp, Su**

MTH008 Fractions

5 lab hrs/wk, 1 cr. Fundamental mathematics—addition, subtraction, multiplication, and division of fractions. Includes two-step application problems of fractions. **F, W, Sp, Su**

MTH009 Decimals, Proportions and Percents

5 lab hrs/wk, 1 cr. Fundamental mathematics—addition, subtraction, multiplication, and division of decimals. Includes two-step application problems of decimals. **F, W, Sp, Su**

MTH051 Basic Mathematics

3 class hrs/wk, 3 cr. Includes fundamentals of addition, subtraction, multiplication, and division in problems involving use of whole numbers, fractions, decimals, percentages, and geometric measurements. Emphasizes analysis and solution of word problems. **F, W, Sp, Su**

MTH052 Introduction to Algebra and Geometry

3 class hrs/wk, 3 cr. Covers basic concepts in algebra and geometry to introduce students to algebraic and geometric techniques and applications. Includes signed numbers; elements of algebra; equations and formulas; ratio and proportion; common geometric figures; basic geometric measures of perimeter, area and volume; and their practical applications. **Prerequisite:** MTH051 or equivalent. **F, W, Sp, Su**

MTH053 Introduction to Trigonometry with Geometry

3 class hrs/wk, 3 cr. Introduces further geometric techniques and basic trigonometry. Covers basic angle concepts, the Pythagorean theorem, similar triangles, right triangle trigonometry, some oblique triangle trigonometry, and their occupational applications. **Prerequisite:** MTH052. **F, W, Sp, Su**

MTH061 Business Mathematics

3 class hrs/wk, 3 cr. Applies arithmetic to the world of business and commerce with emphasis on percent problems. Applies to payroll, retailing, interest, and real estate. **Prerequisite:** MTH051 or equivalent. **F, W, Sp, Su**

MTH062 Applied Business Math

3 class hrs/wk, 3 cr. Continuation of MTH061. Includes bank notes and discounts, compound interest, present value, annuities, sinking funds, installment loans, depreciation, financial statements, and business profits and losses. **Prerequisite:** MTH061 or equivalent. **W, Sp**

MTH065 Introductory Algebra

4 class hrs/wk, 4 cr. For students who have not had any previous algebra courses. Meets entry-level requirements of MTH081. Also meets course requirements for some voc-tech students and other students who are required to complete one algebra course. Helps students overcome lack of study skills or fear of mathematics and gain a strong, fundamental background in elementary algebra. Prepares students for the MTH070, MTH100 and MTH101 sequence. Covers algebraic and arithmetic operations with real numbers, solving linear equations with applications, ratio and proportions, and scientific notation. Introduces rational expressions and equations. **Prerequisite:** MTH051 or equivalent. **F, W, Sp, Su**

MTH070 Beginning Algebra

4 class hrs/wk, 4 cr. For students who have not had high school algebra or who need a review of algebra. Reviews arithmetic operations and proper-

ties of real numbers; introduces linear equations, factoring, inequalities, algebraic fractions, exponents, and graphs. **Prerequisite:** MTH051 or equivalent. **F, W, Sp, Su**

MTH075 Applied Geometry

1 class hr/wk, 1 cr.
Individualized course which students may start and complete at any time during a term. Covers basic concepts of points, lines, planes, angles, triangles, congruence of triangles, different polygons, similarity from an intuitive point of view and problems involving these concepts. **Prerequisite:** MTH070 or equivalent. **F, W, Sp, Su**

MTH076 Applied Geometry

1 class hr/wk, 1 cr.
Individualized course which students may start and complete any time during a term. Covers basic concepts of perimeter, circumference, arc length, areas of polygons and circles, surface area of solids, volume of various solids, and problems involving these figures. **Prerequisite:** MTH070 or equivalent. **F, W, Sp, Su**

MTH077 Applied Geometry

1 class hr/wk, 1 cr.
Individualized course which students may start and complete at any time during a term. Covers use of protractor, straight edge, and compass to construct and copy various figures while learning terms and techniques of constructions. Introduces basic concepts of analytic geometry using applied problems. **Prerequisite:** MTH070 or equivalent. **F, W, Sp, Su**

MTH078 Applied Trigonometry

3 class hrs/wk, 1 cr.
Individualized course which students may start and complete at any time during a term. Covers trigonometry definitions and various applications of triangles and trigonometric ratios. **Prerequisite:** MTH070, MTH075, and MTH076 or equivalent. **F, W, Sp, Su**

MTH079 Applied Trigonometry

1 class hr/wk, 1 cr.
Individualized course which students may start and complete at any time during a term. Covers solution of oblique triangles, radian measurement, vectors, and trigonometry ratios of all angles. **Prerequisite:** MTH078 or equivalent. **F, W, Sp, Su**

MTH081 Technical Mathematics I

4 class hrs/wk, 4 cr.
First course of a three-term sequence. Designed to train technicians to work in technical fields and engineering, drafting, mechanical design, and electronics. Covers fundamental algebra concepts, graphing, ratio and proportion, basic right-angle trigonometry, solution of linear equations, work problems, factoring, and operations with algebraic expressions. **Prerequisite:** MTH065 or equivalent. **F, W**

MTH082 Technical Mathematics II

4 class hrs/wk, 4 cr.
Second term in a sequence. Covers mathematical skills necessary for technicians in civil-structural engineering, mechanical design, or electronics. Includes trigonometric functions, oblique triangle solutions and applications, exponents and radicals, logarithms, solution of logarithm equations, trigonometric identities, solution of trigonometric equations, vectors, complex numbers, and graphs of trigonometric functions. **Prerequisite:** MTH081. **W, Sp**

MTH083 Technical Mathematics III

4 class hrs/wk, 4 cr.
Third term in a sequence. For technicians in civil-structural engineering, mechanical design, or electronics. Includes analytic geometry, differentiation, integration, and their applications plus differentiation and integration of transcendental functions. **Prerequisite:** MTH082 or equivalent. **Sp**

MTH100 Intermediate Algebra

4 class hrs/wk, 4 cr.
Covers fundamental laws of algebra with real numbers, linear equations in one and two variables, linear inequalities, factoring, algebraic fractions, systems of linear equations, exponents, radicals, quadratic equations and inequalities, and work problems. **Prerequisite:** MTH070 or equivalent. **F, W, Sp, Su**

MTH101 College Algebra

4 class hrs/wk, 4 cr.
Takes polynomials in algebraic expressions with equations and inequalities of various degree. An introduction to the concepts of relations and functions with real numbers and graphs in both two and three dimensions. Covers polynomial, rational, exponential and logarithmic functions; an introduction to complex numbers, matrices, determinates, sequences, and series. **Prerequisite:** MTH100 or equivalent. **F, W, Sp, Su**

MTH102 Trigonometry

4 class hrs/wk, 4 cr.
A continuation of the study of functions: circular, trigonometric and inverse functions, complex numbers, vectors and graphing with polar coordinates. **Prerequisite:** MTH101 and MTH075 or equivalent. **F, W, Sp, Su**

MTH103 Probability and Statistics

4 class hrs/wk, 4 cr.
Basic concepts of statistics and probability, inferential methods and assessment of reliabilities of numerical information related to all occupational fields. Application of formula to problem solving is stressed over the mathematical theory. **Prerequisite:** MTH101 or equivalent. **F, W, Sp, Su**

MTH106 Elementary Calculus

4 class hrs/wk, 4 cr.
An intuitive approach to differential and integral calculus. Emphasizes techniques of calculus in applied problem solving. Designed primarily for business, social science, life science or liberal arts students. **Prerequisite:** MTH101 or equivalent. **F, W, Sp**

MTH110 Analytic Geometry

4 class hrs/wk, 4 cr.
Coordinate geometry includes forms for straight line equations, conic sections, loci, translation and rotation of axis, polar coordinates, and vectors in two and three dimensions. **Prerequisite:** MTH102 and MTH076 or equivalent. **F, W, Sp**

MTH191 Mathematics for Elementary Teachers

3 class hrs/wk, 3 cr.
First of a three-term sequence in mathematics for prospective elementary teachers. Partially fulfills mathematical requirements for elementary education students. Emphasizes concepts, terminology, and skills encountered in kindergarten through ninth grade mathematics curriculum. Primarily studies subject matter, but several concepts are presented through concrete examples utilizing manipulative materials, such as at-

tribute games, multibase arithmetic blocks. **Prerequisite:** MTH070 or equivalent. **F**

MTH192 Mathematics for Elementary Teachers

3 class hrs/wk, 3 cr.
Continuation of MTH191. Covers mathematical concepts, terminology, and skills encountered in kindergarten through ninth grade mathematics curriculum, including rational and real numbers, an introduction to computers, number theory, consumer math, and individualized instruction in concepts of geometry offered as an alternate approach. **Prerequisite:** MTH070 or equivalent. **W**

MTH193 Mathematics for Elementary Teachers

3 class hrs/wk, 3 cr.
A continuation of MTH191 and MTH192. Further concepts, terminology, and skills encountered in the kindergarten through ninth grade mathematics curriculum are covered with concepts of geometry being presented through individualized instruction as an alternate approach. Includes additional elements of elementary mathematics education and teaching strategies. **Prerequisite:** MTH070 or equivalent. **Sp**

MTH200 Calculus

4 class hrs/wk, 4 cr.
Covers limits, continuity, differentiation, extreme, curve sketching, derivation, applications, integration, integral functions, approximate integration. **Prerequisite:** MTH110 or equivalent. **F, W, Sp, Su**

MTH201 Calculus

4 class hrs/wk, 4 cr.
Continuation of MTH200. Covers applications of definite integrals; logarithmic, exponential, trigonometric, and hyperbolic functions; techniques of integration; and indeterminate forms. **Prerequisite:** MTH200 or equivalent. **F, W, Sp**

MTH202 Calculus

4 class hrs/wk, 4 cr.
Continuation of MTH201. Covers infinite series, polar and parametric equation, vectors and space coordinates, vector-valued functions. **Prerequisite:** MTH201 or equivalent. **Sp**

MTH203 Calculus

4 class hrs/wk, 4 cr.
Multivariate calculus including vector-valued functions, partial derivatives, multiple integration, and applications. **Prerequisite:** MTH201 or equivalent. **W**

MTH221 Applied Differential Equations

4 class hrs/wk, 4 cr.
Covers first-order and higher-order ordinary differential equations. Includes many applications and various methods of solutions including Laplace transforms. **Prerequisite:** MTH201 or equivalent. **F**

MTH231 Discrete Mathematics

4 class hrs/wk, 4 cr.
Presents a mathematical system with four major application areas: logic, sets, Boolean algebra and switching circuits. Presents theory in each area as a system of axioms, elements, and operations. Each area has specific applications to other fields of study. **Prerequisite:** MTH101 or equivalent. **W**

MTH232 Discrete Mathematics

4 class hrs/wk, 4 cr.
Builds on foundations of MTH231. Covers theory and application of functions and relations, recursion and induction, graphs and

trees, permutations and combinations, and posets and lattices. **Prerequisite:** MTH231. **Sp**

MTH241 Linear Algebra

4 class hrs/wk, 4 cr.

Covers systems of linear equations, matrices, determinants, vectors in R^n , vector spaces, linear transformations, eigenvalues and eigenvectors. **Prerequisite:** MTH200 or equivalent. **Sp**

Music

MUP100 Piano

1 class hr/wk, 1 cr.

Individual instruction in fundamentals of music theory incorporated into basic piano playing skills. Open to students of all levels and interests. Class fee, \$60. **F, W, Sp**

MUP174 Voice

1 class hr/wk, 1 cr.

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. Class fee, \$60. **F, W, Sp**

MUS101 Music Fundamentals, Term 1

3 class hrs/wk, 3 cr.

An introduction to the principles and foundations of music. First of a three-term sequence. **F**

MUS102 Music Fundamentals, Term 2

3 class hrs/wk, 3 cr.

Second of a three-term sequence. **Prerequisite:** MUS101. **W**

MUS103 Music Fundamentals, Term 3

3 class hrs/wk, 3 cr.

Third of a three-term sequence. **Prerequisite:** MUS102. **Sp**

MUS134 Class Voice

4 lab hrs/wk, 2 cr.

Classroom instruction in vocal technique for persons with little or no previous vocal training. For both solo and ensemble singers, including music and non-music majors. **Prerequisite:** An interest to learn vocal music. **Sp**

MUS197 Chorus

4 lab hrs/wk, 2 cr.

Rehearsal and performance of many types of styles of choral literature. **Prerequisite:** Consent of instructor, previous experience singing with school, civic, or church choirs is helpful but not mandatory. **F, W, Sp**

MUS201 Introduction to Music and Its Literature

3 class hrs/wk, 3 cr.

A comprehensive study of music literature and history. How tones combine to create musical elements of melody, harmony, and rhythm, and how these relationships and organization of these elements apply to compositional styles and form. Combines a study of musical elements in art forms and ethnic musicology with writing melodic contours. **F**

MUS202 Introduction to Music and Its Literature

3 class hrs/wk, 3 cr.

Deals with sociological and historical development of music from the Middle Ages through the Renaissance, Baroque, and Classical eras, concluding with the 19th century Romantic period. **W**

MUS203 Introduction to Music and Its Literature

3 class hrs/wk, 3 cr.

Studies "new" music procedures and philosophies, beginning with Impressionism of the late 19th century and concluding with developments in electronic and popular music of the 1980s. **Sp**

Nondestructive Testing

NDT051 Nondestructive Testing I

1 class hr and 2 lab hrs/wk, 2 cr.

Basic theory, technique, and equipment used for magnetic particle and liquid penetrant test methods. Applies to inspection and nondestructive testing used in the metal fabricating industry for quality control. Class fee, \$15. **F**

NDT061 Nondestructive Testing II (Ultrasonics)

2 class hrs and 3 lab hrs/wk, 3 cr.

Introduces theory, equipment, and techniques used in nondestructive testing. Includes applying ultrasonic test methods as means of quality control in industry. Class fee, \$5. **W**

NDT071 Nondestructive Testing III

2 class hrs and 2 lab hrs/wk, 3 cr.

Introduces theory, techniques, and equipment used in running radiographic inspection and nondestructive tests as a means of quality control in industry. Class fee, \$20. **Sp**

Norwegian

NOR101, 102, 103 First Year Norwegian, Terms I, II, III

4 class hrs/wk, 4 cr.

A grammatical foundation in formal and idiomatic Norwegian. Emphasizes speaking, reading, and writing. **Prerequisite:** NOR102: NOR101 or consent of instructor. NOR103: NOR102 or one year high school Norwegian or consent of instructor. Class fee, \$2 each. **NOR101:F; 102:W; 103:Sp**

Nursing

NUR050 Obstetrical Nursing

2 class hrs and 1 lab hr/wk, 3 cr.

Basic elements of parent and fetal responses to childbirth. Includes anatomy and physiology of reproduction, ante partum, birth, post partum, complications, fetal development, and care of the newborn. For practicing nurses and students. **Prerequisite:** Registered Nurse or currently enrolled nursing student. **Offered as needed.**

NUR060 Survival Skills for Nursing

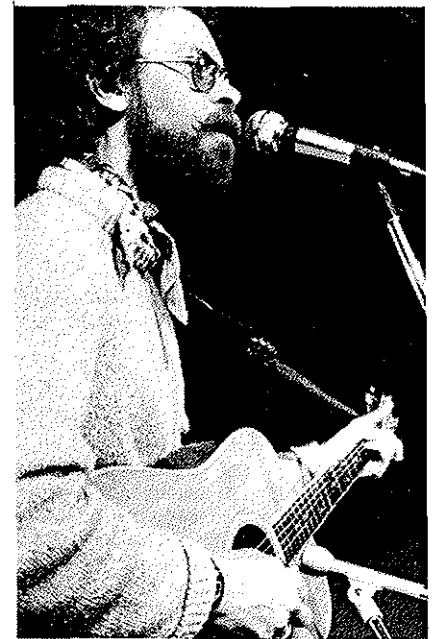
3 class hrs/wk, 3 cr.

Introduces basic nursing skills. Includes a survey of the nursing profession, development of study skills, learning styles, coping strategies, attitude, motivation, and interpersonal relationships. Class fee, \$5. **F, W, Sp, Su**

NUR104 Trends and Issues in Nursing

1 class hr/wk, 1 cr.

Trends and practices of licensed practical nurses. Includes organizational and structural elements and sociocultural factors influencing the role of a recent graduate as a member of a nursing and health team. **Pre-**



requisite: Enrolled in first year nursing program. **Sp**

NUR106 Nursing

5 class hrs and 15 lab hrs/wk, 10 cr.

Concepts, skills, and values basic to contemporary nursing; assessing and meeting physio-psycho-social health needs. Includes nursing skills, communications, nursing as an interpersonal helping process, growth and development, and beginning skills in problem solving. Correlates theory, skill development, and clinical experiences in nursing. **Prerequisite:** Enrollment in the nursing program. Class fee, \$30. **F**

NUR108 Nursing

5 class hrs and 15 lab hrs/wk, 10 cr.

Presents concepts and skills which integrate growth and development with psychosocial coping responses to illness and conditions commonly encountered in children and adults. Includes care of medical and surgical patients and emphasizes alterations in respiratory, nutritional, circulatory, and mobility status. **Prerequisite:** NUR106. Class fee, \$30. **W, Sp**

NUR109 Nursing

5 class hrs and 15 lab hrs/wk, 10 cr.

Emphasizes growth and developmental needs and nursing care for a childbearing family. In addition to care of newborn babies and pregnant women, integrates concepts related to psychosocial coping with nursing care for persons with alterations in regulatory, elimination and sensory functions. **Prerequisite:** Successful completion of NUR106, 108. Class fee, \$30. **W, Sp**

NUR111 LPN Re-entry

7 class hrs and 15 lab hrs/wk, 12 cr.

A review and updating for the inactive Licensed Practical Nurses who wish to return to practice. **Prerequisite:** Eligibility for practical nurse licensure and have applied for, or have obtained, a limited license from the Oregon State Board of Nursing. Class fee, \$20. **F**

NUR114 Nursing Care of the Elderly

3 class hrs/wk, 3 cr.

For licensed practical nurses and registered nurses who care for elderly people. Emphasizes basic and emerging concepts re-

lated to aging and gerontological nursing. Stresses assessing health needs of the elderly, planning patient care, implementing those plans, and evaluating care. **Offered as needed.**

NUR204A,B Trends and Issues in Nursing

1 class hr/wk, 1 cr.

A study of trends and practices in nursing. Includes organizational and structural elements and sociocultural factors influencing the role of new graduates as members of a nursing and health team. **Prerequisite:** Enrollment in second year of nursing program. **F, W**

NUR206 Nursing

6 class hrs and 16 lab hrs/wk, 11 cr.

Nursing care of patients. Covers hospitalization, surgery, infection and/or infectious diseases, neoplastic disease, and disturbances of the respiratory, cardiovascular, integumentary, gastrointestinal, urinary and male reproductive systems. Emphasizes nursing at the associate degree level, and the role of nurses as members of a nursing team. **Prerequisite:** NUR106, 108, 109. Class fee, \$20. **F**

NUR208 Nursing

6 class hrs and 16 lab hrs/wk, 11 cr.

Spans nursing care and health education from birth to death for patients who have difficulties coping with life and who experience disturbances of the nervous and renal systems, have a neoplastic disease, and other acute and emergent conditions. Presents education concepts to teach patients who need information or support to maintain their health. **Prerequisite:** NUR106, 108, 109, 206. Also registration must be completed, liability insurance purchased, and TB test results obtained before students are permitted in the clinical area. Current CPR certification is required. Class fee, \$20. **W**

NUR209 Nursing

3 class hrs and 16 lab hrs/wk, 8 cr.

Continuation of NUR208. Focuses on management of nursing care team in acute care settings. Nursing care of patients with critical disturbances of any or all body systems. **Prerequisite:** NUR106, 108, 109, 206, 208. Class fee, \$5. **Sp**

NUR211 RN Re-entry

7 class hrs and 15 lab hrs/wk, 12 cr.

A review and update for the inactive Registered Nurses planning to return to practice. **Prerequisite:** Eligibility for registered nurse licensure and have applied for, or have obtained, a limited license from the Oregon State Board of Nursing. Class fee, \$20. **F**

NUR214 Introduction to Cancer Nursing

1 class hr/wk, 1 cr.

Knowledge and skills useful in cancer prevention and diagnosis, and in treatment, rehabilitation, and long term care of patients. Attempts to create positive attitudes toward cancer and the care of cancer patients. Offered as needed.

NUR221 Nursing Administration in Long Term Care Facilities

3 class hrs/wk, 3 cr.

Designed for RN's employed or interested in jobs in long term care facilities. Emphasizes application of supervisory principles. Offered as needed.

NUR250 Introduction to the Operating Room I

3 class hrs/wk, 3 cr.

Fundamentals of nursing practice in an operating room. Focuses on roles of circulating and scrubbing nurses, sterilization concepts, patient support, surgical techniques, and instrumentation. **Prerequisite:** Must be a licensed registered nurse, or be eligible for and have applied for licensure, or be enrolled in an accredited nursing educational program. **Offered as needed.**

NUR251 Introduction to the Operating Room II

15 lab hrs/wk, 5 cr.

Fundamentals of nursing practices in an operating room. Focuses roles of circulating and scrubbing nurses, sterilization, patient support, surgical techniques and instrumentation. Practical experience included. **Prerequisite:** NUR250. Class fee, \$10. **Offered as needed.**

NUR280 Cooperative Work Experience

see AUM280.

NUR298A Holistic Health Care for Nurses

3 class hrs/wk, 3 cr.

Basic knowledge and skills in holistic health for maintenance and promotion of health. Includes therapeutic touch, biofeedback, and relaxation. **Prerequisite:** Licensed practical nurse, registered nurse, or enrolled in a nursing program. **Offered as needed.**

NUR298B The Aging Process

3 class hrs/wk, 3 cr.

Focuses on effective, cognitive, and physical changes which occur in aging and their influence on nursing care. **Prerequisite:** Licensed practical nurse, registered nurse, or current enrollment in a nursing program or other health disciplines and consent of instructor. **Offered as needed.**

NUR298C Care of the Terminally III

3 class hrs and 3 lab hrs/wk, 4 cr.

Expanded knowledge and skills in holistic health care of terminally ill patients and their families. **Prerequisite:** Licensed practical nurse, registered nurse, current enrollment in nursing program or permission of instructor. **Offered as needed.**

NUR298D Geriatric Pharmacology

3 class hrs/wk, 3 cr.

Focuses on medications for the elderly, basic drug information to assist the elderly with self-medication, and/or direct administration of medications. **Prerequisite:** Allied health practitioner, licensed practical nurse, registered nurse or enrollment in an allied health program. **W**

NUR298E Introduction to Physical Assessment for Nurses

3 class hrs and 1 lab hr/wk, 4 cr.

Basic skills in health screening of adults. Includes health histories and screening examinations by inspection, palpation, percussion and auscultation. **Prerequisite:** Registered nurse or enrollment in an RN program. Class fee, \$10. **Offered as needed.**

Office Administration

OA050 Civil Service Exam Preparation I

7 lab hrs/wk, 3 cr.

A brief, intensive refresher course in English and mathematics fundamentals. Covers use and correct spelling of words used in busi-

ness. Reviews basic math functions, fractions, decimals, and percents. Features open-entry and open-exit individualized instruction. **F, W, Sp, Su**

OA051 Civil Service Exam Preparation II

1 class hr and 4 lab hrs/wk, 3 cr.

Continuation of OA050. Reviews English fundamentals, including punctuation with practical business applications. How to apply basic math procedures to business problems and business formulas, reconcile bank statements, and compute selling and purchasing invoices. Introduces property taxes, sales taxes, and budgeting. **Prerequisite:** OA050. **F, W, Sp, Su**



OA052 Clerical Procedures

1 class hr and 4 lab hrs/wk, 3 cr.

Introduces various clerical skills necessary for success in today's office. Includes office typing and other practical clerical skills and knowledge, such as grammar, punctuation, telephone usage, mail procedures, business compositions and current office trends. Includes an extensive unit on job searching, interviewing, proper office attire and other tools necessary to gain employment. **Prerequisite:** OA050, OA051, OA121ABC or consent of instructor. **F, W, Sp, Su**

OA053 Individualized Filing

6 lab hrs/wk, 3 cr.

Covers basic filing principles for coding, sorting, storing, retrieving, and charging out business correspondence. Open-entry and open-exit; students advance at their own rate. **F, W, Sp, Su**

OA058A Shorthand Refresher I

2 class hrs/wk, 2 cr.

A review of basic Gregg shorthand theory including brief forms. Practice reading and writing from shorthand plates. Some dictation from previewed material. For persons with a background of shorthand theory. Requires a specified level of achievement. **F, W, Sp, Su**

OA058B Shorthand Refresher II

2 class hrs/wk, 2 cr.

A refresher course in Gregg shorthand for persons with a knowledge of theory and some ability to take dictation. Students progress at individual rates. Grades based on progress. **F, W, Sp, Su**

OA061 Introduction to Calculators

2 class hrs and 2 lab hrs/wk, 3 cr.

An introduction to using electronic display and electronic printing calculators to solve simple business and mathematical problems. Class fee, \$12. **Prerequisite:** MTH051 or equivalent. **W, Sp**

OA061A Introduction to Calculators

4 lab hrs/wk, 1 cr. Five weeks only. Use of electronic display and electronic printing calculators to solve mathematical problems. Class fee, \$12. **F, W, Sp, Su**

OA061B Introduction to Calculators

4 lab hrs/wk, 1 cr. Five weeks only. Continuation of OA061A to increase speed and accuracy on calculators, and to develop ability to solve mathematical problems in business offices. **Prerequisite:** OA061A. **F, W, Sp, Su**

OA061C Introduction to Calculators

4 lab hrs/wk, 1 cr. Five weeks only. Continuation of OA061B to increase speed and accuracy on calculators, and to develop ability to solve mathematical problems in business offices. **Prerequisite:** OA061B. **F, W, Sp, Su**

OA062 Reprographics

3 class hrs/wk, 3 cr. Studies copy preparation and duplication methods for business offices and small organizations. Emphasizes both manual and desktop publishing layouts. Compares duplication methods and machines. **Prerequisite:** Basic typing skills. Class fee, \$12. **W, Sp**

OA065P WordPerfect for Personal Use

1 class hr and 2 lab hrs/wk, 2 cr. Basic word processing training using WordPerfect software. Includes simple correspondence, term papers, and other personal-use projects. Credit toward a degree will not be granted to students who have earned credits for OA066P, Word Processing/Microcomputers (WordPerfect). **Prerequisite:** Touch typing ability; minimum 30 words per minute. Class fee, \$12. **F, W, Sp, Su**

OA066P Word Processing/Microcomputers (WordPerfect)

2 class hrs and 2 lab hrs/wk, 3 cr. Word processing on a microcomputer. Intensive practice in revision and formatting techniques. **Prerequisite:** Touch typing ability; minimum 45 words per minute. Class fee, \$12. **F, W, Sp, Su**

OA066S Word Processing/Microcomputers (WordStar)

2 class hrs and 2 lab hrs/wk, 3 cr. Word processing on a microcomputer. Intensive practice in revision and formatting techniques. **Prerequisite:** Touch typing ability; minimum 45 words per minute. Class fee, \$12. **Offered as needed.**

OA067 Word Processor Operation

1 class hr and 3 lab hrs/wk, 2 cr. Provides basic training on a Cathode Ray Tube (CRT) word processor. Covers concepts of word processing systems and equipment and their relationship to students' career goals. **Prerequisite:** Touch typing ability of 30 words per minute. Class fee, \$12. **F, W, Sp, Su**

OA069 Word Processing: Advanced CRT Operation

2 class hrs and 2 lab hrs/wk, 3 cr. Includes advanced glossary and list processing. **Prerequisite:** OA202. Class fee, \$12. **Offered as needed.**

OA072 Briefhand II

3 class hrs and 2 lab hrs/wk, 4 cr. A continuation and review of OA114. Students work on speed development and transcribe from briefhand notes using

electric or electronic typewriters. Emphasizes writing and reading technique, vocabulary, spelling and punctuation. **Prerequisite:** OA123 or concurrent enrollment and OA114. Class fee, \$12. **W**

OA073 Briefhand III

3 class hrs and 2 lab hrs/wk, 4 cr. Further review of theory and writing techniques. Advanced speed-building and production of quality business correspondence. Emphasizes transcription skills. **Prerequisite:** OA072. Class fee, \$12. **Sp**

OA075 Legal Office Procedures I

3 class hrs/wk, 3 cr. Covers duties of a legal secretary: maintaining professional relations with employers and clients; keeping financial records; filing legal documents, when and how to use court and non-court documents and procedures; setting priorities, making decisions and integrating office skills. **Prerequisite:** OA116 and OA122. **W**

OA076 Legal Office Procedures II

2 class hrs and 2 lab hrs/wk, 3 cr. An introduction to legal terminology as it applies to a legal secretary plus a survey of documents common in the office. **Prerequisite:** OA075, OA122. Class fee, \$12. **Sp**

OA077 Legal Machine Transcription I

3 class hrs/wk, 3 cr. Using word processing equipment to produce legal forms, documents, and correspondence from machine dictation. **Prerequisite:** OA075, OA076 and OA225 or consent of instructor. Class fee, \$12. **F**

OA078 Legal Machine Transcription II

3 class hrs/wk, 3 cr. A continuation of OA077 with emphasis on increased skill in typing and handling of materials in producing legal documents. **Prerequisite:** OA077. Class fee, \$12. **Offered as needed.**

OA080 Medical Machine Transcription

1 class hr and 4 lab hrs/wk, 3 cr. Typing from a transcribing machine to increase speed, accuracy, and understanding of medical case histories, clinical reports, and medical correspondence. **Prerequisite:** MED051 and typing speed of 40 words per minute. Class fee, \$12. **F**

OA083 Medical Office Management

3 class hrs/wk, 3 cr. Basic accounting procedures and practical experience working with financial records and accounting terminology. Includes double entry system, accounting for cash, payroll accounting, end-of-period worksheets, financial statements, and a medical office practice set. **Prerequisite:** MTH061 or consent of instructor. **Sp**

OA084 Business English I

3 class hrs/wk, 3 cr. Emphasizes basic English skills including spelling, grammar, business vocabulary, and dictionary use. Study of and practice in writing clear, concise, effective sentences. **F, W, Sp, Su**

OA085 Business English II

3 class hrs/wk, 3 cr. A continuation of OA084. Practice in writing clear and concise paragraphs in a variety of short papers, memos, request and thank you letters, and a short formal report. Emphasizes improving punctuation, grammar, and spelling skills. **Prerequisite:** OA084 or equivalent. **F, W, Sp**

OA086 Personal and Professional Development

3 class hrs/wk, 3 cr. Helps students become aware of their personal strengths and exposes them to new areas they can nurture. Concentrates on helping students develop salable personal skills. Emphasizes traits businesses accept and appreciate in their employees. **Sp**

OA089 Filing

3 class hrs/wk, 3 cr. Basic principles used in the systematic planning of the classification, arrangement, storage, and retrieval of business papers. Emphasizes practice in alphabetic, numeric, subject, and geographic filing systems of correspondence and non-correspondence papers. **W**

OA089A Alphabetic Filing

2 lab hrs/wk, 1 cr. How to master and apply 14 comprehensive alphabetic indexing rules. Students use a text-workbook and a computer to gain proficiency in indexing names of individuals, businesses, institutions, organizations, and government agencies. **F, W, Sp, Su**

OA090 Bookkeeping

3 class hrs/wk, 3 cr. Basic accounting principles and procedures. Provides familiarity with financial records and accounting terminology. Includes processing techniques for handling information, special journals, controlling accounts and work sheets used in preparing financial statements. **Prerequisite:** MTH061 or equivalent. **F, W, Sp**

OA091 Computerized Bookkeeping

2 class hrs and 2 lab hrs/wk, 3 cr. Application of computerized accounting principles. Covers chart of accounts, journal, general ledger, trial balance, income statement, balance sheet and worksheet for end-of-year work. Also introduces receivables, payables, depreciation, bank reconciliation and payroll. **Prerequisite:** OA090 or BA051 or BA211 or consent of instructor. Class fee, \$12. **Sp**

OA092 Payroll Procedures

3 class hrs/wk, 3 cr. Examines federal and state laws which determine required types of payroll records. Provides practice in computing and recording wages and salaries both manually and by computer. Includes preparation of quarterly reports for income taxes, Federal Insurance Contributions Act (FICA), Federal Unemployment Tax Act (FUTA), and State Unemployment Tax Act (SUTA). **Prerequisite:** OA090. Class fee, \$12. **W**

OA093 CPS Examination Review

2 class hrs/wk, 2 cr. A series of review sessions on secretarial work emphasizing judgment, understanding, and administrative ability. Includes updating skills, knowledge, and techniques covered in six portions of the qualifying examination for certification as a professional secretary. **Prerequisite:** Minimum of 75 college credits of secretarial training, or three years secretarial office experience. **Offered as needed.**

OA098A CPS Office Technology Review

3 class hrs for 4 weeks, 1 cr. An overview including information on word processing, data processing, communications, and reprographics technology. Specifically oriented as a review for the Certified

Professional Secretary (CPS) exam. **Offered as needed.**

OA098B CPS Business Behavior Review

3 class hrs for 4 weeks, 1 cr.
An overview of effective behavior in the business world. Covers organization types, group activities, motivation, leadership, and the change process. Specifically oriented as a review for the Certified Professional Secretary (CPS) exam. **Offered as needed.**

OA098C CPS Accounting Review

3 class hrs for 7 weeks, 2 cr.
An overview of accounting for persons who have some knowledge of accounting principles. Specifically oriented as a review for the Certified Professional Secretary (CPS) exam. **Offered as needed.**

OA098D CPS Business Law Review

3 class hrs for 7 weeks, 2 cr.
An overview of business law for persons who have completed courses in office administration or persons who have never enrolled in an office administration course at community college or university levels. Specifically oriented as a review for the Certified Professional Secretary (CPS) exam. **Offered as needed.**

OA098E CPS Economics and Management Review

2 class hrs for 5 weeks, 1 cr.
A survey for persons who have completed office administration courses and an introduction for persons who have never enrolled in office administration courses at community college or university levels. Specifically oriented as a review for the Certified Professional Secretary (CPS) exam. **Offered as needed.**

OA098F CPS Office Administration and Communication Review

2 class hrs for 5 weeks, 1 cr.
A survey for persons who have completed office administration courses and an introduction for persons who have never enrolled in office administration courses at community college or university levels. Specifically oriented as a review for the Certified Professional Secretary (CPS) exam. **Offered as needed.**

OA099 Proofreading

2 class hrs/wk, 2 cr.
Effective proofreading techniques, emphasizing punctuation, word division, spelling and capitalization rules. Includes use of office reference manuals. **Prerequisite:** OA121 or equivalent. **F, W, Sp, Su**

OA101 Office Careers Survey

1 class hr/wk, 1 cr.
An overview of the organization and climate of business and professional offices and an investigation of various job opportunities for persons with secretarial/clerical training. Includes guest speakers who provide current picture of office occupations. **F, W, Sp, Su**

OA111 Shorthand I

3 class hrs and 2 lab hrs/wk, 4 cr.
Beginning course in Gregg Series 90 shorthand. A study of principles to enable students to take simple dictation and transcribe in longhand early in the course. Includes proper recording habits, spelling, vocabulary, and punctuation. **Prerequisite:** OA122 and OA084 or concurrent enrollment. Class fee, \$12. **F**

OA112 Shorthand II

3 class hrs and 2 lab hrs/wk, 4 cr.
Continuation and review of shorthand theory plus transcription, including special forms, abbreviated forms, punctuation, and expanded vocabulary. Emphasizes shorthand writing from dictation to increase speed and skill, and transcribing from shorthand notes on a typewriter. **Prerequisite:** OA111 and OA123 or concurrent enrollment. Class fee, \$12. **W**

OA113 Shorthand III

3 class hrs and 2 lab hrs/wk, 4 cr.
Expanding recall of shorthand theory, developing dictation and transcription skills, and producing quality business correspondence. Advanced vocabulary, phrase-building, and word building based on basic Gregg shorthand principles. **Prerequisite:** OA112. Class fee, \$12. **Sp**

OA114 Briefhand I

3 class hrs and 2 lab hrs/wk, 4 cr.
A shorthand system based on the alphabet. Includes theory and practice in taking dictation and transcribing in longhand early in the course. Emphasizes good recording habits, vocabulary, spelling, and punctuation. Useful as a vocational or personal skill. **Prerequisite:** OA122 and OA084 or concurrent enrollment. Class fee, \$12. **F**

OA116 Office Procedures

3 class hrs/wk, 3 cr.
An introduction to administrative support activities. Includes telephone usage, development of effective listening skills, mailing and shipping services, preparation of financial records, plans for meetings and conferences, travel arrangements and scheduling appointments, and meeting with the public. Presents new technology in today's businesses. **F, W, Sp**

OA117 Executive Office Simulation

2 class hrs and 2 lab hrs/wk, 3 cr.
A work-flow simulation to give students experience in working as team members with office co-workers. Applies principles and skills acquired in OA116. **Prerequisite:** OA116, OA122 or OA123, OA084, or equivalent. Class fee, \$12. **W, Sp**

OA121 Keyboarding

2 class and 3 lab hrs/wk, 3 cr.
Basic touch keyboarding skills for standard microcomputer or typewriter keyboards. Emphasizes speed and accuracy, understanding the basic vocabulary, and of inputting or retrieving information, formatting business letters and envelopes. Class fee, \$12. **F, W, Sp, Su**

OA121A Keyboarding A

2 lab hrs/wk, 1 cr.
First of a three-course sequence. Covers basic touch-keyboarding on standard microcomputers or typewriters. Class fee, \$12. **F, W, Sp, Su**

OA121B Keyboarding B

2 lab hrs/wk, 1 cr.
Second of a three-course sequence. Emphasizes developing speed and accuracy in keyboarding microcomputers or typewriters. **Prerequisite:** OA121A or consent of instructor. **F, W, Sp, Su**

OA121C Keyboarding C

2 lab hrs/wk, 1 cr.
Third of a three-course sequence. Continues development of speed and accuracy in touch keyboarding on microcomputers or typewriters. Also covers formatting business

letters and envelopes, and short reports with endnotes. **Prerequisite:** OA121A and B or consent of instructor. **F, W, Sp, Su.**

OA122 Keyboard Skillbuilding

1 class and 4 lab hrs/wk, 3 cr.
Exercises to improve keyboarding proficiency, speed, and accuracy. **Prerequisite:** Know the keyboard and be able to type 25 words per minute, OA121 or consent of instructor. Class fee, \$12. **F, W, Sp**

OA122A,B,C Keyboard Skillbuilding

variable 1-3 cr.
Prepares students for production typing. Provides practice for improving keyboarding proficiency, speed, and accuracy. **Prerequisite:** Know the keyboard and be able to type 30 words per minute, OA121 or consent of instructor. Class fee, \$12. **F, W, Sp**

OA123 Formatting

2 class and 3 lab hrs/wk, 3 cr.
Emphasizes formatting business documents. How to create and use various format styles for business letters and envelopes, tables, memorandums, reports, business forms, financial statements, and manuscripts. **Prerequisite:** OA121 or consent of instructor. Class fee, \$12. **F, W, Sp, Su**

OA123A Formatting A

2 lab hrs/wk, 1 cr.
First one-third of a three-part series. Includes vertical and horizontal centering and formatting enumerations, and reviews the touch system alphabetic, numeric, and symbol keys. **Prerequisite:** OA121ABC or consent of instructor. Class fee, \$12. **F, W, Sp, Su**

OA123B Formatting B

2 lab hrs/wk, 1 cr.
Second one-third of a three-part series. Presents formats for business letters, tables, and reports. **Prerequisite:** OA123A. **F, W, Sp, Su**

OA123C Formatting C

2 lab hrs/wk, 1 cr.
Final one-third of a three-part series. Covers format styles for business letters and envelopes, memorandums, business forms, financial statements, and reports. **Prerequisite:** OA123B. **F, W, Sp, Su**

OA124 Word Processing—Advanced Formatting Applications

OA124P WordPerfect

OA124S WordStar

OA124W Wang System
2 class and 3 lab hrs/wk, 3 cr.
How to apply word processing principles. Stresses correct techniques and independent judgment. Provides extensive practice in formatting, revising, and proofreading from dictated, typed, and hand-written material. **OA124: Prerequisite:** OA123 and 45 words per minute touch keying ability. **OA124P: Prerequisite:** OA066P and 45 words per minute touch keying ability. **OA124S: Prerequisite:** OA066S and 45 words per minute touch keying ability. **OA124W: Prerequisite:** OA201 and 45 words per minute touch keying ability. Class fee, \$12. **Offered as needed.**

OA200 Introduction to Word/Information Processing

3 class hrs/wk, 3 cr.
Word and information processing concepts and equipment. Covers organization of word processing systems, related areas of office automation, and operation of dedicated word processors and word processing microcom-

puter software. **Prerequisite:** Touch typing ability, 30 wpm minimum. Class fee, \$12. F, W, Sp, Su

OA201 Word Processing Procedures I

2 class hrs and 2 lab hrs/wk, 3 cr.
Basic training in operating a dedicated word processor. Includes formatting, editing, and printing business documents and using special features such as dual column, horizontal scroll, form letters, and spelling verifier. **Prerequisite:** Touch typing ability of 45 wpm. Class fee, \$12. F, W, Sp, Su

OA202 Word Processing Procedures II

2 class hrs and 2 lab hrs/wk, 3 cr.
Provides training in operation of special features of a dedicated word processor, including basic glossary, sort, math, and advanced functions. **Prerequisite:** OA201. Class fee, \$12. Offered as needed.

OA204P Advanced WordPerfect

2 class and 2 lab hrs/wk, 3 cr.
Training on IBM-compatible computers for persons with basic skills and knowledge of WordPerfect. **Prerequisite:** OA066P or proficiency in basic WordPerfect. Class fee, \$12. F, W, Sp, Su

OA211 Shorthand/Briefhand Skillbuilding

2 class hrs and 2 lab hrs/wk, 3 cr.
A continuation of shorthand development. Emphasizes office related transcription skills and improvement of shorthand or briefhand vocabulary and dictation speeds. **Prerequisite:** OA113 or OA073. Class fee, \$12. F

OA225A Machine Transcription IA

2 lab hrs/wk, 1 cr.
An introduction to transcribing from recorded dictation. Includes how to operate a transcribing machine and techniques of efficient transcribing. Stresses development of accuracy and language arts skills. Students progress at their own rate. **Prerequisite:** OA121 or equivalent. Recommend: English skills at minimum level of OA084 or OA050. Class fee, \$12. F, W, Sp

OA225B Machine Transcription IB

2 lab hrs/wk, 1 cr.
Continuation of OA225A. How to prepare tables, business letters, and reports. **Prerequisite:** OA225A. F, W, Sp

OA225C Machine Transcription IC

2 lab hrs/wk, 1 cr.
Continuation of OA225B. **Prerequisite:** OA225B. F, W, Sp

OA226A Machine Transcription II-A

2 lab hrs/wk, 1 cr.
A continuation of OA225. How to produce a variety of business documents by using efficient transcribing methods. How to develop language arts skills and increase transcribing speed and accuracy to an on-the-job level. **Prerequisite:** OA225A, B, C or equivalent. Class fee, \$12. F, W, Sp, Su

OA226B Machine Transcription II-B

2 lab hrs/wk, 1 cr.
A continuation of OA226A. **Prerequisite:** OA226A or equivalent. F, W, Sp, Su

OA226C Machine Transcription II-C

2 lab hrs/wk, 1 cr.
A continuation of OA226B. **Prerequisite:** OA226B or equivalent. F, W, Sp, Su

OA280 Cooperative Work Experience
see AUM280.

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 also Art, Criminal Justice, Visual Communications.

Physical Education

PE131 Introduction to Physical Education

3 class hrs/wk, 3 cr.
Professional orientation to physical education and athletics, basic philosophy and objectives, professional opportunities and qualifications.

PE180BN Basketball—Women's Varsity

3 lab hrs/wk, 1 cr.
Fundamentals of basketball for women.

PE180SB Softball—Women's Varsity

5 lab hrs/wk, 1 cr.
Interscholastic competition for players selected during try-outs. Involves advanced methods of team play, game strategy, training and conditioning, and officiating.

PE180SR Women's Softball—Advanced

3 lab hrs/wk, 1 cr.
Fundamentals, rules, and strategy of softball. Helps women develop skills necessary for playing recreational and/or competitive softball.

PE180TQ Track and Field Women's Varsity

3 lab hrs/wk, 1 cr.
Intercollegiate varsity track and field competition for women.

PE180VN Volleyball—Women's Varsity

5 lab hrs/wk, 1 cr.
Interscholastic competition with try-outs for player selection; advanced methods of team play; game strategy; training and conditioning; officiating experience.

PE185AJ,AK,AL Archery—Beginning, Intermediate, Advanced

3 lab hrs/wk, 1 cr. each
Fundamentals of archery including safety, history, care and use of equipment, basic rules, skills techniques, and target shooting. Emphasizes self-testing and improvement. Class competition in regulation and novelty shoots. Intermediate and advanced courses include more emphasis on shooting perfection, self-improvement, analysis of errors. Class fee, \$5 each.

PE185BA,BB,BC Badminton—Beginning, Intermediate, Advanced

3 lab hrs/wk, 1 cr. each
Fundamental skills of serving, clears, drop smash, backhand, singles and doubles play,

terminology, and rules. Intermediate includes practice in the overhead clear. Advanced covers perfection of techniques, skills, and strategies through sophisticated drills and routines. Competitive play patterns emphasized. Class fee, \$5 each.

PE185BE,BF,BG Baseball—Beginning, Intermediate, Advanced

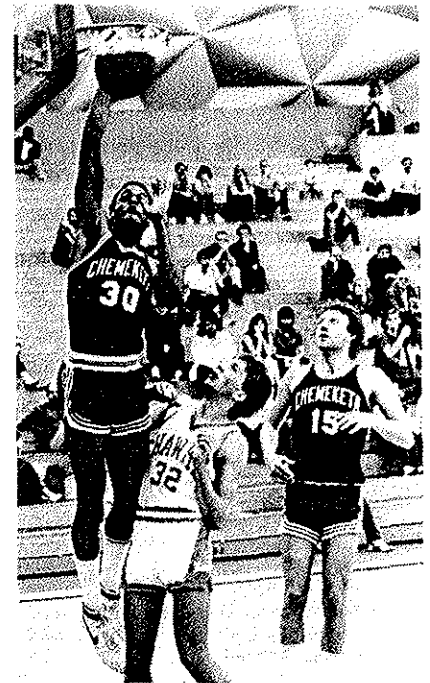
3 lab hrs/wk, 1 cr. each
Fundamental techniques of offensive and defensive play, rules, strategy, and team play. Increased skills and strategy levels in intermediate and advanced. Class fee, \$5 each.

PE185BJ,BK,BL Basketball—Beginning, Intermediate, Advanced

3 lab hrs/wk, 1 cr. each
Fundamental skills, techniques of offensive and defensive play, rules, team play, and competition. Increased skills and strategy levels in intermediate and advanced. Class fee, \$5 each.

PE185BO Basketball Officiating

2 class hrs and 1 lab hr/wk, 1 cr.
Officiating techniques for beginning and novice referees. Includes rules, mechanics, conditioning, and job opportunities. Class fee, \$5.



PE185BP,BQ,BR Billiards—Beginning, Intermediate, Advanced

3 lab hrs/wk, 1 cr. each
Fundamental skills, strategy, application of rules, etiquette, and competitive play.

PE185BS,BT,BU Body Building—Beginning, Intermediate, Advanced

3 lab hrs/wk, 1 cr. each
Exercises to increase muscularity, muscular definition, and muscular power to develop physique. Class fee, \$5 each.

PE185BV,BW,BX Bowling—Beginning, Intermediate, Advanced

3 lab hrs/wk, 1 cr. each
Beginning: basic fundamentals, techniques, rules, scoring, and social etiquette. Intermediate: perfection of straight ball delivery, introduction to hook and curve ball delivery, and tournament plan.

PE185CA,CB,CC**Conditioning—Beginning, Intermediate, Advanced**

3 lab hrs/wk, 1 cr. each

Development and implementation of an individualized conditioning program. Concern given to cardiovascular improvement, flexibility, and strength improvement through use of aerobic exercise and strength apparatus. Class fee, \$5 each.

PE185CD,CE,CF**Correctives—Beginning, Intermediate, Advanced**

3 lab hrs/wk, 1 cr. each

Exercise programs of fitness or physical therapy for students with physical injuries, disabilities, or handicaps. Class fee, \$5 each.

PE185CM,CN,CP Cross Country Skiing—Beginning, Intermediate, Advanced

3 lab hrs/wk, 1 cr. each

Fundamental skills and techniques, types of equipment, first aid, orienteering, survival, leadership, and route finding.

PE185CR,CS,CT Dance Choreography—Beginning, Intermediate, Advanced

3 lab hrs/wk, 1 cr. each

Movement and improvisation techniques to develop elements of time, space, shape, and energy.

PE185CW,CX,CY Cycling—Beginning, Intermediate, Advanced

3 lab hrs/wk, 1 cr. each

Cycling techniques including proper bicycle fitting, correct pedaling, safety, maintenance, and touring. Special emphasis on physical fitness.

PE185DA,DB,DC Aerobics, Low Impact—Beginning, Intermediate, Advanced

3 lab hrs/wk, 1 cr.

Beneficial cardiovascular and health exercises with one foot on the floor. Prevent jarring to weight-bearing parts of the body. Class fee, \$5 each.

PE185DE,DF,DG Dance, Folk—Beginning, Intermediate, Advanced

3 lab hrs/wk, 1 cr. each

Basic steps, skills, and training in dances reflecting cultural tradition. Schottische, polka, etc. Class fee, \$5 each.

PE185DJ,DK,DL Dance Modern—Beginning, Intermediate, Advanced

3 lab hrs/wk, 1 cr.

Presents a variety of modern dance styles. Introduces concepts of space, time, and force into movement and dance techniques. Class fee, \$5 each.

PE185DM,DN,DO Dance Aerobic—Beginning, Intermediate, Advanced

3 lab hrs/wk, 1 cr.

Dance routines which provide cardiovascular exercise. Class fee, \$5 each.

PE185DR,DS,DT Dance, Social—Beginning, Intermediate, Advanced

3 lab hrs/wk, 1 cr. each

Basic dance steps of the fox trot, tango, rumba, mambo, and current popular dances. Class fee, \$5 each.

PE185DV Square Dance Basic I**PE185DW Square Dance Mainstream II****PE185DX Square Dance Plus**

3 lab hrs/wk, 1 cr.

Contemporary dances. Includes history, etiquette, and dances by International Association of Square Dance Callers. Prerequisite: PE185DW; PE185DV; PE185DX: PE185DV and DW. Class fee, \$5 each.

PE185DY Dance/Tap, Beginning

3 lab hrs/wk, 1 cr.

Introduces basic tap steps of varying degrees of difficulty. Class fee, \$5.

PE185FA,FB,FC Fencing—Beginning, Intermediate, Advanced

3 lab hrs/wk, 1 cr. each

Safe and competent handling of weapons with emphasis on foil. Initial position, en garde, salute, lunge and recovery, basic parries, basic attack and defense movements, fencing bouts, and scoring. Class fee, \$5 each.

PE185FD,FE,FF Soccer—Beginning, Intermediate, Advanced

3 lab hrs/wk, 1 cr. each

Fundamental soccer skills, position play, team formations, offensive and defensive team play, and rules. Class fee, \$5 each.

PE185FM,FN,FP Fitness Appreciation—Beginning, Intermediate, Advanced

3 lab hrs/wk, 1 cr. each

Circuit training, jogging, running, and exercise programs designed for lifetime fitness. Instruction in diet and nutrition as aids to physical and mental fitness. Class fee, \$5 each.

PE185GJ,GK,GL Golf—Beginning, Intermediate, Advanced

3 lab hrs/wk, 1 cr. each

Basic fundamentals such as grip, stance, and mechanics of the swing. Use of irons, long irons, woods, and putters. Rules of the game, social etiquette, and actual playing of the game.

PE185JA,JB,JC Dance, Jazz—Beginning, Intermediate, Advanced

3 lab hrs/wk, 1 cr. each

Development of basic warm-ups at the barre, stretching, isolations, and floor movement with emphasis on technique, alignment, and contemporary jazz style. Class fee, \$5 each.

PE185JJ,JK,JL Jogging—Beginning, Intermediate, Advanced

3 lab hrs/wk, 1 cr. each

Instruction and practice in jogging techniques including various systems of training. Stresses development of cardiovascular endurance.

PE185JQ,JR,JS Judo—Beginning, Intermediate, Advanced

3 lab hrs/wk, 1 cr. each

Instruction in fundamental personal defense skills, precautionary safety measures, countering attacks, etc.

PE185KA,KB,KC Karate—Beginning, Intermediate, Advanced

3 lab hrs/wk, 1 cr. each

Fundamentals of karate including basic stance, inside and outside blocks, straight punch, rising block, kick block, front, side and back kicks, basic throws, come-alongs, and techniques of detaining and restraining subjects.

PE185LA,LB,LC Ballet—Beginning, Intermediate, Advanced

3 lab hrs/wk, 1 cr.

Addresses correct alignment, basic stretching, and warm-ups at the barre. Includes body and arm positions. Emphasizes techniques and technical terms. Class fee, \$5 each.

PE185LD Logging Sports—Beginning

3 lab hrs/wk, 1 cr.

Fundamentals of competition logging sports. Safety practices for each event are stressed.

PE185LJ Emergency Water Safety

3 lab hrs/wk, 1 cr.

How to make safe swimming-assists. For swimmers who want to learn personal lifesaving techniques and/or become a lifeguards. Prerequisite: Minimum age 13 years. Offered as needed.

PE185LM Lifeguarding

3 lab hrs/wk, 1 cr.

Swimming and lifesaving skills for American Red Cross lifeguard certification. Prerequisite: Emergency Water Safety Certification, current CPR and first aid certification. Requires ability to pass a swimming and lifesaving-skills test.

PE185PA,PB,PC Personal Defense—Beginning, Intermediate, Advanced

3 lab hrs/wk, 1 cr. each

Fundamental personal defense skills, precautionary measures to insure one's safety, countering attacks using various types of weapons. Development of skill levels that promote self-assurance to reduce panic.

PE185PR,PS,PT Backpacking—Beginning, Intermediate, Advanced

3 lab hrs/wk, 1 cr.

An introduction to backpacking.

PE185RA,RB,RC Racquetball—Beginning, Intermediate, Advanced

3 lab hrs/wk, 1 cr. each

Fundamentals, various shots, and strategies of singles and doubles playing. Class fee, \$5 each.

PE185RG,RH,RJ Roller Skating—Beginning, Intermediate, Advanced

3 lab hrs/wk, 1 cr. each

Fundamentals of roller skating combining conditioning and skill work.

PE185RL,RM,RN Rowing—Beginning, Intermediate, Advanced

3 lab hrs/wk, 1 cr.

On-land and on-water instruction and conditioning in sculling (rowing). Prerequisite: Ability to pass a swimming test.

PE185RW,RX,RY Running for Fitness—Beginning, Intermediate, Advanced

3 lab hrs/wk, 1 cr. each

Running and circuit training techniques designed to improve overall body condition.

PE185SA,SB,SC Scuba Diving—Beginning, Intermediate, Advanced

3 lab hrs/wk, 1 cr. each

Skills and techniques necessary for proper and safe performance of underwater swimming and diving. Covers proper use and care of diving equipment, potential dangers of un-

derwater swimming and diving, and procedures to avoid those dangers.

PE185SD,SE,SF Swim for Fitness—Beginning, Intermediate, Advanced

3 lab hrs/wk, 1 cr. each

Open to students who have mastered the front and back crawl, sidestroke, breaststroke, and elementary backstroke. Develops endurance and strength.

PE185SG,SW,SX Skiing Conditioning—Beginning, Intermediate, Advanced

3 lab hrs/wk, 1 cr. each

Preparation for winter skiing. Includes use of universal gym machine, running, soccer skills, volleyball, and coordination exercises.

PE185SH,SJ,SK Skiing—Beginning, Intermediate, Advanced

3 lab hrs/wk, 1 cr. each

Fundamental skills and techniques including snowplow turns, traverse-stem turns, sidestrip, uphill christie, beginning parallel, and parallel turn. Advanced includes free skiing, powder, phase II, etc.

PE185SL,SM,SN Total Fitness—Beginning, Intermediate, Advanced

3 lab hrs/wk, 1 cr. each

Calisthenics and jogging to achieve toning and total fitness. These exercises, when combined with a reduction in intake, may result in loss of inches and pounds. Includes nutritional information. Class fee, \$5 each.

PE185SP,SQ,SR Softball—Beginning, Intermediate, Advanced

3 lab hrs/wk, 1 cr. each

Fundamental skills and rules presented through participation in team play. Class fee, \$5 each.

PE185SS Swimming—Beginning

3 lab hrs/wk, 1 cr.

Follows Red Cross beginner and advanced beginner swimming programs. Includes floating, back and prone glides, survival floating, human stroke, front crawl, elementary backstroke, jumping and diving into deep water.

PE185ST Swimming—Intermediate

3 lab hrs/wk, 1 cr.

Follows Red Cross intermediate swimming program. Includes front crawl, back crawl, side stroke, breast stroke, surface dive, underwater swim, and standing front dive. Encourages swimming for fitness. **Prerequisite:** Red Cross beginner or advanced beginner certificate or consent of instructor.

PE185SU Swimming—Advanced

3 lab hrs/wk, 1 cr.

Emphasizes swimming for fitness and improving basic skills. At the completion of this course, students should have the skills necessary to progress to senior lifesaving. **Prerequisite:** Red Cross intermediate certificate or consent of instructor.

PE185TA,TB,TC Table Tennis—Beginning, Intermediate, Advanced

3 lab hrs/wk, 1 cr. each

Class fee, \$5 each.

PE185TF,TG,TH Tennis—Beginning, Intermediate, Advanced

3 lab hrs/wk, 1 cr. each

Beginning: fundamental skills including forehand, backhand, serve strategy, application of rules, and etiquette. Intermediate:

perfection of skills and strategy in singles and doubles play. Advanced: continued practice in skills and strategy with emphasis on competitive play. Class fee, \$5 each.

PE185TL,TM,TN Track and Field—Beginning, Intermediate, Advanced

3 lab hrs/wk, 1 cr. each

Fundamentals, rules, theories, and training in track and field events. Class fee, \$5 each.

PE185VJ,VK,VL Volleyball—Beginning, Intermediate, Advanced

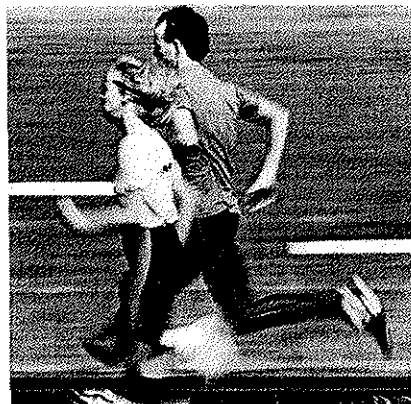
3 lab hrs/wk, 1 cr. each

Instruction and practice in skills, rules, and strategy through individual and team play. Class fee, \$5 each.

PE185WD,WE,WF Weight Training—Beginning, Intermediate, Advanced

3 lab hrs/wk, 1 cr. each

Fundamental safety procedures, preconditioning for weight training, and progressive resistance for lifetime physical fitness. For students of all ages. Class fee, \$5 each.



PE185WK,WL,WM Walking Fitness

3 lab hrs/wk, 1 cr.

Helps students develop a lifelong plan for walking fitness. Includes goal setting, group and individualized recommendations for walking intensity, and pre- and post-cardiovascular assessment.

PE185WR Racewalking

HOURS = 3 lab hrs/wk, 1 cr.

Fundamentals of racewalking.

PE185YA,YB,YC Yoga—Beginning, Intermediate, Advanced

3 lab hrs/wk, 1 cr. each

Background, safety precautions, and values of yoga. Stretching and limbering exercises, proper breathing techniques, and exercise positions. Class fee, \$5 each.

PE190BN Basketball—Men's Varsity

3 lab hrs/wk, 1 cr.

PE190TQ Track and Field—Men's Varsity

3 lab hrs/wk, 1 cr.

Professional Physical Education

PE194BY Basic Rhythms

3 lab hrs/wk, 2 cr.

Basic forms of locomotion, creative movement, folk and square dances used in elementary school activities. Class fee, \$5.

PE194FW Fundamentals of Movement

3 lab hrs/wk, 2 cr.

Human movement principles; communication and expression through movement.

PE194GR Games and Relays

3 lab hrs/wk, 2 cr.

Emphasis on skills developed through games and relays.

PE194RA Racquetball—Professional

1 class and 2 lab hrs/wk, 2 cr.

Covers progression of skills, knowledge, strategy, practice, conditioning, interpretation of rules, and teaching and coaching techniques. Class fee, \$5.

PE194TF Tennis—Professional

3 lab hrs/wk, 2 cr.

Class fee, \$5.

PE194TR Track and Field

3 lab hrs/wk, 2 cr.

PE231 Human Performance—Fitness for Contemporary Living

3 class hrs/wk, 3 cr.

Exercise and how it affects the human body. Through lecture and laboratory experiences, students may increase their understanding of their own levels of health and fitness. An assessment of a personal profile may guide students to develop and maintain individualized, lifetime "wellness" programs. **F,W,Sp**

PE232WW,WX,WY Wilderness Training (SST-Safety Structured Training)

1 class and 2 lab hrs/wk, 2 cr.

Builds an appreciation for the outdoors. Provides training and promotes respect for nature for developing such lifetime activities as hiking and backpacking. Class fee, \$20. **Su**

PE292 Swimming

Instructor—Professional

1 class and 2 lab hrs/wk, 2 cr.

Prepares students to teach American Red Cross Basic Water Safety and swimming courses. Upon completion of the course and certification instructors may teach Personal and Community Water Safety and Emergency Water Safety courses. **Prerequisite:** PE185LJ; swimming proficiency test. **F**

PE294AP Professional

Activities—Aerobics

1 class and 2 lab hrs/wk, 2 cr.

Provides teacher training. Presents an overview of different types of classes and teaching methods and skills. Class fee, \$5. **W**

PE294BP Professional

Activities—Basketball

1 class and 2 lab hrs/wk, 2 cr.

Includes skill progression, knowledge, strategy, teaching and coaching techniques, practice, rules interpretation, and conditioning for safety. Class fee, \$5. **F**

PE294SP Softball—Professional

1 class and 2 lab hrs/wk, 2 cr.

Includes instruction and practice in basic skills, teaching and coaching techniques, rules interpretation, strategy, and officiating. Class fee, \$5.

PE294VP Professional

Activities—Volleyball

1 class and 2 lab hrs/wk, 2 cr.

Includes skill progressions, knowledge, strategy, practice, conditioning, rules interpretation, and teaching and coaching techniques. Class fee, \$5. **F**

PE294WP Professional

Activities—Weight Training

1 class and 2 lab hrs/wk, 2 cr.

How to teach or coach weight training. Emphasizes teaching and lifting techniques and safety. **Prerequisite:** PE185WD or consent of instructor. Class fee, \$5. **W**

Physics

PH051 Practical Physics

3 class hrs and 2 lab hrs/wk, 4 cr.
Practical physics for skilled workers, covering heat, light, and sound. Laboratory time provides demonstrations and experiments to help clarify principles and procedures covered in class. Class fee, \$8. **W**

PH052 Practical Physics

3 class hrs and 2 lab hrs/wk, 4 cr.
Practical physics for skilled workers covering matter, measurements, mechanics, machines, and electricity. Laboratory time provides demonstrations and experiments to help clarify principles and procedures covered in class. **Prerequisite:** PH051, MTH052 or equivalent, or consent of instructor. Class fee, \$8. **Sp**

PH081 Applied Physics

3 class hrs and 2 lab hrs/wk, 4 cr.
Fundamental principles, concepts, and applications of work, energy, and power; basic machines and straight line and rotary motion. Use of vectors to analyze and solve problems. Class fee, \$8. **F, W**

PH082 Applied Physics

3 class hrs and 2 lab hrs/wk, 4 cr.
Applied physics at post-high school level covering mechanics of measurement, structure of matter, heat energy, heat engines, sound, and light. Laboratory time provides demonstrations and experiments to clarify principles and procedures covered in lectures. **Prerequisite:** PH081. Class fee, \$8. **W, Sp**

PH201 General Physics

3 class hrs and 3 lab hrs/wk, 4 cr.
First term of sequence. Covers classical mechanics including motion, force, momentum, energy, and power. Applications range from motions of planets to collisions between atomic particles. **Prerequisite:** MTH101. Class fee, \$12. **F**

PH202 General Physics

3 class hrs and 3 lab hrs/wk, 4 cr.
Introduces wave motion, sound, electromagnetic interactions, and radiation. **Prerequisite:** MTH101 and PH201. Class fee, \$12. **W**

PH203 General Physics

3 class hrs and 3 lab hrs/wk, 4 cr.
Introduces light, optics, heat, thermodynamics, quantum mechanics, and nuclear physics. **Prerequisite:** MTH101 and PH201. Class fee, \$12. **Sp**

PH211 General Physics for Engineers and Scientists

4 class hrs and 3 lab hrs/wk, 5 cr.
First term of calculus physics. Classical mechanics include motion, force, work, fields, gravitation, planetary motion, and con-

servation rules. **Prerequisite:** MTH200. Class fee, \$12. **F**

PH212 General Physics for Engineers and Scientists

4 class hrs and 3 lab hrs/wk, 5 cr.
Second term of calculus physics. Includes fluid mechanics, wave-motion, sound, thermodynamics, and electrostatics. **Prerequisite:** PH211. Class fee, \$12. **W**

PH213 General Physics for Engineers and Scientists

4 class hrs and 3 lab hrs/wk, 5 cr.
Third term of calculus physics. Includes magnetic fields, electromagnetic interactions, AC circuit analysis, propagation of electromagnetic waves, geometric optics, and physical optics. **Prerequisite:** PH211 and MTH201. Class fee, \$12. **Sp**

Philosophy

PHL201 Problems of Philosophy

3 class hrs/wk, 3 cr.
A study of major philosophic traditions by means of a history of western philosophic concerns such as metaphysics, ethics, politics, and epistemology. Current applications of these questions with a wide variety of perspectives are examined in lecture, readings, and student papers. **F**

PHL202 Problems of Philosophy

3 class hrs/wk, 3 cr.
An expanded investigation of one or more selected problems of philosophy not covered in ethics or logic courses. One current problem or one classical problem may be selected. The study may present many philosopher's viewpoints and methods. **W**

PHL203 Elementary Ethics

3 class hrs/wk, 3 cr.
Studies the concept of what is "good" in personal and in group contexts. Studies and compares all major alternatives in western philosophy. **Sp**

PHL204 Introduction to Logic

3 class hrs/wk, 3 cr.
Studies propositional logic including translation of sentences into symbols, symbols into sentences, and valid arguments into deductive reasoning using symbolized propositions. Identifies everyday fallacies, but these are not the major emphasis. **Offered as needed.**

PHL205 Biomedical Ethics

3 class hrs/wk, 3 cr.
Focuses on ethics in medical and health care fields. Studies roles of patients and health care providers, highlights personal and professional issues, examines special areas, including case studies, life-death questions and social attitudes. **Offered as needed.**

Physical Science, see General Sciences

Political Science

PS201 American Government

3 class hrs/wk, 3 cr.
Basic concepts and principles of the American political system. Covers United States political culture, political socialization and political philosophy. Discusses political

parties, interest groups, and the media's role in the political process. **F, W**

PS202 American Government

3 class hrs/wk, 3 cr.
Continuation of PS201, dealing with executive, legislative, and judicial branches of government. Includes a study of civil liberties and selected aspects of domestic and foreign policy as examples of interaction of governmental and non-governmental institutions in the political system. **Prerequisite:** PS201 recommended, but not required. **W, Sp**

PS203 State and Local Governments

3 class hrs/wk, 3 cr.
Examines the roles of regional, state, and local governments, particularly the nature of federalism. Either PS203 or PS205 will complete the American Government sequence following PS201 and PS202. **F, Sp**

PS205 International Relations

3 class hrs/wk, 3 cr.
An introduction to international politics. Deals with the nature of superpower conflict, nationalism, non-aligned nations, foreign policy; the role of multinational corporations in international decision-making, development and underdevelopment; and mechanisms of conflict resolution as related to contemporary international issues. **Sp**

PS212 Political Election Campaigning

3 class hrs/wk, 3 cr.
Introduction to election campaign techniques, processes, and strategy. **Offered as needed.**

Psychology

PSY100 Introduction to Psychology

3 class hrs/wk, 3 cr.
Application of basic concepts and methods of psychology to one's vocational and life situations. Covers motivation, learning, perception, emotion, personality, and mental health. **F, W, Sp**

PSY101 Psychology of Human Relations

3 class hrs/wk, 3 cr.
Explores basic principles of psychology to enhance an understanding of personality development, self-concept, and interpersonal relations. **F, W, Sp**

PSY102 Assertiveness Training

3 class hrs/wk, 3 cr.
Theoretical background, behavioral skills, and techniques of assertion. For people in general, but particularly valuable to persons anxious about situations which require they stand up for their personal rights. Explores internal and external blocks to assertion as a method for learning self-management skills. **Offered as needed.**

PSY114 Career Development, Personal Perspective

3 class hrs/wk, 3 cr.
A comprehensive developmental program that explores opportunities to integrate personal, educational, and occupational elements of career development. Encourages career-planning and decision-making based on realistic self-knowledge and self-assessment. **Offered as needed.**

PSY119 Processes in Living

3 class hrs/wk, 3 cr.
How to achieve self-understanding through exploring values, attitudes, interests, beliefs, and abilities. How these personal factors in-



fluence learning, educational and vocational decision making, and interpersonal relationships. **Offered as needed.**

PSY201 General Psychology

3 class hrs/wk, 3 cr.

Introduction to psychology. Focuses on psychology as a science. Stresses history, methodology, biological foundations of behavior, human development, sensation and perception. **F, W, Sp**

PSY202 General Psychology

3 class hrs/wk, 3 cr.

Second of three introductory courses in psychology. Includes learning, memory, cognition, motivation, emotion, and stress. **Prerequisite:** PSY201. **W, Sp**

PSY203 General Psychology

3 class hrs/wk, 3 cr.

Third introductory course in psychology. Includes personality; mental disorder; social, statistical, and psychological assessment; and intelligence testing. **Prerequisite:** PSY201. **Sp**

PSY206 Introduction to Social Psychology

3 class hrs/wk, 3 cr.

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 wars, elections, discrimination, violence, and interpersonal attraction. **Prerequisite:** PSY201 or consent of instructor. **Offered as needed.**

PSY211 Brain, Mind, and Behavior

3 class hrs/wk, 3 cr.

An overview study of the human brain integrating neurobiology with brain functions. Discusses current findings, theories, and applications of brain science, and its effects on human behavior. **Offered as needed.**

PSY237 Growth and Development

3 class hrs/wk, 3 cr.

Human growth and development from conception through death. In-depth study of birth through middle adulthood. **Prerequisite:** PSY201 or consent of instructor. **F, W, Sp**

PSY239 Introduction to Abnormal Behavior

3 class hrs/wk, 3 cr.

Theories, diagnosis, and treatment of major psychopathological syndromes. Includes anxiety and related neuroses, depressions, schizophrenia, psychophysiological and personality disorders, and sexual variations and dysfunctions. **Prerequisite:** PSY100 or PSY201 recommended. **F**

PSY245 Psychology of Women

3 class hrs/wk, 3 cr.

A survey of theories, physiological and psychological development, socialization and needs of women. A look at facts and myths about being a woman in today's society. Compares male and female psychology in relationship to the dynamics of being female in a male-model world. **Prerequisite:** PSY201 or consent of instructor. **Offered as needed.**

PSY246 Introduction to Industrial Psychology

3 class hrs/wk, 3 cr.

Applied psychological concepts stressing interpersonal communication skills, work

values, habits, and attitudes. **Offered as needed.**

Religion

R201 Primitive and Far Eastern Religions

3 class hrs/wk, 3 cr.

A study of religion, religious practices in prehistory, and major oriental religions. Discussion and film media relate the intellectual and the aesthetic, the ancient and modern. Students are encouraged to do individual research. **F**

R202 Near Eastern Religions

3 class hrs/wk, 3 cr.

Second course in a sequence. Surveys thought, scriptures, and practices of Judaism, Christianity, and Islam. Discussions, papers, and films to stimulate critical appreciation of these religions. **Prerequisite:** R201 and/or consent of instructor. **W**

R203 American Religions

3 class hrs/wk, 3 cr.

Major religious traditions, beliefs, and institutions necessary in understanding Western culture. A survey of the richness and diversity of American religious thought and practice, emphasizing useful information for believers and/or questioners. Includes discussion and individualized research projects to aid students in interpreting religious practices. **Sp**

Reading, see also Communication Skills, Skills Development

RD005 Basic Reading Skills for Deaf and Hearing Impaired

6 lab hrs/wk, 3 cr.

Helps deaf and hearing-impaired community college students improve their reading skills. Emphasizes comprehension of words, phrases, sentences, and paragraphs and development of specific comprehension skills. **F, W, Sp**

RD009 Basic Reading Tactics I

3 class hrs/wk, 3 cr.

For students who need to improve basic reading skills. Emphasizes understanding words, sentences, and paragraphs. Students must enroll in RD009LL at the same time. **Prerequisite:** Reading score as recommended by the college placement reading test or consent of instructor. **F, W, Sp, Su**

RD009L Basic Reading Tactics— Individualized

6 lab hrs/wk, 3 cr.

Individualized to help community college students improve their reading abilities. Emphasizes comprehension of words, sentences, and paragraphs. **Prerequisite:** Concurrent registration in RD009LL; reading level between 4.0 - 5.9 as determined by an appropriate standardized test. If credit has been earned for RD009, student may not enroll in RD009L.

RD009LL Basic Reading Tactics I—Lab

2 lab hrs/wk, 1 cr.

Helps students raise his or her reading grade level to 5.9 or above. Pays special attention to comprehension and vocabulary skills. **Prerequisite:** Concurrent registration in RD009 or RD009L and ability to read at a grade level from 4.0 to 5.9. **F, W, Sp, Su**



RD010 Basic Reading Tactics II

3 class hrs/wk, 3 cr.

Instruction to help students improve their reading skills. Emphasizes understanding paragraphs, vocabulary, and notetaking, and reading vocational textbooks. **Prerequisite:** Reading score as recommended by the college placement reading test or satisfactory completion of RD009LL. **F, W, Sp, Su**

RD010L Basic Reading Tactics II— Individualized

6 class hrs/wk, 3 cr.

Helps individual students improve their reading skills. Emphasizes vocabulary development, study reading, and comprehension. **Prerequisite:** Reading grade level from 6.0 to 8.9. Students who have earned credit for RD010 may not enroll.

RD115 Accelerated Reading Tactics I

3 class hrs/wk, 3 cr.

How to comprehend and remember nonfiction material. Instruction and practice aids students to vary and increase reading speed according to reading purpose and difficulty of material. **Prerequisite:** Reading score as recommended by the college placement reading test or consent of instructor. **F, W, Sp, Su**

RD115L Accelerated Reading Tactics I— Individualized

6 lab hrs/wk, 3 cr.

Helps students improve their reading abilities. Studies strategies for comprehending nonfiction materials, especially textbooks. Provides instruction and practice increasing reading speeds. **Prerequisite:** Reading grade level of 9.0 or above as determined, completion of RD010 or RD010L, or instructor approval. Students who have earned credit for RD115 may not enroll.

RD116 Accelerated Reading Tactics II

3 class hrs/wk, 3 cr.

For above average readers. Presents an analytical method of reading non-fiction material which can improve both speed and comprehension. **Prerequisite:** RD115, recommendation based on college placement tests, or instructor's approval. **F, W, Sp**

Real Estate

RE051 Legal Descriptions, Platting and Map Reading

1 class hr and 2 lab hrs/wk, 2 cr.

Locating properties, sites and points, and reading and writing legal descriptions using metes and bounds, lot and block, and governmental rectangular survey systems. Presents information graphically with drafting plats, plot plans, and maps. Studies land measurements, areas, and dimensions. Emphasizes functional skills rather than car-

tographic methods. **Prerequisite:** BA260 suggested. **Sp**

RE055 Applied Mathematics in Real Estate

3 class hrs/wk, 3 cr.

Fundamental mathematics necessary in real estate transactions, tax computations, real property assessments, percentage relationships, ratios of values, finance, leverage, appreciation, depreciation, and equity ownership. **Offered as needed.**

RE056 Escrow Procedures I

3 class hrs/wk, 3 cr.

The use of work sheets by escrow agents. Emphasizes significance of a third party in real estate transactions. Covers documents required to be held on deposit between the seller and buyer until terms of a contract are completed. **Prerequisite:** BA260 and BA262. **F**

RE057 Escrow Procedures II

3 class hrs/wk, 3 cr.

Obligations of escrow departments and title insurance companies in real estate transactions. Deals with defects of title and abstracts of title to indicate the value of title insurance. Emphasizes the ramifications of title insurance. **Prerequisite:** RE056. **Offered as needed.**

RE058 Escrow Procedures III

3 class hrs/wk, 3 cr.

Theory and practice of real estate exchanges and sales of businesses, including ordinary exchange, tax-free exchanges, multiple exchanges and, in the sale of businesses, bulk sales affidavits, security agreements, assignments of leases, leasehold interests, and other ramifications. Includes review of RE056 and RE057. **Prerequisite:** RE057. **Offered as needed.**

RE061 Real Estate Appraisal I

3 class hrs/wk, 3 cr.

Theories, functions, and purposes of appraisal principles of valuation. Includes cost, market and income approach techniques for determining condemnation, insurance, loan, purchase, and sales values. Students prepare a residential property report. Satisfies the Oregon's brokers' license requirement for appraising. **Prerequisite:** BA264 or consent of instructor. **F, Sp**

RE062 Real Estate Appraisal II

3 class hrs/wk, 3 cr.

Methods and theories of income property appraisal techniques using indicators of value including gross rent multiplier (GRM), capitalization, and yields' rates. **Prerequisite:** RE061. **W**

RE063 Real Estate Appraisal III

3 class hrs/wk, 3 cr.

Continuation of RE062, or qualified appraisal experience. Students prepare a demonstration income property report. **Prerequisite:** RE062. **F**

RE064 Real Estate Appraisal IV

3 class hrs/wk, 3 cr.

Continuation of RE063. **Prerequisite:** RE063 or qualified professional appraisal experience. **Offered as needed.**

RE065 Appraisal Report Writing

3 class hrs/wk, 3 cr.

How to write appraisal reports easily understood by clients and their representatives. **Prerequisite:** RE061. **Offered as needed.**

RE066 Real Estate Investment

Analysis I—Principles

3 class hrs/wk, 3 cr.

Basic understanding of investments and how to measure their returns. Includes analyzing commercial property to determine income and return on investments, determining cash flow before and after taxes, mortgage retirement, internal rate or return, etc. **Prerequisite:** RE055. **F**

RE069 Elements of Design and Construction

2 class hrs and 3 lab hrs/wk, 3 cr.

An introduction to design and construction terminology, architectural styles and building design, material and labor requirements, building codes, and approximate cost estimating for real estate students. Covers materials application, labor methods, costs for representative types of construction and site requirements, and unit-in-place method of estimating. **Offered as needed.**

RE070 Zoning, Subdividing, and Community Planning

3 class hrs/wk, 3 cr.

Zoning regulations, codes, restrictions, and cost of development of property for persons who want to subdivide, upgrade or change land use under zone codes, procedures, and material required by the State of Oregon, Marion County and City of Salem. **Offered as needed.**

RE083 Real Estate Effective Selling

3 class hr/wk, 3 cr.

Positive approaches and methods of handling functions and requirements of real estate sales, especially residential property. Lectures, class discussions, visual aids, films, tapes, case studies, and role-playing to help students develop and improve sales abilities. **Offered as needed.**

RE085 Property Management

2 class hrs/wk, 2 cr.

Emphasizes, but not limited to, residential landlord-tenant relationships, proper conduct of a firm under Oregon's property management license, owner-tenant relations, leasing procedures, marketing, and record keeping. **F, Sp**

RE090 Applied Title Operations

3 class hrs/wk, 3 cr.

Problems in real property title transfers. Emphasizes avoiding, eliminating, and solving problems from viewpoints of principals, agents, and title insurance companies. **Prerequisite:** BA263 or equivalent. **Offered as needed.**

RE280 Cooperative Work Experience

see AUM280.

Secretarial, see Office Administration

Skills Development, see also Communication Skills, Mathematics, Reading

SKD003 College Orientation For Deaf Students

1 class hr/wk, 1 cr.

Offers a survey of services available to deaf students at Chemeketa. Also helps deaf students develop basic study skills and decision making. **Offered as needed.**

SKD005 Language Development for Deaf and Hearing Impaired Students

6 lab hrs/wk, 3 cr.

For deaf and hearing-impaired community college students who want to improve their basic writing skills. Emphasizes expanding vocabulary, developing writing skills through language and paragraph practice, and creating short essays and business letters. **F, W, Sp**

SKD009 Introduction to College Language Skills

4 class hrs and 4 lab hrs/wk, 6 cr.

Provides intensive work in reading, spelling, and writing with an emphasis on vocational goals. Students may proceed to WR040 and/or COM051, and RD009. **Prerequisite:** Recommendation of college placement writing test or consent of instructor. **F, W, Sp**

SKD010 Discovering Success

3 class hrs/wk, 3 cr.

How students may succeed in college through self-understanding, awareness of resources, and group support. Emphasizes clarifying values and making decisions related to lifework planning. **F, Sp**

SKD013A, B, C Spelling Skills

3 class hrs/wk, 1-3 cr.

Includes oral practice and development of personal spelling list. Students may register for one, two, or three credits. **SKD013A:** consonant sounds (weeks one through four); **SKD013B:** vowel sounds (weeks five through seven); **SKD013C:** syllabication and dictionary use (weeks eight through ten). **F, W, Sp, Su**

SKD014A,B,C Intermediate Spelling Skills

3 class hrs/wk, 1-3 cr.

Individualized instruction in spelling rules, exceptions, pronunciation, and developing a personal spelling list. Students may register for one, two, or three credits. **Prerequisite:** Score 28 or higher on the 36-word placement test or consent of instructor. **F, W, Sp, Su**

SKD014L,M,N Intermediate Spelling Skills

2 lab hrs/wk, 1 cr. each

An individualized course. Includes spelling rules, compiling a personal spelling list, and methods of study. **Prerequisite:** Score 28 or above on a 36-word screening test or instructor approval. Students who have earned credit for SKD014A,B,C may not enroll. **F, W, Sp, Su**

SKD015A,B,C Vocabulary Building

3 class hrs/wk, 1-3 cr.

Includes methods of learning general and vocational vocabularies, pronunciation, and of developing a personal vocabulary list. Students may register for one, two, or three credits. **SKD015A:** dictionary, thesaurus and context (weeks one through four); **SKD015B:** prefixes, suffixes and roots (weeks five through seven); **SKD015C:** word histories and word memory techniques (weeks eight through ten). **F, W, Sp, Su**

SKD030A,B,C Advanced Vocabulary Building

3 class hrs/wk, 1-3 cr.

Individualized instruction providing an in-depth study of vocabulary using both general and vocational language. **Prerequisite:** SKD015ABC or consent of instructor. **F, W, Sp, Su**

SKD031L,M,N Introduction to Studying for College

2 lab hrs/wk, 1 cr. each

Individualized to assess student study habits. After completing the first module, students select study behavior modules based on individual needs. **F, W, Sp, Su**

SKD045A Problem Solving and Thinking Skills

1 class hr/wk, 1 cr.

Assists students in analyzing and improving thinking skills and problem-solving techniques. How to improve diagnostic and troubleshooting skills by acquiring insight into one's own problem-solving processes (metacognition). Emphasizes problem-solving (protocol), critical reading, creative thinking and analyzing personal thinking styles (weeks one through four). **F, W, Sp**

SKD045B Problem Solving and Thinking Skills

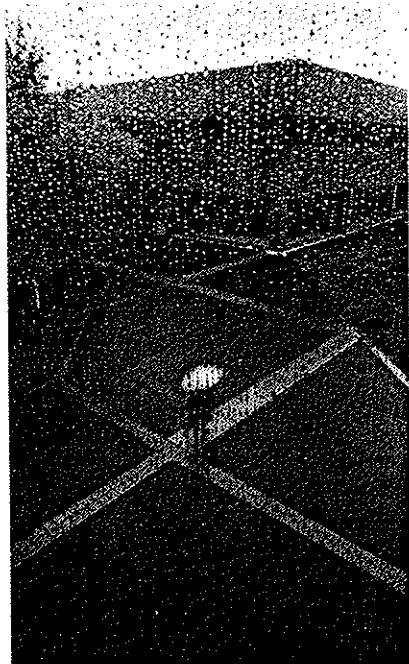
1 class hr/wk, 1 cr.

Continuation of SKD045A. Focuses on helping students apply problem-solving steps to both verbal and mathematical word problems and to assess personal analytical skills (weeks five through seven). **F, W, Sp**

SKD045C Problem Solving and Thinking Skills

1 class hr/wk, 1 cr.

Continuation of SKD045B. Helps students deal with complex problems and abstractions. How to plot and graph complicated problems using deductive reasoning, see trends and patterns, move from two- to three-dimensional design concepts and assess personal logical thinking (weeks eight through ten). **F, W, Sp**



Sociology

SOC204 General Sociology—Introduction

3 class hrs/wk, 3 cr.

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 relation-

ships, social differentiation, organization, deviance, and collective behavior. Includes principles of scientific methods and major sociological theorists. **F, W**

SOC205 General Sociology—Institutions

3 class hrs/wk, 3 cr.

An analysis of social institutions emphasizing family, religion, education, economy, politics, and factors contributing to institutional stability and change. **Prerequisite:** SOC204 or consent of instructor. **W, Sp**

SOC206 General Sociology

3 class hrs/wk, 3 cr.

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. **Prerequisite:** SOC204 or consent of instructor. **Sp**

SOC208 Social Changes and Earth's Resources

3 class hrs/wk, 3 cr.

Introduction to the direction and form social change may take because of rapidly increasing consumption of limited natural resources serving a growing mass population. Studies various adaptive possibilities which seem open to society. Uses case materials from the Pacific Northwest. **Offered as needed.**

SOC210 Marriage Relationships

3 class hrs/wk, 3 cr.

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.

The nature, extent, causes, control, reaction, treatment, and rehabilitation of juvenile delinquency in contemporary American society from a sociological perspective. **Offered as needed.**

SOC227 Introduction to Social Psychology

3 class hrs/wk, 3 cr.

Presents some of the problems, theories, and methods of social psychology. Emphasizes diverse ways in which social influence alters an individual's thoughts, feelings, and actions. Examines prejudice, conformity, leadership, and aggression from an experimental viewpoint. Considers the relationship of these traits to such phenomena as wars, elections, discrimination, violence, and interpersonal attraction. **Offered as needed.**

SOC291 Introduction to Data Collection and Interpretation

3 class hrs/wk, 3 cr.

Survey of concepts, techniques, and approaches used in collecting information from a scientific perspective. Covers varieties of procedures and strategies used in decision making and information reporting. Includes analysis of data. **Offered as needed.**

SOC292 Introduction of Consumer Behavior

3 class hrs/wk, 3 cr.

How behavioral science concepts, theories, and research observations apply to various aspects of consumer behavior. Discusses influences of perception, personality, attitudes, culture, family life, and social class on how and why people buy and consume products. **Offered as needed.**

SOC295 Seminar: Grant Writing

3 class hrs/wk, 3 cr.

Explores availability of private and public grants. How to expand basic skills in grant writing. **Offered as needed.**

Speech

SP105 Effective Listening

3 class hrs/wk, 3 cr.

How students may improve their listening abilities. Analyzes listening behavior and developing an understanding and appreciation of the importance of listening. **Offered as needed.**

SP111 Fundamentals of Speech

3 class hrs/wk, 3 cr.

A survey of communications including interpersonal, group, and public communications. **F, W, Sp**

SP112 Fundamentals of Persuasion

3 class hrs/wk, 3 cr.

Ways to become an effective speaker to meet job demands and to build self-confidence. Covers verbal and nonverbal levels of persuasion, concentrating on effective delivery, motivation, and language. **W, Sp**

SP113 Fundamentals of Leadership in Group Communication

3 class hrs/wk, 3 cr.

How to participate effectively in a committee-oriented society. Includes discussion and activities for developing leadership abilities and improving communication techniques in small task groups. **Sp**

SP114 Interpersonal Communication

3 class hrs/wk, 3 cr.

For students who have no need for a formal speaking course, but would like to be able to communicate more effectively with friends and business associates. Covers concepts of self-awareness, nonverbal communication, emotional listening, and assertiveness. **F, W, Sp**

SP126 Awareness of Communication in Relationships

3 class hrs/wk, 3 cr.

Practical information to strengthen personal relationships through communication. Explores major communication styles often confronted in intimate relationships and offers techniques for improving them. Stresses problem-solving, options, and flexibility. **Prerequisite:** Previous enrollment in SP114 enhances appreciation of this course. **W, Sp**

SP130 Business and Professional Speaking

3 class hrs/wk, 3 cr.

Stresses improved speech efficiency, self-confidence, and skill in organization and delivery of speeches for business and social activities. Practical application in actual situations. **Offered as needed.**

SP199 Special Studies—Communication in the Health Professions

3 class hrs/wk, 3 cr.

Examines communication among health professionals: physicians, dentists, nurses, physical and occupational therapists, pharmacists, counselors and clinical psychologists and their clients. Applies principles of interpersonal, small group, and organizational communication. **Prerequisite:** Interest or involvement in health professions. **Offered as needed.**

Spanish

SPAN066, 067, 068 Conversational

Spanish, Terms I, II, III

3 class hrs/wk, 3 cr.

Emphasizes Spanish-American pronunciation, grammar, and practical curriculum-based vocabulary, with some reading and writing. **Offered as needed.**

SPAN069 Advanced Conversational

Spanish, Term I

3 class hrs/wk, 3 cr.

Advanced conversational skills, including comprehension, self-expression, and pronunciation. Emphasizes vocational and special interest vocabulary building. **Prerequisite:** SPAN068 or proficiency in basic conversational Spanish. **Offered as needed.**

SPAN101, 102, 103 First Year Spanish, Terms I, II, III

4 class hrs/wk, 4 cr.

Speaking, reading, writing, and oral comprehension. **Prerequisite:** SPAN102: SPAN101 or one year of high school-level Spanish or consent of instructor. SPAN103: SPAN101, 102, or one year of high school-level Spanish or consent of instructor. Class fee, \$2 each. **SPAN101:F; 102:W; 103:Sp**

SPAN201, 202, 203 Second Year Spanish, Terms I, II, III

4 class hrs/wk, 4 cr.

A continuation of study and application of grammar, vocabulary, and syntax. Emphasizes self-expression. Includes some study of Spanish literature and culture. **Prerequisite:** SPAN201: one year of college Spanish or two years of high school Spanish or consent of instructor. SPAN202: One year of college level Spanish or two years of high school level Spanish or SPAN201 or consent of instructor. SPAN203: SPAN202 or two years of high school-level Spanish or consent of instructor. Class fee, \$2 each. **SPAN201:F; 202:W; 203:Sp**

Social Science

SSC150 Ethnic Cultures of the Willamette Valley

3 class hrs/wk, 3 cr.

An introductory study of major ethnic groups currently residing in the Willamette Valley. Lectures, audio-visual resources, discussions, group assignments, and field studies provide a variety of experiences for students. Members of cultural groups serve as resource persons. Independent study is encouraged. **Offered as needed.**

Theater Arts

TA121 Fundamentals of Acting

3 class hrs/wk, 3 cr.

Introduction to principles of acting, development of body control, investigation of body skills, and use of improvisation in dramatic expression. **F**

TA122 Fundamentals of Acting

3 class hrs/wk, 3 cr.

Use of the voice in dramatic roles, its production, and control. An introduction to dialects and accents. **Prerequisite:** TA121 or consent of instructor. **W**

TA123 Fundamentals of Acting

3 class hrs/wk, 3 cr.

Problems in the analysis and presentation of characters in dramatic literature. **Prerequisite:** TA122 or consent of instructor. **Sp**

TA261 Costuming

3 class hrs/wk, 3 cr.

Elements of costume design and production. Includes line, form, and color within various historical periods, as applied to particular actors. Covers historical costuming and practical costume construction. **F**

TA285A,B,C, Theater Production Workshop

variable hrs and cr.

Principles of dramatic production demonstrated through practical production experiences or special laboratory projects. **F, W, Sp**

Tourism

TR051 Domestic Travel

3 class hrs/wk, 3 cr.

An introduction to travel attractions of the United States. Regional studies of all 50 states. Emphasizes understanding and comprehension of physical and cultural points of interest. **F**

TR052 International Travel I

3 class hrs/wk, 3 cr.

An introduction to travel attractions of Europe, including the Soviet Union. Regional studies emphasize understanding and comprehension of physical and cultural points of interest.

TR053 International Travel II

3 class hrs/wk, 3 cr.

An introduction to travel attractions of South and East Asia, the Middle East, and Southeast Asia, including Indonesia. Emphasizes understanding and comprehension of physical and cultural landscapes within each country. Covers major cities traveler attractions, and world religions, and cultural behaviors. **W**

TR054 Travel Agent Basics

3 class hrs/wk, 3 cr.

Covers use of reference material, itinerary planning, domestic tariff and ticketing, reservation procedures, introduction to tours, and agency office procedures for travel industry personnel. **W, Sp**

Visual Communications

VC040 Introduction to Graphics

3 class hrs and 9 lab hrs/wk, 1 cr.

A 12-hour introduction to Visual Communications. Provides a brief look at the graphic arts industry and an opportunity to try the skills required of workers. **Su**

VC051 Graphic Design and Character Generation

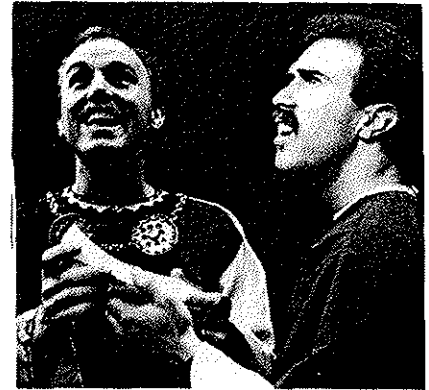
3 class hrs and 12 lab hrs/wk, 6 cr.

Pasteup, character generation, art techniques, design principles, layout, proof reading, copy classification, photo composition, and typography. **Prerequisite:** Current enrollment in the Visual Communications program. **F, W, Sp**

VC052 Process Photography, Stripping and Platemaking

3 class hrs and 12 lab hrs/wk, 6 cr.

Development of technical competency in production methods and knowledge of



process photography, line copy, halftones, development methods, stripping (including multiple exposures), scribing, register systems, exposure computers, platemaking, and elementary densitometry. Includes practical applications of theoretical basis of process photography. **Prerequisite:** Current enrollment in the Visual Communications program. **F, W, Sp**

VC053 Press Work and Reproduction Systems

3 class hrs and 12 lab hrs/wk, 6 cr.

Image transfer systems, press designs, feeders, printing units, dampening units, inking systems, delivery systems, office duplication, pH control, and career opportunities. **Prerequisite:** Current enrollment in the Visual Communications program. **F, W, Sp**

VC061 Advanced Graphic Design

3 class hrs and 12 lab hrs/wk, 6 cr.

Practice and experience in visual communication and graphic technology relating to information design, multiple pasteup, register controls and systems, typographic design display, tabular composition, proofing, procedures, career opportunities, symbology and audience analysis. **Prerequisite:** VC051. **F, W, Sp**

VC062 Image Conversion and Image Carriers for Offset Lithography

3 class hrs and 12 lab hrs/wk, 6 cr.

Image conversion, posterization, knockouts, chokes, spreads, duotones, densitometry, multiple color stripping, specialized films, photographic materials, plates and other image carriers, quality controls including graphic design, design element conversion into reproducible elements, assembly of the reproducible elements into an image carrier, and transfer of the image carrier to a transport. **Prerequisite:** VC052. **F, W, Sp**

VC063 Advanced Presswork

3 class hrs and 12 lab hrs/wk, 6 cr.

Practical experience relating to papers and inks, rollers and cylinder adjustments, multiple color runs, registration controls, pH control, and outside plant observations. **Prerequisite:** VC053. **F, W, Sp, Su**

VC067 Basic Technical Photography

3 class hrs and 6 lab hrs/wk, 5 cr.

Fundamentals and technical aspects of photography including types of cameras, f/systems, shutter speeds, film types and specifications, developing, basic enlarging, composition, career opportunities, vocabulary, equipment, and display techniques. Includes directed photographic assignments and photo lab work. **Prerequisite:** Current enrollment in the Visual Communications program. Class fee, \$8. **W**

VC068 Intermediate Technical Photography

2 class hrs and 9 lab hrs/wk, 6 cr.
Professional and graphic arts photography incorporating light measuring, gamma, densitometry, interpretation and uses of technical data, technical aspects of photographic design, microfilm, shooting and processing of color slides, use of color analyzers and densitometers, career opportunities, techniques of photographic copying, and retouching of negatives and prints. **Prerequisite:** VC067. Class fee, \$10. **F**

VC071, 072, 081, 082 Special Problems in Graphic Communication

variable hrs and cr.
Final course for graphic arts and photography students. After identifying a graphic reproduction problem, a student and instructor write a contract which includes a proposal to solve the problem. It identifies objectives, procedures, equipment needed, and key check points for student-instructor conferences. Areas of consideration may include color separation, plant management, and quality control. Consideration and encouragement given for interdisciplinary teams of students working on common problems. Variable amounts of credit given, ranging from three term units to seven term units. **Prerequisite:** VC051, VC052, VC053 or consent of instructor. **F, W, Sp, Su**

VC280 Cooperative Work Experience

see AUM280.

Welding Fabrication

WFB081 Elements of Metallurgy

3 class hrs/wk, 3 cr.
Basic metallurgical theories as they apply to the welding industry. **Sp**

WFB082 Heat Treatment of Steel

2 class hrs and 3 lab hrs/wk, 3 cr.
Methods and procedures for improving characteristics of steel by hardening and tempering. Heat treating processes, including furnace and flame hardening, case hardening, tempering, annealing and normalizing, and hardness and tensile testing. Laboratory time provides hardening, tempering and testing demonstrations and experiments. Class fee, \$10. **Prerequisite:** Completion of WFB081 or consent of program coordinator. **F**

WFB087 Fabrication Practices III

1 class hr and 6 lab hrs/wk, 3 cr.
Emphasizes fabrication of structural and ornamental iron and machinery frames and bases. **Prerequisite:** Basic welding skills. Class fee, \$15. **W**

WFB088 Fabrication Practices IV

1 class hr and 6 lab hrs/wk, 3 cr.
Instruction and experience in production type welding with use of jigs, fixtures, and positioners. **Prerequisite:** Successful completion of WFB087 or consent of program coordinator. Class fee, \$15. **Sp**

WFB091 Fabrication Procedures

6 lab hrs/wk, 2 cr.
Methods and application in layout and template design for structural shapes and pipe. Study and practice with equipment used to prepare metal for fabrication. **Prerequisite:** WLD051 or consent of program coordinator. Class fee, \$15. **W**

WFB092 Fabrication Shop Problems I

8 lab hrs/wk, 3 cr.
Review and application of theories and procedures learned in previous classes in layout, mathematics, welding, and print reading. How to apply procedures to problems of welded design and fabrication, to produce a usable product in a job shop atmosphere. **Prerequisite:** Sufficient welding and fabrication skills to complete assignment projects under actual job shop conditions. Class fee, \$20. **F**

WFB093 Fabrication Shop Problems II

8 lab hrs/wk, 3 cr.
Continuation of WFB092 with emphasis on quality control. **Prerequisite:** WFB092 or consent of program coordinator. Class fee, \$20. **W**

WFB096 Shop Projects

1 class hr and 3 lab hrs/wk, 2 cr.
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:** Concurrent registration as a full-time student in the welding program or consent of the program coordinator. Class fee, \$40. **F, W, Sp**

WFB097 Welding Codes and Standards

3 class hrs/wk, 3 cr.
Introduces welding codes and standards interpretation. Includes AWS D1.1 Structural Welding Code—Steel, ASME Section IX Welding and Brazing Qualifications Boiler and Pressure Vessel Code, and American Petroleum Institute 1104 Piping Code. **Prerequisite:** Concurrent full-time enrollment in welding and fabrication program or graduate of one-year welding or graduate of two-year welding and fabrication program, or experienced welders holding AWS D1.1 or ASME Section IX welding certification papers, or consent of welding program coordinator. **Sp**

WFB280 Cooperative Work Experience

see AUM280.

Welding

WLD051 Basic Arc Welding

2 class and 9 lab hrs/wk, 5 cr.
Basic skills in Shielded-Metal Arc Welding (SMAW). Principles of making welds on mild steel using standard procedures and using standard industrial welding equipment and welding electrodes. Includes basic technical and related information. Class fee, \$20. **F, W, Sp**

WLD052 Intermediate Arc Welding

2 class hrs and 9 lab hrs/wk, 5 cr.
Continuation of WLD051 covering ferrous and non-ferrous alloys and welding procedures. Demonstration and supervised practice of techniques on various metals, applied in fabrication and repair concurrently with related information concerning the use and structure of these materials. **Prerequisite:** WLD051 or WLD077 or consent of program coordinator. Class fee, \$25. **F, W, Sp**

WLD053 Advanced Arc Welding

1 class hr and 6 lab hrs/wk, 3 cr.
Welding under code type procedures, on pipe and plate. A study of welding procedures previously covered as they apply to heavy gauge welding with groove type joints.

For an additional fee, students may take a certification test. **Prerequisite:** Satisfactory completion of WLD051 and WLD052 or equivalent industrial experience with consent of program coordinator. Class fee, \$20. **F, W, Sp**

WLD054 Introduction to Welding/GMA-Gas

12 hrs/1 wk (3 hrs/day, 4 days), 1 cr.
A survey of safety, power sources, wires, shielding gases, application of the gas metal arc (GMA) process, and support equipment used in welding. Class fee, \$10. **Su**

WLD056 Blueprint Reading and Sketching

6 lab hrs/wk, 2 cr.
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, W, Sp**

WLD057 Layout Practices

3 lab hrs/wk, 1 cr.
A study of 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. Class fee, \$5. **F, W, Sp**

WLD058 Weld Shop Problems

2 class hrs and 15 lab hrs/wk, 7 cr.
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:** Student must possess sufficient welding and fabrication skills to complete assigned projects under job shop conditions. Class fee, \$25. **F, W, Sp**

WLD061 Basic Gas Metal Arc Welding (MIG)

1 class hr and 4 lab hrs/wk, 2 cr.
Basic skills in semiautomatic metal inert gas (MIG) welding processes. Principles involved in equipment, material, and procedures combined with demonstrations and supervised practical experience using standard industrial equipment. Use of solid and flux-cored wire in typical industrial applications. Class fee, \$15. **Prerequisite:** WLD051, WLD071 or consent of program coordinator. **F, W, Sp**

WLD062 Intermediate Gas Metal Arc Welding (MIG)

1 class hr and 4 lab hrs/wk, 2 cr.
A continuation of WLD061. Includes study of and practice in welding of carbon steel. Emphasizes production welding situations using large diameter electrodes (solid and flux-cored) with mixed shielding gases in flat or horizontal positions. **Prerequisite:** WLD061 or consent of program coordinator. Class fee, \$30. **F, W, Sp**

WLD063 Advanced Gas Metal Arc Welding (MIG)

1 class hr and 6 lab hrs/wk, 3 cr.
Continuation of WLD062. Includes welding mild steel, aluminum, stainless steel and steel pipe welding. Students may take a certification test in accordance with the American Society of Mechanical Engineers (ASME) Section IX code or the American Welding Society (AWS) unlimited plate test

in accordance with AWS D1.1 structural code. **Prerequisite:** WLD061 or consent of program coordinator. Class fee, \$30. **F, W, Sp**

WLD064 Introduction to Welding/SMA-Arc

12 hrs/1 wk (3 hrs/day, 4 days), 1 cr.
A survey of safety, power sources, and electrodes used in the shielded metal arc (SMA) process and support equipment used in welding. Class fee, \$10. **Su**

WLD071 Basic Oxyacetylene Welding

1 class hr and 3 lab hrs/wk, 2 cr.
Fundamentals of oxyacetylene welding including brazing and cutting processes. Class fee, \$12. **F, W, Sp**

WLD072 Oxyacetylene Cutting

5 lab hrs/wk, 2 cr.
Use and care of oxyacetylene cutting processes. Class fee, \$15. **F, W, Sp**

WLD073 Basic Gas Tungsten Arc Welding (TIG)

1 class hr and 6 lab hrs/wk, 3 cr.
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:** WLD051, WLD071 or consent of program coordinator. Class fee, \$30. **F, W, Sp**

WLD074 Weld Shop Safety

1 class hr/wk, 1 cr.
A survey of principles of safety for industry. Uses films and case studies to develop an awareness of hazards and positive attitudes toward prevention of accidents. **F**

WLD077 Welding Processes

2 class hrs and 6 lab hrs/wk, 4 cr.
A beginning course in fundamentals of shielded metal arc welding, oxyacetylene welding and cutting, metallic inert gas welding (MIG), and arc-air procedures. Class fee, \$20. **W**

WLD081 Welding Metallurgy I

2 class hrs/wk, 2 cr.
Fundamentals of metallurgy pertaining to welders. Covers identification of ferrous metals, distortion, stress relieving, flame straightening and hardening, plus various metallurgical problems. **F, W, Sp**

WLD082 Welding Metallurgy II

2 class hrs/wk, 2 cr.
Continuation of WLD081 covering common non-ferrous metals and chromium alloys. **F, W, Sp**

WLD097 Welding

1 class hr and 3 lab hrs/wk, 2 cr.
Fundamentals and application of arc welding, oxyacetylene welding, brazing and cutting pertaining to the automotive industry. Class fee, \$15. **F**

WLD098 Metallurgy

2 class hrs and 3 lab hrs/wk, 3 cr.
Covers physical and mechanical properties of metals, effects of alloying elements, and heat treatment. Lab work includes preparation and inspection of sample for chemical analysis, micro structure analysis, and mechanical properties. **Prerequisite:** WFB081 or consent of program coordinator. Class fee, \$10. **W**

Writing

WR040 Writing Skills

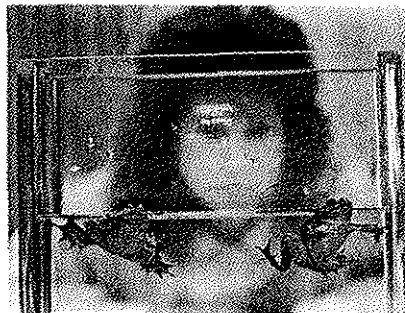
3 class hrs/wk, 3 cr.
Writing correct and varied sentences. Includes grammar, punctuation, and writing practice. **F, W, Sp**

WR115 Introduction to Composition

3 class hrs/wk, 3 cr.
Introduces the writing of expository essays. Emphasizes sentence and paragraph development as well as short essay formation. Class fee, \$2. **F, W, Sp**

WR121 English Composition—Exposition

3 class hrs/wk, 3 cr.
First term college level course. Emphasizes clear, detailed expository prose, clear thinking, and intelligent reading. **Prerequisite:** Demonstrate mastery of 1) conceiving and developing ideas about a single topic for a specific audience, 2) formulating a single statement (thesis) that clearly expresses a central idea regarding the topic, 3) organizing related ideas and developing them into coherent paragraphs that provide specific supporting details or reasons, 4) using standard written English to write complete correct sentences, punctuate correctly, follow generally accepted conventions of usage, spell correctly, and know the meanings of words commonly used in one's own writing. (Proficiency is determined by standard placement test.) Class fee, \$2. **F, W, Sp**



WR122 English Composition—Logic and Style

3 class hrs/wk, 3 cr.
Includes logical, effective argumentative prose, awareness of stylistic elements, and critical reading. **Prerequisite:** WR121. Class fee, \$2. **F, W, Sp**

WR123 English Composition—Research Writing

3 class hrs/wk, 3 cr.
Covers the acquisition and evaluation of evidence, integration of opinion, and process and forms for developing research papers. **Prerequisite:** WR121. Class fee, \$2. **W, Sp**

WR227 Technical Writing

3 class hrs/wk, 3 cr.
Objective and direct report writing including format, organizational strategies, supplements, and illustrations. Emphasizes coherence, clarity, conciseness, and accuracy in a wide range of occupational writing situations as well as technical writing as a career. **Prerequisite:** WR121 or consent of instructor. Class fee, \$2. **F, W, Sp**

WR241, 242, 243 Imaginative Writing

3 class hrs/wk, 3 cr.
Workshop in writing fiction, drama, and poetry. Daily discussions of student writings. Includes some textual explorations with stu-

dent and instructor presentations. Class fee, \$2 each. **WR241: F; 242: W; 243: Sp**

WR248A-C Strategies for Revision

3 class hrs/wk, 1-3 cr.
Series of exercises designed to initiate, sustain, and refine personal and professional writing. **Offered as needed.**

WR270 A-E Literary Publications

2-6 lab hrs/wk, 1-3 cr.
How to solicit, select, edit, proofread, and publish writings for Chemeketa's student literary journal, *Before the Sun*. No prerequisites required but previous writing courses are helpful, particularly WR122, WR241, WR242 or WR243. **F, W, Sp**

Women's Studies

WS100 Women in Transition

3 class hrs/wk, 3 cr.
Deals with adjustments women make upon returning to school. Topics include family vs. students' needs, confidence building, study skills, financial assistance, time management, the search for a basic survival job, and specific needs of the students. **Offered as needed.**

WS101 Introduction to Women's Studies

3 class hrs/wk, 3 cr.
Women as a minority group, the role of women from a variety of social science perspectives, position of women in the family and the labor force, and the political psychology of women. A look at women cross-culturally, in history, and in literature. **F**

WS102 Introduction to Women's Studies

3 class hrs/wk, 3 cr.
The historical development of women from the 1920s through the 1960s with major emphasis on women cross-culturally in developing third world countries and modern industrial societies. **W**

WS103 Introduction to Women's Studies

3 class hrs/wk, 3 cr.
Women as social beings moving toward the year 2000 A.D. Emphasizes theoretical changes occurring in anthropological, psychological, and other social areas which have major implications on future behavioral trends. Includes development of changes in labor, laws, and social institutions with an eye toward future patterns. Focuses on research and evaluation of theories and data. **Sp**

Zoology

ZOO201 General Zoology

3 class hrs and 3 lab hrs/wk, 4 cr.
Introduction to animal life dealing with the principles, theories, and applications of animal biology. Includes comparative study of the morphology, anatomy, life history, physiology, development, and ecology of both vertebrates and invertebrates. Class fee, \$12. **F**

ZOO202 General Zoology

3 class hrs and 3 lab hrs/wk, 4 cr.
Continuation of ZOO201. **Prerequisite:** ZOO201 or consent of instructor. Class fee, \$12. **W**

ZOO203 General Zoology

3 class hrs and 3 lab hrs/wk, 4 cr.
Continuation of ZOO201 with emphasis on human biology. **Prerequisite:** ZOO201, 202, or consent of instructor. Class fee, \$12. **Sp**

Board of Education

Members of Chemeketa's Board of Education are elected to represent seven geographical zones in the college district.

Zone one—George Martin

Zone two—Marilyn Crouser

Zone three—Signe Pribnow

Zone four—Wayne E. Feller

Zone five—Philip Frey

Zone six—Mary Bartle Pearmine

Zone seven—Gwen VanDenBosch

Staff

As of May, 1988

Adkins-Levak, Sandi—Instructor, Educational Aide

Aebischer, Joanne—Automation Project Librarian

Agee, Steve—Instructor, Automotive Technology

Almeda, Charles—Instructor, Computer Science

Anderson, D. Craig—Coordinator, Community Agriculture Program

Anderson, Frank—Coordinator, Campus and Apprenticeship Programs

Anderson, Robert—Manager, Computer Services

Asher, Greg—Instructor, Psychology

Atwell, Kenneth—Instructor, Small Business Management

Barber, Wayne—Instructor, Mathematics

Bargabos, David—Instructor, Fire Protection

Barnes, Nancy—Diagnostician, Counseling

Barrett, Arthur—Instructor, Electronics

Barth, H. Philip—Director, Business Services

Bartlett, Karen—Instructor, German

Bates, Michael—Instructor, Computer Science

Bay, Brian—Director, Emergency Services

Beckerman, Cecile—Instructor, Office Administration-Secretarial

Beebe, Janell—Instructor, Office Administration-Secretarial

Belgh, Maybelle—Instructor, Electronics

Bennett, Suzanne—Coordinator, Cooperative Work Experience

Benolken, Robert—Instructor, Physical Science and College Transfer Engineering

Berger, Gerard—Vice President, Academic Services

Berman, Arthur—Instructor, Management

Bibler, Rob—Program Coordinator, Art

Blank, Franklin—Director, Registration, Records, and Admissions

Blodget, James—Specialist, Media Production

Bode, Elizabeth—Program Coordinator, Health Care Support Services

Bodtker, Diana—Director, Science, Mathematics, and Electronics

Bodtker, Egon—Director, Social Science, Early Childhood Education, and Criminal Justice

Bolen, Gene—Director, Counseling

Booth, Karleean—Instructor, Office Occupations

Bothwell, Bruce—Instructor, Electronics

Boyington, Gary—Program Coordinator, Electronics

Brooks, W. David—Program Coordinator, Accounting

Brownlow, Carol—Director, Allied Health, Physical Education, and Athletics

Bunch, Ray—Instructor, Computer Science

Butters, Carolyn—Coordinator, Stayton Center

Buttles, George—Program Coordinator, Human Services

Byers, E. Maxine—Specialist, Developmental Education

Calhoon, Claudia—Instructor, Nursing

Campbell, Lorraine—Coordinator, Family Programs

Carnegie, Kay—Instructor, Nursing

Caster, John—Instructor, Farm Business Management, McMinnville Center

Chancey, Fred—Instructor, Communication Skills

Chavez, Robert—Athletic Director and Instructor, Physical Education

Chesley, Robert—Instructor, Inmate Education

Christner, Ray—Instructor, Computer Science

Clark, Lori—Instructor, Physical Education

Close, Jimmie—Instructor, Accounting

Clyde, Bobbie—Coordinator, Small Business Assistance

Clyde, John—Counselor

Cochrane, Edward—Instructor, History

Cochrane, Linda—Director, Library and Regional Library Services

Cockrell, Barbara—Program Coordinator, Clerical Technology and Office Occupations

Cockrell, James—Program Coordinator, Real Estate and Management

Concepcion, Paul—Instructor, Psychology

Connor, Marilyn—Instructor, Communication Skills

Cooter, Steve—Instructor, Composition and Literature

Cornutt, Delvin—Instructor, Sociology

Couse, Lyle—Instructor, Accounting

Craven, Linda—Instructor, Early Childhood Education

Cudmore, Wynn—Instructor, Life and Physical Sciences

Cullison, Joanne—Instructor, Developmental Education

Culver, Curtis—Assistant to the President, Foundation Development

Daugherty, Ron—Dean, Business, Health, and Industry

Davis, Anne—Counselor

DePue, Thomas—Director, Business and Management

Dixon, Robert—Program Coordinator, Manufacturing Engineering Technology

Dobay, Deborah—Instructor, Psychology

Doeneka, Molly—Instructor, Anthropology and Political Science

Dunn, Marvin—Specialist, Academic Computing

Eichsteadt, Wendy—Instructor, Emergency Medical Technology

Emerson, Willard—Program Coordinator, Fire Protection Technology

Eppler, Carol—Instructor, Clerical Technology and Office Occupations

Erovick, Joyce—Instructor, Nursing

Eustrom, James—Coordinator, Student Activities

Faust, Dorothy—Instructor, Mathematics

Felton, Maureen—Program Coordinator, Educational Aide

Fenske, Helen—Instructor, Human Services

Ferry, Marjorie—Instructor, English

Fishfader, Randy—Instructor, Early Childhood Education

Fitzgerald, George—Instructor, Life Science

Ford, Edward—Instructor, Health, Physical Education

Ford, Lowell—Dean, Community Education and Student Services

Forest, Jacques—Instructor, Economics
Forslund, Larry—Program Coordinator, Life Science
Frank, Bruce—Program Coordinator, Civil-Structural Engineering Technology and College Transfer Engineering
Freeman, Tony—Instructor, Human Services

Galbraith, Joan—Coordinator, Older Adult Programs
Galligan, Patricia—Director, Financial Aid
Garaventa, James—Specialist, Executive/Employee Development
Garcia, Francisco—Counselor
Garcia, Margarita—Instructor, Inmate Education
Gassner, Gayle—Coordinator, Inmate Programs
Gerard, Kay—Program Coordinator, English as a Second Language
Gilbert, Jeremy—Instructor, Psychology
Gill, Tom—Dean, Humanities, Sciences, and Developmental Education
Gillette, David—Program Coordinator, Mathematics
Gohaidan, Carol Ann—Instructor, English as a Second Language
Gohring, Judy—Director, Personnel and Affirmative Action
Goward, Richard—Manager, Business Office
Grady, Clarence—Instructor, Fire Protection Technology
Green, Constance—Assistant to the President, Special Projects

Haines, Beverley—Coordinator, Cooperative Work Experience
Hammond, Mary—Instructor, Human Services
Hanby, Stephen—Instructor, Welding Technology
Hargreaves, Hal—Program Coordinator, Arts and Humanities
Harker, Keith—Director, Media and Telecommunication Services
Harmon, Millie—Instructor, Sociology
Harris, Lois—Instructor, Nursing
Harris, Ralph—Instructor, Mathematics
Hassoun, Judith—Counselor
Heater, Steven—Program Coordinator, Welding Technology
Held, Leonard—Program Coordinator, Composition, Literature, and Film Studies
Henderson, Madeleine—Program Coordinator, Center for Individual Learning, Woodburn Center
Henry, Max—Instructor, Mathematics
Hilgemann, Vickie—Instructor, Speech
Hodges, Gary—Instructor, Automotive Technology
Holmes, Darrel—Instructor, Building Inspection
Hoobler, Tony—Instructor, Physical Science
Horn, Terry—Instructor, Business Education, Dallas Center
Hulett, Ronald—Director, Training & Economic Development Center
Irving, Jan—Instructor, Nursing

Jackson, Lynn—Instructor, Manufacturing Engineering Technology
Jacobson, Lee—Instructor, Ceramics, Sculpture, and Art
Jakubowski, Thomas—Instructor, Alternative High School
Johnen, Elizabeth—Director, Developmental Education
Johnson, Donald—Instructor, Drafting Technology
Jolly, Dale—Instructor, Geography
Jones, Ben—Counselor
Jones, Lee—Instructor, Mathematics
Judd, Connie—Instructor, Adult Basic Education and GED
Judd, Roger—Instructor, Mathematics
Kalb, David—Instructor, Automotive Technology

Kenworthy, James—Program Coordinator, Building Inspection
Killpatrick, Paul—Instructor, High School Completion and Developmental Education
Kimmel, Fred—Instructor, Drafting Technology
King, James—Instructor, Human Services
Kirk, Barbara—Instructor, Physical Science
Kirksey, Nancy—Coordinator, Woodburn Center
Kizziah, John—Instructor, Welding Technology
Knight, Franklin—Instructor, Electronics
Koch, Alan—Director, Marketing, Publications, and Student Activities
Koontz, Everett—Specialist, Media Production
Kurz, Sandra—Instructor, Physical Education

Lacy-Tang, Jean—Career Counselor
Larkin, Hugh—Instructor, Hospitality Systems Management
Larson-Kent, Lil—Instructor, Early Childhood Education
Lauck, Lori—Assistant to Vice President, Academic Services
Leavitt, Judith—Manager, Bookstore
Lewis, Vicki—Purchasing Agent
Lindsey, Sharon—Instructor, Health Care Support Services
Longshore, Glen—Specialist, Media Production
Lund, Eugenia—Instructor, Adult Basic Education, Dallas Center
Lynch, James—Instructor, Industrial Skills Training

MacDonald, Lucy—Program Coordinator, Developmental Education
Machunze, Diane—Coordinator, Salem Area Programs
MacInnes, Patricia—Instructor, Inmate Education
Maguren, Janet—Director, Nursing
Malone, Patricia—Instructor, Office Administration-Secretarial
Marges, Dawn—Coordinator, Women's Programs
Marshall, Jean—Accountant
Martin, Joel—Counselor
McConville, Virginia—Instructor, Adult Basic Education and GED
McCready, Marveen—Instructor, Mathematics
McDermott, Laura—Reference Librarian
McDonough, Thomas—Program Coordinator, Physical Science
McGowan, Esther—Instructor, Inmate Education
McLain, Roger—Instructor, Criminal Justice
McLaughlin, Suzanne—Instructor, Spanish and French
McMurry, Melody—Counselor/Instructor, Prevention
McNicholas, Michael—Instructor, Physical Science
Melius, Faye—Instructor, Nursing
Merola, Joseph—Instructor, Visual Communications
Meyers, Dianne—Instructor, Nursing
Michels, John—Instructor, Mathematics
Mills, Keith—Instructor, Management
Minato, Alfeo—Instructor, Forestry
Mock, John—Instructor, Composition and Literature
Mock, Lorene—Instructor, Dental Assisting
Mohn, Elaine—Team Coordinator, Nursing
Moore, George—Director, Trades and Technologies
Moothart, Janine—Director, Vocational Education, Tri-Counties
Morin, Christiane—Instructor, French
Mount, Joan—Program Coordinator, Center for Independent Learning, McMinnville Center
Mouritsen, Bent—Instructor, Engineering and Mathematics

Murray, Susan—Program Coordinator, High School Completion

Myers, James—Instructor, Psychology

Nagle, Priscilla—Instructor, Adult Basic Education

Neuendorf, Mary—Coordinator, Public Relations

Newton, Kristi—Instructor, Business

Nguyen, Hung—Instructor, Facilitator, Refugee Employment Training

Nichols, Sandra Loy—Instructor, Composition and Literature

Nichols, Van—Program Coordinator, Drafting Technology

Nolte, Michael—Instructor, Building Inspection

Nubile, Barbara—Team Coordinator, Nursing

Ochsner, Ken—Instructor, Emergency Medical Technology

O'Harra, Kris—Instructor, Communication Skills

Olheiser, Dean—Instructor, Automotive Technology

O'Reilly, Edward—Instructor, Automotive Technology

Ottaway, Carol—Instructor, Business Education

Owens, Chris—Instructor, Health Education

Panasuk, Eugene—Program Coordinator, Farm Business Management

Parmeter, Stanton—Instructor, Life Science

Perkins, Ruth—Instructor, Inmate Education

Phipps, Raymond—Director, Cooperative Work Experience and Placement Services

Pillsbury, Chris—Instructor, Human Services

Pintler, Michael—Instructor, Welding Technology

Pitt, Donald—Instructor, Civil-Structural Engineering Technology

Powell, Sheryl—Instructor, Emergency Medical Technology

Pratt, Betty—Instructor, Office Occupations, Woodburn Center

Prothero, Marilyn—Instructor, English as a Second Language

Rasmussen, Douglas—Instructor, Mathematics

Reid, Donna—Instructor, Arts and Literature

Rhodes, Sandra—Program Coordinator, Adult Basic Education and GED

Rice, Leonard—Instructor, Drafting Technology

Ringwald, Beverley—Instructor, Clerical Technology and Office Occupations

Robinson, Marilyn—Instructor, Mathematics

Roelofs, Gary—Instructor, English as a Second Language

Rollings, Ronald—Program Coordinator, Automotive Technology

Rosen, Lois—Instructor, Adult Basic Education, GED, and English as a Second Language

Rude, John—Coordinator, Grants

Sansone, Steve—Program Coordinator, Health and Physical Education

Sauter, Betty—Instructor, Office Occupations, McMinnville Center

Sawser, Judith—Program Coordinator, Banking and Finance; Instructor, Clerical Technology and Office Occupations

Schaefer, William—Instructor, Physical Science

Scheer, Sara—Instructor, Nursing

Scherf, Joan—Coordinator, Dallas Center

Schwab, Patrick—Director, Information Services

Scoggin, Paul—Director, Hospitality Systems Management

Segura, William—President

Sharp, Grady—Program Coordinator, Criminal Justice

Shaw, John—Program Coordinator, Computer Science

Shaw, Robert—Program Coordinator, Visual Communications

Shotts, Phyllis—Program Coordinator, Office Administration-Secretarial

Showers, Keith—Instructor, Physical Science

Skirvin, Charles—Counselor

Slosser, Joseph—Instructor, Psychology

Smith, Craig—Dean, College Support Services

Smith, Warren—Program Coordinator, Arts and Humanities

Smith, William—Instructor, Emergency Medical Technology

Stafford, Sandra—Instructor, Early Childhood Education

Stam, Bruce—Program Coordinator, Early Childhood Education

Steiner, Ann—Instructor, Adult Basic Education

Steiner, Jerry—Director, Employee Relations; Executive Assistant to the President

Streight, Gene—Coordinator, Cooperative Work Experience

Stubbs, Dina—Instructor, Nursing

Suter, Marcia—Instructor, Communication Skills

Suter, Paul—Instructor, Communication Skills

Tabor, Patrick—Program Coordinator, Social Science

Terhes, John—Instructor, Communication Skills

Terpin, Mark—Program Coordinator, Refugee Employment Training

Toman, William—Program Coordinator, Emergency Medical Technology

Toole, Darlene—Instructor, Deaf and Hearing and Visually Impaired

Triplett, Geary—Counselor

Trumbo, Mark—Coordinator, McMinnville Center

Varnum, Sara—Director, Outreach and Community Education

Vaughan, Joyce—Program Coordinator, Dental Assisting

Vessello, Jerry—Director, Facilities and Operations

Voegelé, Donald—Instructor, Electronics

Wade, Devon—Instructor, Accounting

Wall, David—Instructor, Science

Wall, James—Coordinator, Cooperative Work Experience

Ward, H. Jill—Program Coordinator, Deaf and Hearing and Visually Impaired

Wasson, Barbara—Instructor, Developmental Education

West, Susan—Instructor, Physical Education

Westford, Gary—Instructor, Inmate Education

White, Roger—Instructor, Electronics

White, Vernon—Program Coordinator, Forest Technology

Whitton, Louanne—Instructor, Adult Basic Education and GED

Wigginton, Barbara—Instructor, Composition and Literature

Willis, Vicki—Planning Specialist

Wintermeyer, Larry—Instructor, Computer Science

Wisbrock, Rollie—Instructor, Journalism; Advisor, Student Newspaper

Woods, Rae—Counselor

Wright, Larry—Instructor, Accounting and Business Management

Zacharias, Patricia—Instructor, Health Care Support Services

Zolkoske, Gary—Instructor, Manufacturing Engineering Technology

Student Rights and Responsibilities

1.0 Preamble

Chemeketa Community College is dedicated to the philosophy that the greatest well-being accrues to the individual, the community and the society only when each individual is accorded the opportunity to define and pursue legitimate interests and discover and develop abilities to the maximum of individual potential.

Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. College policy protects students from discrimination or harassment on the grounds of race, color, sex, marital status, religion, national origin, age or handicap in any area, activity or operation of the college. (For your reference, this policy is published on page 3.) Students should exercise their rights and freedom with responsibility.

The College and students are members of a democratic society and are responsible to the laws, rights and responsibilities of the society. The college sets direction and solves problems on campus according to the laws, rights and responsibilities of the society. When those documents are not specific, they will be supplemented by the decisions or policies adopted by the College Board.

2.0 Definitions

- 2.1 College shall mean Chemeketa Community College.
- 2.2 College Board shall mean the Board of Education.
- 2.3 Staff shall mean any employee of the college, both full- and part-time, management, professional staff, and classified.
- 2.4 Student shall mean any person enrolled in any class at Chemeketa Community College.
- 2.5 Associated Students of Chemeketa Community College (ASCCC) shall mean the official organization of the student body, made up of currently enrolled students at Chemeketa Community College.
- 2.6 ASCCC Student Senate shall consist of student representatives of the student body elected by the students according to the ASCCC Constitution and Bylaws.
- 2.7 Official club and organization shall mean a group of students and staff who have complied with the formal requirements of the College and ASCCC to gain recognition to operate on the campus as an official organization.
- 2.8 The College Affairs Committee shall be composed of students and staff and will conduct hearings on violations of rights and responsibilities.

3.0 Rights

3.1 Access to education

- 3.1.1 Within the limits of its resources and facilities Chemeketa Community College shall be open to applicants who are qualified according to current admission requirements.
- 3.1.2 Each student has the right to be informed about class requirements, College policy and procedures.
- 3.1.3 No student's access to education shall be inhibited by prejudiced or capricious academic evaluation. Students shall not be evaluated on the basis of opinions or conduct in matters unrelated to educational standards.
- 3.1.4 Each student shall have the right of participation in evaluation of course content and educational standards.

- 3.1.5 If a student is charged with a violation of law not related to his activities as a student, the matter shall be of no disciplinary concern to the College, unless the student is incarcerated and cannot comply with educational requirements.

3.2 Access to facilities

- 3.2.1 Students, official clubs, and organizations may utilize available College facilities according to College policy and procedures.

3.3 Provisions of confidentiality

- 3.3.1 Student records and information are protected and governed by federal and state laws and Chemeketa Community College Student Records Policy.
- 3.3.2 Information about student views, beliefs, private activities and political associations which is acquired or learned in the course of their work is to be treated with professional judgment and confidentiality.
- 3.3.3 Professional evaluations and judgments of ability and character may be provided under appropriate circumstances, with the prior knowledge and consent of the student.

3.4 Provisions of association

- 3.4.1 Policy governing clubs and organizations shall be established by the College Board. Procedures for establishment, maintenance, and financial management of clubs and organizations shall be established by the College and ASCCC Student Senate.
- 3.4.2 Official club and organization membership shall be open to students without regard to race, national origin, sex, age, marital status, religion or handicap.
- 3.4.3 Students, clubs or organizations shall not speak or represent a point of view on behalf of the College without express authorization from the College President, or designee, or may not represent the views of ASCCC without express authorization from the ASCCC Student Senate.

3.5 Provisions of expression

- 3.5.1 Students may express their views on College policy or matters of general interest, and may support causes by any orderly means which does not disrupt the operation of the College.
- 3.5.2 In the classroom, a student may take exception to the information or views offered in the course of study and reserve judgment about matters of opinion, but is responsible for learning the content of the course.
- 3.5.3 Chemeketa Community College, as publisher, bears in conjunction with the staff of student publications, the responsibility for the content of the publication. The publication shall adhere to all applicable Oregon statutes, such as those regarding mass communications.
- 3.5.4 The student newspaper shall be governed by the "Student Newspaper Policies and Procedures" and shall follow the Canons of Journalism (American Society of Newspaper Editors).
- 3.5.5 Student publications shall state that the opinions expressed are not necessarily those of the College or student body.

4.0 Responsibilities

- 4.1 Each student has the responsibility to obey and follow College policy and procedures and the ASCCC Constitution and Bylaws. The ASCCC Constitution, Bylaws, College policy and procedures shall provide means for student involvement and participation in the formulation and alteration of College policies and procedures regarding academic and student affairs.
- 4.2 Students are responsible for respecting the rights of others and not interfering with the exercise of those rights.
- 4.3 Each student is responsible for the effects of his/her decisions and behavior. Examples of decision and behavior which become destructive to the educational goals and processes of Chemeketa Community College include, but are not limited to the following:
 - 4.3.1 Failure to maintain complete academic honesty, e.g. cheating, plagiarism, or knowingly furnishing false information.
 - 4.3.2 Falsification, forgery, alteration or misuse of college documents, records, keys, ASCCC card or other student identification.
 - 4.3.3 Unauthorized entry or use of College-owned or controlled property, equipment, facilities, and blocking access to or from such areas.
 - 4.3.4 Hazing, physical or verbal, that injures, degrades, harasses, or disgraces another person.
 - 4.3.5 Failure to comply with directions of College staff acting in the performance of their duties.
- 4.4 The student is responsible to maintain standards of academic performance and contribute to the learning environment of the College.

5.0 Procedural Due Process for Violations of Rights and Responsibilities

5.1 Student violations

- 5.1.1 The persons involved shall attempt to resolve the issue by personal contact, if possible.
- 5.1.2 If resolution is not achieved, the persons involved should contact the next level of supervision.
- 5.1.3 If no agreement is reached at this level, the persons involved shall then consult with the Dean of Community Education and Student Services who will then attempt to resolve the issue.
- 5.1.4 If unresolved, the charges concerning the alleged violations shall be referred to the College Affairs Committee for a hearing. The Committee shall proceed as follows:
 - 5.1.4.1 The Committee chairperson must notify the charged person in writing within one week before the hearing of the time, place and date and must include the specific alleged violations.
 - 5.1.4.2 The person charged with violation then has 48 hours in which to reschedule the meeting time.
 - 5.1.4.3 The person may be represented by counsel and may present evidence and witnesses of his own choosing.
 - 5.1.4.4 If the person charged fails to appear for the hearing or agrees not to contest the case, in writing, the Committee shall review the evidence and prescribe the appropriate action.
 - 5.1.4.5 The Committee shall recommend appropriate action to the College President, such as:
 - A. Statement of fact: a written report of the facts indicating there has been no violation.
 - B. Admonition: an oral statement to a person that is violating, or has violated, College policy or procedures.
 - C. Warning: notice that continuation or repetition of conduct found wrongful may be cause for more severe sanctions.

- D. Censure: a written reprimand for violations with or without stipulations regarding forfeiture of privileges.
- E. Restitution: appropriate restoration or amends.
- F. Suspension: dismissal from the College for a specified period of time.
- G. Expulsion: permanent or conditional separation from the College. The conditions of readmission, if any, shall be stated in the order of expulsion.

- 5.1.4.6 An appeal must be requested within one week of the College President's action. Minutes of the College Affairs Committee hearing shall be forwarded to the College Board Chairperson. The College Board may schedule a hearing to determine final action.

5.2 College Violation

- 5.2.1 Students who feel they have been aggrieved by a policy, procedure, staff member, or College action, have the following procedural due process available to them:
 - 5.2.1.1 If a student believes to have been unfairly treated and has a grievance against a policy, procedure, staff member, or College action, the student should first discuss the matter with the person or persons involved.
 - 5.2.1.2 If the student cannot achieve resolution with the person or persons initially involved, the student should contact the next level of supervision.
 - 5.2.1.3 If the student feels that a satisfactory solution cannot be reached at this level, assistance should be requested of the Dean of Community Education and Student Services.
 - 5.2.1.4 If the student is not satisfied with the attempted resolution, the person may request a hearing of the College Affairs Committee.
 - 5.2.1.5 The committee shall proceed as follows:
 - A. The Committee Chairperson shall notify, in writing, the members of the College community involved within one week before the hearing of the time, place and date, and must include the specific alleged violation.
 - B. The hearing must be rescheduled within 48 hours.
 - C. Evidence and witnesses may be presented and heard.
 - D. The Committee shall recommend appropriate action to the College President.
 - 5.2.1.6 An appeal must be requested within one week of the College President's action. Minutes of the College Affairs Committee hearing shall be forwarded to the College Board Chairperson. The College Board may schedule a hearing to determine final action.

6.0 Amending Procedures

- 6.1 This Policy shall be amended through the following procedure:
 - 6.1.1 Proposed amendments will be submitted to the Dean of Community Education and Student Services. The amendments shall be reviewed by on-campus groups and responses forwarded to the College President.
 - 6.1.2 The College Board shall review and take action on the amendments.

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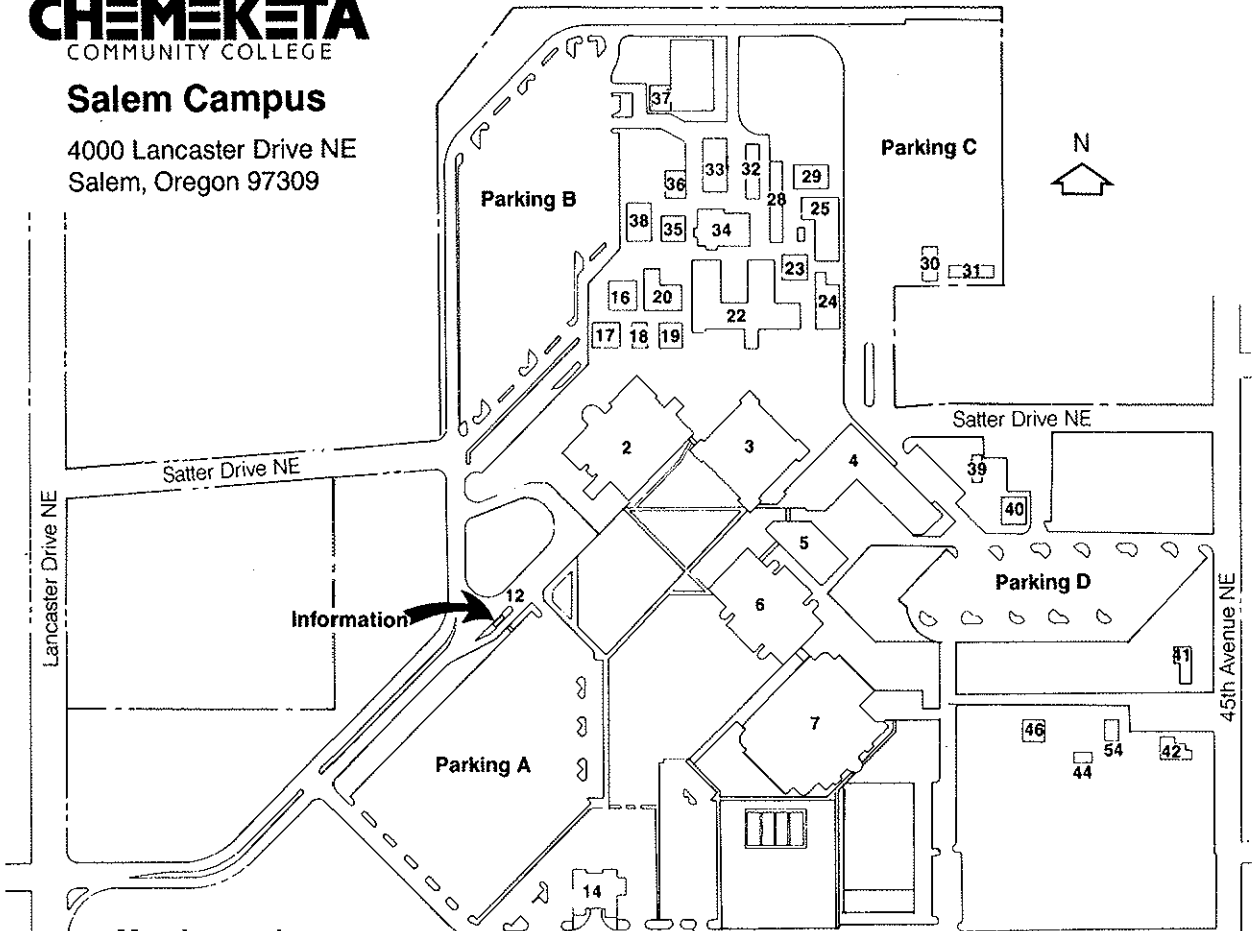


CHEMUKETA

COMMUNITY COLLEGE

Salem Campus

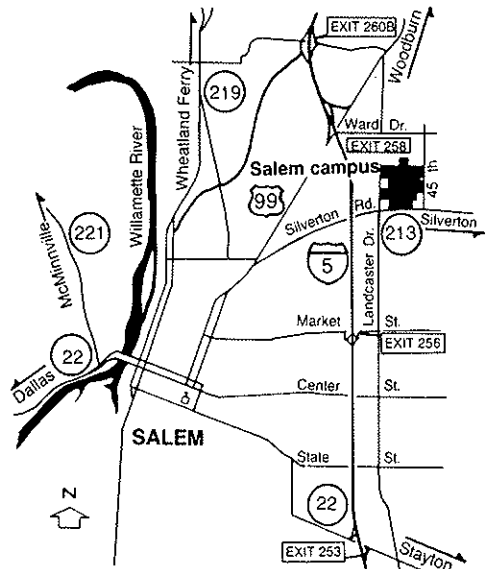
4000 Lancaster Drive NE
Salem, Oregon 97309



Map Legend

- 2. Counseling, developmental education, food service, library, media services, President's office, and tutoring
- 3. General classrooms
- 4. Wilmeth trade and industry classrooms
- 5. Technical skills classrooms
- 6. Science and health
- 7. Physical education
- 12. Information and security
- 14. Fire station
- 15. Emergency operations and research facility
- 16. Staff offices
- 17. Apprenticeship, community education, and refugee training center
- 18. Staff offices
- 19. Student union
- 20. College bookstore
- 22. Admissions, business office, computer services, cooperative work experience, financial aid, personnel, placement, and registrar
- 23. Staff offices
- 24. Machine shop
- 25. Welding shop
- 28. Classrooms A-F
- 29. Staff offices and apprenticeship
- 30. and 31. Maintenance and repair
- 32. Classrooms A-D
- 33. Mailing, purchasing, receiving
- 34. Food service
- 35. Staff offices
- 36. Staff offices
- 37. Child development center
- 38. Math lab and classrooms
- 39. Storage
- 40. High school completion
- 41. Cooperative child care center
- 42. Ceramics and sculpture
- 44. Storage
- 45. Activity field
- 46. Greenhouse
- 54. Storage

How to get there . . .



CHEMEKETA
COMMUNITY COLLEGE



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