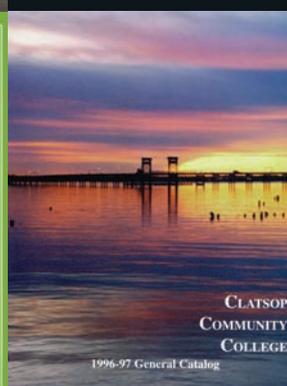
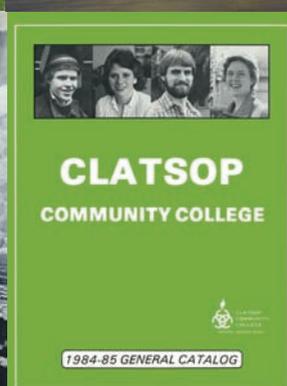
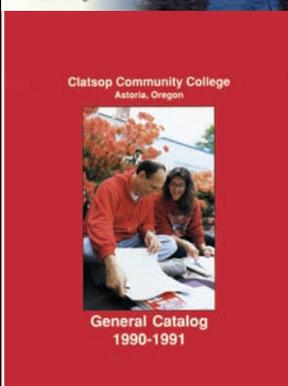
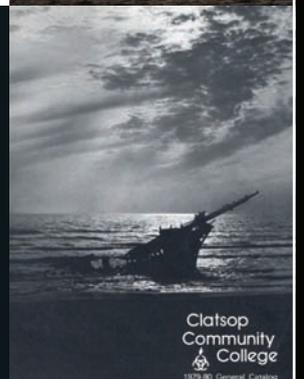
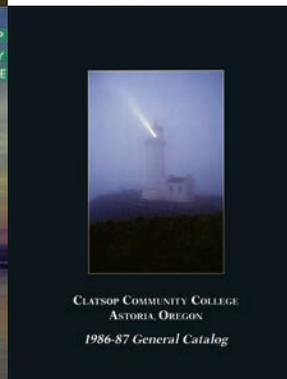
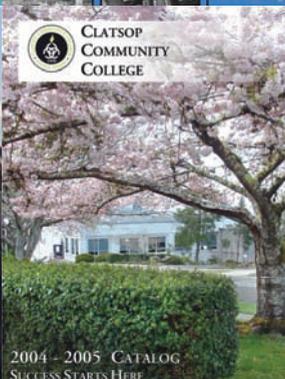
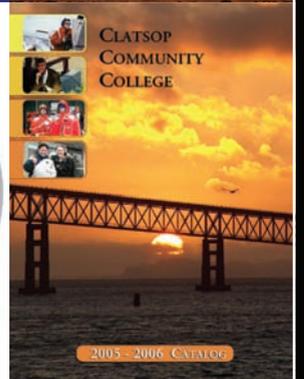
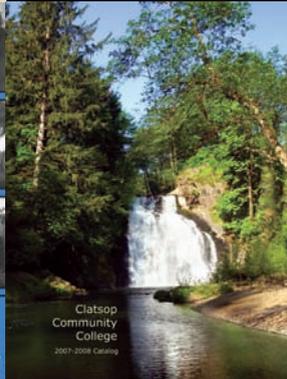
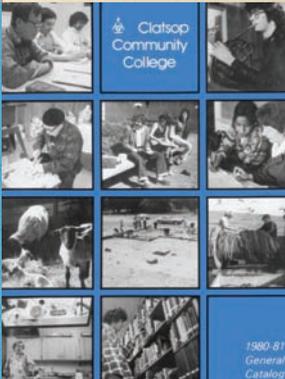
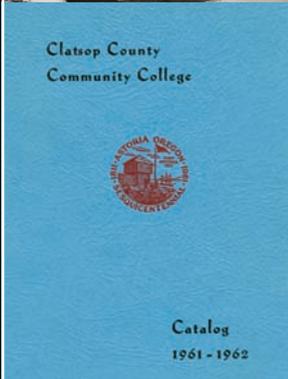
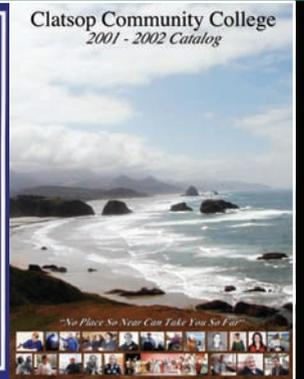
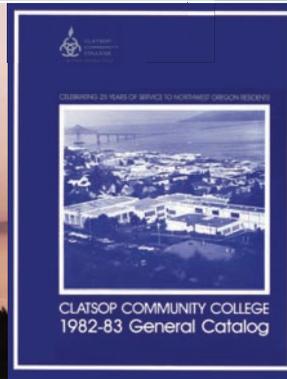
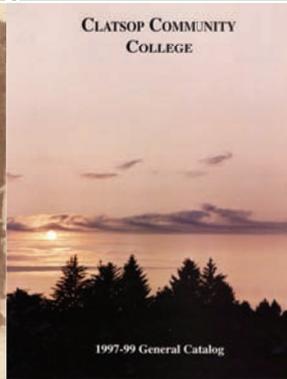
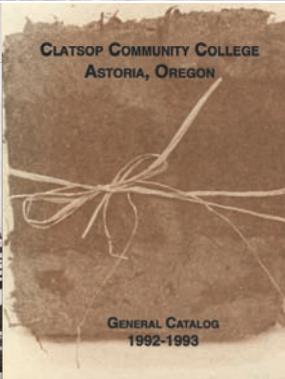
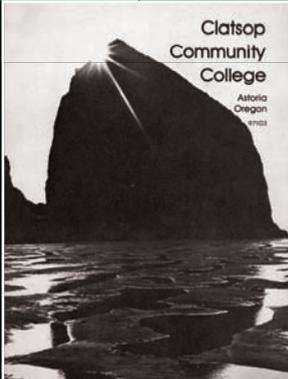
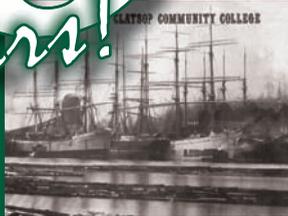


Celebrating
50
Years!

CLATSOP COMMUNITY COLLEGE^{2008|09}



Mission Statement

It is our purpose to build an educational community that provides open access to high quality learning opportunities for the people of our region, and preparing them for full and productive participation in a dynamic world. In fulfillment of this purpose we commit ourselves to being

Learner Centered

- o Providing a student-centered learning environment
- o Maintaining our open admission policy with equal educational access and opportunity
- o Being learners ourselves, maintaining currency and creativity in both the content and delivery of our educational programs

A Comprehensive Community College

- o Providing lower division transfer courses and programs
- o Providing a variety of professional technical courses and programs
- o Providing developmental courses and programs, and remedial assistance
- o Providing continuous learning opportunities

Accountable for Student Learning

- o Ensuring that students graduating from Clatsop Community College will have demonstrated the ability to:
 - Communicate effectively through writing, speaking, and imagery
 - Solve problems with current and emerging discipline-appropriate technology
 - Act with integrity
 - Understand and appreciate diversity
 - Work competently through knowledge of content, mastery of skills, and effective work habits
 - Work effectively individually, collaboratively, and as a leader
 - Solve problems through critical and creative thinking
 - Demonstrate the skills and tools needed for life-long learning

Community Focused

- o Fostering positive and productive relationships in order to develop and improve College programs
- o Participating in the activities of community-based organizations
- o Encouraging public input
- o Promoting and maintaining the College as both cultural and educational center for the community

A Quality Employer

- o Attracting and retaining the best qualified faculty and staff
- o Providing a congenial, cooperative atmosphere that supports employee participation
- o Promoting employee job satisfaction, performance, and advancement opportunities
- o Maintaining a firm commitment to equal opportunity in pursuit of being a more diverse community

Here for Our Future

- o Continuously reviewing the educational and facilities needs of the College
- o Continuously engaging in effective long range planning
- o Effectively and efficiently managing the resources of the College in support of our learner-centered educational purposes
- o Adapting our programs to educational and technological advancements

To receive information about the College's degree or certificate programs, write or call:

Clatsop Community College Admissions Office

1653 Jerome, Astoria, OR 97103

(503) 338-2411 or Toll Free 1-866-CLATSOP, FAX (503) 325-5738, email: admissions@clatsopcc.edu

For general information, call (503) 325-0910 or access our website at: www.clatsopcc.edu

Specific inquiries about the Affirmative Action Policy should be directed to the:

Affirmative Action Officer/Human Resources Director

It is the policy of Clatsop Community College that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, religion, national origin, age, sexual orientation, or disability in any educational programs, activities, or employment. Questions or complaints should be directed to the Affirmative Action/Gender Equity (Title IX) Officer in Patriot Hall 225 (503 338-2450; TDD 503 338-2468). The Section 504 Coordinator is located in P330 (503 338-2474).

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Dear students:

Here at Clatsop Community College we say that we are “Learner-Centered” and, if you can know only one thing about us, I want you to know that this is more than just a slogan, more than just something nice to include in our Mission statement. For us, it is our public commitment to YOU that learning and supporting those who want to learn is at the heart of everything we do.

What does that mean for you? It means that we’re dedicated to providing you with high quality education in an environment that fosters your success. Whether you are working toward a specific degree or certificate, upgrading your work skills, pursuing a new hobby or interest, or filling in the blanks in your prior education, at Clatsop Community College you’ll find excellent faculty, small classes, motivated classmates, and a broad range of support services all designed to assist YOU in your learning and achieving your goals.

This year, Clatsop Community College will celebrate 50 years of continuous service to the people of Clatsop County and the surrounding areas. Among the many ways in which we will be commemorating a half-century service and the contributions that so many have made toward this achievement, we are especially excited to be able to mark our 50th year with the start of construction on the Jerome Campus Redevelopment Project: a visionary reconstruction of our main campus by which our commitment to you will be reflected in the very buildings in which we teach, and learn. I hope you will share in this excitement as we watch this transformation of our campus take place before our very eyes.

Over these five decades of Clatsop Community College's service to this community we have learned a lot, and changed a bit too, right along with the students we’ve served. But one thing has remained constant. We have remained learner-centered because, after all, your learning success is the reason we are here.

Welcome to YOUR “learner-centered” college!

A handwritten signature in black ink, appearing to be 'G. Hamann', with a long horizontal flourish extending to the right.

Dr. Gregory Hamann
President

Clatsop Community College



Clatsop Community College is a public, two-year coeducational institution serving northwest Oregon and southwest Washington since 1958. Instruction and training in liberal arts and sciences, professional technical fields, community education, develop-

mental education, and general education are offered. Located at the mouth of the Columbia River in historic Astoria, Oregon, its high-quality, low-cost education serves a district that covers all of Clatsop County and part of Columbia County in Oregon, and Pacific and Wahkiakum Counties in Washington.

At Clatsop you may:

- Earn a two-year degree.
- Take up to two full academic years of lower division instruction which can be transferred to a four-year college or university.
- Take courses that lead to occupational, social, and personal competence.
- Enroll in classes, workshops, and seminars which offer avocational as well as occupational benefits.

Institutional Student Learning Outcomes

Students who complete a degree or certificate program will have transferable skills that are essential to any student's success, regardless of degree or employment. Institutional Student Learning Outcomes demonstrated by students graduating from Clatsop Community College include the ability to:

1. Communicate effectively through writing, speaking, and imagery.
2. Solve problems with current and emerging discipline-appropriate technology.
3. Act with integrity.
4. Understand and appreciate diversity.
5. Work competently through knowledge of content, mastery of skills, and effective work habits.
6. Work effectively individually, collaboratively, and as a leader.
7. Solve problems through critical and creative thinking.
8. Demonstrate the skills and tools needed for life-long learning.

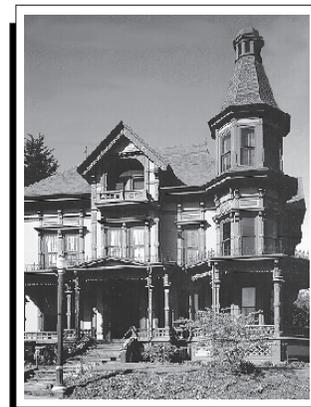
Accreditation

Clatsop Community College is accredited by the Northwest Commission on Colleges & Universities. This accreditation assures Clatsop Community College students that their work will

receive appropriate recognition from prospective employers and other colleges and institutions. You may receive information regarding accreditation by contacting the Office of the President.

Convenient For Students

The student center, library, classrooms, laboratories, and administrative offices are nestled comfortably together on the city's northern hillside just below the historic Astoria Column. In addition to the main campus facilities, the College has a performing arts center and waterfront Marine and Integrated Manufacturing Technology training facilities. The South County Campus in Seaside serves south Clatsop County including the cities of Seaside, Gearhart, and Cannon Beach. Other communities which the College serves include Warrenton, Knappa, Clatskanie, Rainier, and Westport, as well as Long Beach, Ilwaco, Seaview, and Naselle in Washington.



The Area

The College district covers all of Clatsop County which records a population of about 35,000. Astoria, the county seat of government with a population of 10,000 is said to be the oldest American settlement west of the Rocky Mountains. Its beautiful, Victorian-era homes and commercial buildings, many constructed before the turn of the century, speak to the craftsmanship of a bygone age. Many of these have been placed on our nation's official register of historic places. They attest to the importance of this area to Oregon and Northwest history.

Northwest Oregon claims over a century and a half of colorful history in which explorers, fur traders, fishermen, and lumbermen played active roles. Seagoing traders visited the Columbia River soon after the United States became a nation. The city of Astoria sprang from John Jacob Astor's fur trading post in 1811, five years after Lewis and Clark explored the area. Within the district are numerous Oregon state parks. Nearby, across the renowned Astoria-Megler bridge, can be found some of Washington's parks, as well as the beautiful Long Beach Peninsula with its miles of continuous, sandy beach. The area offers many clear streams and lakes teeming with trout and steelhead, and of course the mighty Columbia River with its important commercial and sports fisheries.

ADMISSION

DEGREE OR CERTIFICATE PROGRAM

If you are planning to earn a Clatsop degree or certificate you must apply and be admitted to Clatsop as a certificate or degree seeking student. In addition, many of the special program funding sources such as financial assistance, veterans benefits, and some scholarships require your admission before any funds can be released.

Admission Criteria: Clatsop is an open-door, equal-access institution. To qualify for admission, you must be 18 years of age or older, or possess a high school diploma or GED. To be admitted you must complete an admissions application and the COMPASS placement evaluation. The College reserves the right to deny admission to applicants whose admission is judged to be potentially detrimental to the institution.

Application Dates: As a prospective student, you are encouraged to apply early to be eligible for early registration dates. The first day of class of any given term is the last day to begin the admissions process. You may visit, call, or write the Student Services Center for specific application dates and for assistance with beginning the admissions process.

You may call (503) 338-2411 or 1-866-CLATSOP (toll free), write to Admissions, Clatsop Community College, 1653 Jerome, Astoria, OR, 97103, or reach us by e-mail at admissions@clatsopcc.edu. The following steps have been established to ensure that you begin your experience at Clatsop with ease and confidence.

Step 1: Complete Application for Admission The first step in the admissions process is to complete an Application for Admission. We will mail you an application, you may fill one out at the Student Services Center, or you may download the application at www.clatsopcc.edu/admissions and click on the application link. Complete the application, print it, sign it, and bring it to the Student Services Center or mail it to: Clatsop Community College, Admissions, 1653 Jerome Ave., Astoria, OR 97103. A \$15.00 application fee must be paid before your application can be processed.

If you are not transferring from another institution and have been out of high school or have obtained your GED within the last five years, you should request that your high school transcripts be mailed to the CCC Admissions department. You may request your GED transcripts from the Department of Education in the state where you took your GED test. You may request an application and transcript request forms from the Student Services Center (SSC). The application should be returned to the SSC as soon as possible. You must then contact the SSC to schedule an appointment for the next step, the COMPASS placement evaluation.

Step 2: COMPASS Placement Evaluation

All new degree-seeking students at Clatsop Community College are required to take the WRITING, READING, and MATH portions of the COMPASS Placement Evaluation unless they have already successfully completed college-level courses in writing and mathematics. If you have been successful in previous writing and/or math college classes, you may ask about an exemption from the COMPASS. The data from the placement evaluation will not be used to deny admission to Clatsop.

The evaluation consists of three basic areas:

1. **Writing Skills** measures your skills in punctuation, grammar, sentence structure strategy, organization, and style.
2. **Reading Skills** measures your ability to read and understand factual material.
3. **Numerical Skills** measures your ability to understand and work with whole numbers, decimals, fractions, basic word mathematics experience, and algebra.

There is a \$10 fee for taking the COMPASS.

Step 3: New Student Orientation View the New Student Orientation Presentation on the CCC website. Go to www.clatsopcc.edu/admissions, click on New Student Orientation, and "Download NSO presentation here."

Transfer Admission: If you are transferring from another institution, you should follow the steps listed above. Your official transcript will be submitted for evaluation to the Student Services Center after you have completed the admissions process. Both lower and upper division credits in which you earned a "C" or better will be considered for evaluation.

Upper division credits may be transferred to Clatsop to meet group and elective requirements when it is determined that the upper division course content is essentially equivalent to Clatsop course content. Transfer credit for work done at nonaccredited collegiate institutions will not be granted.

Readmission: If you have been admitted and attended Clatsop before, but have been absent for one year or more, contact the Student Services Center to update your status as an admitted student.

INTERNATIONAL STUDENTS

To be admitted, you must meet the following requirements:

1. A paper-based score of 520 or above or a computer-based score of 190 or above on the International Test of English Language (TOEFL), or successful completion of and recommendation from an English Language Institute in the United States, or 30 quarter hours or 20 semester hours of transferable credits with a 2.5 grade point average or better from American colleges or universities.
2. The equivalent of a U.S. high school diploma.
3. A financial statement verifying that you have the financial resources to pay the normal expenses for one year's enrollment. You will be required to submit one year's tuition before final papers for immigration and college admission are issued. See the tuition and fee information in the International Student Packet.

Applicants are accepted to begin in the fall, winter, or spring terms. The application process must be completed two months prior to the term you plan to attend. If you are interested in applying for admission, you should request an "International Student Packet" from the Student Services Center. The packet outlines the application procedures and application deadlines. A \$150.00 non-refundable international student application fee must be submitted with your application.

This school is authorized under Federal law to enroll nonimmigrant students.

MONEY MATTERS

Payment Obligations

By registering for a class at the College, you have incurred a legal obligation to pay all tuition, fees, and any other charges relating to your enrollment, even if your charges are being paid by another party. Unless you officially withdraw from your courses, you are obligated to make payment by the due date published in the relevant class schedule.

If you do not make payment, make arrangements for deferred payment, provide proof of payment in full by another party, or withdraw from your courses by the required date, you will also be responsible for payment of additional late charges and any collection costs and attorney fees.

You are responsible for keeping the College informed of any changes in your mailing address or name.

If you are under 18 years of age, you will be held liable for all charges incurred under Oregon Revised Statute 348.105.

Payment Options

Payments may be made by any of the following methods:

Cash: US funds only.

Checks: Local personal checks, non-local personal checks (with check guarantee card), travelers checks, cashiers checks and money orders are accepted. Make payable to Clatsop Community College.

A \$25 charge and all collection costs, including court costs, will be charged on returned checks. After the college has received two returned checks from you, all future payments must be made by cash, credit card, or cashiers check; personal checks will not be accepted. Returned checks of any nature, including NSF and stop payment, do not cancel your financial obligation for payment.

Credit Cards: VISA and Mastercard are accepted.

Financial Assistance/Scholarship: A signed Clatsop Community College financial assistance attendance form must be presented to the Business Office at the time you pickup your funding.

Alternate Funding Source: It is your responsibility to ensure that official payment authorization is received by the Business Office by the payment due date or late charges will be assessed and/or the account will be sent to collections.

Installment Payment Plan: Any student may participate in the Deferred Payment Plan, except those noted below. If you qualify, the following conditions apply:

- you must register using your social security number.
- a \$20 processing fee will be charged.
- a downpayment must be made equal to the application fee and one-third (1/3) of the outstanding balance — after applying all financial assistance, scholarships, and alternate funding source payments.
- the remaining balance, after downpayment, will be divided into two equal installments. A late payment charge of 10% or \$20, whichever is less, will be added to the outstanding balance for each installment that is not made by the due date.
- any balance remaining on the last day of the term may immediately be referred to a collection agency, the Oregon Department of Revenue, or an attorney for collection. Collection and/or attorney fees will be added to the outstanding balance.

- any balance due may be deducted from all financial assistance or scholarships awarded to you.
- you will not be allowed to register for subsequent terms until your account is paid in full.

NOTE: The college's Installment Payment Plan is not available to:

- 1) students receiving full funding from financial assistance, scholarships, or alternate source.
- 2) students owing less than \$100.
- 3) international students.

Refunds

Before dropping or withdrawing from a class, it is a good idea to see an advisor or student services representative to discuss support services that may make it possible for you to remain in classes.

General: Refunds are calculated from the date and time the Student Records and Registration Office receives a completed *Registration and Schedule Change Form*. Refunds will be processed by the Business Office, as soon as possible, beginning the third week of each term.

Regular Courses: Students withdrawing from a course more than two days in length, and who comply with regulations concerning withdrawals, may receive a refund of tuition and fees. Withdrawals made within the first 10% of instruction time will qualify for a full refund. Withdrawals made within the second 10% of instruction time will qualify for a 90% refund. Withdrawals made after the second week of class do not qualify for a refund.

Short Courses: If you withdraw from classes two days or less in length, you will receive a full refund if the action is initiated prior to a special preregistration deadline or if no such deadline, prior to the beginning of the class. No refunds will be issued after those times.

Course Cancellations: If a class is canceled by the College, there will be a 100% refund of the tuition and fees.

Special Provisions: Refunds of financial assistance will be pro-rated in accordance with federal regulations and are returned to the financial assistance programs, not to the student. Details are available at the Financial Assistance Office.

If you withdraw due to circumstances beyond your control such as job relocation or a medical emergency, you may file a petition for additional refund. The date of receipt of the petition, length of class attendance, and cost of course materials and services may be considered in denying or reducing the amount requested.

Gold Card

Clatsop Community College students 62 or older may hold a Clatsop Community College Gold Card. Card holders are entitled to a 25% tuition discount and instructional fee discount. Other fees, including technology and materials fees, are the responsibility of the bearer. Applicants must present proof of age.

The college reserves the right to exempt courses from the Gold Card discount.

MONEY MATTERS

TUITION & FEES

Tuition & Fees

Current tuition and fee information is published in the quarterly class schedule, available at CCC or online. All monies owed to the college for previous terms must be paid before you can register for the current term. Tuition and fee rates are subject to change without notice.

Technology Fee: in order to provide the most up-to-date computer hardware and software for students to utilize in the labs and instructional classrooms, it is necessary to periodically replace both the hardware and software. The Technology fee paid by the students helps the College with a portion of these costs. The fee also helps pay for the cost of operating the instructional labs each term. This includes helping pay for lab monitors, internet access, student email accounts, paper, print cartridges, and other current operating expenses. The fee is pro-rated for non-credit classes.

Residency: Residents of Oregon, Washington, Nevada, California or Idaho will be charged the in-state tuition rate. If you wish/need to retain residency in a state other than those listed above, you will be charged the out-of-state tuition rate. Declaration of intent must be made at the time of registration. Per Oregon Revised Statute, the following are considered residents:

- military personnel on active duty and their dependents.
- veterans enrolling within one year of separation from services.
- dependents of parent or guardian who qualifies as Oregon resident.

International students will be charged the international tuition rate.

Other Fees

Late Registration Fee: A late registration fee of \$25 will be charged to you if you enroll after the first week of the term for regular term-length credit classes.

Refundable Fees (in addition to or in lieu of tuition): Some classes such as art, integrated manufacturing technology, computer science and physical activity have additional fees. You should check the current class schedule to determine which classes have fees and the amounts. Depending upon circumstances, these fees may be refundable.

Non-refundable Fees: The following fees are non-refundable:

	2008-2009
Admissions application	\$15
Official transcripts	\$5 each
Faxed transcripts	\$1 each
Late registration fee	\$25
Late fee for not making payment arrangements by end of the first week of classes	\$50, plus \$15.00 per month
GED program participation fee	\$25
GED testing fee	\$90
GED retake fee	\$13 per test
COMPASS testing fee (per battery)	\$10
(per individual test)	\$5
Installment Payment Plan processing fee	\$20
Returned check fee	\$25
International student application fee	\$150
Graduation petition fee	\$15
Graduation cap & gown fee	\$27

FINANCIAL ASSISTANCE

Clatsop Community College has a comprehensive financial assistance program that includes grants, loans, and part-time employment for students who qualify. The primary purpose is to provide financial assistance to students who would be unable to attend Clatsop Community College without such help. Financial assistance is available to help bridge the gap between the annual educational expenses and the student's ability to meet them. Each student and his or her parents (if applicable) bear the primary responsibility for meeting educational costs.

Eligibility: To be eligible to receive financial assistance, a student must be a U.S. citizen or permanent resident, have a United States high school diploma or GED, or pass an "Ability to Benefit" test, and be admitted to and enrolled in a program leading to a degree or certificate. Students applying for financial assistance must also submit official copies of all previous post-secondary grade transcripts to the Admissions Office for evaluation. Financial assistance (with the exception of some scholarships) is determined by careful analysis of financial resources from information furnished on the "Free Application for Federal Student Aid" (FAFSA). A federal formula calculates a student's financial need. Every effort is made to ensure fair distribution of the resources available to the college.

A student who is in default on any federal student loan is not eligible to receive additional financial assistance until the default has been cleared (See the Financial Assistance Office if you need help in clearing up a defaulted loan). A student who owes a repayment of Title IV Financial Aid funds is not eligible to receive additional financial assistance until full repayment (or satisfactory arrangements for repayment) have been made.

A student may have no federal or state drug convictions as an adult for possession or sale of illegal drugs. Students who have been convicted for the first time of possession (within the last year), for the second time of possession (within the last two years), or for the first time for sale (within the last two years) of an illegal drug may establish eligibility by completing a qualified drug rehabilitation program. Students convicted more than once for sale or more than twice for possession of illegal drugs are ineligible for federal funding.

Applying for Financial Assistance: Financial assistance forms are available in January for the following academic year (fall through summer terms). Students should begin the application process as soon as possible after January 1 regardless of the term they plan to attend. It is important to file early as the awarding process can take two months or more and some funding sources will run out of available funds early in the year. Forms are available on-line or through high schools and colleges.

Renewal Application: If you were in college and completed a FAFSA last year, you will receive a renewal e-mail. The Renewal Application will allow you to update the information you submitted last year.

Internet filing: If you have Internet access, you can file a FAFSA (or a Renewal Application, if you are eligible and have a PIN number) at <http://www.fafsa.ed.gov>

A student who is in default on a student loan that was taken out while attending Clatsop Community College will not be able to register for any classes at Clatsop until proof of full repayment or documentation indicating that the loan has been rehabilitated and is in good standing is presented to the Financial Assistance Office. Either of these situations requires a letter from the Department of Education. See the Financial Assistance Office for further details.

Financial Need is the difference between the cost of education and the amount the student and his/her family are expected to contribute, known as the Expected Family Contribution (EFC).

Cost of education

-Expected Family Contribution

=Financial need

The EFC is determined by the federal processor using the information on your financial assistance application. The cost of education at Clatsop is a standard budget that includes regular tuition, fees, books and supplies, housing, transportation and personal expenses. Budgets may be adjusted annually to reflect increased costs and are pro-rated for number of terms you are attending and the number of credits enrolled for each term.

The amount of financial assistance offered depends on the student's financial need and the availability of funds. Supplemental Educational Opportunity Grant (SEOG) and Federal Work Study are limited and awarded first based on need, EFC, income and then on a first-come, first-served basis. Oregon Opportunity Grants are offered as long as state funds are available. Federal Pell Grants, Federal Direct Stafford Student Loans, and Parent Loans for Undergraduate Students (PLUS) are available to eligible students/parents all year.

The amount of funding varies with the number of credits a student takes. Students may enroll full-time (12+ credits), three-quarter time (9-11 credits), half-time (6-8 credits) or less than half-time (1-5 credits).

Financial Assistance Refunds and Returns

For any students receiving federal student financial aid, refunds for tuition and fees (excluding non-refundable fees) are returned to the financial assistance programs and not to the student. A return of federal student financial aid funds that were received by the student for other costs of education, such as living expenses, may be required if a student completely withdraws from all classes before completing at least 60% of the term or receives zero credits. Any refunds for tuition and fees and any financial assistance funds returned by the student will be applied in the following order:

1. Unsubsidized Direct Stafford loans.
2. Subsidized Direct Stafford loans
3. Direct PLUS loans
4. Federal Pell Grants
5. Academic Competitiveness Grant
6. Federal Supplemental Educational Opportunity Grants

MONEY MATTERS

FINANCIAL ASSISTANCE

7. Other SFA Programs
8. Other federal, state, private, or institutional sources
9. The student

Students are required to notify the College of their withdrawal from all classes by completing a *Registration and Schedule Change Form* and submitting it to the Registrar's Office for any term in which they receive financial assistance funding. For any student who completely withdraws before more than 60% of the term has been completed, the amount of any refund for tuition and fees, and the amount of federal student financial assistance funds that must be returned by the student are calculated based on the student's withdrawal date. A student's withdrawal date is the last date of attendance as indicated on the *Registration and Schedule Change Form*. For students who fail to complete a *Registration and Schedule Change Form* and submit it to the Registrar's Office, or in cases where no last date of attendance is indicated, the exact withdrawal date will be determined by the Financial Assistance Office. (Contact the Financial Assistance Office for further details on withdrawal date determination.)

If a financial assistance student completely withdraws from all classes before more than 60% of the term has been completed, the College will determine the refund amounts and the amount of financial assistance funds, if any, that must be returned by the student (or parent, if a PLUS loan). The College must calculate these amounts, refund any tuition and fees, and notify the student of any amount due within 30 days of the withdrawal date or the date the College determines the student withdrew, whichever is later. The College calculates the refund amounts and the amount of funds that must be returned by the student based on the percentage of the term completed. For more information and examples of how the College calculates these amounts, contact the Financial Assistance Office.

A student/parent must return the entire amount due by the end of the term in which he/she withdraws in order to continue assistance eligibility for the next term. A student/parent who cannot immediately return the full amount due may make other arrangements by contacting the College Business Office within 45 days of the date the College notifies the student of the amount due. If satisfactory arrangements are made with the College Business Office, the student will continue to be eligible for assistance.

Student-Owed Repayments

Students receiving cash payments from the financial assistance programs (funds disbursed to the student after payment of tuition and fees, not including the Federal Work Study) who completely withdraw from all classes or receive zero credits may be required to repay a portion of the cash payment according to the percentage of term completed.

No repayment of financial assistance is required for students who complete more than 60% of the term. Students must submit written notification of complete withdrawal from classes by submitting a *Registration and Schedule Change Form* to the Records & Registration office. No additional

financial assistance will be paid to a student who owes a repayment for early withdrawal until full repayment or arrangements for repayment are made.

***The last date of attendance is the date used to determine the tuition refund to the Financial Assistance program and the amount of repayment a student owes. If a student fails to withdraw, the last date of attendance is the mid-point of the term or as determined by information available to the Financial Assistance office.*

Satisfactory Progress Guidelines

Clatsop is required by federal and state regulations to define and enforce standards of satisfactory academic progress (SAP) which students must maintain to continue receiving financial assistance. SAP is determined each term based on your cumulative GPA and the total credits you have earned at Clatsop. Refer to the following chart:

Credit Hrs. Funded	Cumulative GPA	Percent of Credits
1-44	1.80	Complete 75% of your attempted credits each term
45 or more credits	2.00	Complete 75% of your attempted credits each term

Students who do not meet the minimum cumulative GPA and/or complete the required number of credits listed above will be disqualified from financial assistance. Other guidelines also apply. See the *Financial Assistance Handbook* for further details.

Maximum Credit Limit: Federal regulations require that a school define a maximum number of credits within which a student must complete his/her program. At Clatsop a student is expected to complete a one year certificate within 150% of the published length of the certificate or a two year degree within 135 credits. All credits attempted at Clatsop and any credits a student attempted at other institutions will be used in the calculation.

Appeals: If you are disqualified for the following: not maintaining the appropriate cumulative GPA and/or not completing the required number of credits by the end of a term; completing zero credits any term; not completing your program within the maximum credits allowed, and you believe you have extenuating circumstances that caused you to be disqualified, you may petition the Student Issues Committee for a review of your situation. Petitions are available at the Financial Assistance office, and must be submitted by Monday, 5:00 PM, the first week of classes. No petitions are accepted for Summer Term.

Scholarships and Institutional Funding

The application period for scholarships that are offered through Clatsop will open in Spring term (April) for funding for the following academic year beginning in September. See the CCC web site at www.clatsopcc.edu/scholarships for details on scholarships being offered and application deadlines, or call the Financial Assistance Office at (503) 338-2322. The list of scholarships being offered is updated annually in March. To qualify for Clatsop scholarships, print out the CCC Scholarship application from the CCC web site, complete and submit it to the Financial Assistance Office by the deadline indicated.

Program	Brief Description	2008-09 <u>Annual</u> Award Limits	Enrollment Requirements
Pell Grant	Grant: A federal grant program for undergraduate students who demonstrate need. Does not have to be repaid.	Up to \$4,731.	Must be enrolled in 1-12 or more credits. Maximum amount listed but prorated based on enrollment & eligibility.
SEOG Grant (Supplemental Educational Opportunity Grant)	Grant: A federal grant program for undergraduate students who demonstrate need.	Up to \$2,200.	Must be enrolled in at least 6 credits. Individual amounts vary based on enrollment and eligibility.
Clatsop Community College Success Grant	Grant: A CCC institutional grant program for first-time CCC freshman and renewable up to 6 consecutive terms.	Up to \$900/year. Renewable up to 6 consecutive terms if meets 2.75 GPA term requirements.	Must be enrolled in at least 6 credits. Maximum amount listed for full time but will be prorated for half or three quarter time enrollment.
Opportunity Grant	Grant: A grant that will be funded through either the state of Oregon or Clatsop CC for students who meet income guidelines.	Up to \$2,600.	Must be enrolled in at least 6 credits. Maximum amount listed but will be adjusted for less than full-time.
Academic Competitiveness Grant	Grant: A new federal grant for undergraduate full time first or second year students. Must be a U.S. citizen, Pell Grant eligible & completed a "rigorous" high school program after 1/1/2005. Continued second year pending 3.0 GPA & successful 36 credits toward degree.	Up to \$750 first academic year & \$1,300 second academic year pending 3.0 GPA.	Must be enrolled in at least 12 credits.
Federal Workstudy	Work commitment: A federal and college funded program that provides employment opportunities for students who demonstrate need. Jobs may be on or off campus. Students paid once a month. Wage range \$9 to \$11 per hour.	Up to 3,355.	Must be enrolled in at least 6 credits. Maximum amount listed for full time but will vary based on enrollment & individual unmet need.
William D. Ford Federal Direct Subsidized Loan	Loan: A federal loan program with interest and repayment deferred until student leaves school. Interest is variable, currently capped at 8.24%. Student must demonstrate need. Money is borrowed and does have to be repaid.	Up to \$3,500 for freshman and \$4,500 for sophomores.	Must be enrolled in at least 6 credits.
William D. Ford Federal Direct Unsubsidized Loan	Loan: A non-need based federal loan program with principle repayment deferred until student leaves school. Interest is variable, currently capped at 8.25%. Student is responsible for the interest.	Up to \$3,500 for dependent student, \$7,500 independent student based on cost of education.	Must be enrolled in at least 6 credits.
William D. Ford Federal Direct PLUS Loan	Loan: A non-need based federal loan program for parents of undergraduate dependent students. Repayment begins within 60 days of receipt of funds. Interest is variable, currently capped at 9.00%. Parent must pass a credit check.	Up to the cost of education minus any other funding.	Must be enrolled in at least 6 credits, not including classes for which no tuition is charged.

First-time freshman (*never attended another college and never attended CCC as an admitted student*).

Funding up to the full cost of attendance at CCC is available to first-time freshmen who meet the income guidelines. Funding may include Pell, Academic Competitiveness Grants, SEOG, Oregon Opportunity Grants, CCC Success Grants, CCC Opportunity Grants, scholarships and workstudy (no loans to repay!)

* The above award amounts are for the 2008-2009 academic year and are subject to change for 2009-2010. Please check with the Financial Assistance Office for information on the 2009-2010 award amounts.

REGISTRATION

Registration Information

The calendar on the inside back cover of this catalog and in term class schedules contains registration dates. These dates are subject to change if necessary.

The college publishes a schedule of classes prior to the beginning of each term. The schedule contains current course offerings, location of classes, and fees charged for each class. Classes and workshops of less than one term in length may be advertised in the schedule of classes or individually as they occur. To register, you need to complete the registration form and pay for tuition and fees.

Degree Seeking Students

If you plan to earn a Clatsop certificate or degree and/or are receiving financial assistance, you must complete the admissions process. Admitted students are provided information about college degrees and services, are evaluated for correct placement in courses, and are assigned to an academic advisor. Your advisor will assist you in making informed decisions concerning career planning, in selecting appropriate courses, and in referrals for help with financial or personal issues. See the admissions section of this catalog for more information about becoming an admitted student.

A full-time certificate/degree-seeking student will usually have to complete 15 credits each term in order to complete certificate/degree requirements within three or six terms. If you need college preparatory work, plan to spend an additional term or terms to ensure that you are prepared to meet degree requirements. New degree-seeking students will be assisted with registration during their first scheduled advising session. Returning students are encouraged to register during the announced early registration periods.

Non-Degree Seeking Students

If you do not intend to complete a degree or certificate, you are still encouraged to register prior to the beginning of the term. No approval is required except for those courses which require instructor permission for registration; however, you should follow course prerequisites as noted in the college catalog and term schedule. If you are unsure of whether you have the academic skills to be successful in a college course, you may arrange for a reading, writing, or math placement assessment. Contact the Student Services Center at (503) 338-2411 or (503) 338-2438 for more information or to schedule an assessment session.

Your registration is complete when you have paid tuition and fees or when other funding arrangements have been completed.

Students Under the Age of 18

The College is part of an array of educational services offered throughout Clatsop County. The College does not usually serve students under the age of 18 unless they are high school graduates. However, provisions have been made, in exceptional circumstances, to allow the enrollment of younger students.

Examples of these unique circumstances include:

1. By special contract with a local school district.
2. Through pre-approval of specific classes which are open to younger students.
3. Simultaneous enrollment.
4. By special petition.
5. For GED preparation.

Specific policies and procedures are available from the Student Services Center. Parents or Guardians of dependent students are responsible for payment of tuition and fees.

Late Registration

If you wish to register for regular term length courses after the first week of the term, you must obtain instructor approval and pay a late registration fee.

Changes After Registration

You may make course changes at the Student Services Center. If you are a degree-seeking student you should consult your academic advisor before making any changes in your schedule. If you are adding a course the second week of the term, you must also obtain the approval of the instructor. *Registration and Schedule Change Forms* are available from the Student Services Center. These forms must be used to add, drop, change from audit to credit or from credit to audit. If you are receiving financial assistance, you should check with the Financial Assistance Office prior to dropping a class to avoid losing funding. Funding from scholarships or outside agency sources may also be adversely affected by dropping a course.

For information regarding timelines for dropping courses in order to avoid a notation of "W" on your academic transcript, please refer to the following section on withdrawal.

Withdrawal

You have the responsibility to formally withdraw from courses for which you have registered, but do not intend to complete. Otherwise, you risk receiving an "F" for the course. Instructors do not withdraw students from courses. Withdrawal from one or more courses or a complete withdrawal from all courses will affect your financial assistance eligibility. It may also affect funding for students receiving scholarship funds or funds from outside agencies. Contact the Financial Assistance Office for more information.

You are expected to withdraw from classes in person at the Student Services Center using a *Registration and Schedule Change*

REGISTRATION

Form. Under exceptional circumstances, you may withdraw by writing a letter of explanation to the College's Registrar.

No record of the course will appear on your transcript if the withdrawal is done before the end of the fourth week. A notation of "W" will appear on your transcript for the course if the withdrawal is submitted from the fourth through seventh week.

The end of the seventh week of the term is the deadline for withdrawing from an individual course, as well as changing audit or credit status (*see note below under "Audit"*).

When circumstances are beyond your control, you may completely withdraw from the term, that is: drop all courses for that term. Withdrawal must be completed by the last Friday of classes prior to final exam week. Contact the Student Services Center for more information.

Audit

You may register to “audit” a class if you do not wish to receive credit for a course. Auditing students pay the same tuition and fees as credit students.

To register to audit a class, simply circle the CRN number on your registration form, put a check mark in the AUDIT column, and tell the person at the registration desk you’d like to audit a class. To change from audit to credit or from credit to audit you must complete a *Registration and Schedule Change Form* by Friday of the 7th week of the term.

Note: Audited courses do not meet requirements for enrollment status required for Veterans, Social Security benefits, or Financial Assistance. For example, if you need twelve credits to be a full-time financial assistance student, none of the twelve credits can have an “audit” status. An audit also does not satisfy requirements for entry into courses where prerequisites are specific.

Transcripts

Your student transcript lists courses in which you are enrolled each term. This is your permanent, cumulative record of enrollment and grades. Courses dropped prior to the fourth week are not recorded. Honor Roll, Dean's List, and Phi Theta Kappa are also noted on your transcript.

You may obtain a transcript by submitting a written request to the Student Services Center. There is a \$5.00 fee for official transcripts. There is no charge for unofficial transcripts. Transcripts may be faxed for a \$1 fee. Your transcript will not be issued if you have defaulted on a student loan or have financial obligations to the College including college owned equipment, supplies or library books or materials.

If you retake a course for which you have already received a grade, the later grade will be transcribed and used in computing your grade point average (GPA). The earlier grade is removed from computation of the earlier term GPA and the cumulative

GPA. You will be allowed two retakes to improve your grade. Subsequent retakes will be transcribed, but may not be used to meet degree requirements.

To ensure that your GPA is recalculated, you should inform the Student Services Center of the retake and request that the GPA be recomputed. Notations of P, I, NC, W, and audit are not used in computation of the grade point average. Retakes of courses for which you previously received non-passing grades, or grades lower than required by your program, can be funded by financial assistance; however, retakes of courses for which you previously received a passing or required grade cannot be funded.

Student Records

You have access to your records defined by the College as educational records. Examples of some student records are your admission application, transcript, and financial assistance data. For more information regarding access to your student records and other data the College is required to provide to you, see the “Student Consumer Information” section on page 18 of this catalog.

Grades may be picked up at the Student Services Center at the end of the term, or you can access your grades online through the OASIS student online system. For a copy of your transcript, complete a request form and drop it off, or mail it to the Student Services Center with a check for \$5 for an official copy, or we will fax for \$1. There is no charge for unofficial transcripts.

Directory Information

Clatsop Community College has designated the following student data as “directory” information and it may be released without prior written authorization from the student: name, address, major field of study, terms of attendance, degrees and awards received. In addition, The Solomon Amendment requires by law that the College release a student’s name, address, telephone number, date of birth, education level, major, and degrees received, upon request from recruiters of the branches of the United States military.

If you don’t want information released, you must indicate so in writing by completing a *Request for Non-Disclosure of Student Information Form*. These forms are available at the Student Services Center.

Academic Information

Degrees

The College offers four degrees. Specific information may be found on pages 24-34: Associate of Arts, Oregon Transfer (AA/OT); Associate of Science, Oregon Transfer Degree in Business (AS/OT-Bus); Associate of Applied Science (AAS); and the Associate of General Studies (AGS). You may earn more than one degree at Clatsop Community College. To be awarded an additional degree or degrees, however, you must complete at least 24 credits of coursework different from each of the previous degree(s). In addition, you must fulfill all the specified requirements for each new degree. Degrees will be awarded once you have completed the graduation petition process.

Warranty

Clatsop Community College warrants the competencies you develop while obtaining an Associate of Applied Science (AAS) degree. If, during the two years immediately following completion of the AAS degree requirements, you need to upgrade skills or acquire additional training in your professional/technical specialty, certain eligible courses may be attended tuition free on a space-available basis. All fees remain your responsibility.

Eligible courses include any which meet major requirements in the degree program under which you graduated and occupational supplementary courses determined to be in the applicable occupational specialty. The Vice-President of Instruction may approve appropriate Professional-Technical supplementary courses on an individual basis.

Certificates

The College also offers structured state-approved certificates in particular Applied Science fields. Specific requirements are listed in the program descriptions in this catalog. A certificate may not be awarded concurrently with or subsequent to a degree in the same applied science program.

Most certificate programs require a minimum of 45 credits. At least 12 of these credits must be earned at Clatsop. Additionally, there are mathematics, writing, and human relations requirements for all certificate programs. See your advisor or the Admissions Office for further information.

Credit

Your credits are earned on the basis of your successful completion of course requirements. The number of credits assigned to each course is usually related to the number of hours you spend in class. One credit is earned for each hour of lecture/discussion class attended per week. Laboratory and studio experience usually require two or three hours of attendance for each credit earned. Most courses have been assigned a definite number of credits per term, but some have been given variable credits. In some variable credit courses, the number of credits will be determined by your progress during the term.

Transfer Credit

Coursework for which you earned a "C" or better grade from an accredited institution may be accepted to meet degree or certificate requirements at Clatsop Community College. Transfer coursework, although it may be used to meet requirements, will not be included in your Clatsop Community College cumulative grade point average.

Continuing Education Units

The college works in conjunction with various professional associations and employers to offer continuing education units (CEUs) as a form of certification for the successful completion of specified occupational instruction. The CEU is a measure of the amount of professional upgrading instruction that you have successfully completed. Contact the Community Education office for more information about specific classes.

You may not earn CEUs and academic credit for the same class. Therefore, you may not pay for classes awarding CEUs with financial assistance funds and CEUs do not count toward financial assistance satisfactory progress eligibility or toward degree completion.

Course Numbering/Grading

1. Courses that are fully transferable to Oregon University System universities are listed on pages 37 & 38. Most of these courses are graded on the A - F system. A few courses are graded pass or no credit (P/NC). Information regarding grading is available in the course syllabus which the instructor distributes during the first week of class.
2. Courses that are primarily professional-technical in nature are listed on pages 39 & 40. These courses are designed to prepare you for particular skills and trades. Most of these courses are graded on the A - F system. An exception is the Work Experience classes which are graded pass or no credit (P/NC).
3. Alpha-numeric courses below 100 are not designed for transfer to other colleges or universities within the Oregon University System. (Most of these courses are graded P/NC.) A few are graded on the A - F system.
4. Alpha-prefixed courses, such as MUS0511, which have a zero (0) in the fourth place, are non-credit general self-improvement or hobby and recreation courses.

Grading Policies

By Friday of the first week of classes each term, you will be provided a course syllabus for each credit class in which you are enrolled. The course syllabi will provide required and recommended course syllabus components established in the Office of Instruction Course/Instructional Program Handbook.

Academic Information

If you understand the objectives and know how well you have done in achieving them, you will generally not be disappointed with your grades.

Graded work at Clatsop Community College is based on the following guidelines (grade point value is also indicated):

A - Excellent (4.0)

1. Scores superior on examinations and/or assignments.
2. Shows independent thinking in terms of the subject matter of the course.
3. Shows a grasp of the relationships among various parts of the subject.
4. Asks questions which are appropriate and which stimulate relevant discussion by the instructor and/or students.
5. Complies with the stated performance regulations of the instructor.

B - Commendable (3.0)

1. Scores above average on examinations and/or assignments
2. Presents sound ideas on subject matter of the course.
3. Shows a grasp of the general organization of the subject matter.
4. Asks appropriate questions which clarify the presentation of the subject.
5. Complies with the stated performance regulations of the instructor.

C - Satisfactory (2.0)

1. Scores average on examinations and does average work on assignments.
2. Presents evidence of a grasp of the subject matter of the course.
3. Asks relevant questions.
4. Complies with the stated performance regulations of the instructor.

D - Minimal (1.0)

1. Scores below average on examinations; completes assignments at below average level, or fails to complete them.
2. May follow the course of discussion by others, but contributes little.
3. Shows some grasp of portions of the subject matter but little grasp of the overall picture.
4. Complies with the stated performance regulations of the instructor.

F - Unacceptable (0.0)

1. Scores unsatisfactory on examinations; completes assignments at an unsatisfactory level or fails to complete them.
2. Shows little or no grasp of the subject matter.
3. Does not comply with the stated performance regulations of the instructor.

I - Incomplete

At your request, an instructor may award an incomplete if you have completed at least 70 percent of the course work and shown an intent to finish the required work. An instructor will provide you with a statement describing the work needed to complete the course, and a copy of such statement will be maintained in the Student Services Center.

An incomplete does not imply an offer of tuition-free re-enrollment in the class. You will be allowed a maximum of one academic term to correct deficiencies noted on the statement of incomplete status. Incompletes received for spring term may be corrected during fall term of the following academic year. Under extenuating circumstances as approved by the Vice-President of Instruction, you will be allowed an extension beyond the deadlines noted above for finishing an incomplete. Incompletes are temporary notations. If courses are not completed, an instructor-designated grade will be issued.

W - Withdrawal

A student-initiated withdrawal. For more information see page 10.

Z - Failing, Did Not Complete Course (0.0)

Student did not attend course and failed to complete student-initiated withdrawal.

P - Pass

You may earn credit for a course which is graded on a pass/no credit basis. The P grade denotes a level of accomplishment of "C" or higher. You may apply a maximum of 24 credits of "pass" grades toward a degree.

NC - No Credit

A designation used when you do not do passing work in a pass/no credit class.

Aud - Audit

You may register for audit if you do not wish to receive credit for a course. For more information see page 11.

Academic Standards

In order to graduate from Clatsop Community College with a degree or certificate you must have a cumulative grade point average of 2.0 for all Clatsop Community College coursework.

If you are receiving funding from an external source such as financial assistance, scholarships or Veterans benefits you will be required to maintain satisfactory academic progress in order to continue to receive benefits. (Review the Financial Assistance, Scholarships, and Veterans sections of this catalog for details on satisfactory progress requirements.)

Credit by Examination

Credit by examination recognizes alternative routes to obtaining college-level knowledge and skills independent of the classroom. The intent of this method for awarding credit is to enable you to proceed through an established program in accordance with your present ability and knowledge. To ensure that you have achieved at the same level as any other student completing the course, the following conditions have been set forth for gaining credit through examination:

1. You must be enrolled in a diploma or degree program before a credit by examination petition (challenge) can be initiated. Exceptions may be granted by the Vice President of Instruction.
2. You must submit a formal application approved by the Administrative Assistant to the Vice President of Instruction,

Academic Information

your advisor, and the instructor who will administer the examination.

3. You may elect to challenge a course in which you are currently enrolled, provided the class is formally dropped prior to the beginning of the fourth week of classes. Courses in which you have previously enrolled and received a grade may not be challenged.
4. You may not challenge more than 24 credits. Credits earned through examination cannot be counted for the degree completion requirement of "complete at least 24 credits at Clatsop Community College". A maximum of six credits, taken by examination, may be in cooperative work experience.
5. The faculty of the College offering the instruction in the challenged course will be responsible for the formulation, administration, and compilation of the results of the equivalency test in accordance with other provisions of this policy. The examination may be either oral, written, performance, or a combination of these methods of evaluation. Under no circumstances will the requirement for credit by examination exceed the pre-established criteria for the course.
6. Examination for course credit may be taken only once. If successful, you will receive the grade of pass and the letter "P" will be entered upon your transcript. If unsuccessful, you will receive a "N/C" on your transcript. Credits so earned will not be calculated in your grade point average.
7. Courses involving laboratory or shop experience may be challenged in the same method as any other course; however, you must supply written references from qualified individuals indicating your sufficient background experience to cause a waiver of the laboratory or shop time.
8. Credits earned by examination may not exceed the total credits previously earned at Clatsop Community College in regular course work. Should a challenge be approved during your initial quarter at Clatsop, credit for the challenged courses will not be applied until evidence of your successful completion of regular course work is entered into your transcript.
9. You will be assessed a nonrefundable charge of 50 percent of the tuition for each course challenged. A year-long course series, which must ordinarily be taken in sequence, and which, at the discretion of the instructor, may be evaluated by a single comprehensive examination, may be handled as a single challenge for the standard fee. Upon successful completion of the course challenge examination, you must pay the remaining 50 percent tuition before the course(s) will be entered on your transcript.

All the conditions set forth above are applicable to each student requesting course credit through examination. Any waiver of these conditions must be at the approval of the President of the College and these conditions are subject to change. For information or assistance regarding Credit by Examination, call the office of Vice President of Instruction at (503) 338-2440.

Independent Study

Clatsop Community College does not promote the use of independent study courses but will allow, under specific circumstances, your utilization of this mechanism only after all other alternatives have been explored.

It is the prerogative of the instructor to approve these courses. If the instructor genuinely feels that circumstances warrant such an expediency, and after other avenues have been exhausted, the instructor may petition the office of the Vice President of Instruction on your behalf, detailing the proposed course. Independent Study forms are available in the Office of Instruction, Towler Hall room 203. Call (503) 338-2440 for additional information.

Credit for Prior Learning

You may earn college credit by documenting learning acquired through job experiences, travel, hobbies and family and civic responsibilities. Start by enrolling in CPL 120, Credit for Prior Learning; it will teach you how to develop a portfolio of your activities. A maximum of 22 credits earned through development of your portfolio and six credits CPL 120 may be applied to an associate degree.

The CPL course is an on-line course taught by an instructor at another campus. You must have your own computer, internet service provider and web browser. Call the Learning Resource Center at (503) 338-2341 for information and permission to register and information on having your portfolio evaluated. Textbooks are only available through the Chemeketa Community College Bookstore at (503) 399-5131.

Work Experience (Cooperative Education)

Work Experience (Cooperative Education) is a nationally recognized program granting academic credit for various supervised internships. Work Experience staff advise you in the program and assist you with registration.

Work Experience staff work with local employers to find learning and career opportunities for students. In addition, staff meet with you and your supervisor at the job site at least twice during the academic quarter to discuss your progress toward completing your learning objectives. Call (503) 338-2480 or email cweditor@clatsopcc.edu for more information.

Companion Classes: A work experience seminar course is offered to augment the cooperative education experience. If you are enrolled in a work experience course, you must take the work experience seminar course concurrently, unless you have completed it in a previous term.

Job Placement: The Career Planning office receives job opportunities from employers. Local positions are posted on the Career Planning Job Board in the Student Services Center.

Academic Information

Learning Resource Center: Dora Badollet Library

Located in the center of the main campus at 1680 Lexington, the Clatsop Community College Learning Resource Center/Library (LRC) is a gateway to the world of information. Services available at the LRC include access to the collection of books and periodicals, access to on-line databases with journals, magazines and e-books, Internet access, interlibrary loan service, distance education, and media/audiovisual services. Librarians are available to help students with research projects and the use of information technology. There are quiet places to study, and seminar rooms where video and audio equipment are available for viewing or listening to library media materials.

The primary mission of the LRC is to support the curriculum; the collection therefore contains materials on subjects in the liberal arts, sciences, and nursing, as well as technical and vocational fields. The LRC uses a web-based Voyager system. The library webpage also provides a portal to journal indexes and full text articles from a variety of vendors. The library collects materials in a wide range of formats, including: books, magazines, electronic resources, software, microfilm, microfiche, videotapes, audiotapes, compact discs, DVDs, laserdiscs, slides, art, and maps.

The LRC catalog is available on-line via <http://library.clatsopcc.edu>. Students can search the catalog, and the periodical databases, renew materials, and read e-books on-line. New resources and services are continually being added.

Graduation Requirements

In order to graduate from Clatsop Community College you must file a graduation petition with the Student Services Center. Due dates for petitions are printed in the Student Handbook, which is available in the Student Services Center.

No student shall be issued a degree or certificate who has not earned a cumulative grade point average of 2.0 for all Clatsop Community College coursework and completed a minimum of ninety pre-approved credits for an Associate Degree or a minimum of forty-five credits for a Certificate. Please check specific degree and certificate requirements. You must be admitted to a degree or certificate program to graduate. (See Admissions Office for information). You must complete at least 24 credits at Clatsop for a degree (12 credits at Clatsop for a certificate).

You may graduate under the academic requirements in effect in any year in which you were enrolled in any course which counts toward a Clatsop Community College degree or certificate, but not to exceed five years prior to your graduation date. You may not mix requirements from two or more academic years.

Multiple Degrees: You may earn more than one degree at Clatsop Community College. To be awarded an additional degree or degrees, however, you must complete at least 24 credits of coursework different from each of the previous degree(s). In addition, you must fulfill all the specified requirements for each new degree.

Student Responsibility: It is the responsibility of you, the student, to know and to observe the requirements of your degree or certificate program and the rules governing academic work. Although your advisor will attempt to help you make wise decisions, the final responsibility for meeting the requirements for graduation rests with you.

Graduation Fees: A \$15 graduation petition fee is payable to the business office, and payment is required prior to submitting your graduation petition to the Student Services Center. A \$27 cap and gown fee must also be paid by all students attending commencement.

Honors and Awards

Clatsop Community College recognizes superior academic achievement and distinctive service by:

Transcribing term honors and recognition:

- Dean's List (Degree-seeking; 12 or more graded credits; 3.75 to 4.00 grade point average {GPA})
- Honor Roll (Degree-seeking; 12 or more graded credits; 3.5 to 3.74 GPA)
- Phi Theta Kappa eligibility (12 or more graded credits and a 3.50 GPA first term; 3.00 GPA thereafter)

Graduation With Honors/High Honors

At commencement, qualifying students are recognized as meeting requirements for graduation with honors or high honors. To qualify for honors, you must have a **cumulative** grade point average of 3.50 to 3.74. To qualify for high honors, you must have a **cumulative** grade point average of 3.75 to 4.00. Transfer work may meet requirements for coursework for which you earned a grade of "C" or better but is not computed in your cumulative grade point average.

Conferring other honors and awards:

- ASG recognition cords (ASG Officers at graduation)
- ASG President's Cup
- Student Body Plaque
- Helen Wheeler Extra Mile Award
- Unsung Student Hero Award
- Instructional Council trophy (highest Clatsop GPA for graduating associate degree recipient)
- Outstanding Club Award
- Certificates of Appreciation
- Department awards
- Graduate Marshals
- Phi Theta Kappa cords at graduation

Student Services

Academic Advising

When you are admitted to a certificate or degree program, the college provides you with an academic advisor to assist with your exploration of career and educational goals; development of a plan for completing degree requirements; and selection of courses each term. Advisors can also provide referrals to help you resolve financial or personal issues, and assist you in understanding institutional policies and procedures. You are encouraged to obtain your advisor's signature on your registration form prior to registering.

Student Success Center

Clatsop's Student Success program is a collaborative college-wide effort involving students, administration, faculty, and staff committed to ensuring the success of all students by providing an environment conducive to teaching, learning, and personal growth. Goals of the Student Success program include fostering a sense of place and a connection to the Clatsop learning community and to helping students make informed choices about courses, majors, and careers which will strengthen self-esteem and personal growth. The Student Success Center is in Patriot Hall, Room 330 and is staffed Monday – Friday from 8 – 5. For more information call 503-338-2407 or email admissions@clatsopcc.edu.

Career Services

Assistance with career planning, choosing a college major, and finding career-related internships is available to all CCC students. Students with clear career goals complete college degrees at much higher rates than “undecided” students..

Available services include: a two-credit course, Career Planning (HD 110); individual career counseling with a qualified Career Counselor; personality and interest assessments; a career library; and assistance using relevant career information websites including CIS (Career Information System).

Call (503) 338-2480 to schedule an appointment or request assistance with any aspect of the career planning process. You can also email questions to jweatherly@clatsopcc.edu.

Counseling

Short term, confidential professional counseling is available to help students deal with personal difficulties that may affect their college work, such as family/relationship dilemmas, decision making or follow-through, or dealing with addiction, abuse, emotional or social problems. This service is provided free of charge. You may also ask about self-help courses, support groups, and community counseling services. To make an appointment to consult with the college counselor, call (503) 338-2474 or stop by the Student Services Center.

Plus Program

The Plus Program, a federally funded Student Support Services TRIO project, is designed to help eligible students succeed at Clatsop and, when appropriate, transfer to a four-year college

or university. Free services include: in-depth academic and career advising; study skills; tutoring; scholarship assistance; four-year college transfer assistance; campus visits; laptop computer loans; workshops; personal counseling; tickets to cultural events. To be eligible, a student must be an admitted, degree-seeking student who has a need for our services and who is one of the following;

- 1) a first generation college student (neither parent has a four-year college degree),
- 2) low-income according to federal guidelines, or
- 3) a student with a documented disability.

Program information and applications are available in the Plus Program office, (503) 338-2346, email plus_program@clatsopcc.edu or visit our website at www.clatsopcc.edu/plus.

Students with Disabilities

The college is committed to providing equal opportunities for students with disabilities throughout the college community. Students with documented disabilities are entitled to reasonable accommodations under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Our philosophy is to maximize your independence and self-reliance, while making available a variety of support options, to assist you in achieving your educational and/or vocational objectives. To receive services you must submit documentation of your disabling condition(s) to the Disabilities Specialist. **To initiate support services, please contact Services for Students with Disabilities at (503) 338-2474.** Official documentation will be reviewed by the Disabilities Specialist prior to receiving accommodations. It is your responsibility to self identify and make the request for services. Services may include:

- Campus orientation
- Registration assistance
- Academic advising and counseling
- Reasonable and appropriate classroom accommodations
- Test taking facilitation
- Learning style assessment
- Tutorial support
- Student advocacy
- Resource and referral services
- Special adaptive equipment

SEA Services Tutoring

Tutoring for enrolled students is provided in SEA (Student Educational Assistance) Services Individual and group tutoring, study groups, computers for word processing and career counseling are some of the services offered in the SEA. Specialized tutoring in math and writing is offered every day with extended hours during finals week. Tutoring in other subject areas is scheduled throughout the term. A qualified staff works closely with college instructors to support students, providing assistance in a relaxed atmosphere.

Students at all levels of study are welcome at the SEA. Appointments for math tutoring are not necessary and all tutoring is free. For more information, contact the SEA tutor coordinator at (503) 338-2455.

Student Services

Assessment Center

The Assessment Center administers a variety of tests, including the college placement test (COMPASS) and GED tests. Tests for distance education coursework can also be taken in the Assessment Center by making arrangements with both the originating institution and the Assessment Center staff.

Tests are administered by appointment only. For more information call (503) 338-2426.

Volunteer Literacy Tutor Program

The College offers training to students and community members interested in participating in the volunteer literacy tutor program. Trainings are offered throughout the year and focus on both adult literacy and English Language Learners (ELL). Participants in the trainings are qualified to tutor community members through the college program. For more information, call the Director of Adult Education and Family Literacy at (503) 338-2557.

Veterans Educational Benefits

The Veterans Coordinator is located in the Financial Assistance Office and provides assistance to students who are eligible for VA Education Benefits. The VA Coordinator will help veterans and eligible dependents with VA educational paperwork and policies as well as general college information or referrals. The VA Coordinator tracks programs, enrollment, grades and progress on each student to report to the VA. Initiating VA educational benefit checks generally take 6-8 weeks. Typically, students are paid monthly for the prior month's enrollment.

While an application is being processed, students should be prepared to meet the costs of attendance. Tuition will be due before you receive your first VA payment. If you are unable to pay your tuition in full by the due date, you may set up a Deferred Payment Plan on or before the due date. If you cannot make any payments, late fees will be added to the cost of your tuition if you do not drop the courses by the specified date.

Admissions: Students receiving veterans' educational benefits must be officially admitted toward a certificate or degree program before the term they are requesting benefits. The VA will pay only for classes that advance students toward an approved degree or certificate program.

Transfer of credit: Students who enter as transfer students, or who have completed any college-level course work, are required to have all official transcripts submitted to the Admissions Office for evaluation. Students have until the end of their first term of enrollment to have submitted transcripts. The VA will not pay for the student to repeat any classes they have previously passed successfully.

Satisfactory Progress: A term and cumulative GPA of 2.00 is necessary to maintain benefits. Students will be sent a Probation Letter notifying them of unsatisfactory progress

at the end of any term in which they fail to meet minimum standards. A Termination of Benefits Letter is sent to students who fail to bring their GPA above 2.00 for a second consecutive term or withdraw or fail all classes in any one term. In most cases, a student must satisfactorily complete a subsequent term in order to have educational benefits reinstated after termination due to unsatisfactory progress. Students will receive a copy of the complete Satisfactory Progress Policy upon application for benefits.

The Student Center

The cafeteria, bookstore, and Associated Student Government (ASG) are located in the Student Center on the first floor of Patriot Hall. The cafeteria is open until early afternoon when classes are in session and serves meals and snacks. The bookstore provides textbooks and other class materials. ASG officers hold office hours as their schedules permit.

Student Government Leadership Opportunities

The Associated Student Government (ASG) is a nonprofit student organization that coordinates student activities on campus and provides assistance and service to the student population. Student Government consists of a three-member Executive Committee and the Senate.

Student government provides Clatsop Community College students with the opportunity to gain leadership skills and to help other students. Student government officers plan campus activities, develop the yearly budget, purchase equipment, hold elections, and participate in various community service events. They also serve as members of some campus committees, providing advocacy for students in campus decision-making.

For more information on how you can participate in student government, stop by the ASG Office on the first floor of Patriot Hall next to the cafeteria or call them at (503) 338-2495. You may also contact the ASG Coordinator at (503) 338-2371.

Organizations and Activities

Out-of-class activities are as important for education as traditional course work. At Clatsop, there are a variety of recreation and social activities and cultural events throughout the year: films, speakers, concerts, plays, barbecues, and more. If you have a special interest, you are invited to form a club and seek ASG approval as a recognized student organization.

Recreational Opportunities

City league sports are available to students who choose to participate.

The Associated Student Government has equipment available for students to borrow free of charge. Contact the ASG office at (503) 338-2495 for details.

Student Services

Students' Rights, Responsibilities and Conduct

The College has established policies and procedures governing student rights and responsibilities, and outlining the rules for student conduct, procedures for disciplining students, and the process for filing student complaints. These policies and procedures are published in the Student Handbook and on the College's web site at www.clatsopcc.edu/info/consumerinfo/consumer.html. Copies of the handbook are available in the Student Services Center, or call (503) 338-2371 to request a copy. Any changes to student policies and procedures made after the handbook has been published are also available in the Student Services Center or on the College website.

Student Consumer Information

Federal regulations (part 668.41 – Student Assistance General Provisions) require that certain information be provided to all enrolled students on an annual basis, and to all prospective students. Following is a list and brief description of the required disclosures and information on where you can obtain a detailed copy of each disclosure.

Institutional Information: The college is required to provide you with general information regarding Clatsop Community College, including: the cost of attendance, academic programs, accrediting agencies, special services for students, appropriate campus contacts for all information, a description of the institution's refund policies, return of funds to Title IV programs (financial assistance), and the institution's procedures for officially withdrawing. The primary sources for this information are the catalog, quarterly class schedule, Student Handbook, and the Clatsop Community College web site at www.clatsopcc.edu

Available Financial Assistance: Information on available federal, state, and institutional financial need-based and non-need based assistance programs can be found by reviewing the Clatsop Community College Financial Assistance Handbook. The Financial Assistance Handbook includes descriptions of student assistance programs, application procedures and eligibility criteria, and the rights and responsibilities of students receiving financial assistance. The Financial Assistance Handbook may be viewed online at www.clatsopcc.edu/DEPT/FA, a paper copy may be picked up at the Financial Assistance Office, or you may request one by phone at (503) 338-2322. Scholarship information and applications may be accessed on-line. Go to Clatsop Community College's web site at www.clatsopcc.edu and click on the "Financial Assistance" link. Several student computers are available in Student Services for use in accessing this information. You may also pick up scholarship information at the Financial Assistance Office. Information is also provided at the scholarship workshop held in Spring term.

Graduation Rates: This report provides information on the graduation rates of a cohort of full-time degree or certificate seeking students who graduated within 150% of normal time for graduation. This information is available in the Student Right-to-Know Report which can be picked up at the Student Services Center, or you may request a copy by phone at (503) 338-2410 or view it on the college website at: www.clatsopcc.edu/info/consumerinfo/gradrate.html

Family Education Rights and Privacy Act (FERPA): also known as the Buckley Amendment, gives students the right to:

- Access their educational records
- Consent to release a record to a third party
- Challenge information in their records
- Be notified of their privacy rights.

Information on FERPA is available in the student hand-out entitled "Your Student Records." You may request a copy by phone at (503) 338-2410 or view it on the college website at www.clatsopcc.edu/info/consumerinfo/ferpa.html

Campus Safety Report: This disclosure provides statistics on campus safety and crime for the three most recent calendar years, policies and procedures for reporting crimes, information regarding campus security provisions, and crime prevention programs on campus. The annual Campus Safety Report can be picked up at the Student Services Center, or you may request one by phone at (503) 338-2438 or email at registrar@clatsopcc.edu or you may review it on the college web site: www.clatsopcc.edu/info/consumerinfo/safety.html

Disclosure Statement

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

OCCURS or the college may provide your social security number to the following agencies or match it with records from the following systems: State and private universities, colleges, and vocational schools, to find out how many community college students go on with their education and to find out whether community college courses are a good basis for further education; The Oregon Employment Department, which gathers information, including employment and earnings, to help state and local agencies plan education and training services to help Oregon citizens get the best jobs available; The Oregon Department of Education, to provide reports to local, state and federal governments. The information is used to learn about education, training, and job market trends for planning, research, and program improvement; The Oregon Department of Revenue and collection agencies only for purposes of processing debts and only if credit is extended to you by the college; The American College Testing Service, if you take the COMPASS Placement test, for educational research purposes.

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

Student Services

College Policy On Drug & Alcohol Use

Clatsop Community College has a policy of non-use of alcohol and illegal drugs. This is both in compliance with the Drug-Free School and Colleges Act effective 1990, and in the interest of student success. Your chance of success at college is severely reduced if you abuse alcohol or illegal drugs.

On College owned/controlled property, or at activities sponsored by CCC student organizations, the following are IN VIOLATION of college policy:

1. Possession, consumption, being perceptibly under the influence or furnishing of alcoholic beverages (as identified by state or federal law).
2. Possession, consumption, being perceptibly under the influence or furnishing of a narcotic or dangerous drug, as defined by ORS 475 or ORS 167.203 to 167, as now law or hereinafter amended, unless lawfully prescribed by a licensed medical practitioner or dentist.

SANCTIONS MAY BE IMPOSED FOR VIOLATIONS OF COLLEGE POLICY

Sanctions include; Expulsion (removal of privilege to attend CCC), suspension for a definite period of time, disciplinary probation with specific terms for continued enrollment, suspension or expulsion for violation of these terms, disciplinary admonition or warning. THERE IS HELP

For substance abuse problems or addiction, a licensed counselor in Student Services can advise you about actions to take for support and further help from community self-help groups, treatment programs and private counselors. This service is provided to students free of charge. Counseling Services are located in the Student Services Center. You may call for an appointment at (503) 338-2474.

COMMUNITY CULTURAL EDUCATION

Community Education

Community Education provides support services to facilitate the coordination of educational and/or cultural arts programs, including working with advisory committees and community groups. The coordinator assists with the development of the College's non-credit self improvement and personal enrichment offerings. Additionally, the department develops and coordinates with individuals and groups in the arts, heritage, and humanities in order to provide educational and diverse performances to the community. Call (503) 338-2408 for additional information.

ENCORE

Clatsop Community College sponsors ENCORE (Exploring New Concepts of Retirement Education), a learning in retirement organization. ENCORE is a member-run organization dedicated to providing quality educational opportunities and adventures for older adults, meeting the intellectual and cultural needs of its members. ENCORE offers a broad spectrum of programs and promotes an environment that fosters personal growth, vitality, and celebrates lifelong learning.

ENCORE members pay annual dues to the organization and may attend free any or all of the ENCORE scheduled classes they are interested in (except where special fees may apply).

Call (503) 338-2473 or (503) 338-2408 for additional information.

Arts & Ideas

In our mission to bring fine cultural programming to the Columbia Pacific Region, the Clatsop Community College Arts & Ideas program presents a wide spectrum of events throughout the year. Working with regional and nationally known artists, professionals and educators, Arts & Ideas provides opportunities for creativity and learning to audiences in a setting of artistry and education. Events presented in the annual series include workshops, dance, music, theater, lectures, and films.

The Arts & Ideas program is funded by Clatsop Community College and through our supporting memberships and sponsors. To find out more about the vibrant Arts & Ideas program visit www.clatsopcc.edu/arts&ideas or call (503) 338-2473.

Summer Term

The College offers a limited selection of course offerings during the summer. Requests for specific classes may be directed to the Dean of Learning for academic coursework.

Lower division transfer, professional-technical, self-improvement and basic skill courses are offered.

Summer term schedules are available the first week of June in print or available online at the College's website at <http://www.clatsopcc.edu> by the third week of May. You may also ask the Student Services Center to mail you a copy.

An Important Note: The College is closed on Fridays July through Labor Day.

CCC BUSINESS CENTER

CCC'S Business Center

The Business Center represents the integration of Clatsop Community College's business services to provide one-stop shopping for our business community customers. Included in the Business Center are the:

1. Small Business Development Center (SBDC)
2. Small Business Management Program
3. Workforce Training

Located at CCC's South County Campus, 1455 N. Roosevelt (Hwy101) in Seaside, OR, the Business Center serves the needs of the region's business community.

Small Business Development Center (SBDC)

The SBDC, a co-partnership between the Small Business Administration, the Oregon Office of Economic & Community Development and Clatsop Community College, provides business counseling and training for new and existing businesses. The one-on-one business counseling is free and confidential. The SBDC brings the power of a state-wide network resource, including a move toward electronic delivery (eSBDC) and a focus of technology expertise to support companies looking to leverage innovation and technology. Call (503) 738-3346 to set up a confidential counseling session.

Small Business Management

If you are a business owner/manager, the Small Business Management Program provides you with a variety of skills and tools that can lead you to greater business success. The program includes a practical once-a-month classroom session covering a variety of business topics and providing an opportunity to exchange ideas with other business owners. The program also includes a monthly visit to businesses by the SBM instructor to assist in applying the materials learned in class. The instructor/student relationship is completely confidential.

The course covers a variety of subjects, including financial control and management, supervision, sales and marketing, inventory control, quality control, accounting, customer relations, and computer applications. You will receive a certificate of completion at the conclusion of the three year program.

Additional information about this program can be obtained by contacting Jim Entler at the Business Center, South County Campus, (503) 738-3346.

Workforce Training

The mission of Workforce Training is to assist businesses with identifying their learning needs and delivering the customized training to ultimately increase performance. For example, training topics may include hiring and supervising, job analysis, customer service, computer software, new employee orientation, safety and regulatory, hospitality service, medical, and industrial and manufacturing. In addition, there is pre-employment preparation for job seekers, refresher workshops, and skill upgrading. Training is customized to meet the scheduling needs of business and staff, and the general public. For more information call (503) 738-3346.



Business Center
CLATSOP COMMUNITY COLLEGE

. . . providing a single
source of service to
support our business
community.

For Business Assistance
Call (503) 738-3346

Special Programs

Job Opportunities & Basic Skills (JOBS)

If you are receiving cash public assistance or food stamps you may qualify for the Job Opportunities and Basic Skills (JOBS) Program. The JOBS Program serves adult and teenage participants referred by the State of Oregon's Department of Human Services, Self-Sufficiency Program. You may be offered a series of education, training, and employment skills enhancements to prepare to leave welfare. The aim is for you to become self-sufficient and provide for your family without public assistance.

Typical activities are ABE/GED classes, volunteer or paid work experience, regular credit classes in a skill area, specialized short-term training, life skills/personal management, job search classes, and counseling.

Clatsop Community College works in a partnership arrangement with Department of Human Services, MTC Works, the Employment Department, and Clatsop Behavioral Healthcare to provide services. The JOBS Program is located at 450 Marine Drive in Astoria.

Lives In Transition

The Lives in Transition (LIT) program is designed to assist individuals gain greater self-sufficiency, explore career/vocational options, and develop personal action plans. To successfully complete the program, students participate in two, three-credit classes: "Life Transitions" and "Coping With Stress And Depression." Classroom activities and discussions include:

- Improving self-esteem
- Promoting assertiveness and boundary-setting techniques
- Understanding the grief process
- Enhancing communication skills
- Learning and practicing stress management skills, and
- Developing educational, career or vocational goals.

A resource room is available to provide on-going support, guidance and camaraderie. The LIT program is free to participants and may include partial reimbursement for childcare and transportation expenses. The program is located in Towler Hall, Room 209. For more information or to sign up for the mandatory, pre-class orientation, stop by or call (503) 338-2377.

Apprenticeship Training

Related classroom training for registered apprentices is coordinated through the Office of Instruction. It is taught according to Oregon's Law and Plan of Apprenticeship and Training, the U.S. Department of Labor, and the Oregon State Apprenticeship Council. Classes cover technical areas of the trades and are intended to complement skills learned on the job. Apprenticeship related training offered through Clatsop Community College currently includes plumber, inside wireman, plant electrician. This program is for indentured apprentices only. Call (503) 338-2440 for information.

You can obtain information on how to become an apprentice from the Oregon Bureau of Labor and Industry, Apprenticeship Training Division, 800 NE Oregon St. #32, Portland, Oregon 97232; telephone (503) 731-4072 ext. 270; Clatsop Community College, (503) 338-2408.

Distance Education

Clatsop Community College offers distance education classes in a number of delivery methods to serve students unable to enroll in traditional on-campus courses.

Online courses allow students to take classes at their convenience from home or workplace. Students need access to a computer with internet browser software and an Internet Service Provider account to access course material, to turn in assignments, and to communicate with the instructor and classmates. Many of these online courses are provided by colleges around the state, and some are developed by instructors here on-campus. Contact Kirsten Horning in the Learning Resource Center (Library) for details, (503) 338-2341.

Degree Partnership Programs Oregon State University (OSU) and Portland State University (PSU)

The Degree Partnership program with OSU and PSU offers Clatsop Community College (CCC) students the opportunity to be jointly admitted and eligible to enroll concurrently at OSU or PSU and CCC. Students complete a single admission application and must meet OSU's or PSU's standard admission criteria. For more information about the OSU/CCC or PSU/CCC Degree Partnership Program contact the Student Services Center at (503) 338-2411 or (503) 338-2437.

Special Programs **Grant Funded**

SECONDARY EDUCATION

EDUCATIONAL TALENT SEARCH

Educational Talent Search (ETS) identifies and assists students in 6th through 12th grades who have the potential to succeed in higher education. ETS provides academic, career, and financial advising to its participants and encourages them to graduate from high school and continue on to the postsecondary institution of their choice. Educational Talent Search also serves high school dropouts by assisting them in reentering the education system to complete their education.

ETS services include:

- Academic, financial, career, or personal counseling including advice on entry or re-entry to secondary or postsecondary programs
- Career exploration and aptitude assessment
- Tutorial services
- Information on postsecondary education
- Exposure to college campuses
- Information on student financial assistance
- Assistance in completing college admissions and financial aid applications
- Assistance in preparing for college entrance exams
- Mentoring programs
- Special age-appropriate activities for sixth, seventh, and eighth graders
- Workshops for the families of participants

Educational Talent Search is 100% funded by the U.S. Department of Education TRIO programs. For information contact the Educational Talent Search office (503) 338-2370.

UPWARD BOUND

Upward Bound (UB) provides advising, tutoring, mentoring, cultural enrichment and academic instruction for eligible students in the 9th through 12th grades. Through academic year and Summer Academy activities, UB provides opportunities

for participants to succeed in their pre-college performance and ultimately in their higher education pursuits.

Upward Bound services include:

- Academic, financial, and personal counseling
- Exposure to academic programs and cultural events
- Tutorial services
- Mentoring programs
- Information on postsecondary education opportunities
- Assistance in completing college entrance and financial aid applications
- Assistance in preparing for college entrance exams
- Summer Academy, a college simulation experience including instruction in reading, writing, study skills, and other subjects necessary for success in education beyond high school

Upward Bound is 100% funded by the U.S. Department of Education TRIO programs. For information contact Upward Bound at (503) 338-2370.

POSTSECONDARY ASSISTANCE

Student Support Services

The Student Support Services TRIO grant, known at Clatsop Community College as the Plus Program, serves the academic and personal needs of first generation and low income college students and students with disabilities. The Plus Program provides in-depth services to students so that they may succeed in college and graduate and/or transfer to a four-year college or university. For further information, please see the program description on page 16 of this catalog or contact the Plus Program director at (503) 338-2307 or email plus_program@clatsopcc.edu.

Carl D. Perkins Career and Technical Education Act of 2006

The Carl D. Perkins Career and Technical Education Act of 2006 provides federal funds to develop the academic, career, and technical skills of high school and community college students by:

- developing challenging academic standards;
- integrating academic and professional technical instruction, and linking high school and community college education;
- developing, implementing, and improving professional technical education;
- providing professional development to improve professional technical education programs, services and activities.

Specifically, the grant provides for improving the linkage between the area high schools and Clatsop Community College in the following program areas:

- Fire Science
- Business & Management
- Health Occupations
- Industrial & Manufacturing Technologies
- Early Childhood Education
- Maritime Science

Funding is available for staff training and curriculum development, including inservice training of both professional technical and academic instructors working with professional technical students for integrating academic and professional technical education.

General Information

The purpose of Adult Education and Family Literacy is to help you improve your basic reading, writing and mathematics skills. Instruction in basic skills enhances your opportunities for success in continued academic learning and in the workplace. Course offerings include basic skills classes, college preparation, GED, and English Language Learners (ELL). Career and workforce skills are integrated into the courses.

SEA (Student Educational Assistance) Services is also a part of the Adult Education Department. The SEA supports students at all levels of study offering tutoring, study groups and career counseling opportunities. SEA Services are free for Clatsop Community College students. See page 16 for a description of SEA Services.

College Preparation Courses for Transfer and Professional/Technical Students

College preparation courses help you strengthen the reading, writing, and mathematics skills needed to prepare for college transfer classes, vocational programs and the workforce. After completing the COMPASS placement your assigned advisor will direct you to the appropriate courses.

General Educational Development (GED)

The GED program offers classes for you to prepare for the GED certificate tests. The GED is accepted as a substitute for a high school diploma by most employers, apprenticeship programs and colleges throughout the United States. In Oregon the certificate is awarded by the Oregon Department of Education.

If you are interested in obtaining your GED, contact the Director of Adult Education and Family Literacy at (503) 338-2408. Day and evening classes are offered at various sites.



English Language Learners

English Language Learner (ELL) classes are designed to help non-native speakers gain skills in reading, writing, and speaking. Strengthening English skills will increase opportunities for success in college courses and the workplace. Classes are offered in Astoria and at other community sites. You may register for ELL classes at any time.

Literacy Program

Tutors are available to assist basic skills and ELL students with reading, writing, math, citizenship and workforce skills. Free tutor training is offered throughout the year. If you are interested in volunteering for the Volunteer Literacy Tutor program or want to refer someone for tutoring, contact the Director of Adult Education and Family Literacy at (503) 338-2408 or (503) 338-2557.

"As an ELL student, CCC is the best place to start college because it is not big and I can have the teachers attention."

Zulfa Nuvi

Associate of Arts - Oregon Transfer Degree (AA/OT)

You have the opportunity to broaden your creative and critical knowledge through an Arts and Sciences program. You might enroll in the lower division program to explore several fields of study to clarify your educational and professional goals. Or you might seek a broad general education as a foundation in preparation for specialization during your junior and senior years at a four-year institution.

Many students attend Clatsop Community College for one or more terms and then transfer to a four-year college. The Associate of Arts, Oregon Transfer Degree allows you to complete lower division requirements at Clatsop Community College. If you complete this degree and are accepted at Oregon public universities, you are admitted as having completed all the lower division General Education requirements for a baccalaureate degree; however, some departments within State System institutions may require additional courses for admittance with junior standing.

You should confer with your advisor at Clatsop and with the institution to which you expect to transfer concerning the requirements of their baccalaureate major. Additional classes which are not on following lists may transfer as electives. The receiving school makes the decision concerning which classes it will accept for credit, which apply to its major and degree requirements, which classes transfer as electives, and which classes it will not accept. In any case, it is your responsibility to confer with the school to which you intend to transfer.

General Requirements

Writing **Nine credits** (three classes) with a “C” or better in each class from the following courses: WR 121 English Composition and WR 122 English Composition and *either* WR 123 English Composition or WR 227 Technical Report Writing.

Mathematics **Four credits** or more with a “C” or better in MTH 105 Introduction to Contemporary Mathematics or a higher numbered math course. This course cannot be used to meet the Math/Science requirement.

Oral Communication **Three credits** (one class) with a “C” or better from the following courses: SP 111 Fundamentals of Public Speaking, SP 112 Persuasive Speech, or SP 219 Small Group Discussion. This course cannot be used to meet the Arts & Letters requirement.

Distribution Requirements

Arts & Letters

A minimum of 12 credits, chosen from at least two disciplines, with no more than 9 credits from one discipline. (CHOOSE FROM THE FOLLOWING LIST)

ART 115,116,117	Basic Design	3 ea	PHL 101	Philosophical Problems	3
ART 204,205,206	History of Western Art	3 ea	PHL 102	Ethics	3
ART 211,212,213	Survey Visual Art of 20 th Century	3 ea	PHL 103	Critical Reasoning	3
ASL 201	American Sign Language - Conversational Skills	3	R 201,202,203	Great Religions of the World	3 ea
ENG 104,105,106	Introduction to Literature	3 ea	SP 111	Fundamentals of Public Speaking	3
ENG 107,108,109	World Literature	3 ea	SP 112	Persuasive Speech	3
ENG 110	Introduction to Film Studies	3	SP 115	Intro. to Intercultural Communication	3
ENG 180	Gothic Literature	3	SP 130	Business & Professional Speaking	3
ENG 201,202,203	Shakespeare	3 ea	SP 219	Small Group Discussion	3
ENG 204,205,206	Survey of English Literature	3 ea	SPAN 201,202,203	Second Year Spanish	4 ea
ENG 220	Non-European Minority Literature	3	WR 240	Creative Writing: Nonfiction	3
ENG 221	Intro to Children’s Literature	3	WR 241,242,243	Creative Writing	3 ea
ENG 253,254,255	Survey of American Literature	3 ea	WR 249	Writing Children’s Books	3
HUM 101,102,103	Introduction to Humanities	3 ea	WR 270	Literary Publications	3

(AA/OT) Associate of Arts - Oregon Transfer Degree (continued)

Social Science

A minimum of 15 credits, chosen from at least two disciplines, with no more than 9 credits from one discipline. (CHOOSE FROM THE FOLLOWING LIST)

ANT 110	General Anthropology: Cultural	3	HST 245	Lewis/Clark Course of Discovery	3
ANT 150	General Anthropology: Archeological	3	HST 277	History of the Oregon Trail	3
ANT 170	General Anthropology: Physical	3	PS 201, 202	American Government	3 ea
CJ 100	Survey of Criminal Justice	3	PS 203	State and Local Government	3
CJ 101	Introduction to Criminology	3	PS 205	International Politics	3
CJ 110	Introduction to Law Enforcement	3	PSY 101	Psychology of Human Relations	3
CJ 111	Introduction to Criminal Justice	3	PSY 190	Stress Theory & Management	3
CJ 114	Gender, Race, Class & Crime	3	PSY 201,202,203	General Psychology	3 ea
CJ 120	Introduction to the Judicial Process	3	PSY 215	Intro. to Developmental Psychology	3
CJ 130	Introduction to Corrections	3	PSY 216	Social Psychology	3
EC 201,202	Principles of Economics	4 ea	PSY 219	Introduction to Abnormal Psychology	3
HFS 226	Growing Years	3	PSY 231	Introduction to Human Sexuality	3
HS 101	Alcohol Use, Misuse and Addiction	3	SOC 204	General Sociology: Introduction	3
HS 102	Drug Use, Misuse and Addiction	3	SOC 205	General Sociology: Social Issues	3
HS 154	Community Resources	3	SOC 225	General Sociology: Social Problems	3
HS 201	Family Alcoholism/Addiction	3	SOC 210	Marriage, Family & Intimate Relations	3
HST 101,102,103	History of Western Civilization	3 ea	SOC 221	Juvenile Delinquency	3
HST 201,202,203	History of the United States	3 ea	SOC 225	General Sociology: Social Problems	3
HST 218	Native American History	3			

Science/Mathematics

A minimum of 15 credits (including at least 12 credits in biological or physical sciences with laboratories) chosen from at least two disciplines. (CHOOSE FROM THE FOLLOWING LIST)

*BI 101,102,103	General Biology	4 ea	*GS 104	Physical Science - Physics	4
*BI 112	Cell Biology/Allied Health Occupations	4	*GS 106	Physical Science - Geology	4
BI 121,122	Basic Human Anat. & Phys. I, II	3 ea	*GS 109	Physical Science - Meteorology	4
BI 143	Marine Biology	4	*GS 111	Introduction to Forensic Science	4
*BI 211, 212, 213	Principles of Biology	4 ea	GS 161	Field Biology of Oregon	3
BI 222	Human Genetics	3	MTH 105	Intro. to Contemporary Mathematics	4
*BI 231,232,233	Human Anatomy and Physiology	4 ea	MTH 111	College Algebra	4
*BI 234	Introductory Microbiology	4	MTH 112	Elementary Functions (Trigonometry)	4
*BOT 101	Botany	4	MTH 116	Pre-Calculus	4
*CH 104,105,106	Introductory Chemistry	4 ea	MTH 211,212,213	Fundamentals of Elementary Mathematics I,II,III	3 ea
*CH 221,222,223	General Chemistry	5 ea	MTH 243,244	Intro. to Probability and Statistics	4 ea
CS 160	Intro to Computer Programming	4	MTH 251	Calculus I	5
*ES 160	Techniques in Environmental Information Analysis	4	MTH 252,253	Calculus II, III	4 ea
*ES 202	Applied Environmental Studies: Prep. for Problem Solving	4	*PH 201,202,203	General Physics	5 ea
G 145	Field Geology of Oregon	3	*PH 211,212,213	General Physics with Calculus	5 ea
*G 201,202,203	Geology	4 ea			

*courses which meet the lab science requirements of the AA/OT

(AA/OT) Associate of Arts - Oregon Transfer Degree (continued)

Electives

Limitations on electives:

- Electives must be from the approved list - Appendix A in this catalog.
- Professional/Technical courses - A total of 12 credits of courses numbered 100 or higher from pages Appendix B in this catalog.
- Physical Education - A maximum of six hours.
- Individual Music Lessons (MUP) - A maximum of 12 credits on a major instrument and six credits on a secondary instrument may be applied to an associate degree.
- Cooperative Work Experience - no more than 18 credits of combined worksite and seminar courses.

Institutional Requirements

- Complete a minimum of 90 credits of approved lower division collegiate courses listed in Appendix A and Appendix B (pages 37 - 40) in this catalog.
- Earn a grade point average of 2.00 or above for all Clatsop Community College coursework.
- Have earned a “C” grade or better on all coursework transferred from other institutions that is to be included in a Clatsop Community College degree or certificate.
- Complete at least 24 credits at Clatsop Community College.

Foreign Language

Students, who have graduated from high school or completed a high school equivalency program in 1997 or after, must meet one of the following requirements for admission to an Oregon University System institution: *either*,

- 1) two years of the same high school level language, *or*
- 2) two terms of college level language with a grade of “C” or better (may be first year language; ASL [American Sign Language] classes also qualify).

(AA/OT) Associate of Arts - Oregon Transfer Degree Worksheet

The Oregon Transfer Degree allows students to complete lower division (freshman and sophomore) degree requirements at Clatsop. Students who complete this degree and are accepted at Oregon public universities and colleges are admitted as having completed all lower division and General Education requirements for a baccalaureate degree.

General Requirements - Complete all classes with a grade of C or better.

Writing

WR 121 English Composition _____ Credit 3 Term _____

WR 122 English Composition _____ Credit 3 Term _____

_____ Credit 3 Term _____
WR 123 or WR 227

Mathematics

_____ Credit 4 Term _____
MTH 105 or higher number math

Oral Communication

_____ Credit 3 Term _____
SP 111, SP 112 or SP 219

Distribution Requirements

Arts and Letters - 12 Credits

A minimum of twelve (12) credits, chosen from at least two disciplines, with no more than nine credits from one discipline. (Chosen from the list on the previous pages)

_____ Credit ____ Term _____

_____ Credit ____ Term _____

Social Science - 15 Credits

A minimum of fifteen (15) credits, chosen from at least two disciplines, with no more than nine credits from one discipline. (Chosen from the list on the previous pages)

_____ Credit ____ Term _____

_____ Credit ____ Term _____

_____ Credit ____ Term _____

Science/Mathematics - 15 Credits

A minimum of fifteen (15) credits (including at least twelve credits in biological or physical sciences with laboratories) chosen from at least two disciplines. (Chosen from the list on the previous pages)

_____ Credit ____ Term _____

_____ Credit ____ Term _____

_____ Credit ____ Term _____

Electives

Complete electives to bring the total credits to 90. All elective credit must be from the approved transfer list, pages 37 & 38 in this catalog. A total of 12 credits of Professional/Technical courses numbered 100 or higher from pages 39 & 40 in this catalog may be applied. Students are limited to a maximum of 6 hours of physical education, no more than 18 credits of combined worksite and seminar Cooperative Work Experience courses, and in individual music lessons (MUP), a maximum of 12 credits on a major instrument and 6 credits on a secondary instrument.

_____ Credit ____ Term _____

Associate of General Studies (AGS)

The Associate of General Studies (AGS) degree provides students flexibility in using a variety of college-level courses (generally 100-level or above) to design a two-year degree program in broad interdisciplinary areas. These courses can come from general education, academic, or collegiate-level professional-technical courses found in this catalog to meet Clatsop Community College's associate degree requirements.

The AGS is tailored to your needs and interests while maintaining high general education standards. Students will need to work closely with an academic advisor at Clatsop in designing their individual degree plan of study. At least 24 of the credits earned for the AGS must be taken at Clatsop Community College.

Please note: students planning to transfer to a public four-year institution within Oregon should complete the AA/OT degree (found on page 24), which is articulated statewide with the Oregon University System four-year colleges and universities.

Complete 36 credits or more from a cluster of related courses you and your adviser identify. Student should identify the cluster of courses as soon as possible after enrollment, but no later than the term prior to the term in which he/she plans to graduate.

Complete the General Education Requirements:

Writing

Six credits (two classes) with a C or better in each class from the following:

a. WR 121 English Composition

and

b. Either WR 122, 123 English Composition; WR 227 Technical Report Writing; BA 214 Business Communications.

Mathematics

Four credits, with a C or better, in MTH 65 Mathematics for the Applied Sciences or MTH 95 Intermediate Algebra or a higher numbered math course.

Humanities and/ or Social Sciences

Six credits of Humanities and/or Social Science courses from the Arts and Letters and Social Science lists on pages 37 & 38.

Institutional Requirements

- Complete a minimum of 90 credits of approved coursework which includes alpha-numeric courses and non-transfer courses numbered 9.000-9.999.
- Have earned a "C" grade or better on all coursework transferred from other accredited colleges and universities that is to be included in a Clatsop Community College degree or certificate.
- Earn a grade point average of 2.00 or above for all Clatsop Community College coursework.
- Apply no more than a maximum of 24 credits of pass grades toward an Associate Degree.
- Complete at least 24 credits at Clatsop Community College.

Associate of Science, Oregon Transfer Degree in Business (AS/OT-Bus)

You have the opportunity to broaden your creative and critical knowledge through an Arts and Sciences program. You might enroll in the lower division program to explore several fields of study to clarify your educational and professional goals. Or you might seek a broad general education as a foundation in preparation for specialization during your junior and senior years at a four-year institution.

Many students attend Clatsop Community College for one or more terms and then transfer to a four-year college. The Associate of Science, Oregon Transfer Degree in Business provides you an opportunity to complete the first two-years of a four-year business degree at Clatsop Community College. This degree allows you to complete all of the lower division general education requirements of Oregon University System institutions. Upon admission to the Oregon University System institution, you will have junior year standing for purposes of registration only. It may be possible that there may be some lower division course requirements that must be satisfied for the business program at the Oregon University System institution.

You should work closely with your academic advisor at Clatsop. It is very important that you attempt to identify the Oregon University System institution to which you plan to transfer for your baccalaureate degree as early as possible. As you will see on the following pages, each university has its unique business program prerequisite requirements, including, in some cases, grade point average. You should also confer with the university to which you intend to transfer to ensure that you are satisfying all of their requirements for admission into their business program. Clatsop Community College may not offer all business program prerequisite requirements.

General Requirements

Writing: **Nine credits** (three classes) with a “C” or better in each class from the following courses: WR 121 English Composition and WR 122 English Composition and WR 227 Technical Report Writing.

Oral Communications/Rhetoric: **Three credits** (one class) with a “C” or better in a fundamentals of speech or communication course. This course cannot be used to meet the Arts & Letters requirement.

Mathematics: **Twelve credits** with a “C” or better, MTH 111 College Algebra or a higher numbered math courses, four credits of which must be statistics.

Computer Applications: **Three or four credits** with a “C” or better, showing proficiency in word-processing, spreadsheet, database, and presentation software as demonstrated by successful completion of either MIC 145 Intro to Integrated Software (3) or CS 131 Intro to Computer Information Systems (4).

Distribution Requirements:

Arts & Letters **A minimum of 12 credits, chosen from at least two disciplines.
(CHOOSE FROM THE FOLLOWING LIST)**

ART 115,116,117	Basic Design	3 ea	PHL 101	Philosophical Problems	3
ART 204,205,206	History of Western Art	3 ea	PHL 102	Ethics	3
ART 211,212,213	Survey Visual Art of 20 th Century	3 ea	PHL 103	Critical Reasoning	3
ASL 201	American Sign Language - Conversational Skills	3	R 201,202,203	Great Religions of the World	3 ea
ENG 104,105,106	Introduction to Literature	3 ea	SP 111	Fundamentals of Public Speaking	3
ENG 107,108,109	World Literature	3 ea	SP 112	Persuasive Speech	3
ENG 110	Introduction to Film Studies	3	SP 115	Intro. to Intercultural Communication	3
ENG 180	Gothic Literature	3	SP 130	Business & Professional Speaking	3
ENG 201,202,203	Shakespeare	3 ea	SP 219	Small Group Discussion	3
ENG 204,205,206	Survey of English Literature	3 ea	SPAN 201,202,203	Second Year Spanish	4 ea
ENG 220	Non-European Minority Literature	3	WR 240	Creative Writing: Nonfiction	3
ENG 221	Intro to Children’s Literature	3	WR 241,242,243	Creative Writing	3 ea
ENG 253,254,255	Survey of American Literature	3 ea	WR 249	Writing Children’s Books	3
HUM 101,102,103	Introduction to Humanities	3 ea	WR 270	Literary Publications	3

(AS/OT-Bus) Associate of Science, Oregon Transfer Degree in Business

Social Science

A minimum of 12 credits, with a minimum of eight credits of “principles of economics” (to include microeconomics and macroeconomics*) at the 200 level. The courses in economics must be completed with a grade of “C” or better. (CHOOSE FROM THE FOLLOWING LIST)

ANT 110	General Anthropology: Cultural	3	HST 218	Native American History	3
ANT 150	General Anthropology: Archeological	3	HST 245	Lewis/Clark Course of Discovery	3
ANT 170	General Anthropology: Physical	3	HST 277	History of the Oregon Trail	3
ANT 232	Native North Americans	3	PS 201, 202	American Government	3 ea
CJ 100	Survey of Criminal Justice	3	PS 203	State and Local Government	3
CJ 101	Introduction to Criminology	3	PS 205	International Politics	3
CJ 110	Introduction to Law Enforcement	3	PSY 101	Psychology of Human Relations	3
CJ 111	Introduction to Criminal Justice	3	PSY 190	Stress Theory & Management	3
CJ 114	Gender, Race, Class & Crime	3	PSY 201,202,203	General Psychology	3 ea
CJ 120	Introduction to the Judicial Process	3	PSY 215	Intro. to Developmental Psychology	3
CJ 130	Introduction to Corrections	3	PSY 216	Social Psychology	3
*EC 201,202	Principles of Economics	4 ea	PSY 219	Introduction to Abnormal Psychology	3
HFS 226	Growing Years	3	PSY 231	Introduction to Human Sexuality	3
HS 101	Alcohol Use, Misuse and Addiction	3	SOC 204	General Sociology: Introduction	3
HS 102	Drug Use, Misuse and Addiction	3	SOC 205	General Sociology: Social Issues	3
HS 154	Community Resources	3	SOC 210	Marriage, Family & Intimate Relations	3
HS 201	Family Alcoholism/Addiction	3	SOC 221	Juvenile Delinquency	3
HS 205	Youth Addiction	3	SOC 225	General Sociology: Social Problems	3
HST 101,102,103	History of Western Civilization	3 ea			
HST 201,202,203	History of the United States	3 ea			

Science

A minimum of 12 credits in biological or physical sciences with laboratory courses. (CHOOSE FROM THE FOLLOWING LIST)

BI 101,102,103	General Biology	4 ea
BI 112	Cell Biology/Allied Health Occupations	4
BI 143	Marine Biology	4
BI 211,212,213	General/Principles of Biology	4 ea
BI 231,232,233	Human Anatomy and Physiology	4 ea
BI 234	Introductory Microbiology	4
BOT 101	Botany	4
CH 104,105,106	Introductory Chemistry	4 ea
CH 221,222,223	General Chemistry	5 ea
ES 160	Techniques in Environmental Information Analysis	4
ES 202	Applied Environmental Studies	4
GS 104	Physical Science - Physics	4
GS 106	Physical Science - Geology	4
GS 109	Physical Science - Meteorology	4
GS 111	Intro to Forensic Science	4
PH 201,202,203	General Physics	5 ea
PH 211,212,213	General Physics with Calculus	5 ea

Business Specific Requirements

Each course in this section must be completed with a grade of “C” or better:

- BA 101 Introduction to Business (4)
- BA 211, 212, 213 Principles of Accounting (12)
- BA 226 Business Law I (4)

(AS/OT-Bus) Associate of Science, Oregon Transfer Degree in Business

Elective and/or University-Specific Prerequisites (8-14 credits)

Depends on choice of transfer institution – see “University-Specific Prerequisites and Recommendations.” Please note: This list of prerequisites and recommendations is subject to change without notice. At time of admission, consult university catalog for binding course requirements.

Limitations on electives:

- Electives must be from the approved list - Appendix A in this catalog.
- Professional/Technical courses - A total of 12 credits of courses numbered 100 or higher from ° Appendix B in this catalog.
- Courses that are developmental in nature, designed to prepare students for college transfer courses, are not applicable to this degree.
- Physical Education - A maximum of six hours.
- Individual Music Lessons (MUP) - A maximum of 12 credits on a major instrument and six credits on a secondary instrument may be applied to an associate degree.
- Cooperative Work Experience - no more than 18 credits of combined worksite and seminar courses.

Institutional Requirements

- Complete a minimum of 90 credits of approved lower division collegiate courses listed on pages Appendix A and B in this catalog.
- Earn a grade point average of 2.00 or above for all Clatsop Community College coursework.
- Have earned a “C” grade or better on all coursework transferred from other institutions that is to be included in a Clatsop Community College degree or certificate.
- Complete at least 24 credits at Clatsop Community College.

Foreign Language

Students, who have graduated from high school or completed a high school equivalency program in 1997 or after, must meet one of the following requirements for admission to an Oregon University System institution: *either*,

- 1) two years of the same high school level language, *or*
- 2) two terms of college level language with a grade of “C” or better (may be first year language; ASL [American Sign Language] classes also qualify).

(AS/OT-Bus) Associate of Science, Oregon Transfer Degree in Business

University-Specific Prerequisites* and Recommendations

Clatsop Community College may not offer all business program prerequisite requirements.

**Subject to change without notice. At time of admission, consult university catalog for binding course requirements.*

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

Associate of Applied Science (AAS)

Applied Science programs provide the skills and work experience you'll need to qualify for employment. With the help of a local industry advisory committee, each program is carefully planned to meet the needs of the current job market. Instruction is provided by trained, experienced professionals, and classes are conducted in an industry-like work setting. The Cooperative Work Experience program offers credit for on-the-job experience with local employers in the field of your choice.

Applied Science programs include general education courses to assure that you have a basic understanding of writing, mathematics, human relations, and social sciences and/or humanities. While courses are not specifically intended for transfer to a four-year college or university, certain courses are currently accepted for transfer credit at specific institutions. In most cases, Professional/Technical courses can be transferred to other community colleges which offer similar programs. If you are planning to transfer, consult with appropriate representatives of the school you are planning to attend and with your Clatsop Community college advisor.

We offer one-year, two-year, or specialized training programs depending on the type and amount of preparation required for entry-level employment or professional renewal. Several options are available in many programs. Individuals holding state certifications in programs such as Fire Science and Emergency Medical Technician may be able to get credit based on their previous training. See a counselor or your advisor as you begin planning a specific program. Specific degree and certification requirements are listed below. **See pages 41-64 for specific Applied Science programs and requirements.**

General Requirements

Writing	Six credits (two classes) with a C or better in each class from the following: a. WR 121 English Composition and b. Either WR 122, 123 English Composition ; WR 227 Technical Report Writing; BA 214 Business Communications; or a course specified by the specific Applied Science program.
Mathematics	Four credits , with a C or better, in MTH 65 Mathematics for the Applied Sciences or MTH 95 Intermediate Algebra or a higher numbered math course.
Humanities and/ or Social Sciences	Six credits of Humanities and/or Social Science courses from the Arts and Letters and Social Science lists on pages 37 & 38.
Computer	One credit or more of computer-related courses as specified in the specific Applied Science program.
Human Relations	As specified by the specific Applied Science program.

Program Courses

Required Courses	As prescribed in the specific Applied Science program.
Technical electives	Technical electives provide student choice within an approved program. The number of technical option credits available is specified by the individual Applied Science programs.

Associate of Applied Science (AAS)

Electives The number of elective credits is specified by the specific Applied Science program. Students have the opportunity to choose these courses from the list of approved courses.

Institutional Requirements

- Complete a minimum of 90 credits of approved coursework which includes alpha-numeric courses and non-transfer courses numbered 9.000-9.999.
- Have earned a “C” grade or better on all coursework transferred from other accredited colleges and universities that is to be included in a Clatsop Community College degree or certificate.
- Earn a grade point average of 2.00 or above for all Clatsop Community College coursework.
- Apply no more than a maximum of 24 credits of pass grades toward an Associate Degree.
- Complete at least 24 credits at Clatsop Community College.

Oregon Transfer Module (OTM)

The Oregon Transfer Module represents approximately half (45 credits) of an associate degree or the first year of a baccalaureate degree. Although students do not earn a degree or certificate, any student successfully completing an OTM (which conforms to the guidelines below) will be able to seamlessly transfer their first year of general education requirements to any Oregon community college, Oregon University System institution or participating Oregon independent college or university. It is the student's responsibility to confer with the school to which they intend to transfer. The receiving institution may specify additional course work that is required for a major or for degree requirements or to make up the difference between the Transfer Module and the institution's total General Education requirements.

GUIDELINES

The Oregon Transfer Module includes the following course work, which is equivalent to 3 academic quarters. The coursework must be chosen from the courses approved for the categories below. These will be courses approved for the AA/OT degree. All courses must be passed with a grade of "C" or better and must be worth at least 3 credits.

Foundational Skills:

Writing: **Two classes from the following courses:** WR 121 English Composition **and** *either* WR 122 English Composition *or* WR 123 English Composition *or* WR 227 Technical Report Writing.

Oral Communication: **One class from the following courses:** SP 111 Fundamentals of Public Speaking, SP 112 Persuasive Speech, or SP 219 Small Group Discussion. This course cannot be used to meet the Arts & Letters requirement.

Mathematics: **One class** in MTH 105 Introduction to Contemporary Mathematics or a higher numbered math course for which at least MTH 095 Intermediate Algebra is a prerequisite. This course cannot be used to meet the Math/Science requirement.

Introduction to Disciplines:

Arts & Letters: Three courses. (CHOOSE FROM THE FOLLOWING LIST)

ART 115,116,117	Basic Design	3 ea	PHL 101	Philosophical Problems	3
ART 204,205,206	History of Western Art	3 ea	PHL 102	Ethics	3
ART 211,212,213	Survey Visual Art of 20th Century	3 ea	PHL 103	Critical Reasoning	3
ASL 201	Amer Sign Language-Conv Skills	3	R 201,202,203	Great Religions of the World	3 ea
ENG 104,105,106	Introduction to Literature	3 ea	SP 111	Fundamentals of Public Speaking	3
ENG 107,108,109	World Literature	3 ea	SP 112	Persuasive Speech	3
ENG 110	Introduction to Film Studies	3	SP 115	Intro. to Intercultural Communication	3
ENG 180	Gothic Literature	3	SP 130	Business & Professional Speaking	3
ENG 201,202,203	Shakespeare	3 ea	SP 219	Small Group Discussion	3
ENG 204,205,206	Survey of English Literature	3 ea	SPAN 201,202,203	Second Year Spanish	4 ea
ENG 220	Non-European Minority Literature	3	WR 240	Creative Writing: Nonfiction	3
ENG 221	Intro to Children's Literature	3	WR 241,242,243	Creative Writing	3 ea
ENG 253,254,255	Survey of American Literature	3 ea	WR 249	Writing Children's Books	3
HUM 101,102,103	Introduction to Humanities	3 ea	WR 270	Literary Publications	3

Continued on the next page

Oregon Transfer Module (OTM) (continued)

Social Science: Three courses. (CHOOSE FROM THE FOLLOWING LIST)

ANT 110	General Anthropology: Cultural	3	HST 245	Lewis/Clark Course of Discovery	3
ANT 150	General Anthropology: Archeological	3	HST 277	History of the Oregon Trail	3
ANT 170	General Anthropology: Physical	3	PS 201, 202	American Government	3 ea
CJ 100	Survey of Criminal Justice	3	PS 203	State and Local Government	3
CJ 101	Introduction to Criminology	3	PS 205	International Politics	3
CJ 110	Introduction to Law Enforcement	3	PSY 101	Psychology of Human Relations	3
CJ 114	Gender, Race, Class & Crime	3	PSY 190	Stress Theory & Management	3
CJ 120	Introduction to the Judicial Process	3	PSY 201,202,203	General Psychology	3 ea
CJ 130	Introduction to Corrections	3	PSY 215	Intro. to Developmental Psychology	3
EC 201,202	Principles of Economics	4 ea	PSY 216	Social Psychology	3
HFS 226	Growing Years	3	PSY 219	Introduction to Abnormal Psychology	3
HS 101	Alcohol Use, Misuse and Addiction	3	PSY 231	Introduction to Human Sexuality	3
HS 102	Drug Use, Misuse and Addiction	3	SOC 204	General Sociology: Introduction	3
HS 154	Community Resources	3	SOC 205	General Sociology: Social Issues	3
HS 201	Family Alcoholism/Addiction	3	SOC 225	General Sociology: Social Problems	3
HST 101,102,103	History of Western Civilization	3 ea	SOC 210	Marriage, Family & Intimate Relations	3
HST 201,202,203	History of the United States	3 ea	SOC 221	Juvenile Delinquency	3
HST 218	Native American History	3	SOC 225	General Sociology: Social Problems	3

Science/Mathematics/Computer Science:

Three courses, including at least one biological or physical science with a lab. (CHOOSE FROM THE FOLLOWING LIST)

*BI 101,102,103	General Biology	4 ea	G 145	Field Geology of Oregon	3
*BI 112	Cell Biology/Allied Health Occupations	4	*G 201,202,203	Geology	4 ea
BI 121,122	Basic Human Anat. & Phys. I, II	3 ea	*GS 104	Physical Science-Physics	4
*BI 143	Marine Biology	4	*GS 106	Physical Science-Geology	4
*BI 211,212,213	Principles of Biology	4 ea	*GS 109	Physical Science-Meteorology	4
BI 222	Human Genetics	3	GS 111	Introduction to Forensic Science	4
*BI 231,232,233	Human Anatomy and Physiology	4 ea	GS 161	Field Biology of Oregon	3
*BI 234	Introductory Microbiology	4	MTH 105	Intro. to Contemporary Mathematics	4
*BOT 101	Botany	4	MTH 111	College Algebra	4
*CH 104,105	Introductory Chemistry	4 ea	MTH 112	Elementary Functions (Trigonometry)	4
*CH 106	Introductory Chemistry-Biochemistry	4	MTH 116	Pre-Calculus	4
*CH 221,222,223	General Chemistry	5 ea	MTH 211,212,213	Fundamentals of Elementary Mathematics I,II,III	3 ea
CS 160	Intro to Computer Programming	4	MTH 243,244	Intro. to Probability and Statistics	4 ea
*ES 160	Techniques in Environmental Information Analysis	4	MTH 251	Calculus I	5
*ES 202	Applied Environ Studies: Preparation for Problem Solving	4	MTH 252,253	Calculus II,III	4 ea
			*PH 201,202,203	General Physics	5 ea
			*PH 211,212,213	General Physics with Calculus	5 ea

*courses which meet the lab science requirement

Electives: As required to bring the total credits to 45. Courses must be from the areas listed above (Arts and Letters, Social Science, or Science/Math/Computer Science).

Institutional Requirements:

- Earn a "C" grade or better on all Clatsop Community College coursework.
- Have earned a "C" grade or better on all coursework transferred from other institutions that is to be included in a Clatsop Community College OTM, degree or certificate.
- You may apply a maximum of 12 credits of "pass" grades toward the OTM. However, Foundational Skills courses must be taken for a grade.
- Complete at least 12 credits at Clatsop Community College.

OUS Transfer List - A

The following courses are on the Oregon State Lower Division Collegiate Course List and are eligible to transfer to Oregon University System (OUS) institutions. They are applicable to AA, AS, AGS, and AAS degrees. For courses which fulfill the distribution requirements of the AA and AS degree, see the Distribution Requirements list on pages 24 -36. **Consult an advisor at Clatsop and the four-year school regarding the transferability of specific programs and/or courses.**

Arts and Letters

ART 115,116,117 Basic Design
 ART 118 Introduction to Calligraphy
 ART 131,132,133 Introduction to Drawing
 ART 161,162,163 Introduction to Photography
 ART 194, 195, 196 Introduction to Watercolor
 ART 204,205,206 History of Western Art
 ART 211,212,213 Survey Visual Arts of the 20th Century
 ART 218,219,220 Calligraphy - Intermediate
 ART 225,226 Computer Graphics I, II
 ART 231,232,233 Drawing - Intermediate
 ART 250,251,252 Introduction to Ceramics
 ART 253,254,255 Ceramics - Intermediate
 ART 253A Atmospheric Firing (Ceramics)
 ART 270, 271,272 Introduction to Printmaking
 ART 273,274,275 Printmaking - Intermediate
 ART 276,277,278 Introduction to Sculpture
 ART 279 Intro Mixed Media-Hybrid Forms: Multidisciplinary
 ART 281,282,283 Introduction to Painting
 ART 284,285,286 Painting – Intermediate
 ART 291,292,293 Sculpture – Intermediate
 ART 294,295,296 Watercolor – Intermediate
 ASL 101,102,103 American Sign Language
 ASL 201 American Sign Language-Conversational Skills
 ENG 104,105,106 Introduction to Literature
 ENG 107,108,109 World Literature
 ENG 110 Introduction to Film Studies
 ENG 180 Gothic Literature
 ENG 201,202,203 Shakespeare
 ENG 204,205,206 Survey of English Literature
 ENG 214 Literature of the Pacific Northwest
 ENG 220 Non-European Minority Literature
 ENG 221 Introduction to Children’s Literature
 ENG 253,254,255 Survey of American Literature
 ENG 263 Autism in Literature
 HUM 101,102,103 Introduction to Humanities
 PHL 101 Philosophical Problems
 PHL 102 Ethics
 PHL 103 Critical Reasoning
 R 201,202,203 Great Religions of the World
 SP 111 Fundamentals of Public Speaking
 SP 112 Persuasive Speech
 SP 115 Intro. to Intercultural Communications
 SP 130 Business & Professional Speaking
 SP 219 Small Group Discussion
 SPAN 101,102,103 First Year Spanish
 SPAN 111,112,113 Conversational Spanish
 SPAN 201,202,203 Second Year Spanish
 WR 115 Introduction to College Writing
 WR 121,122,123 English Composition
 WR 227 Technical Report Writing
 WR 240 Creative Writing - Nonfiction
 WR 241,242,243 Creative Writing

WR 249 Writing Children’s Books
 WR 270 Literary Publications

Business

BA 101 Introduction to Business
 BA 177 Payroll & Business Tax Accounting
 BA 206 Management Fundamentals
 BA 211,212,213 Principles of Accounting
 BA 214 Business Communications
 BA 223 Principles of Marketing
 BA 224 Human Resource Management
 BA 226 Introduction to Business Law I
 BA 228 Computer Accounting Applications
 BA 230 Management Information Systems
 BA 249 Retailing
 BA 250 Small Business Management
 BA 256 Income Tax
 BA 285 Human Relations in Business
 BA 295A Accounting Directed Project
 BA 295M Management Directed Project

Social Science

ANT 110 General Anthropology: Cultural
 ANT 150 General Anthropology: Archeological
 ANT 170 General Anthropology: Physical
 CJ 100 Careers in Criminal Justice
 CJ 101 Introduction to Criminology
 CJ 107 Criminal Justice Workshop
 CJ 110 Introduction to Law Enforcement
 CJ 111 Introduction to Criminal Justice
 CJ 114 Gender, Race, Class & Crime
 CJ 120 Introduction to the Judicial Process
 CJ 121 Concepts of Criminal Law
 CJ 130 Introduction to Corrections
 CJ 138 Understanding Terrorism
 CJ 203 Crisis Intervention
 CJ 210 Criminal Investigation
 CJ 212 Report Writing in Criminal Justice
 CJ 215 Issues in Criminal Justice Supv. & Admin.
 CJ 218 Interview and Interrogation Techniques
 CJ 219 Introduction to Community Policing
 CJ 230 Introduction to Juvenile Corrections
 CJ 231 Juvenile Law
 CJ 232 Introduction to Corrections Casework
 CJ 243 Alcohol & other Dangerous Drugs
 CPL 120 Credit for Prior Learning
 EC 201,202 Principles of Economics
 HD 100 College Survival & Success
 HD 110 Career Planning
 HD 145 Coping Skills for Stress and Depression
 HD 202 Life Transitions
 HFS 226 Growing Years - Child Development, Birth through Age Eight

OUS Transfer List - A continued

HS 101 Alcohol Use, Misuse & Addiction
 HS 102 Drug Use, Misuse & Addiction
 HS 154 Community Resources
 HS 155 Interviewing for Social Services
 HS 201 Family Alcoholism/Addiction
 HST 101,102,103 History of Western Civilization
 HST 201,202,203 History of the United States
 HST 218 Native American History
 HST 245 Lewis & Clark Course of Discovery
 HST 277 History of the Oregon Trail
 PS 201, 202 American Government
 PS 203 State & Local Government
 PS 205 International Politics
 PSY 101 Psychology of Human Relations
 PSY 190 Stress Theory and Management
 PSY 201,202,203 General Psychology
 PSY 215 Intro. to Developmental Psychology
 PSY 216 Social Psychology
 PSY 219 Introduction to Abnormal Psychology
 PSY 231 Introduction to Human Sexuality
 SOC 204 General Sociology: Intro. to Sociology
 SOC 205 General Sociology: Social Issues
 SOC 210 Marriage & Family & Intimate Relations
 SOC 221 Juvenile Delinquency
 SOC 225 General Sociology: Social Problems

Science/Mathematics/Microcomputers

BI 101,102,103 General Biology
 BI 112 Cell Biology for Allied Health Occupations
 BI 121, 122 Basic Human Anatomy & Physiology
 BI 143 Marine Biology
 BI 211, 212, 213 Principles of Biology
 BI 222 Human Genetics
 BI 231,232,233 Human Anatomy and Physiology
 BI 234 Introduction to Microbiology
 BOT 101 Botany
 CH 104,105,106 Introductory Chemistry
 CH 221,222,223 General Chemistry
 CS 101 Fundamentals of Computing
 CS 125H Beginning Web Site Design & Development
 CS 131 Intro. to Computer Information Systems
 CS 135H Advanced Web Site Design & Development
 CS 135W Web Site Management
 CS 160 Intro. To Computer Programming
 CSD 122 Beg. Database Program Development
 CSD 275 Adv. Database Program Development
 CSL 107 Spreadsheets
 ES 150 Introduction to Environmental Science
 ES 160 Techniques in Environmental Info. Analysis
 ES 202 Applied Environmental Studies:
 Prep for Problem Solving
 GS 104,106,109 Physical Science
 MTH 105 Intro. to Contemporary Mathematics
 MTH 111 College Algebra
 MTH 112 Elementary Functions – Trigonometry
 MTH 116 Pre-Calculus
 MTH 211,212,213 Fundamentals of Elementary Math
 MTH 243,244 Intro. to Probability & Statistics

MTH 251,252,253 Calculus I, II & III
 PH 201,202,203 General Physics
 PH 211,212,213 General Physics with Calculus

Health, Physical Education

HPE 295 Health & Fitness for Life
 NFM 225 Human Nutrition
 PE 185 All Beginning/Intermediate Activity Classes

Performing Arts

MUP 171 - 192 Individual Lessons
 MUP 271 - 292 Individual Lessons

Cooperative Work Experience

Work Experience (all 280 numbers) and Work Experience Seminar
 (all 281 numbers)

AGR - Agriculture	GER - German
ANT - Anthropology	GS - General Science
ART - Art	HE - Health
BA - Accounting	HPE - Health & PE
BA - Business Admin.	HR - Human Resources
BI - Biology	HS - Human Services
BOT - Botany	HST - History
CH - Chemistry	J - Journalism
CJ - Criminal Justice	MTH - Mathematics
CS - Computer Science	MUS - Music
CWE - Career Exploration	PA - Public Administration
DH - Dental Hygiene	PE - Physical Education
EC - Economics	PH - Physics
ED - Education	PHL - Philosophy
EGR - Engineering	PS - Political Science
ENG - English	PSY - Psychology
ES - Environmental Science	RE - Real Estate
F - Forestry	SPAN - Spanish
FA - Film Arts	SOC - Sociology
FR - French	SP - Speech
FW - Fish & Wildlife	TA - Theatre
G - Geology	Z - Zoology
GEO - Geography	

OUS Transfer List - B

The following courses are generally applicable to AGS and AAS certificate and degree programs. They may be accepted by Oregon University System (OUS) institutions. Effective Fall term 1998, up to 12 credits of Professional/Technical courses, numbered 100 and higher from the list below, can be used as elective credit for the AA-OT and AS-OT/Business degrees. **Consult an advisor at Clatsop and the four-year school regarding the transferability of specific programs and/or courses.**

AUTO 101.....Introduction to Automotive Technology	FRP 121.....Fire Behavior & Combustion
AUTO 108.....Engine Fundamentals & Repair	FRP 151.....Firefighter Skills I
AUTO 229.....Engine Diagnosis and Service	FRP 155.....Instructional Methodology
AUTO 230.....Automotive HVAC	FRP 156.....Firefighter Law
BA 131,132.....Accounting Procedures I, II	FRP 157.....Firefighter Safety
BLD 103.....Residential Materials and Methods	FRP 158.....Fire Protection Hydraulics and Water Supply
BLD 140.....Print Reading for Construction	FRP 164.....Hazardous Materials
BLD 151.....Building Codes I – Intro to Residential Codes	FRP 166.....Building Construction for Fire Protection
CJ 205.....Female Offenders	FRP 168.....Emergency Service Rescue
CJ 225.....Corrections Law	FRP 169.....Fire Department Leadership
CS 144.....A+ Certification Preparation I	FRP 170.....Firefighting Strategy & Tactics
CS 145.....A+ Certification Preparation II	FRP 171.....Fire Protection Systems
CS 151.....Network+ Certification Preparation	FRP 172.....Fire Codes & Ordinances
DRF 139.....Technical Print Interpretation	FRP 174.....Fire Investigation I
DRF 213.....AutoCAD - Beginning	FRP 181.....Fire Prevention
DRF 214.....AutoCAD - Intermediate	FRP 280.....CWE: Fire Science
DRF 215.....AutoCAD - Advanced	FRP 281.....CWE Seminar: Fire Science
DRF 217.....AutoCAD - Upgrade	GS 111.....Introduction to Forensic Science
DRF 280.....CWE: CADD Technician	GS 161.....Field Biology of Oregon
DRF 281.....CWE Seminar: CADD	HD 50.....College Skills
DRF 295.....CADD Directed Project	HD 281.....CWE Seminar: Human Development
ECE 101.....Language Arts Activities for Young Children	IT 101.....Engine Rebuilding - Gasoline
ECE 103.....Math and Science for Young Children	IT 110.....Applied Technology Projects
ECE 105.....Nutrition, Health & Safety for Young Children	IT 140.....Industrial Safety
ECE 109.....Early Childhood Environments	IT 141.....Tool and Shop Basics
ECE 119.....Self-concept, Guidance & Self-discipline of Young Children	IT 206.....Automotive Electrical/Electronics Foundations
ECE 124.....Physical Fitness Activities for Young Children	IT 207.....Automotive Electrical/Electronics Applications
ECE 125.....Creative Activities for Young Children: Art	IT 208.....Mechanical Drives & Trans. of Power
ECE 128.....Program Planning and Evaluation for Young Children	IT 209.....Fluid Drives & Hydraulic Transmissions
ECE 129.....Observation & Developmental Screening of Young Children	IT 210.....Vehicle Tune Up and Instrumentation
ECE 131.....Child Development for the Day Care Worker	IT 218.....Vehicle Steering and Suspension Systems
ECE 134.....Statutes, Liability & Licensure Considerations for Childcare Facilities	IT 219.....Vehicle Brake Systems
ECE 137.....Child Abuse and the Law	IT 230.....Vehicle Heating & Air Conditioning Systems
ECE 139.....Infant and Toddler Programs	IT 280.....CWE: Integrated Technologies
ECE 145.....Toys and Games for Learning	IT 281.....CWE Seminar: Integrated Technologies
ECE 146.....Handicapping Conditions in Young Children	MA 112,113.....Medical Assistant: Clinical Procedures I, II
ECE 149.....Disease Control in ECE Settings	MA 115.....Pharmacology For Medical Assistants I
ECE 175.....Infant/Toddler Learning & Social Growth in a Group Setting	MA 133.....Medical Assistant Clinical Practicum I
ECE 280.....CWE – Early Childhood Education	MA 140,141.....Medical Terminology I, II
ECE 281.....CWE Seminar: Early Childhood Education	MA 231.....Medical Assistant Clinical Practicum II
EM 101.....Introduction to Emergency Services	MA 280.....CWE: Medical Assistant
EMT 151,152.....Emergency Medical Tech. Basic, Part 1, Part 2	MA 281.....CWE Seminar: Medical Assistant
EMT 165,166.....Emergency Med. Tech. Intermediate, Part 1, Part 2	MAS 100.....Maritime Occupations
EMT 169.....Emergency Medical Tech. Rescue	MAS 101.....Exploring Marine Technology
EMT 170.....Emergency Communication & Transportation	MAS 110.....Limited Operator Uninspected Passenger Vessel Certification
EMT 280.....CWE: Emergency Medical Tech.	MAS 111.....Limited Operator Uninspected Passenger Vessel Endorsement
EMT 281.....CWE Seminar: Emergency Med. Tech.	MAS 120.....U.S. Coast Guard Marine License Training
FRP 101.....Principles of Emergency Services	MAS 121.....Able Seaman Training
	MAS 122.....OUPV Training
	MAS 123.....100 ton Master Training

ACCOUNTING TECHNICIAN

ASSOCIATE OF APPLIED SCIENCE DEGREE

Job Description:

This program prepares people for entry level positions as accounting clerks, junior accountants, or bookkeepers who maintain financial records needed for business management. They prepare financial statements, payroll records and reports, and keep books and records up to date. They put together reports to show statistics such as cash receipts and expenditures, accounts payable and receivable, profit and loss, and financial position. They may complete worksheets, bank reconciliations, inventory reports, depreciation schedules, and income tax forms. Knowing how to use the computer is essential.

Employment Opportunities:

The opportunities depend on the economy, replacement needs, and continued use of accounting and bookkeeping services in public, private, and governmental organizations. The use of computers to perform routine accounting and bookkeeping functions is present in all different sizes of organizations.

Potential Earnings:

The average entry wage is about \$1,700 per month and the average maximum wage is about \$3,000 per month.

<u>First Year</u>				<u>Second Year</u>					
Course Number	Course Title	Credits			Course Number	Course Title	Credits		
		F	W	S			F	W	S
BA 101	Introduction to Business	4			BA 211	Principles of Accounting I	4		
BA 131	Accounting Procedures I +	3			BA 206	Management Fundamentals <i>or</i>	3		
BA 226	Introduction to Business Law I	4			BA 250	Small Business Management			(3)
CS 131	Intro. to Computer Information Systems	4			BA 256	Income Tax ***	3		
OA 201	Word Processing I		3		OA 131	10-Key Skill Building	1		
BA 132	Accounting Procedures II +		3		SP 111	Fundamentals of Public Speaking <i>or</i>	3		
CSD 122	Beg. Database Program Development		3		SP 219	Small Group Discussion	(3)		
CSL 107	Spreadsheets		3		BA 177	Payroll & Business Tax Accounting **		3	
OA 104	English for Business		4		BA 212	Principles of Accounting II +		4	
WR 121	English Composition**		3		EC 201	Principles of Economics <i>or</i>		4	
BA 214	Business Communications**		3		EC 202	Principles of Economics		(4)	
BA 228	Computer Accounting Applications		3		BA 213	Principles of Accounting III +			4
BA 285	Human Relations in Business		3		BA 280	Coop. Work Experience - Accounting			2
MTH 65	Math for Applied Sciences * <i>or</i>		4		BA 281	Coop. Work Experience Seminar - Accounting ++			1
MTH 95	Intermediate Algebra*		(5)		BA 295A	Accounting Directed Project			4
						Electives		2	3

* Minimum grade C or higher. Math courses numbered higher than MTH 95 may be substituted.

** Minimum grade C or higher for successful completion of program.

+ Grade C or better required in BA 131 as a prerequisite to BA 132.

++ The CWE Seminar requirement for any Business degree can be met by completing one of the following courses: BA 281, CS 281, or OA 281.

APPRENTICESHIP

CONSTRUCTION TRADES, GENERAL APPRENTICESHIP

ASSOCIATE OF APPLIED SCIENCE DEGREE

(pending State approval)

Job Description:

This associate of applied science degree program is **designed for a person currently in or who has completed a Bureau of Labor and Industries (BOLI) approved construction trades apprenticeship** and who intends to work beyond the level of journeyman as coordinator, leader, or supervisor in industrial trade and community roles.

Employment Opportunities:

The labor market outlook for all construction trades in Oregon is projected to be strong and steady, with seasonal variations, through 2014, with growth rates from 17% to 29%. Job growth among first-line supervisors/managers of construction trades also can expect strong career opportunities, with Oregon growth rates of 15% through 2016, and with projected growth of 21.4% in Clatsop, Columbia, and Tillamook counties.

Potential Earnings:

The average Oregon entry wage for all construction workers is, on average, \$11.15. For first line supervisors, the entry wage is \$18.18, and the median wage is \$28.16.

Course Number	Course Title	Credits	
WR 121	English Composition *	3	Additional Course List Select three (3) courses from following list:
WR 122	English Composition *and either	3	
WR 227	Technical Report Writing * or	(3)	
BA 214	Business Communications *	(3)	
SP 111	Fundamentals of Public Speaking *	3	
MTH 65	Math for Applied Sciences ** or	4	
MTH 95	Intermediate Algebra**	(5)	
PSY 101	Psychology of Human Relations	3	
CS 131	Intro to Computer Information Systems	4	
	Arts and Letters/Social Sciences ***	3	
	Trade Competency +	22	
	Related Training ++	36	
	Additional Course List	9	
	Total Credits	90	
			BA 206 Management Fundamentals 3 BA 226 Introduction to Business Law 4 BA 285 Human Relations in Business 3 DRF 139 Technical Print Interpretation or 3 BLD 140 Print Reading for Construction (3) EC 201 Principles of Economics 4 PHL 102 Ethics 3 PHL 103 Critical Reasoning 3 PSY 201 General Psychology 3 SP 112 Persuasive Speech 3 SP 115 Intro to Intercultural Communication 3 SP 219 Small Group Discussion 3

* Minimum grade C or higher.

** Minimum grade C or higher. Higher level math may be substituted.

*** Selected from Arts and Letters and Social Science listed on pages 37 & 38.

+ Journey card (credit for prior certification).

++ Minimum of 36 credits required.

APPRENTICESHIP

ELECTRICIAN APPRENTICESHIP TECHNOLOGIES

ASSOCIATE OF APPLIED SCIENCE DEGREE

(pending State approval)

Job Description:

This associate of applied science degree program is **designed for a person currently in or who has completed a Bureau of Labor and Industries (BOLI) and Oregon Building Codes approved electrical trades apprenticeship** and who intends to work beyond the level of journeyman as coordinator, leader, or supervisor in industrial trade and community roles.

Employment Opportunities:

Employment for electricians is expected to grow at about the statewide average. Total job openings are projected to be much higher than the statewide average. The labor market outlook for electricians in Oregon is to grow from 5% to 25%. Projected growth of in Clatsop, Columbia, and Tillamook counties is 13.1%. Job growth among first-line supervisors/managers of electricians also can expect strong career opportunities, with Oregon growth rates of 15% through 2016, and projected growth of 21.4% in Clatsop, Columbia, and Tillamook counties.

Potential Earnings:

The average Oregon entry wage for electricians is, on average, \$17.79, and the median wage is \$29.08. Electricians in Clatsop, Columbia, and Tillamook counties earn from \$26.37 at entry to a median of \$31.81. For first line supervisors, the entry wage is \$18.18, and the median wage is \$28.16.

Course Number	Course Title	Credits	Additional Course List
WR 121	English Composition *	3	Select three (3) courses from following list:
WR 122	English Composition *and either	3	
WR 227	Technical Report Writing * or	(3)	
BA 214	Business Communications *	(3)	
SP 111	Fundamentals of Public Speaking *	3	
MTH 65	Math for Applied Sciences ** or	4	
MTH 95	Intermediate Algebra**	(5)	
PSY 101	Psychology of Human Relations	3	
CS 131	Intro to Computer Information Systems	4	
	Arts and Letters/Social Sciences ***	3	
	Trade Competency +	22	
	Related Training ++	36	
	Additional Course List	9	
	Total Credits	90	
			BA 206 Management Fundamentals 3
			BA 226 Introduction to Business Law 4
			BA 285 Human Relations in Business 3
			DRF 139 Technical Print Interpretation or 3
			BLD 140 Print Reading for Construction (3)
			EC 201 Principles of Economics 4
			PHL 102 Ethics 3
			PHL 103 Critical Reasoning 3
			PSY 201 General Psychology 3
			SP 112 Persuasive Speech 3
			SP 115 Intro to Intercultural Communication 3
			SP 219 Small Group Discussion 3

* Minimum grade C or higher.

** Minimum grade C or higher. Higher level math may be substituted.

*** Selected from Arts and Letters and Social Science listed on pages 37 & 38.

+ Journey card (credit for prior certification).

++ Minimum of 36 credits required.

APPRENTICESHIP

INDUSTRIAL MECHANICS AND MAINTENANCE TECHNOLOGY APPRENTICESHIP ASSOCIATE OF APPLIED SCIENCE DEGREE (pending State approval)

Job Description:

This associate of applied science degree program is designed for a person currently in or who has completed a Bureau of Labor and Industries (BOLI) apprenticeship in the following trades and who intends to work beyond the level of journeyman as coordinator, leader, or supervisor in industrial trade and community roles. The trades are boiler/turbine operator, die cast mold, heat and frost insulator, industrial mobile mechanic, machinist, millwright, motor winder, pipefitter, roll turner, instrumentation technician, and welder.

Employment Opportunities:

Overall, the average growth rate for all of the industrial mechanics and maintenance apprenticeship trades is about 12%. Welders will be the largest number of openings in Oregon, with 2,092 opening between now and 2014. The growth rate for all trades in this category is less than 8% through 2014, however applicants with broad skills in machine repair and maintenance will have favorable job prospects due to many retirements and a shortage of young workers with the necessary skills.

Potential Earnings:

Depending upon the employers' geographic location and any union/open shop affiliation, those completing this program can expect to earn \$11.09 to \$28.54 per hour. The average Oregon wage for welders is, on average, \$16.09. Welders in Clatsop, Columbia, and Tillamook counties earn from \$13.29 at entry to a median of \$18.10. Instrument technicians in Oregon earn about \$25.10.

Course Number	Course Title	Credits	Additional Course List	
WR 121	English Composition *	3	Select three (3) courses from following list:	
WR 122	English Composition *and either	3		
WR 227	Technical Report Writing * or	(3)	BA 206	Management Fundamentals 3
BA 214	Business Communications *	(3)	BA 226	Introduction to Business Law 4
SP 111	Fundamentals of Public Speaking *	3	BA 285	Human Relations in Business 3
MTH 65	Math for Applied Sciences ** or	4	DRF 139	Technical Print Interpretation or 3
MTH 95	Intermediate Algebra**	(5)	BLD 140	Print Reading for Construction (3)
PSY 101	Psychology of Human Relations	3	EC 201	Principles of Economics 4
CS 131	Intro to Computer Information Systems	4	PHL 102	Ethics 3
	Arts and Letters/Social Sciences ***	3	PHL 103	Critical Reasoning 3
	Trade Competency +	22	PSY 201	General Psychology 3
	Related Training ++	36	SP 112	Persuasive Speech 3
	Additional Course List	9	SP 115	Intro to Intercultural Communication 3
	Total Credits	90	SP 219	Small Group Discussion 3

* Minimum grade C or higher.

** Minimum grade C or higher. Higher level math may be substituted.

*** Selected from Arts and Letters and Social Science listed on pages 37 & 38.

+ Journey card (credit for prior certification).

++ Minimum of 36 credits required.

AUTOMOTIVE TECHNICIAN

ONE-YEAR CERTIFICATE PROGRAM

This competency based program will provide an individual with the prerequisite knowledge, skills, work habits and attitude required to perform routine, predictable, proceduralized tasks as defined by the National Institute for Automotive Service Excellence. These entry-level tasks involve motor skills and limited theoretical knowledge and are performed under close supervision. Course curriculum follows specifications for qualification and certification of an entry level ASE Automotive Technician. This program is one step on the ladder of skills the trainees may achieve in their quest for a rewarding career. People who are creative and enjoy mind-hand challenges will find opportunities for advancement and experience a great sense of pride in workmanship as they ply their trade.

Employment Opportunities:

The job outlook for an ASE Automotive Technician is good regionally, nationally and globally. ASE Automotive Technicians are employed in a wide range of industries that use related tasks during daily operations.

Potential Earnings:

Presently starting wages in Oregon are about \$13.00 per hour, with top wages near \$21.00 per hour as the individual's skill level increases.

Entrance Requirements:

COMPASS placement test scores that demonstrate proficiency of basic math and reading/writing skills.

Course Number	Course Title	Credits		
		F	W	S
AUTO 101	Introduction to Automotive Technology	4		
AUTO 108	Engine Fundamentals and Repair	4		
IT 140	Industrial Safety ***	1		
MIC 145	Introduction to Integrated Software or	3		
CS 131	Introduction to Computer Info. Systems	(4)		
MTH 65	Mathematics For Applied Sciences* or	4		
MTH 95	Intermediate Algebra*	(5)		
WR 121	English Composition**	3		
AUTO 230	Automotive HVAC		4	
IT 218	Vehicle Steering & Suspension Systems		4	
IT 206	Auto Electrical/Electronics Foundations		4	
PSY 101	Psychology of Human Relations		3	
IT 219	Vehicle Brake Systems		4	
IT 207	Auto Electrical/Electronics Applications		4	
IT 280	Cooperative Work Experience		2	
IT 281	Cooperative Work Experience Seminar		1	
WLD 150	Beginning Welding		3	

Legend Notes:
* Minimum Grade C or higher. Math courses numbered higher than MTH 95 may be substituted.
** Minimum Grade C or higher.
*** IT 140 uses CD-ROM training modules. Satisfactory completion of this class is required before taking classes in any of the shop facilities.

Notes: The program addresses the application of technical writing skill as the trainee delivers written quality control reports. Students demonstrate practical math applications throughout the program.

Upon completion the trainees will receive a Certificate of Completion from CCC qualifying them as an entry level automotive technician. With the addition of two years minimum field experience and upon successful completion of the ASE exam, trainees may become a certified ASE Automotive Technician in their field of training.

BUSINESS MANAGEMENT

ASSOCIATE OF APPLIED SCIENCE DEGREE

Job Description:

Business management is a term that collectively describes those who have management responsibilities in an organization. They may own and/or operate small firms or work for larger firms that sell goods and services or manufacture products. Their duties may include marketing, managing finances, supervising employees, purchasing goods and services, and sales.

Employment Opportunities:

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

Potential Earnings:

A typical entry level wage could be \$16,000 per year, depending on experience; maximum may go to \$40,000 or more per year.

First Year

Course Number	Course Title	Credits		
		F	W	S
BA 101	Introduction to Business	4		
BA 131	Accounting Procedures I +	3		
BA 226	Introduction to Business Law I	4		
CS 131	Intro. to Computer Information Systems	4		
OA 201	Word Processing I		3	
BA 132	Accounting Procedures II +	3		
CSD 122	Beg. Database Program Development	3		
CSL 107	Spreadsheets	3		
OA 104	English for Business	4		
WR 121	English Composition**			3
BA 214	Business Communications**			3
BA 228	Computer Accounting Applications			3
BA 285	Human Relations in Business			3
MTH 65	Math for Applied Sciences * <i>or</i>			4
MTH 95	Intermediate Algebra*			(5)

Second Year

Course Number	Course Title	Credits		
		F	W	S
BA 206	Management Fundamentals	3		
SP 111	Fundamentals of Public Speaking <i>or</i>	3		
SP 219	Small Group Discussion			(3)
BA 177	Payroll and Business Tax Accounting **			3
BA 223	Principles of Marketing			3
EC 201	Principles of Economics <i>or</i>			4
EC 202	Principles of Economics			(4)
MIC 207	Presentation Software			2
BA 230	Management Info. Systems			3
BA 250	Small Business Management			3
BA 280	Coop. Work Experience – Bus. Mgmt.			2
BA 281	CWE Seminar: Bus. Admin. ++			1
BA 295M	Business Management Directed Project			4
	Electives	8	2	2

* Minimum grade C or higher. Math courses numbered higher than MTH 95 may be substituted.

** Minimum grade C or higher for successful completion of program.

+ Grade C or better required in BA 131 as a prerequisite to BA 132.

++ The CWE Seminar requirement for any Business degree can be met by completing one of the following courses: BA 281, CS 281, or OA 281.

COMPUTER-AIDED DESIGN & DRAFTING

(CADD TECHNICIAN) ONE-YEAR CERTIFICATE PROGRAM

This competency based program will provide an individual with the prerequisite knowledge, skills, work habits and attitude required to perform both routine and creative tasks. These entry level CADD Technician tasks involve computer skills, design activities and limited theoretical knowledge and are performed under supervision. Course curriculum follows national specifications for qualification and certification of an entry level CADD Technician. This program is one step on the ladder of skills the trainees may achieve in their quest for a rewarding career. People who are creative and enjoy mind-hand challenges will find opportunities for advancement and experience a great sense of pride in workmanship as they ply their trade.

Employment Opportunities:

The job outlook for CADD Technicians is good regionally, nationally and globally. Entry level CADD Technicians are employed in a wide range of industries that use related tasks during daily operations.

Potential Earnings:

Presently starting wages in Oregon are about \$11.00/hour, with top wages to about \$22.00/hour as the individual's skill level increases.

Course Number	Course Title	Credits			Technical electives
		F	W	S	
DRF 139	Technical Print Interpretation <i>or</i>	3			6 Credits chosen from the following list: ART 116 Basic Design 3 ART 131 Introduction to Drawing 3 ART 226 Computer Graphics II 3 CS 125H Beginning Website Design/Development 3 MIC 207 Presentation Software 2 WR 227 Technical Report Writing 3
BLD 140	Print Reading for Construction	(3)			
DRF 213	AutoCAD - Beginning	4			
ART 115	Basic Design	3			
MIC 145	Introduction To Integrated Software <i>or</i>	3			
CS 131	Intro to Computer Info. Systems	(4)			
MTH 65	Mathematics For Applied Sciences* <i>or</i>	4			
MTH 95	Intermediate Algebra*	(5)			
DFR 214	AutoCAD - Intermediate		4		
WR 121	English Composition**		3		
PSY 101	Psychology of Human Relations <i>or</i>		3		
BA 285	Human Relations in Business		(3)		
ART 225	Computer Graphics I		3		
DRF 215	AutoCAD - Advanced			4	
DRF 295	CADD Directed Project			4	
DRF 280	Cooperative Work Experience-CADD			2	
DRF 281	Cooperative Work Experience Seminar			1	
	Technical electives		3	3	

Legend Notes:

* Minimum Grade C or higher Math courses numbered higher than MTH 95 may be substituted

** Minimum Grade C or higher

Note: Upon successful completion, students will be prepared to take a national certification exam demonstrating their competency and proficiencies in CADD.

CRIMINAL JUSTICE

ASSOCIATE OF APPLIED SCIENCE DEGREE

Job Description:

The field of criminal justice includes jobs such as law enforcement officers, probation and parole officers, correctional officers, and juvenile workers. Law enforcement officers (police officers) are responsible for enforcing laws and maintaining order. Their primary duties are to protect life and property, prevent crimes, and arrest and help prosecute violators. They also prepare written reports of their activities and testify in court.

Parole and probation officers help legal offenders adjust to society. They provide support and guidance to help people identify and solve their problems. Parole officers work with persons who have been released from a correctional institution and spend most of their time counseling offenders who have returned to the community. Probation officers work with juveniles and adults who have been released by the court without sentence or imprisonment. They perform pre-sentence investigations, write reports, give court testimony, and help their clients work toward long range goals.

Correctional officers and juvenile detention workers supervise and control residents in prisons, jails, detention centers, and halfway houses to maintain security and enforce discipline. They oversee the daily activities of inmates, give out work assignments, and help the inmates with specific tasks. They inspect the facilities to ensure that conditions are sanitary and secure. They may supervise inmates in transit and escort them to and from cells, courts, and other facilities. They settle disputes among inmates, prevent escapes, and search and count inmates. Juvenile workers handle case loads similar to parole and probation officers, but work with offenders under 18 years of age.

Employment Opportunities:

Law enforcement officers: Employment is expected to grow as fast as the average for all occupations in Oregon. Parole and probation officers: A bachelor's degree is a minimum requirement for entering this field. Although there is currently a surplus of applicants, the recent passage of a ballot measure may eventually lead to the hiring of many more parole officers. Correctional officers: Employment is expected to grow as fast as the average for all occupations in Oregon. Juvenile Workers: These workers may also need to complete a four-year college degree for some types of employment. Employment opportunities do exist for persons with two years of college training.

Potential Earnings:

The average entry level wage for law enforcement officers is \$2,800 per month and the average maximum wage is \$3,800 per month; the average wage for correctional officers is about \$2,800 per month. The average wage for parole and probation officers and juvenile workers is \$3,500 per month.

<u>First Year</u>				<u>Second Year</u>					
Course Number	Course Title	Credits			Course Number	Course Title	Credits		
		F	W	S			F	W	S
CJ 111	Introduction to Criminal Justice	3			CJ 243	Alcohol and Other Dangerous Drugs +	3		
CJ 130	Introduction to Corrections	3			CJ 203	Crisis Intervention	3		
WR 121	English Composition *	3			SP 112	Persuasive Speech <i>or</i>	3		
CJ 110	Introduction to Law Enforcement		3		SP 219	Small Group Discussion	(3)		
WR 122	English Composition * <i>or</i>		3		CJ 107	Criminal Justice Workshop +		3	
WR 227	Technical Report Writing		(3)		CJ 210	Criminal Investigation +		3	
CJ 120	Introduction to the Judicial Process			3	CJ 280	Cooperative Work Experience - Criminal Justice		2	
CJ 121	Concepts of Criminal Law			3	CJ 281	Coop. Work Experience Seminar - Criminal Justice		1	
SP 111	Fundamentals of Public Speaking			3	MTH 65	Math for Applied Science **** <i>or</i>		4	
CS 131	Introduction to Computer Information Systems <i>or</i>			4	MTH 95	Intermediate Algebra ****		(5)	
CS 101	Fundamentals of Computing <i>and</i>			(1)	SOC 221	Juvenile Delinquency *			3
MIC 145	Intro. to Integrated Software			(3)	CJ 218	Interview & Interrogation Techniques +			3
	Social Science/Humanities ***	3	3	3	CJ 280	Cooperative Work Experience - Criminal Justice			3
	Technical Electives **			3		Technical Electives **	3	3	3
	Electives	3	3			Social Science/Humanities ***	3		
						Electives			3

Technical Electives

Students must complete twelve credits from the following list of courses. Courses used to satisfy program requirements may not be used as technical electives.

Course Number	Course Title	Credits	Course Number	Course Title	Credits
CJ 114	Gender, Race, Class & Crime	3	PHL 102	Ethics	3
CJ 138	Understanding Terrorism	3	PSY 101	Psychology of Human Relations	3
CJ 205	Female Offenders	3	PSY 219	Intro to Abnormal Psychology	3
CJ 212	Report Writing in Criminal Justice	3	SPAN 101,102,103	First Year Spanish <i>or</i>	4 ea
CJ 215	Issues in CJ Supervision and Administration	3	SPAN 111,112,113	Conversational Spanish	
CJ 219	Introduction to Community Policing	3			
CJ 225	Corrections Law	3			
CJ 230	Intro. to Juvenile Corrections	3			
CJ 231	Juvenile Law	3			
CJ 232	Intro. to Corrections Casework <i>or</i>	3			
HS 155	Interviewing for Social Services	(3)			
CJ 280	Cooperative Work Experience – Criminal Justice	3			
GS 111	Introduction to Forensic Science	3			
HS 101	Alcohol Use, Misuse and Addiction	3			
HS 102	Drug Use, Misuse and Addiction	3			
HS 154	Community Resources	3			
HS 201	Family Alcoholism/Addiction	3			

Note: All Criminal Justice courses must be completed with a C grade or higher.

* Minimum grade C or higher.

** Recommend CJ 212 Report Writing in Criminal Justice as a Technical Elective

*** Selected from Arts and Letters and Social Science lists, pages 23 & 24; psychology and/or sociology courses strongly recommended.

**** Minimum grade C or higher. Math courses numbered higher than MTH 95 may be substituted.

+ Prerequisite required, see catalog course descriptions

FIRE SCIENCE

ASSOCIATE OF APPLIED SCIENCE DEGREE

Job Description:

This program offers training and education for those wanting a fire science career, and for career or volunteer firefighters seeking advancement. Some courses offered by Clatsop Community College allow students the option of completing lower division fire science requirements by independent study.

Firefighters protect communities and forests against loss of life, injury, or destruction of property by fire, and respond to medical, rescue, hazardous materials, and other emergencies. Firefighters work as a team with each person assigned special tasks. They operate and maintain fire stations, equipment, and apparatus. They may inspect buildings for fire hazards and investigate fire causes. They spend time educating the public about fire safety, speaking in schools and to citizen groups. Coursework is accredited by the Oregon Fire Standards and Accreditation Board.

Students and entry level firefighters may be required to satisfactorily complete specific agility and endurance requirements, including climbing ladders while carrying tools; wearing personal protective equipment and self-contained breathing apparatus; entering hazardous areas; handling hoses and specified equipment, as well as demonstrating physical strength and overall flexibility.

Employment Opportunities:

The application process for fire department jobs is very competitive. Applicants who complete a Fire Science degree have a greater chance of gaining employment.

Potential Earnings:

The average salary for a firefighter is \$3,600 per month. In rural areas firefighting may be a volunteer position.

<u>First Year</u>		<u>Credits</u>		
<u>Course Number</u>	<u>Course Title</u>	<u>F</u>	<u>W</u>	<u>S</u>
EMT 151	Emergency Medical Technician Basic-Part 1	5		
FRP 172	Fire Codes & Ordinances	3		
GS 104	Physical Science <i>or</i>	4		
PH 201	General Physics	(4)		
EMT 152	Emergency Medical Technician Basic-Part 2	5		
FRP 158	Fire Protection Hydraulics & Water Supply	3		
HPE 295	Health and Fitness for Life	3		
WR 121	English Composition **	3		
FRP 164	Hazardous Materials		3	
FRP 166	Building Construction for Fire Protection		3	
MTH 95	Intermediate Algebra*	5		
SP 111	Fundamentals of Public Speaking		3	
	Technical electives		4	
	Electives	3		2

Technical Electives

Students must complete eight credits from the following list of courses. Courses which are used to satisfy program requirements may not be used as technical electives. Some listed courses may not be offered every year.

<u>Course Number</u>	<u>Course Title</u>	<u>Credits</u>
BI 231,232,233	Human Anatomy and Physiology	4 ea
CJ 203	Crisis Intervention	3
CPL 120	Credit for Prior Learning	3
EMT 165, 166	Emergency Medical Technician Intermediate-Part 1, 2	4 ea
EMT 170	Emergency Comm. & Pt Transportation	3
FRP 155	Instructional Methodology	2
FRP 280	Cooperative Work Experience - Fire Science	3
MA 140	Medical Terminology	3

<u>Second Year</u>		<u>Credits</u>		
<u>Course Number</u>	<u>Course Title</u>	<u>F</u>	<u>W</u>	<u>S</u>
CS 131	Intro to Computer Information Systems <i>or</i>	4		
OA 201	Word Processing Procedures I <i>or</i>	(3)		
MIC 145	Intro to Integrated Software	(3)		
FRP 101	Principles of Emergency Services	4		
FRP 156	Firefighter Law	1		
FRP 157	Firefighter Safety	1		
FRP 168	Emergency Service Rescue	3		
PSY 101	Psychology of Human Relations	3		
FRP 151	Firefighter Skills I		3	
FRP 169	Fire Department Leadership		3	
FRP 171	Fire Protection Systems		3	
FRP 170	Firefighting Strategy and Tactics			3
FRP 181	Fire Prevention			3
FRP 280	Cooperative Work Experience - Fire Science			2
FRP 281	CWE Seminar - Fire Science			1
WR 227	Technical Report Writing **			3
	Social Science/Humanities ***			3
	Technical electives			4

Note: The FRP courses will be offered on a rotating basis every two years.

* Minimum grade C or higher. Math courses numbered higher than MTH 95 may be substituted.

** Minimum grade C or higher.

*** Selected from Arts and Letters and Social Science lists, pages 37 & 38.

GENERAL OFFICE

ONE-YEAR CERTIFICATE PROGRAM

Job Description:

General office clerks perform a variety of clerical duties essential to office operations. Most clerks type, file, and operate calculating and copying machines. They may send, open, route, or answer mail; answer telephones; and greet visitors. They may also compile records and reports, tabulate and post data, and compute wages, taxes, and commissions or payments. Operating word processing equipment efficiently is essential.

Employment Opportunities:

Demand is greatest for those who have good clerical skills and who understand the organization, activities, and terminology of the business. Knowledge of bookkeeping or processing of payroll records may also increase chances for a job.

Potential Earnings:

The average wage is \$1,200 - \$1,800 per month.

Course Number	Course Title	Credits		
		F	W	S
BA 101	Introduction to Business	4		
BA 131	Accounting Procedures I +	3		
CS 131	Intro. to Computer Information Systems	4		
BA 226	Introduction to Business Law I	4		
OA 201	Word Processing I		3	
BA 132	Accounting Procedures II +		3	
CSD 122	Beg. Database Program Development		3	
CSL 107	Spreadsheets		3	
OA 104	English for Business		4	
WR 121	English Composition**			3
BA 214	Business Communications**			3
BA 228	Computer Accounting Applications			3
BA 285	Human Relations in Business			3
MTH 65	Math for Applied Sciences * <i>or</i>			4
MTH 95	Intermediate Algebra*			(5)

* Minimum grade C or higher. Math courses numbered higher than MTH 95 may be substituted.

** Minimum grade C or higher for successful completion of program.

+ Grade C or better required in BA 131 as a prerequisite to BA 132.

MARITIME SCIENCES SPECIALIZED TRAINING

Certificate and Degree Programs

The College offers a Seamanship 1-Year Certificate (page 61) and an Associate of Applied Science Degree in Vessel Operations (page 63.)

Marine Fire Training

The College offers Basic, Advanced & Combined Marine Fire Fighting training in the Fire Research and Response Center (FRRC). The Basic Fire class is a two-day USCG approved course that meets international standards and includes the theory of fire, fire prevention principles, fire detection systems, self-contained breathing apparatus, search & rescue, emergency egress and live fire fighting. The Combined (basic & advanced) Marine Fire Fighting training is a five-day USCG approved course that meets all requirements for basic & advanced fire fighting. Course elements include those of Basic Fire Fighting, plus stowage and handling of hazardous materials, fire fighting effects on ship stability, incident command systems (ICS), fire fighting in port, team training, and complex live fire fighting scenarios.

The FRRC provides a training facility for land-based fire fighters from the regional area and beyond. Classes can be arranged to meet the needs of specific groups. For additional information contact the Maritime Science Department at (503) 325-7962.

Radar Observer Program

The U.S. Coast Guard approved Radar Observer Program offers you five different courses: Five-day original endorsement, three-day "Rivers" original endorsement, one-day "Rivers" recertification, three-day recertification, and one-day recertification. The five-day original endorsement class is required if you are operating vessels 200 gross tons or over on an ocean route or 300 gross tons on any route. The three-day "Rivers" original endorsement course meets federal requirements for operators of towing vessels of 26 feet or more in length operating solely on rivers. The three-day recertification class is designed for you if you need to renew your "unlimited" endorsement and would like to practice your plotting skills before taking the renewal exam. The one-day recertification class does not include any instruction or practice time and is limited to the exam only. The one-day recertification class is recommended only if you have recent time on direct plotting radars. Instruction in the three- and five-day classes will include radar operation, characteristics of radar waves, target identification, plotting (three-day "Rivers" does not include plotting), and rules of the road for using radar.

Cost of the classes includes books and classroom materials. You must pay at the time you reserve your class seat. For more information about registering for the radar school, call the Maritime Science Center, (503) 325-7962.

ARPA Training

The U.S. Coast Guard approved Automatic Radar Plotting Aid (ARPA) course meets the requirements for STCW certification and endorsement for master, mate and officer in charge of a navigational watch on ships equipped with ARPA radar. Students must currently hold an unlimited radar endorsement. The 32-hour course covers principles, performance standards and operation of ARPA radar and includes recertification for the unlimited radar endorsement. Additional information about this program can be obtained by contacting the Maritime Science Center, (503) 325-7962.

STCW GMDSS Training

The U.S. Coast Guard approved 70-hour Global Marine Distress Safety System (GMDSS) course meets the minimum required training for certification as GMDSS operator in accordance with USCG and STCW standards. The course includes principles of communications, GMDSS communications system, GMDSS equipment, distress alerting and operational procedures. The student will operate actual GMDSS equipment with state of the art simulation hardware. Additional information about this program can be obtained by contacting the Maritime Science Center, (503) 325-7962.

Basic Safety Training

The U.S. Coast Guard STCW-95 approved 40-hour Basic Safety Training class includes the following modules; Personal Safety; Social Responsibility; Basic Fire Fighting and Elementary First Aid. This Class meets the STCW-95 requirements for mariners sailing beyond the boundary line.

Bridge Resource Management

The U.S. Coast Guard STCW-95 approved 24-hour Bridge Resource Management course satisfies the requirements for procedures for bridge team work, as set forth in Title 46 CFR, parts 10.205(3)(0) and Section B-VIII/2 of the STCW code.

Proficiency in Survival Craft (Lifeboatman)

The U.S. Coast Guard approved 32-hour Proficiency in Survival Craft course satisfies the requirements for individuals in charge of survival craft, as set forth in title 46 CFR parts 12.10 and table A-V/1/2-1 of the STCW code.

MARITIME SCIENCES SPECIALIZED TRAINING

SPECIALIZED TRAINING PROGRAMS AND COURSES IN THE MARITIME SCIENCES

Clatsop Community College's Maritime Science Department (MSD) offers specialized maritime training programs and courses. We offer training for individuals at entry skill levels and for mariners employed within the industry. An example of a group of specialized training courses and programs are the U.S. Coast Guard approved programs. The approved programs may do one, or more, of following; (1) meet U.S. Coast Guard and International Maritime Organization (IMO) training requirements; (2) lead to Coast Guard and STCW (Standards of Training, Certification and Watchkeeping for Seafarers) endorsements; (3) or satisfy Code of Federal Regulation (CFR) requirements.

Courses that lead to U.S. Coast Guard license endorsements include:

1. Radar Observer Original, "Unlimited". (40-hour course)
2. Radar Observer Original, "Rivers". (24-hour course)
3. Radar Observer Re-Certification, "Unlimited" and "Rivers". (8 and 24-hours)
4. Automatic Radar Plotting Aids. (ARPA)
5. Global Marine Distress Safety System. (GMDSS)
6. Celestial Navigation, "Upon Ocean" endorsement for licenses up to 1600 gross tons. (Minimum of 60-hours required for licenses of 500 gross tons or greater)*
7. Proficiency in Survival Craft (32-hour)

The College's License Training Program is approved to satisfy CFR requirements. The approval allows students to complete the Training Program in lieu of U.S. Coast Guard testing for the following licenses:

1. Master/Mate 200 Gross Tons - Near Coastal/Inland Waters.*
 2. Master/Mate 100 Gross Tons - Near Coastal/Inland Waters.*
 3. Operator of Uninspected Passenger Vessels.*
 4. Master/Operator Limited Scope Waters. (40-hours)
- *See the section on Modular Classes for an explanation of required hours.

Maritime Science Department courses that meet CFR, IMO or Federal Communication Commission (FCC) requirements include:

1. Marine Safety (24-hours), CFR requirements
2. Basic Safety Training (40-hours), IMO and CFR requirements
3. HAZWOPER (24 and 40 hour), CFR requirements
4. FCC examination, Element 1 (Marine Radio Operator Permit) and Element 1 and 7
5. Global Marine Distress Safety System (GMDSS) Radio Operator, CFR requirements
6. Bridge Resource Management (24 hour) IMD & CFR requirements.

Maritime Science Department's class format

Classes in the Maritime Science Department meet 8:00 A.M. - 5:00 P.M., Monday through Friday. The courses, or programs, marked with an asterisk * are modular classes. Students may start modular classes any day of the week and complete the required modules at their own learning rate. We sell most modules in forty-hour blocks of time.

The modular format allows students working in the industry additional flexibility for upgrading skills and training requirements.

MEDICAL ASSISTANT

ONE-YEAR CERTIFICATE PROGRAM

The Medical Assistant Program prepares students for entry level employment in a physician's clinic or a variety of other health care settings. Program graduates will have the academic, administrative and clinical skills necessary for an allied healthcare professional. Courses cover anatomy, physiology, and medical terminology, as well as, computers, office procedures, communication, psychology and math.

Job Description:

Medical Assistants perform routine administrative and clinical tasks to keep healthcare delivery systems running smoothly. An MA will work in reception, scheduling, medical records, insurance billing, and as a medical office secretary. An MA will also work as a clinical assistant to the physician by preparing patients for examinations, assisting with treatments, collecting and testing specimens and educating patients on health promotion and disease prevention issues.

Employment Opportunities:

The job outlook is excellent, locally, regionally, nationally and is projected to grow.

Potential earnings:

The average rate of pay for Medical Assistants in Oregon is \$29,274 annually.

Course Number	Course Title	Credits		
		F	W	S
MA 112	Medical Assistant Clinical Procedures	3		
OA 104	English for Business	4		
CS 131	Intro to Computer Info Systems	4		
MA 140	Medical Terminology I	3		
OA 116	Office Procedures	4		
MA 133	Medical Assistant Practicum I		4	
MTH 65	Math for Applied Science**		4	
MA 141	Medical Terminology II		3	
MA 113	Medical Assistant Clinical Procedures II*		4	
BI 121	Basic Human Anatomy & Physiology I*		3	
WR 121	English Composition*			3
BI 122	Basic Human Anatomy & Physiology II			3
MA 115	Pharmacology for Medical Assistants I			2
MA 231	Medical Assistant Practicum II			5
PSY 101	Psychology of Human Relations			3

* Minimum grade of "C" or higher.

** Minimum grade of "C" or higher. May substitute MTH 95 or higher.

NURSING

Nursing Program Admission Requirements

Nursing program enrollment is limited. Acceptance into the nursing program is determined by a weighted point system from a pool of qualified applicants. A student must meet the minimum requirements to be considered for admission. If the minimum requirements have been met the student's application will be evaluated and awarded points in a competitive process. The top ranking individuals will be offered admission to the program. Remaining qualified candidates are placed on a ranked alternate list which expires when fall term commences. A program information and application packet can be obtained from the Admissions Office or the college web site.

The following minimum requirements must be met by the published deadline for an application to be evaluated. Please see this catalog for course descriptions.

A student must meet the following Minimum Evaluation Requirements:

1. GPA REQUIREMENT: You must meet one of the following criteria.

- A minimum of 24 college credits with a cumulative 3.0 GPA for all college credits earned.
- **OR** You may choose to use only those college credits you earned in the last 7 years if you have earned a minimum of 24 credits. All of those credits must have a cumulative GPA of 3.0.

PLEASE NOTE: If you choose to use only those college credits that you have earned in the last 7 years, any nursing degree requirements completed more than 7 years ago will not be applied to your degree requirements. You must meet those requirements to graduate.

- **OR** A high school diploma with a 3.0 GPA.*
- **OR** A GED certificate with a minimum overall average score of 460 (or prior to 2001, an overall average score of 46).*

* If you have at least 24 college credits, your GPA will be computed using your college credits, not your high school credits, or your GED score.

2. WRITING REQUIREMENT: You must meet one of the following criteria.

- Completion of WR 121 English Composition or higher completed with a grade of C or above.
- **OR** Demonstrated readiness for WR 121 by a minimum score of 45 on the ASSET Writing Placement Test or 77 on the COMPASS Writing Placement Test.

3. READING REQUIREMENT: You must meet this requirement.

- Minimum score of 42 on the ASSET Reading Placement Test or 81 on the COMPASS Reading Placement Test.

THE FOLLOWING REQUIREMENTS MUST BE COMPLETED IN THE LAST 7 YEARS.

4. MATH REQUIREMENT: You must meet one of the following criteria.

- MTH 95 Intermediate Algebra or MTH 111 College Algebra or a course for which MTH 111 is a prerequisite completed with a grade of C or above.
- **OR** Demonstrated readiness for MTH 111 College Algebra or higher demonstrated by a minimum score of 34 on the ASSET College Algebra Test or 36 on the COMPASS College Algebra Test.

5. ANATOMY AND PHYSIOLOGY REQUIREMENT: You must meet this requirement.

- Completion of BI 231 and BI 232 or the equivalent as determined by the Clatsop Community College Registrar's Office completed with a grade of C or above.

PLEASE NOTE: If selected for the Nursing Program, you must complete BI 233 or the equivalent as determined by the Clatsop Community College Registrar's Office with a grade of C or above before the start of the nursing program in the fall term. BI 233 may not be offered at Clatsop summer term.

Once accepted into the program the student will need to pay a non-refundable deposit, pass a Criminal Background Check and meet other requirements for immunization, basic nursing skills and CPR training. These requirements can be found in the nursing application.

NURSING

Nursing Program Admission Requirements Special Considerations

Clinical rotations:

A student planning on entering the nursing program must be aware that clinical rotations may take place in Clatsop, Tillamook or Pacific Counties. These rotations may be on weekends, evenings or day shifts. Students are expected to have reliable transportation in order to attend required clinical rotations. Students are assigned to specific clinical sites based on a variety of factors including practice level, course curriculum goals, availability of experiences, faculty supervision and individual student needs. Each student's individual educational and practice needs are carefully considered when placements at the clinical sites are made.

Online instruction:

Students need to be aware that the nursing program uses online instruction for selected courses, communication, assignments, testing and additional content delivery throughout the program. Students may use their own personal computers but support will only be provided by college personnel for issues directly related to the use of college email and BlackBoard (the course management system used by the college.) Use of college computers is highly encouraged and made available in computer labs housed throughout the campus as well as at the South County Campus in Seaside. Students should be aware of hours of operations for the labs provided by the College. This information is published on the College web site.

Re-entry or Advanced Placement Admission

Students applying for either re-entry or advanced placement must complete the appropriate application by the due date to be considered. A student may enter the nursing program after NUR 101 under one of two categories:

Re-entry

A student, who withdraws from the CCC nursing program after NUR 101, has one opportunity to reenter. A student is eligible for re-entry if he/she:

- applies to the nursing program within the one year after the term he/she withdrew (or two years if enrolled in the Tillamook cohort.)
- has met the terms of his/her re-entry agreement.
- successfully completes any identified standardized tests.
- completes all degree program requirements up to point of re-entry.

Acceptance is determined by a weighted point scale and contingent on availability of space.

Advanced Placement

A student is eligible for advanced placement if he/she has:

- been out of the CCC nursing program for more than one year (two years if enrolled in the Tillamook cohort) *or*
- been previously enrolled in a nursing program at another college.
- completed all degree course requirements up to point of entry.

All students seeking admission into the second year will be required to take the PN predictor standardized test and score at the 60th percentile or higher for the Individual National Percentile.

Students seeking admission into other terms of the nursing program may be required to take a standardized test. Point of entry will be determined by the nursing faculty based on evaluation of scores.

Acceptance is determined by a weighted point scale and contingent on availability of space.

At the discretion of the nursing faculty, students may be required to take NUR 111, Nursing Concepts and Clinical Practice at variable credits – 1-3, prior to reentry/entry into nursing program.

NURSING

ASSOCIATE OF APPLIED SCIENCE DEGREE

Job Description:

Registered nurses (RNs) are caring and use their knowledge, skills, and problem-solving to help individuals, families, and groups with health needs. RNs plan care and work with people to help them become healthier or to regain health after illness or surgery. Nurses teach health practices to clients and other health care providers, and frequently supervise the work of nursing assistants and practical nurses. RNs also administer medications and perform treatments for patients. Nurses work in a variety of settings, including hospitals and long-term care, schools, industry, clinics, and patients' homes. With advanced education, nurses may work as managers, educators, public health nurses, as a clinical specialist, or independently as a nurse practitioner.

Employment Opportunities:

The need for registered nurses is critical at the present time, and is expected to increase.

Potential Earnings:

The average wage in Oregon is approximately \$27.15 per hour or \$56,455 annually depending where the nurse works.

First Year					Second Year					
Course Number	Course Title	Credits				Course Number	Course Title	Credits		
		F	W	S	Su			F	W	S
BI 234	Introductory Microbiology	4				NUR 201	Nursing: Clients in Crisis +	8		
NUR 101	Nursing: Foundations of Care +	8				NUR 231	Collaborative Practice III	2		
NUR 115A	Nursing Study Skills	1				NUR 202	Nursing: Families in Crisis +		9	
NUR 102	Nursing: Focus on Individuals +		9			NUR 232	Collaborative Practice IV		1	
NUR 112	Collaborative Practice I		2			NFM 225	Human Nutrition		4	
NUR 115B	Physical Assessment I		1			NUR 208	Nursing: Transition to Practice +			8
PSY 215	Developmental Psychology		3			WR 122, 123	English Composition <u>or</u>			3
NUR 103	Nursing: Focus on Families+			9		WR 227	Technical Report Writing			(3)
NUR 113	Collaborative Practice II			1			Health or PE elective*			1-3
WR 121	English Composition			3			Social Science elective**			3
NUR 115C	Physical Assessment II			1			Arts & Letters elective***			3
NUR 109	Nursing: Mental Health +				4					
NUR 111	Nursing Concepts & Clinical Practice #				1-3					
	CS or MIC elective			1						
	Health or PE elective*			1-3						
	Math requirement — see "note" below									

Note: In addition to above, either MTH 95, MTH 111, or a course for which MTH 111 is a prerequisite, must be successfully completed with a grade "C" or higher. Math course to be taken during any term prior to entering the second year.

Total credits to graduate (does *not* include prerequisites): 95

+ Contains human relations components.

* Any of the following classes may be selected to fill the health or physical activity elective: PSY 190 Stress Theory and Management; HPE 295 Health and Fitness for Life; or PE 185 Physical Education.

** Selected from Social Science list on page 37 & 38.

NUR 111 required for selected advanced placement students only.

*** Selected from Arts and Letters list on page 37.

Notes: All nursing courses must be completed with a C grade or higher to continue in the program and progress to the next term. All first year program requirements must be completed with a C grade or higher to enter the second year of the program. All required courses must be completed with a C grade or higher to receive the degree.

NURSING - PRACTICAL NURSING

FOUR-TERM CERTIFICATE PROGRAM

Note: This is not a stand alone program. Students enrolled in the AAS Degree Nursing may earn this certificate upon successful completion of the above identified required courses. Students are then eligible to take the NCLEX-PN test.

Job Description:

The licensed practical nurse (LPN) cares for patients under the direction of an RN, physician, or dentist. LPNs collect information about the patient's health, help plan care, and administer medications and other treatments. Practical nurses work primarily in hospitals and long-term care. They may also work in medical or dental offices, clinics, and caring for patients in the home.

Employment Opportunities:

Employment opportunities for LPNs are fairly stable at this time, with some growth expected.

Potential Earnings:

The average wage for LPNs is approximately \$16.50 per hour in Oregon.

Course Number	Course Title	Credits			
		F	W	S	Su
BI 234	Microbiology	4			
NUR 101	Nursing: Foundations of Care +	8			
NUR 102	Nursing: Focus on Individuals +		9		
NUR 112	Collaborative Practice I		2		
PSY 215	Developmental Psychology		3		
NUR 103	Nursing: Focus on Families +			9	
NUR 113	Collaborative Practice II			1	
WR 121	English Composition			3	
NUR 109	Nursing: Mental Health +				4
	CS or MIC elective	1			
	Health or PE elective*	1-3			

In addition to above, either MTH 95, MTH 111, or a course for which MTH 111 is a prerequisite, must be successfully completed with a grade "C" or higher. Math course may be taken during any term prior to graduation.

Total credits to graduate (does *not* include prerequisites): 52

* Any of the following classes may be selected to fill the health or physical activity elective: PSY 190 Stress Theory and Management; HPE 295 Health and Fitness for Life; or PE 185 Physical Education.

+ Contains human relations components.

Note: All nursing classes must be completed with a C grade or higher to continue in the program and progress to the next term. All required courses must be completed with a C grade or higher to receive the certificate.

OFFICE SYSTEMS MANAGEMENT

ASSOCIATE OF APPLIED SCIENCE DEGREE

Job Description:

Office Managers have coordination and management responsibilities in an office. Their duties may include organizing and assigning work, supervising employees, monitoring and reporting productivity, and managing budgets.

Employment Opportunities:

Employment is estimated to be much larger than the statewide average. Reasonable employment opportunities exist largely due to the significant number of job openings projected for this occupation.

Potential Earnings:

A typical entry level wage could be \$13.50 per hour, depending on experience; maximum may go to \$25.00 or more per hour.

First Year				Second Year					
Course Number	Course Title	Credits			Course Number	Course Title	Credits		
		F	W	S			F	W	S
BA 101	Introduction to Business	4			OA 116	Office Procedures ***	4		
BA 131	Accounting Procedures I +	3			OA 131	10-Key Skill Building	1		
CS 131	Intro. to Computer Information Systems	4			OA 202	Word Processing Procedures II	3		
BA 126	Introduction to Business Law I	4			OA 240	Filing and Records Management	3		
OA 201	Word Processing I		3		BA 177	Payroll		3	
BA 132	Accounting Procedures II +		3		MIC 207	Presentation Software		2	
CSD 122	Beg. Database Program Development		3		OA 205	Desktop Publishing		2	
CSL 107	Spreadsheets		3		OA 225	Machine Transcription		3	
OA 104	English for Business		4		SP 111	Fundamentals of Public Speaking <i>or</i>		3	
WR 121	English Composition**			3	SP 219	Small Group Discussion		(3)	
BA 214	Business Communications**			3	BA 230	Management Info. Systems			3
BA 228	Computer Accounting Applications			3	OA 280	Coop. Work Experience - Office Admin.			2
BA 285	Human Relations in Business			3	OA 281	CWE Seminar - Office Administration ++			1
MTH 65	Math for Applied Sciences * <i>or</i>			4	OA 295	Office Systems Directed Project			4
MTH 95	Intermediate Algebra*			(5)		Electives #	3	1	6

* Minimum grade C or higher. Math courses numbered higher than MTH 95 may be substituted.

** Minimum grade C or higher for successful completion of program.

*** Contains human relations component

+ Grade C or better required in BA 131 as a prerequisite to BA 132.

++ The CWE Seminar requirement for any Business degree can be met by completing one of the following courses: BA 281, CS 281, or OA 281.

To specialize for a career in a medical office, it is suggested that you take the following for electives: MA 140 Medical Terminology I; MA 141 Medical Terminology II; OA 142 Medical Transcription. To add to your employment opportunities in office management, it is suggested that you take the following technology courses so you will be able to work with office networking: CS 144 A+ Certification Preparation I; CS 145 A+ Certification Preparation II; CS 151 Network+ Certification Preparation

RETAIL MANAGEMENT

LESS-THAN-ONE-YEAR CERTIFICATE *OR* ONE-YEAR CERTIFICATE

Job Description:

Retail management describes those who have leadership responsibilities in a retail organization. They may own and/or operate small retail firms or work for larger retail firms. Their duties may include marketing, managing finances, supervising employees, purchasing goods and services, and monitoring sales transactions.

Employment Opportunities:

Employment in this field is expected to grow. Prospects are very good for those who want to own a retail business or enter management in the retail field, especially if they have determination and retail management skills. Continued education has been identified by the retail industry as a trait of successful upwardly mobile retail managers. Those who wish to continue to progress into management and roles of responsibilities should consider continuing their education to obtain the one-year certificate and then a degree in management.

Potential Earnings:

A typical entry level wage could be \$22,000 per year, depending on experience; maximum may go to \$60,000 or more per year with an average salary of \$33,000.

Less-Than-One-Year Certificate Program

Course Number	Course Title	Credits		
		F	W	S
BA 131	Accounting Procedures I	3		
BA 206	Management Fundamentals <i>or</i>	3		
BA 101	Introduction to Business	(4)		
SP 111	Fundamentals of Public Speaking	3		
BA 223	Principles of Marketing		3	
MTH 65	Math for Applied Science <i>or</i>		4	
MTH 95	Intermediate Algebra *		(5)	
CS 131	Introduction to Computer Info. Systems		4	
BA 214	Business Communications			3
BA 285	Human Relations in Business			3
BA 224	Human Resources Management			3
BA 249	Retailing			3

One-Year Certificate Program

Course Number	Course Title	Credits		
		F	W	S
BA 131	Accounting Procedures I	3		
BA 206	Management Fundamentals <i>or</i>	3		
BA 101	Introduction to Business	(4)		
MTH 65	Math for Applied Sciences <i>or</i>		4	
MTH 95	Intermediate Algebra *		(5)	
SP 111	Fundamentals of Public Speaking		3	
WR 121	English Composition			3
CS 131	Introduction to Computer Info Systems			4
BA 223	Principles of Marketing			3
BA 214	Business Communications			3
BA 224	Human Resources Management			3
BA 249	Retailing			3
BA 285	Human Relations in Business			3
	Electives **	2	5	3

* Math courses numbered higher than MTH 95 may be substituted.

** Students must complete ten (10) credits of electives to be selected from credit courses over the 100 level. The college agrees to accept credit courses over the 100 level from other institutions approved to offer this one-year certificate.

SEAMANSHIP

ONE-YEAR CERTIFICATE

Job Description:

Individuals completing this competency-based training program will have the requisite knowledge, skills, work habits and attitude to perform work on a vessel in an entry level position. A seaman employed in the maritime industry works as a deckhand on commercial vessels and is responsible for keeping the vessel and its equipment in working order. The individual may stand watches—conducting the vessel from one point to another while adhering to the principles of navigation and the rules of the road. Upon completion of this program, students will have the skills and knowledge to pass the United States Coast Guard Able Seaman exam and, those meeting USCG requirements, may complete the program with a Merchant Mariner’s Document.

Employment Opportunities:

The job outlook for crewmembers in the maritime industry is good regionally, nationally, and globally. Entry level deckhands work on a wide range of vessels performing a variety of tasks. Contracts often require crewmembers to work twelve hour days for weeks or months at a time while away from home.

Potential Earnings:

Wages for sailors and marine oilers average \$17.00 per hour.

Course Number	Course Title	Credits		
		F	W	S
MAS 150	Marine Safety, <i>or</i>	2		
MAS 135	STCW Basic Safety Training	(3)		
MAS 155	Introduction to Watch Keeping	2		
MAS 165	Practical Navigation	2		
MAS 168	Charts, Aids to Navigation, and Magnetic Compasses***	3		
MAS 175	Rules of the Road***	3		
MAS 181	Seamanship I	2		
MAS 184	Galley Cooking	2		
MAS 182	Seamanship II		2	
MTH 65	Math for Applied Science* <i>or</i>		4	
MTH 95	Intermediate Algebra*		(5)	
MAS 183	Seamanship III			2
PSY 101	Psychology of Human Relations			3
WR 121	English Composition**			3
	Technical Electives	3	6	6

TECHNICAL ELECTIVES

Students must complete 15 credits from the following list of courses.

Course Number	Course Title	Credits
MAS 100	Maritime Occupations	2
MAS 121	Able Seaman Training	4
MAS 130	Radar Observer: Original Endorsement, Unlimited	2
MAS 135	STCW Basic Safety Training (if not already taken as a degree requirement)	3
MAS 137	Radar Navigation	2
MAS 138	STCW Proficiency in Survival Craft	2
MAS 139	STCW Basic Firefighting	1
MAS 144	STCW Advanced Firefighting	2
MAS 147	Rules and Regulations	3
MAS 148	Vessel Stability	3
MAS 164	Introduction to Navigation***	3
MAS 170	Marine Weather, Tides, Currents, and Waves***	3
MAS 171	Coastal Navigation & Voyage Planning	3
MAS 180	Marine Electronics***	3
MAS 185	Bridge to Bridge Communication	3
MAS 189	Applied Rigging Technology	2
MAS 190	Vessel Practicum	1-3
MAS 191	Deckhand Practicum +	1-4
MAS 192	Intro to Deck Machinery & Safety	2
MAS 193	Intro to Engine Room Maintenance & Safety	2
MAS 280	Cooperative Work Experience:	
	Maritime Sciences	4
	Welding (any class)	3

* Minimum grade C or higher. Math courses numbered higher than MTH 95 may be substituted.

** Minimum grade C or higher.

*** Course is offered in an individualized format.

+ Four (4) credits of MAS 191, Deckhand Practicum, may be applied toward the AGS degree, Associate of Applied Science degree, and the One-Year Maritime Science certificate.

TRUCK DRIVING

PROFESSIONAL TRUCK DRIVING LESS-THAN-ONE-YEAR CERTIFICATE (pending State approval)

Job Description:

Professional truck driving training prepares the student to enter a wide variety of work within the transportation and logistics industry. While interstate truck operation is limited to those 21 or older, younger graduates have opportunities in associated jobs such as warehousing and local delivery.

Employment Opportunities:

Employment in this field is expected to grow. Shortages of trained drivers are projected for the near future. Local opportunities exist in natural resource transportation and local delivery. Plentiful opportunities exist for over-the-road careers and with regional distribution companies based in the Willamette Valley. Experience as a professional truck driver can be a pathway, after further education, to careers as dispatcher, manager of logistics operations, and as an owner of a transportation-based enterprise.

Potential Earnings:

An average entry level wage for Truck Drivers, Heavy and Tractor-Trailer is currently \$12.13 per hour, depending on experience; maximum may go to \$23.34 or more per hour with an average wage of \$16.49 per hour.

Course

Number	Course Title	Credits	Total Hours	
TTL 101	Introduction to Transportation and Logistics	4	40	Offered as needed
TTL 121	Practical Applications in Transportation and Logistics	6	120	Offered as needed
TTL 141	Transportation Customer Service Skills	3	30	Offered as needed
TTL 180	Transportation Cooperative Work Experience	6	200	Offered as needed
		19	390	Individual Instruction

Courses in the program are offered as needed on a condensed schedule requiring full-time commitment, 40 hours per week.

VESSEL OPERATIONS

ASSOCIATE OF APPLIED SCIENCE DEGREE

Job Description:

This competency-based program will provide an individual with the requisite knowledge, skills, work habits and attitude to perform work on a vessel as an entry level deckhand. Job tasks include handling lines, performing routine vessel and gear maintenance, participating in drills, performing galley duties, standing watches, and becoming part of a working crew in a close quarters environment. Course curriculum follows industry needs as presented by the Maritime Science Department advisory committee. Classes are taught in a practical atmosphere and employ extensive use of a training vessel. This program would be of interest to people who desire a professional career path with advancement opportunities that are in a non-traditional setting. Students completing this program will be qualified to work as crewmembers on research vessels, merchant ships, tugs, charter and passenger vessels, and commercial fishing vessels. Professional licensing is available to students who meet US Coast Guard requirements.

Employment Opportunities:

The job outlook for crewmembers in the maritime industry is good regionally, nationally, and globally. Entry level deckhands work on a wide range of vessels performing a variety of tasks. Contracts often require crewmember to work twelve hour days for weeks or months at a time while away from home.

Potential Earning:

Wages for sailors and marine oilers average \$17.00 per hour. Captains and mates may earn 3 to 4 times as much, depending upon experience.

<u>First Year</u>			<u>Second Year</u>		
Course Number	Course Title	Credits	Course Number	Course Title	Credits
MTH 65	Math for Applied Sciences * <i>or</i>	4	BA 214	Business Communications *	3
MTH 95	Intermediate Algebra *			<i>(or course higher than WR 121)</i>	
	<i>(or a course higher than MTH 95)</i>	(5)	HS 101	Alcohol use, Misuse, and Addiction	3
WR 121	English Composition*	3		<i>(or HS 102, Drug Use, Misuse, and Addiction; or any acceptable three credit Humanities or Social Science course)</i>	
PSY 101	Psychology of Human Relations	3	CS 101	Fundamentals of Computing	
IT 140	Industrial Safety	1		<i>(or computer course higher than CS 101)</i>	1
MAS 181	Seamanship I	2	PH 201	General Physics <i>or</i>	5
MAS 182	Seamanship II	2	PH 211	Physics with Calculus	(5)
MAS 183	Seamanship III	2	MAS 186	Small Vessel Operations I	2
MAS 184	Galley Cooking	2	MAS 187	Small Vessel Operations II	2
MAS 150	Crewmember Training Marine Safety, <i>or</i>	2	MAS 188	Small Vessel Operations III	2
MAS 135	STCW Basic Safety Training	(3)	MAS 171	Coastal Navigation & Voyage Planning	3
MAS 155	Introduction to Watchkeeping	2	MAS 180	Marine Electronics	2
MAS 164	Introduction to Navigation	3	HM 120	Hazardous Materials & Emergency Response Training	1
MAS 165	Practical Navigation	2	MAS 190	Vessel Practicum	S 2
MAS 168	Charts, Aids to Navigation, & Marine Compasses	3	MAS 147	Rules and Regulations	S 3
MAS 175	Rules of the Road	3	MAS 148	Vessel Stability	S 3
MAS 190	Vessel Practicum	S 1	MAS 185	Bridge to Bridge Communication	S 3
MAS 100	Maritime Occupations	S 2	MAS 130	Radar Observer: Original Endorsement, Unlimited	S 2
MAS 170	Marine Weather, Tides, Currents, and Waves	S 3	IT 110	Applied Technology Project	S 2
WLD	Welding	S 1			

Technical Electives Course List

Students must complete 32 elective credits from either the suggested electives or the list of technical electives.

The following technical electives may be substituted for any suggested elective (S)

MAS 190	Vessel Practicum	1 - 3
MAS 191	Deckhand Practicum	1 - 4
MAS 125	500/1600/Unlimited License Prep.	2 - 8
MAS 280	Marine Cooperative Work Experience	1 - 4
MAS	Any other Maritime Science course numbered 100 or above may be used for Technical electives	
WLD	Maximum of eight (8) credits of welding courses	1 - 8
AUTO 108	Engine Fundamentals and Repair	4
IT 101	Engine Rebuilding – Gasoline	4
IT 110	Applied Technology Project	2
IT 141	Tool & Shop Basics	1
IT 208	Mechanical Drives and Transmission of Power	4
PH 202,203	General Physics	5 ea
PH 212,213	Physics with Calculus	5 ea

S = Suggested Elective

* Minimum grade C or higher.

WELDING

AMERICAN WELDING SOCIETY ENTRY LEVEL WELDING ONE-YEAR CERTIFICATE PROGRAM

Job Description:

This competency based program will provide an individual with the prerequisite knowledge, skills, work habits and attitude required to perform routine, predictable, proceduralized tasks as defined by the American Welding Society. These entry-level welding tasks involve motor skills and limited theoretical knowledge and are performed under close supervision. Course curriculum follows the AWS specifications for qualification and certification of QC10-95 entry level welder. This program is one step on the ladder of skills the trainees may achieve in their quest for a rewarding career. People who are creative and enjoy mind-hand challenges will find opportunities for advancement and experience a great sense of pride in workmanship as they ply their trade.

Employment Opportunities:

The job outlook for welding is good regionally, nationally and globally. Entry level welders are employed in a wide range of industries that use welding and welding-related tasks during daily operations.

Potential Earnings:

Presently starting wages in Oregon are about \$13.00/hour, with top wages to about \$19.00/hour as the individual's skill level increases.

Program Requirements: The department recommends that students enter the program at the beginning of a scheduled term, based on space availability. Some classes may not be offered every term. Acceptance into the program is based on COMPASS placement test scores that demonstrate proficiency of basic math and high school level reading/writing skills. Because a variety of working conditions exist in the welding field, a person generally should be in good physical condition and be able to stand, stoop, kneel and bend. Good eyesight, especially depth perception, is necessary for a welder.

Course Number	Course Title	Credits		
		F	W	S
IT 140	Industrial Safety ***	1		
IT 141	Tool & Shop Basics	1		
DRF 139	Technical Print Interpretation	3		
MTH 65	Mathematics For Applied Sciences* <i>or</i>	4		
MTH 95	Intermediate Algebra*	(5)		
WLD 100	Materials Processing	4		
WLD 101	Shielded Metal Arc Welding Process	10		
WLD 102	Gas Metal Arc Welding Process		9	
WLD 103	Flux Core Arc Welding Process		9	
WR 121	English Composition**		3	
PSY 101	Psychology of Human Relations			3
WLD 104	Gas Tungsten Arc Welding Process			8
IT 280	Cooperative Work Experience			2
IT 281	Cooperative Work Experience Seminar			1

Legend Notes:

- * Minimum Grade C or higher. Math courses numbered higher than MTH 95 may be substituted.
- ** Minimum Grade C or higher.
- *** IT 140 uses CD-ROM training modules. Satisfactory completion of this class is required before taking classes in any of the shop facilities.

Notes: The program addresses the application of technical writing skill as the trainee delivers written quality control reports for each welding process workmanship sampling. Students demonstrate practical math applications throughout the program, especially in the workmanship assessment projects.

Upon completion the trainees will receive a Certificate of Completion from AWS qualifying them as a nationally recognized entry level welder. They will also be registered in the AWS databank for certificate verification purposes.

ASSOCIATE OF ARTS OREGON TRANSFER (AA/OT)

Role Descriptions: The Oregon Transfer Program is designed for students who will continue with upper division studies in Oregon colleges and universities, and who will function as effective citizens in a democratic society and as members of a local and global community.

Intended Learning Outcomes: Learning experiences in this program are designed to assist the student in realizing the following outcomes:

1. Engage in civic opportunities with a sense of personal empowerment.
2. Use research skills to access information from multiple sources; use critical thinking skills to evaluate and synthesize information in the form of conclusions, ideas, and opinions.
3. Express ideas clearly and creatively in diverse ways through art, speech, writing, technologies, and mathematics.
4. Draw on knowledge of the arts and sciences to compete effectively in upper division coursework.
5. Use effective life skills to improve and maintain mental and physical wellbeing.
6. Apply learning skills to advance in academic, career, and personal development.
7. Enter and compete effectively in the work force.
8. Recognize, understand, and respond to the wonders and challenges of the natural environment through participation in environmental literacy efforts.
9. Recognize one's role in world community issues with a respect for diverse cultures and differing world views while embracing a sense of pride in one's own regional values and historical heritage.

ASSOCIATE OF GENERAL STUDIES (AGS) Role Descriptions: The General Studies Program is designed to meet the needs of students wanting to focus their studies in an area of personal choice across multiple disciplines.

Intended Learning Outcomes: Learning experiences in this program are designed to assist the student in realizing the following outcomes:

1. Read and critically interpret text (written, visual, digital); process content and context to construct meaning.
2. Communicate clearly and effectively through verbal, written, visual, and quantitative expressions.
3. Engage in creative inquiry and expression.
4. Solve problems using science, math, and technology.
5. Draw from multiple disciplines in order to understand the human condition.
6. Contribute as a member of the local community with a cultural and historical understanding of the northwest region in a global context.
7. Bring an understanding of the value of diversity to the community, the workplace, and the home; learn from different cultures, belief systems, and life styles.
8. Investigate, interpret, and communicate ideas about both natural and cultural landscapes.
9. Develop habits and skills that lead to the accomplishment of goals.
10. Seek out and engage in lifelong learning opportunities that broaden perspective, deepen understanding, and increase personal fulfillment.

ASSOCIATE OF SCIENCE OREGON TRANSFER PROGRAM IN BUSINESS

Role Descriptions: The Oregon Transfer Program in Business is designed for the person intending to transfer to upper division work in Business at a four-year Oregon University.

Intended Learning Outcomes: Learning experiences in this program are designed to assist the student in realizing the following outcomes:

1. Work within the ethical, legal, and regulatory parameters for business enterprises.
2. Calculate, compile, and analyze financial records to make prudent business decisions.
3. Draw on knowledge of the arts and sciences to address business-related issues.
4. Use an understanding of economic policy to reflect on personal, local, and world issues.
5. Express ideas clearly and creatively in diverse ways through art, speech, writing, technologies, and mathematics.
6. Use research skills to access information from multiple sources; use critical thinking skills to evaluate and synthesize information in the form of conclusions, ideas, and opinions.
7. Engage in civic opportunities with a sense of personal empowerment.
8. Apply identified learning skills to advance in academic, career, and personal development across the lifespan.
9. Show respect for diverse cultures and differing world views while embracing a sense of pride in one's own regional values and heritage.

ACCOUNTING: ASSOCIATE OF SCIENCE DEGREE

Role Descriptions: The Accounting Program is designed for persons who intend to enter the accounting profession as assistant accountant, bookkeeper, or accounting clerk.

Intended Learning Outcomes: Learning experiences in this program are designed to assist the student in realizing the following outcomes:

1. Apply fundamental accounting principles to the needs of an organization or individual client.
2. Compile and prepare accurate and timely financial information – journal entries, payroll, tax documents, reconciliations, and financial statements.
3. Organize, analyze, interpret, and present financial data that informs the decision-making process.
4. Convey financial information effectively to accounting professionals and non-financial persons both orally and in writing.
5. Use traditional and emerging technologies to improve quality of business solutions and increase productivity.
6. Collaborate effectively with diverse individuals and organizations to achieve their financial goals.
7. Articulate how accounting functions and practices impact an organization at every level.
8. Initiate and display professional and ethical behaviors individually and collaboratively that contribute to continued employability.

APPRENTICESHIP

Construction Trades, General Apprenticeship, Associate of Applied Science Degree

Electrical Apprenticeship Technologies, Associate of Applied Science Degree

Industrial Mechanics and Maintenance Technology Apprenticeship, Associate of Applied Science Degree

Role Descriptions: These apprentice programs are designed for the person intending to work beyond the level of journeyman as coordinator, leader, or supervisor in industrial trade and community roles.

Intended Learning Outcomes: In addition to apprentice and related learning courses, the learning experiences which complete this degree program are designed to assist the student in demonstrating the following outcomes:

1. Apply critical thinking skills to investigate, interpret, and communicate issues involving the trade, the community, and the home.
2. Coordinate projects and supervise others.
3. Lead a team unit in a direction that aligns with stated vision, mission, and values.
4. Work within the legal, regulatory, and code parameters of the trade/community.
5. Work to establish and promote a collaborative work environment where all voices are heard and valued as they contribute to shared goals.
6. Seek out and engage in learning opportunities that broaden perspective, deepen understanding, and increase personal fulfillment through out life.
7. Use verbal, non-verbal, and written communication skills effectively.

AUTOMOTIVE TECHNICIAN: ONE-YEAR CERTIFICATE

Role Descriptions: The Automotive Technician Program is designed for persons intending to work as entry-level technicians in the automotive industry.

Intended Learning Outcomes: Learning experiences in this program are designed to assist the student in realizing the following outcomes:

1. Perform basic mechanical repairs to the following automotive systems and move gradually into more advanced system repairs: suspension and steering, brakes, engine, power train, electrical, HVAC, trim.
2. Use an understanding of electrical/electronic theory in assessing and completing computer, module-based automotive repairs.
3. Assess, prioritize, and manage work tasks with a concern for customer satisfaction and fiscal responsibility.
4. Efficiently access resources (both electronic and print) for service and technical information necessary to complete specific automotive services and repairs.
5. Exhibit personal and work behaviors that maximize continued employment.
6. Constantly assess and resolve safety issues in the work environment using all senses.
7. Qualify for further training in either an accredited two year program or an authorized factory sponsored training program.

BUSINESS MANAGEMENT: ASSOCIATE OF SCIENCE DEGREE

Role Descriptions: The Business Management program is designed for persons currently working in or intending to work in the following kinds of roles: Small business owner/manager; assistant manager; office administrator.

Intended Learning Outcomes: Learning experiences in this program are designed to assist the student in realizing the following outcomes:

1. Work to establish and promote a collaborative work environment where all voices are heard and valued as they contribute to shared goals.
2. Work within the ethical, legal, and regulatory parameters of the industry.
3. Calculate, compile, and analyze financial records to make prudent business decisions.
4. Attract, screen, hire, train, and supervise personnel.
5. Select and integrate appropriate current and emerging technologies to support business functions.
6. Use verbal, non-verbal, and written communication skills effectively in the business context.
7. Interact effectively with clients and customers.
8. Use critical thinking skills to solve business problems.
9. Exhibit work behaviors that maximize opportunity for continued employment, increased responsibilities, and business success.
10. Assist in the design, implementation, and continuous assessment of business strategies based on consumer needs and market changes.
11. Lead a work unit in a direction that aligns with stated organizational vision, mission, and values.

COMPUTER AIDED DESIGN AND DRAFTING: ONE-YEAR CERTIFICATE

Role Descriptions: The computer Aided Design and Drafting Program is designed for persons intending to work as a drafter, graphic designer, CAD technician, or computer graphics technician.

Intended Learning Outcomes: Learning experiences in this program are designed to assist the student in realizing the following outcomes:

1. Use CAD and graphic systems to produce professional design documents.
2. Pursue continuing education opportunities within the emerging fields of computer aided design and graphics.
3. Analyze and solve conceptual problems with appropriate levels of design detail.
4. Practice healthy work habits.
5. Comply with the ethical and legal standards of the design professions.
6. Work on multiple projects simultaneously, efficiently managing time and information.
7. Use effective verbal, graphic, and written skills to communicate design concepts to clients and colleagues.
8. Work in a collaborative design environment.

CRIMINAL JUSTICE: ASSOCIATE OF APPLIED SCIENCE DEGREE

Role Description: The Criminal Justice Program is designed to prepare a person for entry-level positions in the criminal justice field.

Intended Learning Outcomes: Learning experiences in this program are designed to assist the student in realizing the following outcomes:

1. Communicate effectively in the criminal justice culture: verbally, non-verbally, and in writing.
2. Balance the unique responsibilities of criminal justice work with competing family and other personal needs.
3. Work equally well on independent assignments and team efforts within the criminal justice system.
4. Exhibit a commanding presence that is appropriate to specific criminal justice situations.
5. Locate and interpret current case law and statutes pertaining to specific criminal activity; take action that is supported by current law and statutes.
6. Recognize symptoms of mental health and substance abuse; take appropriate action.
7. Work effectively with persons of different cultural heritage, gender, and age.

EARLY CHILDHOOD EDUCATION: ONE-YEAR CERTIFICATE

Role Descriptions: The Early Childhood Program is designed for the person intending to work as facilitators in a childcare facility or as an entry-level owner/operator of a child care center.

Intended Learning Outcomes: Learning experiences in this program are designed to assist the student in realizing the following outcomes:

1. Communicate effectively with a diverse group of parents, children, co-workers, and community members concerning the needs of children and care-related issues.
2. Create and maintain a safe and healthy care and learning environment for children.
3. Comply with all state and federal regulations and laws for children in care.
4. Effectively supervise groups of children.
5. Recognize and respond appropriately to different cognitive, physical, social, and emotional developmental levels.
6. Engage children in developmentally appropriate foundational learning activities.
7. Identify environmental/family problems that are causing concern for children.

FIRE SCIENCE: ASSOCIATE OF SCIENCE DEGREE

Role Descriptions: The Fire Science program is designed for persons intending to work (or currently working) as a community fire fighter assuming leadership responsibilities and roles.

Intended Learning Outcomes: Learning experiences in this program are designed to assist the student in realizing the following outcomes:

1. Perform the rescue and fire fighting functions in an emergency situation.
2. Maintain a sense of composure in an emergency situation.
3. Follow all safety guidelines and procedures to fully protect self and others in different conditions and work-related tasks.
4. Manage all aspects of successful day-to-day operations:
 - budget
 - equipment
 - records
 - human resources
5. Inspect premises and provide advice on compliance with safety codes and ordinances.
6. Plan, organize, and present educational activities that promote community awareness and safety.
7. Work effectively as a member of a fire fighting team and lead in specific department-related activities and operations.
8. Monitor one's own physical and mental health as it relates to job requirements, and engage in appropriate self-care actions.

GENERAL OFFICE: ONE-YEAR CERTIFICATE

Role Descriptions: The General Office Certificate Program is designed for the person intending to work in an entry-level office position

Intended Learning Outcomes: Learning experiences in this program are designed to assist the student in realizing the following outcomes:

1. Use current and emerging word processing technologies to produce organizational documents and presentation materials
2. Meet or exceed the current speed and accuracy requirements for typing and 10 key operation in the industry.
3. Individually and collaboratively manage multiple office tasks, prioritizing and re-prioritizing in response to changing demands.
4. Assess the image that is expected of office personnel in a specific industry group; reflect those expectations in personal appearance, professional conduct, and personal hygiene.
5. Produce clear, concise, and mechanically correct written documents.
6. Model effective customer service interactions.
7. Seek and respond to opportunities for increased responsibilities and professional advancement.
8. Understand office functions as they contribute to sound business practices and procedures.
9. Perform the general office procedures of filing, equipment operation, mail distribution, phone calls, and tasks requiring basic math calculations (like inventory).

MEDICAL ASSISTANT: THREE-TERM CERTIFICATE

Role Descriptions: The Medical Assistant Program is designed for persons intending to work in a physician's office, performing routine administrative clinical procedures that keep health care delivery settings running smoothly.

Intended Learning Outcomes: Learning experiences in this program are designed to assist the student in realizing the following outcomes:

1. Interact in a caring and respectful manner with patients, families, and the healthcare team.
2. Establish and manage office procedures and implement medical documentation systems using appropriate medical terminology.
3. Perform the administrative business tasks required in a medical office.
4. Assist the physician and other members of the health care team in clinical procedures related to the examination and treatment of patients.
5. Comply with quality assurance requirements in performing clinical laboratory procedures.
6. Perform common diagnostic procedures under a licensed healthcare provider to ensure patient comfort and safety.

NURSING: ASSOCIATE OF APPLIED SCIENCE DEGREE

Role Descriptions: The Nursing Program is designed for the person intending to work as a registered nurse in the health care industry.

Intended Learning Outcomes: Learning experiences in this program are designed to assist the student in realizing the following outcomes:

1. Qualify to take the NCLEX RN licensure examination.
2. Competently perform the entry-level skills of a registered nurse in a health care setting with diverse clients.
3. Effectively use the nursing process to assess clients, identify nursing diagnosis, plan and implement nursing care, and evaluate care outcomes.
4. Acknowledge and address the physical, emotional, cultural, social, spiritual, and financial concerns of the client in the delivery of nursing care.
5. Think critically and creatively in the delivery of nursing care.
6. Effectively communicate with clients, families, and members of the health care team.
7. Engage in a growing awareness of self, reflecting on personal qualities and behaviors as it impacts professional practice.
8. Promote healthy life-style behaviors for self and others.
9. Embrace a commitment to life-long learning and the ability to acquire and use new scientific knowledge.
10. Function as advocates, team members, leaders, and change agents in a rapidly evolving health care environment.
11. Practice within the parameters of the nursing code of ethics with a sense of personal and professional accountability and responsibility.

OFFICE SYSTEMS MANAGEMENT – ASSOCIATE OF APPLIED SCIENCE DEGREE

Role Descriptions: This Office Systems Degree prepares specialists for the career of General Office Manager.

Intended Learning Outcomes: Learning experiences in this program are designed to assist the student in realizing the following outcomes:

1. Use current and emerging word processing technologies to produce organizational documents and presentation materials
2. Meet or exceed the current speed and accuracy requirements for typing and 10-key operation in the industry.
3. Individually and collaboratively manage multiple office tasks, prioritizing and reprioritizing in response to changing demands.
4. Assess the image that is expected of office personnel in a specific industry group; reflect those expectations in personal appearance, professional conduct, and personal hygiene.
5. Produce clear, concise, and mechanically correct written documents.
6. Model effective customer service interactions.
7. Seek and respond to opportunities for increased responsibilities and professional advancement.
8. Understand office functions as they contribute to sound business practices and procedures.
9. Perform the general office procedures of filing, equipment operation, mail distribution, phone calls, and tasks requiring basic math calculations (like inventory).
10. Use transcription machines effectively
11. Manage the clerical functions of an office, prioritize and delegate tasks, and supervise personnel.
12. Perform office bookkeeping, payroll, and general accounting tasks.
13. Use database and spreadsheet software effectively.

PRACTICAL NURSING: FOUR-TERM CERTIFICATE

Role Descriptions: The Practical Nursing Program is designed for the person intending to work as a practical nurse in the healthcare industry.

Intended Learning Outcomes: Learning experiences in this program are designed to assist the student in realizing the following outcomes:

1. Qualify to take the NCLEX-PN licensure exam.
2. Provide safe and appropriate client care by:
 - a. Contributing to the nursing process under the supervision of an authorized health care provider:
 - assessment
 - diagnosis
 - planning
 - implementation
 - evaluation
 - b. Acting as a collaborative member of a healthcare team.
 - c. Complying with the professional practice standards for a practical nurse.
3. Qualify to enter the second year of the associate of applied science RN program at Clatsop Community College.

RETAIL MANAGEMENT: ONE-YEAR CERTIFICATE AND LESS-THAN-ONE YEAR CERTIFICATE

Role Descriptions: The Retail Management one-year certificate prepares students for leadership responsibilities in a retail organization. They may own and/or operate small retail firms or work for larger retail firms. Their duties may include marketing, managing finances, supervising employees, purchasing goods and services, and monitoring sales transactions.

Intended Learning Outcomes: Learning experiences in this program are designed to assist the student in realizing the following outcomes:

1. Establish and promote a collaborative work environment where all voices are heard and valued as they contribute to shared goals
2. Work within the ethical, legal, and regulatory parameters of the industry
3. Perform retail computations that are essential to sales and analyze the results of selling activities in retail
4. Demonstrate hard and soft skills in technology and communication to be effective support personnel, team leaders, and motivators
5. Select and integrate appropriate current and emerging technologies to support business functions
6. Use verbal, non-verbal, and written communication skills effectively in the business context
7. Interact effectively with customers
8. Use critical thinking skills to solve business problems
9. Exhibit work behaviors needed to successfully work as retail sales associates and to advance to higher levels of responsibility including supervisory management
10. Assist in the design, implementation, and continuous assessment of business strategies based on consumer needs and market changes
11. Demonstrate effective management, marketing, and human resource skills in the retail environment

SEAMANSHIP: ONE-YEAR CERTIFICATE

Role Descriptions: The Seamanship Certificate is designed for persons intending to work as deckhands on maritime vessels.

Intended Learning Outcomes: Learning experiences in the certificate program are designed to assist the student in realizing the following outcomes:

1. Carry out orders to implement the voyage plan as directed by the officer of the watch.
2. Perform the duties of a “lookout” on a vessel.
3. Perform the duties of a “helmsman” on a vessel under the officer of the watch.
4. Safely assess the potential risk from an accidental chemical release; respond appropriately based on the level of threat to both people and the environment.
5. Exhibit safe work habits in daily and emergency situations on the deck of a vessel.
6. Operate and maintain deck equipment on a vessel both in port and at sea.
7. Show respect for co-workers on a confined vessel through personal hygiene, sanitary practices, and appropriate personal interactions.
8. Develop food menus and shopping lists, and prepare healthy and nutritious meals on the vessel.

PROFESSIONAL TRUCK DRIVING: LESS-THAN-ONE-YEAR CERTIFICATE

Role Description: Professional truck driving training prepares the student to enter a wide variety of work within the transportation and logistics industry, including associated jobs such as warehousing and local delivery.

Intended Learning Outcomes: Students graduating from the Professional Truck Driving Less-Than-One-Year Certificate will:

1. Know rules and regulations pertaining to operation of commercial trucks.
2. Demonstrate safe and legal operation of commercial trucks and handling of cargo
3. Demonstrate and practice the customer service skills needed for success in the logistics industry
4. Demonstrate and practice maintenance of documentation required of a commercial truck driver
5. Master the skills particular to at least one segment of the truck transportation industry

VESSEL OPERATIONS: ASSOCIATE OF APPLIED SCIENCE DEGREE

Role Description: The Vessel Operations degree is designed for the person who intends to operate maritime vessels.

Intended Learning Outcomes: Learning experiences in the degree program are designed to assist the student in realizing the following outcomes:

1. Carry out orders to implement the voyage plan as directed by the officer of the watch.
2. Perform the duties of a “lookout” on a vessel.
3. Perform the duties of a “helmsman” on a vessel under the officer of the watch.
4. Safely assess the potential risk from an accidental chemical release; respond appropriately based on the level of threat to both people and the environment.
5. Exhibit safe work habits in daily and emergency situations on the deck of a vessel.
6. Operate and maintain deck equipment on a vessel both in port and at sea.
7. Show respect for co-workers on a confined vessel through personal hygiene, sanitary practices, and appropriate personal interactions.
8. Develop food menus and shopping lists, and prepare healthy and nutritious meals on the vessel.
9. Plan and organize voyage and modify voyage plan enroute to reach destination safely.
10. Recognize changes to the handling and stability characteristics of a vessel; make calculations necessary to solve handling, loading, and stability safety issues.
11. Serve as the direct representative of the master (captain) overseeing the safe operation and navigation of the vessel.
12. Conduct regulatory inspections for small vessels.
13. Safely maneuver vessels in various sea conditions: depth of water, wind conditions, open seas, and narrow channels.

WELDING (AMERICAN WELDING SOCIETY ENTRY LEVEL): ONE-YEAR CERTIFICATE

Role Descriptions: The Welding Program is designed for the person intending to work as an entry-level welder in a welding shop.

Intended Learning Outcomes: Learning experiences in this program are designed to assist the student in realizing the following outcomes:

1. Weld metals proficiently using five different processes:
 - a. Material processing (oxy-fuel welding and cutting, plasma, carbon air arc)
 - b. Oxy-fuel (welding and cutting)
 - c. Shielded metal arc welding
 - d. Gas metal arc welding
 - e. Gas tungsten welding.
2. Follow safe practices in performing all welding tasks.
3. Interpret written, schematic and numerical data to carry out customer specifications of a proposed welding product; write technical work orders for fabrication.
4. Use standard industrial equipment to make quality repairs and fabrication on different types of metals.
5. Generate creative solutions to fabrication challenges.
6. Share in the responsibilities of maintaining a clean and orderly welding shop environment.
7. Use, maintain, and repair fabrication/welding shop tools.
8. Perform the business functions of customer service and materials acquisition.
9. Progressively assume greater shop responsibilities and envision future work opportunities in the trades.
10. Manage a student portfolio to include skills students have learned.

ANT ANTHROPOLOGY**ANT 110****GENERAL ANTHROPOLOGY: CULTURAL****(3.00 Lecture Hrs./Wk.)****3 Credits**

Students develop a basic understanding of the variety of cultures in the world, the sources of information used by cultural anthropologists, and an overview of evolutionary, ecological, functional and symbolic paradigms. Students examine the basic concepts of ethnocentrism, holism and cultural relativism, and learn about culture as a symbolic, dynamic, integrated, adaptive system of complex relationships. **FALL**

ANT 150**GENERAL ANTHROPOLOGY: ARCHAEOLOGICAL****(3.00 Lecture Hrs./Wk.)****3 Credits**

Students demonstrate knowledge of archaeological methods and theories including techniques used in gathering and interpreting data on past cultures, preservation of such data, development of culture and civilization, and description of the prehistory of Oregon and Washington. **WINTER**

ANT 170**GENERAL ANTHROPOLOGY: PHYSICAL****(3.00 Lecture Hrs./Wk.)****3 Credits**

Students acquire basic knowledge of the processes of human evolution and variation; historical perspective and current controversy in physical anthropology; Mendelian and population genetics; modern human variation and classification; and primates and fossil man. **SPRING**

ART ART**ART 115****BASIC DESIGN****(6.00 Lecture/Lab Hrs./Wk.)****3 Credits**

An introduction to visual communication with an emphasis on an exploration of the basic elements and principles of design through the process of visual problem solving and individual creative inquiry as applied to two-dimensional form. Topics include line, shape, form, space, texture, and color theory. Students will develop a visual vocabulary for communicating aesthetic ideas and practice skills of critical analysis. **FALL**

ART 116**BASIC DESIGN****(6.00 Lecture/Lab Hrs./Wk.)****3 Credits**

An introduction to visual communication with an emphasis on an exploration of the basic elements and principles of design through the process of visual problem solving and individual creative inquiry as applied to three-dimensional form. Students will develop a visual vocabulary for communicating aesthetic ideas and practice skills of critical analysis while gaining a fundamental understanding of basic applications of three-dimensional design concepts. **WINTER**

ART 117**BASIC DESIGN****(6.00 Lecture/Lab Hrs./Wk.)****3 Credits**

An introduction to visual communication with an emphasis on an exploration of the basic elements and principles of design through the process of visual problem solving and individual creative inquiry. Students will complete both two- and three-dimensional projects demonstrating an understanding of the creative process within the context of the art movements of the 20th Century. **SPRING**

ART 118**INTRODUCTION TO CALLIGRAPHY****(4.00 Lecture/Lab Hrs./Wk.)****2 Credits**

Students study and demonstrate lettering principles, techniques, and functions, and discussion of the traditions and historical development of letters. During fall term students study the Roman alphabet; winter term focuses on the Italic alphabet; and spring term the Carolingian and Uncial styles are studied. The practical and creative uses of calligraphy will be covered each term in connection with class projects and assignments. May be taken for a maximum of six credits. **FALL 2009 - 2010**

ART 131**INTRODUCTION TO DRAWING****(6.00 Lecture/Lab Hrs./Wk.)****3 Credits**

An introduction to the basic techniques and approaches to drawing with an emphasis on the development of perceptual skills and observational study. Assigned creative projects explore a variety of media, subject matter, and conceptual problems inspired by historical and contemporary artistic practice. Intro to Drawing series 131, 132, 133 may be taken in any sequence. **FALL**

ART 132**INTRODUCTION TO DRAWING****(6.00 Lecture/Lab Hrs./Wk.)****3 Credits**

An introduction to the basic techniques and approaches to drawing the human figure with an emphasis on the development of perceptual skills and observational study. Assigned creative projects explore a variety of media with a focus on proportion, foreshortening, anatomy, and the application of techniques inspired by historical and contemporary artistic practice. Intro to Drawing series 131, 132, 133 may be taken in any sequence. **WINTER**

ART 133**INTRODUCTION TO DRAWING****(6.00 Lecture/Lab Hrs./Wk.)****3 Credits**

An introduction to the basic techniques and approaches to drawing with an emphasis on the development of meaningful content and personal expression. Assigned creative projects are inspired by historical and contemporary artistic practice, and explore a variety of media, as well as thematic development and organization of the picture plane. Intro to Drawing series 131, 132, 133 may be taken in any sequence. **SPRING**

ART 161**INTRODUCTION TO PHOTOGRAPHY****(6.00 Lecture/Lab Hrs./Wk.)****3 Credits**

Students learn the fundamentals of operating cameras and producing prints, using both traditional photochemical and contemporary digital technologies. They learn the basics of composition, editing, and expressive use of studio and natural lighting. They study the breadth of contemporary and historical photography and its role in our society. Students cultivate creative processes and study critiquing. Students produce a photo essay on a coherent theme. This class begins the foundations for doing fine arts, professional/commercial, and personal photography. **Prerequisite:** ART 115 recommended. **FALL, WINTER, SPRING**

ART 162**INTRODUCTION TO PHOTOGRAPHY****(6.00 Lecture/Lab Hrs./Wk.)****3 Credits**

Building from the fundamentals of ART 161, students learn to do effective camera work in a wider variety of conditions and to be able to make custom quality prints, working in their choice of digital black-and-white or color, or traditional darkroom prints. They learn standard studio lighting. Students produce a photo essay. They study the breadth of contemporary and historical photography and its role in our society. Students cultivate creative processes and study critiquing. This class builds the foundations for doing fine arts, professional/commercial, and personal photography. **Prerequisite:** ART 161. **FALL, WINTER, SPRING**

ART 163**INTRODUCTION TO PHOTOGRAPHY****(6.00 Lecture/Lab Hrs./Wk.)****3 Credits**

Building from the skills of ART 162, students complete learning the use of the full range of camera controls and lenses in a variety of situations. They learn more sophisticated techniques of lighting, digital file capture and processing, and, for those interested, fine arts archival printing in the traditional darkroom. Students undertake an assignment for a publication story or an themed exhibit, and complete it as a digital publication. Digital files and prints are prepared for exhibit or publication. They study the breadth of contemporary and historical photography and its role in our society. Students cultivate creative processes and study critiquing. This class strengthens the foundations for doing fine arts, professional/commercial, and personal photography. **Prerequisite:** ART 162. **FALL, WINTER, SPRING**

ART 194**INTRODUCTION TO WATERCOLOR****(6.00 Lecture/Lab Hrs./Wk.)****3 Credits**

Technique and use of watercolor with special attention to its characteristics as a painting medium. Recommended basic transfer course for landscape architecture and, in most cases provides transfer credit toward studio art elective requirements. **FALL**

ART 195**INTRODUCTION TO WATERCOLOR****(6.00 Lecture/Lab Hrs./Wk.)****3 Credits**

Technique and use of watercolor with special attention to its characteristics as a painting medium. Recommended basic transfer course for landscape architecture and, in most cases provides transfer credit toward studio art elective requirements. **WINTER**

ART 196**INTRODUCTION TO WATERCOLOR****(6.00 Lecture/Lab Hrs./Wk.)****3 Credits**

Technique and use of transparent watercolor for rendering still life, portraiture and landscape. Recommend basic transfer course for landscape architecture and, in most cases provides transfer credit toward studio art electives requirement. **SPRING**

ART 204**HISTORY OF WESTERN ART****(3.00 Lecture Hrs./Wk.)****3 Credits**

Students have the opportunity to appreciate and enjoy art, explore Western styles, and relate specific works of art to each other and the ideas that animated the life of their times. This course provides an historical survey of the visual arts in the Western world from the Egyptian through the Romanesque periods. **FALL**

ART 205**HISTORY OF WESTERN ART****(3.00 Lecture Hrs./Wk.)****3 Credits**

Students have the opportunity to appreciate and enjoy art, explore Western styles, and relate specific works of art to each other and the ideas that animated the life of their times. This course provides a historical survey of the visual arts in the Western world from the Gothic to the Baroque periods. **WINTER**

ART 206**HISTORY OF WESTERN ART****(3.00 Lecture Hrs./Wk.)****3 Credits**

Students have the opportunity to appreciate and enjoy art, explore Western styles, and relate specific works of art to each other and the ideas that animated the life of their times. This course provides a historical survey of the visual arts in the Western world from the Rococo period through the 20th Century. **SPRING**

ART 211**SURVEY VISUAL ARTS OF THE 20TH CENTURY****(3.00 Lecture Hrs./Wk.)****3 Credits**

Through the study of 20th century art principally focused on European and American art and culture, students will develop an understanding of the role of art and culture from approximately 1880 to 1910 in Europe and North America. Special emphasis will be placed on examining paintings, sculptures, and some graphic arts through field trips and classroom discussion. Minimal background in history or art history helpful, but not required. **FALL**

ART 212

SURVEY VISUAL ARTS OF THE 20TH CENTURY

(3.00 Lecture Hrs./Wk.)

3 Credits

Through the study of 20th century art principally focused on European and American art and culture, students will develop an understanding of the role of art and culture in the first half of the 20th century. Special emphasis will be placed on examining paintings, sculptures, and some graphic arts through field trips and classroom discussion. Minimal background in history or art history helpful, but not required. **WINTER**

ART 213

SURVEY VISUAL ARTS OF THE 20TH CENTURY

(3.00 Lecture Hrs./Wk.)

3 Credits

Through the study of 20th century art principally focused on European and American art and culture, students will develop an understanding of the role of art and culture of the post-war era to present day. Special emphasis will be placed on examining paintings, sculptures, and some graphic arts through field trips and classroom discussion. Minimal background in history or art history helpful, but not required. **SPRING**

ART 218

CALLIGRAPHY - INTERMEDIATE

(4.00 Lecture/Lab Hrs./Wk.)

2 Credits

Reviews basic calligraphy hands and introduces a variety of additional styles. Presents layout and design principles and the process of designing and completing both broadside and commercial kinds of work. Includes the lettering techniques and shop practices necessary for actual production of calligraphic and drawn letters on a commercial basis and problem solving activities the professional calligrapher is apt to encounter on the job. **Prerequisite:** ART 118 or instructor approval.

FALL 2009 - 2010

ART 219

CALLIGRAPHY - INTERMEDIATE

(4.00 Lecture/Lab Hrs./Wk.)

2 Credits

Reviews basic calligraphy hands and introduces a variety of additional styles. Presents layout and design principles and the process of designing and completing both broadside and commercial kinds of work. Includes the lettering techniques and shop practices necessary for actual production of calligraphic and drawn letters on a commercial basis and problem solving activities the professional calligrapher is apt to encounter on the job. **Prerequisite:** ART 118 or instructor approval.

WINTER 2009 - 2010

ART 220

CALLIGRAPHY - INTERMEDIATE

(4.00 Lecture/Lab Hrs./Wk.)

2 Credits

Reviews basic calligraphy hands and introduces a variety of additional styles. Presents layout and design principles and the process of designing and completing both broadside and commercial kinds of work. Includes the lettering techniques and shop practices necessary for actual production of calligraphic and drawn letters on a commercial basis and problem solving activities the professional calligrapher is apt to encounter on the job. **Prerequisite:** ART 118 or instructor approval.

SPRING 2009 - 2010

ART 225

COMPUTER GRAPHICS I

(2.00 Lecture, 2.00 Lecture/Lab Hrs./Wk.)

3 Credits

Introduction to the theory and use of digital media in the design process. Students use a variety of tools and techniques for visual communication including typography, page layout, digital imaging and three dimensional modeling. Design principles and concepts, creative use of media and critical analysis of work are emphasized. **WINTER**

ART 226

COMPUTER GRAPHICS II

(2.00 Lecture, 2.00 Lecture/Lab Hrs./Wk.)

3 Credits

Students continue to develop the use of tools and techniques of computer graphics in the design process. Students engage more advanced aspects of composition, digital imaging, three dimensional modeling, rendering and animation. Creative problem solving, concept development, design applications and communication issues are explored. **Prerequisite:** ART 225. **SPRING**

ART 231

DRAWING - INTERMEDIATE

(6.00 Lecture/Lab Hrs./Wk.)

3 Credits

Studio course with an emphasis on the development of concepts and techniques of drawing with increasing sophistication. Assigned projects are designed to deepen understanding of the creative process through the study of historical and contemporary art in addition to studio practice. Students continue building a personal portfolio that reveals the beginning of an internal search for meaning/content, personal style, and individual expression. **Prerequisite:** ART 133 or instructor approval. Intermediate Drawing series 231, 232, 233 may be taken in any sequence. **FALL**

ART 232

DRAWING - INTERMEDIATE

(6.00 Lecture/Lab Hrs./Wk.)

3 Credits

Studio course with an emphasis on the development of concepts and techniques of figure drawing with increasing skill and sophistication. Assigned projects are designed to deepen understanding of the creative process through the study of historical and contemporary art in addition to studio practice. Students continue building a personal portfolio that reveals the beginning of an internal search for meaning/content, personal style, and individual expression. **Prerequisite:** ART 133. Intermediate Drawing series 231, 232, 233 may be taken in any sequence. **WINTER**

ART 233

DRAWING - INTERMEDIATE

(6.00 Lecture/Lab Hrs./Wk.)

3 Credits

Studio course with an emphasis on the development of concepts and techniques of drawing with increasing sophistication. Assigned projects are designed to deepen understanding of the creative process through the study of historical and contemporary art in addition to studio practice. Students continue building a personal portfolio that reveals the beginning of an internal search for meaning/content, personal style, and individual expression. **Prerequisite:** ART 133 or instructor approval. Intermediate Drawing series 231, 232, 233 may be taken in any sequence. **SPRING**

ART 250**INTRODUCTION TO CERAMICS****(6.00 Lecture/Lab Hrs./Wk.)****3 Credits**

The student will develop basic skills in ceramics including clay preparation, throwing on the wheel, hand-building, and glaze application. **FALL**

ART 251**INTRODUCTION TO CERAMICS****(6.00 Lecture/Lab Hrs./Wk.)****3 Credits**

The student will develop basic skills in ceramics including clay preparation, throwing, hand building, glaze application, mixing and applying engobes, stains, and slips. **WINTER**

ART 252**INTRODUCTION TO CERAMICS****(6.00 Lecture/Lab Hrs./Wk.)****3 Credits**

The student will develop basic skills in ceramics including clay preparation, throwing, hand building, glaze application, mixing and applying engobes, stains, and slips. The student will develop skill in the use of various methods of surface treatments on clay forms, such as stamping, sgraffito, carving, distortion of form, and clay additions. **SPRING**

ART 253**CERAMICS - INTERMEDIATE****(6.00 Lecture/Lab Hrs./Wk.)****3 Credits**

The student will have the opportunity to further develop the techniques learned in Introduction to Ceramics and will research clay bodies and glazes. The student will understand kiln building, firing methods and advanced techniques in hand-building, throwing, and surface decoration. **Prerequisite:** ART 250, 251, or 252, or instructor approval. **FALL**

ART 253A**ATMOSPHERIC FIRING (CERAMICS)****(6.00 Lecture/Lab Hrs./Wk.)****3 Credits**

Experienced ceramics students will explore the results from firing clay using atmospheric firing processes such as Wood, Raku, and Sager firing. **Prerequisite:** ART 251, 252, or 253, or instructor approval. **SPRING**

ART 254**CERAMICS - INTERMEDIATE****(6.00 Lecture/Lab Hrs./Wk.)****3 Credits**

The student will have the opportunity to apply the techniques learned in Introduction to Ceramics and develop skill in researching clay bodies and glazes. The student will understand kiln building, firing methods and advanced techniques in hand-building, throwing, and surface decoration. **Prerequisite:** ART 250, 251, or 252, or instructor approval. **WINTER**

ART 255**CERAMICS - INTERMEDIATE****(6.00 Lecture/Lab Hrs./Wk.)****3 Credits**

The student will have the opportunity to further develop the techniques learned in Introduction to Ceramics and will research clay bodies and glazes. The student will understand kiln building, firing methods and advanced techniques in hand-building, throwing, and surface decoration. **Prerequisite:** ART 250, 251, or 252, or instructor approval. **SPRING**

ART 270**INTRODUCTION TO PRINTMAKING****(6.00 Lecture/Lab Hrs./Wk.)****3 Credits**

This is the first course in a year-long sequence recommended for students preparing for architecture, interior architecture, and graphic design programs. During the sequence, students learn techniques for woodcut, monoprint and etching. Students may work in the media introduced this term or any media they have studied in a previous course. **Prerequisites:** None, but drawing and design classes are recommended. **FALL 2009 - 2010**

ART 271**INTRODUCTION TO PRINTMAKING****(6.00 Lecture/Lab Hrs./Wk.)****3 Credits**

Students demonstrate knowledge of the techniques of making original fine art prints acquired through lectures, studio projects, and individual applications. Students may work in the media introduced this term and/or any media they have studied in a previous course. **Prerequisites:** None, but drawing and design classes are recommended. **WINTER 2009 - 2010**

ART 272**INTRODUCTION TO PRINTMAKING****(6.00 Lecture/Lab Hrs./Wk.)****3 Credits**

Students demonstrate knowledge of the techniques of making original fine art prints acquired through lectures, studio projects, and individual applications. Students may work in the media introduced this term and/or any media they have studied in a previous course. **Prerequisites:** None, but drawing and design classes are recommended. **SPRING 2009 - 2010**

ART 273**PRINTMAKING - INTERMEDIATE****(6.00 Lecture/Lab Hrs./Wk.)****3 Credits**

Students continue to develop skill in printmaking applying the techniques learned in introductory printmaking classes. Students complete independent work which contributes to their personal portfolio. **Prerequisites:** ART 270, 271 & 272 or instructor approval. **FALL 2009 - 2010**

ART 274**PRINTMAKING - INTERMEDIATE****(6.00 Lecture/Lab Hrs./Wk.)****3 Credits**

Students continue to develop skill in printmaking applying the techniques learned in introductory printmaking classes. Students complete independent work which contributes to their personal portfolio. **Prerequisites:** ART 270, 271 & 272 or instructor approval. **WINTER 2009 - 2010**

ART 275
PRINTMAKING - INTERMEDIATE
 (6.00 Lecture/Lab Hrs./Wk.) **3 Credits**
 Students continue to develop skill in printmaking applying the techniques learned in introductory printmaking classes. Students complete independent work which contributes to their personal portfolio. **Prerequisites:** ART 270, 271 & 272 or instructor approval.
SPRING 2009 - 2010

ART 276
INTRODUCTION TO SCULPTURE
 (6.00 Lecture/Lab Hrs./Wk.) **3 Credits**
 Student will develop skill in basic portrait study emphasizing construction of facial features and form, and finishing sculptural processes. **FALL**

ART 277
INTRODUCTION TO SCULPTURE
 (6.00 Lecture/Lab Hrs./Wk.) **3 Credits**
 This class provides the opportunity for students to develop skill in techniques of sculpture involving basic figure study emphasizing construction of human features. **WINTER**

ART 278
INTRODUCTION TO SCULPTURE
 (6.00 Lecture/Lab Hrs./Wk.) **3 Credits**
 Class provides the opportunity for students to develop skill in techniques of soapstone carving emphasizing form, carving techniques, and finishing sculptural processes. **SPRING**

ART 279
**INTRO TO MIXED MEDIA AND HYBRID FORMS:
 MULTIDISCIPLINARY**
 (6.00 Lecture/Lab Hrs./Wk.) **3 Credits**
 Students develop skill in theory, methods, and compositional problems of creating art with mixed media. **Prerequisite:** ART 115, or instructor approval. **SPRING**

ART 281
INTRODUCTION TO PAINTING
 (6.00 Lecture/Lab Hrs./Wk.) **3 Credits**
 An introduction to the basic techniques and approaches to oil and/or acrylic painting with an emphasis on working directly from life/direct observation (still life, landscape, and the human figure). Assigned creative projects explore the interrelationships between painting materials, techniques, formal elements and principles, and cognitive meaning inspired by historical and contemporary artistic practice. **Prerequisite:** None, but drawing and design classes are strongly recommended. **FALL**

ART 282
INTRODUCTION TO PAINTING
 (6.00 Lecture/Lab Hrs./Wk.) **3 Credits**
 An introduction to the basic techniques and approaches to oil and/or acrylic painting investigating a range of subject matter including still life, landscape, the human figure, and abstraction. Assigned creative projects explore the interrelationships between painting materials, techniques, formal elements and principles, and cognitive meaning inspired by historical and contemporary artistic practice. **Prerequisite:** None, but drawing and design classes are strongly recommended. Intro to Painting series 281, 282, 283 may be taken in any sequence. **WINTER**

ART 283
INTRODUCTION TO PAINTING
 (6.00 Lecture/Lab Hrs./Wk.) **3 Credits**
 An introduction to the basic techniques and approaches to oil and/or acrylic painting in which students investigate meaning/content and the possibility of developing a personal style. Assigned creative projects explore the interrelationships between painting materials, techniques, formal elements and principles, and cognitive meaning inspired by historical and contemporary artistic practice. **Prerequisite:** None, but drawing and design classes are strongly recommended. Intro to Painting series 281, 282, 283 may be taken in any sequence. **SPRING**

ART 284
PAINTING - INTERMEDIATE
 (6.00 Lecture/Lab Hrs./Wk.) **3 Credits**
 Studio course with an emphasis on the development of concepts and techniques of painting with increasing sophistication. Assigned projects are designed to deepen understanding of the creative process through the study of historical and contemporary art in addition to studio practice. Students continue building a personal portfolio that reveals the beginning of an internal search for meaning/content, personal style, and individual expression. **Prerequisite:** ART 283 or instructor approval. Intermediate Painting series 284, 285, 286 may be taken in any sequence. **FALL**

ART 285
PAINTING - INTERMEDIATE
 (6.00 Lecture/Lab Hrs./Wk.) **3 Credits**
 Studio course with an emphasis on the development of concepts and techniques of painting with increasing sophistication. Assigned projects are designed to deepen understanding of the creative process through the study of historical and contemporary art in addition to studio practice. Students continue building a personal portfolio that reveals the beginning of an internal search for meaning/content, personal style, and individual expression. **Prerequisite:** ART 283 or instructor approval. Intermediate Painting series 284, 285, 286 may be taken in any sequence. **WINTER**

ART 286**PAINTING - INTERMEDIATE****(6.00 Lecture/Lab Hrs./Wk.)****3 Credits**

Studio course with an emphasis on the development of concepts and techniques of painting with increasing sophistication. Assigned projects are designed to deepen understanding of the creative process through the study of historical and contemporary art in addition to studio practice. Students continue building a personal portfolio that reveals the beginning of an internal search for meaning/content, personal style, and individual expression. **Prerequisite:** ART 283 or instructor approval. Intermediate Painting series 284, 285, 286 may be taken in any sequence. **SPRING**

ART 291**SCULPTURE - INTERMEDIATE****(6.00 Lecture/Lab Hrs./Wk.)****3 Credits**

Student will develop skill in basic portrait study emphasizing construction of facial features and form, and finishing sculptural processes. **Prerequisite:** ART 276, 277, 278, or instructor approval.

FALL**ART 292****SCULPTURE – INTERMEDIATE****(6.00 Lecture/Lab Hrs./Wk.)****3 Credits**

This class provides the opportunity for students to develop skill in techniques of sculpture involving basic figure study emphasizing construction of human features. **Prerequisite:** ART 276, 277, or 278, or instructor approval. **WINTER**

ART 293**SCULPTURE - INTERMEDIATE****(6.00 Lecture/Lab Hrs./Wk.)****3 Credits**

Class provides the opportunity for students to develop skill in techniques of soapstone carving emphasizing form, carving techniques, and finishing sculptural processes. Students will apply techniques introduced in introductory sculpture-stone carving. **Prerequisite:** ART 276, 277, or 278, or instructor approval. **SPRING**

ART 294**WATERCOLOR - INTERMEDIATE****(6.00 Lecture/Lab Hrs./Wk.)****3 Credits**

Students complete projects which apply their knowledge of watercolor painting techniques, concepts, and theories of expression. Students complete independent work which contributes to their personal portfolio. **Prerequisite:** ART 194, 195, 196 or instructor approval. **FALL**

ART 295**WATERCOLOR - INTERMEDIATE****(6.00 Lecture/Lab Hrs./Wk.)****3 Credits**

Students complete watercolor paintings which demonstrate individual variations of technique. Students complete independent work which contributes to their personal portfolio. **Prerequisite:** ART 194, 195, 196 or instructor approval. **WINTER**

ART 296**WATERCOLOR - INTERMEDIATE****(6.00 Lecture/Lab Hrs./Wk.)****3 Credits**

Students complete watercolor paintings, which demonstrate skill in composition and incorporate theories of expression. Students complete independent work which contributes to their personal portfolio.

Prerequisite: ART 194, 195, 196 or instructor approval. **SPRING****ASL AMERICAN SIGN LANGUAGE****ASL 101****AMERICAN SIGN LANGUAGE I****(3.00 Lecture Hrs./Wk.)****3 Credits**

This course focuses in the language widely used by Deaf Americans. Students will learn basic ASL vocabulary, grammatical structures and conversational behaviors. Students are introduced to cultural values, beliefs, and behavioral norms shared by those within the Deaf Community. **FALL, WINTER, SPRING**

ASL 102**AMERICAN SIGN LANGUAGE II****(3.00 Lecture Hrs./Wk.)****3 Credits**

A continuation of ASL 101. Students will improve their skills in vocabulary, grammatical structures and conversational behavior. Special focus will be given to developing more awareness of the cultural values and beliefs shared by the Deaf community. **Prerequisite:** ASL 101 or instructor approval. **SUMMER, WINTER, SPRING**

ASL 103**AMERICAN SIGN LANGUAGE III****(3.00 Lecture Hrs./Wk.)****3 Credits**

A continuation of ASL 102. Students will continue to increase their skills in vocabulary, grammatical structures and in-depth cultural awareness. Cultural information centers upon the ways in which hearing people can work with Deaf people to establish culturally appropriate relationships. **Prerequisite:** ASL 102 or instructor approval. **SPRING**

ASL 201**AMERICAN SIGN LANGUAGE-CONVERSATIONAL SKILLS****(3.00 Lecture Hrs./Wk.)****3 Credits**

A course for advanced students who want to improve and maintain their conversational ASL skills. Students will learn additional sign vocabulary, grammar concepts, and further develop conversational skills. In addition, ASL idiomatic signs will be presented. Students may also work on projects such as poems, songs, and choral works. **Prerequisite:** ASL 103 or instructor approval. **SUMMER**

AUTO AUTOMOTIVE TECHNOLOGY**AUTO – AUTOMOTIVE TECHNOLOGY**

Other Automotive courses listed under Industrial and Manufacturing Technology (IT)

AUTO • BA

AUTO 101

INTRODUCTION TO AUTOMOTIVE TECHNOLOGY

(80.00 Lecture/Lab Hrs. Total)

4 Credits

Students will learn how to operate general shop equipment and tools; identify and respond to safety hazards; gather automotive service information effectively; and perform basic entry level tasks and repairs.

Prerequisite: IT 140. **FALL, WINTER, SPRING**

AUTO 108

ENGINE FUNDAMENTALS AND REPAIR

(80.00 Lecture/Lab Hrs. Total)

4 Credits

Students will learn the operational theory, types and designs, and internal details of automotive internal combustion engines. Hands-on disassembly, measurement, evaluation, and proper reassembly will be stressed. **Prerequisite:** AUTO 101. **FALL**

AUTO 229

ENGINE DIAGNOSIS AND SERVICE

(80.00 Lecture/Lab Hrs. Total)

4 Credits

Students will gain competence and demonstrate knowledge of engine problem diagnosis as it relates to lubrication, cooling and internal mechanical systems. Research (service information), testing and problem solving will be stressed. **Prerequisite:** AUTO 108. **WINTER 2009-2010**

AUTO 230

AUTOMOTIVE HVAC

(80.00 Lecture/Lab Hrs. Total)

4 Credits

The student will learn the basic components, operation, diagnosis, and repair of vehicle A/C-heater (HVAC) systems. Basic A/C theory, as well as refrigerant handling, component replacement, and system diagnosis will be covered. **Prerequisite:** IT 206. **SPRING**

BA BUSINESS

BA 101

INTRODUCTION TO BUSINESS

(4.0 Lecture Hrs./Wk.)

4 Credits

Surveys our business system, economics, e-commerce, ethical behavior, regulatory laws, stakeholder responsibility, competing in the global economy, forms of ownership, starting and financing a business, human relations in business, roles of management and leadership, organizing and working in teams, human resources, production, marketing, financial management, investment, accounting, and information systems. **FALL, WINTER**

BA 131

ACCOUNTING PROCEDURES I

(3.00 Lecture Hrs./Wk.)

3 Credits

This course emphasizes bookkeeping basics. This class prepares students to perform simple accounting in service organizations emphasizing the accounting cycle, banking procedures, and payroll accounting. This is the first course of a year-long sequence in which students learn to organize financial information and prepare financial reports. **FALL**

BA 132

ACCOUNTING PROCEDURES II

(3.00 Lecture Hrs./Wk.)

3 Credits

This course emphasizes bookkeeping basics. This class prepares students to perform accounting tasks in merchandising organizations including special journals and ledgers; purchases and sales; inventory and prepaid expenses; tangible long-lived assets; and notes receivables. **Prerequisite:** BA 131 with a "C" grade or better, or instructor approval. **WINTER**

BA 177

PAYROLL & BUSINESS TAX ACCOUNTING

(3.00 Lecture Hrs./Wk.)

3 Credits

Students develop the knowledge and skills needed to complete payroll forms and records and to comply with federal and state requirements. **WINTER**

BA 206

MANAGEMENT FUNDAMENTALS

(3.00 Lecture Hrs./Wk.)

3 Credits

An introduction to the fundamental principles of management as a framework for managerial thinking and operating. A survey of the management functions of planning, organizing, leading, and controlling. A study of organizational interaction and human behavioral conflicts. **Prerequisite:** BA 101 recommended. **FALL**

BA 211

PRINCIPLES OF ACCOUNTING I

(4.00 Lecture Hrs./Wk.)

4 Credits

Students learn to use basic accounting concepts and procedures including the accounting cycle and dealing with cash, receivables, and merchandise inventories. Students will also become familiar with a commonly used computerized accounting program or spreadsheet. This is first course in a year-long sequence intended for students who are planning to transfer to a four-year college. **FALL**

BA 212

PRINCIPLES OF ACCOUNTING II

(4.00 Lecture Hrs./Wk.)

4 Credits

Students learn to use accounting concepts and procedures required to prepare cash flow statements and manage tangible and intangible assets; payroll; partnerships and corporations; long-term investments and liabilities; stocks; and bonds. Students demonstrate knowledge of professional accounting standards. Students will become familiar with a commonly used computerized accounting program or spreadsheet. **Prerequisite:** BA 211 with a "C" grade or better or instructor approval. **WINTER**

BA 213

PRINCIPLES OF ACCOUNTING III

(4.00 Lecture Hrs./Wk.)

4 Credits

Managerial accounting. Students demonstrate an understanding of the use of internal accounting data to direct the affairs of businesses. Students will also become familiar with a commonly used accounting program or spreadsheet. **Prerequisite:** BA 212 with a "C" grade or better or instructor approval. **SPRING**

BA 214
BUSINESS COMMUNICATIONS
 (3.00 Lecture Hrs./Wk.) **3 Credits**
 Students demonstrate the ability to prepare memos, letters, and informal reports; conduct research; and prepare analytical business and/or technical reports. **Prerequisites:** COMPASS writing score of 42+ or OA 104; OA 121; and instructor approval. **SPRING**

BA 223
PRINCIPLES OF MARKETING
 (3.00 Lecture Hrs./Wk.) **3 Credits**
 Students demonstrate knowledge of the basic issues and practices in marketing management including marketing strategy planning. Students design a marketing mix. **Prerequisite:** BA 101 recommended. **WINTER**

BA 224
HUMAN RESOURCE MANAGEMENT
 (3.00 Lecture Hrs./Wk.) **3 Credits**
 Students demonstrate knowledge of principles and techniques related to managing human resources emphasizing hiring practices, training and employee development, and personnel management. **Prerequisite:** BA 101 recommended. **SPRING**

BA 226
INTRODUCTION TO BUSINESS LAW I
 (4.00 Lecture Hrs./Wk.) **4 Credits**
 Students demonstrate a basic knowledge of law and its origins, court systems, legal rights and duties, formation of contracts, operation and discharge of contracts, law of sales of goods, and bailments. **FALL**

BA 228
COMPUTER ACCOUNTING APPLICATIONS
 (3.00 Lecture Hrs./Wk.) **3 Credits**
 Students demonstrate the ability to use an integrated accounting program to perform accounting functions and solve problems including general ledger, accounts receivable, accounts payable, and inventory. **Prerequisite:** BA 131, or BA 211, or instructor approval. **SPRING**

BA 230
MANAGEMENT INFORMATION SYSTEMS
 (3.00 Lecture Hrs./Wk.) **3 Credits**
 Students demonstrate an understanding of the systems that exist for business management's use in making intelligent decisions, including computers and alternative paper-oriented systems. Students use an integrated software applications package (data base, spreadsheet, word processing, graphics, and communications) to develop solutions to problems or case studies from social, business, or other applications. **Prerequisite:** OA 201, CSL 107, and CSD 122. **SPRING**

BA 249
RETAILING
 (3.00 Lecture Hrs./Wk.) **3 Credits**
 Students will study and develop this general sales technique involving the factors of successful selling of retail goods and service including retail buying motives, sales psychology, customer approach, and retail sales. **SPRING**

BA 250
SMALL BUSINESS MANAGEMENT
 (3.00 Lecture Hrs./Wk.) **3 Credits**
 Students demonstrate knowledge of managing the small business enterprise, emphasizing its general functions, procedures, and problems. **Prerequisite:** BA 101 or business experience with instructor approval. **SPRING**

BA 256
INCOME TAX
 (3.00 Lecture Hrs./Wk.) **3 Credits**
 Students demonstrate an understanding of the theory and practice of preparing of federal and state individual income tax returns. **FALL**

BA 285
HUMAN RELATIONS IN BUSINESS
 (3.00 Lecture Hrs./Wk.) **3 Credits**
 Students demonstrate an understanding of the communication aspects of interpersonal behavior including perception, power and influence, group dynamics, conflict, and motivation that are essential for success in the workplace and with friends and family. **SPRING**

BA 295A
ACCOUNTING DIRECTED PROJECT
 (2 Lecture & 6 Lab Hrs./Wk) **4 Credits**
 Students build on knowledge gained in other courses and use critical thinking and problem solving skills to address a significant problem in accounting. Students complete a comprehensive project and make a professional presentation. **Prerequisite:** Completion of all but the last quarter of program course work. **SPRING**

BA 295M
MANAGEMENT DIRECTED PROJECT
 (2 Lecture & 6 Lab Hrs./Wk) **4 Credits**
 Students build on knowledge gained in other courses and use critical thinking and problem solving skills to address a significant problem in management. Students complete a comprehensive project and make a professional presentation. **Prerequisite:** Completion of all but the last quarter of program course work. **SPRING**

BI BIOLOGY**BI 101 and BI 101L****GENERAL BIOLOGY - EMPHASIS ON ECOLOGY****(3.00 Lecture, 3.00 Lab Hrs./Wk.)****4 Credits**

Biology 101 is the first in a year-long sequence introducing fundamental science processes and life science concepts with emphases on environmental science and science/society/ political interactions. Students will investigate a number of significant regional ecosystems, changes that have occurred in these over the past two hundred years, especially human induced changes, and forces driving further potential changes in these systems over the next half century. Students will complete a number of investigations both in and out of lab, and will write a number of short papers. Biology 101 involves four or five field trips. **Prerequisite:** College level reading. WR 121 and MTH 60 are recommended as co- or prerequisites. **Corequisite:** BI 101 with BI 101L. **FALL**

BI 102 and BI 102L**GENERAL BIOLOGY - EMPHASIS ON HUMAN BIOLOGY****(3.00 Lecture, 3.00 Lab Hrs./Wk.)****4 Credits**

In Biology 102, students apply science investigative processes to three aspects of human biology. Fundamental relationships of human beings with all other living organisms, human genetics (including biotechnologies), and human physiological systems with a focus on digestion and nutrition, reproduction and development, and either transport or control systems. Biology 102 is NOT oriented toward the needs of science or natural resource majors. **Prerequisites:** College level reading and MTH 60 or higher. A previous biology class and WR 121 co- or prerequisite are recommended. **Corequisite:** BI 102 with BI 102L. **SUMMER, WINTER**

BI 103 and BI 103L**GENERAL BIOLOGY - EMPHASIS ON THE BIOLOGY OF PLANTS****(3.00 Lecture, 3.00 Lab Hrs./Wk.)****4 Credits**

Biology 103 introduces fundamental science processes and life science concepts with a primary focus on plant and invertebrate biology. Biology 103 students investigate plant and invertebrate interactions, ecology, and diversity as well as evolutionary relationships among plants and among invertebrates. Students complete a number of investigations both in and out of lab, and will write a number of short papers. Biology 103 involves several field trips. **Prerequisite:** College level reading. WR 121 and MTH 60 are recommended as co- or prerequisites. **Corequisite:** BI 103 with BI 103L. **SPRING 2009 - 2010**

BI 112 and BI 112L**CELL BIOLOGY FOR ALLIED HEALTH OCCUPATIONS****(3.00 Lecture, 3.00 Lab Hrs./Wk.)****4 Credits**

Students are introduced to basic concepts of cell biology, cell anatomy and physiology, metabolism, cell reproduction, and inheritance. Students apply science processes to health related problems. Although this course emphasizes allied health applications, it transfers as a

general education (AAOT) lab science. BI 112 acts as a prerequisite to BI 231 (Anatomy and Physiology) and BI 234 (Microbiology). **Prerequisite:** MTH 60 successfully completed and either WR 115 or WR 121 as pre- or co-requisite. **Corequisite:** BI 112 with BI 112L.

SUMMER, WINTER, SPRING**BI 121****BASIC HUMAN ANATOMY & PHYSIOLOGY I****(3.00 Lecture Hrs./Wk.)****3 Credits**

Examines the structure and function of the human body including all characteristics, tissues, organs and body systems. Covers integumentary, musculoskeletal, nervous, endocrine systems, as well as the special senses. **Prerequisite:** MTH 60 or a higher level math with a "C" grade or better. **WINTER**

BI 122**BASIC HUMAN ANATOMY & PHYSIOLOGY II****(3.00 Lecture Hrs./Wk.)****3 Credits**

Examines the structure and function of the human body including all characteristics, tissues, organs and body systems. Covers cardiovascular, digestive, respiratory, renal, immune, and reproductive systems. **Prerequisite:** BI 121 with a "C" grade or better, or instructor approval. **SPRING**

BI 143 and BI 143L**MARINE BIOLOGY****(3.00 Lecture, 3.00 Lab Hrs./Wk.)****3 Credits**

BI 143 students will investigate physical, chemical and biological features of marine environments. Students will examine major groups of marine protists, plants and animals, and interactions within and between these groups. Students will conduct studies of Pacific Northwest intertidal and estuarine ecosystems and will research and report on human impacts on local and worldwide marine ecosystems. **Prerequisites:** WR 121, MTH 70 with a grade C or better, or instructor approval. **Corequisite:** BI 143 with BI 143L. **SPRING**

BI 211 and BI 211L**PRINCIPLES OF BIOLOGY****(4.00 Lecture, 3.00 Lab Hrs./Wk.)****5 Credits**

Biology 211 is the first in a year-long sequence introducing fundamental science processes and major concepts of contemporary biology. It serves largely as a platform for students majoring in life science, natural resources studies or pre-professional programs such as pre-medicine, pre-veterinary, physical therapy, etc. It also meets science general education requirements at most upper level colleges and universities. This course helps students develop skills basic to science investigation, abilities using standard lab equipment, concepts essential for an understanding of modern biology, and an awareness of roles and relationships between science and the rest of society. BI 211 emphasizes an inquiry into fundamental properties of life, cell structure and function, biological energy transformations, and cell life cycles. Students explore prokaryotic and fungal diversity. **Prerequisites:** High school biology and chemistry or instructor approval. MTH 95 or equivalent. **Corequisite:** BI 211 with BI 211L. **FALL**

BI 212 and BI 212L**PRINCIPLES OF BIOLOGY****(4.00 Lecture, 3.00 Lab Hrs./Wk.)****5 Credits**

Biology 212 is the second of a year-long sequence introducing fundamental science processes and major concepts of contemporary biology. Like other courses in the sequence, it serves largely as a platform for students majoring in life science, natural resources studies or pre-professional programs such as pre-medicine, pre-veterinary, physical therapy, etc. It also meets science general education requirements at most upper level colleges and universities. This course helps students develop skills basic to science investigation, abilities using standard lab equipment, concepts essential for an understanding of modern biology, and an awareness of roles and relationships between science and the rest of society. Course content focuses on genetics, evolution, and chordate phylogeny and diversity. **Prerequisite:** BI 211 and 211L or instructor approval. **Corequisite:** BI 212 with BI 212L. **WINTER**

BI 213 and BI 213L**PRINCIPLES OF BIOLOGY****(4.00 Lecture, 3.00 Lab Hrs./Wk.)****5 Credits**

Biology 213 is the third course in a year-long sequence introducing fundamental science processes and major concepts of contemporary biology. It serves largely as a platform for students majoring in life science, natural resources studies or pre-professional programs such as pre-medicine, pre-veterinary, physical therapy, etc. It also meets science general education requirements at most upper level colleges and universities. This course helps students develop skills basic to science investigation, abilities using standard lab equipment, concepts essential for an understanding of modern biology, and an awareness of roles and relationships between science and the rest of society. BI 213 emphasizes an inquiry into plant and animal form and function, plant diversity and principles of ecology. **Prerequisite:** BI 212 and 212L or instructor approval. **Corequisite:** BI 213 with BI 213L. **SPRING**

BI 222**HUMAN GENETICS****(3.00 Lecture, Hrs./Wk.)****3 Credits**

While focusing on human heredity, students will investigate principles and patterns of Mendelian inheritance, population genetics and molecular genetics. **Prerequisite:** A previous biology class and MTH 60 or instructor approval. **WINTER 2008 - 2009**

BI 231 and BI 231L**HUMAN ANATOMY AND PHYSIOLOGY****(3.00 Lecture, 3.00 Lab Hrs./Wk.)****4 Credits**

Students learn the form and function of the dynamic human body required for health service occupations and further study in the biological sciences. Students master knowledge and concepts in the organization of the human body: homeostasis, cells and tissues, the skeletal and muscular systems, and the special senses. **Prerequisite:** CH 104 and 104L, and either BI 102 and 102L, BI 112 and 112L, or BI 211 and 211L, (or equivalent high school study by instructor approval). **Corequisite:** BI 231 with BI 231L. **FALL**

BI 232 and BI 232L**HUMAN ANATOMY AND PHYSIOLOGY****(3.00 Lecture, 3.00 Lab Hrs./Wk.)****4 Credits**

Students learn the form and function of the dynamic human body which is required for health service occupations and further study in the biological sciences. Students master knowledge and concepts of the nervous system, the endocrine system, and the cardiovascular system, including body fluids. **Prerequisite:** BI 231 and 231L. **Corequisite:** BI 232 with BI 232L. **WINTER**

BI 233 and BI 233L**HUMAN ANATOMY AND PHYSIOLOGY****(3.00 Lecture, 3.00 Lab Hrs./Wk.)****4 Credits**

The year long sequence provides students with the knowledge of the form and function of the dynamic human body which is required for health service occupations and further study in the biological sciences. Students master knowledge and concepts concerning bone and muscle, heredity, development, and reproduction. **Prerequisite:** BI 232. **Corequisite:** BI 233 with BI 233L. **SPRING**

BI 234 and BI 234L**INTRODUCTION TO MICROBIOLOGY****(3.00 Lecture, 3.00 Lab Hrs./Wk.)****4 Credits**

Students demonstrate knowledge of the basic and applied aspects of microbiology with emphasis on the role of the microorganism in relation to humans. This course is designed for allied health areas; not for science majors or those in pre-medicine, pre-dental or pre-veterinary science. **Prerequisite:** None, but prior general biology and chemistry courses and MTH 60 are recommended. **Corequisite:** BI 234 with BI 234L. **FALL, SPRING**

BLD BUILDING CONSTRUCTION**BLD 103****RESIDENTIAL MATERIALS AND METHODS****(3.0 Lecture Hrs./Wk.)****3 Credits**

Introduces function and performance characteristics of basic building materials, components, methods, and sequences in the construction process. Emphasizes residential construction. **SPRING**

BLD 140**PRINT READING FOR CONSTRUCTION****(3.0 Lecture Hrs./Wk.)****3 Credits**

Students learn and apply the principles of reading and interpreting construction prints. They learn the purpose of different types of drawings, the types of projections, applications of math, and the use of conventions, scales, symbols, notes, schedules and dimensions in construction drawings. **FALL**

BLD 151

BUILDING CODES I – INTRODUCTION TO RESIDENTIAL CODES
(3.0 Lecture Hrs./Wk.) **3 Credits**

Introduction to the International and Oregon Residential Codes for One and Two-Family Dwellings. Application of the codes to buildings and occupants, and the role and influence of codes in design and construction is examined. Topics include: general types of construction; special design for wind forces, flood, seismic events and fire safety; egress and accessibility; energy efficiency; structures and materials.

WINTER**BOT BOTANY**

BOT 101

BOTANY(3.00 Lecture, 3.00 Lab Hrs./Wk.) **4 Credits**

Botany students will investigate life processes within plants and their relationship to plant form and anatomy. Students will also explore plant/people relations, ecology, genetics, diversity and evolutionary relationships among plants. **Prerequisite:** WR 121 or instructor approval. **SPRING**

CH CHEMISTRY

CH 104 and CH 104L

INTRODUCTORY CHEMISTRY(3.00 Lecture, 2.00 Lecture/Lab, & 1.00 Lab Hrs./Wk.) **4 Credits**

Students master basic knowledge of elements, compounds, chemical reactions, solutions, acids and bases. **Note:** This course is designed for students with no prior chemistry course work and emphasizes applications to nursing and related areas. The two-quarter series is good preparation for CH 221 General Chemistry. **Prerequisite:** Mastery of basic arithmetic, percentages, ratios and proportions, and conversions (equivalent to a "C" grade in MTH 65). **Corequisite:** CH 104 with CH 104L. **SUMMER, FALL, WINTER**

CH 105 and CH 105L

INTRODUCTORY CHEMISTRY(3.00 Lecture, 2.00 Lecture/Lab, & 1.00 Lab Hrs./Wk.) **4 Credits**

This is the second term of a two-quarter introductory general chemistry series. Students master basic knowledge of atomic theory, naming, bonding, radio activity, gases, liquids and solids. **Prerequisite:** CH 104 and 104L or equivalent with a "C" grade or better. **Corequisite:** CH 105 with CH 105L. **WINTER, SPRING**

CH 106 and CH 106L

INTRODUCTORY CHEMISTRY - BIOCHEMISTRY(3.00 Lecture, 2.00 Lecture/Lab, & 1.00 Lab Hrs./Wk.) **4 Credits**

Students master basic knowledge of the fundamental principles of biochemistry including organic chemistry and three classes of biomolecules: carbohydrates, lipids (fats and oils), and proteins. **Prerequisite:** CH 104 and 104L and 105 and 105L or equivalent with a grade of "C" or better. **Corequisite:** CH 106 with CH 106L.

SPRING

CH 221 and CH 221L

GENERAL CHEMISTRY

(4.00 Lecture, 3.00 Lab Hrs./Wk.)

5 Credits

Service course covering the principles of chemistry for the student who already has a good knowledge of high school chemistry. Emphasizes understanding and applying the principles that govern the behavior of matter, as a foundation for further college study in the sciences and engineering. Students will learn and demonstrate both qualitative and quantitative understanding of stoichiometry, periodicity, atomic and molecular structure, formulas and equations, chemical bonding, thermodynamics, and chemical reactions. Data acquisition and handling by computers is stressed. Must be taken in sequence. **Prerequisite:** Two years high school algebra or equivalent (MTH 95) and mastery of the principles of high school chemistry or completion of CH 105, and instructor approval. **Corequisite:** CH 221 with CH 221L. **FALL**

CH 222 and CH 222L

GENERAL CHEMISTRY

(4.00 Lecture, 3.00 Lab Hrs./Wk.)

5 Credits

Service course covering the principles of chemistry for the student who already has a good knowledge of high school chemistry. Emphasizes understanding and applying the principles that govern the behavior of matter, as a foundation for further college study in the sciences and engineering. Students will learn and demonstrate both qualitative and quantitative understanding of gases, acids and bases, kinetic molecular theory, equilibrium, and solubility. Data acquisition and handling by computers is stressed. Must be taken in sequence. **Prerequisite:** CH 221 with a "C" grade or better and instructor approval. **Corequisite:** CH 222 with CH 222L. **WINTER**

CH 223 and CH 223L

GENERAL CHEMISTRY

(4.00 Lecture, 3.00 Lab Hrs./Wk.)

5 Credits

Service course covering the principles of chemistry for the student who already has a good knowledge of high school chemistry. Emphasizes understanding and applying the principles that govern the behavior of matter, as a foundation for further college study in the sciences and engineering. Students will learn and demonstrate both qualitative and quantitative understanding of thermodynamics, nuclear reactions, electrochemistry, organic chemistry (an introduction), environmental chemistry, and chemistry of volcanoes. Data acquisition and handling by computers is stressed. **Prerequisite:** CH 222 with a "C" grade or better and instructor approval. **Corequisite:** CH 223 with CH 223L. **SPRING**

CWE COOPERATIVE WORK EXPERIENCE

The Cooperative Work Experience program allows students to earn college credit for working in the community in an area related to the student's academic goals. Contact the Director of Cooperative Work Experience at (503) 338-2480 for the appropriate CWE class, seminar and registration information. All work experience students are required to take a one (1) credit work experience seminar with their first work experience.

CWE 280**COOPERATIVE WORK EXPERIENCE** 1-11 Credits

Experience working in the student's chosen academic field of study. Students must work 33 hours per term to earn one credit. Students create individual learning objectives in cooperation with worksite supervisors. These learning objectives are consistent with program outcomes, and they guide student learning during the term. Learning objectives are approved by the student's faculty advisor and/or program supervisor. Students will assume greater responsibility on the job as the work experience progresses. Each term students will accomplish different learning objectives. The student is responsible for submitting required paperwork. Offered as needed.

CWE 281**COOPERATIVE WORK EXPERIENCE SEMINAR** (1.00 Lecture Hr./Wk.) 1 Credit

Students enrolling in Cooperative Work Experience will participate in this seminar to discuss and develop an understanding of appropriate and effective work practices. **Corequisite:** placement in an appropriate cooperative work experience job and instructor approval. Offered as needed.

CJ CRIMINAL JUSTICE

Note: All Criminal Justice courses must be completed with a C grade or higher.

CJ 107**CRIMINAL JUSTICE WORKSHOP** (3.00 Lecture Hrs./Wk.) 3 Credits

A critical look at various controversial ideas, issues and recent events pertaining to the criminal justice system. **Prerequisite:** CJ 111. **SPRING**

CJ 110**INTRODUCTION TO LAW ENFORCEMENT** (3.00 Lecture Hrs./Wk.) 3 Credits

A study of law enforcement in the United States, including: its historical development; the roles and responsibilities of the American law enforcement officer; issues pertaining to recruitment, training and retention of officers; and, physical, emotional and psychological demands of the profession on its employees. **WINTER**

CJ 111**INTRO TO CRIMINAL JUSTICE** (3.00 Lecture Hrs./Wk.) 3 Credits

Students develop a fundamental understanding of the criminal justice system, the problem of crime, the theories of crime causation, society's response to criminals, and the key legal principles that form the foundation of the criminal justice system. **FALL**

CJ 114**GENDER, RACE, CLASS AND CRIME** (3.00 Lecture Hrs./Wk.) 3 Credits

An examination of the impact of cultural diversity on the American criminal justice system, including: the historical treatment of minorities; cross-cultural communication between criminal justice personnel and diverse populations; criminal patterns and trends; and, cultural diversification of the criminal justice personnel, including recruitment and hiring of minority populations. **FALL 2008 - 2009**

CJ 120**INTRODUCTION TO THE JUDICIAL PROCESS** (3.00 Lecture Hrs./Wk.) 3 Credits

A study of the American judicial system, including: the processing of cases from arrest or filing to appeal stages; the similarities and differences between the federal and various state systems; and the duties, functions and interaction of the system's personnel. **FALL**

CJ 121**CONCEPTS OF CRIMINAL LAW** (3.00 Lecture Hrs./Wk.) 3 Credits

A study of substantive criminal law for criminal justice professionals, including: the basic elements of a crime; the legal definitions of various crimes; criminal liability and culpability; and, recognized legal defenses to a crime. **FALL**

CJ 130**INTRODUCTION TO CORRECTIONS** (3.00 Lecture Hrs./Wk.) 3 Credits

A study of the American correctional system, including: its historical development; correctional ideologies; state and federal custodial and community-based programs; the impact of confinement; inmate rights; and, the impact of the correctional profession on correctional personnel. **FALL**

CJ 138**UNDERSTANDING TERRORISM** (3.00 Lecture Hrs./Wk.) 3 Credits

Students examine major international and domestic terrorist groups from an historical and modern day perspective to acquire fundamental knowledge concerning each group's ideology, motivational factors, targets and operations and the response of the criminal justice community. **WINTER**

CJ 203**CRISIS INTERVENTION** (3.00 Lecture Hrs./Wk.) 3 Credits

An overview of crisis intervention techniques for criminal justice personnel focusing on an understanding of the immediate needs of a person in crisis and on crisis intervention techniques in various situations, including: domestic violence, suicide, and sexual assault; and, on the impact of intervention on the criminal justice intervenor. **SPRING 2009 - 2010**

CJ 205**FEMALE OFFENDERS****(3.00 Lecture Hrs./Wk.)****3 Credits**

Students develop an understanding of the nature and extent of female criminal activity, the major criminal theories pertaining to causation issues, the special issues faced by the criminal justice system in dealing with female offenders, and current trends in the intervention, treatment, rehabilitation and punishment of female offenders. **SPRING 2009 - 2010**

CJ 210**CRIMINAL INVESTIGATION****(3.00 Lecture Hrs./Wk.)****3 Credits**

A study of the history, theory and principles of criminal investigation, including: strategies and procedures; the use of forensic techniques in evidence collection, preservation and analysis; and, crime lab operations, techniques, capabilities and limitations. **Prerequisite:** CJ 111 **WINTER**

CJ 212**REPORT WRITING IN CRIMINAL JUSTICE****(3.00 Lecture Hrs./Wk.)****3 Credits**

Students develop skills essential to being able to write factual reports based on observation and/or hearsay in a clear, concise, accurate and grammatically correct manner. **Prerequisite:** WR 121. **WINTER**

CJ 215**ISSUES IN CRIMINAL JUSTICE SUPERVISION AND ADMINISTRATION****(3.00 Lecture Hrs./Wk.)****3 Credits**

Students demonstrate knowledge of the history, structure, and current issues in criminal justice which deal with supervision and management. **SUMMER 2008 - 2009**

CJ 218**INTERVIEW AND INTERROGATION TECHNIQUES****(3.00 Lecture Hrs./Wk.)****3 Credits**

Students gain an understanding of the differences between interviewing and interrogation and their applicability in criminal justice settings; will learn basic techniques used when gathering information from victims, witnesses, suspects or other interested parties; and will be familiar with the role deception plays in the information gathering process. **Prerequisite:** CJ 210. **SPRING**

CJ 219**INTRODUCTION TO COMMUNITY POLICING****(3.00 Lecture Hrs./Wk.)****3 Credits**

Students explore how the police and citizens can work together to solve community problems. Topics include the history, current programs and future trends in community policing. **SUMMER 2009 - 2010**

CJ 225**CORRECTIONS LAW****(3.00 Lecture Hrs./Wk.)****3 Credits**

A study of how law affects the corrections environment through an examination of the legal rights and responsibilities of inmates, officers and prison administration and how law impacts the operations of correctional facilities. **SPRING 2009 - 2010**

CJ 230**INTRO TO JUVENILE CORRECTIONS****(3.00 Lecture Hrs./Wk.)****3 Credits**

A study of the juvenile correctional system in the United States, including the philosophy behind the juvenile court and various custodial and community-based correctional and treatment programs. **SPRING 2008 - 2009**

CJ 231**JUVENILE LAW****(3.00 Lecture Hrs./Wk.)****3 Credits**

Students will study the historical development of juvenile criminal rights, including key U.S. Supreme Court decisions, and their impact on the interaction between Criminal Justice personnel and juveniles in America. **SPRING**

CJ 232**INTRODUCTION TO CORRECTIONS CASEWORK****(3.00 Lecture Hrs./Wk.)****3 Credits**

A study of criminal justice counseling and interviewing techniques, including: the role of the counselor; the counseling process; criminal personalities and behaviors; various treatment modalities; and, ethical and legal issues that criminal justice counselors face. **FALL 2009 - 2010**

CJ 243**ALCOHOL AND OTHER DANGEROUS DRUGS****(3.00 Lecture Hrs./Wk.)****3 Credits**

A study of drug and alcohol use and abuse, including: a historical look at drug and alcohol use and abuse; the attempts to regulate and control the substances; symptoms of use and abuse; treatment options; and the impact of alcohol and dangerous drugs on the American criminal justice system. **Prerequisite:** WR 121. **SPRING**

CPL CREDIT FOR PRIOR LEARNING**CPL 120****CREDIT FOR PRIOR LEARNING****(3.00 Lecture Hrs./Wk.)****3 Credits**

This course guides students through the process of requesting college credit for learning acquired through work experience, volunteer work, industry training, etc. Each student develops a portfolio correlating non-academic learning experiences with related courses at Clatsop Community College. Typically, students gain new insights into past achievement and future goals. **Note:** A maximum of 22 portfolio credits and six credits of CPL 120 may be applied to an associate degree.

CS COMPUTER SCIENCE**CS 101****FUNDAMENTALS OF COMPUTING****(1.00 Lecture Hr./Wk.)****1 Credit**

Students study contemporary computer terminology; learn about the Internet; are introduced to operating system software; learn about application software; learn file management; learn how to log into a network and use the college email system. **FALL, WINTER, SPRING**

CS 125H**BEGINNING WEB SITE DESIGN AND DEVELOPMENT****(2.00 Lecture and 2.00 Lecture/Lab Hrs./Wk.)****3 Credits**

Students create World Wide Web sites using Hypertext Markup Language (HTML) and web site design tools. Students examine the principles and elements of effective web design. **FALL**

CS 131**INTRODUCTION TO COMPUTER INFORMATION SYSTEMS****(4.00 Lecture Hrs./Wk.)****4 Credits**

Students learn and apply theory, elements, and structures of microcomputer systems (including hardware and software) to develop computer literacy. This class also provides hands-on experience using computer applications in preparation for more advanced classes. Prerequisite: CS 101 or OA 120 recommended for students with little or no computer experience. **SUMMER, FALL, WINTER, SPRING**

CS 135H**ADVANCED WEB SITE DESIGN AND DEVELOPMENT****(2.00 Lecture, 2.00 Lecture/Lab Hrs./Wk.)****3 Credits**

This is the second course in Web design and development. Students create interactive World Wide Web sites using scripting and Dynamic XHTML. Students examine the principles and elements of effective web design. Prerequisite: CS 125H or instructor approval. **WINTER**

CS 135W**WEB SITE MANAGEMENT****(2.00 Lecture, 2.00 Lecture/Lab Hrs./Wk.)****3 Credits**

Students explore the issues and techniques of managing web sites. Topics include setting up web sites, file maintenance and management, controlling access, security, testing, server side technologies, managing dynamic web applications, task management, and interacting with clients. Prerequisite: CS 125 H or instructor approval. **SPRING**

CS 144**A+ CERTIFICATION PREPARATION I****(2.00 Lecture, 3.00 Lab Hrs./Wk.)****3 Credits**

Students learn fundamentals of supporting and troubleshooting basic personal computer hardware and operating systems and prepare to pass the broad-based, vendor-independent, CompTIA A+ certification exam. **FALL**

CS 145**A+ CERTIFICATION PREPARATION II****(2.00 Lecture, 3.00 Lab Hrs./Wk.)****3 Credits**

Students learn advanced computer maintenance concepts and techniques and prepare to pass the broad-based, vendor-independent, CompTIA A+ certification exam. **WINTER**

CS 151**NETWORK+ CERTIFICATION PREPARATION****(2.00 Lecture, 3.00 Lab Hrs./Wk.)****3 Credits**

Students learn fundamental networking skills and prepare to pass the CompTIA Network+ certification exam. **SPRING**

CS 160**INTRODUCTION TO COMPUTER PROGRAMMING****(3.00 Lecture, 3.00 Lab Hrs./Wk.)****4 Credits**

Introduction to the discipline of computer programming for both computer science and non-computer science majors. Topics include problem solving, computer logic, data representation, algorithms, features of structured programming and issues in software development. Students study how computers use software to perform useful tasks, how such software is constructed and how to build Graphic User Interfaces (GUIs) for data input and display. **FALL**

CSD 122**BEGINNING DATABASE PROGRAM DEVELOPMENT****(3.00 Lecture Hrs./Wk.)****3 Credits**

Students become familiar with the capabilities of standard database management systems including concepts, design elements, and structure. They learn how to store, access, sort, query, create reports and forms, and make additions, deletions, and changes to that database. Prerequisite: None. Basic keyboarding skills and computer literacy recommended. **WINTER**

CSD 275**ADVANCED DATABASE PROGRAM DEVELOPMENT****(3.00 Lecture Hrs./Wk.)****3 Credits**

Students build on techniques learned in CSD 122 to create a database system and utilize its special features to create interfaces and enhancements. Prerequisite: CSD 122. **SPRING**

CSL 107**SPREADSHEETS****(3.00 Lecture Hrs./Wk.)****3 Credits**

Through hands-on exercises, students gain an understanding of worksheet design, formulas, charting, what-if analysis, linking and consolidating worksheets. Prerequisite: None. Basic keyboarding skills and computer literacy recommended. **WINTER**

DCO DEVELOPMENTAL COMMUNICATIONS

DCO 10
ABE-READING/WRITING
 (20.00 Lecture/Lab Hrs./Cr.) **1-6 Credits**
 Through individualized course work and group activities, students develop the reading and writing skills necessary in college preparation courses and the workforce. **FALL, WINTER, SPRING**

DCO 22
PRACTICAL COMMUNICATIONS
 (4.00 Lecture Hrs./Wk.) **4 Credits**
 Students improve their vocabulary and comprehension skills in reading, as well as their writing and editing skills. **Prerequisite:** Either COMPASS reading score 41-43 or COMPASS writing score 21-23 or instructor approval. Concurrently enrolled in HD 50 recommended. **FALL, WINTER, SPRING**

DESL DEVELOPMENTAL ENGLISH

DESL 01
ENGLISH FOR SPEAKERS OF OTHER LANGUAGES
 (20.00 Lecture/Lab Hrs./Cr.) **1-10 Credits**
 Students improve their skills in speaking, reading, and writing English necessary for success in daily life and the workforce. **SUMMER, FALL, WINTER, SPRING**

DESL 03
ENGLISH FOR SPEAKERS OF OTHER LANGUAGES-INTENSIVE
 (20.00 Lecture/Lab Hrs./Cr.) **4-7 Credits**
 Students improve their skills in speaking, reading, and writing English necessary for success in daily life and the workforce. Offered as needed.

DESL 07
ENGLISH FOR SPEAKERS OF OTHER LANGUAGES - ADVANCED
 (3.00 Lecture Hrs./Wk.) **3 Credits**
 Through advanced studies, students will develop their skills in speaking, reading and writing English in preparation for college courses or vocational training. Offered as needed.

DGED DEVELOPMENTAL GED PREPARATION

DGED 48
PRE-GED PREPARATION
 (20.00 Lecture/Lab Hrs./Cr.) **1-6 Credits**
 Students improve their skills in reading writing and math in preparation for taking the GED test. **Prerequisite:** DMTH 07 and/or DCO 10 or CASAS score of 215-235 or instructor approval. **SUMMER, FALL, WINTER, SPRING**

DGED 49
GED PREPARATION
 (20.00 Lecture/Lab Hrs./Cr.) **1-6 Credits**
 Students improve their knowledge of social studies, writing, literature, science, and mathematics. **Prerequisites:** DGED48 or CASAS score of 236-242(Math/Reading) or score of 4 or 5 on writing test or instructor approval. **SUMMER, FALL, WINTER, SPRING**

DMTH DEVELOPMENTAL MATH

DMTH 07
ABE - MATHEMATICS
 (20.00 Lecture/Lab Hrs./Cr.) **1-6 Credits**
 Students develop skills in whole number mathematics, including adding, subtracting, multiplying, dividing, rounding, estimating and problem solving. **SUMMER, FALL, WINTER, SPRING**

DRF DRAFTING

DRF 139
TECHNICAL PRINT INTERPRETATION
 (3.00 Lecture Hrs./Wk.) **3 Credits**
 Students learn and apply the principles of reading and interpreting technical prints. They learn the purpose of different types of drawings in a variety of disciplines, and the use of conventions, symbols, notes and dimensions in planning, construction and assembly. **FALL, WINTER, SPRING**

DRF 213
AUTOCAD - BEGINNING
 (3.00 Lecture, 3.00 Lab Hrs./Wk.) **4 Credits**
 Introduction to computer aided design/drafting (CAD) as an integrated system to represent and communicate designs. Students gain and apply fundamental knowledge of CAD concepts and techniques. They use CAD systems to create, modify and display drawings and create design documents. Students work individually and collaboratively to analyze and solve design problems. **FALL**

DRF 214
AUTOCAD - INTERMEDIATE
 (3.00 Lecture, 3.00 Lab Hrs./Wk.) **4 Credits**
 Students gain and apply knowledge of advanced CAD concepts and techniques. They use CAD systems to develop multi-view, sectional, detail and isometric drawings and demonstrate the use of drawing conventions including dimensioning, hatching, symbols and layouts. Students work individually and collaboratively to analyze and solve design problems. **Prerequisite:** DRF 213 or instructor approval. **WINTER**

DRF 215
AUTOCAD - ADVANCED
 (3.00 Lecture, 3.00 Lab Hrs./Wk.) **4 Credits**
 Students gain and apply knowledge of three dimensional CAD concepts and techniques. They use CAD systems to create, manipulate and view

surface and solid models, renderings and presentation documents. Students work individually and collaboratively to analyze and solve design problems. **Prerequisite:** DRF 214 or instructor approval.

SPRING**DRF 217****AUTOCAD - UPGRADE****(16 Lecture Hours Total)****1 Credit**

This course is for individuals who are skilled in using AutoCAD and need to upgrade to the latest release. Students develop skills in using new and modified tools and features to get the most out of recent system enhancements. **Prerequisite:** Experienced AutoCAD user. Offered as needed.

DRF 295**CADD DIRECTED PROJECT****(2.00 Lecture, 6.00 Lab Hrs/Wk.)****4 Credits**

This is the capstone course for the Computer Aided Design and Drafting program. Students build on knowledge gained in other courses and use critical thinking and problem solving skills to address a significant problem in their area of specialization. Students complete a comprehensive project and make a professional presentation. **Prerequisite:** Completion of all but the last quarter of program course work. **SPRING**

DWR DEVELOPMENTAL WRITING**DWR 31****PARAGRAPH WRITING****(2.00 Lecture, 2.00 Lecture/Lab Hrs./Wk.)****3 Credits**

Students develop skill in writing short, well-developed and well-edited paragraphs. **Prerequisite:** DCO 22, COMPASS score 24-41, and writing sample. Concurrent enrollment in HD 50 recommended. **FALL, WINTER, SPRING**

EC ECONOMICS**EC 201****PRINCIPLES OF ECONOMICS****(4.00 Lecture Hrs./Wk.)****4 Credits**

Focuses on micro-economic theory dealing with the behavior of individuals and individual firms within different market structures. Covers concepts of competition, consumer decisions, the use price of economic resources, and international trade. **WINTER**

EC 202**PRINCIPLES OF ECONOMICS****(4.00 Lecture Hrs./Wk.)****4 Credits**

Introduction to economic theory, policy, and institutions. Focuses on macro-economic theory, scarcity, production, money, unemployment, inflation, and international finance. **SPRING**

ECE EARLY CHILDHOOD EDUCATION**ECE 101****LANGUAGE ARTS ACTIVITIES FOR YOUNG CHILDREN****(10 Lecture Hrs.)****1 Credit**

Students develop an understanding of curriculum analysis, development, planning, implementation, extension, and evaluation of language arts activities. **WINTER**

ECE 103**MATH AND SCIENCE FOR YOUNG CHILDREN****(10 Lecture Hrs.)****1 Credit**

Students acquire and demonstrate an understanding of curriculum analysis, development, implementation, extension, and evaluation of math and science activities, utilizing problem solving strategies. **SPRING**

ECE 105**NUTRITION, HEALTH AND SAFETY FOR YOUNG CHILDREN****(10 Lecture Hrs.)****1 Credit**

Students develop knowledge of children's nutritional needs, health routines, communicable diseases and safety issues, and develop appropriate activities for the preschool environment. **WINTER**

ECE 109**EARLY CHILDHOOD ENVIRONMENTS****(10 Lecture Hrs.)****1 Credit**

Students gain knowledge of the learning environmental, including the physical environment, the structure of the day, and the social and emotional atmosphere. **WINTER**

ECE 119**SELF-CONCEPT, GUIDANCE, AND SELF-DISCIPLINE OF YOUNG CHILDREN****(10 Lecture Hrs.)****1 Credit**

Students develop an understanding of theories and practices that promote the development of self-concept and appropriate guidance and self-discipline for children from birth to age six. **FALL**

ECE 124**PHYSICAL FITNESS ACTIVITIES FOR YOUNG CHILDREN****(10 Lecture Hrs.)****1 Credit**

Students demonstrate an understanding of curriculum analysis, development, planning, implementation, extension, and evaluation of activities that promote physical development in young children. **FALL**

ECE 125**CREATIVE ACTIVITIES FOR YOUNG CHILDREN: ART****(10 Lecture Hrs.)****1 Credit**

Students demonstrate knowledge of curriculum analysis, development, planning, implementation, extension, and evaluation of art activities for young children. **WINTER**

ECE 128
PROGRAM PLANNING AND EVALUATION FOR YOUNG CHILDREN
 (10 Lecture Hrs.) **1 Credit**
 Students demonstrate knowledge of curriculum planning and evaluation in early childhood education programs, with special attention to comparing curriculum requirements with the developmental needs of young children. **SPRING**

ECE 129
OBSERVATION AND DEVELOPMENTAL SCREENING OF YOUNG CHILDREN
 (10 Lecture Hrs.) **1 Credit**
 Students demonstrate and apply knowledge of objective techniques for recording and interpreting children's behavior as well as conducting brief assessment procedures designed to identify children who need a more diagnostic assessment. **FALL**

ECE 131
CHILD DEVELOPMENT FOR THE DAY CARE WORKER
 (20 Lectures Hrs.) **2 Credits**
 Students gain and use knowledge of child development theories as they apply to working with young children from prenatal to middle childhood in the early childhood educational setting. **SPRING**

ECE 134
STATUTES, LIABILITY, LICENSURE CONSIDERATIONS FOR CHILDCARE FACILITIES
 (10 Lecture Hrs.) **1 Credit**
 Students are prepared as teachers and directors of child care centers and day care homes, to develop a facility while complying with state and federal laws and regulations. **FALL**

ECE 137
CHILD ABUSE AND THE LAW
 (10 Lecture Hrs.) **1 Credit**
 Students demonstrate knowledge of the types of child abuse identified by state and federal law, and the procedures that must be followed when abuse is suspected. **FALL**

ECE 139
INFANT AND TODDLER PROGRAMS
 (10 Lecture Hrs.) **1 Credit**
 Students develop knowledge of infant-toddler developmental theory, program regulations, and the differences between these and regular childcare programs. **SPRING**

ECE 145
TOYS AND GAMES FOR LEARNING
 (10 Lecture Hrs.) **1 Credit**
 Students identify toys and games and their specific purposes intended for promoting the learning and development for children ages birth to eight. Students evaluate commercial and homemade toys and games according to a criteria of safety, durability, flexibility, value and identify possible harmful effects of certain types of toys and games. **FALL**

ECE 146
HANDICAPPING CONDITIONS IN YOUNG CHILDREN
 (10 Lecture Hrs.) **1 Credit**
 Students demonstrate an understanding of a variety of disabilities in young children, current special education law, and resources available for teachers and parents. **WINTER**

ECE 149
DISEASE CONTROL IN ECE SETTINGS
 (10 Lecture Hrs.) **1 Credit**
 Students demonstrate knowledge of prevention, identification, follow-up, and state immunization law concerning communicable diseases commonly found in early childhood settings. **WINTER**

ECE 175
INFANT/TODDLER LEARNING AND SOCIAL GROWTH IN A GROUP SETTING
 (10 Lecture Hrs.) **1 Credit**
 Students will develop an understanding of infant/toddler cognitive and social/emotional development, how it impacts learning and self-esteem, and how to address these developmental needs in a group setting. **SPRING**

EGR ENGINEERING

EGR 101
ENGINEERING ORIENTATION
 (3.00 Lecture Hrs./Wk.) **3 Credits**
 Students demonstrate familiarity with the engineering disciplines, curricula at four-year colleges, professional ethics, and licensing requirements for professional engineers. Students gain experience in data collection and engineering problem analysis using tools such as graphing calculators, spreadsheets and word processing programs. Course includes a team-engineering project. **Prerequisite:** MTH 111 or High School Trigonometry.

EM EMERGENCY SERVICES

EM 101
INTRODUCTION TO EMERGENCY SERVICES
 (4.00 Lecture Hrs./Wk.) **4 Credits**
 This course provides an overview to fire protection; career opportunities in fire protection and related fields; philosophy and history of fire protection/service; fire loss analysis; organization and function of public and private fire protection services; fire departments as part of local government; laws and regulations affecting the fire service; fire service nomenclature; specific fire protection functions; basic fire chemistry and physics; introduction to fire protection systems; introduction to fire strategy and tactics. **FALL**

EMT EMERGENCY MEDICAL TECHNICIAN**EMT 151****EMERGENCY MEDICAL TECHNICIAN BASIC, PART 1****(44 Lecture, 30 Lecture/Lab Hrs.; 74 Hrs. Total) 5 Credits**

This two-part course meets Oregon State Health Division and Fed. Dept. of Transportation requirements for EMT- Basic and prepares the student to provide basic pre-hospital emergency medical care and transportation of the sick and injured. On successful completion of EMT 152, the student will be prepared to take the National Registry of Emergency Medical Technicians certification examination for EMT-Basic. **Prerequisite:** Health Care Provider CPR Certification, Current measles and Hepatitis B immunizations, negative TB test; valid driver's license. **FALL**

EMT 152**EMERGENCY MEDICAL TECHNICIAN BASIC, PART 2****(44 Lecture, 22 Lecture/Lab Hrs.; 66 Hrs. Total) 5 Credits**

Continuation of EMT 151. Students demonstrate the knowledge and skills required to provide basic pre-hospital emergency medical care and transportation of the sick and injured. On successful completion of this course, the student will be prepared to pass the Oregon State Health Division certification examination for EMT-Basic. **Prerequisite:** EMT 151 with a "C" grade or better. **WINTER**

EMT 165**EMERGENCY MEDICAL TECHNICIAN INTERMEDIATE, PART 1****(38 Lecture, 22 Lecture/Lab Hrs.; 60 Hrs. Total) 4 Credits**

This two-part course meets the Oregon State Health and Human Services Oregon EMT- Intermediate Curriculum 2006. It prepares the student to provide EMT-Intermediate level care for the pre-hospital emergency medical care and transportation of the sick and injured. It incorporates discussion, demonstration, and practical application of the following: roles and responsibilities, patient assessment, airway management, intravenous and intraosseous therapy, shock management, EKG monitoring, defibrillation, emergency pharmacology, and EMT-Intermediate protocols. On successful completion of EMT 165 and EMT 166, the student will be prepared to take the State of Oregon Emergency Medical Technician certification examination for EMT-Intermediate. **Prerequisite:** Oregon EMT-Basic certification, Signed Agency Referral. Offered as needed.

EMT 166**EMERGENCY MEDICAL TECHNICIAN INTERMEDIATE, PART 2****(38 Lecture, 22 Lecture/Lab Hrs.; 60 Hrs. Total) 4 Credits**

This two-part course meets the Oregon State Health and Human Services Oregon EMT- Intermediate Curriculum 2006. It prepares the student to provide EMT-Intermediate level care for the pre-hospital emergency medical care and transportation of the sick and injured. It incorporates discussion, demonstration, and practical application of the following: roles and responsibilities, patient assessment, airway management, intravenous and intraosseous therapy, shock management, EKG monitoring, defibrillation, emergency pharmacology, and EMT-Intermediate protocols. On successful completion of EMT

165 and EMT 166, the student will be prepared to take the State of Oregon Emergency Medical Technician certification examination for EMT-Intermediate. **Prerequisite:** Oregon EMT-Basic certification, Signed Agency Referral. Offered as needed.

EMT 169**EMERGENCY MEDICAL TECHNICIAN RESCUE****(22 Lecture, 30 Lab Hrs.; 52 Hrs. Total) 3 Credits**

Students demonstrate the knowledge and skills needed to rescue and extricate patients while maintaining personal safety; control and management of the accident scene; and considering needs of the accident trauma patient and the use and maintenance of rescue tools and equipment. Offered as needed.

EMT 170**EMERGENCY COMMUNICATION AND TRANSPORTATION****(30 Lecture, 12 Lab Hrs.; 42 Hrs. Total) 3 Credits**

This class prepares emergency medical services personnel to handle telecommunications and transportation of the sick and injured. **Prerequisite:** Current valid driver's license. Offered as needed.

ENG ENGLISH LITERATURE**ENG 104****INTRODUCTION TO LITERATURE****(3.00 Lecture Hrs./Wk.) 3 Credits**

Students will read, discuss, and analyze a variety of short stories and novels. They will learn the techniques of literary criticism for use in oral and written responses to the literature. **SPRING**

ENG 105**INTRODUCTION TO LITERATURE****(3.00 Lecture Hrs./Wk.) 3 Credits**

Students will read, discuss, and analyze a variety of plays. They will learn about the conventions of literary drama and dramatic literature's implications both on the page and on the stage. **WINTER**

ENG 106**INTRODUCTION TO LITERATURE****(3.00 Lecture Hrs./Wk.) 3 Credits**

Students will read, discuss, and analyze a variety of poems, both historical and contemporary. Emphasis will be on finding personal meaning in poetry as well as mastering the techniques of literary criticism. **FALL**

ENG 107**WORLD LITERATURE: THE ANCIENT WORLD****(3.00 Lecture Hrs./Wk.) 3 Credits**

Students will study a variety of texts by authors from the ancient world (Sumerian, Jewish, Greek, Roman, Christian, and Moslem) including poetry, drama, and religious texts. We will study the literary, political, religious, and social contexts for each work, and will examine the shift from oral to written storytelling traditions. **FALL**

ENG 108**WORLD LITERATURE: MEDIEVAL/RENAISSANCE****(3.00 Lecture Hrs./Wk.)****3 Credits**

Students will study a variety of texts by authors from the medieval and Renaissance eras (Italian, French, English, Spanish) including poetry, drama, and prose. We will study the literary, political, religious, and social contexts for each work, and will examine the shift from manuscripts to printed texts. **WINTER**

ENG 109**WORLD LITERATURE: AFRICA, ASIA & LATIN AMERICA****(3.00 Lecture Hrs./Wk.)****3 Credits**

Students will read a sampling of the literature written in the developing world, including texts from Africa, Asia, and South America. We will read folk tales, poetry, short stories, and novels. We will examine primary texts from each region, but will also look at how colonialism has imparted a cross-pollination of cultures. **SPRING**

ENG 110**INTRODUCTION TO FILM STUDIES****(3.00 Lecture, 1.00 Lab Hrs./Wk.)****3 Credits**

Students will enhance their visual literacy by viewing, discussing, and analyzing contemporary film with emphasis on cinematic techniques and critical approaches to this media. Participants will also discuss the relationship of film to cultural values and various influences on contemporary film practice. Offered winter term. Students will run the annual Rainy Day Film Festival at two local theatres. **WINTER 2009 - 2010**

ENG 180**GOTHIC LITERATURE****(3.00 Lecture Hrs./Wk.)****3 Credits**

Students will study a sampling of literature written in the Gothic tradition, including British and American literature from 1800 to the present. Emphasis will be on reading the works; discussing them; and analyzing style, content, and theme. We will also examine how the themes of Gothic literature have been "resurrected" in popular culture today (film, fashion, music). **WINTER**

ENG 201**SHAKESPEARE****(3.00 Lecture Hrs./Wk.)****3 Credits**

Students will study works by Shakespeare with a particular emphasis on Shakespeare's early period and the history plays and early comedies and sonnets. We will study the literary and cultural contexts for each play, as well as theatrical traditions. **FALL 2009 - 2010**

ENG 202**SHAKESPEARE****(3.00 Lecture Hrs./Wk.)****3 Credits**

Students will study plays written during Shakespeare's Middle period; the problem plays, tragedies, comedies. We will study the literary and cultural contexts for each play, as well as theatrical traditions. **WINTER 2009 - 2010**

ENG 203**SHAKESPEARE****(3.00 Lecture Hrs./Wk.)****3 Credits**

Students will study plays from Shakespeare's later period, including the Romance genre. We will study the literary and cultural contexts for each play, as well as theatrical traditions. **SPRING**

ENG 204**ENGLISH LITERATURE: MEDIEVAL****(3.00 Lecture Hrs./Wk.)****3 Credits**

Students will study a variety of works by medieval English authors including fairy tales, poetry, legends, and longer works such as Beowulf and Canterbury Tales. We will study the literary, political, religious, and social contexts for each work, as well as the early history of the English language. **FALL**

ENG 205**ENGLISH LITERATURE: RENAISSANCE****(3.00 Lecture Hrs./Wk.)****3 Credits**

Students will study a variety of works by Renaissance English authors including Shakespearian (Macbeth) and non-Shakespearian (Faust) drama, lyric poetry, epic poetry, and an early novel. We will study the literary, political, religious, and social contexts for each work, as well as how the printing press revolutionized literature. **WINTER**

ENG 206**ENGLISH LITERATURE: VICTORIAN & MODERN****(3.00 Lecture Hrs./Wk.)****3 Credits**

Students will study a variety of texts by Victorian and modern British authors including novels, poems, and short stories. We will study the rise of the female author in England and will examine works by post-colonial authors. We will also discuss how changes in the British Empire altered the voice of British literature. **SPRING**

ENG 214**LITERATURE/PACIFIC NORTHWEST****(3.00 Lecture Hrs./Wk.)****3 Credits**

Through an on-site educational experience and the reading and writing about literature, this course is designed to encourage an appreciation and understanding of the interplay of literature and place, with an emphasis upon the northern coast of Oregon. Through the study, discussion and writing about selected literature of the Pacific Northwest and through the direct observation of our natural environment (field trips!) we will learn about the cultural and environmental factors that have shaped this region's landscape and literature. Our class will be encouraged to become sensitive observers of the area and to communicate our ideas about folklore, place & environment through small group and individual projects and presentations and written and oral dialogue. We will discuss how literature influences perceptions, uses and modifications of the land. Examples and literary models will be drawn primarily from the coastal Northwest. We will also discover the perceptions and practices of Native Americans and other populations who have lived in this region through their stories. **SPRING 2009 - 2010**

ENG 220**NON - EUROPEAN MINORITY LITERATURE****(3.00 Lecture Hrs./Wk.)****3 Credits**

Students read, discuss, and analyze the literature of one or more American minority groups. **Prerequisite:** WR 121. **SPRING 2009 - 2010**

ENG 221**INTRODUCTION TO CHILDREN'S LITERATURE****(3.00 Lecture Hrs./Wk.)****3 Credits**

Students will examine a variety of texts from the children's literary tradition, including folk tales, fairy tales, classic stories, nursery rhymes, poems, picture books, and longer works. Emphasis will be on reading and discussing the works, as well as analyzing style, content, and themes. **SUMMER**

ENG 253**SURVEY OF AMERICAN LITERATURE****(3.00 Lecture Hrs./Wk.)****3 Credits**

Students read, respond to, and analyze works of major authors of American poetry and prose during the period from 1630 to 1860 in the context of the literary movements including Puritanism, Classicism, and Romanticism. **FALL 2008 - 2009**

ENG 254**SURVEY OF AMERICAN LITERATURE****(3.00 Lecture Hrs./Wk.)****3 Credits**

Students read, respond to, and analyze 19th Century American prose and poetry in light of the development of American civilization. **WINTER 2008 - 2009**

ENG 255**SURVEY OF AMERICAN LITERATURE****(3.00 Lecture Hrs./Wk.)****3 Credits**

Students read, respond to, and analyze 20th century American prose and poetry in light of the development of American civilization. **SPRING 2008 - 2009**

ENG 263**AUTISM IN LITERATURE****(3.00 Lecture Hrs./Wk.)****3 Credits**

Autism in Literature would be an introductory level literature class. Students would read a variety of genres, including non-fiction, autobiography, biography, and fiction, where either the author or a central character is known to be autistic. Emphasis will be on discussing the works, analyzing meanings, researching related topics, making connections between literature and life, and learning about how autism has influenced the literary tradition. **SUMMER 2008 - 2009**

ES**ENVIRONMENTAL SCIENCE****ES 150****INTRODUCTION TO ENVIRONMENTAL SCIENCE****(2.00 Lecture/Lab Hrs./Wk.)****1 Credit**

Students will conduct one or more field studies and will investigate academic and professional opportunities in environmental science. Students will present their findings and develop a portfolio. **FALL**

ES 160**TECHNIQUES IN ENVIRONMENTAL INFORMATION ANALYSIS****(3.00 Lecture, 3.00 Lab. Hrs./Wk.)****4 Credits**

Students learn principles of and application of environmental measurement, instrumentation, and data analysis. Students develop mapping, modeling, and group problem solving skills, and work in groups to complete several field investigations. **Prerequisite:** ES 150, MTH 70, and WR 121. **WINTER 2009 - 2010**

ES 202**APPLIED ENVIRONMENTAL STUDIES: PREP FOR PROBLEM SOLVING****(3.00 Lecture, 3.00 Lab. Hrs./Wk.)****4 Credits**

Pure clean water is essential to public health. This course will look at the sources and handling of water and wastewater in our community, nation, and world. Students will learn to collect samples, test water and wastewater for biological and chemical parameters, and use that data to address issues, concerns and problems with water and wastewater. **Prerequisite:** ES 160. Offered as needed.

FRP**FIRE PROTECTION****FRP 101****PRINCIPLES OF EMERGENCY SERVICES****(4.00 Lecture Hrs./Wk.)****4 Credits**

This course provides an overview of fire protection; career opportunities in fire protection and related fields; philosophy and history of fire protection/service; fire loss analysis; organization and function of public and private fire protection services; fire departments as part of local government; laws and regulations affecting the fire service; fire service nomenclature; specific fire protection functions; basic fire chemistry and physics; introduction to fire protection systems; introduction to fire strategy and tactics. **FALL 2009 - 2010**

FRP 121**FIRE BEHAVIOR AND COMBUSTION****(3.00 Lecture and 3.00 Lab Hrs./Wk.)****4 Credits**

This course explores the theories and fundamentals of how and why fires start, spread and how they are controlled. **Prerequisite:** Instructor approval. **FALL 2009 - 2010**

FRP 151

FIREFIGHTER SKILLS I

(2.00 Lecture and 2.00 Lecture/Lab Hrs./Wk.) 3 Credits

Provides the student with the knowledge and skills to meet the minimum requirements of competence required of a person to serve as a paid or volunteer firefighter. Students will become familiar with the various types of equipment and procedures needed to function safely as a member of a firefighting team under direct supervision. This course fulfills the requirements of OR-OSHA and the Department of Public Safety Standards and training for entry level firefighters. **Prerequisite:** Instructor approval and must be a firefighter with an agency. **SUMMER, FALL, WINTER, SPRING**

FRP 155

INSTRUCTIONAL METHODOLOGY

(2.00 Lecture Hrs./Wk.) 2 Credits

Students develop proficiency in the methodologies and skills needed to conduct fire science instruction using prepared course outlines and materials. **WINTER 2009 - 2010**

FRP 156

FIREFIGHTER LAW

(1.00 Lecture Hr./Wk.) 1 Credit

This course introduces the Federal, State, and local laws that regulate emergency services, national standards influencing emergency services, standard of care, tort, liability, and a review of relevant court cases. **FALL 2008 - 2009**

FRP 157

FIREFIGHTER SAFETY

(1.00 Lecture Hr./Wk.) 1 Credit

This course introduces the basic concepts of occupational health and safety as it relates to emergency service organizations. Topics include risk evaluation and control procedures for fire stations, training sites, emergency vehicles, and emergency situations involving fire, EMS, hazardous materials, and technical rescue. Upon completion of this course, students should be able to establish and manage a safety program in an emergency service organization. **FALL 2008 - 2009**

FRP 158

FIRE PROTECTION HYDRAULICS AND WATER SUPPLY

(22 Lecture, 22 Lecture/Lab Hrs.; 44 Hrs. Total) 3 Credits

Students develop the knowledge and skills required to operate various fire pumps and accessories. They will demonstrate competency in drafting, hydrant and tanker operations, and rule of thumb fire ground hydraulic calculations. **Prerequisite:** FRP 151 or instructor approval. **WINTER 2009 - 2010**

FRP 164

HAZARDOUS MATERIALS

(20 Lecture, 20 Lecture/Lab Hrs.; 40 Hrs. Total) 3 Credits

Students gain the knowledge and skills needed to safely respond to and manage a chemical emergency. This includes proper application of foam for vapor suppression and basic plugging and patching of minor hazardous material releases. **SPRING 2009 - 2010**

FRP 166

BUILDING CONSTRUCTION FOR FIRE PROTECTION

(3.00 Lecture Hrs./Wk.) 3 Credits

This course provides the components of building construction that relate to fire and life safety. The focus of this course is on firefighter safety. The elements of construction and design of structures are shown to be key factors when inspecting buildings, preplanning fire operations, and operating at emergencies. **SPRING 2009 - 2010**

FRP 168

EMERGENCY SERVICE RESCUE

(22 Lecture, 30 Lab Hrs.; 52 Hrs. Total) 3 Credits

This course provides an overview of fire protection; career opportunities in fire protection and related fields; philosophy and history of fire protection/service; fire loss analysis; organization and function of public and private fire protection services; fire departments as part of local government; laws and regulations affecting the fire service; fire service nomenclature; specific fire protection functions; basic fire chemistry and physics; introduction to fire protection systems; introduction to fire strategy and tactics. **Prerequisite:** Instructor Approval. **SPRING 2008 - 2009**

FRP 169

FIRE DEPARTMENT LEADERSHIP

(3.00 Lecture Hrs./Wk.) 3 Credits

This course introduces the student to the organization and management of a fire department and the relationship of government agencies to the fire service. Emphasis on fire service leadership from the perspective of the company officer. **Prerequisite:** Instructor approval. **WINTER 2008 - 2009**

FRP 170

FIREFIGHTING STRATEGY AND TACTICS

(3.00 Lecture Hrs./Wk.) 3 Credits

This course provides an in-depth analysis of the principles of fire control through utilization of personnel, equipment, and extinguishing agents on the fire ground. **Prerequisite:** Instructor approval. **SPRING 2008 - 2009**

FRP 171

FIRE PROTECTION SYSTEMS

(33.00 Lecture Hrs. Total) 3 Credits

This course provides information relating to the features of design and operation of fire alarm systems, water-based fire suppression systems, special hazard fire suppression systems, water supply for fire protection and portable fire extinguishers. **Prerequisite:** Instructor approval. **WINTER 2008 - 2009**

FRP 172

FIRE CODES AND ORDINANCES

(33.00 Lecture Hrs. Total) 3 Credits

Firefighters study the Uniform Fire Code, State Fire Marshal Fire Safety Regulations and related Oregon revised statutes, National Fire Prevention Association, and other codes relating to fire prevention and life safety. **Prerequisite:** Instructor approval. **FALL 2009 - 2010**

FRP 174
FIRE INVESTIGATION I
 (3.00 Lecture Hrs./Wk.)

3 Credits

This course is intended to provide the student with the fundamentals and technical knowledge needed for proper fire scene interpretations, including recognizing and conducting origin and cause, preservation of evidence and documentation, scene security, motives of the firesetter, and types of fire causes. **Prerequisite:** Instructor approval.

WINTER 2009 - 2010

FRP 181
FIRE PREVENTION
 (3.00 Lecture Hrs./Wk.)

3 Credits

This course provides fundamental information regarding the history and philosophy of fire prevention, organization and operation of a fire prevention bureau, use of fire codes, identification and correction of fire hazards, and the relationships of fire prevention with built-in fire protection systems, fire investigation, and fire and life-safety education. **SPRING 2008 - 2009**

GS GENERAL SCIENCE

GS 104
PHYSICAL SCIENCE - PHYSICS
 (3.00 Lecture, 3.00 Lab Hrs./Wk.)

4 Credits

For non-science major and pre-service teachers interested in obtaining a solid understanding of the scientific endeavor to make intelligent and informed decisions. This course uses guided inquiry and student projects to study topics on; motion, force, rainbows, and light. **Prerequisite:** MTH 70. **FALL**

GS 106
PHYSICAL SCIENCE - GEOLOGY
 (3.00 Lecture, 3.00 Lab Hrs./Wk.)

4 Credits

For non-science majors and pre-service teachers interested in obtaining a solid understanding of the scientific endeavor to make intelligent and informed decisions. This course uses guided inquiry and student projects to study topics on; volcanoes, tsunamis, minerals and energy resources. **Prerequisite:** MTH 70. **SPRING**

GS 109
PHYSICAL SCIENCE - METEOROLOGY
 (3.00 Lecture, 3.00 Lab Hrs./Wk.)

4 Credits

For non-science majors and pre-service teachers interested in obtaining a solid understanding of the scientific endeavor to make intelligent and informed decisions. This course uses guided inquiry and student projects to study topics on heat, cloud formation, climate and the greenhouse effect. **Prerequisite:** MTH 70. **WINTER 2008 - 2009, SUMMER**

GS 111 and GS 111L
INTRODUCTION TO FORENSIC SCIENCE
 (3.00 Lecture, 3.00 Lab Hrs./Wk.)

4 Credits

Students will learn basic forensic science principles and techniques, including identifying, locating, collecting, preserving and testing trace samples. **Prerequisite:** MTH 065; **Corequisites:** GS 111 with GS 111L. **SPRING**

GS 161
FIELD BIOLOGY OF OREGON
 (20.00 Lecture, 20.00 Lecture/Lab Hrs. Total)

3 Credits

Students will conduct field oriented surveys of several Oregon ecosystems. Students will study coastal dunes, several forest systems, coastal riparian zones, wetlands, estuaries, and the rocky intertidal. Offered as needed.

HD HUMAN DEVELOPMENT

HD 050
COLLEGE SKILLS
 (1.00 Lecture, 2.00 Lecture/Lab Hrs./Wk.)

2 Credits

Students become familiar with college offices, services, and programs; establish skills in taking notes, reading efficiently, and taking tests; use self-assessment to explore learning and thinking styles, values, and skills; and set educational and career goals. Concurrent enrollment in DCO 22 and RD 080, or WR 40 and RD 090 recommended.

HD 100
COLLEGE SURVIVAL & SUCCESS
 (3.00 Lecture Hrs./Wk.)

3 Credits

Students develop attitudes, skills, and strategies known to promote college success, including goal setting, time management and other personal skills; critical/creative thinking, personal learning style; note taking, study techniques, test taking; and use of college resources. Reading and writing levels at RD 90 and WR 40 or above. Work is set at university level.

HD 110
CAREER PLANNING
 (2.00 Lecture Hrs./Wk.)

2 Credits

Students prepare to make informed career choices by clarifying their personality, values, and general abilities; exploring present and future career opportunities; setting career and educational goals; and developing a career action plan. Offered as needed.

HD 145
COPING SKILLS FOR STRESS AND DEPRESSION
 (2.00 Lecture, 2.00 Lecture/Lab Hrs./Wk.)

3 Credits

Students will study basic theory, overview and practice of managing stress and depression. Topics include recognizing, managing, and modifying causes of stress, altering individual perception of stressful events, and modifying the stress response. The symptoms, causes, and forms of depression will be described, including an overview

HD • HFS • HPE • HS • HST

of methods used in treating depression. The topic of stress will be covered in more detail than depression. This course provides a supportive classroom environment and an educational approach to managing stress and depression. **Prerequisite:** Approval of Lives in Transition Coordinator.

HD 202

LIFE TRANSITIONS

(2.00 Lecture, 2.00 Lecture/Lab Hrs./Wk.) **3 Credits**

Students focus on self-exploration and development of life-planning skills. By analyzing predictable life transitions, students develop and learn how to integrate skills in goal setting, decision making, and plan implementation for personal growth and career planning. Introduces non-traditional careers and careers in the professional and technical trades. **Prerequisite:** Approval of Lives in Transition Coordinator.

HFS HEALTH & FAMILY STUDIES

HFS 226

GROWING YEARS: CHILDHOOD DEVELOPMENT

(3.00 Lecture Hrs./Wk.) **3 Credits**

Students develop an understanding of normal human development, mental, social, emotional and physical changes in abilities, needs and interests, of children from the prenatal period through age eight, emphasizing major theorists and research findings. **SPRING**

HPE HEALTH & PHYSICAL EDUCATION

HPE 295

HEALTH AND FITNESS FOR LIFE

(2.00 Lecture, 2.00 Lecture/Lab Hrs./Wk.) **3 Credits**

Students develop an understanding of the relationship between optimal health, wellness, and physical fitness by gaining knowledge of the interacting roles of physical fitness nutritional status, and the ability to cope with stress. **Prerequisite:** MTH 60 recommended. **SUMMER, FALL, WINTER, SPRING**

HS HUMAN SERVICES

HS 101

ALCOHOL, ABUSE AND ADDICTION

(3.00 Lecture Hrs./Wk.) **3 Credits**

Students learn concepts and perspectives about alcohol abuse and dependence based on a bio-psycho-social approach to alcohol problems. Pharmacology of the drug, models of addiction progression, personal impact on the user and family, and treatment approaches are stressed. **FALL**

HS 102

DRUG ABUSE AND ADDICTION

(3.00 Lecture Hrs./Wk.) **3 Credits**

Students gain knowledge about mind and mood altering aspects of drugs. Pharmacological, biological, social and psychological factors that affect body, brain and behavior are addressed, along with various models of the progression of addiction and treatment.

Prerequisite: HS 101 highly recommended. **WINTER**

HS 154

COMMUNITY RESOURCES

(3.00 Lecture Hrs./Wk.) **3 Credits**

Students learn about the history, purpose, philosophy, and values of community services developed for people with various disadvantages or disabilities. Students also become knowledgeable about local social service agencies and organizations, and how to refer clients to them. **SPRING**

HS 155

INTERVIEWING FOR SOCIAL SERVICES

(3.00 Lecture Hrs./Wk.) **3 Credits**

Students learn the theoretical background and practice related techniques for establishing and maintaining an effective professional helping relationship. Skills are learned via instruction, modeling and simulated role play in the classroom. **FALL**

HS 201

FAMILY ALCOHOLISM / ADDICTION

(3.00 Lecture Hrs./Wk.) **3 Credits**

Students learn to use models of family process to understand the effects of chemical dependency on the whole family: addictive behavior in the family system, family dynamics, roles, therapeutic interventions, and considerations for recovery. HS 201 is best taken after HS 101 or 102. **Prerequisite:** HS 101 or HS 102 are highly recommended. **SPRING**

HST HISTORY

HST 101

HISTORY OF WESTERN CIVILIZATION

(3.00 Lecture Hrs./Wk.) **3 Credits**

Against the background of Eurasia, students gain knowledge of the origins and development of civilization from ancient times to the beginnings of Medieval Europe. **FALL**

HST 102

HISTORY OF WESTERN CIVILIZATION

(3.00 Lecture Hrs./Wk.) **3 Credits**

Students develop an understanding of the cultural, social, economic, and political development of Western civilization from 500 A.D. to 1750 A.D. against the background of Eurasia and the world. **WINTER**

HST 103**HISTORY OF WESTERN CIVILIZATION****(3.00 Lecture Hrs./Wk.)****3 Credits**

Students develop an understanding of the cultural, social, economic, and political development of Western civilization from 1750 to the present against the background of Eurasia and the world.

SPRING**HST 201****HISTORY OF THE UNITED STATES****(3.00 Lecture Hrs./Wk.)****3 Credits**

Students develop an understanding of the political economic, intellectual, and cultural history of the United States from the arrival of Native Americans to the 1830's. **FALL**

HST 202**HISTORY OF THE UNITED STATES****(3.00 Lecture Hrs./Wk.)****3 Credits**

Surveys the political, social, intellectual, and foreign relation patterns of the United States between the 1830's and 1890s. Emphasis will be placed on the impact of the Civil War, Indian Wars, and expansion on the United States by interpreting culture, attitudes, and technology.

WINTER**HST 203****HISTORY OF THE UNITED STATES****(3.00 Lecture Hrs./Wk.)****3 Credits**

Students survey the political, economic, intellectual, and foreign relations' patterns of the United States during the twentieth century.

SPRING**HST 218****NATIVE AMERICAN HISTORY****(3.00 Lecture Hrs./Wk.)****3 Credits**

Native American History will explore the history of Native Americans as they come into contact with European-Americans. The course will cover the response to the contact, and the differences between the cultures and the struggles against reservation, assimilation, and termination. The course will also address current Native American issues. **SPRING**

HST 245**LEWIS & CLARK COURSE OF DISCOVERY****(3.00 Lecture Hrs./Wk.)****3 Credits**

Students will begin by following the vision of Thomas Jefferson acquiring the Louisiana Territory. As the expedition proceeds on, Lewis and Clark make preparation by putting together their tools and team. The course will follow the expedition across unmapped territory experiencing challenges with weather, geography, natives, and each other. In conclusion, the course will review the accomplishments and impacts of the Lewis and Clark expedition. **FALL**

HST 277**HISTORY OF THE OREGON TRAIL****(3.00 Lecture Hrs./Wk.)****3 Credits**

This course will cover the explosion of emigration which spread from the United States to the West Coast in the 1800's. More importantly, the course will look at the motivations of those who emigrated, the various trails, life along the trail, and the impact of emigration. **WINTER**

HUM HUMANITIES**HUM 101****INTRODUCTION TO HUMANITIES I****(3.00 Lecture Hrs./Wk.)****3 Credits**

Students will gain an understanding of the ideas and modes of vision Western culture has inherited from the classical, medieval, and Renaissance periods. Readings and discussions focus on literature, philosophy, history, art, music, and religion. **FALL**

HUM 102**INTRODUCTION TO HUMANITIES II****(3.00 Lecture Hrs./Wk.)****3 Credits**

Students will use a topical and interdisciplinary approach to an understanding of Western culture. Students will examine the art, literature, drama, history, and music regarding some aspect of human behavior such as war, crime, evil, marriage, disease, etc. **WINTER**

HUM 103**INTRODUCTION TO HUMANITIES III****(3.00 Lecture Hrs./Wk.)****3 Credits**

Students will learn about literature, history, language, geography, music and art of a particular human culture. **SPRING**

IT INDUSTRIAL & MANUFACTURING TECHNOLOGIES

Other Automotive classes listed under Automotive.

IT 101**ENGINE REBUILDING - GASOLINE****(1.00 Lecture, 6.00 Lecture/Lab Hrs./Wk.)****4 Credits**

Evaluation of engine condition; removal of engines; disassembly; valve train and cylinder wall reconditioning; engine crank shaft and oil pump removal and/or replacement; cylinder and piston reconditioning; re-assembly; installation, and start-up. Includes hands-on projects.

Prerequisite: AUTO 108, instructor approval. **FALL, WINTER, SPRING**

IT 109**ENGINE DIAGNOSIS & SERVICE****(80 Lecture/Lab Hrs. Total)****4 Credits**

Students will gain competence and demonstrate knowledge of engine problem diagnosis as it relates to lubrication, cooling and internal mechanical systems. Research (service information), testing and problem solving will be stressed. **Prerequisite:** AUTO 108. **FALL, WINTER, SPRING**

IT 110

APPLIED TECHNOLOGY PROJECTS

(20.00 Lecture/Lab Hrs./Cr.)

1-3 Credits

Offering students an opportunity to advance the laboratory skills and apply theories they have learned from other professional technical classes. **Prerequisite:** Instructor approval. **FALL, WINTER, SPRING**

IT 140

INDUSTRIAL SAFETY

(20 Lecture/Lab Hrs. Total)

1 Credit

Students use a competency based program to develop and maintain safe work habits while engaged in various industrial job settings following OSHA guidelines. An overview is provided for the safe use of tools/equipment commonly found in the fabrication/construction industry. Students must demonstrate competency before entering the shop. **FALL, WINTER, SPRING**

IT 141

TOOL AND SHOP BASICS

(20 Lecture/Lab Hrs. Total)

1 Credit

Students use a competency-based program with associated lab activities to provide the prerequisite amount of knowledge and skills necessary to use hand tools and perform basic shop practices in layout, measuring, fastener identification and information retrieval. **FALL, WINTER, SPRING**

IT 206

AUTO ELECTRICAL/ELECTRONIC FOUNDATIONS

(8.00 Lecture/Lab Hrs./Wk.)

4 Credits

Electrical theory and fundamentals, meter use, circuit construction and operation. Lab assignments involving building and testing circuits as well as live repair and testing projects will reinforce the classroom material. **Prerequisite:** IT 140 and AUTO 101. **FALL**

IT 207

AUTO ELECTRICAL/ELECTRONIC APPLICATIONS

(8.00 Lecture/Lab Hrs./Wk.)

4 Credits

Building on the skills learned from IT 206, students will gain, apply and demonstrate knowledge of automotive starters and alternators, ignition systems and electronic engine control systems. Use of more advanced electronic tools will be stressed. **Prerequisite:** IT 206. **WINTER**

IT 208

MECHANICAL DRIVES AND TRANSMISSION OF POWER

(3.00 Lecture, 3.00 Lab Hrs./Wk.)

4 Credits

Students demonstrate and apply an understanding of the basic theory required to service and repair mechanical devices that transmit power to perform work including a variety of clutches, gearboxes, fixed shafts, and universal joints. **Prerequisite:** IT 140. **FALL, WINTER, SPRING**

IT 209

FLUID DRIVES AND HYDRAULIC TRANSMISSIONS

(2.00 Lecture, 4.00 Lecture/Lab Hrs./Wk.)

4 Credits

Students demonstrate and apply knowledge of the principles of fluid power as used to propel equipment and machinery in industrial applications including fluid coupler, torque converters, automatic and hydrostatic transmissions. **Prerequisite:** Instructor approval. **FALL, WINTER, SPRING**

IT 210

VEHICLE TUNE UP AND INSTRUMENTATION

(2.00 Lecture, 6.00 Lab Hrs./Wk.)

4 Credits

Theory of ignition systems; methods of testing engine performance using the electronic scope and other diagnostic instruments. Laboratory sessions provide hands-on experience with live projects. **Prerequisite:** AUTO 108, IT 206, IT 207. **FALL, WINTER, SPRING**

IT 218

VEHICLE STEERING AND SUSPENSION SYSTEMS

(2.00 Lecture, 6 Lab Hrs./Wk.)

4 Credits

Theory and applications for service and repair of suspension systems; wheel alignment; wheel bearings; tires and wheels; wheel balance; and steering systems. Applications made on live projects. **Prerequisite:** **SPRING 2009 - 2010**

IT 219

VEHICLE BRAKE SYSTEMS

(2.00 Lecture, 6.00 Lab Hrs./Wk.)

4 Credits

Theory of vehicle brake systems; repair of drum and disc type brakes; disassembly and reassemble of brake components; and assignments on live projects. **Prerequisite:** IT 140. **WINTER**

IT 230

VEHICLE HEATING AND AIR CONDITIONING SYSTEMS

(80 Lecture/Lab Hrs. Total)

4 Credits

Students will learn the operational theory, diagnostic and repair processes common with automotive heating, cooling and air conditioning systems. **Prerequisite:** MTH 65 or tested equivalent or higher and/or instructor approval. **FALL, WINTER, SPRING**

MA MEDICAL ASSISTANT

MA 112

MEDICAL ASSISTANT: CLINICAL PROCEDURES I

(2.00 Lecture, 3.00 Lab Hrs./Wk.)

3 Credits

Students demonstrate knowledge and skills necessary to provide basic care to clients and work in medical office or clinic settings. **Prerequisite:** Completion of / or concurrently enrolled in OA 116. **FALL**

MA 113

MEDICAL ASSISTANT: CLINICAL PROCEDURES II

(2.00 Lecture, 6.00 Lab Hrs./Wk.)

4 Credits

Students demonstrate increasing knowledge and skills necessary to provide care to clients and work in medical office or clinic settings,

including: preparing clients for examinations and procedures; performing diagnostic tests; recognizing and responding appropriately to emergencies; client teaching; and office management.

Prerequisite: MA 112 and OA 116 with a “C” grade or better; completion of (with a “C” grade or better) / or concurrently enrolled in BI 121. **Corequisite:** Concurrently enrolled in MA 133. **WINTER**

MA 115

PHARMACOLOGY FOR MEDICAL ASSISTANTS I

(2.00 Lecture Hrs./Wk.)

2 Credits

Students acquire and demonstrate knowledge of basic principles and practice of pharmacology and administering drugs. They identify roles and responsibilities of the medical assistant in safely administering selected medications by various routes. **Prerequisite:** MA 113 and BI 121 with a “C” grade or better; completion of / or concurrently enrolled in BI 122. **Corequisite:** Concurrently enrolled in MA 231. **SPRING**

MA 133

MEDICAL ASSISTANT CLINICAL PRACTICUM I

(12.00 Lab Hrs./Wk.)

4 Credits

Students apply knowledge and skills in a medical office setting to provide direct care for patients and to support office functions. **Prerequisite:** MA 112 and OA 116 with a “C” grade or better; completion of (with a “C” grade or better) / or concurrently enrolled in BI 121. **Corequisite:** Concurrently enrolled in MA 113. **WINTER**

MA 140

MEDICAL TERMINOLOGY I

(3.00 Lecture Hrs./Wk.)

3 Credits

Students master basic medical terminology dealing with specific body systems. **FALL**

MA 141

MEDICAL TERMINOLOGY II

(3.00 Lecture Hrs./Wk.)

3 Credits

Students master medical terminology dealing with specific body systems. **Prerequisite:** MA 140. **WINTER**

MA 231

MEDICAL ASSISTANT CLINICAL PRACTICUM II

(15.00 Lab Hrs./Wk.)

5 Credits

Students apply increasing knowledge and skills in a medical office setting. Students demonstrate increasing independence in providing direct care for patients and supporting office functions. **Prerequisite:** MA 113 and BI 121 with a “C” grade or better; completion of / or concurrently enrolled in BI 122. **Corequisite:** MA 115. **SPRING**

MAS MARITIME SCIENCE

MAS 3.451

CHARTER BOAT DECKHAND

(40 Lecture/Lab Hrs. Total)

2 Credits

Students will develop an understanding of terminology and back deck

practices including most aspects of commercial angling. Participants will also learn how to deal successfully with the public; help promote and preserve the resource and the industry by actions both on and off the job; help maintain the vessel and equipment in good working order; create a safe and pleasurable experience for the client encouraging repeat business; as well as basic seamanship skills and work ethic. **Prerequisite:** Instructor approval and student must pass drug screen prior to receiving certificate. **SPRING**

MAS 100

MARITIME OCCUPATIONS

(40 Lecture/Lab Hrs. Total)

2 Credits

For students who are interested in maritime occupations such as towing, commercial fishing, passenger vessels, or research. Students demonstrate and apply skills in safe seamanship onboard the training vessel Forerunner while learning about the Columbia River Estuary and its user groups. Students will learn how to apply to the US Coast Guard for an Ordinary Seaman Merchant Mariner's Document. **FALL, WINTER, SPRING**

MAS 101

EXPLORING MARINE TECHNOLOGY

(20 Lecture/Lab Hrs. Total)

1 Credit

Students learn to operate scientific data collection equipment while collecting real scientific data that will be used in an ongoing study of the Lower Columbia River. **Prerequisite:** Instructor approval. **SPRING**

MAS 110

LIMITED OPERATOR UNINSPECTED PASSENGER VESSEL CERTIFICATION

(20 Lecture, 20 Lecture/Lab Hrs.; 40 Hrs. Total)

3 Credits

This is a U.S. Coast Guard hands-on course with instruction in rules of the nautical road, basic firefighting, marine safety, piloting and dead reckoning, marine electronics, basic seamanship, and tides, currents, and weather. A large percentage of the instruction takes place underway aboard the college's vessel. A completion certificate from this course will stand in lieu of the required exam for an original Limited Scope License issued from the Portland Marine Safety Office. Completers will be credited for 20 eight-hour days of sea time toward a license. **Prerequisite:** Instructor approval. **SUMMER, FALL, WINTER**

MAS 111

LIMITED OPERATOR UNINSPECTED PASSENGER VESSEL ENDORSEMENT

(24 Lecture/Lab Hrs. Total)

1 Credit

Students demonstrate knowledge of the Nautical Rules of the Road and U.S. Aids to Navigation System (lateral) and acquire the skills and knowledge required to navigate safely and properly interact with vessel traffic found on navigable inland waters. **Prerequisite:** Instructor approval. **SUMMER, FALL, WINTER, SPRING**

MAS 120

U.S. COAST GUARD MARINE LICENSE TRAINING

(20 Lecture, 20 Lecture/Lab Hrs.; 40 Hrs. Total) 3 Credits
 Students demonstrate knowledge of the information contained on U.S. Coast Guard examinations, Master or Mate (limited tonnage) near coastal and/or inland waters. **Note:** This course is U.S. Coast Guard approved to be taken in lieu of testing for licenses not to exceed 200 gross tons. A total of nine (9) credits of MAS 120 may be applied toward the AGS degree, Associate degree, and the One-Year Maritime Science certificate. **SUMMER, FALL, WINTER, SPRING**

MAS 121

ABLE SEAMAN TRAINING

(80 Lecture/Lab Hrs. Total) 4 Credits
 Students learn and practice the skills required to pass the US Coast Guard (USCG) Merchant Marine exam for Able Bodied Seaman. Upon successful completion of this training, the student will receive a certificate of completion that satisfies the USCG testing requirements for Able Bodied Seaman any rating. It is highly recommended that students have their Merchant Mariner's application approved by the USCG before enrolling in this course. **Prerequisite:** Instructor approval. **SUMMER, FALL, WINTER, SPRING**

MAS 122

OUPV TRAINING

(80 Lecture/Lab Hrs. Total) 4 Credits
 Students learn and practice the skills required to pass the US Coast Guard (USCG) Merchant Mariner Exam for Operator of Un-inspected Passenger Vessel (OUPV). Upon successful completion of this training course the student will receive a certificate of completion that satisfies the USCG testing requirements for OUPV. To insure that the student meets the USCG licensing requirements it is strongly recommended that students have received their USCG approval for OUPV prior to enrolling in the class. **Prerequisite:** Instructor approval. **SUMMER, FALL, WINTER, SPRING**

MAS 123

100 TON MASTER TRAINING

(100 Lecture/Lab Hrs. Total) 5 Credits
 Students learn and practice the skills required to pass the US Coast Guard (USCG) Merchant Mariner exam for Master of Inspected Vessels of not more than 100-gross ton (100-ton Master). Upon successful completion of this training course the student will receive a certificate of completion that satisfies the USCG testing requirements for licenses within the scope of the course. To insure that the student meets the USCG licensing requirements it is strongly recommended that students have received their USCG approval prior to enrolling in the class. **Prerequisite:** Instructor approval. **SUMMER, FALL, WINTER, SPRING**

MAS 124

200 TON MASTER TRAINING

(120 Lecture/Lab Hrs. Total) 6 Credits
 Students learn and practice the skills required to pass the US Coast

Guard (USCG) Merchant Mariner Exam for Master of Inspected Vessel not to exceed 200-gross ton. Upon successful completion of this training course the student will receive a certificate of completion that satisfies the USCG testing requirements for licenses within the scope of the course. To insure that the student meets the USCG licensing requirements it is strongly recommended that students have received their USCG approval prior to enrolling in the class. **Prerequisite:** Instructor approval. **SUMMER, FALL, WINTER, SPRING**

MAS 125

500/1600/UNLIMITED LICENSE PREP

(40 Lecture/Lab Hrs. Total) 2 Credits
 This course is for professional mariners who wish to review examination subjects prior to testing at the US Coast Guard Marine Safety Office for an upgrade increase in scope of an existing license. Students purchase time in forty-hour blocks to meet training objects determined through sample exams and evaluations. This course may be purchased up to four times depending on the extent of the training needs of the student. Testing is completed at a USCG Marine Safety Office. It is highly recommended that students have their USCG approval for the license prior to training. Additional classes may be required to satisfy the STCW requirements. Course may be taken up to four (4) times for a total of eight (8) credits. **Prerequisite:** Instructor approval. **SUMMER, FALL, WINTER, SPRING**

MAS 126

OCEANS ENDORSEMENT PROGRAM

(80 Lecture/Lab Hrs. Total) 4 Credits
 Students learn and practice the skills required to pass the US Coast Guard (USCG) Merchant Mariner Exam for an Ocean's Endorsement. Upon successful completion of this course the student will receive a certificate of completion that is accepted, in lieu of testing, at the USCG Marine Safety Office, for an ocean endorsement on a license up to and including 1600 ton master of inspected vessels. **Prerequisite:** Instructor approval. **SUMMER, FALL, WINTER, SPRING**

MAS 130

RADAR OBSERVER: ORIGINAL ENDORSEMENT, UNLIMITED

(10 Lecture, 30 Lab Hrs.; 40 Hrs. Total) 2 Credits
 Students develop proficiency in radar operations gained through lecture, demonstration, transfer plotting, and direct plotting using radar simulators. Students engage in the simulator use of Automatic Radar Plotting Aids (ARPA). **SUMMER, FALL, WINTER, SPRING**

MAS 131

RADAR OBSERVER: RECERTIFICATION

(24 Lecture/Lab Hrs. Total) 1 Credit
 Students increase their proficiency in direct plotting problems, and review plotting techniques, and operation of radar. Note: For individuals who would like to refresh their skills before taking the radar endorsement final exam. **Prerequisite:** Radar Observer Certification. **SUMMER, FALL, WINTER, SPRING**

MAS 132**RADAR OBSERVER: RIVERS****(24 Lecture/Lab Hrs. Total)****1 Credit**

Students demonstrate mastery of the knowledge and skills required to safely navigate a vessel, with the aid of radar, upon rivers covered by the Inland Navigation Rules of the Road. **SUMMER, FALL, WINTER, SPRING**

MAS 133**ARPA TRAINING (AUTOMATIC RADAR PLOTTING AIDS)****(32 Lecture/Lab Hrs. Total)****1 Credit**

Students demonstrate the knowledge of the principles and application of ARPA (Automatic Radar Plotting Aids). The U.S. Coast Guard approved course meets or exceeds the minimum level of knowledge specified in the US Coast Guard, STCW and IMO requirements for ARPA. **Prerequisite:** Unlimited radar observer endorsement. **SUMMER, FALL, WINTER, SPRING**

MAS 134**STCW GMDSS TRAINING (GLOBAL MARINE DISTRESS SAFETY SYSTEM)****(70 Lecture/Lab Hrs. Total)****3 Credits**

Students demonstrate knowledge and skill in the proper use of GMDSS communications systems and other GMDSS equipment such as Emergency Position Indicating Radio Beacons (EPIRB's), and Search and Rescue Transponder (SART). This U.S. Coast Guard approved course meets or exceeds the minimum level of knowledge specified in the US Coast Guard, STCW and IMO requirements for training in Global Marine Distress Safety System (GMDSS). **Prerequisite:** Instructor approval. **SUMMER, FALL, WINTER, SPRING**

MAS 135**STCW BASIC SAFETY TRAINING****(20 Lecture, 20 Lecture/Lab Hrs.; 40 Hrs. Total) 3 Credits**

Students demonstrate knowledge and practical application of the skills required by the U.S. coast Guard for all persons employed on offshore vessels. Skill areas include safe work habits, proper use of safety and survival equipment, basic firefighting and first aid. **Prerequisite:** Instructor approval. **SUMMER, FALL, WINTER, SPRING**

MAS 136**STCW BRIDGE RESOURCE MANAGEMENT****(12 Lecture, 12 Lecture/Lab Hrs.; 24 Hrs. Total) 1 Credit**

This Coast Guard approved, STCW Bridge Resource Management course meets or exceeds the requirements to attain certification under the standards set forth by the U.S. Coast Guard, and STCW95 IMO regulations. Students demonstrate skills and knowledge needed to operate effectively in an operational shipboard bridge environment. **Prerequisite:** Instructor approval. **SUMMER, FALL, WINTER, SPRING**

MAS 137**RADAR NAVIGATION****(10 Lecture, 22 Lecture/Lab Hrs.; 32 Hrs. Total) 2 Credits**

Students demonstrate an understanding of radar theory and operation. Students will use radar/ARPA simulators for navigation and collision avoidance exercises. Students will demonstrate knowledge of previously learned navigation and plotting skills. **FALL**

MAS 138**STCW Proficiency in Survival Craft****(10 Lecture, 22 Lecture/Lab Hrs.; 32 Hrs. Total) 2 Credits**

Course satisfies the requirements of 46 CFR 12.10-5 and section A-VI/2 and table A-VI/2-1 of the STCW-95 code provided the student has completed the personal survival techniques and elementary first aid modules of Basic Safety Training (BST). Students must bring proof of completion of these BST modules to be issued a "Proficiency in Survival Craft" (Lifeboatman) certificate. Students will be required to handle the launch of a lifeboat and perform all tasks required of a lifeboat crew. **Prerequisite:** Instructor approval. **SUMMER, FALL, WINTER, SPRING**

MAS 139**STCW Basic Firefighting****(16 Lecture/Lab Hrs. Total)****1 Credit**

A trainee successfully completing this course will be able to minimize the risk of fire, maintain a state of readiness to respond to emergency situations involving fire and fight & extinguish shipboard fires. **SUMMER, FALL, WINTER, SPRING**

MAS 144**STCW Advanced Firefighting****(16 Lecture/Lab Hrs. Total)****1 Credit**

Students demonstrate knowledge and practical application of the basic fire fighting skills required by the U.S. Coast Guard for all persons employed on offshore vessels. Skill areas include theory of fire, prevention techniques and response/suppression. **Prerequisite:** MAS 139. **SUMMER, FALL, WINTER, SPRING**

MAS 146**VESSEL OPERATIONS****(10 Lecture, 30 Lab Hrs.; 40 Hrs. Total)****2 Credits**

Students gain practical experience by participating in the operation of the college's fifty-foot training vessel. Activities include preparing for the trip; securing the vessel after the trip; and operations while underway. Many activities are conducted at sea, weather permitting. **Prerequisite:** Instructor approval. **SUMMER, FALL, WINTER, SPRING**

MAS 147**VESSEL REGULATIONS****(60 Lecture/Lab Hrs. Total)****3 Credits**

Students learn to use the Code of Federal Regulations for Marine Transportation (46 CFR) for owner/operator drills and inspection and the preparation of a vessel for US Coast Guard inspection. **Prerequisite:** Instructor approval. **SUMMER, FALL, WINTER, SPRING**

MAS 148
VESSEL STABILITY
 (60 Lecture/Lab Hrs. Total) **3 Credits**
 Students demonstrate and apply the principles of stability, including free surface effect, center of gravity, effects of loading, and the rolling period. **Prerequisite:** Instructor approval. **SUMMER, FALL, WINTER, SPRING**

MAS 150
MARINE SAFETY
 (10 Lecture, 30 Lab Hrs.; 40 Hrs. Total) **2 Credits**
 Students demonstrate mastery of the skills and techniques needed for prevention and treatment of cold water near drowning and hypothermia; cold water survival skills; sea survival; fire fighting and emergency drills; orientation; and emergency instructions. **FALL, WINTER, SPRING**

MAS 155
INTRODUCTION TO WATCHKEEPING
 (10 Lecture, 30 Lab Hrs.; 40 Hrs. Total) **2 Credits**
 Students demonstrate and apply watchkeeping skills including application of compass error; rules of the road; aids to navigation; marine radios; and position fixing and distance measuring on the nautical chart. Class includes practical experience during boat labs. Concurrently enrolled in MAS 175 is encouraged. **FALL, WINTER, SPRING**

MAS 164
INTRODUCTION TO NAVIGATION
 (60 Lecture/Lab Hrs. Total) **3 Credits**
 Students demonstrate the knowledge and skills required to conduct a vessel safely from one position to another including position, direction, and distance on the water. Celestial navigation is not included in this course. **SUMMER, FALL, WINTER, SPRING**

MAS 165
PRACTICAL NAVIGATION
 (10 Lecture, 30 Lab Hrs.; 40 Hrs. Total) **2 Credits**
 Students demonstrate mastery of navigation skills used on Mercator charts, including dead reckoning, fixing a position, and maintaining nautical charts. Students demonstrate proper use of major navigation publications. Concurrently enrolled in MAS 164 is encouraged. **FALL, WINTER, SPRING**

MAS 167
CELESTIAL NAVIGATION
 (80 Lecture/Lab Hrs. Total) **4 Credits**
 Students demonstrate knowledge and skill in the practical application of plotting lines of position using the sun, moon, planets and stars by sight reduction tables. Students solve the types of celestial navigation problems incorporated in USCG examinations. **SUMMER, FALL, WINTER, SPRING**

MAS 168
CHARTS, AIDS TO NAVIGATION, AND MARINE COMPASSES
 (60 Lecture/Lab Hrs. Total) **3 Credits**
 Students demonstrate in-depth knowledge of the Lateral and International Association of Lighthouse Authorities aids to navigation systems; the charts used in marine navigation; the magnetic compass, its deviation and compensation; and the basics of gyrocompasses. **SUMMER, FALL, WINTER, SPRING**

MAS 170
MARINE WEATHER, TIDES, CURRENTS AND WAVES
 (60 Lecture/Lab Hrs. Total) **3 Credits**
 Students demonstrate in-depth knowledge of the effects of tides and currents, use of tables for calculating tides and currents, weather patterns found in the Pacific Northwest, and the use and interpretation of various weather instruments found onboard vessels. **SUMMER, FALL, WINTER, SPRING**

MAS 171
COASTAL NAVIGATION AND VOYAGE PLANNING
 (60 Lecture/Lab Hrs. Total) **3 Credits**
 Introduction to principles of coastal navigation including tides and currents, set and drift, coastal radar navigation, dead reckoning, estimated positions, and bathymetric navigation. Students will be introduced to proper and effective voyage planning oriented to the Pacific coast and Pacific Northwest including selection of appropriate charts, research of publications, pre-plotting intended course, planning for set and drift, waypoint selection, ETA's, weather, and hazards that may be encountered. **Prerequisite:** MAS 164 or instructor approval. **SUMMER, FALL, WINTER, SPRING**

MAS 172
OCEAN NAVIGATION AND VOYAGE PLANNING
 (80 Lecture/Lab Hrs. Total) **4 Credits**
 Students will be introduced to the tools and techniques of ocean navigation including great circle routes, electronic position fixing, use of sextant in ocean navigating, latitude by Polaris, latitude by meridian passage, ETA's, universal time, Nautical Almanac, and other publications used for ocean passages. Students will become familiar with ocean passage planning and enroute activities. **Prerequisite:** MAS 171 or instructor approval. **SUMMER, FALL, WINTER, SPRING**

MAS 175
RULES OF THE ROAD
 (60 Lecture/Lab Hrs. Total) **3 Credits**
 Students gain an in-depth knowledge of the Navigation Rules through studying the history of the Navigation rules, reading case studies of collisions, and analyzing the application of the Navigation Rules. It is suggested that this course be taken consecutively with MAS 155 Introduction to Watchkeeping. **Prerequisite:** Instructor approval. **SUMMER, FALL, WINTER, SPRING**

MAS 180**MARINE ELECTRONICS****(40 Lecture/Lab Hrs. Total)****2 Credits**

Students demonstrate and apply knowledge and skill in the use and operation of marine electronic equipment including radios, sounders, radar, sonar, loran, and Global Positioning System (GPS). **Prerequisite:** Instructor approval. **SUMMER, FALL, WINTER, SPRING**

MAS 181**SEAMANSHIP I****(40 Lecture/Lab Hrs. Total)****2 Credits**

Students learn and apply knowledge of marlinespike seamanship skills which includes the use of synthetic lines, line handling, and knots and splices, while actively participating in vessel operations. Includes five days of vessel time. **Prerequisite:** Instructor approval. **FALL, WINTER, SPRING**

MAS 182**SEAMANSHIP II****(40 Lecture/Lab Hrs. Total)****2 Credits**

Students acquire basic skills and knowledge of rigging techniques including the proper use of wire rope and blocks and tackles. Students continue to develop and refine marlinespike seamanship skills. Includes five days of vessel time. **Prerequisite:** Completion of MAS 181 and instructor approval. **FALL, WINTER, SPRING**

MAS 183**SEAMANSHIP III****(40 Lecture/Lab Hrs. Total)****2 Credits**

Students acquire basic skills and knowledge of the safe operation of deck machinery found on workboats. Students continue to develop marlinespike seamanship skills. Successful completion of the US Coast Guard Able Seaman Practical Knot Exam and demonstration of skills mastered in previous Seamanship classes is required. Includes five days of vessel time. **Prerequisite:** Completion of MAS 182 and instructor approval. **FALL, WINTER, SPRING**

MAS 184**GALLEY COOKING****(40 Lecture/Lab Hrs. Total)****2 Credits**

Students learn to select healthy, appetizing foods that can be prepared on a vessel underway. Includes safe storage techniques, meal selection, and budgeting. **Prerequisite:** Instructor approval. **FALL, WINTER, SPRING**

MAS 185**BRIDGE TO BRIDGE COMMUNICATION****(60 Lecture/Lab Hrs. Total)****3 Credits**

Students will learn basic radio law and operation practices of marine radios, general information about Global Marine Distress Safety System (GMDSS) as required under Standards for Training and Certification for Watchkeeping (STCW) and International Maritime Organization (IMO) guidelines. Students will be prepared to take a Federal Communications Commission (FCC) exam on Elements 1 and 7. **Prerequisite:** Instructor approval. **SUMMER, FALL, WINTER, SPRING**

MAS 186**SMALL VESSEL OPERATIONS I****(40 Lecture/Lab Hrs. Total)****2 Credits**

Students are introduced to the duties and responsibilities of small vessel operations. They demonstrate vessel-handling skills under a variety of conditions while emphasizing standards of safe seamanship. Includes five days of vessel time. **Prerequisite:** Instructor approval. **FALL, WINTER, SPRING**

MAS 187**SMALL VESSEL OPERATIONS II****(40 Lecture/Lab Hrs. Total)****2 Credits**

Focuses on advancing the skills required to safely handle small vessels under adverse conditions, minimizing the hazards of loading, and organizing and managing a navigational watch. Students are required to demonstrate skills learned in the previous small vessel operation class while onboard the training vessel. **Prerequisite:** Completion of MAS 186 and instructor approval. **FALL, WINTER, SPRING**

MAS 188**SMALL VESSEL OPERATIONS III****(40 Lecture/Lab Hrs. Total)****2 Credits**

Students develop and demonstrate the skills required for safe operation of a small vessel. Students apply 46 CFR Sub-chapter T regulations for small passenger vessels, including conducting the required drills and inspections. Students also demonstrate advanced vessel handling skills and bridge management strategies. Demonstration of previously learned skills is required while onboard the training vessel. **Prerequisite:** Completion of MAS 187 and instructor approval. **FALL, WINTER, SPRING**

MAS 189**APPLIED RIGGING TECHNOLOGY****(40 Lecture/Lab Hrs. Total)****2 Credits**

In this hands-on rigging class held onboard the training vessel and in the classroom, students will learn about, and be able to demonstrate techniques and knowledge in, wire and synthetic rope, rigging hardware, tackle blocks, chain, slings, crane operation, crane safety, and load lifting. This course compliments the seamanship series. **Prerequisite:** Instructor approval. This course is intended for second year students. **FALL, WINTER, SPRING**

MAS 190**VESSEL PRACTICUM****(40 Lab Hrs. Total)****1 Credit**

Students complete predetermined projects onboard the training vessel using skills learned in the classroom. Requires a consultation with an instructor to determine outcome objectives. **Prerequisite:** Instructor consultation and pre-determination of projects. **FALL, WINTER, SPRING**

MAS (HM) • MIC • MTH

MAS 191

DECKHAND PRACTICUM

(40 Lab Hrs. Total)

1 Credit

Students demonstrate knowledge and skills in vessel safety by actively performing the duties of a deckhand on the college's training vessel. **Note:** a total of four (4) credits of MAS 191 may be applied toward the AGS degree, Associate of Applied Science degree, and the One-Year Maritime Science certificate. Students are required to enroll in College's drug test program. **Prerequisite:** Completion of MAS 150, completion of vessel orientation course, and instructor approval. **FALL, WINTER, SPRING**

MAS 192

INTRODUCTION TO DECK MACHINERY AND SAFETY

(40 Lecture/Lab Hrs. Total)

2 Credits

Students demonstrate knowledge of terminology; back deck practices including the safe operation of all deck equipment onboard the training vessel; safe working practices dockside and under way; making repairs and replacing worn or damaged gear; using crane signals; and maintaining a safe working environment. **Prerequisite:** Instructor approval. **FALL, WINTER, SPRING**

MAS 193

INTRODUCTION TO ENGINE ROOM MAINTENANCE AND SAFETY

(40 Lecture/Lab Hrs. Total)

2 Credits

Students demonstrate knowledge of terminology; engine room layout and machinery identification; working with limited space and accessibility; repair and maintenance procedures; preventive maintenance; emergency repair; use and care of hand tools; checking fluid levels and grease fittings; good housekeeping; and safe working practices. **Prerequisite:** Instructor approval. **FALL, WINTER, SPRING**

HM 120

HAZWOPER TRAINING

(12 Lecture, 12 Lab Hrs.; 24 Hrs. Total)

1 Credit

A hands-on course with instruction in terminology, toxicology, hazard evaluation, chemical identification systems, personal protective equipment and hazardous waste site operations. Meets Federal requirement for HAZWOPER training as outlined in the Code of Federal Regulations, Part 29. Offered as needed.

MIC MICROCOMPUTER APPLICATIONS

MIC 145

INTRODUCTION TO INTEGRATED SOFTWARE

(6.00 Lecture/Lab Hrs./Wk.)

3 Credits

Students learn to use an integrated software package which includes word processing, database, spreadsheet, graphics, and communications operations. **Prerequisite:** Touch keyboarding skill recommended. **SUMMER, FALL, WINTER, SPRING**

MIC 178

USING THE INTERNET FOR COMMUNICATION AND RESEARCH

(3.00 Lecture Hrs./Wk.)

3 Credits

Students get overview information and hands-on experience in accessing and using the resources of the INTERNET. Students learn the basics of networked communications and have the opportunity to use their knowledge of a networked environment. **Prerequisite:** CS 131. Offered as needed.

MIC 207

PRESENTATION SOFTWARE

(2.00 Lecture Hrs./Wk.)

2 Credits

Students use software packages and creative design principles to create professional quality presentations which may include on-screen, multi-media, slide show, and hard copy applications. **Prerequisite:** CS 131 or MIC 145. **WINTER**

MIC 295

MICROCOMPUTER DIRECTED PROJECT

(2.00 Lecture, 6.00 Lab Hrs./Wk.)

4 Credits

This is the capstone course for the Microcomputer Business Applications program. Students build on knowledge gained in other courses and use critical thinking and problem solving skills to address a significant problem in their area of specialization. Students complete a comprehensive project and make a professional presentation. **Prerequisite:** Completion of all but the last quarter of program course work. **SPRING**

MTH MATHEMATICS

MTH 10

MATH IMPROVEMENT

(2.00 Lecture, 2.00 Lecture/Lab Hrs./Wk.)

3 Credits

Students will recognize, and develop skills to cope with, test and math anxiety. Students develop skills in functional math concepts including place value identification, estimating, rounding, whole number operations, fractions, and decimals. Instruction emphasizes vocabulary and math life skills including patterning, grouping, and logical thinking sequences. **Prerequisite:** Math placement as recommended by COMPASS, or instructor approval. **ALL, WINTER, SPRING**

MTH 20

PRE-ALGEBRA I

(3.00 Lecture Hrs./Wk.)

3 Credits

Basic mathematics will review whole numbers, fractions, measurements, statistics, geometry formulas using pre-algebra skills. Applications in all of these areas will be studied. Exercises for relieving math anxiety through improving study skills will be a part of the course. **Prerequisite:** COMPASS Math recommendation or instructor approval. **SUMMER, FALL, WINTER, SPRING**

MTH 25**PRE-ALGEBRA II****(3.00 Lecture Hrs./Wk.)****3 Credits**

This is a course designed for students who need a review of basic arithmetic that incorporates an introduction to algebra. Students review skills in using signed numbers, fractions, and order of operations in addition to practice with decimals, geometry formulas, ratios/proportions, unit analysis, and graphing linear equations. Emphasis is placed on application of skills in word problems. **Prerequisite:** MTH 20 with a "C" grade or better, or approved COMPASS score, or instructor approval.

SUMMER, FALL, WINTER, SPRING**MTH 60****PRE-ALGEBRA III****(3.00 Lecture Hrs./Wk.)****3 Credits**

Students master the fundamentals of applied algebra with some geometry. They compute simple algebraic expressions, first degree equations, products of binomials, trinomial factorization and do some numerical evaluations. **Prerequisite:** MTH 25 with a "C" grade or better, or appropriate score on the COMPASS mathematics placement tests.

SUMMER, FALL, WINTER, SPRING**MTH 65****MATHEMATICS FOR THE APPLIED SCIENCES****(4.00 Lecture Hrs./Wk.)****4 Credits**

This course satisfies the general education mathematics requirement for most of the Professional and Technical degrees. Students solve problems from a variety of occupations using fractions, decimals, percents, proportions, right angle trigonometry, graphs, and statistics.

Prerequisite: Passing score on COMPASS Math Competency exam or MTH 60 with a "B" grade or better. **SUMMER, FALL, WINTER, SPRING**

MTH 70**ALGEBRA - BEGINNING****(5.00 Lecture Hrs./Wk.)****5 Credits**

Students employ communication and problem solving skills that involve mathematical reasoning. Topics include integer exponents, polynomial arithmetic, linear inequalities and linear systems of equations. Students will begin to use graphing calculators as a mathematical tool. **Prerequisite:** MTH 60 with a "C" grade or better, or COMPASS placement at MTH 70 level or instructor approval. **SUMMER, FALL, WINTER, SPRING**

MTH 95**ALGEBRA - INTERMEDIATE****(5.00 Lecture Hrs./Wk.)****5 Credits**

For students who have had only one year of high school algebra and/or need a review of concepts typically covered in second year of high school algebra in preparation for college algebra. Students demonstrate an understanding of polynomials, exponents, radical, first and second-degree equations and inequalities, functions and graphs, systems of equations, rational expressions and absolute value functions.

Prerequisite: MTH 70 with a "C" grade or better, or appropriate score on the COMPASS mathematics placements test. **SUMMER, FALL, WINTER, SPRING**

MTH 105**INTRODUCTION TO CONTEMPORARY MATHEMATICS****(4.00 Lecture Hrs./Wk.)****4 Credits**

This course is a survey of mathematical concepts and techniques for non-science majors. Students will be expected to use systematic reasoning to solve a variety of problems. Study topics may include history of mathematics, mathematics of voting, number systems, Euler circuits, geometry, symmetry, Fibonacci numbers, golden ratio, probability and statistics. **Prerequisite:** MTH 95 or appropriate score on the COMPASS mathematics placement tests. **SPRING**

MTH 111**COLLEGE ALGEBRA****(4.00 Lecture Hrs./Wk.)****4 Credits**

For students who have had two years of algebra and one year of geometry in high school. Students will demonstrate their knowledge of polynomial, exponential and logarithmic functions through the solution of equations and inequalities using a combination of current technology and algebraic methods. **Prerequisite:** MTH 95 with a "C" grade or better or appropriate score on the COMPASS mathematics placement tests.

SUMMER, FALL, SPRING, SPRING**MTH 112****ELEMENTARY FUNCTIONS - TRIGONOMETRY****(4.00 Lecture Hrs./Wk.)****4 Credits**

For students planning to take MTH 251 Calculus I who have little or no background in trigonometry. Students are introduced to concepts and applications of trigonometric functions and their inverses by exploring topics such as triangle ratios, periodic functions, and trigonometric identities. **Prerequisite:** MTH 111. **SPRING**

MTH 116**PRE-CALCULUS****(4.00 Lecture Hrs./Wk.)****4 Credits**

For students who have already taken MTH 111. Students are prepared for calculus and higher mathematics courses. Students will work competently with elementary principles of functions to prepare for the study of higher mathematics and analyze the behavior of different mathematical models. Students will also examine the various conic sections and their applications as well as the elementary ideas of sequences and series and discrete mathematics. **Prerequisite:** MTH 111. **SPRING**

MTH 211**FUNDAMENTALS OF ELEMENTARY MATHEMATICS I****(3.00 Lecture Hrs./Wk.)****3 Credits**

Students will learn concepts and teaching techniques used in elementary school mathematics. Concepts covered will include patterning and problem solving, set theory, number systems, basic operations and number theory.

Prerequisite: Completion of / or concurrently enrolled in MTH 95. Courses do not have to be taken in sequence. **FALL 2009 - 2010**

MTH 212
FUNDAMENTALS OF ELEMENTARY MATHEMATICS II
 (3.00 Lecture Hrs./Wk.) **3 Credits**
 Students will learn concepts and teaching techniques used in elementary school mathematics. Concepts covered will include number theory, integers, fractions, rational numbers, irrational numbers, probability and statistics. **Prerequisite:** MTH 95 with a "C" grade or better, or instructor approval. Courses do not have to be taken in sequence. **WINTER 2009 - 2010**

MTH 213
FUNDAMENTS OF ELEMENTARY MATHEMATICS III
 (3.00 Lecture Hrs./Wk.) **3 Credits**
Students will learn concepts and teaching techniques used in elementary school mathematics. Concept covered will be Euclidean geometry, translations, tessellations, and symmetry groups. **Prerequisite:** MTH 95 with a "C" grade or better, or instructor approval. Courses do not have to be taken in sequence. **SPRING 2009 - 2010**

MTH 243
INTRODUCTION TO PROBABILITY AND STATISTICS
 (4.00 Lecture Hrs./Wk.) **4 Credits**
 For students majoring in the arts, sciences and business programs. Students will demonstrate their knowledge of descriptive statistics by the collection, summarization, and analysis of data and the use of current technology. **Prerequisite:** MTH 111 with a "C" grade or better, or instructor approval. **WINTER**

MTH 244
INTRODUCTION TO PROBABILITY AND STATISTICS
 (4.00 Lecture Hrs./Wk.) **4 Credits**
 For students majoring in the arts, sciences and business programs that require two terms of statistics. Students will demonstrate their knowledge of descriptive and inferential statistics through the use of basic one- and two-sample inferential techniques and current technology. **Prerequisite:** MTH 243 with a "C" grade or better. **SPRING**

MTH 251
CALCULUS I
 (5.00 Lecture Hrs./Wk.) **5 Credits**
 In this course students will learn differentiation using graphical, numerical, and analytical approaches, as well as the relationship between derivatives and integrals. Students will read, understand and discuss applied differential calculus concepts. Students will utilize graphing programmable calculators and computer technology. **Prerequisite:** MTH 112 with of "C" grade or better. **FALL**

MTH 252
CALCULUS II
 (4.00 Lecture Hrs./Wk.) **4 Credits**
 Students will continue to learn differentiation using graphical, numerical, and analytical approaches. Students will deepen their understanding of Riemann sums and apply that knowledge in the development of

definite integrals and the fundamental theorem of calculus. Students will learn additional differentiation and integration techniques. Students will utilize graphing programmable calculators. **Prerequisite:** MTH 251 with "C" grade or better. **WINTER**

MTH 253
CALCULUS III
 (4.00 Lecture Hrs./Wk.) **4 Credits**
 In this course students will continue to continue to learn new integration techniques using graphical, numerical, and analytical approaches. Students will apply your knowledge of differentiation and integration in mathematical modeling and other applications. Students will investigate series and sequences. Graphing technology will be used. **Prerequisite:** MTH 252 with "C" grade or better. **SPRING**

MUP MUSIC

MUP 174
INDIVIDUAL LESSONS - VOICE
 (.50 Lecture, 6.00 Lab Hrs./Wk.) **2 Credits**
 Individual instruction in voice or instruments. **Note:** No more than 12 credits on a major instrument and six credits on a secondary instrument of individual lessons numbered MUP 171-192 and 271-292 may be applied to an associate degree. **SUMMER, FALL, WINTER, SPRING**

MUP 180
INDIVIDUAL LESSONS - GUITAR
 (.50 Lecture, 6.00 Lab Hrs./Wk.) **2 Credits**
 Students take individual instruction in beginning guitar. **Note:** No more than 12 credits on a major instrument and six credits on a secondary instrument of individual lessons numbered MUP 171-192 and 271-292 may be applied to an associate degree. **SUMMER, FALL, WINTER, SPRING**

MUP 275
INDIVIDUAL LESSONS - VIOLIN
 (.50 Lecture, 6.00 Lab Hrs./Wk.) **2 Credits**
 Students take individual instruction in advanced violin. **Note:** No more than 12 credits on a major instrument and six credits on a secondary instrument of individual lessons numbered MUP 171-192 and 271-292 may be applied to an associate degree. **SUMMER, FALL, WINTER, SPRING**

MUP 280
INDIVIDUAL LESSONS - GUITAR
 (.50 Lecture, 6.00 Lab Hrs./Wk.) **2 Credits**
 Individual instruction in advanced guitar. **Note:** No more than 12 credits on a major instrument and six credits on a secondary instrument of individual lessons numbered MUP 171-192 and 271-292 may be applied to an associate degree. **SUMMER, FALL, WINTER, SPRING**

NFM NUTRITION & FOOD MANAGEMENT**NFM 225****HUMAN NUTRITION****(4.00 Lecture Hrs./Wk.)****4 Credits**

Students develop an understanding of nutrients, their functions, food sources, effects of deficiency, recommended dietary allowances, assessment of nutritional status, practical human nutrition, and nutritional controversies including food fads and fallacies. **Prerequisite:** None, general understanding of chemistry and human anatomy and physiology strongly recommended.

SUMMER, WINTER**NUR** NURSING**NUR 60****NURSING SEMINAR****(1.00 Lecture Hr./Wk.)****1 Credit**

Nursing students improve their study skills and enhance learning by recognizing alternative learning styles and methods, organizing for effective study, and preparing for testing. **Prerequisite:** Admission into Nursing Program. Offered as needed.

NUR 101 and NUR 101L**NURSING: FOUNDATIONS OF CARE****(5.00 Lecture, 9.00 Lab Hrs./Wk.)****8 Credits**

This class prepares you to provide professional nursing care at the novice level for clients in the hospital or extended care setting. You will learn and apply selected functional health patterns in providing individualized nursing care. You will develop an understanding of and use core concepts, including caring, holistic health, critical thinking, the nursing process, and professional behaviors. Clinical hours will include both structured groups and individual experiences. **Prerequisite:** Admission to the nursing program; satisfactory completion of a certified nursing assistant (CNA) course; current CPR certification; evidence of hepatitis B and measles immunizations (or signed waiver) and a TB test within the past 3 months. Successful completion of / or concurrently enrolled in MTH 65 or MTH 95 or higher. **Corequisite:** NUR 101 with NUR 101L. **FALL**

NUR 102 and NUR 102L**NURSING: FOCUS ON INDIVIDUALS****(5.00 Lecture, 12.00 Lab Hrs./Wk.)****9 Credits**

This course continues to build on concepts and skills learned in NUR 101. Students learn and practice health restoration interventions for individual clients with adult health problems. Students learn and apply selected functional health patterns in planning and providing care. Students practice more complex psychomotor skills and develop client teaching strategies. **Prerequisite:** NUR 101 with a "C" grade or better. **Corequisite:** NUR 102 with NUR 102L. **WINTER**

NUR 103 and NUR 103L**NURSING: FOCUS ON FAMILIES****(5.00 Lecture, 12.00 Lab Hrs./Wk.)****9 Credits**

This course continues to build on concepts and skills learned in NUR 102. Students use the concepts of wellness promotion, health maintenance and health restoration, as well as functional health patterns (nutritional/metabolic, activity/exercise, sexual/reproductive, self-perception/self-concept, and role/relationship) in providing care for individuals and families. **Prerequisite:** NUR 102, 112 with "C" grade or better. **Corequisite:** NUR 103 with NUR 103L. **SPRING**

NUR 109 and NUR 109L**NURSING: FOCUS ON MENTAL HEALTH****(24 Lecture and 64 Lab Hrs. Total)****4 Credits**

This class prepares students to provide nursing care for clients with mental health or psychiatric disorders in an inpatient setting. Students incorporate the following functional health patterns in providing care: health perception/health management; cognitive/perceptual; self perception/self concept; role/relationship; and coping/stress tolerance. Students use the concepts of caring, holistic health, critical thinking, and professional behaviors in the mental health setting. **Prerequisite:** NUR 103 with a "C" grade or better. **Corequisite:** NUR 109 with NUR 109L. **FALL**

NUR 111**NURSING CONCEPTS AND CLINICAL PRACTICE****(12 Lec/6 Lab Hrs/1Cr; 12 Lec/20 Lab Hrs/2Cr; 20 Lec/30 Lab Hrs/3Cr)****1-3 Credits**

Introduces fundamental concepts of the Clatsop Community College nursing curriculum and reviews previously learned information and skills for students who have previous nursing education (i.e., advanced placement students into the Nursing Program). **Prerequisite:** Advanced placement admission to the nursing program (admission at any point beyond NUR 101). Offered as needed.

NUR 112**COLLABORATIVE PRACTICE I: PHARMACOLOGY****(2.00 Lecture Hrs./Wk.)****2 Credits**

Students acquire and demonstrate knowledge of basic principles of pharmacology applied to the nursing role in administering medications. Learners identify nursing roles and responsibilities in caring for clients receiving pain medications, hypoglycemic agents, drugs affecting the cardiovascular system, anticoagulants, and medications used to treat GI disorders. **Prerequisite:** Admission to the nursing program and completion of NUR 101 with a "C" grade or better; MTH 65 or MTH 95 or higher with a "C" grade or better. **Corequisite:** NUR 102. **WINTER**

NUR 113**COLLABORATIVE PRACTICE II: PATHOPHYSIOLOGY & PHARMACOLOGY****(1.00 Lecture Hr./Wk.)****1 Credit**

Students acquire knowledge of pathophysiology and pharmacology that they can apply to the nursing role. Students identify nursing roles and responsibilities in administering medications to treat selected conditions. **Prerequisite:** NUR 102 and NUR 112 with a "C" grade or better, and concurrently enrolled in NUR 103, or instructor permission. **Corequisite:** NUR 103. **SPRING**

**NUR 115A
STRATEGIES FOR SUCCESS IN THE NURSING PROGRAM
(1 Lecture Hr./Wk) 1 Credit**

Students develop strategies and skills necessary for success in the nursing program in the following areas: research and writing for the health profession, study and test taking strategies, math strategies for safe medication administration, workplace and study skills, coping and self-care strategies, and time management. **Prerequisite:** Admission into Nursing Program. **FALL**

**NUR 115B
PHYSICAL ASSESSMENT, PART I
(20 Lecture/Lab Hrs. Total) 1 Credit**

Part one of a two-part course that reviews principles and techniques of physical assessment for the practicing nurse or nursing student. Each section will include a review of related anatomy and physiology; principles, techniques, and practice of physical examination; and common changes from the norm. Students should be able to perform a completed history and physical examination in an organized, systematic manner by the end of the course. **Prerequisite:** Admission into Nursing Program. **WINTER**

**NUR 115C
PHYSICAL ASSESSMENT, PART II
(20 Lecture/Lab Hrs. Total) 1 Credit**

Part two of a two-part courses that reviews principles and techniques of physical assessment for the practicing nurse or nursing student. Each section will include a review of related anatomy and physiology; principles, techniques, and practice of physical examination; and common changes from the norm. Students should be able to perform a complete history and physical examination in an organized, systematic manner by the end of the course. **Prerequisite:** Admission into Nursing Program. **SPRING**

**NUR 201 and NUR 201L
NURSING: CLIENTS IN CRISIS
(4.00 Lecture, 12.00 Lab Hrs./Wk.) 8 Credits**

This course continues to build on previously learned concepts and skills. It prepares the developing professional nurse to apply functional health patterns in caring for clients with acute and/or critical problems in the hospital setting including critical care settings. Students learn and use complex psychomotor skills and incorporate core concepts into practice. **Prerequisite:** Satisfactory completion of NUR 109 and all first year nursing program course requirements with a "C" grade or better. Current health provider CPR certification. Completion of hepatitis B series or signed waiver; TB test within the past 12 months. **Corequisite:** NUR 201 with NUR 201L. **FALL**

**NUR 202 and NUR 202L
NURSING: FAMILIES IN CRISIS
(5.00 Lecture, 12.00 Lab Hrs./Wk.) 9 Credits**

This course continues to build on previously learned concepts and skills. It prepares the developing professional nurse to apply functional health patterns in providing care for individuals and families in times

of crisis. Students develop a heightened awareness of community health issues and explore the nurse's role in addressing them. Students demonstrate increasing independence and use of nursing management strategies in providing care. **Prerequisite:** NUR 201 and NUR 231 with a "C" grade or better. **Corequisite:** NUR 202 with NUR 202L. **WINTER**

**NUR 208 and NUR 208L
NURSING: TRANSITION INTO PRACTICE
(4.00 Lecture/ 12.00 Lab Hrs./Wk.) 8 Credits**

This class continues to build on concepts and skills learned in the previous terms. It prepares students for the transition from nursing student to registered nurse. Students apply learned skills and concepts, providing client care in a community or institutional setting under the guidance of a nurse preceptor. Students incorporate concepts of professional practice and address leadership/management issues. **Prerequisite:** NUR 202 and NUR 232 with a "C" grade or better. **Corequisite:** NUR 208 with NUR 208L. **SPRING**

**NUR 231
COLLABORATIVE PRACTICE III: PATHOPHYSIOLOGY &
PHARMACOLOGY
(2.00 Lecture Hrs./Wk.) 2 Credits**

Students acquire knowledge of pathophysiology and pharmacology that they can apply to the nursing role. Learners demonstrate an increasing understanding of the effects of fluid and electrolyte and acid-base imbalance, and of diabetes mellitus on the client. Students identify the effects of cardiovascular disease, acute respiratory diseases, renal disorders, and trauma on clients. Students identify nursing roles and responsibilities in administering antidysrhythmics, immunosuppressive, anti-inflammatory agents, cholesterol lowering agents, and drugs used to treat critical complications such as cardiac arrest and anaphylaxis. **Prerequisite:** Completion of all first year nursing program course requirements with a "C" grade or better. **Corequisite:** NUR 201 and 215. **FALL**

**NUR 232
COLLABORATIVE PRACTICE IV: PATHOPHYSIOLOGY &
PHARMACOLOGY
(1.00 Lecture Hr./Wk.) 1 Credit**

Students acquire knowledge of pathophysiology and pharmacology that they can apply to the nursing role. Learners demonstrate an understanding of the effects of HIV infection and its complications on the client and current drug therapies for treatment of HIV infection. Students identify the effects of selected pediatric and genetic disorders, and infections of the prenatal periods. Students identify pathophysiological changes that occur with tuberculosis, and nursing responsibilities when administering antimycobacterials and antiarrhythmic drugs. **Prerequisite:** NUR 201 and NUR 231 with a "C" grade or better. **Corequisite:** NUR 202. **WINTER**

OA OFFICE ADMINISTRATION

OA 104

ENGLISH FOR BUSINESS

(4.00 Lecture Hrs./Wk.)

4 Credits

Students improve their skill in grammar, spelling, vocabulary, punctuation, and the use of reference sources and electronic aids.

Prerequisite: Score of 42+ on the COMPASS Writing placement test, or instructor approval. **WINTER**

OA 116

OFFICE PROCEDURES

(4.00 Lecture Hrs./Wk.)

4 Credits

Students become proficient in procedures of office work including business communication skills, office management and support duties, and human relations skills. **Prerequisite:** Recommended 30 words a minute or more keying. **FALL**

OA 120

COMPUTER KEYBOARDING

(2.00 Lecture/Lab Hrs./Wk.)

1 Credit

Students develop basic keyboarding techniques using a computer terminal. Applicable to all disciplines. **Prerequisite:** English language and reading skills. **SUMMER, FALL, WINTER, SPRING**

OA 121

KEYBOARDING I

(6.00 Lecture/Lab Hrs./Wk.)

3 Credits

Students develop skill in keyboarding techniques, proofreading, and machine composition. They acquire skill in producing simple letters, reports, and memorandums. Note: Students are placed in keyboarding classes according to their demonstrated proficiency. **Prerequisite:** English language and reading skills. **SUMMER, FALL, WINTER, SPRING**

OA 124

KEYBOARDING SKILL BUILDING

(6.00 Lecture/Lab Hrs./Wk.)

3 Credits

Based on their current skill level, students identify and correct keyboarding problems, develop overall keyboarding skill, and evaluate skill development progress. **Prerequisite:** Recommended OA 120, OA 121, or keying of at least 20 words a minute. **SUMMER, FALL, WINTER, SPRING**

OA 131

10-KEY SKILL BUILDING

(2.00 Lecture/Lab Hrs./Wk.)

1 Credit

Students develop speed and accuracy using the 10-key numerical keypad. **Prerequisite:** English language and reading skills. **FALL**

OA 142

MEDICAL TRANSCRIPTION

(6.00 Lecture/Lab Hrs./Wk.)

3 Credits

Students review and apply their knowledge of medical terminology through simulated transcription of medical correspondence and reports. **Prerequisite:** OA 121, OA 201, and OA 225 or instructor approval. **SPRING**

OA 201

WORD PROCESSING PROCEDURES I

(6.00 Lecture/Lab Hrs./Wk.)

3 Credits

Students develop word processing knowledge and skills necessary for using microcomputers and Windows software to prepare and edit documents. **Prerequisite:** Touch keyboarding skills are recommended.

SUMMER, FALL, WINTER, SPRING

OA 202

WORD PROCESSING PROCEDURES II

(6.00 Lecture/Lab Hrs./Wk.)

3 Credits

Students increase their proficiency in using word processing, develop skill in using advanced-level functions, practice desktop publishing operations and detailed office-style formatting. **Prerequisite:** OA 201.

SUMMER, FALL, WINTER, SPRING

OA 205

DESKTOP PUBLISHING

(2.00 Lecture Hrs./Wk.)

2 Credits

Students develop skill in using desktop publishing software to create newsletters, brochures, business cards, etc. for course work, professional purposes, and personal use. **Prerequisite:** OA 201 or MIC 145. **WINTER**

OA 225

MACHINE TRANSCRIPTION

(6.00 Lecture/Lab Hrs./Wk.)

3 Credits

Students demonstrate skill in using transcribing equipment in rough-draft, memorandum, and letter formats. They become proficient in proofreading and editing copy. **Prerequisite:** OA 121 and OA 201 or instructor approval. **WINTER**

OA 240

FILING AND RECORDS MANAGEMENT

(3.00 Lecture Hrs./Wk.)

3 Credits

Students develop competence in basic filing rules, proficiency in setting up manual filing systems, and an understanding of the overall records management function in both small and large businesses. **FALL**

OA 295

OFFICE SYSTEMS DIRECTED PROJECT

(2.00 Lecture & 6.00 Lab Hrs./Wk.)

4 Credits

This is the capstone course for the Office Systems program. Students build on knowledge gained in other courses and use critical thinking and problem solving skills to address a significant problem in their area of specialization. Students complete a comprehensive project and make a professional presentation. **Prerequisite:** Completion of all but the last quarter of program course work. **SPRING**

PE PHYSICAL EDUCATION

No more than six credits of PE 185 earned in different activities at different levels may be applied to an associate degree.

PE 185AA**AEROBIC EXERCISE - BEGINNING****(3.00 Lab Hrs./Wk.)****1 Credit**

Students will be instructed and participate in a variety of aerobic exercises designed to increase the strength and capacity of the cardiovascular system. Students will be instructed in and execute heart rate monitoring, proper warm-up and cool down techniques, and participate in other exercises that compliment aerobic exercise.

FALL, WINTER**PE 185AB****AEROBIC EXERCISE - INTERMEDIATE****(3.00 Lab Hrs./Wk.)****1 Credit**

Students will continue to participate in activities and develop benefits acquired in the PE 185 Aerobic Exercise-Beginning. Students will continue to participate in different aerobic activities that increase cardiovascular strength and develop a clear understanding in the importance of including aerobic exercise into a healthy lifestyle.

Prerequisite: PE 185AA Aerobic Exercise-Beginning. **FALL, WINTER**

PE 185BA**BASKETBALL - BEGINNING****(3.00 Lab Hrs./Wk.)****1 Credit**

Instruction and practice involving skills related to the game of basketball. Provides sufficient skills and knowledge to serve the student's recreational interest as a player or spectator. **WINTER**

PE 185BB**BASKETBALL - INTERMEDIATE****(3.00 Lab Hrs./Wk.)****1 Credit**

Students will develop and practice beginning and more advanced basketball skills. Advanced offensive and defensive concepts and patterns of the game will be introduced and practiced. **Prerequisite:** PE 185BA Basketball-Beginning. **WINTER.**

PE 185CA**CROSS TRAINING FOR FITNESS - BEGINNING****(3.00 Lab Hrs./Wk.)****1 Credit**

Combines different components of sports and recreational activities along with fitness components producing a workout that will enhance one's cardiovascular fitness as well as agility, speed, strength, balance, and flexibility. This class includes components of kickboxing, plyometrics, martial arts, aerobic conditioning, yoga, strength training and other activities related to fitness, recreation, and sports.

Prerequisite: Good physical condition which may require doctor's approval when necessary. **WINTER, SPRING 2008 - 2009**

PE 185CB**CROSS TRAINING FOR FITNESS - INTERMEDIATE****(3.00 Lab Hrs./Wk.)****1 Credit**

Different components of sports and recreational activities along with fitness components will be combined to produce a workout that will continue to enhance one's cardiovascular fitness as well as agility, speed, strength, balance, coordination, and flexibility. This class includes components of kickboxing, plyometrics, martial arts, strength training, aerobic conditioning, yoga, and other activities related to fitness, recreation, and sports. **Prerequisite:** PE 185CACross Training for Fitness – Beginning. **WINTER, SPRING 2008 - 2009**

PE 185FA**FOIL FENCING - BEGINNING****(3.00 Lab Hrs./Wk.)****1 Credit**

This course in foil fencing emphasizes safety, skill acquisition and development, and an appreciation for the traditions of fencing. Students will develop skills through a combination of drills, lecture, lessons and practice. **FALL, WINTER, SPRING**

PE 185FB**FOIL FENCING - INTERMEDIATE****(3.00 Lab Hrs./Wk.)****1 Credit**

This intermediate course in foil fencing emphasizes safety, skill acquisition and development, and an appreciation for the traditions of fencing. Students will develop skills through a combination of drills, lecture, lessons and practice. The intermediate class emphasizes more advanced techniques and refinements of ability. **Prerequisite:** PE 185FA Foil Fencing-Beginning. **FALL, WINTER, SPRING**

PE 185GA**GOLF - BEGINNING****(3.00 Lab Hrs./Wk.)****1 Credit**

Students develop their golf swing and learn the rules and etiquette of the game of golf. **SPRING 2008 - 2009**

PE 185GB**GOLF - INTERMEDIATE****(3.00 Lab Hrs./Wk.)****1 Credit**

While playing golf each week, students refine their golf swing with emphasis on making special shots. **Prerequisite:** PE 185GA Golf-Beginning or instructor approval. **SPRING 2008 - 2009**

PE 185HA**HATHA YOGA - BEGINNING****(3.00 Lab Hrs./Wk.)****1 Credit**

Students practice the yoga of physical well being, emphasizing breathing techniques and the development of a strong, flexible, relaxed and well-toned body. **FALL, WINTER, SPRING**

PE 185HB**HATHA YOGA - INTERMEDIATE****(3.00 Lab Hrs./Wk.)****1 Credit**

Students practice the basic techniques of Hatha Yoga and understand its philosophy as related to western culture. **Prerequisite:** PE 185HA Hatha Yoga-Beginning or instructor approval. **FALL, WINTER, SPRING**

PE 185PA**PERSONAL FITNESS - BEGINNING****(3.00 Lab Hrs./Wk.)****1 Credit**

Students develop and actively participate in an individualized fitness program emphasizing cardiovascular fitness, muscular strength, endurance, and flexibility. **FALL, WINTER, SPRING**

PE 185PB**PERSONAL FITNESS - INTERMEDIATE****(3.00 Lab Hrs./Wk.)****1 Credit**

Students develop and actively participate in an individualized conditioning program emphasizing cardiovascular fitness, muscular strength, endurance, and flexibility. They receive information on weight control and nutrition. **Prerequisite:** PE 185PA Personal Fitness-Beginning or instructor approval. **FALL, WINTER, SPRING**

PE 185PC**PILATES - BEGINNING****(3.00 Lab Hrs./Wk.)****1 Credit**

Students will participate in a specific series of exercises, known as Pilates, done in a certain sequence while lying on a mat. The exercises are designed to promote a balanced musculoskeletal system, resulting in core strength, flexibility, good posture and improved body awareness. **FALL, WINTER, SPRING**

PE 185PD**PILATES - INTERMEDIATE****(3.00 Lab Hrs./Wk.)****1 Credit**

Students will participate in a specific series of exercises, known as Pilates, done in a certain sequence while lying on a mat. The exercises are designed to promote a balanced musculoskeletal system, resulting in core strength, flexibility, good posture and improved body awareness. Students will further their Pilates practice by practicing more advanced and difficult exercises. **Prerequisite:** PE 185PC Pilates-Beginning or instructor approval. **FALL, WINTER, SPRING**

PE 185TA**TENNIS - BEGINNING****(3.00 Lab Hrs./Wk.)****1 Credit**

Emphasizes the basic skills, strategy, and rules needed to play the game of tennis at a satisfactory recreational level. **SPRING**

PE 185TB**TENNIS - INTERMEDIATE****(3.00 Lab Hrs./Wk.)****1 Credit**

Students develop and apply more advanced skills and strategies needed to play the game of tennis at an advanced recreational level. **Prerequisite:** PE 185TA Tennis-Beginning. **SPRING**

PE 185VA**VOLLEYBALL - BEGINNING****(3.00 Lab Hrs./Wk.)****1 Credit**

Students develop and apply the fundamental skills, strategies, rules, and etiquette of volleyball. **FALL, WINTER, SPRING**

PE 185VB**VOLLEYBALL INTERMEDIATE****(3.00 Lab Hrs./Wk.)****1 Credit**

Students improve volleyball skills, develop team play and strategies and acquire advanced individual and team skills and techniques. **Prerequisite:** PE 185 VA Volleyball Beginning or instructor approval. **FALL, WINTER, SPRING**

PE 185WA**WEIGHT TRAINING - BEGINNING****(3.00 Lab Hrs./Wk.)****1 Credit**

Students will engage in various methods of weight training which emphasize progressive strength training and lifetime fitness. **FALL, WINTER, SPRING**

PE 185WB**WEIGHT TRAINING - INTERMEDIATE****(3.00 Lab Hrs./Wk.)****1 Credit**

Students will engage in various methods of weight training which emphasize lifetime fitness. Students will continue to execute plans and training methods toward personal workout goals. **Prerequisite:** PE 185WA Weight Training-Beginning or instructor approval. **FALL, WINTER, SPRING**

PH PHYSICS**PH 201****GENERAL PHYSICS****(4.00 Lecture, 3.00 Lab Hrs./Wk.)****5 Credits**

Students develop a general knowledge of physics from mechanics to nuclear physics, particularly the law of conservation of energy and how it relates to humans in every day life. **Prerequisite:** MTH 95. **FALL**

PH 202**GENERAL PHYSICS****(4.00 Lecture, 3.00 Lab Hrs./Wk.)****5 Credits**

Students utilize direct inquiry, discussion with peers, and a microcomputer to take the role of a physicist. Students develop mathematical descriptions of mechanical motion. **Prerequisite:** MTH 111. **WINTER**

PH 203**GENERAL PHYSICS****(4.00 Lecture, 3.00 Lab Hrs./Wk.)****5 Credits**

Students utilize direct inquiry, discussion with peers, and a microcomputer, to take the role of the physicist. Students develop mathematical descriptions of rotational motion, thermodynamics, and electric current. **Prerequisite:** PH 202. **WINTER**

PH 211

GENERAL PHYSICS WITH CALCULUS

(4.00 Lecture, 3.00 Lab Hrs./Wk.)

5 Credits

This sequence is for students planning further study in science or engineering. Students utilize direct inquiry, discussion with peers, and a computer to take the role of a physicist: observing, acquiring data, and analyzing results rapidly and accurately. Students develop mathematical descriptions of mechanical motion. **Prerequisite:** Completion of, or concurrent enrollment in MTH 251. **FALL**

PH 212

GENERAL PHYSICS WITH CALCULUS

(4.00 Lecture, 3.00 Lab Hrs./Wk.)

5 Credits

Students utilize direct inquiry, discussion with peers, and a computer to develop mathematical descriptions for mechanical energy, rotational motion and electricity. **Prerequisite:** PH 211. **WINTER**

PH 213

GENERAL PHYSICS WITH CALCULUS

(4.00 Lecture, 3.00 Lab Hrs./Wk.)

5 Credits

Students utilize direct inquiry, discussion with peers, and a computer to develop mathematical descriptions for electricity, magnetism and thermodynamics. **Prerequisite:** PH 212. **SPRING**

PHL PHILOSOPHY

PHL 101

PHILOSOPHICAL PROBLEMS

(3.00 Lecture Hrs./Wk.)

3 Credits

Students learn to use philosophy as a discipline to apply to all human experience and knowledge, and understand the philosophical questions that have focused human speculation about reality, humanity, the mind and the self throughout human history. **FALL**

PHL 102

ETHICS

(3.00 Lecture Hrs./Wk.)

3 Credits

Students develop an understanding of key ethical problems that have confronted mankind across cultures and times, ethical codes used to resolve them, and how these can be applied to current social issues. **WINTER**

PHL 103

CRITICAL REASONING

(3.00 Lecture Hrs./Wk.)

3 Credits

Students develop concepts and tools for rational analysis and creative thinking, and learn to assess habits of mind that lead to shallow and fallacious thinking. **SPRING**

PS POLITICAL SCIENCE

PS 201

AMERICAN GOVERNMENT

(3.00 Lecture Hrs./Wk.)

3 Credits

Students will examine the basic background of American traditions of Government and the American Constitution. Topics of special interest include: the Constitution, the Bill of Rights, political culture, interest groups, political parties, public opinion, politics, campaigns, and elections. **FALL**

PS 202

AMERICAN GOVERNMENT

(3.00 Lecture Hrs./Wk.)

3 Credits

Students will examine the basic policy-making institutions of government, the rights and liberties of individuals, and politics of national policy. **WINTER**

PS 203

STATE AND LOCAL GOVERNMENT

(3.00 Lecture Hrs./Wk.)

3 Credits

Students will examine the basic policy-making institutions of local and state government. Students will participate with visitation by state/local political leaders and also attend and evaluate public meetings. **SPRING**

PS 205

INTERNATIONAL POLITICS

(3.00 Lecture Hrs./Wk.)

3 Credits

Students will study ten major issues of the global community, including American foreign policy, and the nature of relations between nations—specifically contemporary international issues; nationalism, economic rivalries, and quest for security; and the problem of international cooperation, changing threats to security in the post-Cold War era, and the increasing importance of economic competition. **SPRING 2009 - 2010, FALL**

PSY PSYCHOLOGY

PSY 101

PSYCHOLOGY OF HUMAN RELATIONS

(3.00 Lecture Hrs./Wk.)

3 Credits

Students learn to apply scientific knowledge from psychology to improve relationships with self and others. This course includes self-exploration and practice of interpersonal skills. **SUMMER, FALL, WINTER, SPRING**

PSY 190

STRESS THEORY AND MANAGEMENT

(3.00 Lecture Hrs./Wk.)

3 Credits

Students develop a basic theoretical understanding of the bio-psychology of stress, psycho-social factors contributing to stress, and strategies that reduce stress responses. **SPRING**

PSY 201**GENERAL PSYCHOLOGY****(3.00 Lecture Hrs./Wk.)****3 Credits**

General Psychology is offered as a three-course sequence. Over the three courses, students develop an understanding of psychology as a behavioral and social science. In this course, students learn the historical and contemporary schools of psychology and foundational psychologists, research methods used in psychology, the biological bases of behavior, human development, sensation and perception, with application to human problems. Strong reading and writing skills are recommended. **FALL**

PSY 202**GENERAL PSYCHOLOGY****(3.00 Lecture Hrs./Wk.)****3 Credits**

General Psychology is offered as a three-course sequence. Over the three courses, students develop an understanding of psychology as a behavioral and social science. In this course, students learn about states of consciousness, learning, memory, cognition, motivation and emotion. Strong reading and writing skills are recommended. **Prerequisite:** WR 121 level writing skills. **WINTER**

PSY 203**GENERAL PSYCHOLOGY****(3.00 Lecture Hrs./Wk.)****3 Credits**

General Psychology is offered as a three-course sequence. Over the three courses, students develop an understanding of psychology as a behavioral and social science. In this course, students develop an understanding of personality, stress disorders, psychological disorders, approaches to treatment, and social/organizational psychology. Strong reading and writing skills are recommended. **Prerequisite:** WR 121 level writing skills. **SPRING**

PSY 215**INTRODUCTION TO DEVELOPMENTAL PSYCHOLOGY****(3.00 Lecture Hrs./Wk.)****3 Credits**

Students gain knowledge of human development from conception to old age, with emphasis on the personality and social issues, brain and cognitive changes over the life span. **Prerequisite:** PSY 201, 202 or 203 strongly recommended. **FALL, WINTER**

PSY 216**SOCIAL PSYCHOLOGY****(3.00 Lecture Hrs./Wk.)****3 Credits**

Students review classic and contemporary research studies on the impact of social structures on individual behaviors and mental processes. Major topics include conformity, obedience, cognitive dissonance, attribution theory, the bystander effect, and social exchange theory. **WINTER**

PSY 219**INTRODUCTION TO ABNORMAL PSYCHOLOGY****(3.00 Lecture Hrs./Wk.)****3 Credits**

Students develop a basic understanding of the etiology, diagnosis and treatment of emotional, mental, and behavioral disorders, based on current scientific and professional definitions and standards. **Prerequisite:** PSY 201 strongly recommended. **SPRING**

PSY 231**INTRODUCTION TO HUMAN SEXUALITY****(3.00 Lecture Hrs./Wk.)****3 Credits**

Students acquire knowledge of the psychological, social, and biological aspects of human sexual functioning. Emphasis is on sex research, sexual responses and behaviors, and the cultural, gender and sex orientation differences in behaviors, communication styles and attitudes. **Prerequisite:** PSY 201 strongly recommended. **FALL**

PULP**PULP & PAPER TECHNOLOGY****PULP 101****INTRODUCTION TO PULP & PAPER TECHNOLOGY****(3.00 Lecture Hrs./Wk.)****3 Credits**

Students learn current pulping and bleaching processes used during the production of various types of paper products, including basic forestry practices, wood properties and pre-pulping operations. Overview of the pulp and paper business will be covered. Variations in the preparation of pulp needed for different paper products are identified. **FALL**

R**RELIGION****R 201****GREAT RELIGIONS OF THE WORLD****(3.00 Lecture Hrs./Wk.)****3 Credits**

Students develop an understanding of Joseph Campbell's perspective on myths and world religions, as well as the philosophy of religion, and of early religion, American Native religion, Egyptian religion, the goddess in religion, and Hinduism. **FALL**

R 202**GREAT RELIGIONS OF THE WORLD****(3.00 Lecture Hrs./Wk.)****3 Credits**

Students develop knowledge of Joseph Campbell's perspective on myths and world religions, as well as knowledge of philosophy of religion, and of Buddhism, Yoga, Tibetan Buddhism, Taoism, and Confucianism. **WINTER**

R 203**GREAT RELIGIONS OF THE WORLD****(3.00 Lecture Hrs./Wk.)****3 Credits**

Students develop knowledge of Joseph Campbell's perspective on myths and world religions, the philosophy of religion, and of Zoroastrianism, Judaism, Greek mystery religions, Christianity, the spiritual dimension of Arthurian romances, and Islam. **SPRING**

RD READING**RD 80****PREPARATION FOR COLLEGE READING I****(3.00 Lecture Hrs./Wk.)****3 Credits**

For students who are experiencing difficulty with college level reading. Course work emphasizes development of skills needed to read academic material. Group and individual activities will help students increase their vocabulary and comprehension skills, learn to apply a variety of reading strategies for different reading situations, and develop an appreciation of reading as a source of education and enjoyment. **Prerequisite:** COMPASS score 44-65 or DCO 22; concurrent enrollment in HD 50 recommended. **FALL, WINTER, SPRING**

RD 90**PREPARATION FOR COLLEGE READING II****(3.00 Lecture Hrs./Wk.)****3 Credits**

For students who need to further develop their critical/analytical reading skills. Course work emphasizes development of higher level reading skills improving student understanding and retention of sophisticated reading materials. Group and individual activities will help students increase their vocabulary, comprehension, critical reading, and content reading skills, and develop an appreciation of reading as a source of education and enjoyment. **Prerequisites:** COMPASS score 66-78 in reading or RD 80. Concurrent enrollment in HD 50 recommended. **FALL, WINTER, SPRING**

SOC SOCIOLOGY**SOC 204****GENERAL SOCIOLOGY: INTRODUCTION TO SOCIOLOGY****(3.00 Lecture Hrs./Wk.)****3 Credits**

Students become familiar with the terms, concepts, and theories employed by sociologists, with social processes, patterns and institutions, and the historical development of social theory and method.

SOC 205**GENERAL SOCIOLOGY: SOCIAL ISSUES****(3.00 Lecture Hrs./Wk.)****3 Credits**

Students demonstrate knowledge of the sociology of everyday life and social issues with emphasis on descriptive studies, relating forms of interpersonal relationships, conceptual studies, and definitions of the situations by participants.

SOC 210**MARRIAGE, FAMILY & INTIMATE RELATIONS****(3.00 Lecture Hrs./Wk.)****3 Credits**

Students examine intimate relationships, courtship, marriage, and family patterns; address how relationships are built, maintained, changed, and terminated; and consider the influence of intimacy, marriage and family on human development.

SOC 221**JUVENILE DELINQUENCY****(3.00 Lecture Hrs./Wk.)****3 Credits**

A study of the nature and extent of delinquency; the major criminological theories regarding delinquency; the role of society in delinquency; and, the impact of delinquency on society. **WINTER**

SOC 225**GENERAL SOCIOLOGY: SOCIAL PROBLEMS****(3.00 Lecture Hrs./Wk.)****3 Credits**

Students utilize the sociological perspective to analyze contemporary social problems in the United States, particularly primary social problems, including poverty, prejudice and discrimination, overpopulation, and deviance.

SP SPEECH**SP 111****FUNDAMENTALS OF PUBLIC SPEAKING****(3.00 Lecture Hrs./Wk.)****3 Credits**

Students practice public communication skills both as presenters and as involved audience members. Students learn to research, organize, and deliver the major types of speeches. **FALL, WINTER, SPRING**

SP 112**PERSUASIVE SPEECH****(3.00 Lecture Hrs./Wk.)****3 Credits**

Students study and apply persuasion for a variety of purposes including ethos assessment, irony, stumping and the jeremiad. Students become aware of prevalence of persuasion. **Prerequisite:** SP 111. **SPRING**

SP 115**INTRODUCTION TO INTERCULTURAL COMMUNICATIONS****(3.00 Lecture Hrs./Wk.)****3 Credits**

Students explore stereotypes, general attitudes, values, life styles, cultural and gender patterns of communication in an effort to understand different cultures and gender, how individuals react to change and differences, and how language shapes our perspective. **WINTER, SPRING**

SP 130**BUSINESS AND PROFESSIONAL SPEAKING****(3.00 Lecture Hrs./Wk.)****3 Credits**

Students continue to practice public communication skills in a more specific business and professional context by both presenting and active involvement as audience members. Students research, organize and deliver business and professional presentations. **Prerequisite:** SP 111. **FALL**

SP 219**SMALL GROUP DISCUSSION****(3.00 Lecture Hrs./Wk.)****3 Credits**

Students demonstrate knowledge and skill in the social and task functions of small groups. Social functions include leadership, participation, verbal and non-verbal communication and small group interaction. Task functions include problem solving, conflict management, agenda setting and group presentations. **FALL, WINTER, SPRING**

SPAN SPANISH

SPAN 101
FIRST YEAR SPANISH
(4.00 Lecture, 1.00 Lecture/Lab Hrs./Wk.) 4 Credits
 This is an introduction to the Spanish language. This class provides extensive vocabulary, grammatical structures and communicative ability. Includes an insight into Spanish and Latin American culture through appropriate themes and audio-visual material. **FALL**

SPAN 102
FIRST YEAR SPANISH
(4.00 Lecture, 1.00 Lecture/Lab Hrs./Wk.) 4 Credits
 This is a continuation of SPAN 101. Students expand their writing, comprehension and communicative skills in Spanish. Students continue to explore Spanish and Latin American culture through appropriate themes and audio-visual material. **Prerequisite:** SPAN 101 or instructor approval. **WINTER**

SPAN 103
FIRST YEAR SPANISH
(4.00 Lecture, 1.00 Lecture/Lab Hrs./Wk.) 4 Credits
 This is a continuation of SPAN 102. Students further expand their writing, communication and comprehension skills in Spanish. Hispanic culture is approached through appropriate themes and audio-visual material. **Prerequisite:** SPAN 102 or instructor approval. **SPRING**

SPAN 111
CONVERSATIONAL SPANISH
(3.00 Lecture Hrs./Wk.) 3 Credits
 Students develop skills in Spanish conversation using basic vocabulary, grammatical structures, present tense, and cultural concepts. Note: This sequence focuses on oral communication-speaking and hearing-with less emphasis on reading and writing. **FALL**

SPAN 112
CONVERSATIONAL SPANISH
(3.00 Lecture Hrs./Wk.) 3 Credits
 Students improve their skills in Spanish conversation including the use of past tense, more complex grammatical structures, and vocabulary related to traveling, jobs and shopping. **Prerequisite:** SPAN 111 or instructor approval. **WINTER**

SPAN 113
CONVERSATIONAL SPANISH
(3.00 Lecture Hrs./Wk.) 3 Credits
 Students become more proficient in Spanish conversation through using past and future tense and learning vocabulary related to sports, health sciences and everyday situations. **Prerequisite:** SPAN 112 or instructor approval. **SPRING**

SPAN 201
SECOND YEAR SPANISH
(4.00 Lecture Hrs./Wk.) 4 Credits
 A complete review of basic Spanish grammar with emphasis on the present and preterite tense. Conversational tactics focus on functional expressions and new grammar. Strong emphasis on writing and reading. Cultural awareness is achieved through reading material, class discussions and audio visual material. **Prerequisite:** SPAN 103 or instructor approval. **FALL**

SPAN 202
SECOND YEAR SPANISH
(4.00 Lecture Hrs./Wk.) 4 Credits
 This is a continuation of SPAN 201. Students enhance their writing, reading, and speaking ability through conversational skills and extensive writing. Students study both the indicative and the subjunctive mood. Cultural awareness is achieved through reading material, class discussions and audio visual material. **Prerequisite:** SPAN 201 or instructor approval. **WINTER**

SPAN 203
SECOND YEAR SPANISH
(4.00 Lecture Hrs./Wk.) 4 Credits
 This is a continuation of SPAN 202. Students enhance their writing, reading, and speaking ability through conversational skills and extensive writing. Students learn the complex tenses in Spanish both in the indicative and subjunctive mood. Cultural awareness is achieved through reading material, class discussions and audio visual material. **Prerequisite:** SPAN 202 or instructor approval. **SPRING**

TTL TRANSPORTATION & LOGISTICS

TTL 101
INTRODUCTION TO TRANSPORTATION AND LOGISTICS
(40 Lecture Hrs. Total) 4 Credits
 Students are introduced to the safe operation of a commercial motor vehicle and to the field of logistics. Includes understanding of basic and secondary control systems, coupling and uncoupling, cargo handling, pre-trip inspections, managing speed, responding to weather and road conditions, and accident scene management. Covers applicable federal regulations (including hours of service) and Commercial Driver's License (CDL) requirements. **Prerequisite:** CDL Learners Permit; CDL medical certificate, Placement Test score for placement in RD 90, WR 40, and MTH 25. Course offered as needed.

TTL 121
PRACTICAL APPLICATIONS IN TRANSPORTATION AND LOGISTICS
(120 Lecture/Lab Hrs. Total) 6 Credits
 Students learn basic maneuvers while safely operating commercial motor vehicles, including practice in methods of visual search, shifting, turning, managing space and speed. Provides practical use of logistics business practices and communication skills. **Prerequisite:** TTL 101. Individual instruction, course offered as needed.

TTL 141**TRANSPORTATION CUSTOMER SERVICE SKILLS****(30 Lecture Hrs. Total)****3 Credits**

Students build the knowledge, attitudes, and skills needed for delivering outstanding customer service, employing public relation skills, applying effective listening skills, resolving conflict, and using on-board communication devices. Students identify external and internal customers, learn to handle potentially unproductive interactions, and create positive outcomes for all customers. **Prerequisite:** Placement test score for placement in RD 90, WR 40, and MTH 25. Course offered as needed.

TTL 180**COOPERATIVE WORK EXPERIENCE: TRANSPORTATION AND LOGISTICS****(33.00 Lab Hrs./Cr.)****1-6 Credits**

The student learns from driving experience related to a particular segment of the truck transportation industry. Frequent seminars will focus on individualized projects, small and/or large group projects and presentations, problem solving sessions, and discussion, all related to on-the-job problems and procedures. Supervision and evaluation of the student's job performance will be provided by qualified staff of the College and employing institution. **Prerequisite:** TTL 121. Individual instruction, course offered as needed.

WLD WELDING**WLD 100****MATERIALS PROCESSING****(20.00 Lecture/Lab Hrs./Cr.)****1-4 Credits**

In a competency-based program, students gain knowledge of the principles, equipment and skills necessary to identify and process varied materials utilized in the metal fabrication industry. Course curriculum follows the AWS specifications for qualification and certification of QC10 Entry Level Welder. **Prerequisite:** Completion of / or concurrently enrolled in IT 140 and IT 141. **FALL, WINTER, SPRING**

WLD 101**SHIELDED METAL ARC WELDING****(20.00 Lecture/Lab Hrs./Cr.)****1-10 Credits**

In a competency-based program, students gain knowledge of the principles, equipment and skills used in the Shielded Metal Arc Welding Process, involving base metals and joints common to industry. Course curriculum follows the AWS specifications for qualification and certification of QC10 Entry Level Welder. **Prerequisite:** Instructor approval. **FALL, WINTER, SPRING**

WLD 102**GAS METAL ARC WELDING****(20.00 Lecture/Lab Hrs./Cr.)****1-9 Credits**

In a competency-based program, students gain knowledge of the principles, equipment and skills used in the gas metal arc welding process, involving various base metals and joints common to industry. Course curriculum follows the AWS specifications for qualification and certification of QC10 Entry Level Welder. **Prerequisite:** Instructor approval. **FALL, WINTER, SPRING**

WLD 103**FLUX CORE ARC WELDING****(20.00 Lecture/Lab Hrs./Cr.)****1-9 Credits**

In a competency-based program, students gain knowledge of the principles, equipment and skills used in the flux core arc welding process, involving various base metals and joints common to industry. Course curriculum follows the AWS specifications for qualification and certification of QC10 Entry Level Welder. **Prerequisite:** Instructor approval. **FALL, WINTER, SPRING**

WLD 104**GAS TUNGSTEN ARC WELDING****(20.00 Lecture/Lab Hrs./Cr.)****1-8 Credits**

In a competency-based program, students gain knowledge of the principles, equipment and skills used in the gas tungsten arc welding process, involving various base metals and joints common to industry. Course curriculum follows the AWS specifications for qualification and certification of QC10 Entry Level Welder. **Prerequisite:** Instructor approval. **FALL, WINTER, SPRING**

WLD 150**BEGINNING WELDING****(20.00 Lecture/Lab Hrs./Cr.)****1-9 Credits**

A flexible, variable credit course designed to meet a wide variety of student goals. The point of entry into the curriculum depends on the student's previous experience with the discipline. The course is divided into small segments, called performance objectives, which allow the student to complete as many credits as they may have time to complete. **Prerequisite:** Instructor approval. **SUMMER, FALL, WINTER, SPRING**

WLD 160**INTERMEDIATE WELDING****(20.00 Lecture/Lab Hrs./Cr.)****1-12 Credits**

Students develop welding skills to industrial standards in any or all of the following processes: shielded metal arc welding, gas metal arc welding, and flux core arc welding in all positions; and tungsten inert gas welding on carbon steel, stainless steel and aluminum. Students learn basic welding metallurgy and weld testing methods. **Prerequisite:** Entry level dependent on completion of WLD 150 or previous experience and instructor approval. **SUMMER, FALL, WINTER, SPRING**

WLD 170**ADVANCED WELDING****(20.00 Lecture/Lab Hrs./Cr.)****1-15 Credits**

Students develop welding skills to job entry level including welding design and fabrication methods, joint design, and fundamental welding metallurgy. **Prerequisite:** WLD 160 or instructor approval. **FALL, WINTER, SPRING**

WLD 190**WELDING CERTIFICATION PREPARATION****(20.00 Lecture/Lab Hrs./Cr.)****1-9 Credits**

Students develop skill in the forms of welding tested in various welding certification examinations including pipe and plate welding skills. **Prerequisite:** WLD 160 or instructor approval. **SUMMER, FALL, WINTER, SPRING**

WR WRITING**WR 40
ENGLISH FUNDAMENTALS
(3.00 Lecture Hrs./Wk.)****3 Credits**

Students write descriptive, narrative, and expository paragraphs and essays to improve organization, coherence, sentence control, mechanics, and usage. Students review issues of grammar and mechanics through workbook and oral practice. No Prerequisites. This class is for students who have a COMPASS writing score below 42 or need practice before enrolling in WR 121. **FALL, WINTER, SPRING**

**WR 115
INTRODUCTION TO COLLEGE WRITING
(3.00 Lecture Hrs./Wk.)****3 Credits**

Students study a variety of rhetorical situations, the contextual appropriateness of language, the individual and collaborative nature of the writing process, and the beginning of critical inquiry. **Prerequisites:** WR 40 or COMPASS score of 70-78. **SUMMER, FALL, WINTER, SPRING**

**WR 121
ENGLISH COMPOSITION
(3.00 Lecture Hrs./Wk.)****3 Credits**

Students read and write essays to explore the writing process, investigate the essay form, and improve thinking, reading and writing skills. **Prerequisite:** Writing COMPASS placement of 79 or above or equivalent. **SUMMER, FALL, WINTER, SPRING**

**WR 122
ENGLISH COMPOSITION
(3.00 Lecture Hrs./Wk.)****3 Credits**

Students write effective essays arguing their own ideas, as well as responding to other texts. **SUMMER, FALL, WINTER, SPRING**

**WR 123
ENGLISH COMPOSITION
(3.00 Lecture Hrs./Wk.)****3 Credits**

Building on the writing skills learned in WR 121 and WR 122, students write lengthy research essays that are developed with materials they find through research. Students learn how to find both print and electric sources, how to integrate that research into their writing, and how to document their sources. **Prerequisite:** WR 121. **FALL, WINTER, SPRING**

**WR 227
TECHNICAL REPORT WRITING
(3.00 Lecture Hrs./Wk.)****3 Credits**

Building on the writing skills learned in WR 121 and WR 122, students become familiar with the protocols of technical documentation, experience the types of technical writing required in the professional environment, and gain proficiency in writing applicable to their employment goals. **Prerequisite:** WR 121. **SPRING**

**WR 240
CREATIVE WRITING – NONFICTION
(3.00 Lecture Hrs./Wk.)****3 Credits**

The first of a three-course sequence that focuses on the techniques of creative writing in varied forms. Students write short stories or novel chapters and read and critique short stories written by members of the class and published authors. **Prerequisite:** WR 121 or instructor approval. **SPRING 2009 - 2010**

**WR 241
CREATIVE WRITING - FICTION
(3.00 Lecture Hrs./Wk.)****3 Credits**

Part of a three-course sequence that focuses on the techniques of creative writing in varied forms. Students write short stories or novel chapters and read and critique short stories written by members of the class and published authors. **WINTER 2009 - 2010**

**WR 242
CREATIVE WRITING - POETRY
(3.00 Lecture Hrs./Wk.)****3 Credits**

Students read and write poetry with or without meter, rhyme, or stanzas and critique poems written by members of the class and published authors. **FALL 2009 - 2010**

**WR 243
CREATIVE WRITING - DRAMA
(3.00 Lecture Hrs./Wk.)****3 Credits**

Students read plays written for stage, radio, TV, and reading; write monologues and 1-3 act plays; and critique plays written by members of the class and published authors. **SPRING 2009 - 2010**

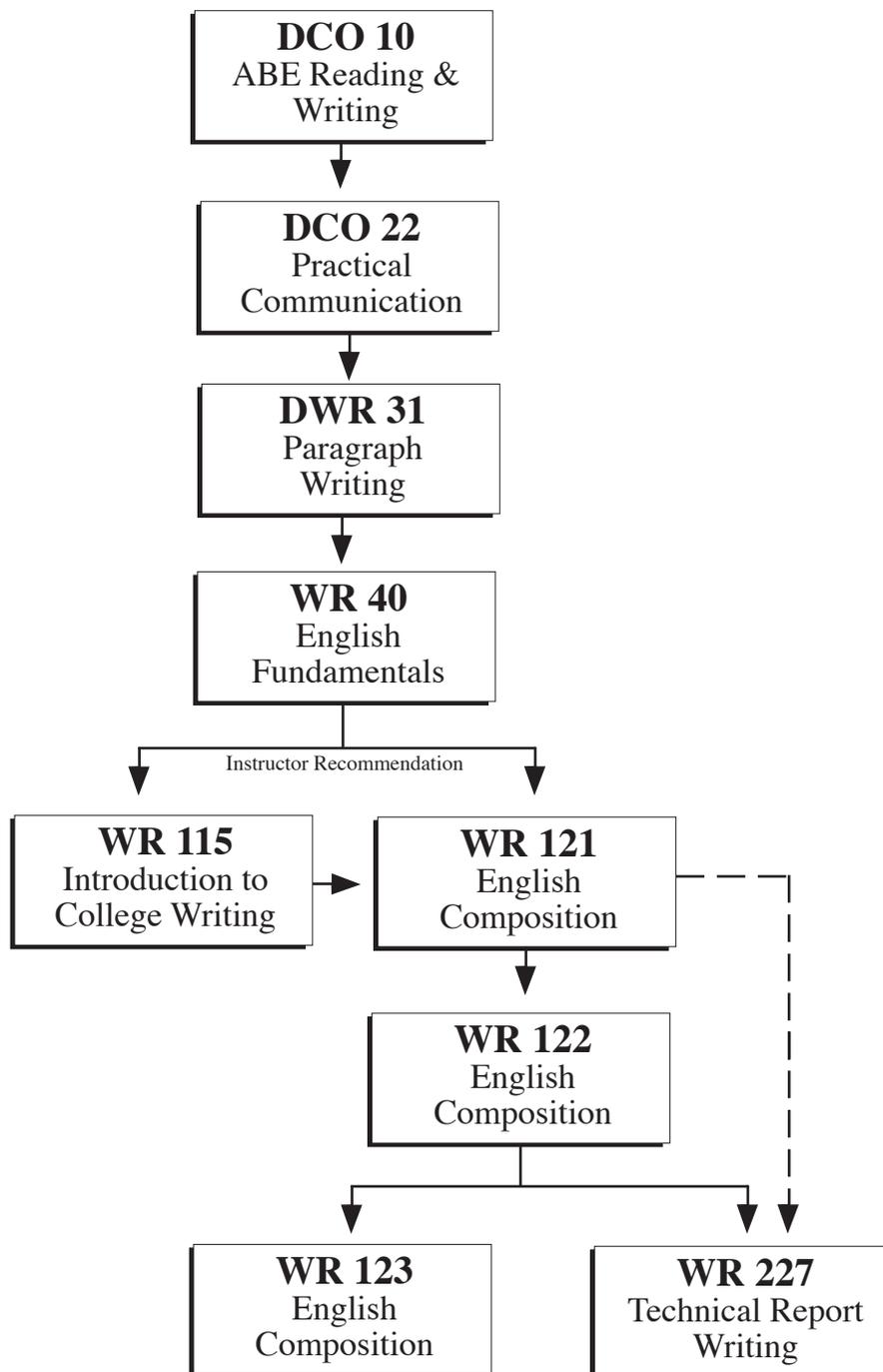
**WR 249
WRITING CHILDREN'S BOOKS
(3.00 Lecture Hrs./Wk.)****3 Credits**

A creative writing course designed for those who want to learn the techniques of writing for children: choosing an appropriate topic, creating vivid characters, using visual imagery, editing for young readers, and determining age appropriateness. Students will write fiction, non-fiction, and poems, and will design a picture book. Publishing will also be discussed. **SPRING**

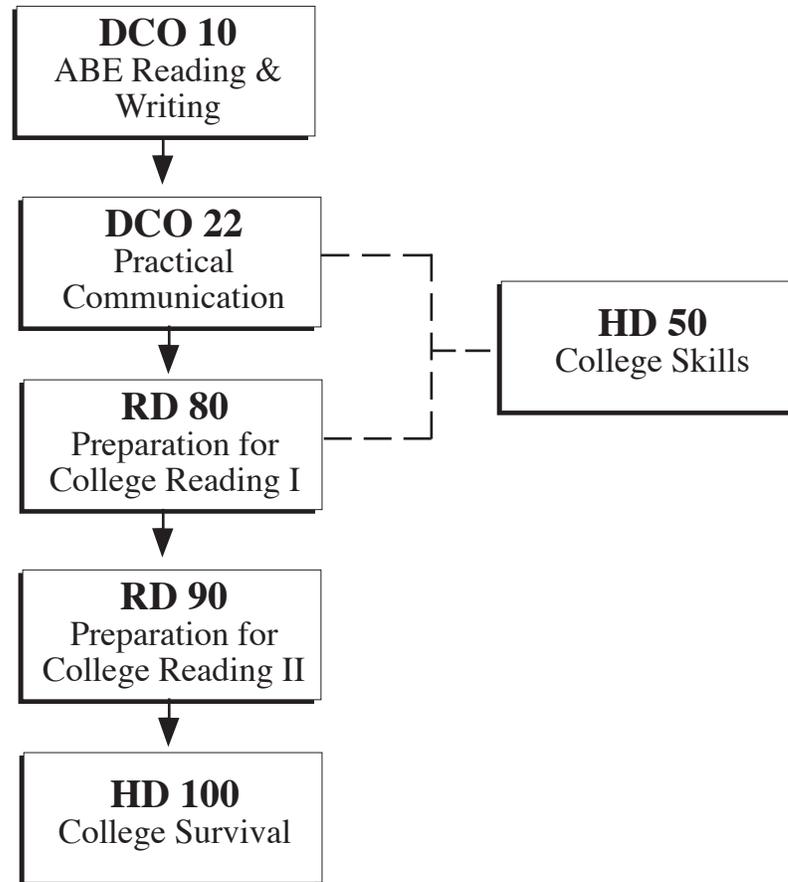
**WR 270
LITERARY PUBLICATIONS
(3.00 Lecture Hrs./Wk.)****3 Credits**

Students learn the fundamentals of professionally editing a literary magazine. Students develop a philosophy of editing and, through active participation in publishing a college literary magazine, develop an understanding of the principles and procedures of editing and publishing. **Prerequisite:** WR 121 or instructor approval. **WINTER**

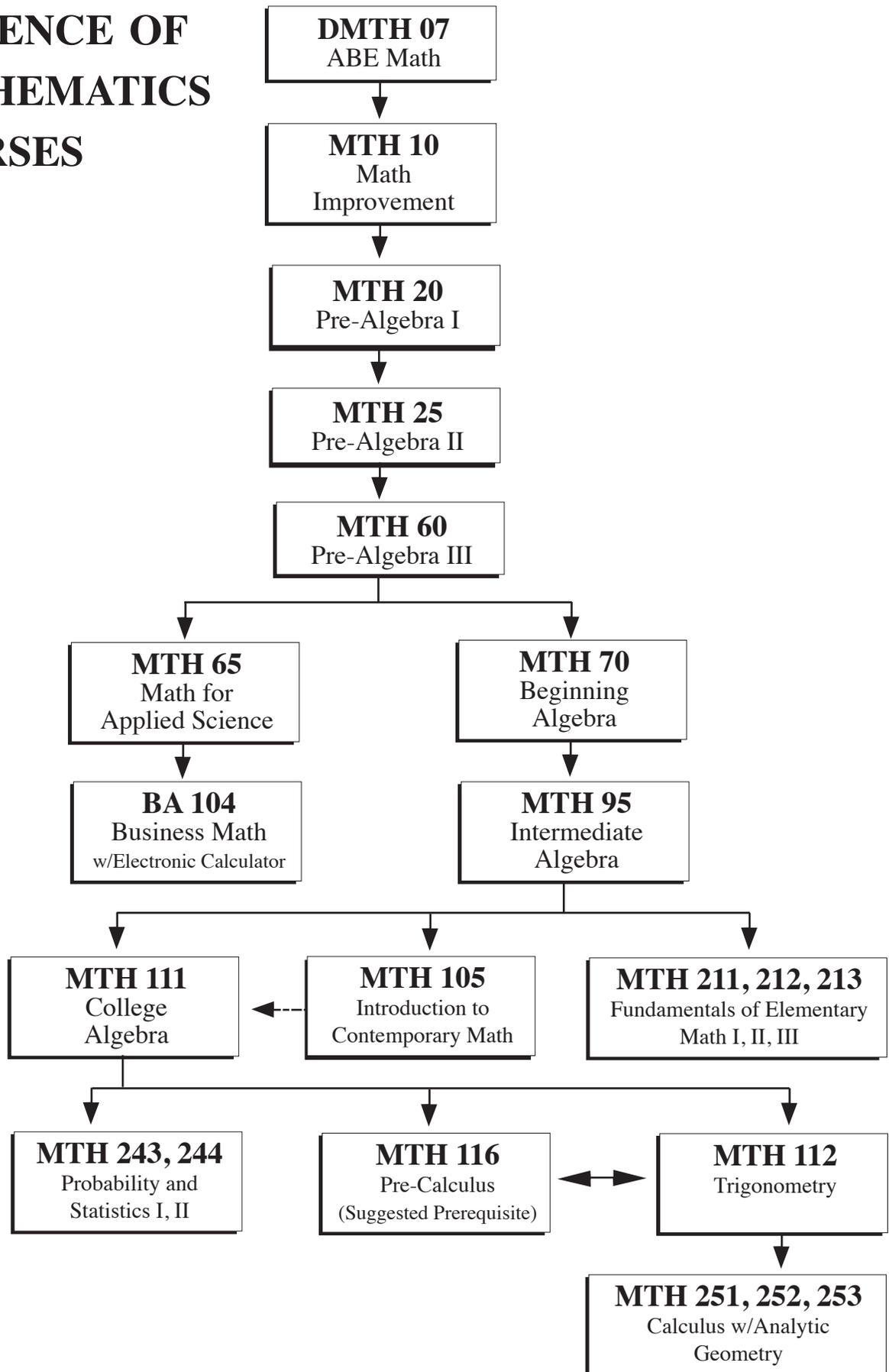
SEQUENCE OF WRITING COURSES



SEQUENCE OF READING COURSES



SEQUENCE OF MATHEMATICS COURSES



FACULTY

Clatsop Community College

ANTILLA, WILLIAM**INSTRUCTOR, MARITIME SCIENCE**

Experience in commercial fishing; licensing through US Coast Guard; at Clatsop Community College since 1995.

BEVERIDGE, RICHARD**INSTRUCTOR, MATHEMATICS**

BS Mathematics, University of Maine; BA French, University of Virginia; MA Mathematics, University of Maine; MEd. Oklahoma City University; at Clatsop Community College since 2004.

BLACK, JO ANN**INSTRUCTOR, NURSING**

B.S. Nursing, Arizona State, 1971; MS in Community Health Nursing, University of Portland, 1997. Experience as Infection Control Nurse and Staff Nurse; at Clatsop Community College since 1992.

BRISTOL, HARLEY**INSTRUCTOR, WELDING**

Thirty-seven years of experience in welding and fabrication; AWS certified; at Clatsop Community College since 2001.

BROWN, JULIE**INSTRUCTOR, WRITING**

B.S. English, Oregon State University, 1979; M.F.A. Creative Writing, University of Montana, 1985; Ph.D. English, University of Wisconsin, Milwaukee, 1990; at Clatsop Community College since 1995.

BUNCH, MICHAEL**INSTRUCTOR, BIOLOGY**

B.A. Zoology, M.A. Biology, Humboldt State University, 1970; M.Ed., Educational Technology, Arizona State University, 1985; Doctor of Arts, Biology, Idaho State University, 1975. At Clatsop Community College since 1993.

CALLAS, PERRY**INSTRUCTOR, OFFICE SKILLS**

BA English Literature, Portland State University, 1977; MAT, Lewis and Clark College 1991; at Clatsop Community College since 2008.

CAZEE, CAROLYN**INSTRUCTOR, NURSING**

B.S. Nursing, St. Joseph's College, 2001; M.S. Nursing, Walden University, 2006; at Clatsop Community College since 2005.

COOK, NANCY**INSTRUCTOR, WRITING**

B.S., Interdisciplinary Studies emphasizing creative writing and environmental science, Evergreen State College; MFA - Writing, University of Alaska; at Clatsop Community College since 2004.

DANIELS, JOEY**INSTRUCTOR, FIRE SCIENCE**

A.A. Criminal Justice, Clatsop Community College, 2002; A.A. Fire Science, Clatsop Community College, 2004; at Clatsop Community College since 2006.

DEHONORES, NANCY**INSTRUCTOR, SPANISH**

B.A. Texas Woman's University, 1998; M.A. Spanish, University of North Texas, 2001; TESOL Certification, University of North Texas, 2004; at Clatsop Community College since 2008.

DYBACH, JOANIE**INSTRUCTOR, CRIMINAL JUSTICE**

B.A. Criminal Justice, Mansfield University, 1979; M.S. Criminal Justice, California State University, Sacramento, 2002; J.D. Law, Golden Gate University; at Clatsop Community College since 2005.

ENTLER, JIM**INSTRUCTOR, SMALL BUSINESS MANAGEMENT**

B.A. Ambassador College; M.M. Adkison Graduate School of Management Willamette University, 1991. Consulting for EMC2 Consulting/Business and Management; at Clatsop Community College since 1992.

GOODFRIEND, HEATHER**INSTRUCTOR, CHEMISTRY**

B.A. Chemistry, University of Minnesota; M.S. Physical Chemistry, University of Minnesota; at Clatsop Community College since 2000.

GUIDI, DALE (DEAC)**INSTRUCTOR, SPEECH**

B.A. Speech Communication, Montana State University; M.A. Speech Communication, Idaho State University; at Clatsop Community College since 2000.

HAM, BILL**INSTRUCTOR, MARITIME SCIENCE**

Has thirty years service in the U.S. Coast Guard and licensing through U.S. Coast Guard; at Clatsop Community College since 1998.

HYLTON, ELIZABETH**INSTRUCTOR, MATHEMATICS**

B.S., Mathematics, Portland State University, 1994; M.Ed., Mathematics, Portland State University, 1998; MST Mathematics, Portland State University, 2003; at Clatsop Community College since 2001.

KANE, PATRICK**INSTRUCTOR, HISTORY/POLITICAL SCIENCE**

BA in Middle Eastern Studies, University of Texas at Austin, 1978; MA in History, Temple University, 1982; Ph.D. in Philosophy, Interpretation, and Culture from the University of New York at Binghamton, 2007; at Clatsop Community College since 2008.

FACULTY

Clatsop Community College

KEEFE, PAT**INSTRUCTOR, PHYSICS/PHYSICAL SCIENCE**

B.S. Physics, Baker University, 1986; M.S. Physics, Portland State University, 1990. Experience in training staff of volunteers at OMSI for public hands-on experiments; at Clatsop Community College since 1991.

KENNEDY, DEBBIE**INSTRUCTOR, NURSING**

ASN, Cabrillo College; BSN, Oregon Health Sciences University; at Clatsop Community College since 2007.

KNUTSON-HAWES, CAROL**INSTRUCTOR, WRITING & LITERATURE**

B.A. English and Language Arts Degree in secondary ed., 1977; M.A. English, University of Oregon, 1985; at Clatsop Community College since 1998.

LACKNER, TIMOTHY (TJ)**INSTRUCTOR, MATHEMATICS**

B.A. Speech Communication, Moorhead State University; B.S. Mathematics, Dickinson State University, 2004; M.S. Mathematics, Washington State University, 2007; at Clatsop Community College since 2007.

PRINDLE, PATRICK**INSTRUCTOR, PSYCHOLOGY**

B.A. Psychology, Ohio State University, 1969; M.A. Clinical Psychology, Xavier University, 1974; Ph.D. Community/Clinical Psychology, The Union Institute & University, 1981; at Clatsop Community College since 2006.

REDWINE, JEFFREY MARK**INSTRUCTOR, ACCOUNTING/BUSINESS APPLICATIONS**

B.A. Linfield College, 1997; Certified Public Accountant, Oregon and Washington; at Clatsop Community College since 2007.

REDWINE, TOMMIE**INSTRUCTOR, BUSINESS ADMINISTRATION**

M.A.T. (Teaching), Pacific University, 1996; M.B.A., Pepperdine University, 1994; B.A., University of Kansas, Psychology, Speech and Drama, 1969; marketing executive in the entertainment industry; experience in advertising and graphic design; at Clatsop Community College since 2002.

ROWLAND, RICHARD**INSTRUCTOR, ART (Ceramics Emphasis)**

B.A. Ceramics/Sculpture, Pacific University, 1974; M.F.A., University of Tasmania, 2005; at Clatsop Community College since 2001.

SAGE, FLORENCE E.**INSTRUCTOR, SOCIAL SCIENCE**

M.Ed. Counseling, Montana State University, 1986; M.A. English, University of New Brunswick, 1967. Journalist and public information experience; Licensed Professional Counselor; at Clatsop Community College since 1987.

SANDERS, STEPHEN**INSTRUCTOR, AUTOMOTIVE TECHNOLOGY**

A.A., Merced College, 1980, Merced, CA; ASE Master certified, 19 years experience in automotive; at Clatsop Community College since 2003.

SHAUCK, KRISTIN**INSTRUCTOR, ART (2-D)**

B.F.A., Baylor University, 1989; M.F.A., Texas A&M-Commerce, 1993; at Clatsop Community College since 2004.

SWERDLOFF, LUCIEN**INSTRUCTOR, AUTOCAD & COMPUTER INFORMATION SYSTEMS**

B.A. Mathematics, State University of New York, 1981; Masters of Architecture, SUNY, Buffalo, 1986; M.S. Computer Science SUNY, Buffalo, 1988; at Clatsop Community College since 2000.

TOYAS, TEENA**INSTRUCTOR, PHYSICAL EDUCATION/HEALTH**

B.S. Health and Physical Education; Austin Peay State University, 1978; M.A., Health, PE, and Recreation, Murray State University, 1979; at Clatsop Community College full-time since 2001.

TYSON, MARIAN**INSTRUCTOR, COLLEGE PREP/BASIC SKILLS/ESL/GED**

B.A. Spanish, George Fox College, 1973; M.A. TESOL, Portland State University, 1989; at Clatsop Community College since 1998.

TUMBARELLO, HOLLY**INSTRUCTOR, MEDICAL ASSISTING**

B.S. Nursing, Southern Illinois University, 1990; at Clatsop Community College since 2007.

TUREK, NICHOLE**INSTRUCTOR, BIOLOGY, A & P**

B.S. Biology, Idaho State University, 2002; M.S. Biology, Idaho State University, 2007; at Clatsop Community College since 2007.

WATKINS, CANDICE**REFERENCE AND INSTRUCTION LIBRARIAN**

B.A. History, University of Texas, 1997; M.S. Library Science, University of North Texas, 2004; at Clatsop Community College since 2006.

WILLIAMS, TOM**INSTRUCTOR, MARITIME SCIENCE**

A.A. Medical Lab Technology, Shoreline Community College, 1977; 1600 Ton Master Oceans; 100 Ton Master Ocean Auxiliary Sail; at Clatsop Community College since 2000.

ADMINISTRATIVE & SUPERVISORY STAFF

Clatsop Community College

BOARD OF DIRECTORS	Term Expires in June
Rosemary Baker-Monaghan	2009
Paul Gillum	2011
Dr. Marilyn Lane	2011
Karen Mellin	2009
Dirk Rohne	2011
Dr. Frank Satterwhite	2009
Larry Sparks	2011
Dr. Gregory Hamann, President and Clerk of the District	

ALDERMAN, RHONDA **BOOKSTORE MANAGER**
 B.S. Natural Science, Arts, Western Oregon University, 1999; at Clatsop Community College since 2005.

ANTILLA, MARGARET **DIRECTOR, ACCOUNTING SERVICES**
 A.A.S. Accounting, College of the Albemarle, NC; at Clatsop Community College since 1995.

BORING, SHARON **DIRECTOR, FINANCIAL AID**
 Legal and financial aid experience; at Clatsop Community College since 1990.

CHOATE, LAURIE **DIRECTOR, NURSING & ALLIED HEALTH**
 M.S.N. Maternal Child Nursing, University of Washington, 1978; B.S. Nursing, University of Washington 1976; at Clatsop Community College since 1997.

COLLVER, RANDALL **DIRECTOR, LEARNING RESOURCE CENTER**
 B.A. Education, Western Oregon University, 1970; M.L.S. University of Oregon, 1972; at Clatsop Community College since 2003.

DEWITT, CHARLOTTE **GUIDANCE COORDINATOR PLUS PROGRAM**
 B.A. Sociology, Boston University, 1977; M.A., Counseling and Educational Psychology, University of Nevada (Reno), 1991; at Clatsop Community College since 2001.

DORCHEUS, GREGORY **DIRECTOR, FACILITIES MAINTENANCE**
 Extensive training and working in the physical plant maintenance field; at Clatsop Community College since 1997.

FAITH, NADINE **DIRECTOR, FOUNDATION, COLLEGE RELATIONS & MARKETING**
 B.A. Communication, Southern Oregon University, 1986; J.D. University of Oregon, 1989; at Clatsop Community College since 2004.

FRIESEN, ROGER **DEAN, STUDENT SERVICES**
 B.A. Management of Human Resources Colorado Christian University, 1988; M.A. Human Communication, University of Northern Colorado, 1990; at Clatsop Community College since 1999.

FRIMOTH, MARGARET **LIVES IN TRANSITION COORDINATOR**
 Bachelor's degree in Human Studies from the World College West; Master's degree in Values from the San Francisco Theological Seminary; at Clatsop Community College since 2003.

GILL, TOM **DEAN OF LEARNING**
 B.F. A. Theater Arts, University of Wisconsin, 1971; M.F.A. Theater Arts, University of Oregon, 1974; EdD (ABD) Educational Leadership, Brigham Young University, 1998; at Clatsop Community College since 2005.

GOERGES, CAROL **DIRECTOR, HUMAN RESOURCES**
 B.S. Business Administration, Southern Oregon State College, 1987; M.B.A. Business Administration, Southern Oregon State College, 1992; at Clatsop Community College since 1998.

GOLUB, MORIA **OUTREACH ACADEMIC TUTOR COORDINATOR**
 B.A. Middle Eastern and American History, Portland State University, 1994; at Clatsop Community College since 2007.

GRAVES, JONATHAN **GUIDANCE COORDINATOR, EDUCATIONAL TALENT SEARCH**
 B.A. Geology and Environmental Sciences, Bowdoin College, 1987; M.S. Marine Resource Management, Oregon State University, 1991; at Clatsop Community College since 2006.

GYDÉ, ANN **MANAGER, PUBLICATION SERVICES**
 B.F.A. Design, Northern Arizona University, 1983; at Clatsop Community College since 1994.

HAGGARD, WILLIAM (PAT) **NETWORK ADMINISTRATOR**
 A.A.O.T. Clatsop Community College, 2007; at Clatsop Community College since 2000.

HAMANN, GREGORY **PRESIDENT**
 B.S. Psychology and Social Studies Education, University of Minnesota, 1976; M.A. Counseling Psychology, Trinity Evangelical Divinity School, 1980; Ph.D. Educational Leadership, Gonzaga University, 1996; at Clatsop Community College since 2003.

JAQUES, AL **JEROME CAMPUS REDEVELOPMENT PROJECT MANAGER**
 Construction management experience; at Clatsop Community College since 2008.

JOHNSON, ERIE **DIRECTOR, CARL PERKINS PROGRAM**
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Clatsop Community College

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CAMPUS LOCATIONS

Main Campus:

Clatsop Community College
 1653 Jerome Avenue
 Astoria, OR 97103
 (503) 338-2411
 1-866-CLATSOP
 Fax: (503) 325-5738
www.clatsopcc.edu
admissions@clatsopcc.edu

South County Campus:

Clatsop Community College
 1455 N. Roosevelt (Hwy 101)
 Seaside, OR 97138

Performing Arts Center

16th & Franklin
 Astoria, OR 97103

MERTS Campus:

Maritime Science Department
 1550 Liberty Lane
 Astoria, OR 97103

Fire School
 1550 Liberty Lane
 Astoria, OR 97103

Industrial & Manufacturing Technology Center
 6540 Liberty Lane
 Astoria, OR 97103

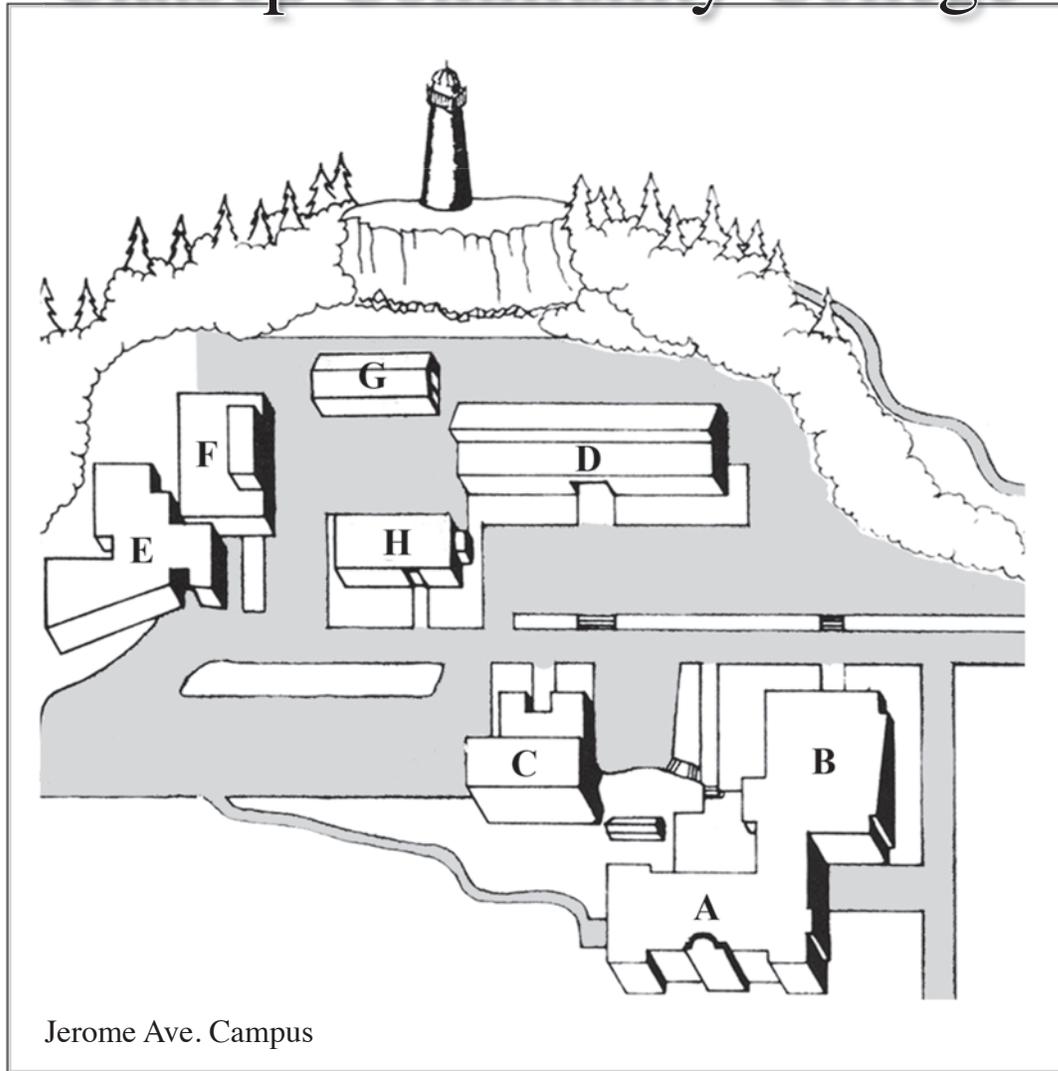
Living Machine
 6540 Liberty Lane
 Astoria, OR 97103

PHONE NUMBERS

GENERAL INFORMATION (503) 325-0910

Admissions.....	(503) 338-2411 or 1-866 CLATSOP, ext. 2411 (toll free)
Apprenticeship	(503) 338-7675
Arts & Ideas	(503) 338-2473
A.S.G. Office.....	(503) 338-2495 or 338-2359 or 338-2517
Assessment Center	(503) 338-2426
Cafeteria	(503) 338-2446
Career Planning.....	(503) 338-2480
Carl Perkins Program.....	(503) 338-7675
College Services	(503) 338-2422
Community Education	(503) 338-2408
Computer Lab, Fertig.....	(503) 338-2429
Computer Lab, Library	(503) 338-2329
Co-op Work Experience.....	(503) 338-2480
Copy Center	(503) 338-2304
Counseling	(503) 338-2474
Developmental Education.....	(503) 338-2347
Disabilities Specialist.....	(503) 338-2474
Educational Talent Search.....	(503) 325-2747
Financial Assistance	(503) 338-2322 or 338-2324
Fire School	(503) 338-7650
Foundation	(503) 338-2306 or 338-2486
G.E.D. Program.....	(503) 338-2408
G.E.D. Testing.....	(503) 338-2426
Human Resources	(503) 338-2406
Industrial Manufacturing Tech. Center	(503) 338-7670
J.O.B.S. Direct Line	(503) 325-2021 ext. 403
Instructional Services.....	(503) 338-2440
Learning Skills Center	(503) 338-2347
Literacy Coordinator.....	(503) 338-2557
Lives in Transition	(503) 338-2377
Maritime Science Center.....	(503) 325-7962
Payroll	(503) 338-2439
Personnel.....	(503) 338-2406
Phi Theta Kappa.....	(503) 338-2319
Plus Program.....	(503) 338-2346
President's Office	(503) 338-2425
Public Information	(503) 338-2350
Records/Registration.....	(503) 338-2438
Small Business Development Center	(503) 738-8535
South County Campus	(503) 738-3346
Scholarships	(503) 338-2322
Student Services.....	(503) 338-2411
Tutoring Lab	(503) 338-2455
Upward Bound.....	(503) 338-2370
Veteran's Services	(503) 338-2414
Work Experience.....	(503) 338-2480
Workforce Training	(503) 738-5490

Clatsop Community College



Jerome Ave. Campus

(A) Towler Hall
Instructional Services
SEA Services

(B) Patriot Hall
Cafeteria
Bookstore
Student Government
Administrative Offices

(C) Library
Learning Skills Center
Community Education
Computer Lab

(D) Fertig Hall
Assessment Center
(Fall Term)

(E) Art Center
Gallery

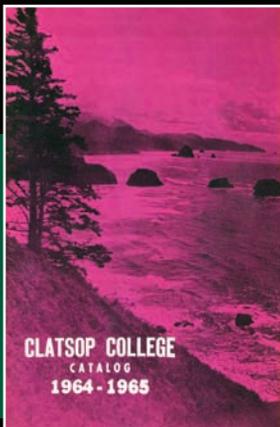
(F) Health Sciences
Nursing
Assessment Center
(Winter, Spring Terms)

(G) Physical Plant

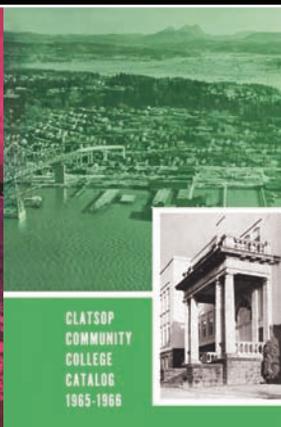
(H) Student Services Center
Admissions
Financial Aid
Records/Registration
Student Billing Offices
Disability Services
Work Experience
Career Planning
PLUS Program

ACADEMIC CALENDAR 2008 - 2009

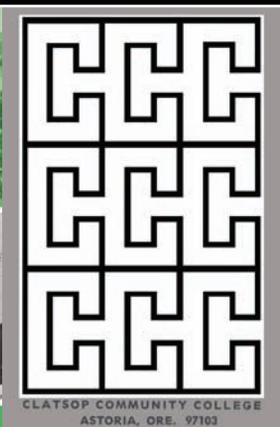
	SUMMER 2008	FALL 2008	WINTER 2009	SPRING 2009
REGISTRATION	June 2 - 27	June 2 - September 26	December 1 - January 9	March 9 - April 3
CLASSES BEGIN	June 23	September 22	January 5	March 30
LATE REGISTRATION	June 30 - July 7	Sept. 29 - October 3	Jan. 12 - 16	April 6 - 10
NO SCHEDULED CLASSES - COLLEGE OPEN	August 15 - September 19	Nov. 10, 26 December 5	January 2, Spring Break - March 23 - 27	
HOLIDAYS & COLLEGE CLOSURES	July 3, Aug. 28 Sept. 1, All Fridays in July & Aug.	November 11, 27 & 28, Dec. 24 - 31	January 1, 19, February 16	May 25
FINAL EXAMS	Aug. 11 - 14	Dec. 8 - 11	March 16 - 19	June 8 - 11
END OF TERM	August 14	December 11	March 19	June 12
GRADUATION				June 12



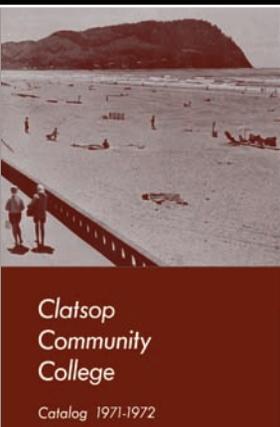
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CATALOG
1964-1965



CLATSOP
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COLLEGE
CATALOG
1965-1966

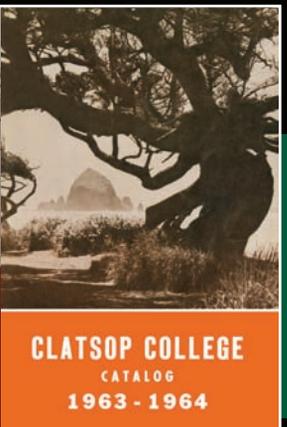


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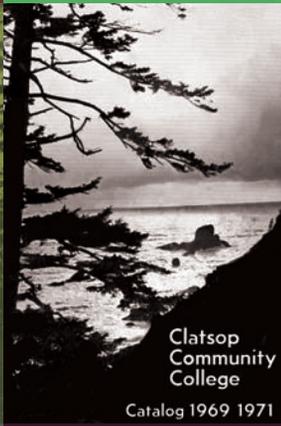
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1963-1964

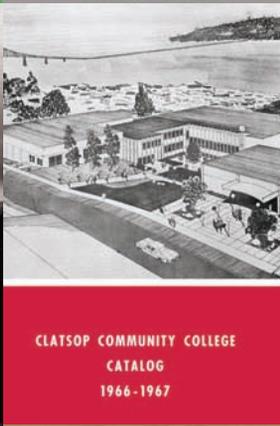


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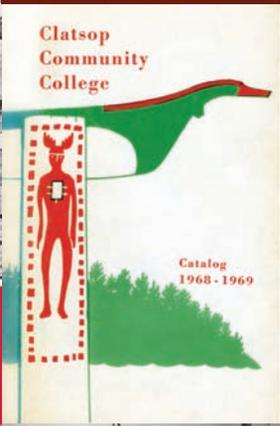


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Catalog 1969-1971

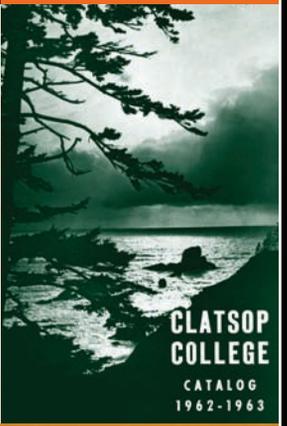


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1966-1967



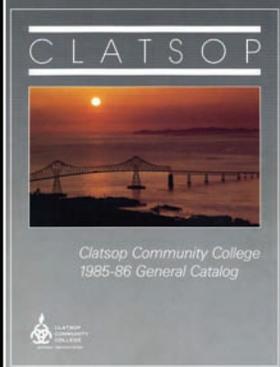
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1968-1969



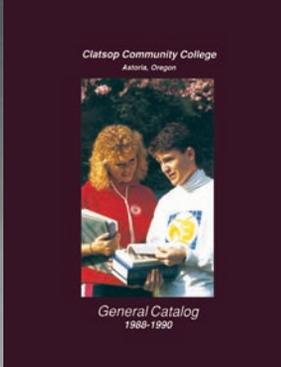
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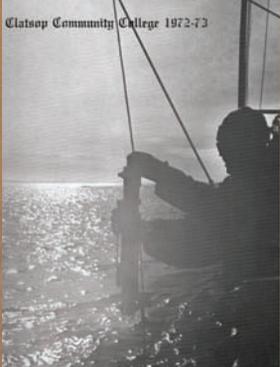
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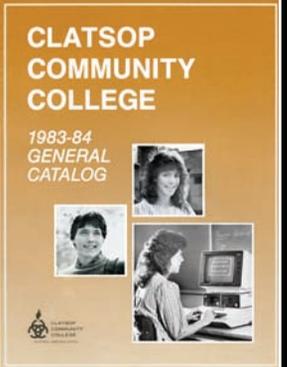
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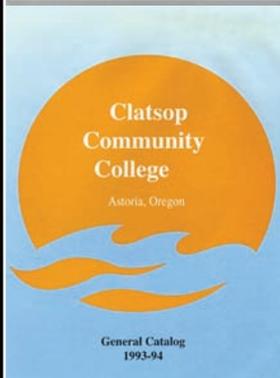
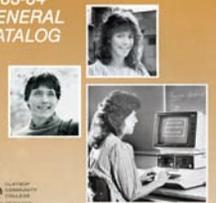


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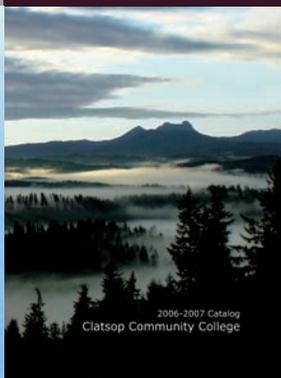
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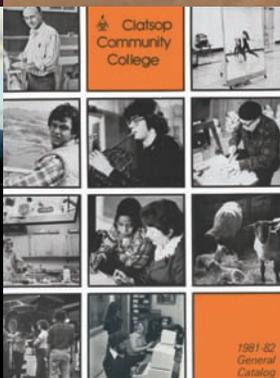
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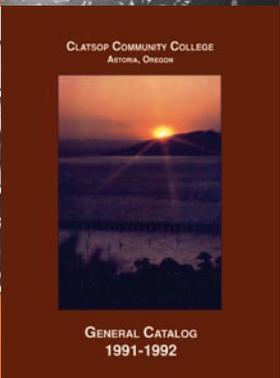


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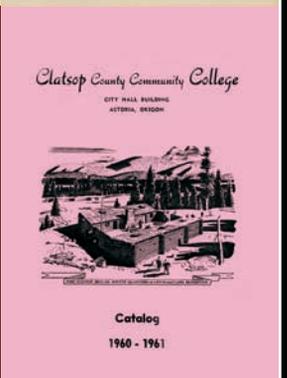
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GENERAL CATALOG
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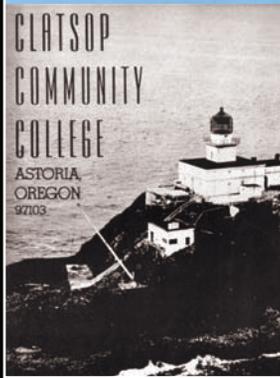


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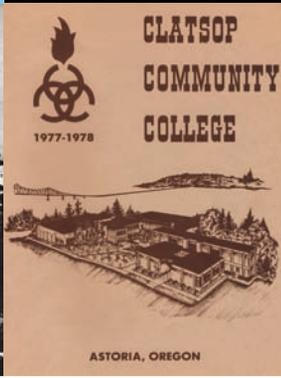


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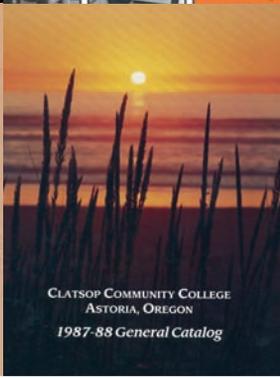


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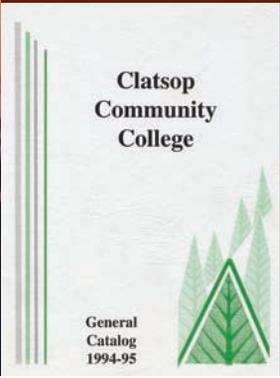


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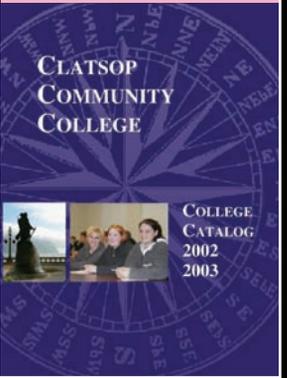
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