

# Southwestern Oregon Community College

1981-83

Counseling  
Center



# Southwestern Oregon Community College

Coos Bay, Oregon  
97420

(503) 888-2525

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Southwestern Oregon Community College is an equal opportunity institution, discriminating neither in employment nor in its educational policies on the basis of age, sex, race, religion, color, handicap or national origin.

The provisions, as set forth in this catalog of Southwestern Oregon Community College, as of the time of publication and at all times thereafter, are not to be regarded as an irrevocable contract between the student and the college. The college hereby reserves the right to make any necessary changes with respect to any matter as discussed herein, including, but not limited to, procedures, policies, calendar, curriculum, equipment available for instruction, course content or emphasis and all costs. All prospective registrants must assume when registering in any course of credit that, because of failure to attract a sufficient number of students or for any reason to be judged solely by the college administration, courses may be cancelled at any time.

Any interested persons can obtain information as to the existence and location of services, activities and facilities that are accessible and usable by handicapped persons. Contact the Office of Admissions.

## ADMINISTRATION

Citizens of the district are represented in all aspects of the college operation by the Board of Education, seven men and women from the different towns and cities of the district who are elected by the people. The Board, assisted by three ex-officio board members representing students, faculty and staff, determines the policy to be administered by the college president. In financial matters, the Board is assisted by a seven-member Budget Committee.

### BOARD OF EDUCATION

Barbara Brown, Charleston  
Charles Brummel, Myrtle Point  
Jon Dowers, Coos Bay  
Russell Hall, North Bend  
Louis Lorenz, Reedsport  
Dr. Sheldon Meyer, Coos Bay  
Gordon Ross, Coos Bay

### BUDGET COMMITTEE

LaVerne Brodie  
Mervyn Cloe  
Ann Dotter  
Barbara Gilles  
Leona Hoffman  
John Spring  
Bob Sund

## ADMINISTRATIVE OFFICERS AND STAFF

Jack E. Brookins, President of the College

### ADMINISTRATIVE SERVICES

James O. Love, Administrative Assistant  
Ann Hunt, Director of Community Services  
Phillip Ryan, Director of Data Processing Services  
Marilyn Sheets, Executive Secretary

### BUSINESS SERVICES

Harvey N. Crim, Business Manager  
Charles Bliss, Finance Director  
Irma Barth, Bookstore Manager

### INSTRUCTIONAL SERVICES

John R. Rullifson, Dean  
Bonnie Koreiva, Director of Special Instructional Programs  
Dortha McCarthy, Director of the Learning Resources Center  
Jack Stevenson, Director of Career Education  
Donald Strahan, Coordinator of Community Education  
Marlis Houghton, Assistant to the Dean of Instruction  
Pat Alvey, Instructional Materials Technician

### STUDENT SERVICES

John G. Hunter, Dean  
Jean von Schweinitz, Director of Admissions and Records  
Richard A. White, Director of Counseling

# How to enroll at Southwestern Oregon Community College

1. Start planning now. If you are interested in only an occasional class rather than a degree or program, you can register by mail or at the college on Registration Day.
2. If you plan to work for a degree or complete a program, take the placement test and attend one of the orientation sessions before registration. At that time, a faculty advisor will help you plan your schedule and give you details on final registration procedure.
3. Counseling and vocational interest testing will help you decide upon the courses, program or major best suited to your needs. For information or an appointment, call the Counseling Center, 888-7441.
4. Obtain an application for admission from the Admissions Office. Complete it and return it.
5. If you are graduating from high school, see your counselor for an application for admission and to have your high school transcript forwarded to the college.
6. If you have attended another college, forward a copy of your transcript(s) to the Admissions Office.
7. Tuition is payable each quarter when you register. If you need financial assistance, visit the Financial Aids Office, room 14 in Dellwood Hall.

## WHO MAY ENROLL

Anyone who is a high school graduate or at least 18 years of age with the ability to profit from instruction may be admitted to the college. In special cases, high school students may be admitted. For entrance requirements to special certificate, diploma or degree programs, read the description of requirements for the special program.

## RESIDENCY GUIDELINES

You may qualify for in-district tuition rates by presenting proof that you:

1. Are 18 or older and have established permanent residency in Oregon for 90 days and in the college district 30 days prior to the beginning of the term for which you are registering.
2. Are a minor whose parents or legal guardian are legal residents of the college district; or
3. Have been graduated from one of the high schools in the college district within the past five years, and currently satisfy the in-district residency requirement; or
4. Are an emancipated minor, whose residency is independent of his parents or guardian, who has established permanent residency in Oregon 90 days and in the college district 30 days prior to the beginning of the term for which you are registering.
5. Are a United States military serviceman or servicewoman on active duty in the college district, or a dependent thereof; or
6. Are a United States military service veteran, or a dependent thereof, who establishes permanent residency in the college district within one year of separation from the service; or
7. Can show ownership of real property within the college district or evidence of being the legally dependent child of a person owning real property within the college district; or
8. Are a foreign exchange student (such as American Field Service or Rotary International student) residing with a host family within the boundaries of the college district.

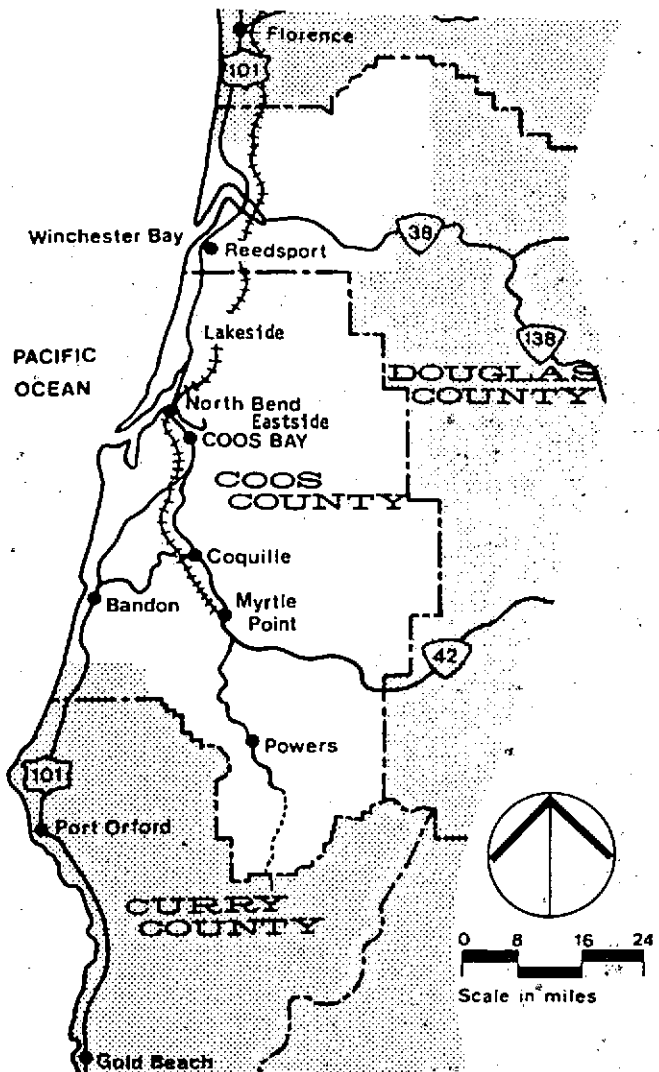
Students who do not meet one of the above requirements, but who live in Oregon are classified as out-of-district residents; students from other states and countries are considered out-of-state residents for tuition purposes.

## The College District

The college district is made up of Coos and western Douglas counties, an area of 1,997 square miles with an estimated population of 70,550. This campus is on a 125-acre site bordering Empire Lakes in Coos Bay, near the city limits of North Bend. The Bay Area urban community includes Coos Bay, North Bend, Eastside and several unincorporated communities with a total population of about 40,000.

The campus is landscaped with native coastal Oregon trees and shrubs. Buildings are compatible architecturally with the natural scenic setting.

The region is noted for its mild climate and recreational opportunities. Principal industries include forest products, export shipping, fishing, farming and dairy products and tourism. Coos Bay is a port of call for ships of many nations and is a major forest products shipping port.



## TUITION AND FEES

The college reserves the right to make changes in tuition and fees at any time, but they may not be increased for any term after the date announced for registration. This does not affect the right of the president of the college to levy special charges at any time, should conditions make this necessary.

Payment of tuition entitles all students registered for academic credit to take advantage of services offered by the college, such as use of the library, laboratory equipment and materials used in courses for which the student is registered, counseling and testing services, copies of the student newspaper, and admission to certain college-sponsored events. No reduction in tuition and fees is made to students who do not use these services.

## TUITION

Minimum tuition is \$10.00 for students enrolling for less than one credit.

Students enrolling for 1 to 9 credits:

In-district	\$15 per credit hour
Out-of-district	\$30 per credit hour
Out-of-state	\$45 per credit hour

Students enrolling for 10 or more credits pay maximum tuition:

In-district	\$150 per term
Out-of-district	\$300 per term
Out-of-state	\$450 per term

Students pay reduced tuition if they are enrolled for six or more credit hours and if their permanent (legal) address is in the college district and located:

within the Bandon, Coquille, or Reedsport school district or more than 15 miles from the campus	25% reduction
within the Myrtle Point school district or more than 30 miles from the campus	50% reduction
within the Powers school district or more than 50 miles from the campus	100% reduction

Students applying for tuition reductions in excess of those allowed for the school district of the permanent address may be required to submit evidence confirming the mileage to the Director of Admissions.

Gold Card Club members (62 or older and living within the college district) do not pay tuition, but a special fee may be levied for some courses and performance studies fees are charged for private musical studies.

Auditors Students taking class for audit participate fully in the activities of the class, but it is not necessary to take tests and no grades are assigned. Tuition costs are the same and regular registration procedures apply. After formal registration time, permission of the instructor is required to enter the course for audit.

## Exceptions

Tuition charges are \$3 per clock hour for the following adult developmental classes:

- 0.745 Adult Basic Education
- 0.746 GED Preparation
- 0.750.1 Competency Lab: Adult High School Diploma Program
- 0.750.2 Life and Work Experience Assessment: Adult High School Diploma Program
- 0.760 Math Laboratory
- 0.593 Writing Lab

There is no cost for tuition for enrollment in:

- Music 0.522.7, 0.522.8, 0.522.9
- Theater 0.506
- Lipreading 0.528.1, 0.528.2
- Sign Language 0.528.3, 0.528.4
- Crash Injury Management 9.360 (for paid police officers and firemen not enrolled in a diploma or degree program)
- 0.747 English as a Second Language

Tuition is waived for police reservists and volunteer firefighters not enrolled in a diploma or degree program taking the following public service classes:

- 9.360 Crash Injury Management or refresher 9.362
- 9.428 Emergency Medical Technician I and refresher courses 9.424, 9.431, 9.433
- 0.571.1 and 0.571.2 First Aid
- Fire Science Technology or Firefighting courses
- Criminal Justice or Law Enforcement courses

## SPECIAL FEES

Certain courses carry special fees which are payable at the time of registration. This includes classes, activities and services such as bowling, golf and swimming, held in facilities for which a fee is charged to the college. Fees are charged for materials used for projects which the student keeps, or food prepared to be eaten. Other special fees are:

Performance studies \$30 per class

Private study of voice or a musical instrument (Music 190 and 290) Performance fees are not subject to free tuition for Gold Card Club members.

Late registration —

\$1 per class after the first week of the term

\$2 per class after the second week

\$3 per class after the third week

Check Irregularity — \$1 per day

The fine is charged for checks returned because of insufficient funds, illegible signature or any other irregularity. Maximum \$5.

Reinstatement fee — \$2

If registration is cancelled during the term but the student is allowed to re-enter later, a reinstatement fee is charged.

Audit fee — same as for regular tuition

Graduation — \$5

Payable when application for graduation is submitted

Credit by Evaluation — 10% of regular tuition for each credit

The charge, when the College Level Examination Program is used, is the actual cost of CLEP to the college.

Transcript — \$1 and 50¢

You are entitled to the first copy of your transcript free. Extra copies are furnished at a rate of \$1 for the second copy, 50¢ for others made at the same time.

Nursing Student — malpractice insurance fee \$10.50.

## REFUNDS

Students who withdraw from college or drop courses may be entitled to a refund if they file a completed drop form with the Admissions Office. In emergency circumstances, a phone call followed immediately by a signed letter will be accepted for withdrawal of a student from a class or classes.

The amount of refund is calculated from the date the written withdrawal application is received in the Admissions Office.

The tuition refund schedule for fall, winter and spring term is as follows:

	Maximum tuition (10 or more credits)
First week of term	100% less \$10
Second week of term	70% less \$10
Remainder of term	none

	Part-time tuition (9 credits or fewer)
First week of term	100% less \$5
Second week of term	70% less \$5
Remainder of term	none

For special courses, seminars or workshops scheduled for six weeks or less:

	Full-time	Part-time
On or before the second scheduled class meeting	100% less \$10	100% less \$5
remainder of the sessions	none	none

## Special fees

There is no refund for special fees after the first meeting of the class.

The Director of Admissions may adjust a claim for refund if it is determined that the student was delayed in filing for reasons beyond his/her control.

## CHANGE OF REGISTRATION

### Add classes

You may add classes during the first two weeks of the term without the instructor's special consent. After that, the instructor's signature is required on the Add form.

### Dropping classes or withdrawing from college

- You may drop classes without responsibility for grade through Friday of the sixth week in regular full term courses. For eight-week terms, Tuesday of the fifth week is the cut-off date, and a corresponding point for classes of irregular length.

2. After the above times, classes require a grade assignment and the signature of the instructor of the course from which withdrawal is sought. The instructor may use available grading options to evaluate completed work. He or she may assign credit for the portion of course work completed up to (but not to exceed) the credit approved for the course.
3. Upon request, the instructor may assign grades and credit, when appropriate, before the sixth week of the term.
4. A student may appeal the assigned credit or grade by petition to the Academic Standards Committee. Petitions and additional information are available from the Office of Admissions.

#### Changing from audit to credit

A student may change enrollment from audit to credit by the drop/add process during the first two weeks of the term. After that, a petition requesting the change must be filed with the Admissions Office.



# Academic Regulations

## CREDITS

The academic year is made up of three quarters of approximately 11 weeks each, plus an accelerated summer term of approximately eight weeks.

The usual student load is 15 or 16 credit hours per quarter. To complete the 93 credits required for an Associate in Arts degree in two years, a student must average 15½ credits per quarter. Credit requirements for the Associate in Science degree may vary, but the average number of credits required is 96, and the average course load is 16 credits per quarter.

To take a course load of more than 18 credit hours, you must petition the Academic Standards Committee. The granting of permission is based upon consideration of previous academic records, outside employment and other factors. Petition forms are available from the Admissions Office.

## GRADING SYSTEM

### Grades

	Grade Points
<b>A</b> —Excellent degree of achievement in meeting course objectives; mastery of principles and skills.	4
<b>B</b> —Above average degree of achievement.	3
<b>C</b> —Average. The student is expected to be able to apply the subject matter in a practical situation.	2
<b>D</b> —Minimal degree of achievement. Practical application ability doubtful.	1
<b>F</b> —Unacceptable degree of achievement. No credit.	0
<b>Y</b> —No basis for evaluation (the student did not attend class or did not complete enough of the requirements to provide basis for grade.)	0
<b>U</b> —Unsatisfactory - no credit.	0
<b>S</b> —Satisfactory - credit as specified.	0
<b>I</b> —Incomplete - no credit.	0
<b>X</b> —Audit	0
<b>W</b> —Student initiated withdrawal	0
<b>Z</b> —Instructor has not turned in grades.	0

## SCHOLASTIC STATUS

The Honor Roll includes students who have completed 12 or more credits for the quarter with a grade point average of 3.50 or higher.

The Dean's List includes students who have completed 12 or more credits for the quarter with a grade point average of 3.00 to 3.49.

A student is not eligible for the Honor Roll or the Dean's List during any quarter in which he/she gets a failing grade or an "I" in any course.

**Academic Notification Policy** — Consistent with the purpose of Southwestern Oregon Community College to provide for the optimum development of individuals, an academic notification system has been developed to monitor the academic progress of students.

Full-time students and part-time students pursuing completion of a program are notified of possible lack of academic progress when:

- the term GPA is less than 2.0.
- the student receives two or more Ys and/or Fs in a term.

Full-time students and part-time students pursuing completion of a program are placed on probation when:

- during the second term of enrollment and thereafter, the cumulative GPA falls below 2.0.
- for two consecutive terms, the student receives two or more Ys and/or Fs.

The student will continue on probation until the cumulative GPA is 2.0 or better, provided that during this time satisfactory academic progress is maintained.

If during any term while on probation a student does not make satisfactory academic progress, that student and the advisor will be notified that he or she is subject to suspension. A hearing will be scheduled for the student to meet with the Academic Standards Committee, and the committee will decide the conditions for continued enrollment, or that the student is suspended. A suspended student may petition the Academic Standards Committee for reinstatement at any time that he or she feels an ability to profit from instruction can be demonstrated.

**Academic Suspension** may occur when a student who has attempted to complete 45 credit hours of course work has not achieved a 2.00 cumulative grade average. Before suspension, a hearing is held with the Academic Standards Committee. A suspended student may petition the Admissions Office for reinstatement.

**Change of Grade procedure** — A completed supplementary grade report must be submitted by the instructor in person to the Admissions Office. Copies are filed with the Admissions Office, and sent to the instructor and the student.

**Course Repeat procedure** — Upon written request by the student, the grade for repeated course work will replace all former grades in the same course on the permanent academic record. This applies to A,B,C,D or F grades for second enrollment; a former grade may not be replaced with a Y, I, W or X. A student may enroll for audit to refresh his mastery of the course without affecting earlier grades in the same course.

**Final Examinations** are a part of each course. Students are required to take the final test at the scheduled time to complete the course and receive credit.

**Credit by Examination or Advanced Placement** may be options for students who wish to obtain credit without formal classwork at the college in subjects in which they have special knowledge. Work or military experience or certain high school classes may earn credit. Contact the Admissions Office for details.

**CLEP** The College participates in the College Level Examination Program (CLEP) which allows students to demonstrate knowledge and proficiency in selected academic areas. Successful completion of CLEP examinations results in credit toward requirements. The fee charged is \$22 for each test. Reduced fees are charged when more than one test is taken in the same testing session. Applications are available from the Student Services Office.

General examinations are available in the fields of Natural Sciences and Social Sciences-History. Subject examinations are offered in American History, College Algebra, College Algebra-Trigonometry, Introduction to Business Management, Introductory Accounting, Introductory Calculus, Introductory Marketing, Introductory Sociology, Money and Banking, and Trigonometry.

**Auditors** — Students enrolling for audit are not required to meet specific academic requirements to participate fully in activities of the class. Tuition costs are the same, but no college credit is given. Regular registration procedure applies; after formal registration time, permission of the instructor is required to enter a course for audit.

**Transfer Students** — Records of credits earned at other accredited colleges or universities are evaluated as though the credits had been earned at Southwestern Oregon Community College.

## VETERANS

Veterans Administration regulation No. 14204 requires schools to report to the Veterans Administration information concerning each veteran student's enrollment and pursuit of the course, conduct and progress, dates of interruption or termination of training, and changes in the number of credit hours. Veterans Administration regulation No. 14253 directs each state approving agency to require individual schools to submit and enforce standards of satisfactory progress for veteran students.

**Attendance:** It is the responsibility of each registered veteran to contact the Office of Admissions and officially withdraw from the college if he/she does not desire to attend classes. When the veteran withdraws, the Office of Admissions will notify the Veterans Administration of the last day of attendance.

When a veteran receives a grade of "W" or "Y" in a class, the Veterans Administration will be notified of the last date of attendance.

**Change in Credit Load:** When a veteran student changes credit load, he/she will inform the Office of Veterans Affairs. Whether or not the student reports a change in credit load to the Veterans Advisor, the Office of Admissions will notify the Veterans Administration of the change within 30 days.

**Deficiency Courses:** When a student attempts to enroll in deficiency courses for more than two terms a determination will be made and forwarded to the Veterans Administration that continued enrollment in deficiency courses is both useful and necessary. If such a determination is not made, the student will not be certified for continued enrollment in deficiency courses.

**Transfer Credits:** Veterans who enter as transfer students or who have completed any college level course work, are required to have all transcripts forwarded to the Admissions Office for evaluation. In determining a student's academic status, his previous record is evaluated as though it has been earned at the college (See "Scholastic Status"), and his/her course of study shortened by the applicable recognized credit. The veterans are then held responsible to ensure the evaluation of transferred credit is submitted to the Veterans Advisor. At this point, the Veterans Advisor will forward an updated certification form to the Veterans Administration. This will ensure continued payment of benefits. Failure to report this information will result in termination of payment to the veteran at the end of the first term of enrollment.

## COURSE NUMBERS

College parallel courses are numbered to conform with courses offered at other institutions of the State System of Higher Education.

100-199 courses are freshman level.

200-299 courses are sophomore level.

They apply toward an Associate in Arts or Associate in Science degree at Southwestern Oregon Community College. Transferrable classes are those with numbers beginning with an alphabetical prefix. (Wr 121 English Composition or Ch 104 General Chemistry, as examples).

Vocational/Adult Education courses have a number prefix (such as 1.111 Communications or 4.150 Welding I). They are not ordinarily transferrable to a four-year institution, but may be applied to an Associate in Science degree at Southwestern.

The 50-99 group includes beginning courses in subjects taught in high school which may carry credits toward a Baccalaureate degree (Example: Math 50 Intermediate Algebra).

**108 Credit limitation** — Senior institutions of the State System of Higher Education in Oregon usually accept no more than 108 transfer credits. Students contemplating taking more than 108 credits before transfer should get written consent from the major department of the transferring institution.

# Academic Calendar

## SUMMER TERM, 1981

June 22, Monday	Registration Day day and night classes begin
June 26, Friday	Last day for registration or to add classes without instructor's consent
July 3, Friday	Independence Day (holiday)
July 21, Tuesday	Last day to withdraw from classes without responsibility for grade
Aug. 14, Friday	Summer session ends

## FALL TERM, 1981

Sept. 21, 22, 23, 24, 25 Monday-Friday	Advising and orientation
Sept. 24, 25 Thursday, Friday	Formal registration Classes begin
Sept. 28, Monday	Last day for registration or to add classes without instructor's consent
Oct. 9, Friday	Last day to withdraw from classes without responsibility for grades
Nov. 6, Friday	Veterans' Day (holiday)
Nov. 11, Wednesday Nov. 26, 27 Thursday, Friday	Thanksgiving vacation
Dec. 7, 8, 9, 10 Monday-Thursday	Advising for winter term
Dec. 9, 10 Wednesday, Thursday	Early registration for winter term
Dec. 14-18 Monday-Friday	Final examinations

## WINTER TERM, 1982

Jan. 4, Monday	Registration Day night classes begin
Jan. 5, Tuesday	Day classes begin
Jan. 15, Friday	Last day to register or add classes without instructor's consent
Feb. 12, Friday	Last day to withdraw from classes without responsibility for grades
March 8, 9, 10, 11 Monday-Thursday	Advising for spring term
March 10, 11 Wednesday, Thursday	Early registration for spring term
March 15-19 Monday-Friday	Final examinations

## SPRING TERM, 1982

March 29, Monday	Formal registration and night classes begin
March 30, Tuesday	Day classes begin
April 9, Friday	Last day to register or to add classes without instructor's consent
May 7, Friday	Last day to withdraw from classes without responsibility for grades
May 31, Monday	Memorial Day (holiday)
June 7-11 Monday-Friday	Final examinations Commencement

## SUMMER TERM, 1982

June 21, Monday	Registration Day day and night classes begin
June 25, Friday	Last day to register or add classes without instructor's consent
July 5, Monday	Independence Day (holiday)
July 20, Tuesday	Last day to withdraw from classes without responsibility for grades
Aug. 13, Friday	Summer session ends

## FALL TERM, 1982

Sept. 20, 21, 22, 23, 24 Monday-Friday	Advising and orientation
Sept. 23, 24 Thursday, Friday	Formal registration Day and night classes begin
Sept. 27, Monday	Last day to register or add classes with- out instructor's consent
Oct. 8, Friday	Last day to withdraw from classes with- out responsibility for grades
Nov. 5, Friday	Veterans' Day (holiday)
Nov. 11, Thursday Nov. 25, 26 Thursday, Friday	Thanksgiving (holiday)
Dec. 6, 7, 8, 9 Monday-Thursday	Advising for winter term
Dec. 8, 9 Wednesday, Thursday	Early registration for winter term
Dec. 13-17 Monday-Friday	Final examinations

## WINTER TERM, 1983

Jan. 3, Monday	Registration Day night classes begin
Jan. 4, Tuesday	Day classes begin
Jan. 14, Friday	Last day to register or add classes without instructor's consent
Feb. 11, Friday	Last day to withdraw from classes without responsibility for grades
March 7, 8, 9, 10 Monday-Thursday	Advising for spring term
March 9, 10 Wednesday, Thursday	Early registration for spring term
March 14-18 Monday-Friday	Final examinations
Jan. 15, Friday	Last day to register or add classes with- out instructor's consent
Feb. 12, Friday	Last day to withdraw from classes with- out responsibility for grades

## SPRING TERM, 1983

March 28, Monday	Registration Day night classes begin
March 29, Tuesday	Day classes begin
April 8, Friday	Last day to register or add classes with- out instructor's consent
May 6, Friday	Last day to drop classes without responsibility for grades
May 30, Monday	Memorial Day (holiday)
June 6-10 Monday-Friday	Final examinations Commencement

## SUMMER TERM, 1983

June 20, Monday	Registration Day day and night classes begin
June 24, Friday	Last day to register or add classes with- out instructor's consent
July 4, Monday	Independence Day (holiday)
July 19, Tuesday	Last day to drop classes without responsibility for grades
Aug. 12, Friday	Summer session ends

A variety of art, music and drama workshops, as well as lower division transfer courses and vocational classes are offered during summer session. The staff for this period is made up of distinguished visiting professors as well as members of the regular college faculty.

The summer class schedule is announced in a special tabloid newspaper mailed to residents of the district. It is also sent on request; contact the Office of Admissions.

# The College

Education is important to human development and growth — socially, economically and politically. Learning job skills is important, but just as important is learning to live and work with other people, knowing how to get involved in society's work, understanding our history, art, science and literature.

Southwestern Oregon Community College believes in helping each person develop individual potential. Men and women of all ages attend classes here. Because of the diversity of the student body, the college offers a wide selection of courses and programs.

We believe that education is for everyone who wants it, and in the dignity of choice in finding your place in society.

## BRIEF HISTORY

Southwestern Oregon Community College serves a two-county district of 1,997 square miles with an estimated population of 70,550 . . . the first community college district formed in Oregon. September 25, 1961 was opening day, with an enrollment of 266 students.

During the early years of its existence, classes were held in surplus Navy facilities and Coos Bay public schools. An old hotel was the first administration building. During the 1963-64 period, Randolph Hall (a classroom building) and Umpqua Hall (the industrial mechanics facility) were constructed on the Empire Lake campus site. Sitkum, Coaledo and Dellwood Halls followed soon after. All are named for historic post offices of the region.

During the fall of 1967, Prosper Hall was built for physical education activities. Tioga Hall (also known as the Learning Resource Center) was built in two stages, with the top three floors completed in 1969. Empire Hall, the college-community center, was dedicated in 1980. Construction of a shops and lab complex began the same year.

Outreach classes are offered in towns throughout the district: Bandon, Coquille, Myrtle Point, Reedsport and Powers plus (through special arrangement with ESD) classes in Curry County population centers. Noninstructional community services each year bring 15 to 20 thousand men, women and children to the campus, to attend concerts, lectures, athletic events, vocational education Skills Day, theater productions, district-wide art shows and other events.

The college was accredited by the Northwest Association of Secondary and High Schools in 1966. Its curricula of courses are approved by the Oregon State Department of Education. The present staff includes 13 administrators, 62 full-time faculty, about 250 part-time instructors and 34 classified and confidential staff members. More than 4,500 full and part time students are enrolled each term for day and night classes.

## STATEMENT OF PURPOSES AND FUNCTIONS

Southwestern Oregon Community College is an educational institution dedicated to the optimum development of individuals and its functions are stated in those terms. College educational programs and services provide learning experiences for individuals who:

1. Need guidance and counseling to assist them in establishing and achieving educational, occupational, and personal goals.
2. Wish to broaden their general educational and cultural experiences.
3. Wish to pursue occupational education courses for programs which will prepare them for employment.
4. Wish to pursue instruction which will improve their occupational skills and knowledge.
5. Need preparatory or remedial instruction which will allow them to pursue other educational or personal goals.
6. Wish to pursue college parallel (freshmen or sophomore level) courses or programs to allow them to transfer to four-year colleges and universities.
7. Wish to participate in programs and activities which will contribute to their general, occupational, or personal growth and development; and
8. Wish to utilize the resources of the college to promote the general welfare of the community.

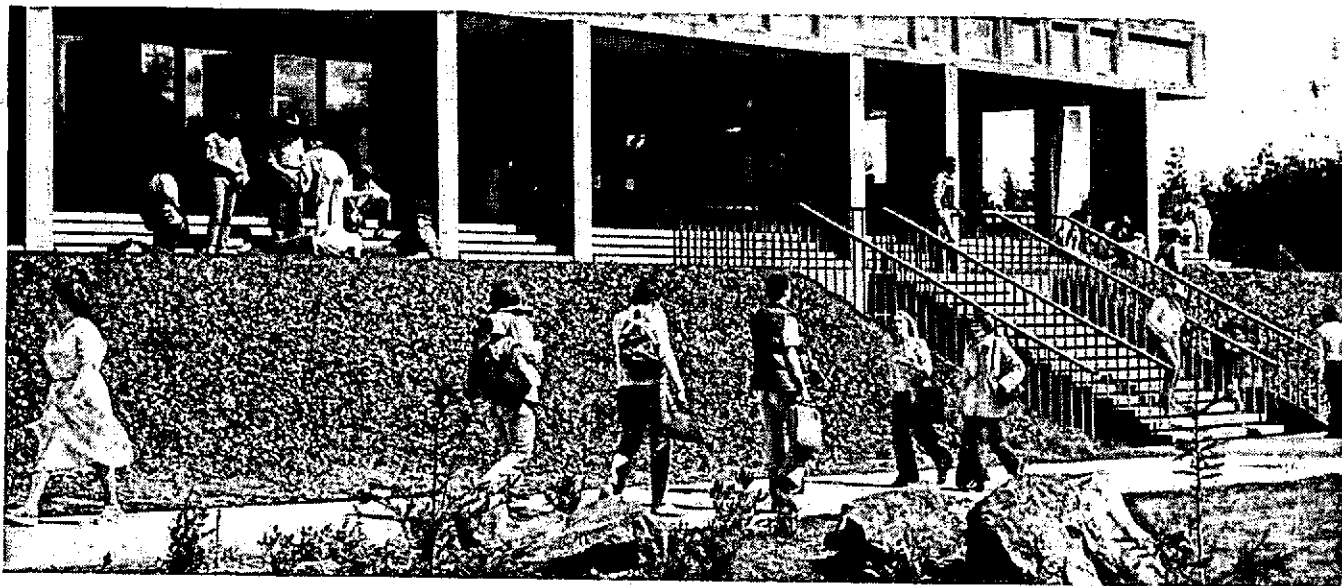
## COMMUNITY SERVICES

A community college, as the name suggests, is an institution to serve the total community — men and women of all ages and many interests. The Community Services Office seeks to encourage citizen participation in the college, and make campus services and facilities readily available to serve public needs.

The college catalog is prepared by the Community Services Office. So is the quarterly NEWS tabloid and class schedule, mailed to home addresses throughout the district four times a year. A calendar of college activities appears in the weekly "Bulletin." Other informational materials include announcements, posters, pamphlets and new course flyers. News services are supplied to all media in the district.

College facilities are available to local organizations and citizen groups for meetings, workshops and other events in the public interest.

Another function of the office is the development of a speakers bureau, to provide lecturers and entertainment for meetings of local organizations and conventions.





# Student Services

## STAFF

John Hunter, Dean of Student Services  
Robert Dibble, Counselor and Advisor to  
International Students  
Stephen J. Erickson, Counselor  
Shirley Gltchell, Financial Aids Advisor  
Mary Bailey, Coordinator of  
Student Activities  
Jean von Schweinitz, Director of  
Admissions and Records  
Richard A. White, Director of Counseling  
Doris Wilson, Health Counselor  
Kathleen Rainey, Veterans' Advisor

The program of student services at Southwestern Oregon Community College supports, encourages and facilitates the educational development of each student. A professional staff offers advising, counseling, testing, financial aid and a variety of services. Offices are located in Tioga Hall and Dellwood Hall.

## ADVISING

Advising is considered one of the most important guidance functions in the instructor-student relationship. Fulltime students (12 credit hours or more) and part-time students working for a degree or certificate, are assigned to a faculty member for advising. Although this is not required for the part-time student, consultation with an advisor is encouraged.

## COUNSELING AND TESTING

The Counseling Center, located on the third floor of Tioga Hall, offers counseling and appropriate testing services to students and prospective students. Professional counseling is available in areas of education, career, health, and personal concerns.

Counselors work with students in their self-explorations to help them clarify their chief interests and to discover their potential for various careers. They also assist the student in identifying and resolving possible situational or personal difficulties for a more effective educational experience.

Counselors work closely with faculty advisors and the instructional divisions of the college. Students may be referred by any faculty member or make their own appointments on a "drop-in" basis.

The Counseling Center maintains a library of educational and career information. Catalogs from many educational institutions are available for reference.

## HEALTH SERVICES

A health counselor is on duty on a part time basis in the Health Center in Tioga Hall. Emergency assistance is provided for on-campus illness or accidents. The counselor also advises students on health problems and concerns, and acts as a liaison person between the college and the private health practitioners in the community.

## INTERNATIONAL STUDENT ADVISING

The college is authorized to enroll eligible non-immigrant international students. The Office of Admissions, in cooperation with the International Student Advisor, determines eligibility. These decisions are related to the student's proficiency in the English language, as well as academic achievement. Special assistance in English is available. The advisor is available to assist with academic, career or personal problems related to adjustment to college life in the United States.

Scores of the "Test of English as a Foreign Language" (TOEFL) or an acceptable substitute are used as the basis of language proficiency. Foreign students considering registration should also be aware of the fact that there is no campus housing available.



## VETERANS

All Southwestern Oregon Community College programs are approved by the Veterans Administration Office. Veterans must maintain a two-point grade average and complete the number of credits for which they were enrolled and paid. To obtain more information or establish eligibility for educational benefits, contact the Admissions Office.

## JOB PLACEMENT

Students who are prepared to enter the job market are assisted in locating positions. Information about part-time off-campus jobs, full-time employment and summer jobs is available from the work experience coordinator.

## STUDENT HOUSING

The college does not provide campus housing for students. Responsibility for securing adequate living arrangements rests with the student and/or parents.

## SERVICES FOR THE HANDICAPPED

It is recognized that some persons have special needs. Those who have been identified as having learning difficulties, or those who are physically handicapped, are encouraged to contact the Counseling Center to gain information about counseling, advising, testing, support services, instructional opportunities and special equipment and/or materials that might be of help to them.

# Financial Aid

Financial aid programs at the college include student employment, grants, scholarships and loans. The College Board of Education provides district funds for aid, and additional funds are provided by state and federal student assistance programs.

## SOUTHWESTERN OREGON COMMUNITY COLLEGE DISTRICT

### SCHOLARSHIPS

The College Board of Education has authorized full tuition scholarships for four full-time students (carrying 12 hours or more) from each high school district within the college district; Bandon, Coquille, Marshfield, Myrtle Point, North Bend, Powers and Reedsport. Two of these scholarships are awarded in each district on the basis of ability, need and general citizenship. The other two in each district are awarded on the basis of merit to a freshman and to a second-year student. Liberal arts and vocational students receive equal consideration. Submit scholarship applications to the Financial Aid Office by April 1.

### GENERAL SCHOLARSHIPS AND GRANTS

Various organizations and individuals contribute money to provide tuition scholarships for students who have financial need. Application forms are available from high school principals and counselors and the Financial Aid Office of the college.

### MUSIC SCHOLARSHIPS

Music majors are offered \$30 scholarships to pay the extra tuition fee required each term for private music instruction. These scholarships are awarded on the basis of ability, interest and need. To qualify, students must maintain "B" average in their private music study, and participate in a college performance group such as choir, band or orchestra.

### LOANS AND DEFERRED PAYMENT

The Scholarship and Loan Committee administers funds providing 90-day loans to eligible part and full-time students, for the purpose of paying tuition, fees, books and other educational expenses. Maximum loan is \$250. The maximum fee on all student loans is \$10. In addition to the fee, interest will be charged on loans becoming delinquent at the rate of 7% per annum on the unpaid balance from the date of delinquency until paid in full. If full payment of the loan is made within 30 days after the first day of the loan, the fee is reduced to \$2.50. Students must be able to demonstrate the ability to repay the loan and all loans must be co-signed. Application forms are available from the Financial Aid Office.

Students enrolling for two or more credits may defer payment of tuition by paying one-third of the tuition at the time of registration, and the balance in two equal payments during the term. The maximum amount that can be deferred is two-thirds of the full-time, in-district tuition. There is a fee of \$10 for deferred payment, but \$5 of this amount is forgiven if paid in full before the second installment is due. The maximum loan plus deferred tuition is \$250. Application for deferred payment is made at the time of registration.

All loans and deferred tuition must be repaid by the end of the term in which they are obtained. If either becomes 30 days delinquent, it is turned over for collection unless satisfactory arrangement for repayment is made.

### TALENT GRANTS

Each year talent grants are offered to students in approved areas of talent or study. They are awarded through the Scholarship and Loan Committee. Application forms are available from the Financial Aid Office.

## CONTRIBUTIONS

Organizations and individuals are invited to make contributions to provide scholarships, grants or loan funds for students attending Southwestern Oregon Community College. Money contributed is handled through the Southwestern Oregon Community College Foundation to allow tax credit for contributors. The Foundation is a registered non-profit organization.

Contributors to the Student Loan Fund include:

J. Richard Woone  
W. L. Van Loan  
Janet Flores  
Southwestern Oregon Medical Society  
Universal City Studios  
Geraldine West  
Southwestern Oregon Community College  
Associated Student Government

Contributors to the Memorial Loan Fund include:

Robert Croft Memorial  
Lura Morgan Memorial  
Jeanette McCowan Memorial  
Hazel Hanna Loan Fund  
Beauchemin-Swanson Memorial  
Linda Koonce Memorial  
Rodney Hickenlooper Memorial  
Russell Goodsell Memorial  
Dora Burr Memorial  
Young-Hansa Memorial  
Maurice Romig Loan Fund  
Barbara Simpson Memorial  
Abraham Lipton Memorial  
Caren Cavanaugh Memorial  
Mary Edith Taff Memorial  
George F. Burr Memorial Scholarship  
Edna L. Morgan Memorial  
Woolridge Memorial Scholarship  
T.E. Dibble Memorial  
Lillian Farley Memorial

## FEDERAL AND STATE PROGRAMS

Southwestern Oregon Community College is a participating institution in the following federal and state assistance programs. Eligibility for these programs is based on need, which is established through completion of the Financial Aid Form (FAF). This form is available from high school counselors and the Financial Aid Office at the college.

To qualify, students must be taking course work toward fulfilling the requirements of a degree or certificate, and making satisfactory progress. Financial aid received may have to be refunded if a student officially withdraws from classes before the end of the term. The Financial Aid brochure, which is available at the Financial Aid Office in Dellwood Hall, contains additional information regarding academic requirements and the refund schedule. No financial aid is awarded for less than 6 credits. Early application is advisable, because funds may become limited. Funds are awarded to eligible applicants on a first come, first served basis.

Follow these steps to apply for financial aid:

1. Complete the Financial Aid form accurately.
2. Mail it with fee to:  
College Scholarship Service  
P.O. Box 1097  
Berkeley, Calif. 94701

A fee is not required for processing an application for the Pell (Basic) Grant. Other aid programs do require application fees.

3. Allow 3-4 weeks for processing the FAF and 6-8 weeks for the Basic Grant.
4. Return the Basic Grant Student Eligibility Report to the Financial Aid Office at the college.

## PELL (BASIC) EDUCATIONAL OPPORTUNITY GRANTS (BEOG)

The Pell (Basic) Grant program provides grants (funds which do not require repayment) to eligible undergraduates. To receive funds, an eligible student must submit a Student Eligibility Report to the Financial Aid Office at the college. Application may be made by filing a Financial Aid form through the College Scholarship Service, or completing the Pell Basic Educational Opportunity Grant Application and mailing it directly to the address on the form.

Either form is available from the Financial Aid Office and high school counselors. Under current legislation, amounts of individual grants for the purpose of attending Southwestern Oregon Community College range from \$200 to \$1,900. Awards may be reduced proportionately for students attending less than full-time. Pell (Basic) Grants may be received for the period of time required to complete the first undergraduate course of study being pursued by the student. All students seeking federal and state financial aid must apply for the Pell (Basic) Grant, regardless of eligibility. The application deadline date is March 16.

## NATIONAL DIRECT STUDENT LOANS (NDSL)

This program of borrowing is primarily for students with financial need. The amount the student may borrow each year will vary with individual needs and the loan funds available. The total borrowing limits are:

- a. \$3,000 for a student who has not completed two academic years of study toward a bachelor's degree or vocational program.
- b. \$6,000 for a student who has completed two academic years of study towards a bachelor's degree.
- c. \$12,000 for a graduate student.

The student has an obligation to repay the loan, with interest charges of 4% per annum on the unpaid balance over a 10-year period, beginning six months after graduation or after leaving school for other reasons. Minimum quarterly payment is \$25 plus interest. The repayment period for any student borrower, who during the repayment period is a low-income individual, may be extended for a period not to exceed 10 years and the repayment schedule may be adjusted to reflect the income of that individual. Borrowers are entitled to a deferment not to exceed three years for:

- (1) service in the Armed Forces, Peace Corps, VISTA or for service comparable to Peace Corps or VISTA as a full-time volunteer for an organization which is exempt from taxation under Section 501 9(c)(3) of the IRS Code.
- (2) if they are temporarily totally disabled or the borrower is unable to secure employment because of the care of a spouse who is so disabled.
- (3) for service as an officer in the Commissioned Corps of the U.S. Public Health Service.

Borrowers are entitled to a deferment not to exceed two years for serving in an internship required to begin professional practice or service. There are also cancellation provisions for borrowers who go into certain fields of teaching.

## SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANTS (SEOG)

This program is designed to assist undergraduate students who demonstrate financial need as determined by completing the Financial Aid Form. SEOGs, which need not be repaid, range from \$200 to \$2,000 for any one academic year. Grants may be received for the period of time required for completion of the first undergraduate bachelor's degree.

## OREGON STATE FUNDS

The following funds are awarded for Oregon residents by the Oregon State Scholarship Commission:

### STATE CASH AWARD

Outstanding high school seniors in need of financial assistance are eligible to apply to the State Scholarship Commission for cash scholarships of up to \$500. These cash awards are renewable until graduation, as long as financial need exists and satisfactory academic progress is continued.

### STATE NEED GRANTS

Awards up to \$500 may be made by the Oregon State Scholarship Commission to students showing extreme financial need. The recipient must also apply for the Basic Educational Opportunity Grant. The Need Grant is renewable for four academic years, as long as financial need exists and satisfactory academic progress is continued.

### GUARANTEED STUDENT LOANS (GSL)

This is a loan program established for residents of Oregon through eligible lenders (such as a bank, loan association or credit union) of the student's choice. The loan limits are as follows:

Category of Borrower	Annual Loan Limits	Aggregate Loan Limits
Dependent Undergraduate	\$2,500	\$12,500
Independent Undergraduate	\$3,000	\$15,000
Graduate or Professional	\$5,000	\$25,000

A GSL may not exceed the cost of education less other aid received. The student has an obligation to repay the loan at 9% simple interest. Repayment and interest begin six months following graduation or termination of at least half-time enrollment. A prepaid finance charge of 1% per year on the unpaid balance is collected from the borrower by the lender. Applications for GSLs are available at the Financial Aid Office. The student completes the form and submits it to the Financial Aid Office for verification of any other financial aid and for preliminary approval. The student then takes the form to the designated lending institution for final approval. Loans take six to eight weeks to process.

### PARENT LOAN FOR UNDERGRADUATE STUDENTS (PLUS)

A program of loans to parents for dependent undergraduate students. Parents must be residents of Oregon and loans are obtained through eligible lenders (such as a bank, loan association or credit union) of the parents' choice. The maximum amount a parent may borrow for any one student in any academic year is \$3,000. The aggregate loan limit for each student is \$15,000. Repayment is required to begin within 60 days after disbursement. The interest rate is 9%. Application forms may be obtained from the lending agency.

## EMPLOYMENT

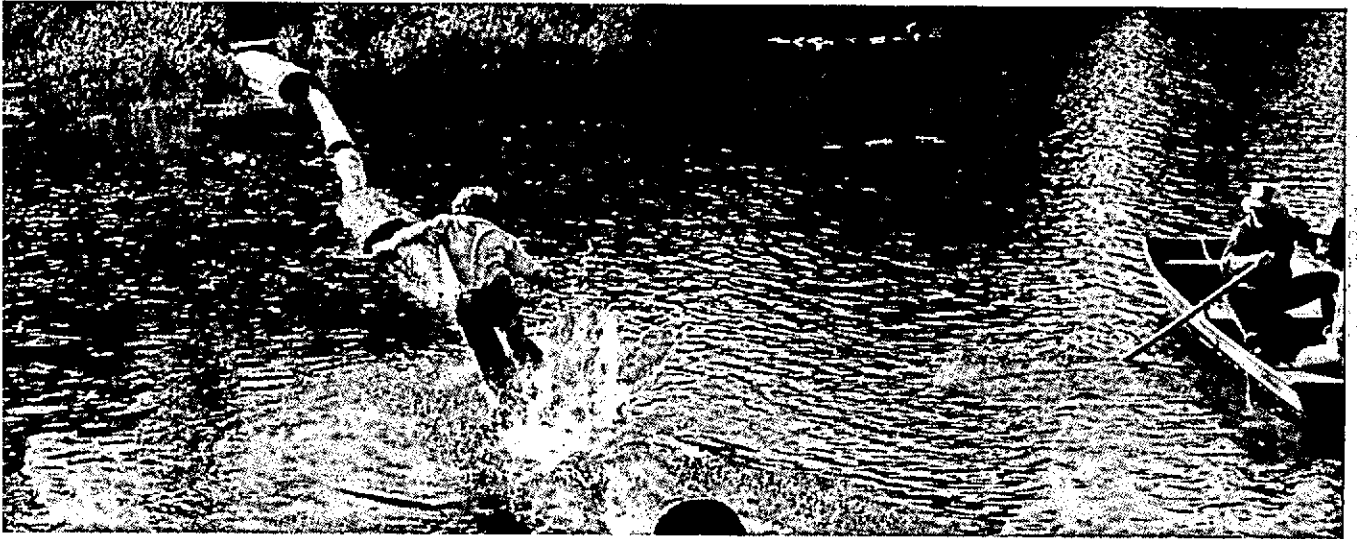
### FEDERAL WORK-STUDY PROGRAM

This program provides part-time employment for students who have established eligibility through the financial need analysis. A student is eligible to work up to 20 hours per week during the school term and a maximum of 40 hours per week during vacation periods. Eligibility is based on need. Application forms are available at the Financial Aid Office.

### COLLEGE EMPLOYMENT

A few on-campus jobs are available to students. Application forms may be obtained from the Financial Aid Office.

# Student Activities



## ASSOCIATED STUDENT GOVERNMENT

The constitution of the Associated Student Government opens with the following statement of purpose:

"We, the students of Southwestern Oregon Community College do hereby establish this constitution for foundation of a body:

1. To represent the student body.
2. To serve as the student voice of Southwestern Oregon Community College.
3. To encourage an awareness of the rights and responsibilities of students in relation to the people of Southwestern Oregon Community College District.
4. To insure quality education in respect to cultural, social, and physical welfare of students.
5. To promote the general welfare of Southwestern Oregon Community College."

Associated Student Government (ASG) is a recognized platform for the development of student leadership. The student organization is directed by an executive council: president, vice president, and treasurer. The student council includes the executive council, five junior senators, and five senior senators. Elections are held in the spring for the executive council and senior senators. Junior senators are elected in the fall. The Coordinator of Student Activities is the advisor for ASG. Offices are located in Empire Hall on the second floor.

**Student Clubs** The following clubs and organizations have been established on campus:

Creative Writing Club  
Environmental Forestry Association  
Fishing Technology Association  
Future Health Professionals of America  
Outdoor Club  
Phi Beta Lambda  
Veterans Educational Team Services  
Vocational Industrial Clubs of America  
Yoga Club

**Laker Leaders** is the name given to the cheerleading group on campus. They support all student athletics and activities on campus, as well as perform cheers and dances at home contests. Membership is open to both men and women. Tryouts are held early fall term. More information can be obtained from the Coordinator of Student Activities.

The **Intramural Program** offers organized sports competition and recreational activities in a balanced program of team games, individual and dual sports and co-recreational activities. Some of the regularly scheduled activities are: flag football, volleyball, basketball, softball, tennis, game room sports such as pool, ping pong and foosball, badminton, soccer and fun runs.

Good health is required for participation in the program. This can be determined by an examination by a doctor. It is the responsibility of the players to determine that their health will per-

mit safe participation in intramural competition. Anyone wishing information on the Intramural Program may contact the Coordinator of Student Activities in Empire Hall.

**Carpooling** — A sign-up board is located on the second floor, Empire Hall. Those wishing to share rides may register, and take down names and phone numbers of other students traveling to and from the same area. Information may also be obtained on carpooling by calling the Coordinator of Student Activities, 888-2525, ext. 333.

**Student Publications** include the weekly campus newspaper, "The Southwester," and literary magazine called "The Beacon" which is a showcase for original poetry, stories, articles, photographs and art.

The **Southwesters** is a contemporary singing and dancing group (with instrumental back-up) that performs at schools, concerts and special events throughout the district. In years past, Southwesters groups have performed at Disneyland, the state capitol and the Miss Oregon pageant. The Concert Choir and Community Choir are also available for off-campus performances.

## STUDENT CONDUCT AND APPEALS

The college assumes that its students will conduct themselves according to acceptable standards and will abide by policies and procedures established for all students. Students who are unwilling to comply with these regulations may be suspended or expelled. A student who is accorded disciplinary action may appeal this action to the Student Affairs Committee.

## STUDENT REVIEWS

Under unusual circumstances, current academic requirements may be reviewed by the college at the request of individual students. Requests for such review originate with the student, who must fill out and file a petition form obtainable from the Admissions Office.

## GOLD CARD CLUB

Residents of the college district who are 62 years of age or older are eligible for membership in the Gold Card Club and entitled to the following benefits:

1. attend classes offered by the college at no charge for tuition. (Music performance fees for individual lessons and special materials fees are not included and regular rates apply.)
2. free admission to all plays, concerts, athletic events and other activities sponsored by the college and high schools throughout the district.

Application forms for membership may be obtained from the Office of Community Services in Empire Hall. There are no membership dues, meetings or other obligations.

# Degree, Diploma and Certificate Programs

## ASSOCIATE IN ARTS DEGREE

The Associate in Arts degree is a nationally recognized award conferred upon completion of the lower division liberal arts program. A.A. degrees may be applied to four-year programs. Accumulated credits are transferrable to senior colleges and universities. General requirements are:

1. Not less than 93 credits of college parallel courses approved by the Oregon Board of Education for transfer credit.
2. Grade point average minimum of 2.00 (C average)
3. English Composition, 9 credits (Wr 121, 122, 123 or 227)
4. Health Education: He 250, 3 credits for both men and women.
5. Physical Education: 5 terms with not more than one credit hour per term in activity courses (PE 185). Courses must be in different activities or levels (i.e. beginning, intermediate, advanced). Exceptions, which must be approved by the Academic Standards Committee, may be allowed for the following reasons:  
**Health:** A written statement by a physician must be filed with the Admissions Office at the beginning of the term.  
**Veterans:** Students who have completed six months' active service in the U.S. armed forces are exempt from three terms of the Physical Education requirement. They must file official evidence of service with the Admissions Office.  
**Other:** On rare occasions, an exemption may be granted for other reasons.
6. One-year sequence in each of the following three groups: Literature, science or mathematics, and social sciences, plus a fourth sequence chosen from one of these three groups or language/philosophy or art and music. (See "Group Requirements" which follow for listing of acceptable sequences in each group.)
7. If the fourth sequence is taken in one of the social sciences, it must be in a different discipline.
8. At least one of the sequences must be numbered in the 200 series.
9. A student must have completed 24 credits and have attended Southwestern Oregon Community College for at least two terms (including the final term) before the Associate in Arts degree is awarded.

### Group Requirements for Associate in Arts Program

#### THE HUMANITIES

##### English

Eng 101, 102, 103	Survey of English Literature
Eng 104, 105, 106	Introduction to Literature
Eng 107, 108, 109	World Literature
Eng 201, 202, 203	Shakespeare
Eng 253, 254, 255	Survey of American Literature

##### Language/Philosophy (Applicable as a fourth sequence)

RL 201, 202, 203	Second-year French
GL 201, 202, 203	Second-year German
Phi 201, 202, 203	Problems of Philosophy

##### Art and Music (Applicable as fourth sequence)

Art 211, 212, 213	Survey of Visual Arts
Mus 201, 202, 203	Introduction to Music and Its Literature

#### SCIENCE AND MATHEMATICS

##### General Science

GS 104, 105, 106	Physical Science Survey
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##### Geology

G 201, 202, 203	Geology
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##### Biology

BI 101, 102, 103	General Biology
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##### Botany

Bot 201, 202, 203	General Botany
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##### Chemistry

Ch 104, 105, 106	Elementary Chemistry
Ch 201, 202, 203	General Chemistry

#### Mathematics (First Year Sequence)

Mth 101, 102, 200	College Algebra, Trigonometry and Calculus
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(Second Year — any three courses from the following three groups)

Mth 201, 202, 203	Calculus with Analytic Geometry
Mth 191, 192, 193	Mathematics for Elementary Teachers

#### Physics

Phy 201, 202, 203	General Physics
Phy 207, 208, 209	Introductory College Physics

#### Zoology

Z 201, 202, 203	General Zoology
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#### SOCIAL SCIENCE

##### Anthropology

Anth 101, 102, 103	General Anthropology
Anth 207, 208, 209	Introduction to Cultural Anthropology

##### Criminal Justice Administration

CJ 100, 120, 130	Introduction to Criminal Justice
CJ 218	Police and Public Policy
CJ 201	Juvenile Delinquency

##### Economics

Ec 201, 202, 203	Principles of Economics
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##### History

Hst 101, 102, 103	History of Western Civilization
Hst 201, 202, 203	History of the United States

##### Political Science

PS 201, 202, 203	American Government
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##### Psychology

Psy 201, 202, 203	General Psychology
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##### Sociology

Soc 204, 205, 206	General Sociology
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## ASSOCIATE IN SCIENCE DEGREE

The Associate in Science degree is a nationally-recognized degree offered by many technical schools and colleges. It is approved by the Oregon Board of Education. General requirements include:

1. Minimum of 90 credits of specified courses (see individual curriculum for listing)
2. Grade point average minimum of 2.00 (C average)
3. Completion of required courses listed in specific curricula. This must include 18 credits of approved general education subjects.
4. Attendance at the college for at least two terms (including the last term) before the degree is awarded and completion of 24 credits at the college.

The following majors are available:

Accounting	Automotive
Banking and Finance	Machine Tool Practice
Business Management	Welding
Career Secretary	Industrial Technology
Data Processing -	(Apprenticeship Trades)
Computer Technology	Legal Secretary
Educational Secretary	Marketing
Electricity-Electronics	Medical Secretary
Technology	Nursing
Fire Science Technology	Office Administration
Fisheries Technology	Office Management
Forest Technology	Secretarial Technology
General Business	Social Work
Industrial Mechanics —	Supervisory Training

# Tioga Hall

Tioga Hall is the most massive building on campus, with a panoramic view from the top floor of Empire Lakes, woodlands and sand dunes to the Pacific Ocean.

The **Book Store** occupies front row center on the first floor. Classroom supplies and required textbooks are stocked and sold.

The **Audio-Visual Center** is located on the first floor east. It distributes audiovisual equipment used by instructors and students for class activities. This includes motion picture, slide, filmstrip, overhead, and opaque projectors; cassette and reel-to-reel audio tape players and recorders; record players, and television receivers, recorders, and players. Materials used with the equipment are available in the Listening/Viewing Center or are rented from outside sources. Included are slides, filmstrips, audio tapes and cassettes, combination slide/sound materials, 16mm films, and videotapes. A full production service is available for preparation of transparencies, slides, audio and video tapes, and photographic materials. A graphic artist is available for visual materials preparation.

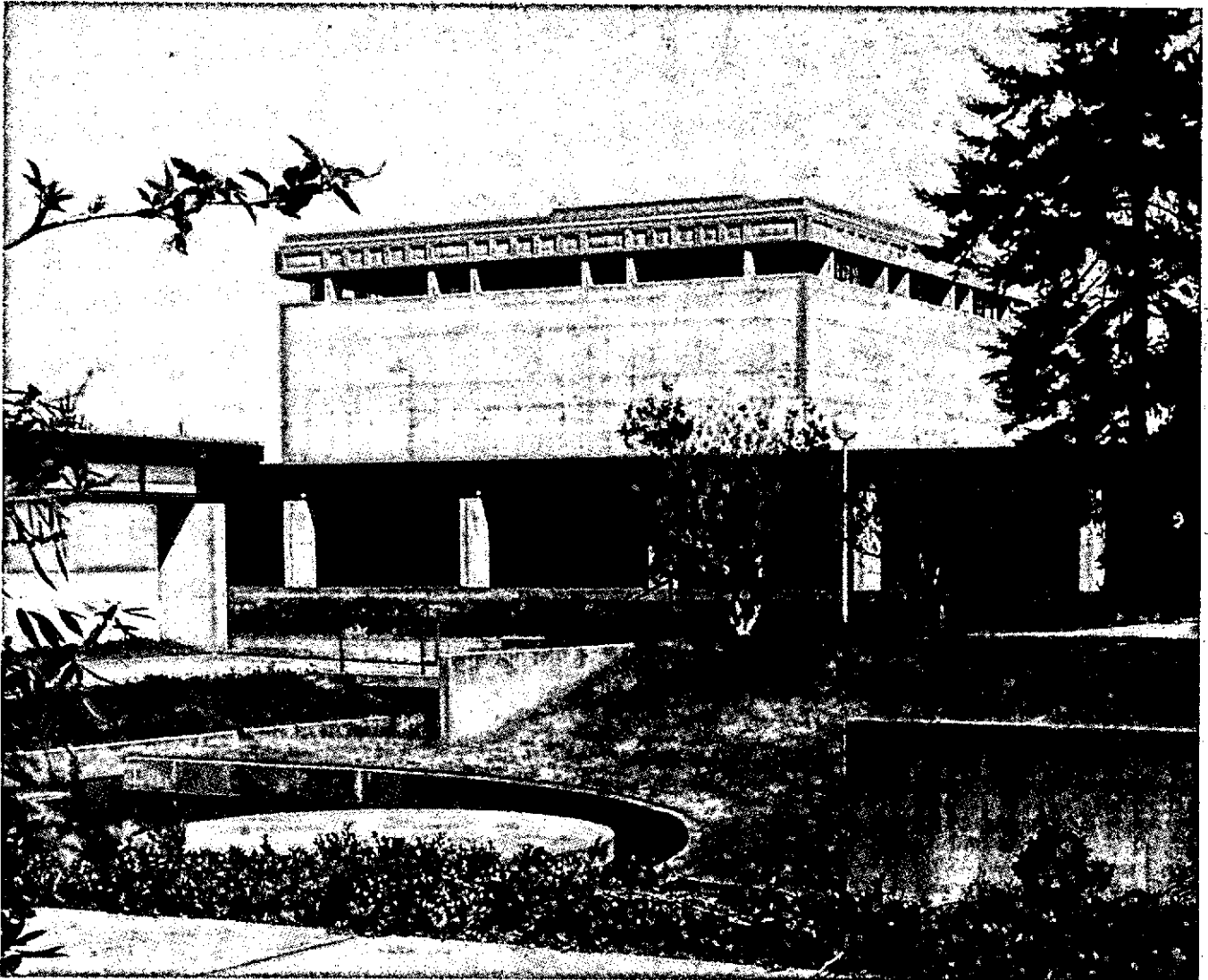
The **Instructional Materials Center** is located on Tioga Hall's first floor west. The high speed duplicator is used to print study materials, tests, directories and handbooks. Other services provided by the center include the production of overlays and transparencies; and the collating, binding and plastic laminating of materials.

The **Library**, housed on the second and third floors of Tioga Hall, is for community and college use alike. The card catalog, reference and book collection of over 49,000 volumes are located on the second floor where reference assistance is available. The periodical collection of over 500 titles and the Listening/Viewing Center containing over 5,000 record albums and cassettes, videotapes, slides, filmstrips and motion pictures, is found on the third floor. Photocopy machines are located on both floors. Through interlibrary loan, it is possible to obtain materials from other libraries upon special request.

The **Study Center** is on the fourth floor. It offers a program of individualized instruction and advising to help students improve writing, reading, listening, mathematical and study skills for successful progress in college work.

Adult Basic Education classes are also held here, for men and women who did not have an opportunity to complete their high school education. Assistance is available in developing basic skills in English, reading, writing, communication, spelling and arithmetic or to prepare for GED (General Education Development) tests or the adult high school diploma program.

**Tioga's Fifth Floor** is occupied by classes in art, sculpture, drafting, ceramics and home economics.





## BUSINESS EDUCATION

Southwestern Oregon Community College offers a variety of career programs in the field of business under the two broad areas of Business Management and Office Administration. Many business programs have common courses, and students take basic core courses along with those in specialized areas of study to complete requirements for a certificate or an associate degree.

## BUSINESS MANAGEMENT PROGRAMS

### ACCOUNTING

This option prepares students for entry into the accounting field as bookkeepers, accounting clerks or junior accountants performing routine calculating, posting and typing duties; checking items on reports; summarizing and posting data in designated books, and performing a variety of other duties such as preparing invoices or monthly statements, preparing payrolls, verifying bank accounts, and making periodic reports of business activities.

### OFFICE MANAGEMENT

This option prepares students for entry level positions in offices. Under the direction of management, the student may learn the total operations and become involved in formulating department policies, coordinating activities and directing personnel to attain operational goals.

### MARKETING

This option provides the student with managerial skills in the marketing field and actual supervised work experience. The student then will be qualified to move into assistant manager positions.

### DATA PROCESSING

This option prepares the student for entry-level employment in the data processing field, which may lead to supervisory and management positions.

## BUSINESS MANAGEMENT ASSOCIATE IN SCIENCE DEGREE PROGRAM BASIC CORE

	F	W	S
Wr 121, 122 English Composition	3	3	
Wr 227 Report Writing			3
BA 211, 2, 3* Principles of Accounting and BA 217 The Accounting Process or 2.766, 7, 8 Accounting I, II, III and BA 213 Principles of Accounting	3	3	3
BA 101 Introduction to Business	4		3
BA 226, 7 Business Law I, II		3	3
2.252 Business Math or any algebra class	3		
WR 214 Business English			3
BA 131 Introduction to Business Data Processing or 6.900 Data Processing Fundamentals	3		
6.901 Introduction to Digital Computers or CS 221 Digital Computers		3	
Social Science/Humanities		3	
	16-17	15	15-16
<b>TOTAL: 46-48</b>			

\*2.766, 7, 8 and BA 213 are equivalent to BA 211, 2, 3 and BA 217

## OPTION I ASSOCIATE DEGREE — ACCOUNTING

	F	W	S
BA 177 Payroll Accounting	3		
2.772 Intermediate Accounting			3
BA 215 Cost Accounting		3	
2.583 Human Relations in Business	3		
9.751 Business Income Tax		3	
BA 223 Principles of Marketing		3	
2.595 Office Simulation and/or 2.280 Work Experience/BA 280 Field Experience			6
Social Science/Humanities	3		3
Electives	6	6	5
	15	15	17

Total credits required: 93-95

## OPTION II ASSOCIATE DEGREE - DATA PROCESSING

	F	W	S
CS 233 Introduction to Numerical Computation or 6.903 Introduction to Programming			3
BA 231 Business Data Processing	4		
6.909 Computer Operations	3		
BA 232 Business Statistics		3	
6.911 Computer Applications		4	
CS 290 Assembly Language Programming			4
6.902 Systems and Procedures			3
6.908 Special Problems in Data Processing Social Science/Humanities	3	3	3
4.202 Elementary Algebra	4		
Mth 50 Intermediate Algebra I		4	
Mth 51 Intermediate Algebra II			4
Electives	1	1	1
	15	15	17

Total required: 93-95

## OPTION III ASSOCIATE DEGREE - OFFICE MANAGEMENT

	F	W	S
2.583 Human Relations in Business	3		
2.584, 2.585 Office Procedures I, II		3	3
BA 223 Principles of Marketing		3	
9.500 Elements of Supervision	3		
OA 200 Introduction to Word Processing		3	
BA 177 Payroll Accounting	3		
2.595 Office Simulation and/or 2.280 Work Experience/BA 280 Field Experience			6
Social Science/Humanities	3		3
Electives	3	6	5
	15	15	17

Total credits required: 93-95

## OPTION IV ASSOCIATE DEGREE - MARKETING

	F	W	S
BA 236 Sales	3		
BA 223 Principles of Marketing		3	
2.305 Principles of Retailing			3
2.307 Advertising			3
2.583 Human Relations in Business	3		
9.500 Elements of Supervision	3		
Social Science/Humanities		3	3
Electives	2	5	4
2.280 Work Experience	4	4	4
	15	15	17

Total credits required: 93-95

# OFFICE ADMINISTRATION Associate Degree Programs

Southwestern Oregon Community College offers several career and Associate in Science degree programs within the broad area of Office Administration. Degree programs include Legal Secretary, Educational Secretary, Medical Secretary, and Career Secretary. One-year Diploma programs include Bookkeeping-Clerical, Steno-Clerical, and Medical Clerical.

## LEGAL SECRETARY

This option, in addition to secretarial activities, trains the student to prepare papers and correspondence of a legal nature, including wills, complaints, contracts and motions.

## MEDICAL SECRETARY

This option is designed to prepare the student to enter initial clerical employment in hospitals, medical clinics, doctor's offices and other medical facilities. The student is also prepared to progress, with experience, to supervisory positions.

## EDUCATIONAL SECRETARY

This option prepares students for entry level positions in a variety of educational offices. The program was developed through cooperation with an advisory committee of the Oregon Association of Educational Secretaries.

## CAREER SECRETARY

This option prepares the student with skills and abilities to perform the clerical or stenographic tasks demanded in an office, and to assume secretarial responsibilities of an interpretive and decision-making nature.

# OFFICE ADMINISTRATION ASSOCIATE IN SCIENCE DEGREE PROGRAM

## BASIC CORE

	F	W	S
Wr 121, 122 English Composition	3	3	3
Wr 227 Report Writing	2		3
OA 220 Electronic Calculator	3		
2.583 Human Relations In Business		3	
2.584 Office Procedures I			3
OA 200 Introduction to Word Processing	4		
2.766 Accounting I or equivalent			3
2.252 Business Mathematics or Algebra at placement level		3	
BA 131 Introduction to Data Processing or 6.900 Data Processing Fundamentals		3	
CS 221 Digital Computers or 6.901 Introduction to Digital Computers			3
6.901 Introduction to Digital Computers	4		
BA 101 Introduction to Business			3
Wr 214 Business English		3	
OA 122 Typing II (Intermediate)			3
2.591 Pre-Transcription Skills			3
	16	15	15

## OPTION I ASSOCIATE DEGREE - MEDICAL SECRETARY

	F	W	S
9.724, 25, 30 Medical Secretary I, II, III	3	3	3
9.723, 6, 8 Medical Terminology I, II, III	3	3	3
9.727, 9 Medical Transcription I, II		3	3
9.731, 2 Clinical Procedures I, II		3	3
2.280 Work Experience or 2.595 Office Simulation			3
Social Science/Humanities Electives	6	3	
	3		
	15	15	15

Total credits required: 91

## OPTION II ASSOCIATE DEGREE - LEGAL SECRETARY

	F	W	S
OA 123 Typing III (advanced)		3	
OA 111, 2, 3 Shorthand I, II, III	3	3	3
2.547 Shorthand Transcription			3
9.735, 6, 8 Medical Terminology I, II, III	3	3	3
BA 226, 7 Business Law I, II	3	3	
2.509 Machine Transcription		3	
2.595 Office simulation and/or			3
2.280 Work Experience			3
Social Science/Humanities	6		
	3		
	15	15	15

Total credits required: 91

## OPTION III ASSOCIATE DEGREE - EDUCATIONAL SECRETARY

	F	W	S
OA 123 Typing III (advanced)		3	
OA 111, 2, 3 Shorthand I, II, III	3	3	3
2.547 Shorthand Transcription			3
2.509 Machine Transcription		3	
2.585 Office Procedures II			3
9.784 Oregon School Law		3	
BA 177 Payroll Accounting	3		
2.595 Office Simulation and/or			3
2.280 Work Experience	3	3	
Social Science/Humanities	3	3	3
Electives	3		
	15	15	15

Total credits required: 91

## OPTION IV ASSOCIATE DEGREE - CAREER SECRETARY

	F	W	S
OA 123 Typing III	3		
OA 111, 2, 3 Shorthand I, II, III	3	3	3
2.547 Shorthand Transcription			3
2.509 Machine Transcription		3	
2.767, 8 Accounting II, III		4	4
BA 226 Business Law I	3		
2.585 Office Procedures II			3
2.595 Office Simulation and/or			3
2.280 Work Experience		3	3
Social Science/Humanities	6	3	
	3		
	15	16	16

Total credits required: 93



## BANKING AND FINANCE

Banking and Finance is a two-year program primarily designed to improve and supplement the skills of those already in the banking profession as well as to prepare students for entry level in the banking field. Completion of the program leads to the Associate in Science degree.

	Credits
WR 121, 122 English Composition and WR 227 Report Writing or 9.784 Writing for Results	9
EC 201 Principles of Economics	3
PSY 111 Personality & Development	3
BA 211 Principles of Accounting or 2.766 Accounting I	3
9.768 Principles of Banking or 9.789 Inside Commercial Banking	3
9.773 Money & Banking	3
9.771 Law & Bank Transactions or BA 226 Business Law I	3
Approved Social Science	3
<b>Total Required:</b>	<b>30</b>

### Suggested Electives

BA 212, 213 Principles of Accounting II, III or 2.767, 2.768 Accounting II, III  
 EC 202, EC 203 Principles of Economics  
 PSY 201, 202, 203 General Psychology  
 BA 131 Introduction to Business Data Processing  
 2.252 Business Math II

Plus—Any full term classes listed in the AIB student catalog under 'Functional Banking' or 'Banking Support.'

**Total Required: 36**

**General Electives:** May be selected from Humanities, Social Sciences, Physical Sciences, Life Sciences, Business and Communications. Work Experience can be an option for a maximum of 12 credit hours.

**Total Required: 24**

**TOTAL CREDITS REQUIRED: 90**

**Note:** All AIB courses taken prior to fall, 1984, apply toward an Associate in Science degree. In addition, advance placement may be granted for other college work or appropriate work experience. Petitions required.

## BOOKKEEPING-CLERICAL

A one year program designed to prepare students for entry-level bookkeeping and clerical positions. A diploma is awarded when the course requirements are met.

	F	W	S
1.111 Communications or Wr 121 English Comp.	3		
Wr 214 Business English		3	
2.584, 5 Office Procedures I, II		3	3
2.583 Human Relations In Business	3		
2.252 Business Mathematics	3		
OA 121* Beginning Typing I and/or Typing Speed and Accuracy	3	3	
9.715, 9.716* Elm Bookkpg I, II	2	2	
OA 220 Electronic Calculator	2		
Social Science			3
BA 177 Payroll Accounting			3
2.595, 6* Office Simulation I, II		6	6
6.900 Introduction to Data Processing			3
<b>TOTAL CREDITS: 51</b>	<b>16</b>	<b>17</b>	<b>18</b>

\*Advanced placement may be given.

\*May substitute 2.766 Accounting I or BA 211 Princ of Acctg.

\*2.280 Work Experience may substitute for 2.595.

## FARM MANAGEMENT/RECORDS ANALYSIS

Farm Management-Records Analysis is a specialized adult program designed for a minimum of three years for local farm families — including all members of the farm unit — who are now actively farming or ranching on a full-time basis. The program is a service as well as an educational program. Enrollment will be for a period of one year.

The three-year program consists of: scheduled class meetings, farm visits by the instructor, keeping basic farm records for each farm business, annual computer analysis for each completed record, including group averages.

Application of analysis information to improving the management and organization of each business. Individual records are confidential.

Individual enrollment may extend beyond three years on a seminar basis if desired, providing continued analysis of farm records and assistance with management decisions. The frequency of class sessions and instructor visits would be reduced for an advanced group.



## MEDICAL CLERICAL

A one year program designed to train students for initial clerical employment in hospitals, medical clinics, doctors' offices, and other medical facilities. A diploma is awarded when course requirements are met.

	F	W	S
*2.591 Pre-transcription Skills	3		
*OA 122, OA 124 Beginning, Intermediate Typing	3	3	
*2.585 Office Procedure II		3	
OA 220 Electronic Calculator	2		
9.724, 9.725, 9.730 Medical Secretary I, II, III	3	3	3
9.723, 9.726, 9.728 Medical Terminology I, II, III	3	3	3
9.727, 9.729 Medical Transcription I, II		3	3
8.715 Elementary Bookkeeping	2		
8.731, 9.732 Clinical Proc. I, II		3	3
2.595 Office Sim/Work Experience			4
	<b>16</b>	<b>18</b>	<b>16</b>

\*Advanced placement may be given

## REAL ESTATE

The program outlined below is designed primarily for employed realtors and other adults who wish to improve their knowledge of real estate. The courses are scheduled during evening hours and completion of three courses per term, offered on different evenings, will result in a Certificate of Completion after one year of enrollment. Courses should normally be taken in the sequence shown.

	F	W	S
9.262 Introduction to Real Estate	3		
9.263 Real Estate Practices I		3	
9.264 Real Estate Appraisal			3
9.265 Real Estate Law I	3		
9.266 Real Estate Law II		3	
9.267 Supervision of Real Estate Sales Personnel			3
9.268 Real Estate Finance		3	
9.269 Real Estate Office Management			3
<b>TOTAL: 24 Credits</b>	<b>6</b>	<b>9</b>	<b>9</b>

## SMALL BUSINESS MANAGEMENT

Small Business Management is a specialized program designed for a minimum of three years for local small business owners or managers and other members of the unit who assist in managing. All members of the unit attend.

Unit members attend monthly sessions and are visited by the instructor in the places of business for three hours each month. In addition, unit members will spend time needed to prepare or do other meaningful tasks as assigned.

The main emphasis will be on adequate records and analysis of those records. A computer printout of financial statements will be provided at the end of each year.

First emphasis will be on establishing an adequate basic accounting system, followed by studies for improvement of the various parts. With adequate data, analysis of the accounting information is studied to provide data for better business decisions. The instructor will work with the books of the business. (Individual records are confidential).

Enrollment for one year is in September. Three years completes the program, but units may continue.

## STENO-CLERICAL

A one year program designed to prepare students for entry positions as clerk-stenographers. Students are trained to take and transcribe dictation. A diploma is awarded when the course requirements are met.

	F	W	S
2.591 Pre-transcription Skills	3		
OA 122* Intermediate Typing and 123 Advanced Typing, and 124 Typing Speed and Accuracy	3	3	
OA 111, 112, 113 Shorthand I, II, III or 2.560, 2.562 Personal Shorthand I, II	3	3	(3)
OA 220 Electronic Calculator	2		
Wr 214 Bus. English		3	
2.509 Machine Transcription		3	
2.547 Shorthand Transcription			3
2.595 Office Simulation or 2.280 Work Experience			3
2.511 Auto Typewriter I		1	4
2.584, 5 Office Procedures I, II		3	3
2.583 Human Relations in Business	3		
9.715 Elementary Bookkeeping I	2		
	16	16	13-16

Total credits: 45-48  
\*Advanced placement may be given.

## SUPERVISORY TRAINING

The Supervisory Training curriculum is designed for employed supervisors and others who wish to seek employment in a variety of supervisory positions. Most of the courses are scheduled during non-working hours. The courses required for completion of the program are equivalent to a fulltime two-year

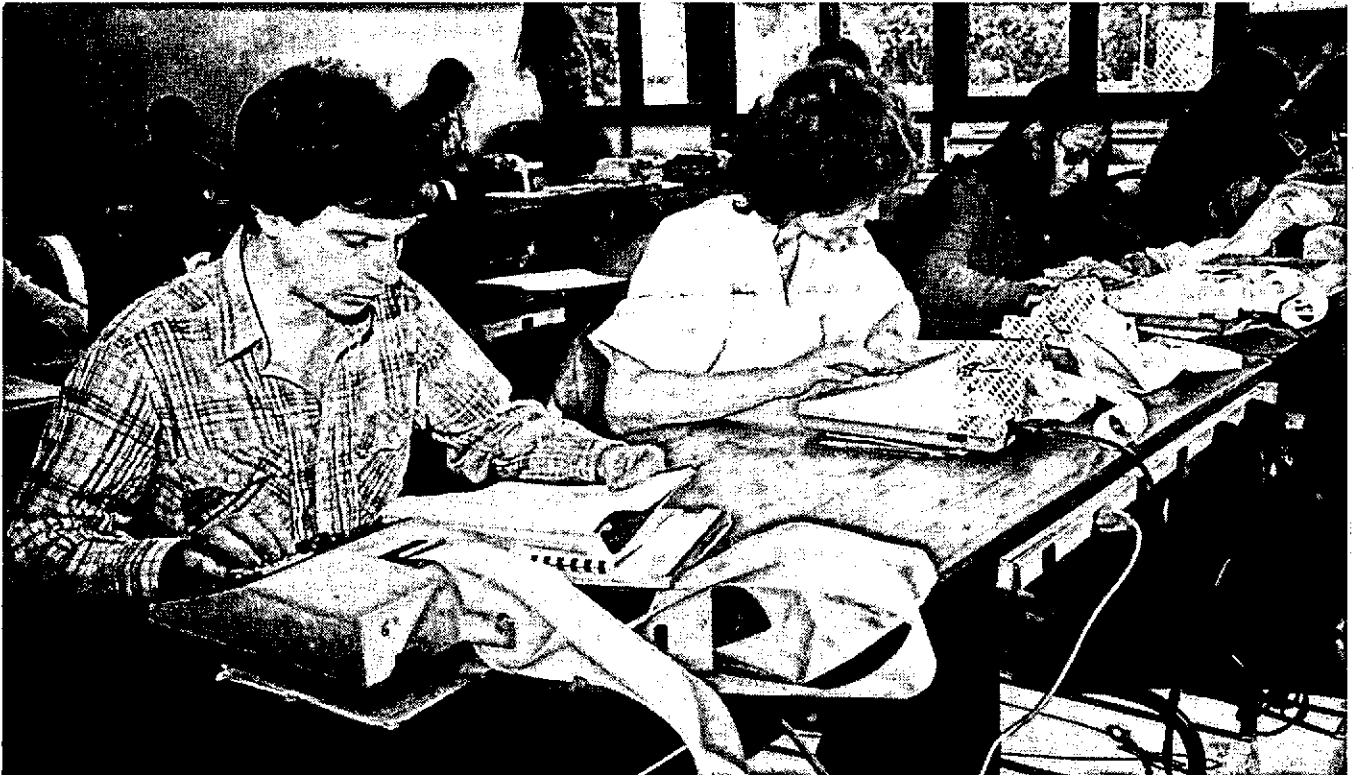
program, but are extended over a period of years to meet the needs of fully employed persons. Students are prepared for entry level positions which can lead to supervisory and management positions.

Completion of certain approved portions of the curriculum leads to a certificate of completion. By meeting additional requirements, a student can earn a diploma. By completion of required work, a student can earn an Associate In Science degree.

The program includes courses in human relations, organization and management, labor-management relations, and related electives.

	Credits
Wr 227 Report Writing or Wr 214 Business English	3
9.500 Elements of Supervision	3
Psy 202 or 203 General Psychology	3
9.504 Developing the Employee through Training	3
9.508 Human Relations for Supervisors	3
9.508 Labor-Management Relations	3
<b>TOTAL 18</b>	

	Credits
1.111, 1.112, 1.113 Communications or Wr 121, 122 English Composition and Wr 214 Business English or Wr 227 Report Writing	9
9.500 Elements of Supervision	3
Psy 202 or 203 General Psychology	3
9.504 Developing the Employee through Training	3
9.506 Human Relations for Supervisors	(3)
9.508 Labor-Management Relations	3
9.512 Methods of Improvement for Supervisors	3
9.514 Cost Control for Supervisors	3
9.775 Supervision and Personnel Administration	3
HE 252 Standard First Aid	3
Electives - technical or industrial occupational courses	9
<b>TOTAL 45</b>	



**ASSOCIATE IN SCIENCE DEGREE**

1.111, 1.112, 1.113 Communications or Wr 121, 122 English Composition and Wr 214 Business English or Wr 227 Report Writing	9	
9.500 Elements of Supervision	3	
Pay 202 or 203 General Psychology	3	
1.120, 1.121, 1.122 Man and Society or 9 hours Social Science other than Principles of Economics	9	
9.504 Developing the Employee through Training	3	
9.506 Human Relations for Supervisors	3	
9.508 Labor-Management Relations	3	
9.512 Methods of Improvement for Supervisors	3	
9.514 Cost Control for Supervisors	3	
9.775 Supervision and Personnel Administration	3	
9.518 Organization and Management	3	
9.524 Management Controls and the Supervisor	3	
HE 252 Standard First Aid	3	
Ec 201, 202, 203 Principles of Economics or 9 quarter hours composed of Principles of Economics and/or any of the following: BA 101 Introduction to Business; BA 211, 212, 213 Principles of Accounting; 2.766, 2.767, 2.768 Accounting; 2.304 Marketing; 9.204 Small Business Operations	9	
Electives - technical or Industrial occupational courses	18	
Electives from any area*	12	
<b>TOTAL: 90</b>		

\*Students taking the Communications sequence are advised to take Wr 227 or Wr 214 as part of their electives. Students taking English Composition courses are advised to take a speech course as part of their electives. 2.280 Cooperative work experience can be used for part of the electives (up to 12 credits)

**ASSOCIATE IN SCIENCE  
IN BUSINESS DEGREE**

This is a two year program designed for the student who wants to combine a basic business background with a related occupational interest. Since this degree does not list specific courses, control rests with the Business Division. The student and advisor will discuss the objectives and decide on a proper program.

A student can combine business with interest such as electronics, medical-clerical, real estate, telephony, industrial mechanics, home economics and wood products industries.

To enroll in this degree, the student must:

1. Meet with a Business Division advisor.
2. With the aid and approval of the advisor, plan a program of courses that will best meet the student's objectives.
3. Submit this program on a petition form to the advisor who will forward it to the Business Division chairman.
4. The petition will be reviewed by the chairman and the faculty to be approved or returned with recommendations.
5. The program may be changed with the approval of the advisor and Division Chairman.

General Requirements are:  
30 credits in business courses  
18 credits in general education (with at least nine credits  
in the communications area.)  
30 credits in student's major program  
12 credits of general electives

**CRIMINAL JUSTICE  
ADMINISTRATION**

**ASSOCIATE IN ARTS DEGREE PROGRAM**

A choice of three career tracks is available to students: Police, Corrections or Interdisciplinary studies. The Associate in Arts degree includes a comprehensive study in social science, the sciences and humanities. The student is required to take a minimum of 27 credits in Criminal Justice, 65 credits in general studies and six credits of Criminal Justice electives.

<b>Credits</b>	<b>First Year</b>		
	CJ110, CJ 120, CJ 130 Criminal Justice Sequence	3	3 3
	Wr 121, Wr 122 English Composition	3	3 3
	Wr 123 English Composition or Wr 227 Report Writing		3
	CJ 220 Criminal Law		3
	PE 185 Personal Defense, I, II or other PE Courses	1	1 1
	Soc 204, Soc 205, Soc 208 General Sociology	3	3 3
	CJ 218 Police and Public Policy		3
	CJ 100 Criminal Justice Survey	3	
	Literature or Language Sequence	3	3 3
		<hr/>	<hr/>
		16	16 16
	<b>Second Year</b>		
	Sp 111 Fundamentals of Speech	3	
	Psy 201, Psy 202, Psy 203 General Psychology	3	3 3
	PE 185 Physical Education	1	1 1
	HE 250 Personal Health		3
	CJA Career Tracks (list follows)	3	3 3
	PS 201 American Government or other social science course		3
	HE 252 Standard First Aid		3
	Math/Science sequence (at 100 level or above)	4	4 4
	Electives - Criminal Justice Area	3	3 3
		<hr/>	<hr/>
		17	16 17
	<b>Total: 98 Credits</b>		

**POLICE CAREER TRACK: Student must pick three courses — 9 credits**

- |                    |                                 |
|--------------------|---------------------------------|
| Oregon Law         | Criminal Justice Administration |
| Constitutional Law | Criminal Procedure & Evidence   |
|                    | Criminal Investigation          |
- 6 credits of electives from another area or career track.

**CORRECTIONS CAREER TRACK: Students must pick three courses - 9 credits**

- |                                      |                                 |
|--------------------------------------|---------------------------------|
| Juvenile Delinquency                 | Criminal Justice Administration |
| Criminology                          | Correctional Law                |
| Introduction to Parole and Probation | Introduction to Penology        |
- 6 credits of electives must be taken from another area or career track.

**INTERDISCIPLINARY STUDIES: Combination of Police and Corrections - 9 credits.**

Six credits of courses not in the career track may be taken as electives.

**ELECTIVES: 6 credits.** These may be taken from a career track other than your major:

- |                             |                             |
|-----------------------------|-----------------------------|
| Human Growth & Development  | Field Experience            |
| Criminal Justice Management | Narcotics & Dangerous Drugs |
| Criminalistics              | Legal & Fundamental Aspects |
| Criminal Justice Workshops  | of Lethal Weapons           |

**TOTAL: 98 Credits**

**LAW ENFORCEMENT**

<b>One-Year Diploma</b>	
*1.111, *1.112 Communications or Wr 121, 122 English Composition	6
HE 252 Standard First Aid or *9.360/HE 260 Crash Injury Management or *9.428/HE 258 Emergency Medical Technician I	3 (6)
Psy III Personality and Development	3
4.202 El Algebra 1	4
OA 121/*2.501 Beginning Typing or OA 124 Typing Speed & Accuracy	2
CJ 110, CJ 120, CJ 130 Criminal Justice Sequence	9
CJ 210 Criminal Investigation	3
CJ 222 Criminal Procedure & Evidence	3
CJ 220 Criminal Law	3
CJ 100 Criminal Justice Survey	3
Wr 227 Report Writing	3
Electives - Criminal Justice Area	2
<b>TOTAL CREDITS</b>	<hr/> 47

\*Elective 4.200 Basic Math may be taken as a refresher course if needed, to qualify for entry into 4.202

\*Note: The above courses may be applied to the Associate Arts degree with the exception of those designated with an asterisk.

Students may select a criminal justice/social science elective if they can show typewriting competency.

# ELECTRICITY AND ELECTRONICS SERVICE AND TECHNOLOGY

Electricity and Electronics is a program designed to prepare students for employment in the electricity and electronics field. The courses included in the program are designed to increase the student's employability as he progresses through the curriculum. Completion of a complete Integrated Sequence of an Individualized Curriculum for Learning Electronics (ISICLE) program leads to the Associate in Science degree. This will take most students six quarters, or two years, to complete.

Students prepare for jobs in electrical and electronic maintenance, equipment-operation, manufacturing, construction, communications and research. They can also enter the consumer repair industry in television, radio, and electrical appliances, and in electronic and communications equipment.

Courses include mathematics, physics, and general education, as well as those with technical content in electricity and electronics.

## ASSOCIATE IN SCIENCE IN ELECTRONICS TECHNOLOGY

First Year	F	W	S
Mth 101, 102, 200 College Algebra & Trig. Calculus*	4	4	4
1.111, 1.112, 1.113 Communications or English Comp.†	3	3	3
6.300 Electronic Theory & Lab‡	6	6	6
6.310 Misc. Electronic Techniques	2		
4.103, 4.105 Drafting or elective		2	2
6.301, 6.302, 6.303 Electrical Concepts I, II, III	3	3	3
	<u>18</u>	<u>18</u>	<u>18</u>

Second Year	F	W	S
6.300 Electronics Theory and Lab 3	7	7	7
Social Science or Humanities sequence or General Education	3	3	3
Phy 201, 202, 203 General Physics	4	4	4
Phy 204, 205, 206 General Physics Laboratory	1	1	1
6.305 Solid State and Associated Circuitry	4		
6.306 Basics to Electronic Systems		4	
6.304 Digital and Linear IC			4
	<u>19</u>	<u>19</u>	<u>19</u>

### Total: 111 Credits

\*Students should register in mathematics at level indicated by placement tests or advice of electronics instructor. To complete this program the student should take a sufficient number of mathematics courses to complete Math 200.

†May be taken either first or second year.  
‡Individualized — Proceed at own speed.

Suggested electives: Psy 140 Career Planning, 2.120 Job Search Techniques, Rdg 101/0.529 Developmental Reading, 4.300 Practical Physics, 6.398 Work Experience, 9.204 Small Business Operations

## ASSOCIATE IN SCIENCE IN ELECTRONICS SERVICE

FIRST YEAR	F	W	S
1.111, 1.112, 1.113 Communications or English Comp.†	3	3	3
4.250, Electronic Math*	4	4	4
6.300 Electronic Theory and Lab‡	4	7	7
6.301, 6.302, 6.303 Electronic Concepts I, II, III	3	3	3
6.310 Misc. Electronic Techniques	2		
	<u>16</u>	<u>17</u>	<u>17</u>

SECOND YEAR	F	W	S
6.380 Work Experience*	var	var	var
6.305 Solid State and Assoc. Circuitry			
6.306 Basics to Electronic Systems	4		
6.304 Digital and Linear IC		4	
Social Science or Humanities or General Education Sequence	3	3	3
4.300 Practical Physics		4	
6.300 Electronic Theory and Lab‡	11	7	8
	<u>17</u>	<u>17</u>	<u>17</u>

### TOTAL: see Note 3

\*May be taken either first or second year.

†May be taken second year only (Student should discuss work experience substitutions with the electronics instructor). Credits earned substitute for equal credits of 6.300 electronic theory and lab.

‡An Associate Degree may be awarded upon the completion of a total of 90 or more credits, of these 28 credits must be earned in Social Sciences, Humanities or General Education courses. Work Experience may add up to 15 credits for the Associate in Science degree in Electronics Service.

\*Individualized — Proceed at own speed.

# EMERGENCY MEDICAL TECHNICIAN PROGRAM

This is a program in prehospital care of the sick and injured, including immediate care and transportation of victims. Both classroom and clinical practice in basic and advanced skills will be taught, with supplementary courses such as anatomy, physiology, communications, mathematics, medical terminology and work experience. Completion of the program leads to a diploma and certification at each level pending passing a state written and practical examinations.

	F	W	S
HE 256, HE 257, HE 258, Emergency Medical Technician I, 9.428, 9.431, 9.432 II, IIIA	6	3	5
9.723, 9.726, 9.728 Medical Terminology I, II, III	3	3	3
BI 121, BI 122 Anatomy & Physiology I, II	4	4	
9.498, 9.499, 9.498 Work Experience	1	1	2
HE 262 CPR Instructor Certificate		1	
4.200 Basic Math		4	
Psy 201 General Psychology			3
5.268 Fire Service Rescue Practices			3
Communications Elective	3		
	<u>17</u>	<u>16</u>	<u>16</u>

### TOTAL: 49 Credits

## FIRE SCIENCE TECHNOLOGY

A two-year course of study leads to the Associate in Science degree. The curriculum was developed in cooperation with the Southwestern Oregon Fire Chief and Firefighters Association, the college Fire Science Advisory Committee and the Oregon Department of Education. The second year, the student receives work experience in a local fire department for three quarters.

FIRST YEAR	F	W	S
4.202 El. Algebra I		4	
1.111, 1.112 Communications or Wr 121, 122 English Comp	3	3	
Wr 227 Report Writing			3
4.300 Practical Physics	4		
5.250, 5.251 Firefighting Skills I, II	3	3	
5.253 Fire Apparatus & Equipment		3	
5.289 Legal Aspects of Fire Protection	3		
5.280 Hazardous Materials I			3
5.257 Fire Service Hydraulics			3
5.530 Basic Chemistry or Ch 104 General Chemistry		4	
Psy 111 Personality & Development or 3 credits of General Psychology			3
Social Science Electives			3
	<u>17</u>	<u>17</u>	<u>15</u>

SECOND YEAR	F	W	S
PE 185 Physical Education	1	1	1
HE 252 Standard First Aid or 9.360 Crash Injury Management	3		
Sp 111 Fundamentals of Speech or 0.526.1 Public Speaking		3	
PS 203 American Government or 3 credits of Social Science electives			3
5.280 Work Experience	3	3	3
5.237 Fire Investigation	3		
5.261 Hazardous Materials II	3		
5.262 Fundamentals of Fire Prevention		3	
5.274 Firefighting Tactics & Strategy	3		
5.258 Fire Company Organization & Station Assignments			3
9.428 Emergency Medical Technical I			3
Electives			6
	<u>16</u>	<u>16</u>	<u>16</u>

### TOTAL: 97 Credits

### ELECTIVES

4.200 Basic Math (May be taken as refresher course if needed, to qualify for entry into 4.202)  
5.254 Introduction to Fire Protection  
5.256 Elementary Science for Firefighting  
5.263 Fire Pump Construction and Operation  
5.264 Building Construction for Fire Protection  
5.267 Fire Department Communications & Alerting Systems  
5.268 Fire Service Rescue Practices  
5.269 Water Distribution Systems  
5.272 Fixed Systems and Extinguishers  
5.282 Fire Codes and Related Ordinances  
5.287 Training Program Techniques  
5.288 Fire Reports and Records  
5.290 Fire Officers Management Responsibilities  
5.291 Fire Officers Administrative Assignments  
5.295 Public Relations for Fire Service  
9.301, 9.302, 9.303, 9.304, 9.305 Firefighting

## FIREFIGHTER TRAINING PROGRAM

This is a program designed for volunteer firefighters to improve, increase and professionalize fire service training. Completion of the curriculum will lead to a certificate.

9.301 Fire Fighter IA	Hours
9.302 Fire Fighter IB	32
9.303 Fire Fighter IC	32
9.304 Fire Fighter ID	32
9.305 Fire Fighter IE	32
*0.571.3 Basic First Aid	20

**TOTAL: 180**

\*0.571.3 Basic First Aid may be substituted by HE 252 Standard First Aid 9.360 Crash Injury Management or 9.428 Emergency Medical Technician I.



## FOREST TECHNOLOGY

Forest Technology is a two-year program of training in technical forestry in preparation for careers in government and industrial forestry. Completion of the program leads to the Associate in Science degree in Forest Technology. Students are prepared for such entry-level positions as forestry technicians or scaler trainees. These jobs can lead to supervisory and administrative positions. Course work includes training in cruising, surveying, scaling, aerial photogrammetry, silviculture and logging methods. A high school diploma or the equivalent is required for admission to the program.

FIRST YEAR	F	W	S	SU
1.111, 1.112, 1.113 Communications or Wr 121, 122, 123 or Wr 227 Report Writing*	3	3	3	
4.200 Basic Mathematics	4			
4.202, 4.203 Elements of Algebra I, II		4	4	
6.401 General Forestry	3			
6.409 Forest Protection		3		
6.411 Logging Operations	3			
6.410 Forest Products Manufacturing		3		
6.407, 6.408 Forest Mensuration I, II		3	3	
6.404 Elementary Forest Surveying			3	
F254 Tree & Shrubs Identification	4	or	(4)	
Forest Botany or Bot 201, 202, or 203			4	
6.480 Work Experience				5-8
	17	16	17	5-8

SECOND YEAR	F	W	S	SU
6.418 Forest Recreation	5			
6.414 Forest Contracts		3		
6.405 Advanced Forest Surveying	3			
6.408 Forest Engineering			4	
6.418 Aerial Photogrammetry			3	
6.417 Silviculture		3		
6.420 Advanced Silviculture			3	
9.204 Small Business Operations	3			
Electives	6	8	6	
	15	14	16	

**TOTAL: 100-103 Credits/Units**

\*Any combination requires advisor approval

Electives must include Social Sciences classes equal to nine credit hours. Other suggested electives:

6.430 Fish and Wildlife Resources; 9.621 Fish and Forest Practices, 9.624 Fish and Wildlife Management; 9.623 Wildlife Management Lab Procedures; 9.628 Basic Land Surveying; SOILS 100 Intro to Soils; 6.480 Work Experience Credits or 6.422 Forest Range and Fire Management, 9.627 Logging Roads & Soils, Criminal Justice courses, Sp 111, 6.800 OP Fundamentals, HE 252 Standard First Aid, Small Engine Repair, 0.581/PE 185 Physical Conditioning, 0.852.1 Chain Saw Mount, Fire Science courses, F 22 Field Plant ID, HE 256/9.428 EMT I.

## FISHERIES TECHNOLOGY

The program is designed to give students skills and knowledge necessary for progression through the commercial fishing career ladder, to function as 'mate' of a fishing vessel. A certificate will be awarded upon completion of the first year of the program.

FIRST YEAR	F	W	S
3.500, 3.501 Basic Seamanship I, II	4	4	
3.502, 3.503 Basic Navigation I, II		4	4
3.507, 3.508 Major Commercial Fisheries of the Northwest I, II	4	4	
3.505, 3.506 Net Mending I, II	3	3	
3.504 Hygiene, First Aid, Sanitation	3		
3.509 Basic Cooking for Deckhands		3	
3.598 Cooperative Work Experience			8
	18	18	8

SECOND YEAR	F	W	S
1.111, 1.112, 1.113 Communications	3	3	3
Social Science Elective	3	3	3
9.115 Heavy Duty Diesel Engine Maintenance	2		
9.070, 9.071 Refrigeration I and II	3	3	
9.150, 9.154 Welding I and V	2	2	
9.113 Heavy Duty Electrical Systems		2	
9.514 Cost Control for Supervisors			3
9.114 Heavy Duty Fuel Systems			2
3.321 Basic Industrial Hydraulics			3
Electives	2	6	2
	15	16	16

**Total: 91 Credits**

## INDUSTRIAL TECHNOLOGY

(All Apprenticesable Trades)

This program establishes credit for trade and industrial experience toward an Associate in Science Degree. Approximately one-half of the credits required for the degree are earned through the achievement of Journeyman status; the remainder of the credits are earned through community college apprentice related training courses, first aid courses and 18 credits of general education courses. Composition of the degree program is as follows:

1.111, 1.112, 1.113 Communications	9 Credits
1.123, 4, 5 Pacific Northwest History or Social Science sequence	9 Credits
9.1xx Apprentice Related Training (Number of credits of 9.1xx depends upon occupation)	27-36 Credits
First Aid	1-3 Credits
Journeyman Status	45 Credits

**TOTAL: 91-102 Credits**

## APPRENTICESHIP TRAINING

The following apprentice related instruction courses are offered by the college as needed. Apprenticeship training periods vary from three to six years according to the individual occupation. Each course provides related classroom instruction for apprentices registered under the Oregon Law and Plan of Apprenticeship. Classroom instruction is related to on-the-job training experience outlined in apprenticeship standards.

Open only to those in an approved apprenticeship program.

9.182 Consumer Electronic Technician (3 Hrs/Wk)	1.5 Credits
9.183 Industrial Welder Apprentice (5 Hrs/Wk)	3 Credits
9.184 Construction Millwright Apprentice (5 Hrs/Wk)	3 Credits
9.188 Carpenter Apprentice (5 Hrs/Wk)	3 Credits
9.187 Industrial Electronic Apprentice (5 Hrs/Wk)	3 Credits
9.188 Inside Wireman Apprentice (5 Hrs/Wk)	3 Credits
9.189 Power Lineman Apprentice (5 Hrs/Wk)	3 Credits
9.190 Plumber Apprentice (5 Hrs/Wk)	3 Credits
9.191 Sheetmetal Apprentice (5 Hrs/Wk)	3 Credits
9.192 Machinist Apprentice (5 Hrs/Wk)	3 Credits
9.193 Automotive Mechanic Apprentice (5 Hrs/Wk)	3 Credits
9.194 Painter Apprentice (5 Hrs/Wk)	3 Credits
9.199 Industrial Millwright Apprentice (5 Hrs/Wk)	3 Credits

## INDUSTRIAL MECHANICS PROGRAMS

Industrial Mechanics is a two-year program preparing students for entry-level jobs in the automotive and metal working fields. Typical jobs are service station attendants, auto mechanics, machinists, and welders with opportunities for apprenticeship in the related trades. Completion of the program leads to the Associate in Science degree.

The first-year student studies blueprint reading, internal combustion engines, mechanical systems, machine tool practices, welding, mathematics, and physics. The second-year student chooses a particular major (automotive, machine tools or welding) for continuing and more advanced study.

Students planning to continue in Industrial Technology or transfer to OSU or OIT should discuss additional requirements with an advisor.

## AUTOMOTIVE

FIRST YEAR	F	W	S
3.300 Suspension and Brakes			5
3.304, 3.306 Internal Combustion Engines I, II	5	5	
4.110 Blueprint Reading I	2		
4.150, 4.151, 4.154 Welding I, II, V	3	3	3
4.170, 4.171, 4.172 Machine Tool Practice I, II, III	3	3	3
4.200, 4.202 Basic Math/El. Algebra I	4	4	
4.300, 4.304 Practical Physics		4	4
	17	19	15

SECOND YEAR	F	W	S
1.111, 1.112, 1.113 Communications or Wr 121, 122, 123			
English Composition	3	3	3
Social Science Courses	3	3	3
3.308, 3.322 Electrical I, II	4	4	
3.310 Fuel Systems		4	
3.316 Power Trains		3	
3.318 Steering Controls	4		
3.324 Diagnostic Procedures			3
3.326 Automatic Transmission			4
3.329, 3.331, 3.333 Mechanical Systems Lab I, II, III	3	3	3
3.332 Service Management	2		
	19	20	16

**TOTAL: 106 Credits**  
Work Experience may be substituted as applicable to course objectives.

## MACHINE TOOL PRACTICES

FIRST YEAR	F	W	S
3.300 Suspension and Brakes			5
3.304, 3.306 Internal Combustion Engines I, II	5	5	
4.110, 4.112 Blueprint Reading I, II	2	2	
4.150, 4.151, 4.154 Welding I, II, V	3	3	3
4.170, 4.171, 4.172 Machine Tool Practice, I, II, III	3	3	3
4.200, 4.202 Basic Math/El. Algebra I	4	4	
4.300, 4.304 Practical Physics		4	4
	17	21	15

SECOND YEAR	F	W	S
1.111, 1.112, 1.113 Communications or Wr 121, 122, 123			
English Composition	3	3	3
Social Science courses	3	3	3
4.101 General Drafting			2
4.158 Machine Tool Practice Lab	2		
4.160 Metals Application & Testing		3	
4.173 Basic Numerical Control	3		
4.174, 4.175 Machine Tool Practice V, VI		3	3
4.176, 4.177, 4.178 Machine Tool Practice VII, VIII, IX	3	3	3
4.181 Machine Tool Practice XII		3	
4.203 El. Algebra II	3		
'Electives	3		4
	17	18	18

**TOTAL: 106 Credits**  
'Suspension and Brakes may be replaced by one or more of the following suggested electives. Pay 140 Career Planning, Intro to Digital Computers, (6.901). Small Business Operations (9.204). Cooperative Work Experience (4.180).

## WELDING

FIRST YEAR	F	W	S
3.304 Internal Combustion Engines I	5		
4.110, 4.112 Blueprint Reading and Sketching I, II	2	2	
4.150, 4.151, 4.154 Welding I, II, V	3	3	3
4.170, 4.171, 4.172 Machine Tool Practices I, II, III	3	3	3
4.200, 4.202 Basic Math/El. Algebra I	4	4	
4.300, 4.304 Practical Physics		4	4
4.152 Welding III			3
4.156 Welding VII			3
	17	16	16

SECOND YEAR	F	W	S
1.111, 1.112, 1.113 Communications or Wr 121, 122, 123			
English Composition	3	3	3
Social Science courses	3	3	3
4.153 Welding IV		3	
4.165, 4.166, 4.167 Welding Lab A, B, C'	3	3	3
9.154, 9.155 Electrical I, II	4	4	
4.155, 4.157 Welding VI, VIII	3	3	
4.159 Maintenance/Fitter Welding			5
Electives			3
	16	19	17

**TOTAL: 101 Credits**  
'Cooperative Work Experience may be substituted as applicable to course objectives



# NURSING

## CAREER LADDER PROGRAM

Three levels of attainment are possible to students in the Career Ladder Nursing Program, which is accredited by the Oregon State Board of Nursing. Programs include class instruction and clinical experience under the supervision of a college instructor.

The first quarter of study covers training for employment as a nurses' aide.

The first four quarters of study can lead to a Practical Nurse diploma and eligibility to take the State Board of Nursing examinations for Licensed Practical Nurse.

Successful completion of the two-year program qualifies the student for the Associate in Science degree and eligibility to take the State Board examinations for Registered Nurse.

## HOW TO ENROLL

To be eligible for admission, a student's file must be complete by April 30 for the following fall. Requirements for admission to both first and second year include:

1. A completed application for admission to the program/college
2. A high school diploma or its equivalent (a GED certificate is acceptable)
3. Completion of one year of high school chemistry or its equivalent with a C grade or higher within the past five years.
4. Completion of high school algebra or the equivalent.
5. A copy of high school grade transcript or transcripts from other colleges attended submitted to the Office of Admissions.
6. Three letters of personal reference, preferably from employers or teachers, mailed to the Office of Admission.
7. Completion of placement tests with minimum standard scores on the basic skills subtests as follows:
 

reading .....	.50
sentences .....	.50
mathematics .....	
test C .....	.50
8. An advising appointment with a nursing faculty member must be made before April 30.

The placement test may be retaken six months after the previous testing session. Exceptions in one or more of these subtests may occasionally be made if other indicators strongly suggest success in the program.

## ADMISSION PROCEDURE

Enrollment is limited by the availability of facilities.

Names of applicants who have met the prerequisites of the program by April 30 for the next fall are placed in a candidate pool. A random drawing is held to select accepted applicants and alternates from the established pools in the following order with residency status being determined as of April 30:

1. Names shall be drawn first from the in-district pool until the openings have been filled and five alternates have been selected or the pool is exhausted.
2. Secondly, names shall be drawn from the out-of-district/in-state with no nursing program until the openings have been filled and five alternates have been selected or the pool is exhausted.
3. Thirdly, names shall be drawn from the out-of-district/in-state with a nursing program pool.
4. Fourthly, names shall be drawn from the out-of-state pool.

Alternates will be admitted in the order in which their names were drawn. A letter of acceptance or nonacceptance will be sent to the applicant following the lottery which will be held within the first two weeks of May.

A letter will be sent to all the applicants by the first week in April indicating the status of their files.

Accepted applicants are required to:

1. Make a deposit of \$25 by July 1. This amount is not refundable, but applies to tuition upon registration.
2. Have a physical examination before July 1 and file the results with the Office of Admissions. This should indicate a level of good health sufficient to provide nursing care.
3. Attend an orientation session with nursing faculty in June the date to be included in the letter of acceptance.



## ADVANCED PLACEMENT STUDENTS — LICENSED PRACTICAL NURSES

Licensed practical nurses desiring to enter the fall quarter of the program must meet the prerequisites. LPNs who hold an active Oregon license and meet the prerequisites and have completed anatomy and physiology BI 121 and 122 and Microbiology BI 123 or their equivalent with a grade of C or higher within the past five years; Wr 121, Ps 111 and Soc 205 will be considered applicants for the second year of the program.

All applicants meeting the above requirements by April 30 are placed in candidate pools for admission the following fall. Successful candidates are selected by random drawing according to the above admission procedures to fill any openings in the second year of the program.

## CURRICULUM

### Associate Degree Nursing Program

State Board Test Pool Examinations for licensure as a Practical Nurse may be taken upon completion of the first four quarters.

Graduates are eligible to write the State Board Test Pool Examination for licensure as a Registered Nurse upon completion of six quarters.

FIRST YEAR	F	W	S
Fundamentals of Nursing, Nrsrg 101	8		
Nursing Science & Practice I, Nrsrg 102		8	
Nursing Science & Practice II, Nrsrg 103			10
*Anatomy and Physiology, BI 121, 122	4	4	
*Microbiology, BI 123			4
English Composition, Wr 121	3		3
Psych III Personality and Development			3
Sociology, Soc 205		3	
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	15	15	17

\*Anatomy and Physiology courses are pre-requisite to Nursing Science and Practice II and all subsequent nursing courses.

\*Microbiology is a prerequisite to Nursing Science and Practice III and all subsequent nursing courses.

All Science courses must be passed with a grade of C or better within the past 5 years. Each nursing course must be passed with a C or better.

SECOND YEAR	F	W	S
*Nursing Science & Practice III, Nrsrg 201	10		
Nursing Science & Practice IV, Nrsrg 202		10	
Nursing Science & Practice V, Nrsrg 203			10
*Chemistry, Ch. 130	4		
English Composition, Wr 122		3	
Psych 203			3
Electives	3	3	
	<hr/>	<hr/>	<hr/>
	17	16	16

\*A student continuing from the first year, may elect to take only the Nursing Science & Practice III course in the Fall and upon successful completion be eligible to take Practical Nursing Boards in April. He or she could not then continue on in nursing program.

\*Chem. 130 is a prerequisite to Nursing 202

\*One of these electives must be chosen from the area of Social Science and Humanities which includes Psych, Sociology, Anthropology, oral and written communications. Courses that are recommended for the other two electives are: history, math, physics, philosophy, Art 201, Music 201 and/or foreign language.

## SOCIAL WORK PROGRAM

The Social Work program is available to students in sociology, psychology, criminal justice or interdisciplinary studies. The Associate of Arts degree includes a comprehensive study in social science, the sciences and humanities. The student is required to take a minimum of 52 hours in social sciences, 41 hours in general studies, and mandatory field experience of 3 hours. Students interested in employment in such areas as social worker assistant, day care worker, mental health aide, psychiatric aide, juvenile case aide, and human resource aide will find this degree rewarding. Students choosing this degree program must consult with an advisor.

### FIRST YEAR

	F	W	S
CJ 110 Introduction to Law Enforcement	3		
CJ 120 Introduction to Judicial Process		3	
CJ 130 Introduction to Corrections			3
WR 121, WR 122, WR 123 English Composition or WR 227 Report Writing	3	3	3
PE 185, PE 185, PE 185 Physical Education	1	1	1
SOC 204, SOC 205, SOC 206 Sociology	3	3	3
Criminal Justice electives	3	3	2
Literature or language sequence	3	3	3
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	16	16	15

### SECOND YEAR

SP 111 Fundamentals of Speech	3		
SW 201 The Field of Social Welfare	3		
SW 202 Introduction to Social Work Practice		3	
SW 203 Introduction to Interviewing		3	
PSY 201, PSY 202, PSY 203 General Psychology	3	3	3
PS 201 American Government or other social science course		3	
PE 185, PE 185 Physical Education	1	1	
HE 250 Personal Health			3
Math or Science Sequence (at 100 level or above)	4	4	4
CJ 107, CJ 207 Criminal Justice Workshop		1	1
SW 280 Field Experience			3
	<hr/>	<hr/>	<hr/>
	14	15	17

Total: 93 credits

## SOCIAL WORK PROGRAM ASSOCIATE IN ARTS DEGREE PROGRAM

The Social Work program is available to students interested in Sociology, Psychology, Criminal Justice, or Interdisciplinary studies. The Associate of Arts degree includes a comprehensive study in social science, the sciences, and humanities. The student is required to take a minimum of 52 hours in social sciences and 41 hours in general studies. Included in the social sciences is a mandatory 3 hours of field experience. Students interested in employment in such areas as social worker assistant, day care worker, mental health aide, psychiatric aide, juvenile case aide, and human resource aide will find this degree rewarding. Students choosing this degree program must consult with an advisor.

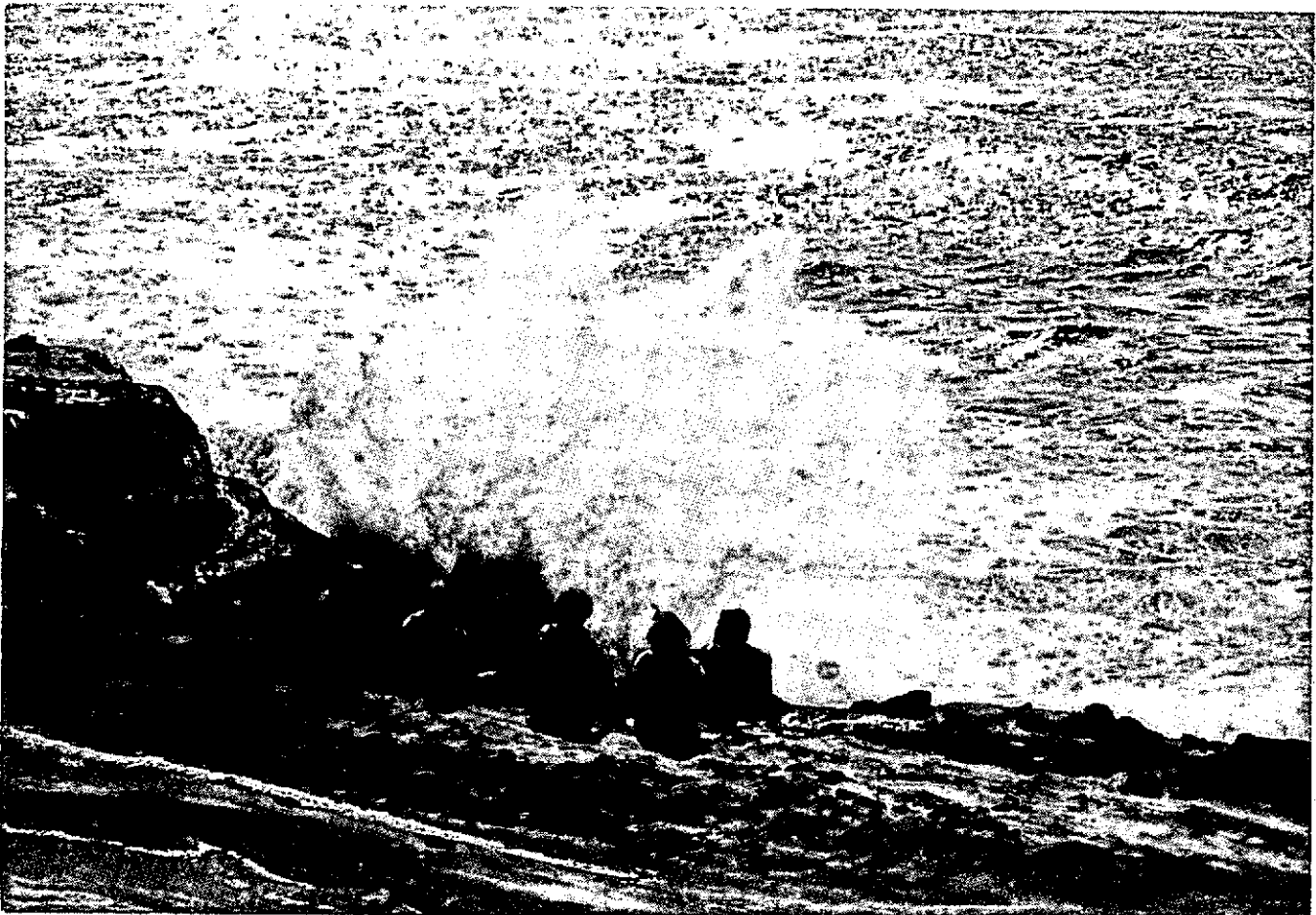
### FIRST YEAR

	F	W	S
CJ 110 Introduction to Law Enforcement	3		
CJ 120 Introduction to Judicial Process		3	
CJ 130 Introduction to Corrections			3
WR 121, WR 122, WR 123 English Composition or WR 227 Report Writing	3	3	3
PE 185, PE 185, PE 185 Physical Education	1	1	1
SOC 204, SOC 205, SOC 206 Sociology	3	3	3
Criminal Justice electives	3	3	2
Literature or Language sequence	3	3	3
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	16	16	15

### SECOND YEAR

SP 111 Fundamentals of Speech	3		
SW 201 The Field of Social Welfare	3		
SW 202 Introduction to Social Work Practice		3	
SW 203 Introduction to Interviewing		3	
PSY 201, PSY 202, PSY 203 General Psychology	3	3	3
PS 201 American Government or other Social Science course		3	
PE 185, PE 185 Physical Education	1	1	
HE 250 Personal Health			3
Math or Science sequence at 100 level or above	4	4	4
CJ 107, CJ 207 Criminal Justice Workshop		1	1
SW 280 Field Experience			3
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	14	15	17

Total: 93 credits





# Technical-Vocational Adult and General Education Programs

The programs and curricula offered at Southwestern Oregon Community College are diversified, to fulfill the personal needs, ambitions and wide variety of objectives of the people of the district. In addition to the transferrable programs and vocational degree-diploma-certificate programs, the college offers specialized programs to fit specific needs.

Representative advisory committees assist in the planning and presentation of these programs. The committees are made up of local employers, skilled workers and government representatives who plan, develop and evaluate the programs and courses. Credits earned in these special courses may not be transferrable to other institutions of higher learning.

The varying programs and their objectives are:

**Vocational Preparatory Program** — for successful entrance into employment. This includes such occupations as forestry, business and commerce, sales and distribution.

**Vocational Supplementary Program** — to upgrade skills and knowledge of employed workers (or persons temporarily unemployed) in such occupations as forestry, business and commerce, sales and distribution, homemaking, industrial and service supervisory and management training.

## COOPERATIVE WORK EXPERIENCE

A choice of two programs is offered to enable students to combine on-the-job experience with their college studies. Credits toward graduation are earned on the job. These programs are helpful in making a choice of a career; learning new skills, how to work with others and gaining practical experience. Students who need a job will receive college assistance in finding one. Students already employed will learn skills for advancement.

**Cooperative Work Experience** is open to students already employed, or who wish to be placed on a job. Work hours may be scheduled during daytime or evening hours, weekends, holidays or during the summer months, while the student attends regular classes.

**Field Experience/Practicum** is related to social science fields such as education, social work and counseling. It offers the opportunity to learn more about a career field, skills and behavior required, and testing theoretical knowledge in practice. Work hours are usually arranged during regular school terms, but may be at other times.

## HOW TO APPLY

Application forms and information are available from the program coordinator, Tioga 334 on the campus. (Telephone 888-2525 Ex. 281).

## VOCATIONAL SUPPLEMENTARY

### BUSINESS

Part-time classes are offered during day and evening hours to upgrade job skills and broaden the scope of knowledge of men and women employed in business occupations. Courses in accounting, shorthand, data processing, business machines, small business records and management and law are available. Other courses in the business field may be organized if a need for them is expressed.

### MARKETING

Classes are offered in marketing, advertising, salesmanship, merchandising and related topics for men and women employed in sales or distribution.

## INDUSTRIAL AND TECHNICAL

Courses to develop skills and knowledge for many industrial and technical occupations are offered. Electricity, electronics, mechanics, metal working, welding, blueprint reading, drafting and applied mathematics are some of the possible areas represented.

## SUPERVISORY TRAINING

Special classes for supervisors or those aspiring to supervisory positions are offered. The program includes courses in human relations, organization and management, labor-management relations and related subjects. Most classes are scheduled at night to avoid conflict with working hours.

## PUBLIC SERVICES

Law Enforcement, Criminal Justice Administration, Social Work and Fire Science Technology are offered in cooperation with state and local agencies for volunteers and men and women employed in these fields. In addition, a series of workshops for school bus drivers is provided for school district personnel. Courses in custodial training, emergency medical care, and defensive driving are offered when the need arises.

## ADULT GENERAL EDUCATION

### APPRENTICESHIP TRAINING

Courses specifically identified as apprenticeship are open to only registered apprentices. A requirement (under Oregon State Law) is attendance in related classes for 144 hours of each year of the apprenticeship. Classes are offered for carpenters, plumbers, millwrights, sheet metal workers, inside wiring electricians, maintenance electricians and power linemen. These classes are operated for the area in cooperation with local apprenticeship committees.

Special classes may also be organized and operated for journeymen and other employed workers in the construction industry when the need exists.

### GENERAL EDUCATION DEVELOPMENT (GED) TESTS

For adults who have graduated from high school who would like to earn a Certificate of Equivalency, the Office of Student Services offers GED examinations. The staff will explain requirements for taking the tests and recommend staff members to help prepare to take the tests. Counseling is also offered to assist in further educational or career development after successfully completing the GED tests.

### ADULT HIGH SCHOOL DIPLOMA PROGRAM

Students eligible for enrollment in the college may complete up to four years of their high school education by taking SWOCC courses. Both adult high school and college credit will be granted when appropriate for the courses.

To earn the SWOCC Adult High School Diploma, the student will complete 24 high school credits (or the equivalent) in a broad range of subject areas and will demonstrate competence in basic skills areas. Credit toward the diploma may also be granted for life and work experience. At least 2 high school credits (or 12 SWOCC credits) must have been earned at SWOCC.

### ADULT BASIC EDUCATION

For adults whose education was interrupted before graduation from high school, the college provides classes in such basic skills as reading, writing, English, vocabulary, spelling and arithmetic. Learning takes place in small groups, or through individual instruction. Tutoring and machine-learning are part of the process. It is not necessary to register at the beginning of a term; work may start at any time. Many students use this training to prepare for the General Education Development (GED) examinations.

# Course Descriptions

Many of the courses described in this catalog are offered on an irregular basis. Check with an advisor about courses not listed in the class schedule. If there is sufficient demand, a course may be offered more frequently.

## ACCOUNTING AND BOOKKEEPING

✓ 2.331, 2.332 Federal and State Income Tax I, II 3 Credits  
(36 Lecture Hrs)

Determination and reporting of Federal and State personal income taxes. Designed to assist potential or established income tax preparers. Approved by the Oregon Department of Commerce for hours of instruction required to take the Preparers' and Consultants' exam. Prerequisite: 2.331 to take 2.332, or instructor's permission. Both classes offered fall term.

✓ 2.766 Accounting I 4 Credits  
(4 Lecture, 1 Lab Hr/Wk)

Prepares recordkeepers for employment and gives the accounting student basic understanding of the accounting field. Provides an introduction to the accounting cycle for a service enterprise and a retail firm for a single proprietorship; the mass processing of transactions, internal and cash control and an introduction to payroll. Prerequisite: adequate knowledge of business mathematics. Can be taken concurrently.

✓ 2.767 Accounting II 4 Credits  
(4 Lecture, 1 Lab Hr/Wk)

Accounting II continues the concepts of Accounting I and introduces trade accounts and notes, inventories, the treatment of long-term assets and depreciation, liabilities and investments, partnership accounting, accounting principles and an introduction to cost systems for manufacturing operations. Prerequisite: Accounting I (2.766) or equivalent.

✓ 2.768 Accounting III 4 Credits  
(4 Lecture, 1 Lab Hr/Wk)

Corporation accounting for organization, stock, earnings, present values, interest amortization funds flow and changes in financial position, introduction to managerial accounting with an in-depth analysis of a corporation. Prerequisite: Accounting II (2.767) or consent of instructor.

✓ 2.769 Cost Accounting 3 Credits  
(3 Class Hrs/Wk)

Develops techniques for determining product costs under job order, process and standard costing and introduces cost analysis for decision making. Prerequisites: 2.767 and 2.768, BA 211 or consent of instructor.

✓ 2.772 Intermediate Accounting 3 Credits  
(3 Class Hrs/Wk)

A comprehensive study of accounting theory and concepts. Emphasis on how these concepts apply to financial accounting. Attention will also be focused on the use of accounting information for management purposes. Prerequisites: 2.766, 2.767, 2.768 Accounting I, II, III or BA 211, 212 Principles of Accounting or instructor's consent.

9.715, 9.716 Elementary Bookkeeping I, II 2 Credits/Term  
(1 Class, 2 Lab Hrs/Wk)

This course is designed to help the student to develop an understanding of bookkeeping and record keeping as they affect a small business. Students learn to analyze and record simple transactions using double entry bookkeeping methods. Courses must be taken in sequence.

✓ BA 177 Payroll Records and Accounting 3 Credits  
(3 Class, 1 Lab Hr/Wk)

Provides practice in all payroll operations, the recording of accounting entries involving payroll and the preparation of payroll tax returns that are required of businesses.

✓ BA 211 Principles of Accounting 3 Credits  
(3 Class Hrs/Wk)

Techniques of account construction and preparation of financial statements. Emphasis is on application of problems of recording, measuring, income, purchasing, sales, inventories, special journals and internal control of cash.

✓ BA 212 Principles of Accounting 3 Credits  
(3 Class Hrs/Wk)

Accounting systems and management control, concepts and principles of depreciation, merchandise inventory, evaluation, partnership and corporate accounting, capital stock, investments, dividends. Prerequisite: BA 211 or equivalent.

✓ BA 213 Principles of Accounting 3 Credits  
(3 Class Hrs/Wk)

Control accounting for departments and branches, cost accounting for manufacturing plants, income taxes and their effect on business decisions and analysis of financial statements. Prerequisite: BA 212 or equivalent.

✓ BA 217 The Accounting Process 3 Credits  
(3 Class Hrs/Wk)

Reviews and applies the basic accounting systems in practical applications that range from working with journals and ledgers to analyzing financial statements. Prerequisite: BA 211, BA 212 Principles of Accounting I and II or 2.766, 2.767 Accounting I and II.

BA 280 Field Experience 1-8 Credits  
For transfer credit in Business Administration. Includes seminar. Maximum credits decided by division chairman. Prerequisite: consent of instructor.

2.280 Cooperative Work Experience 1-8 Credits  
(4-40 Lab Hrs/Wk)

Students gain on-the-job experience in coordinator-approved business situations which closely parallel student's field of study. Works under supervisor and coordinator. Seminar arranged by supervisor. Prerequisite: instructor's approval.

**9.718 Bookkeeping and Records for Small Business 3 Credits**  
(3 Class Hrs/Wk)

This course is planned for the independent businessman to maintain his own accounting records or better understand records kept by an outside agency. Included in the study will be the overall theory of accounting, an analysis of financial statements, as well as the routine accounting entries required to maintain a set of financial records. An effort will be made to relate the course to the actual bookkeeping systems of students in the class.

**9.719 Governmental Accounting 3 Credits**  
(3 Class Hrs/Wk)

An introduction to the specialized theory and functions of governmental accounting and the budgeting process. Prerequisite: BA 211 or 2.766 or equivalent.

✓ **9.751 Business Income Taxes 3 Credits**  
(3 Class Hrs/Wk)

Federal and State business income tax regulations for preparers and business owners. Prerequisite: BA 211, 212 or equivalent.

**AGRICULTURE**

**0.325 Indoor Plants Workshop ½ Credit**  
(9 Class, 2 Lab Hrs/Term)

Instruction and practice in fundamental techniques and processes of growing plants indoors are covered in this course. Indoor plant maintenance, basic principles of care and suggestions on purchasing of house plants are stressed.

**0.810 Fruit Trees and Plants for the Home Garden 1 Credit**  
(Workshop - 12 Hrs Class + 8 Hr Field Trips)

Basic principles of home orchard management including site selection, preparation and planting, best varieties of fruit trees and plants for the local area, and such aspects of tree care as pruning, disease control and harvesting.

**0.810.1 Grafting Fruit Trees 5 Credits**  
(Workshop - 6 Lecture Hrs/4 Lab Hrs)

Lecture and field laboratory exercises covering basic grafting techniques, including cleft, bark, whip, budding and other forms.

**0.810.2 Pruning Fruit Trees and Ornamental Plants ½ Credit**  
(Workshop - 6 Lecture Hrs/4 Field and Lab Hrs)

Basic principles of pruning fruit trees, small fruiting plants and vines, and yard ornamentals.

**0.811 Fall and Winter Vegetable Gardening ½ Credit**  
(Workshop - 6 Lecture Hrs/4 Hrs Field Lab)

Basic principles of growing winter vegetable gardens in mild coastal areas of the Pacific Northwest.

**0.811 Home Fruit and Vegetable Gardening 1-3 Credits**  
(2 Lecture Hrs/1-2 Lab Hrs/Wk)

A concise introduction to vegetable gardening with emphasis on growing conditions on the Pacific Coast. Soil improvement, recommended vegetable varieties, cultivation, pest control and harvesting are discussed.

**0.862 Home Landscape Design 3 Credits**  
(3 Hrs/Wk)

Fundamentals of home landscape design, a basic understanding of soils, plant growth and maintenance, recognition of plant species native and adapted to the area are covered in this course.

**8.100 Park Design, Maintenance and Communications 2 Credits**  
(1 Class, 2 Lab Hrs/Wk)

An introductory course for park employees covering planting, design, construction, maintenance and administration of parks.

**9.801 Bees and Beekeeping 1½ Credits**  
(16 Class, 8 Lab Hrs/Term)

This course is designed for beginning and intermediate beekeepers, and covers basic bee biology and diseases of bees, bee pasture and pollination, seasonal management, equipment and hive construction. Students may elect to construct a hive during the course. (Students pay cost of materials for hive).

**9.802 Building for Bees 1 Credit**

A two-part workshop for building standard bee hives: bottom board, deep supers, western-shallow super, and tops. Also, accessories such as frame making and wiring jigs, wax melter, and observation hive.

**ANTHROPOLOGY**

**Anth 101 General Anthropology 3 Credits**  
(3 Hrs/Wk)

An introduction to basic principles of physical anthropology including heredity and mechanisms of evolution, and human prehistory from early geologic periods to the beginning of civilization. The biological and social implications of race are also discussed.

**Anth 102 General Anthropology 3 Credits**  
(3 Hrs/Wk)

An introduction to the principles of archaeology including site surveys, excavation and interpretation. Prehistoric cultures and ancient civilizations of Europe, Asia, North and South America are discussed through lectures, films and usually field trips.

**Anth 103 General Anthropology 3 Credits**  
(3 Hrs/Wk)

This course is devoted to exploring the concept of culture and a comparative study of human institutions such as the family, economics, religion, the arts and political systems, and the implications of culture change in a modern world. It is permissible to take courses out of sequence.

**Anth 207, 208, 209 Introduction to Cultural Anthropology 3 Credits/Term**  
(3 Hrs/Wk)

This sequence of courses provides a detailed study of the diversity of human cultures, and the processes of cultural growth and change. Basic social institutions are studied, from multi-cultural perspectives through lecture and film. No prerequisite. It is permissible to take courses out of sequence.

**Anth 270 Indians of the North Pacific Coast 3 Credits**  
(3 Hrs/Wk + 2-day Field Trip TBA)

This course examines the Indian cultures of the North Pacific Coast from Northern California to Southern Alaska. It combines classroom lecture, films and field trips in order to provide a view of the prehistory of the coastal area, a description of the Indian cultures at the time of European contact, and acquaintance with present day Indian tribes and social issues. Offered on student demand. No prerequisite.

**ART**

**Art 101 Introduction to Visual Arts 3 Credits**  
(2 Lecture, 4 Lab Hrs/Wk)

This course has been established for the person with little or no art experience and who is usually not an art major. Includes slides, films, field trips, lectures, demonstrations and actual student experimentation with elementary aspects of drawing, print making, painting, ceramics and sculpture.

**Art 115, 116, 117 Basic Design 3 Credits/Term**  
(2 Lecture, 2 Lab Hrs/Wk)

A three-term introductory sequence providing a series of participation projects involving the basic principles and elements of design. Exercises and problems are developed to motivate individual research and creativity. Open to nonmajors.

**Art 118, 119 Beginning Calligraphy 1 Credit/Term**  
**Art 218, 219, 220 Advanced Calligraphy**  
(3 Lab Hrs/Wk)

A beginning course in the art of the freehand form. A study is made of the historical and current usage of the letter form. Course may be repeated; each term will vary through the study of different letter forms.

**Art 131, 132, 133 Beginning Drawing 3 Credits/Term**  
**Art 231, 232, 233 Advanced Drawing**  
(2 Lecture, 4 Lab Hrs/Wk)

Provides training in observation and selection of significant elements. Registration permitted any term but it is desirable that the work be started in the fall. Exploration of media, methods and techniques in drawing will be emphasized. Open to nonmajors.

**Art 154, 155, 156 Beginning Ceramics 3 Credits/Term**  
**Art 254, 255, 256 Intermediate Ceramics**  
(2 Lecture, 4 Lab Hrs/Wk)

A studio-laboratory course involving the active participation of each student in art experiences, designed as an introduction to materials, methods and techniques of pottery design and structure. Primary consideration of form together with experimentation and familiarization in hand construction, throwing, glazing and firing. Open to nonmajors.

**Art 171, 172, 173 Printmaking 3 Credits/Term**  
**Art 271, 272, 273 Printmaking**  
(2 Lecture, 4 Lab Hrs/Wk)

An introduction to the major fine arts printmaking methods such as relief, silk screen, lithography, and intaglio prints. It combines skills and techniques of the printmaking craft with individual expressive and compositional interests. Registration permitted any term. Open to nonmajors. Prerequisite: One term of 291 Drawing, Art 290 Painting, or Art 195, 196, 197 Basic Design, or permission of instructor.

**Art 181, 182, 183 Beginning Painting 3 Credits/Term**  
**Art 281, 282, 283 Advanced Painting**  
(2 Lecture, 4 Lab Hrs/Wk)

Instruction in the use of oil color, acrylic, watercolor, or other media. Registration permitted any term but it is desirable that the work be started in the fall. Emphasis will be given to individual needs and interests in painting. Open to nonmajors.

**Art 184, 185, 186 Beginning Water Color 3 Credits/Term**  
**Art 284, 285, 286 Advanced Water Color**  
(2 Lecture, 4 Lab Hrs/Wk)

A studio-laboratory course involving the active participation of each student in painting experiences aimed at developing visual and manipulative skills. The study of watercolor techniques is emphasized, with special attention given to the particular characteristics of the medium, emphasis on landscape material. May be substituted for a third term of Art 131, 132 or 133. Drawing to meet lower division major requirements. Open to nonmajors. Normally offered spring term. Prerequisite: Painting and drawing or approval of instructor.

**Art 191, 192, 193 Beginning Sculpture 3 Credits/Term**  
**Art 291, 292, 293 Advanced Sculpture**  
(2 Lecture, 4 Lab Hrs/Wk)

An introduction to the language of forms and the elements of sculpture. The investigation of materials is stressed through compositional exercises in clay, plaster, wood and stone. Familiarization, experimentation, and expression in volumes and mass together with oppositions in space, void and space. Primary considerations of media, methods and techniques in sculpture. Open to nonmajors.

**Art 199, 299 Independent Studies in Art 1-3 Credits/Term**

An individual studies course designed for art majors on a reading and conference basis with instructor's approval only. Provides research and advanced involvement in areas not covered in basic course curriculums.

**Art 199, 299 Independent Studies in Art 3 Credits/Term**  
(3 Lecture Hrs/Wk)

Cultivation of understanding and intelligent enjoyment of the visual arts through a study of historical and contemporary works; consideration of motives, media and a wide variety of art forms, lecture and visual presentations. Open to nonmajors.

**Art 280 Art Field Experience 1-3 Credits**  
(Includes Seminar)

Nine credits maximum. Prerequisite: Instructor's Permission.

**0.138 Stained Glass 0 Credit**  
(2-3 Lab Hrs/Wk)

Developing skills and knowledge necessary to make a leaded glass window and/or a foil Tiffany-type lamp shade.

**0.501 Introduction to Art 1 Credit**  
(1 Hr Lecture, 2 Lab Hrs/Wk)

Designed to acquaint the student with the mediums, methods and techniques for a basic knowledge of painting. Use of watercolor, oil and acrylic painting.

**0.512.1, 0.512.2, 0.512.3 Drawing I, II, III** 1 Credit/Term  
(3 Lab Hrs/Wk)

A three-term sequence which provides an introduction to the various approaches to drawing techniques and insight into figure analysis and introductory anatomy, and an awareness and knowledge of landscape drawing and composition.

**0.512.4 Basic Calligraphy**  
**0.512.5 Advanced Calligraphy** 1 Credit  
(3 Lab Hrs/Wk)

A studio-laboratory course in the art of freehand pen and brush written forms. Each term will consist of concentrated study of the construction and history of one lettering style and calligraphic design.

**0.513.1, 0.513.2, 0.513.3 Oil Painting I, II, III** 1 Credit/Term  
(3 Lab Hrs/Wk)

A three-term sequence covering the medium of oil painting and the methods and techniques utilized. Instruction is provided in basic methods and techniques, color and composition as utilized in figure and landscape painting.

**0.513.6 Experimental Painting** 1 Credit  
(3 Lab Hrs/Wk)

A single term course in advanced painting, accenting the use and investigation of experimental media including glues, plastic paints (acrylic and vinyl resins), and collage.

**0.514.1, 0.514.2, 0.514.3 Watercolor Painting I, II, III** 1 Credit/Term  
(3 Lab Hrs/Wk)

A three-term sequence which investigates the medium approaches possible with transparent watercolor, and the development of skills in this medium of artistic expression through creative exercises and the investigation method of problem solving.



**0.515.1, 0.515.2, 0.515.3 Ceramics I, II, III** 1 Credit/Term  
(1 Lecture, 2 Lab Hrs/Wk)

A three-term sequence covering Introduction to the medium, the throwing process, and development of individual and historic pottery as background for research.

**0.516.1, 0.516.2, 0.516.3 Elementary Sculpture I, II, III** 1 Credit/Term  
(3 Lab Hrs/Wk)

This three-term sequence of courses introduces the student to the materials, methods and techniques of sculpture, the subtractive, manipulative and substitution methods of sculpturing, and advanced creative design. Opportunities are provided for experimentation in new media and methods.

**0.516.5 Wood Carving** 0 Credits  
(3 Lab Hrs/Wk)

A course introducing the student to wood as a sculpture medium. A study of the techniques of direct carving with emphasis on grain, texture, and other natural assets of wood. The student will learn care and sharpening of tools, and techniques of finishing. No prerequisites.

**0.598.1, 0.598.2, 0.598.3 Art Field Experience** 1-3 Credits/Term  
(Includes Seminar)

Nine Credits Maximum of 0.598. Prerequisite: Instructor's Permission.

**2.290, 2.291, 2.292 Commercial Art I, II, III** 1 Credit/Term  
(3 Studio Hrs/Wk)

Introduction to design principles as based on current problems in the commercial design field. The courses stress investigation and execution of visual exercises from the rough to the finished comprehensive layout.

**9.010 Primary Visual Arts Workshop** 1 Credit  
(1 Lecture, 2 Lab Hrs/Wk)

A concentrated investigation, through laboratory experiences, of the visual arts. Design, drawing, painting and other two and three dimensional materials appropriate for the child are thoroughly explored. The course structure will allow for lectures, demonstrations, visual presentations, group discussions and evaluations as well as studio work.

## ASTRONOMY

**Astr 101 Descriptive Astronomy** 3 Credits  
(3 Class Hrs/Wk)

Descriptive Astronomy is a three credit hour course providing a descriptive treatment of the solar system, star types, galactic structure, and life cycles of stars. Current thinking on the origin of the solar system and early history of the earth will be presented and the recent discoveries in stellar astronomy will be discussed. The treatment will be non-mathematical; use of models, visual aids and direct observation will be emphasized.

**Astr 199/299 Independent Study in Astronomy** To be arranged

## BANKING

**9.766 Principles of Banking** 3 Credits  
(3 Class Hrs/Wk)

A study of the contributions of banks to the economy and of the need for banking-type services. Banks will be considered as the major source of the country's money supply. The term "deposit" will be explained as well as the mechanism by which ownership of bank deposits is transferred.

- 9.769 Analyzing Financial Statements** **3 Credits**  
(3 Class Hrs/Wk)  
This course reviews basic accounting principles, introduces concepts of the various financial statements and explains the basic methods of financial analysis. Prerequisite: BA 211 Principles of Accounting I or 2.766 Accounting I or instructor's approval.
- 9.770 Bank Management** **3 Credits**  
(3 Class Hrs/Wk)  
This course is designed to aid in developing managerial ability through an increased understanding of the problems confronting senior management. It is intended to provide the student with an "overall" perspective of the duties and responsibilities of upper management. The course is concerned more with management principles and their application than with the technical tools used to put management decisions into operation. Prerequisite: satisfactory completion of 9.768 Principles of Bank Operations, 9.789 Inside Commercial Banking or consent of instructor.
- 9.771 Law and Bank Transactions** **3 Credits**  
(3 Class Hrs/Wk)  
An introduction to basic American Law, presenting the rules of law which underlie banking. Topics include jurisprudence, the court system and civil procedures, contracts, quasi-contracts, property torts and crimes, agencies, partnerships, corporations, sales of personal property, commercial paper bank deposits and collections, documents of title, and secured transactions and consumer protection, including regulations, compliance, and penalties. Emphasis is on the Uniform Commercial Code.
- 9.773 Money and Banking** **3 Credits**  
(3 Class Hrs/Wk)  
A course designed primarily to promote the appreciation and comprehension of the functions of money and of banks in a modern economy, particularly in the United States. Includes the subjects of bank management and bank operations only as they affect monetary and credit conditions.
- 9.775 Supervision and Personnel Administration** **3 Credits**  
(3 Class Hrs/Wk)  
A study of the many aspects of responsibilities involved with the handling of personnel; including supervision, human relations, training, discipline, appraisal, salary administration, cost control, equal employment opportunity, productivity, and affirmative action programs.
- 9.776 Home Mortgage Lending** **3 Credits**  
(3 Class Hrs/Wk)  
This course presents the broad general principles of home mortgage lending. A combination of practical applications and theoretical material are blended in order to provide the student with an insight into bank management of home mortgage loans.
- 9.778 Marketing for Bankers** **3 Credits**  
(3 Class Hrs/Wk)  
An overview for all banking students of what everyone in banking should know about the essentials of bank public relations and marketing including communication, marketing and opinion research, advertising, government relations, etc.
- 9.780 Trust Functions and Services** **3 Credits**  
(3 Class Hrs/Wk)  
Part of a structured curriculum designed to prepare persons for employment in banks and other financial institutions, as well as to upgrade those already in the banking profession. Study and discussion of trust department services offered by various banking agencies. Wills, property rights, estates, trusts, guardianships, corporate trusts and agencies are studied, analyzed, and discussed in relationship to laws and practices of general and local jurisdiction and application. Prerequisite: Past or concurrent enrollment in 9.768 Principles of Banking or 9.789 Inside Commercial Banking.
- 9.781 Installment Credit** **3 Credits**  
(3 Class Hrs/Wk)  
An introduction to installment credit that places emphasis on the methods commonly used by banks. Concentration will be placed on the following:  
1. The bank's objective in granting credit;  
2. The functions of a bank's credit department;  
3. Credit administration;  
4. Financing techniques;  
5. Collection procedures.
- 9.782 Federal Reserve System** **3 Credits**  
(3 Class Hrs/Wk)  
This course reviews the background and history of the Federal Reserve System since its inception in 1913. Emphasis is placed on policy decisions in monetary, fiscal, and international areas. Prerequisites: 9.768 Principles of Banking or 9.789 Inside Commercial Banking or by instructor's consent.
- 9.783 Credit Administration** **3 Credits**  
(3 Class Hrs/Wk)  
This course reviews credit policies of credit institutions. Method of credit investigation and analysis, credit techniques, specific credit problems, and regular and unusual types of loans are discussed and presented. Prerequisites: completion of 9.768 Principles of Banking or 9.789 Inside Commercial Banking or by instructor's consent.
- 9.784 Writing for Results** **3 Credits**  
(3 Class Hrs/Wk)  
Course describes various kinds of bank letters and reports between the bank and its customers as well as between banks. Many examples of bank letters, memoranda, agenda, resolutions and reports are given for the student to use as a guide. Prerequisite: WR 121 or consent of instructor.
- 9.785 Bank Cards** **3 Credits**  
(3 Class Hrs/Wk)  
Role and operational problems including types of cards, their functions, and histories; the cardholder's profile, attitudes, and behavior; operations - marketing and authorization.
- 9.786 Bank Investments** **3 Credits**  
(3 Class Hrs/Wk)  
Basic investment concepts; risk, liquidity, and yield; the U.S. Treasury Department and federal agency issues; state and local government securities; general obligations, revenue bonds; money market investments; and securities markets. Prerequisite: 9.768 Principles of Banking or 9.789 Inside Commercial Banking or consent of instructor.

**9.787 Branch Management 3 Credits****(3 Class Hrs/Wk)**

Modular program designed to present a comprehensive overview of the branch function and the manager's role in its operation. Includes modules on branch operations, the marketing role of the branch manager, and the branch lending function.

**9.788 Introduction to Commercial Lending 3 Credits****(3 Class Hrs/Wk)**

Introductory overview of the Commercial Lending Function; including types of commercial loans, the loan decision process, cost analysis, portfolio management and the regulatory and legal environment.

**9.789 Inside Commercial Banking 3 Credits****(3 Class Hrs/Wk)**

This course is designed to discuss contemporary issues, topics and problems in commercial banking.

**BIOLOGY****BI 101, 102, 103 General Biology 4 Credits/Term****(3 Class, 3 Lab Hrs/Wk)**

The course teaches biological principles applied to both plants and animals.

**BI 104 Special Topics in Biology Variable**

Study of special topics such as marine biology, field biology or parasitology.

**BI 121, 122 Anatomy and Physiology I, II 4 Credits/Term****(3 Class, 3 Lab Hrs/Wk)**

A study of the mammalian organ systems and their functions with emphasis on humans. Especially designed for students of nursing and medically related fields. Prerequisite: High school chemistry or equivalent.

**BI 123 Elementary Microbiology 4 Credits****(3 Class, 3 Lab Hrs/Wk)**

Micro-organisms, their control and occurrence in everyday life are covered in this course. Pathogenic microbes and host resistance are considered. For students in nursing, health occupations, home economics, and agriculture. Prerequisite: BI 121, 122 or consent of instructor.

**BI 199/299 Independent Study in Biology To be arranged****0.621, 0.622 Field Studies in Biology 2 Credits/Term****(5 2-Hr Lecture, 4 4-Hr Field Trips)**

Students are provided an opportunity to study specific groups of organisms in the field in this course. Included are five two-hour lectures and four four-hour field trips.

0.621 (Ornithology) is a study of water birds of the ocean and estuary, forest and forest edge species, species of pastures, meadows and marshes.

0.622 (Seed Plants) is a study of common trees and shrubs and sand dunes plants native to the coast. Included is information on coast range forests, and spring flowers.

**BOTANY****Bot 199/299 Independent Study in Botany To be arranged****Bot 201, 202, 203 General Botany 4 Credits/Term****(3 Class, 3 Lab Hrs/Wk)**

Bot 201 and 202 will basically cover the structure, physiology, ecology and genetics of the seed plants, how plants get their food, grow, differentiate, and reproduce. Bot 203 will be a survey of the plant kingdom including identification of native plants, use of keys, and floral morphology.

**BUSINESS ADMINISTRATION****✓ BA 101 Introduction to Business 4 Credits****(4 Class Hrs/Wk)**

Business organization, operation and management. This course is intended to orient the student to the field of business and to help determine a field of major concentration.

**BA 199/299 Independent Study in Business Administration To be arranged****✓ BA 223 Principles of Marketing 3 Credits****(3 Class Hrs/Wk)**

For students who are majoring in Business Administration. General survey of the nature, significance, and scope of marketing. Emphasis upon the customers (marketing analysis and strategy); business marketing decisions in promotion, distribution, and pricing; and control of marketing programs.

**✓ BA 226 Business Law I 3 Credits****(3 Class Hrs/Wk)**

Involves the relationship of business law to our business and economic structure. Particular attention is paid to legal rights, social forces and government, and business relations to society. Contracts are covered in detail.

**✓ BA 227 Business Law II 3 Credits****(3 Class Hrs/Wk)**

Deals specifically with personal property and bailments, law of sales and commercial paper, and the legal relationship involved in agency and employment contracts.

**BA 229/0.641 Family Finance and Money Management 3 Credits****(3 Class Hrs/Wk)**

A practical course in decision-making concerning management of financial resources. Understanding financial management in marketplace, income taxes, financial institutions, home owning and renting, insurance, investing, retirement and estate planning.

**✓ BA 232 Business Statistics 3 Credits****(3 Class Hrs/Wk)**

Descriptive methods, basic probability, sampling distributions, estimating and testing for proportions and means, two-sample problems and contingency tables are covered in this course.

**✓ BA 236 Sales 3 Credits****(3 Class Hrs/Wk)**

Involves the role of sales as an integral part of the total marketing function. The application of selling to the behavioral science will be included with special emphasis on sales psychology, sales techniques and the fundamental principles of sales communications.

**BA 239 Advertising****(3 Class Hrs/Wk)****3 Credits**

Detailed examination of the purpose, preparation, placement, and analysis of the various types of advertisements within each of the media, such as television, radio and the newspaper. Relative merits of various media are explored. Involves practice in the planning and analysis of complete advertising campaigns and their coordination with other marketing strategies.

**BA 280 Field Experience****Variable**

For transfer credit in Business Administration. Includes seminar. Maximum credit decided by division chairman. Prerequisite: consent of coordinator.

**2.252 Business Mathematics****(3 Class Hrs/Wk)****3 Credits**

Interest, discount, negotiable instruments and payroll mathematics are studied. Business mathematics in management decisions including cash and trade discounts, determining profit and loss, depreciation and taxes are covered.

**2.280 Cooperative Work Experience****(4-40 Lab Hrs/Wk)****1-8 Credits**

Students gain on-the-job experience in coordinator-approved business situations which closely parallel student's field of study. Student works under supervisor and coordinator. Seminar arranged by supervisor. Prerequisite: Instructor's approval.

**2.305 Principles of Retailing****(3 Class Hrs/Wk)****3 Credits**

A general survey of the principles of efficient store organization and management. Topics include location and layout, types of store organization, personnel management operating activities, financial and budgetary control, coordinating policies and store protection.

**9.204 Small Business Operation****(3 Class Hrs/Wk)****3 Credits**

An introduction to the small business in the American economy and recent trends and operations in small businesses. Problems of establishing and operating a business are considered.

**CHEMISTRY****Ch 100, 101 Elementary Chemistry****(3 Lecture, 3 Lab/Wk)****4 Credits/Term**

This sequence is designed for students who have not taken high school chemistry, and need basic preparation in chemistry for a specific objective. Not recommended for students planning to enroll in the Ch 104-106 sequence.

**\*Ch 104, 105, 106 General Chemistry****(4 Lecture, 3 Lab Hrs/Wk)****5 Credits/Term**

An introductory course covering topics in atomic structure, chemical bonding, principles of chemical reactivity, solution chemistry and organic chemistry. Intended for students needing a year of chemistry as a requirement of their major. Permits entry into second year chemistry courses. Prerequisites: high school algebra or concurrent enrollment in Mth 4.202 Elementary Algebra.

**Ch 130 Elementary Physiological Chemistry****(3 Class, 3 Lab Hrs/Wk)****4 Credits**

Selected topics in inorganic, organic, biochemical and physiological chemistry related to the human organism. Prerequisite: High school chemistry or equivalent.

**Ch 199/299 Independent Study in Chemistry****To be arranged****\*Ch 201, 202, 203 General Chemistry****(3 Class, 3 Lab Hrs/Wk)****4 Credits/Term**

An introductory course covering the basic principles of chemistry. The laboratory work during spring term will be largely devoted to qualitative analysis. Prerequisite: One year of high school chemistry and proficiency in algebra or acceptable college aptitude scores.

\*Transfer credit will not be granted for more than one of the two sequences (Ch 104, 105, 106 or Ch 201, 202, 203).

**Ch 226, 227, 228 Elements of Organic Chemistry****(3 Class, 3 Lab Hrs/Wk)****4 Credits/Term**

The chemistry of the carbon compounds covering both mechanisms and reactions of aromatic and aliphatic compounds, with emphasis on structural theory and spectral properties. Prerequisite: Ch 203 or Ch 106.

**Ch 234 Quantitative Analysis****(3 Class, 6 Lab Hrs/Wk)****5 Credits**

Principles of gravimetric analysis, spectrophotometric analysis, and volumetric analysis. Designed for pre dental, pre medical, and medical technology students. Prerequisite: Ch 203 or Ch 106.

**COMMUNICATIONS****1.111, 1.112, 1.113 Communications****(3 Class Hrs/Wk)****3 Credits/Term**

A course stressing the importance of communication activities. Emphasis is given to improving the student's ability to write, speak, listen and read effectively. Each quarter of the course stresses a different skill: 1.111, Writing; 1.112, Speech and Listening; 1.113 Reading. Taking the course in sequence is recommended but not required.

**CRIMINAL JUSTICE ADMINISTRATION**

See Public Service

**DATA PROCESSING****BA 110 Microcomputers****(2 Class, 1 Lab Hr/Wk)****3 Credits**

A case study in the application of microcomputers to the solution of business related problems.

**BA 131 Introduction to Business Data Processing****(3 Class Hrs/Wk)****3 Credits**

Concepts, elements and structure of business data processing systems, classifying, calculating and reporting functions, introduction to programming.

**BA 231 Business Data Processing****(3 Class, 2 Lab Hrs/Wk)****4 Credits**

Application of computers to business data processing using a business-oriented language. Examples and applications will be taken from the area of business information processing.



- CS 150 Selected Topics in Data Processing** **3 Credits**  
(3 Class Hrs/Wk)  
Subjects of general interest covering computer applications and the capabilities and limitations of computers. Social, vocational and educational implications of computers. Information storage and retrieval. Content may vary from term to term. Prerequisite: BA 131.
- CS 280 Field Experience** **Variable**  
Maximum credits: decided by division chairman. Prerequisite: Consent of coordinator.
- CS 199/299 Independent Study in Computer Data Processing** **Variable**
- ✓ **CS 221 Digital Computers** **3 Credits**  
(2 Class, 1 Lab Hr/Wk)  
An introduction to the theory and operation of digital computers including history, basic concepts, electronic computer systems, programming systems, introduction to programming languages, current developments, implications and applications. Prerequisite: BA 131 or consent of instructor.
- ✓ **CS 233 Introduction to Numerical Computation** **3 Credits**  
(3 Class Hrs/Wk)  
Basic principles of numerical computation, programming a computer in subject oriented languages with major emphasis on programming in an algebraic language (FORTRAN). Prerequisite: Mth 101, or equivalent.
- CS 290 Assembly Language Programming** **4 Credits**  
(4 Class Hrs/Wk)  
Principles of programming in an assembly language; Introduction to information processing techniques and programming a variety of problems.
- ✓ **6.900 Data Processing Fundamentals** **3 Credits**  
(2 Class, 1 Lab Hr/Wk)  
An introduction to the field of Data Processing including history, basic concepts, unit computer systems, programming systems, introduction to programming languages, current developments, implications and applications.
- ✓ **6.901 Introduction to Digital Computers** **3 Credits**  
(2 Class, 1 Lab Hr/Wk)  
An introduction to the theory and operation of digital computers including basic theory and concepts, input and output, storage devices, central processing units, programming systems, operating systems and procedures and programming in a problem-oriented language. Prerequisite: 6.900 or consent of instructor.
- ✓ **6.902 Systems and Procedures I** **3 Credits**  
(1 Class, 4 Lab Hrs/Wk)  
An introduction to systems and procedures including organizational theory, documentation, coding and card design and control, graphic devices, feasibility studies, work analysis, and applications. Prerequisite: sophomore standing in Data Processing or consent of instructor.
- 6.903 Introduction to Programming** **3 Credits**  
(3 Class Hrs/Wk)  
Included in this course are programming concepts, programming systems, programming a computer in a subject-oriented language
- 6.904 Systems and Procedures II** **4 Credits**  
(2 Class, 4 Lab Hrs/Wk)  
A continuation of Systems and Procedures I with emphasis on case studies and subject projects. Prerequisite: 6.902.
- 6.905 Programming** **4 Credits**  
(2 Class, 4 Lab Hrs/Wk)  
Development of programming skills in a second language (COBOL).
- 6.906 Data Processing Management** **3 Credits**  
(3 Class Hrs/Wk)  
Basic management concepts, organization of data processing staff, facilities, hardware, documentation, operation, control, cost analysis, management systems, management case studies and projects. Prerequisite: Sophomore standing in Data Processing or consent of instructor.
- ✓ **6.908 Special Problems in Data Processing (TBA)** **Variable**  
This course consists of individual problems and projects designed to meet the needs of the student. Consent of instructor is required.
- ✓ **6.909 Computer Operations** **4 Credits**  
(2 Class, 4 Lab Hrs/Wk)  
Basic concepts and procedures, computer operations, peripheral devices, operating systems, terminals, timesharing, operational management, operations projects. Prerequisite: 6.901 or CS 221, or consent of instructor.
- 6.910 Microcomputers** **3 Credits**  
(2 Class, 2 Lab Hrs/Wk)  
An introduction to microcomputers including basic concepts and devices, microprocessor architecture and instruction sets, programming fundamentals and applications.
- ✓ **6.911 Computer Applications** **4 Credits**  
(2 Class, 4 Lab Hrs/Wk)  
The applications of electronic computers to the solution of data processing in such areas as inventory control, sales, analysis, payroll, production scheduling, banking, insurance, utilities, government, and manufacturing. Prerequisite: Competency in a programming language or consent of instructor.
- 6.916 Mathematics for Data Processing** **3 Credits**  
(3 Class Hrs/Wk)  
Number theory and systems, functions, systems of equations. Matrices, Linear Programming Concepts, Boolean Algebra and an Introduction to Numerical Analysis. Prerequisite: Competency in algebra.
- 9.005 Computer Applications (TBA)** **Variable**  
An introduction to computer applications in a particular occupational area. The seminar is designed to introduce the participant to the computer concepts and methods that are a necessary prerequisite to using the computer in a particular field. The course is designed primarily for professionals in an occupational field with no training or experience with computers.

## DEVELOPMENTAL EDUCATION COURSES

### Reading 101, 102, 103 Developmental Reading

1-3 Credits/Term

(1-3 Lecture Hrs/Wk)

A college transfer course designed on an individualized basis to help improve reading speed and comprehension. It is also possible to work on improvement of vocabulary, spelling, memory and content area skills.

### 0.529.4 Speed Reading

2 Credits

(2 Lecture Hrs/Wk)

This course is designed to increase reading speed while maintaining comprehension at a high level. Instruction includes skimming and scanning techniques. Speed drills will emphasize reading in materials to meet individual needs.

### 0.529.1, 0.529.2, 0.529.3 Developmental Reading

1-3 Credits/Term

(1-3 Lecture/Wk)

An open entrance course designed to increase reading comprehension and speed, improve vocabulary, spelling and phonics skills. The course is designed on an individualized basis for anyone working on a 4th to 12th grade level.

### 0.745 Adult Basic Education

0 Credit

This program is for adults who wish to improve their basic skills in math, reading, and writing. Students may register at any time during the term and may leave when they have reached their goals.

### 0.746 High School Equivalency (GED) Preparation

0 Credit

A study of the basic skills in English, math, science and social studies usually learned in high school. Emphasis on acquiring knowledge and skills necessary to pass the five General Educational Development tests.

### 0.747 English as a Second Language

0 Credits

A course designed for the student whose native language is other than English. Individual tutoring is available.

### 0.760 Mathematics Laboratory

0 Credits

Extra help available for all students enrolled in any math course. See specific course for number of lab hours required.

### 0.768 Study Skills

1-2 Credits

(1-2 Lectures/Wk)

This course is to prepare learners to become better students. Skills taught include preparing for and taking tests, studying textbooks, notetaking, outlining, improving memory, effective listening and time management.

### 0.769 College Basic Listening

3 Credits

(3 Lecture, 2 Lab Hrs/Wk)

The barriers to effective listening, combined with concentrated instruction in listening techniques are stressed in this course. Emphasis is placed on structures or oral presentations, a means of understanding the organizational patterns, and memory devices to assist recall. Laboratory activity offers practice in listening, and recalling selections of increasing difficulty.

## DRAFTING

### 4.101 Drafting

2 Credits

(1 Lecture, 3 Lab Hrs/Wk)

This is a fundamental course in drafting designed to give the student a basic understanding of drawing techniques. Emphasis will be placed on the application of approved lettering techniques. Drawing techniques such as geometric construction, drafting instruments, standard orthographic projection and procedures, and ASA selection of views, sectional and auxiliary views, revolutions, threads, and standard dimensioning practices will be covered.

### 4.103 Electrical Drafting

2 Credits

(4 Class/Lab Hrs/Wk)

This course covers the techniques required for the electrical and electronic fields. It includes charts, graphs, chassis layout, schematic and pictorial wiring diagrams, routing diagrams (power distribution, lighting, conduit and ducts, underground wiring and ducts), and location drawings. Standard schematics such as major starters, annunciators, AM receivers, and other typical industrial circuits will be covered. ASA and EEIA approved symbols will be used. Prerequisite: Drafting 4.101 or equivalent.

### 4.110, 4.112 Blueprint Reading & Sketching I, II

2 Credits/Term

(1 Class, 3 Lab Hrs/Wk)

Introduction to blueprint reading and basic industrial sketching.

## DRIVER TRAINING

### 0.600 Defensive Driving

1 Credit

(10 Hrs Total-Time period to be arranged)

Designed to acquaint students with techniques of defensive driving; how various types of motor vehicle accidents occur and recommended methods of prevention.

### 0.601 Driving Instruction

2 Credits

(3 Lecture, ½ Lab Hr/Wk)

This is a course offered to adults who wish to learn to drive an automobile. Topics covered include Oregon vehicle law, operating principles of the car, preventive maintenance, as well as financial factors which include financial responsibility and insurance. Both classroom instruction in driving procedures and driving practice in a dual-control automobile will be included.

### 9.330 School Bus Driver Training

5 Credits

(28 Hrs. Total)

Provides opportunity to learn safe operation of school buses, including defensive driving, pupil transportation, laws and regulations and basic first aid.

## ECONOMICS

### EC 199/299 Independent Study in Economics To be arranged

### Ec 201, 202, 203 Principles of Economics

3 Credits/Term

(3 Class Hrs/Wk)

A study of the principles that underlie production, exchange, distribution, etc. Courses must be taken in sequence.

### Ec 218 Labor Economics — See Labor Studies

## EDUCATION

**Ed 199/299 Independent Study in Education** To be arranged

**Ed 205 Tutoring Principles and Practices** 2-3 Credits

This seminar is oriented to the role of the tutor in the educational process. Students meet on campus during the first half of the term to discuss tutoring techniques and background skills. The remainder of the term is spent tutoring elementary school children five hours weekly. Transfer credit to many universities is granted.

**Ed 208 College Tutoring** 1-3 Credits

Provides instruction and experience in working with students who are having difficulty with the subject matter of a certain discipline. Opportunity to develop knowledge and skills in tutoring techniques. Prerequisite: completion of a course in the subject with an A or B grade.

**Ed 209 Practicum in Tutoring** 1-2 Credits  
(3-6 Hrs Tutoring/Wk)

Practical experience is provided in tutoring under the guidance of an elementary classroom teacher. A minimum of three hours each week is involved in a tutoring relationship. Schedules to be arranged by student. University credit to satisfy requirements for education degree is available.

**Ed 296 Leadership Training** 2 Credits  
(1 Class, 2 Lab Hrs/Wk)

A broad representation of leadership is offered in this class through its division into three distinct yet correlated quarter segments: parliamentary procedure; the psychology of leadership through instruction, and aspects of leadership in government. The course provides greater understanding of governance, development of skill and sensitivity to the requirements of leadership and recognition of the importance of decision making.

## ELECTRICITY AND ELECTRONICS

**4.250 Mathematics for Electronic Servicing** 4 Credits  
(4 Lecture, 1 Lab Hr/Wk)

A three term sequence, this course is individualized so that the student may proceed independently. Covers the concepts of arithmetic, algebra, trigonometry and vectors used to describe characteristics of the simple A.C. and D.C. circuits and circuit elements.

**6.300 Electronic Theory & Lab** Variable

The program, Individualized Curriculum for Electronics (ICE) encompasses the important phases of Electronics Technology and is subdivided into approximately 200 individual learning packages. Since the student, with the help of the instructor, selects the individual learning packages according to the student's needs, there is no set sequence of packages nor is a given set of packages assigned to a given course. Certain sequences are recommended, however, and credit is given for each package completed. The course can be started at any time at a level commensurate with the prior knowledge and experience of the student.

The following are typical package groups:

**RELATED SKILLS** - Ten or more packages dealing with the skills needed by the technician - color codes, soldering, using tools and the like.

**INSTRUMENT OPERATION** - There are several packages covering reading and using meters and various types of test equipment.

**CONCEPTS** - Basic theory is covered by more than 15 packages while over 20 packages deal with advanced theory and practice. The use of special projects allows the student to specialize.

**DEVICES** - Tubes, transistors and other solid state devices are covered in several packages. Most work beyond the basics is covered by special projects.

**CIRCUITS** - Twenty or more packages cover the basic circuitry needed by technicians including those for interfacing tube and transistor amplifiers, oscillators, and control and signal processing functions.

**SYSTEMS** - A number of packages are devoted to TV systems, home entertainment systems, communication systems and industrial control.

**DIAGNOSIS/REPAIR** - A number of packages deal with diagnosis and repair, though most learning of this type occurs as special projects.

**SPECIAL PROJECTS** - The student strikes out more or less on his own. He works on projects of his own selection with the approval and guidance of the instructor. A grade and credit hours are assigned according to how well the student conducts himself in completing the project and how long the student works on the project.

**6.301 Electronic Concepts I** 3 Credits  
(6 Lab Hrs/Wk)

A lecture-demonstration course about electronic components and the basic parameters used in electronics - voltage, current, resistance, power, inductance and capacitance. Graphical techniques suitable for learning basic electronics are introduced.

**6.302 Electronic Concepts II** 3 Credits  
(6 Lab Hrs/Wk)

Covers graphical displays such as rectangular and polar coordinate graphs and the scales used thereon; linear, semilog, log-log, time and angular. Circuit parameters, including inductive and capacitive reactance, rate of change of charge and discharge, resonance, filters, meters, mechanical-electronic devices and batteries, curves and slopes of curves are discussed. Active devices are introduced.

**6.303 Electronic Concepts III** 3 Credits  
(6 Lab Hrs/Wk)

Some facets of the electronic circuit included are sine-waves in circuits, the transformer in electronic circuits, use of Q and resonances to shape circuit performance, the antenna as a resonant circuit, the transmission line as a non-resonant circuit, and the active devices in the electronic circuit. Linear wave shaping, harmonics and octaves are introduced.

**6.304 Digital and Linear ICs** 4 Credits  
(3 Lecture, 4 Lab Hrs/Wk)

Binary techniques and ways to perform them are reviewed. The student performs assigned hardware operations. Linear I.C.s are discussed, as well as how various operating characteristics of the I.C. relate to the circuits the linear I.C. is used in the handling of binary numbers is dealt with on paper, with symbols, and in live circuits. Standard IC circuits are considered and future developments explored.

**6.305 Basics to Electronics System** 4 Credits  
(3 Lecture, 4 Lab Hrs/Wk)  
Designed to give the student a realistic picture of how parts of the electronic circuit go together and react as a part of an electronic system.

**6.306 Solid State & Associated Communication Circuits** 4 Credits  
(3 Lecture, 4 Lab Hrs/Wk)  
Principles and circuits for encoding and decoding the analog and digital signals needed for modern transmission of information. Some emphasis is on electro-optic devices and many related solid state devices (particularly fiber optics) currently coming on the market. Some discussion of transmission lines, antennas and microwaves.

**6.310 Miscellaneous Electronic Techniques** 2 Credits  
(1 Class, 3 Lab Hr/Wk)  
Introduction to electronic symbols, schematics and block diagrams. Elements of mechanical drawing and printing, as well as sketching, are introduced. Soldering equipment and techniques are explored. Communication by graphic display is also considered.

**6.398 Cooperative Work Experience** 1-5 Credits  
(Includes Seminar)  
Maximum credits towards degree, 5. Prerequisite: consent of coordinator.

## EMERGENCY MEDICAL SERVICES

**HE 256/9.428 Emergency Medical Technology I** 6 Credits  
(90 Hrs)  
This course is designed to prepare individuals for state certification as an Emergency Medical Technician I. An EMT is a person who attends any ill, injured or disabled person in connection with his transportation by ambulance.

**HE 257/9.431 Emergency Medical Technology II** 3 Credits  
(41 Hrs)  
This course is designed for graduates of the EMT I course. It is the second step in EMT training. It qualifies the graduate to take the state written and practical exam for certification. It covers intravenous therapy and advanced respiratory care. Prerequisite: Current Oregon certification as an EMT I, one year of experience as an EMT I or consent of the Director of Health Occupations.

**HE 258/9.432 Emergency Medical Technology III** 10 Credits  
(184-200 Hrs)  
EMT III is the third course in a sequence for EMTs who are currently certified in Oregon as EMT IIs. It covers assessment, pharmacology, respiratory and cardiac pathophysiology, pediatric emergency and assisting the disturbed client. The graduate is eligible to take the written and practical exam for EMT III certification. Prerequisites: Current Oregon certification as an EMT II, one year of experience as an EMT II or consent of the Director of Health Occupations.

**HE 260/9.360 Crash Injury Management** 3 Credits  
(30 Class, 10 Lab Hrs/Term)  
This course provides training in emergency medical care for first responders to traffic accidents, including all procedures required for providing basic care to accident victims and removing them from the vehicle if necessary.

**HE 262 CPR Instructor Training** 1 Credit  
(10 Hrs)  
Heart Association approved course to train Cardiopulmonary Resuscitation instructors. Current CPR card required.

**HE 280 EMT Field Experience** 1-3 Credits  
Taken concurrently with HE 256, HE 257 and HE 258.

**9.420 Emergency Medical Technician I** 6 Credits  
(90 Hrs)  
Upon completion and application Emergency Medical Technician Certificate may be awarded.

**9.431 Emergency Medical Technician II** 3 Credits  
This course is designed for those persons who have completed the Emergency Medical Technicians course, and will provide them with the specific abilities to administer intravenous fluids under emergency conditions.

**9.433 Emergency Medical Technician Refresher** 3 Credits  
(30 Hrs)  
This is the state-approved 26-hour course, plus four additional hours for recertification of EMTs I and II.

## ENGINEERING - GENERAL

**GE 101 Engineering Orientation** 3 Credits  
(3 Class Hrs/Wk)  
Engineering Orientation GE 101 is an extensive Introduction to the nature of the engineering process of representation, optimization and design. The opportunities found in the field of engineering are introduced. Prerequisite: Mth 101 previously or concurrently.

**GE 102 Engineering Orientation** 3 Credits  
(3 Class Hrs/Wk)  
Engineering orientation GE 102 acquaints students with engineering analysis and develops skills in the areas of computation and graphical representation. The digital computer is introduced. Prerequisite: Mth 102 previously or concurrently.

**GE 103 Engineering Orientation** 3 Credits  
(3 Class Hrs/Wk)  
Fosters creative ability to design projects. Computer programming is used as an aid for problems common to all fields of engineering. Prerequisite: GE 102 or instructor's consent.

**GE 199/299 Independent Study in General Engineering**  
To be arranged

## ENGLISH

See Writing and Grammar, Journalism, Literature and Language

## FARM MANAGEMENT AND RECORDS ANALYSIS

**9.830 Farm Management I - Records Analysis I** 8 Credits  
(3 Lecture Hrs, 3 Lab for 12 Mos.)  
Development of a farm-records system for the individual student's farm or ranch. Includes an overview of farm management skills, inventories, depreciation, net worth statements, filing, payroll reporting and tax management. The participating farm or ranch family (including both husband and wife) attends a series of class sessions, supplemented by scheduled farm visits by the instructor. Subject matter will be keeping basic farm records.

**9.831 Farm Management-Records Analysis II 8 Credits**

**(3 Lecture Hrs, 3 Lab Hrs/Mo. for 12 Mos.)**

The use of farm records in farm business analysis includes interpreting a farm-records analysis, profit and loss statements using records for management and estate planning. Prerequisite 9.830.

**9.832 Farm Management Records Analysis III 8 Credits**

**(3 Lecture Hrs, 3 Lab Hrs/Mo. for 12 Mos.)**

Tax Management and record planning. Class meeting and instructor visits continue as for the preceding two-years 9.830 and 9.831.

**FIRE SCIENCE TECHNOLOGY**

See Public Services



**FISHERIES TECHNOLOGY**

**First Term**

**3.500 Basic Seamanship I 4 Credits**

**(3 Lecture, 3 Lab Hrs/Wk)**

Fundamental instruction designed to make the student familiar with basic procedure involved in adequately preparing a vessel for its immediate job, (e.g. leave the dock during all conditions, vessel stability and making and maintaining mooring lines, etc.)

**3.502 Basic Navigation I 4 Credits**

**(3 Lecture, 3 Lab Hrs/Wk)**

For students interested in acquiring a basic understanding of the elements and forces within which a commercial fishing vessel must operate, and to enable the student to know how to find a vessel's position through aids to navigation and how to safely pilot that vessel in and out of harbor.

**3.504 Sanitation/Hygiene/First Aid 3 Credits**

**(2 Lecture, 2 Lab Hrs/Wk)**

Knowledge and skills in responding to onboard injury and an awareness of procedure for fishing vessel sanitation, and the priority that should be given personal and vessel hygiene.

**3.505 Net Mending/Repair I 3 Credits**

**(2 Lecture, 4 Lab Hrs/Wk)**

Knowledge and skills in understanding mid-water, side, bottom, pair and beam trawl procedure, construction principles, stress and wear areas and repair techniques. Emphasis on repair of snags, tears and panel replacement, cutting web, etc., to shrimp and bottom fish nets.

**3.507 Major Commercial Fisheries of the Northwest I 4 Credits**

**(3 Lecture, 3 Lab Hrs/Wk)**

Familiarization of the knowledge and skills of the major commercial fisheries of the Pacific Northwest, including trawl fishing, tuna fishing, crab fishing, salmon fishing, pot/longline and shrimp fishing. Object: to give student basic understanding of fishing techniques.

**Second Term**

**3.501 Basic Seamanship II 4 Credits**

**(3 Lecture, 3 Lab Hrs/Wk)**

This course is projected towards familiarizing the student with generally accepted responses to unusual situations and conditions as well as a higher level of learning about such topics as anchoring and weather.

**3.503 Basic Navigation II 4 Credits**

**(3 Lecture, 3 Lab Hrs/Wk)**

For students wishing to acquire a basic working familiarity with electronic navigation equipment and correct radio-telephone procedure, with emphasis on accuracy in position finding, and understanding what data to transmit in an emergency where time may be critical.

**3.506 Net Mending/Repair II 3 Credits**

**(2 Lecture, 4 Lab Hrs/Wk)**

A continuation of Net Mending/Repair I, which will focus on increasing familiarity with repair, increasing speed and accuracy on repair work, and net construction in general, with emphasis on shrimp and bottom fish gear.

**3.508 Major Commercial Fisheries of the Northwest II 4 Credits**

**(3 Lecture, 3 Lab Hrs/Wk)**

A continuation of Commercial Fisheries of the Northwest I, which will focus on midwater trawling, joint venture fishing for whiting, pollock and round fish, and longlining and pot fishing.

**3.509 Basic Cooking for Deckhands 1-2 Credits**

**(Regular term 1 Lecture, 2 Lab Hrs/Wk for one term.**

**Short term - 7 Lecture, 8 Lab Hrs/Wk Total)**

A program designed to prepare commercial fishing boat deckhands to become competent cooks. The program will include basic cooking skills, menu planning, food buying, basic nutrition, and understanding of the characteristics of the various cooking appliances on boats, proper food storage, galley cleaning and attractive food service. It will provide some laboratory experience in food preparation.

**Third Term**

**3.580 Cooperative Work Experience 8 Credits**

**(440 Hrs of Work Experience)**

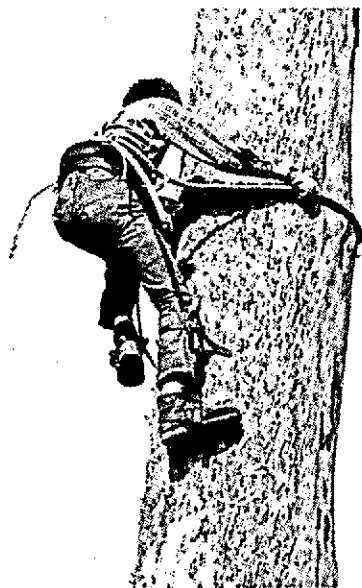
During the third term, the student applies the knowledge and skills of the first two terms on a working boat from the fleet. The vessel captain will evaluate how much and how well the student has learned.

## FOREIGN LANGUAGES

- GL 101, 102, 103 First-year German** 4 Credits/Term  
(4 Class Hrs/Wk)  
This course is designed to provide a thorough grammatical foundation and an elementary reading knowledge of German, as well as understanding of the spoken language.
- GL 199/299 Independent Study in German** To be arranged
- GL 201, 202, 203 Second-year German** 4 Credits/Term  
(4 Class Hrs/Wk)  
Review of grammar and composition, reading selections from representative authors, conversation.
- RL 101, 102, 103 First-year French** 4 Credits/Term  
(4 Class Hrs/Wk)  
An introduction to spoken and written French with emphasis on pronunciation and grammatical principles. Students may study for preparation to travel abroad, a career in international business or diplomacy, reading French literature in the original or learning the language for fun.
- RL 199/299 Independent Study in French** To be arranged
- RL 201, 202, 203 Second-year French** 4 Credits/Term  
(4 Class Hrs/Wk)  
Study of selections from representative authors, review of grammar; considerable attention to oral use of the language.
- 0.557.5, 0.557.6, 0.557.7 Conversational French** 1 Credit/Term  
(3 Lecture Hrs/Wk)  
An introduction to conversational French. Develops capability for spoken communication on everyday topics, current events and cultural material.
- 0.558.1, 0.558.2, 0.558.3 Conversational German** 1 Credit/Term  
(3 Class Hrs/Wk)  
This three-term sequence in conversational German provides the student with skills sufficient for spoken communication on everyday topics, current events and cultural activities.
- 0.560.1, 0.560.2, 0.560.3 Conversational Japanese** 1 Credit/Term  
(3 Class Hrs/Wk)  
A three-term sequence in beginning conversational Japanese for the benefit of business and industrial workers for more effective communication with foreign speaking customers.
- 0.561.1, 0.561.2, 0.561.3 Conversational Norwegian** 1 Credit/Term  
(3 Class Hrs/Wk)  
An introduction to conversational Norwegian. The course provides opportunities for practical conversation on everyday topics, current events and cultural materials.
- 0.562.1, 0.562.2, 0.562.3 Conversational Spanish** 1 Credit/Term  
(3 Class Hrs/Wk)  
A three-term sequence in conversational Spanish, providing opportunities for development of speaking skills for practical conversation on everyday subjects, current events, and cultural materials.

## FOREST TECHNOLOGY

- F199 Independent Studies - Projects in Forestry** 3 Credits  
The student will have an opportunity to conduct independent research in an area of his or her particular interest. The project is to be agreed upon prior to registration. The student will have a choice of working on an ongoing project for the Forest Service, B.L.M., Coos County or private industry. Prerequisite: instructor's consent.
- F222 Plant Identification and Photography** 2 Credits  
(4 Hr Lecture, 32 Hr Lab - 36 Hr Total)  
Characteristics, classification and identification of wild flowers, ferns, trees and shrubs in the Rogue River drainage. Prerequisite: F254 or botany course or instructor's permission.
- F254 Tree and Shrub Identification** 4 Credits  
(3 Lecture, 4 Lab Hrs/Wk)  
Characteristics, classification and identification of woody plants of Oregon. Principal timber trees of the United States and many introduced species will also be covered.
- 6.280 Cooperative Work Experience** 1-5 Credits  
Maximum credits toward degree 5. Seminar will be arranged by the coordinator. Prerequisite: Consent of coordinator.
- 6.401 General Forestry** 3 Credits  
(3 Class Hrs/Wk)  
The development of forestry in the United States is reviewed with reference to its European heritage. The course will also explore the history of forest management and multiple use concepts. Exposure to various forestry organizations, both public and private, and basic forestry tools and terms will be covered.
- 6.404 Elementary Forest Surveying** 3 Credits  
(2 Class, 4 Lab Hrs/Wk)  
An elementary course in the basic fundamentals of plane surveying, as well as the use of various surveying instruments. The theory of field measurements, bearings, angles, and azimuths is emphasized.
- 6.405 Advanced Forest Surveying** 3 Credits  
(2 Class, 4 Lab Hrs/Wk)  
Designed to follow Elementary Forest Surveying. The application and use of more precise engineering instruments will be developed. Engineering procedures used in road design and construction will be covered. Prerequisite: 6.414 Elementary Forest Surveying.
- 6.406 Forest Engineering** 4 Credits  
(3 Class, 4 Lab Hrs/Wk)  
This course is a study of forest engineering procedures with particular emphasis on road design and location. Lab projects will include the actual designing of a road. Prerequisite: 6.404, 6.405, Elementary and Advanced Forest Surveying.
- 6.407, 6.408 Forest Mensuration I, II** 3 Credits/Term  
(2 Class, 4 Lab Hrs/Wk)  
This course is designed to teach the student the basic skills and principles of forest measurements. The course will include cruising, scaling, volume measurements, log and tree grading, and the use of laboratory will include application of classroom principles in the field to measure actual forest stands. Prerequisite: 6.401 General Forestry.



**6.409 Forest Protection** **3 Credits**  
(2 Class, 4 Lab Hrs/Wk)

This course will describe the destructive agents in the forest including disease, insects, animals and fire. Emphasis will be placed on the identification of insect and disease organisms and control measures. Fire will be discussed as it relates to prevention, presuppression, and suppression. Laboratory periods will examine these agents and various control procedures.

**6.410 Forest Products Manufacturing** **3 Credits**  
(2 Class, 4 Lab Hrs/Wk)

Covers the basic forms of products derived from timber resources and how they relate to the economy. Emphasis on the type of products obtained and their relative importance to our economic system.

**6.411 Logging Operations** **3 Credits**  
(2 Class, 4 Lab Hrs/Wk)

Basic logging methods, costs and techniques. The laboratory portion will include observation of various local woods operations and types of logging systems.

**6.414 Forest Contracts (Mapping)** **3 Credits**  
(2 Class, 4 Lab Hrs/Wk)

The basic forms of forest contracts and their functional administration. Also covered will be forest mapping as it relates to forest contracts.

**6.416 Aerial Photogrammetry** **3 Credits**  
(2 Class, 4 Lab Hrs/Wk)

An introductory study of the basic skill of interpretation of aerial photos. The practical use of aerial photos for forestry use including stereoscopic viewing, scale determination, acreage measurement, object heights and forest typing.

**6.417 Silviculture** **3 Credits**  
(2 Class, 4 Lab Hrs/Wk)

An introductory course to describe and observe the biological influences on a forest stand. Principles involve the nature of forest trees and stands, their growth, reproduction, environment, composition, nutrition and various responses.

**6.419 Forest Recreation** **3 Credits**  
(2 Class, 4 Lab Hrs/Wk)

An introductory course in outdoor recreation which covers the needs and demands of the general public for use of forest resources of recreation. The economic factors involved in recreation as well as the planning and design of recreational facilities will be discussed. Prerequisite: 6.401 General Forestry or instructor's permission.

**6.420 Advanced Silviculture** **3 Credits**  
(2 Class, 4 Lab Hrs/Wk)

The application of principles previously learned to the improvement of forest stands through basic silvicultural practices. Laboratory and field exercises will include actual stand treatments. Prerequisite: 6.417 Silviculture.

**6.422 Forest and Range Fire Management** **3 Credits**  
(2 Class, 4 Lab Hrs/Wk)

The course provides a study of the elements of fire behavior and how this knowledge is applied to control of forest and range fires, to managing of forest residues, to anticipation of fire problems through planning, and to fire prevention. Prerequisite: 6.409 or consent of instructor.

**6.430 Introduction to Oregon's Fish & Wildlife Resources** **3 Credits**

(3 Class Hrs/Wk)

The course will introduce the student to the economically and recreationally important fish and wildlife forms found in Oregon. Also included are some of the basic management techniques related to these resources.

**6.449 Forest Botany** **4 Credits**  
(3 Class, 3 Lab Hrs/Wk)

A study of some of the basic principles of plant science as related to forestry. Prerequisite: Admission to a curricular program in Forest Technology.

**9.621 Fish and Forest Practices** **3 Credits**  
(3 Class Hrs/Wk)

The student will be introduced to the aquatic stream environment and stream management with emphasis on the relationship between water quality and fish and forest practices. Pertinent state and federal statutes will be presented and discussed. The latest studies and guidelines for stream protection will be presented and analyzed in relation to physical and economic feasibility.

**9.623 Wildlife Management Laboratory Procedures** **3 Credits**  
(3 Class Hrs/Wk)

The course will expose the student to first-hand knowledge and laboratory experiences related to some of Oregon's fish and wildlife resources, and will provide the opportunity to participate in some of the techniques and tests, applied to a particular resource.

**9.624 Fish and Wildlife Management Principles** **3 Credits**  
(3 Class Hrs/Wk)

This course covers some of the basic methods and techniques used to manage Oregon's fish and wildlife resources and will demonstrate the reasons why such management techniques are used for the species.

**9.827 Logging Roads and Soils** **3 Credits**  
(3 Class Hrs/Wk)

Designed to familiarize participants with forest soils as they effect road location, slope stability, road design, and erosion. Emphasis is placed on developing skills that may be used to solve practical field problems. Prerequisites: simple math. (A course in road design or construction is desirable.)

**9.828 Basic Land Surveying** **3 Credits**

A course in basic fundamentals of plane surveying, the use of various surveying instruments, theory of field measurements, bearings, angles and azimuths.

## GENERAL EDUCATION

**0.528.1 Lipreading I** **2 Credits**  
(1 Lecture, 2 Lab Hrs/Wk)

A course designed to acquaint the deaf or hard of hearing adult with techniques used in communication through lip reading. Includes the developing of confidence, increasing powers of observation, visible characteristics of the organs of speech, and practice in perceiving the spoken word.

**0.528.2 Lipreading II** **2 Credits**  
(1 Lecture, 2 Lab Hrs/Wk)

Stresses improvement in speed and accuracy in lip reading.

**0.528.3 Sign Language I** **2 Credits**  
(1 Lecture, 2 Lab Hrs/Wk)

Through this course the student learns a hand-sign language system of manual communication using formal signs, finger spelling, pantomime gestures, facial expressions and body movements to convey meanings. A basic foundation of 500 signs will be taught.

**0.528.4 Sign Language II** **2 Credits**  
(1 Lecture, 2 Lab Hrs/Wk)

This course stresses increasing the student's level of competence in signing, enlarging the basic signing vocabulary, and improving delivery speed.

**9.025 Instructor Training** **3 Credits**  
(3 Class Hrs/Wk)

This course is designed to provide the part-time teacher with methods of instruction. Materials would be applicable to teaching on grade levels 13-14, and instructing occupational preparatory classes.

## GEOLOGY AND EARTH SCIENCES

**G115 Regional Field Geology** **1-2 Credits**  
(One field trip, generally one to four days, an on-campus meeting prior to the field trip; literature study, studies of field notes and data, and report writing subsequent to the trip.)

A field study of significant geologic features of selected region. The heart of the course consists of a field trip to the region. The trip is arranged to illustrate various geologic aspects and special features unique to the selected region, and includes studies of the age and origin, geologic setting, stratigraphy and structure, topography, and significant events through geologic time. These observations are correlated with contemporaneous geologic events of special significance elsewhere. The course will begin with an on-campus meeting prior to the field trip, and all students will be expected to become familiar with the geologic section for the selected region. Students registering for one credit will be expected to demonstrate a

knowledge of the geologic section for the region. Students registering for two credits will, in addition to the work listed above, be expected to initiate a rigorous study of the geologic literature pertaining to the region prior to the trip, and on return to campus, will continue with a detailed study of selected features seen on the trip. The results of these studies will also be submitted in a report.

**G 123 Volcanology** **3 Credits**  
(3 Class Hrs/Wk)

A systematic study of volcanic processes and volcanic phenomena, including the nature and origin of magmas, volcanic materials, lava flows, volcanic cones, craters and calderas, volcanic eruptions, and geothermal features such as geysers and hot springs. Volcanic features of the Pacific Northwest, and the relationship of volcanic activity to society will be emphasized.

**G 199/299 Independent Study in Geology** **To be arranged**

**G200 General Geology** **3 Credits**  
(3 Class Hrs/Wk)

A broad survey of fundamental geologic principles and processes, the nature and measurement of geologic time, basic earth materials, internal and surficial features of the earth, the origin of the earth, major geologic events throughout time, and the geologic history of Southwest Oregon. This course is suggested as an elective, and is also accepted as a substitute for G 201 if the student wishes to complete a three-term sequence in geology.

**G 201, 202, 203 Physical and Historical Geology** **4 Credits/Term**  
(3 Class, 3 Lab Hrs/Wk)

Physical Geology (G 201, 202) includes a systematic study of fundamental geological principles and the natural processes acting within and upon the earth, the geologic time scale, basic earth materials, the nature and origin of the earth and its oceans, natural resources, and the interrelationship of man and his natural environment.

Historical Geology (G 203) includes a study of basic stratigraphic methods and principles, the nature of geologic change, the early development of geologic thought, the measurement of geologic time, the progression of life through time, the significance of fossil plants and animals. The course also includes a detailed study of the sequence of major geologic events throughout the earth's history, including tectonic changes, stratigraphic relations, paleogeographic environments, the development of the North American continent, the geologic history of Southwestern Oregon and the processes involved in these changes. Lectures, laboratory and field study each term.

**G 207/0.620.2 Geology of the Pacific Northwest** **3 Credits**  
(3 Class Hrs/Wk)

Since there is no prerequisite, the nature of this course is twofold. It begins with studies of basic earth materials, fundamental geologic principles and processes, geologic time, and the nature of internal and surficial features of the earth. It continues with a systematic study of the geologic history of the Pacific Northwest, emphasizing the sequence of geologic events for different regions, including stratigraphic relations, the structural framework, and the origin and development of landforms. Field trips to areas of geologic significance are included.



**G 245 Scenic Geology and The National Parks** 3 Credits  
(3 Class Hrs/Wk)

A study of the origin and evolution of landforms, and the nature of specific features of the natural landscape. The course includes gradational processes and landforms, volcanic processes and landforms, and tectonic processes and landforms. Concurrent studies include specific geomorphic provinces and the landscape features unique to each, emphasizing the national parks and monuments. The relationship of society and the natural landscape is integrated with the course.

**G 291 Minerals and Rocks** 4 Credits  
(4 Class Hrs/Wk)

A study of the nature and origin of minerals and rocks, with major emphasis on their identification. The course is designed primarily for the non-geologist, and is twofold in nature. The section on minerals includes studies of mineral origin, physical properties, crystallography, and classification, as well as mineral description and identification. The section on rocks includes studies of rock-forming processes, rock composition and texture, and rock structure, as well as rock classification, description, and identification. The course concludes with studies of ore deposits, and the significance of minerals and rocks in human affairs.



**Oc 133 Oceanography** 4 Credits (3 Credits without Lab)  
(3 Class, 3 Lab Hrs/Wk)

A systematic study of the basic chemical, physical, geological and biological aspects of oceans, including origin of ocean basins and sea water. The significance of the interrelationships of man and the ocean is emphasized. Laboratory and field investigations of the properties of sea water and oceanic processes.

**HEALTH AND FIRST AID**

See also: Emergency Medical Services

**HE 199/299 Independent Study in Health** To be arranged

**HE 250 Personal Health** 3 Credits  
(3 Hr/Wk)

Study of personal health problems of college men and women on implications in mental health, personal health, health hazards and environmental health.

**HE 252 Standard First Aid** 3 Credits  
(30 Hrs)

Meets requirements for standard certification by the American Red Cross. Course for Police Science, Physical Education and Health Majors. No prerequisites.

**HE 262 CPR Instructor Training** 1 Credit  
(5 Lecture, 5 Lab Total)

Heart Association-approved course to train instructors in the standards of cardiopulmonary resuscitation and the choking victim. Current CPR card required.

**0.571.1 Cardiopulmonary Resuscitation** 0.5 Credits  
(5 Lecture, 5 Lab Hrs Total)

A course developed to teach skills and background of application of C.P.R. in cardiac arrests, clearing an airway obstruction of a choking victim, and recognizing the aforesaid situations.

**0.571.2 Multimedia First Aid** .5 Credit  
(10 Hrs-5 Lecture, 5 Lab)

Satisfactory completion meets Standard Multimedia Certificate of the American Red Cross.

**0.571.3 Basic First Aid** 1 Credit  
(20 Hrs)

Satisfactory completion meets Standard Certification by the American Red Cross.

**0.571.4 Advanced First Aid and Emergency Care** 3 Credits  
(50 Hrs - 30 Lecture, 20 Lab)

Satisfactory completion meets Advanced Certification by the American Red Cross. 0.571.2 is not a prerequisite and does not apply as partial credit for this course.

**9.430 Dental Radiology** 3 Credits  
(For employed Dental Assistants)

(24 Class/21 Lab Hrs; total, 45 Hrs over 1 or 1½ Terms)  
This is a program for employed dental assistants to develop proficiency in dental radiology theory and techniques.

**HISTORY**

**Hist. 101, 102, 103 History of Western Civilization** 3 Credits/Term  
(3 Class Hrs/Wk)

Origins and development of Western Civilization from ancient times to the present.

**Hist. 199/299 Independent Study in History** To be arranged.

**Hist. 201, 202, 203 History of the United States** 3 Credits/Term  
(3 Class Hrs/Wk)

Development of the United States from colonial times to the present.

**Hist. 210 Introduction to East Asian History** 3 Credits  
(3 Class Hrs/Wk)

A historical overview from prehistoric times to the present of the eastern part of Asia inhabited by Mongoloid man, and dominated by a civilization established in ancient China. Emphasis on histories of China, Korea, Japan and Vietnam.

**Hist 263 Scandinavia, Past and Present** 3 Credits  
 (3 Class Hrs/Wk)  
 An introduction to present-day life in Norway, Sweden, Denmark and Finland; the history and culture of the Scandinavian countries and their influence on the development of the United States.

**Hist 220 Labor History**  
 See Labor Studies

**Hist 221 Labor Today**  
 See Labor Studies

**Hist 226 Labor and Legislation**  
 See Labor Studies

**1.123, 1.124, 1.125 Pacific Northwest History** 3 Credits  
 (3 Lecture Hrs/Wk)  
 An introduction to the geography, history and cultural life of the Pacific Northwest region. The historic growth of Oregon's South Coast will be studied in relation to the region's history.

## HOME ECONOMICS

The majority of the courses listed below are offered on a rotating term basis. A few specialized courses are provided only when specific community need has been indicated.

**CT 210 Clothing Construction** 3 Credits  
 (3 Class Hrs/Wk)  
 Study of the principles of selection, construction and fitting with emphasis on management; how to choose between construction methods and between ready-to-wear clothes and those made at home. Clothing construction as a creative expression is also recognized.

**CT 211 Clothing Selection** 3 Credits  
 (3 Class Hrs/Wk)  
 The course includes study of the artistic, economic and psychological factors affecting the selection of adult clothing. Designed for the student majoring in home economics and fashion merchandising. Also open to nonmajors.

**FL 222 Marriage Preparation** 2 Credits  
 (3 Class Hrs/Wk)  
 Open to men and women. Marriage; nature and motives; marriage readiness. Courtship period, factors in mate selection.

**FL 223 Family Living** 2 Credits  
 (3 Class Hrs/Wk)  
 Open to men and women. Marriage and relationships in the beginning family. A study and analysis of the social, physical, educational, economic, psychological and other factors of family behavior.

**FL 225 Child Development** 3 Credits  
 (3 Class Hrs/Wk)  
 Principles of child growth and development. Influences of culture, family and community influences on physical, social, emotional and mental growth.

**FN 225 Nutrition** 3 Credits  
 (4 Class Hrs/Wk)  
 Study of nutrition and the newer scientific investigations, study of optimal diet for health; present day nutritional problems. For home economics majors, nursing students, physical education majors and food service majors.

**HEc 101 Introduction to Home Economics** 1 Credit  
 (1 Lecture, 1 Lab Hr/Wk)  
 An orientation course of Home Economics majors and non-majors interested in developing a greater understanding of Home Economics as a profession. The course explores the philosophy, contributions, trends and interdisciplinary nature of the field as well as the services to families. Employment opportunities, training required and new developments in related career fields.

**HEc 199/299 Independent Studies in Home Economics**  
 To be arranged

**HEc 280, FN 280, CT 280 or FL 280**  
**Field Experience** 1-3 Credits  
 (Includes Seminar)  
 Nine credits maximum. Prerequisite: Instructor's permission.

**0.624 Mushroom Identification** 1 Credit  
 (15 Class, 10 Lab Hrs/Term)  
 Identification of local wild mushrooms, their basic characteristics and location will be taught. Stressed will be positive identification of edible and non-edible species, preparation for food and methods of preserving.

**0.624.1 Wild Edible Plants** 1 Credit  
 (2 Class Hrs/Wk, 2 Field Trips)  
 This course emphasizes successful identification of a variety of wild edible plants and foods, as well as methods of preparation and preserving them.

**0.841 Family Finance and Resource Management** 1 Credit  
 (3 Hrs/Wk)  
 A study of new ideas for family money management, including use of credit, income tax procedures, teaching children how to manage money and study of consumer buying ability. Attitudes, values and decision making ability will be emphasized.

**0.846 Home Management** 1 Credit  
 (3 Hrs/Wk)  
 A course in general home management designed for the student with special needs. The course covers management of time, energy, money and other family resources. Explores the decision making process and includes specific techniques for increasing management skills in the areas of clothing, food, housing and family health. Cost-cutting techniques are emphasized in each area.

**0.853 Consumer Education** 1 Credit  
 (3 Lab Hrs/Wk)  
 A series designed to aid homemakers in their role as consumers. Each session a part of a complete program will present a selected topic relating to areas such as clothing and textiles, foods and nutrition, home management or family living.

- 0.860 Interior Decorating I** **1 Credit**  
**(3 Lab Hrs/Wk)**  
 The fundamentals of home decorating, including the use of design, color, texture, space and form. The selection and use of floor coverings, window treatments, wall finishes, furniture, lighting and accessories.
- 0.870 Food For Your Family** **1 Credit**  
**(3 Lab Hrs/Wk)**  
 This course covers creative meal preparation for the modern family with lessons on effective food buying, meal planning, time-saving food preparation, special diet needs and some specialty and holiday cookery.
- 0.873 Home Canning and Food Preservation**  
**(3 Lab Hrs/Wk)**  
 Includes all types of food preservation: canning, freezing, pickling, jams and jellies.
- 0.874 Small Appliance Cooking** **1 Credit**  
**(3 Lab Hrs/Wk)**  
 Designed for homemakers interested in learning the techniques of preparing foods in slow cookers, woks and microwave ovens, this course stresses selection and preparation of ingredients for basic foods as well as gourmet recipes.
- 0.875 Baking With Yeast** **1 Credit**  
**(3 Lab Hrs/Wk)**  
 Yeast bread of various types will be studied and methods will be demonstrated.
- 0.881 The Changing Role of Today's Parents** **0 Credit**  
**(2 Hrs/Wk)**  
 Understanding parent-child relationships and developing effective communications with child and adolescents.
- 0.884 Parenting Seminar** **1.5 Credits**  
**(8 3-Hr Sessions)**  
 Development of Skills: Learning to modify behavior under the methodology of four parenting approaches.  
 Development of Knowledge: Learning the basic of four parenting techniques, understanding priority and goal setting for behavior, understanding some basics in developmental expectations.  
 Development of Attitudes and Values: Helping persons to draw from a large repertoire of knowledge when dealing with a specific problem.
- 0.900 Exploring Family Relations** **1/2 to 1 Credit**  
**(2 Lecture, 1 Lab Hr/Wk)**  
 A course in interpersonal relationships within the family. Emphasis will be on practical methods for the development of positive interaction between family members. Methods for dealing with common family problems such as parent-child relations, family responsibilities, parental roles, communication and handling times of stress will be explored.
- 0.910 Poise and Self Improvement for Women** **1-3 Credits**  
**(3 Lab Hrs/Wk)**  
 A course planned to help the student develop a greater understanding of the importance of efficient personal management, optimal health and nutrition and personal appearance in the development of the individual. Grooming, wardrobe planning, etiquette and visual poise will be emphasized.
- 0.918 Senior Workshop** **1 Credit**  
**(3 Hrs/Wk)**  
 For the older person living on a limited income, information regarding diets for health needs, management methods for meeting housing, health and food needs. Use of available services.
- 0.926 Basic Sewing** **1 Credit**  
**(3 Lab Hrs/Wk)**  
 This course is designed for men and women who wish to learn the basic techniques of sewing and for those who are interested in improving and learning new methods. The course covers fabric selection, pattern alteration, selection and use of equipment, pressing techniques, as well as the basic techniques of clothing construction needed to enter the more advanced classes.
- 0.927 Sewing with Knits** **1 Credit**  
**(3 Lab Hrs/Wk)**  
 Effective methods for sewing a variety of knit styles are presented and demonstrated. Blouses, sweaters, skirts, sportswear and lingerie are included.
- 0.928 Children's Clothing** **1 Credit**  
**(3 Lab Hrs/Wk)**  
 Various types of garments for children will be constructed of both knit and stabilized fabrics.
- 0.940 Dressmaking** **1 Credit**  
**(3 Hrs/Wk)**  
 New methods of construction of garments from wool and synthetic fabrics with emphasis on principles of clothing selection and pattern and fabric coordination. Use of interfacings, linings and underlinings will be included. Prerequisite: 0.926 or equivalent.
- 0.943 Sportswear Construction** **1 Credit**  
**(3 Lab Hrs/Wk)**  
 Methods for sewing shirt style apparel for men and women will be demonstrated. A unit on pattern alteration and fitting of pants for women will be featured.
- 0.955 Advanced Sewing with Knits** **1 Credit**  
**(3 Lab Hrs/Wk)**  
 Demonstrations of construction techniques used in sewing more complicated styles and tailored type ensembles in knit fabrics.
- 0.956 Tailoring Women's Clothing** **1 Credit**  
**(3 Lab Hrs/Wk)**  
 This advanced course presents the tailoring techniques used in making a suit, coat or pants suit. Tailored sleeves, lapels, collars, pockets, buttonholes, linings and other details will be demonstrated. Prerequisite: 0.926 or consent of instructor.
- 0.957 Sewing Men's Clothing** **1 Credit**  
**(3 Lab Hrs/Wk)**  
 Tailoring methods will be demonstrated. Men's sport coats, slacks or casual jackets may be constructed. Prerequisite: 0.926 or consent of instructor.

- 0.965 Understanding Today's Fabrics Workshop** 1 Credit  
(3 Lab Hrs/Wk)  
Identifying and using the new fabrics such as various synthetics, vinyls, fur fabrics, knits and non-woven fabrics. For sales clerks, home sewers and others who desire a knowledge of textiles.
- 0.966 Clothing Selection and Coordination** 1 Credit  
(3 Lab Hrs/Wk)  
This course includes selection of becoming and appropriate colors, lines and fabrics, emphasizing coordinates of the wardrobe with selection of patterns and fabrics emphasized.
- 0.968 Pattern Drafting** 1 Credit  
(2½ Lab Hrs/Wk)  
This course is designed for the individual who is interested in learning flat pattern drafting techniques which will be useful in altering commercial patterns, drafting new patterns and restyling patterns and apparel terms. A second term, dealing with advanced techniques, is available as needed.
- 0.969 Fitting and Pattern Alterations** 1 Credit  
(2½ Lab Hrs/Wk)  
The course covers techniques for making a basic dress from percale for use as a fitting shell. These garments are then used as a guide in drafting a basic pattern of pellon to use as a guide for making perfectly fitted clothes and a base for creating original designs.
- 0.972 Sewing For the Home** 1 Credit  
(3 Lab Hrs/Wk)  
The techniques of sewing and fusing applied to window treatments, pillows, slipcovers, and table covers for the home.
- 7.101 Introduction to Early Childhood Education** 2 Credits  
(3 Class Hrs/Wk)  
Study of the various types of early childhood education programs focusing on facilities, staff and program content.
- 7.131 Orientation to Food Services** 2 Credits  
(3 Hrs/Wk)  
Explores the various aspects of food service occupations including job requirements, supervision, management, purchasing, preparation and food service. Field trips to various institution kitchens are included.
- 7.134 Food Preparation** 2 Credits  
(1 Class, 2 Lab Hrs/Wk)  
The course includes the principles of food preparation with emphasis on the scientific principles of cookery. Demonstrations and experiments will be presented to illustrate the effects of various ingredients, variation in preparation techniques and the critical steps in the preparation of basic food products. The course will serve as a background for quantity foods courses for the individual interested in institution food service.
- 7.137 Food Preparation Workshop** 1 Credit  
(3 Hrs/Wk, 4 Wks)  
A short course presenting techniques used in preparing special foods for holidays and special occasions. Designed for individual preparing for work in food service or for those employed in institution food services.
- 7.138 Practical Nutrition** 2 Credits  
(2 Hrs/Wk)  
This course is designed for students enrolled in nursing, food service and child care programs and others interested in a study of basic nutrition. Covers functions of food and its relation to health, the various nutrients, bodily requirements, and processes involved in utilization of food.
- 7.139 Diet Therapy** 2 Credits  
(2 Hrs/Wk)  
The course is designed to give hospital cooks more background and understanding in planning, preparing and serving therapeutic diets, especially in the absence of a dietitian.
- 7.153, 7.154 Child Development I, II** 2-3 Credits/Term  
(2 Class, 1 Lab Hrs/Wk)  
Study of the developing child, and the physical, emotional, social, motor, ethical and intellectual aspects of development.
- 7.162 Infant and Child Care** 2 Credits  
(2 Class Hrs/Wk)  
General principles of development and care of the infant and child under six.
- 7.165 Home and Family Management** 2 Credits  
(2 Class, 1 Lab Hr/Wk)  
Management of the home considering resources of time, talent, energy and money.
- 7.170, 7.171 Parent-Child Relationships I, II** 2 Credits/Term  
(2 Class Hrs/Wk)  
Study of the interaction process between parent and child and various styles of parent-child relationships.
- 7.172, 7.173 Creative Activities I, II** 2 Credits/Term  
(2 Class Hrs/Wk)  
An overview of creative activities for young children in arts and crafts. Methods and materials for group activities.
- 7.174, 7.175, 7.176 Directed Participation I, II, III** 1-5 Credits/Term  
(3-10 Hrs/Wk)  
Designed to provide students an opportunity to observe an experienced preschool teacher working with groups of children and to gain practical experience working with children under the teacher's supervision.
- 7.177 Health and Safety** 2 Credits  
(2 Class Hrs/Wk)  
Emphasizes the necessary safety procedures for child care facilities and the routine health practices to be observed in work with groups of young children.
- 7.178 Child Nutrition and Health** 2 Credits  
(2 Class Hrs/Wk)  
Nutritional needs and relation to the health of the young child; menu planning for groups.

**7.180 Work Experience** 1-4 Credits  
 (Includes Seminar)  
 Nine credits maximum. Prerequisite: Instructor's permission. May be used to fulfill the certification requirements in selected areas such as food service and child day care.

**9.938 Menu Planning** 2 Credits  
 (2 Hrs/Wk)  
 The course covers menu planning for quantity food service and will include basic menu planning, meeting protein requirements, fruit and vegetable requirements, the use of techniques and aids useful in menu planning. Menu planning for school lunch will also be studied.

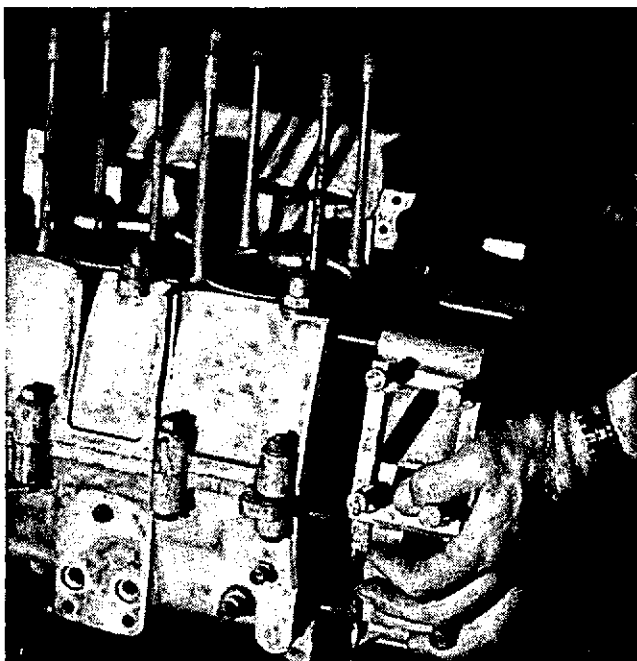
## INDUSTRIAL MECHANICS

Students must provide their own hand tools for all automotive courses. A list of required tools is available from instructor.

**0.763.1 General Metals** 1 Credit  
 (1 Lecture, 2 Lab Hrs/Wk for one term)  
 An introduction course for those interested in investigating the field of metal working. Course includes basic arc and gas welding, bending, foundry processes and sheetmetal.

**0.775 Auto Maintenance** 1.5 Credits  
 (1 Class, 2 Lab Hrs/Wk)  
 Included in the course is orientation to the various automotive systems, consumerism in automotive parts and services, noise and air pollution, warning signals, seasonal service and minor repairs.

**0.775 Automotive Survival for Women** 1.5 Credits  
 (1 Lecture, 2 Lab Hrs/Wk/Term)  
 Course content includes simple orientation to the various automotive systems, basic routine maintenance, how to recognize problem warning signs, basic use of tools for emergency situations on the road, how to relate to repair technicians, how to purchase a car, how to research information, and how not to be "ripped off" at the local garage.



**3.300 Suspension and Brake Systems** 3 Credits  
 (2 Class, 8 Lab Hrs/Wk)  
 The construction and operation of front and rear suspension systems and hydraulic brakes. Includes adjustment and repair procedures. Prerequisite: Practical Physics 4.300, Internal Combustion Engines 1, 3.304.

**3.304 Internal Combustion Engines I** 3 Credits  
 (2 Class, 8 Lab Hrs/Wk)  
 Theory and operation of internal combustion engines. Includes the complete disassembly, inspection, measurement and reassembly of school engine.

**3.306 Internal Combustion Engines II** 3 Credits  
 (2 Class, 8 Lab Hrs/Wk)  
 Engine overhaul techniques, using industry standards. Includes machining and repair processes required in engine reconditioning. Prerequisite: Internal Combustion Engines I 3.304.

**3.308 Electrical I** 4 Credits  
 (24 Class, 48 Lab Hrs/Quarter)  
 Theory and application of basic electricity to motors and engine accessories. Prerequisite: Practical Physics 4.304.

**3.310 Fuel Systems** 3 Credits  
 (2 Class, 3 Lab Hrs/Wk)  
 Theory and operation of major components of fuel systems of internal combustion engines.

**3.318 Power Trains** 2 Credits  
 (2 Class, 3 Lab Hrs/Wk)  
 Power transmission through clutches, standard transmissions, overdrives, drive lines and differentials. Typical units are disassembled, assembled, and adjusted. Prerequisite: Suspension and Brake Systems 3.300.

**3.318 Steering Controls** 3 Credits  
 (2 Class, 3 Lab Hrs/Wk)  
 A detailed study of wheel alignment factors, equipment and procedures. Wheel balancing methods are included with alignment trouble diagnosis. Prerequisite: Suspension and Brake Systems 3.300.

**3.322 Electrical II** 4 Credits  
 (4 Class, 6½ Lab Hrs/6 Wks)  
 Principles and operation of D.C. and A.C. generation and regulation systems. Emphasizes the use of test instruments to locate malfunctions and to adjust regulation devices. Prerequisite: Electrical 3.308.

**3.324 Diagnostic Procedures** 3 Credits  
 (4 Class, 6 Lab Hrs/6 Wks)  
 Systematic testing and tuning of I.C. Engines. Prerequisite: Electrical 3.322.

**3.326 Automatic Transmission** 4 Credits  
 (4 Class, 6 Lab Hrs/Wk)  
 Theory operating principles of automatic transmission. Hydraulic and power flow principles are applied to typical units.

- 3.329 Mechanical Systems Laboratory** **3 Credits**  
(24 Lab Hrs/Wk for ½ Term)  
Engine overhaul, carburetion and electrical system service. Prerequisites: 4th term standing and Internal Combustion Engines I and II, (3.300 and 304) and Suspension and Brake Systems 3.300.
- 3.331 Mechanical Systems Laboratory** **3 Credits**  
(24 Lab Hrs/Wk for ½ Term)  
A continuation of 3.329.
- 3.332 Service Management** **2 Credits**  
(2 Class Hrs/Wk)  
A course designed to give the students an appreciation of the duties and responsibilities of the service manager. Prerequisite: 4th term standing.
- 3.333 Mechanical Systems Laboratory** **3 Credits**  
(24 Lab Hrs/Wk for ½ Term)  
The final course in shop service operations. Emphasis is placed on flat rate schedules and repair cost estimating. Job selection is extended into the tune up and automatic transmission fields. Prerequisite: 6th term standing plus 3.331.
- 3.380 Cooperative Work Experience** **1-3 Credits**  
(Includes Seminar)  
Prerequisite: Permission of instructor. 9 credit maximum.
- 3.536, 3.537, 3.538, 3.539 Small Engine Repair I, II, III, IV** **3 Credits/Term**  
(6 Lecture-Lab Hrs/Wk)  
A four term sequence in small engines. Includes 2-cycle and 4-cycle engine theory, practice on assembly and disassembly, repair, and applications such as motorcycles, lawn mowers, and chain saws. Courses must be taken in sequence, or by consent of instructor.
- 4.150 Welding I** **3 Credits**  
(1 Class, 4 Lab Hrs/Wk)  
Introduction to oxyacetylene welding, covering the theory, practices, safety and operation of oxyacetylene equipment on light gauge materials. History of welding and forming metals.
- 4.151 Welding II** **3 Credits**  
(1 Class, 4 Lab Hrs/Wk)  
Introduction to oxyacetylene burning and welding of heavy plate, covering the theory, practices and safe operation of burning and welding equipment on various types and sizes of materials.
- 4.152 Welding III** **3 Credits**  
(1 Class, 4 Lab Hrs/Wk)  
Introduction to oxyacetylene pipe welding, tubing welding and exotic metal bonding.
- 4.153 Welding IV** **3 Credits**  
(1 Class, 4 Lab Hrs/Wk)  
Introduction to pipe arc welding.
- 4.154 Welding V** **3 Credits**  
(1 Class, 4 Lab Hrs/Wk)  
Beginning arc welding.
- 4.155 Welding VI** **3 Credits**  
(1 Class, 4 Lab Hrs/Wk)  
Advanced arc welding.
- 4.156 Welding VII** **3 Credits**  
(1 Class, 4 Lab Hrs/Wk)  
Introduction to TIG welding.
- 4.157 Welding VIII** **3 Credits**  
(1 Class, 4 Lab Hrs/Wk)  
Introduction to MIG welding.
- 4.158 Machine Tool Practice Lab** **2 Credits**  
(1 Class, 3 Lab Hrs/Wk)  
Beginning MTP prerequisite.
- 4.159 Maintenance/Fitter Welding** **5 Credits**  
(2 Class, 9 Lab Hrs/Wk)  
Introduces student to maintenance and fitting procedures needed for occupational skills in the welding trades of the local area. Prerequisite: Second year welding major.
- 4.160 Metals Applications and Testing** **3 Credits**  
(2 Class, 3 Lab Hrs/Wk)  
This course is a practical guide to heat treating and testing of standard steels and alloys; includes some theory in physical metallurgy.
- 4.165, 4.166, 4.167 Welding Lab A, B, C** **3 Credits/Term**  
(9 Lab Hrs/Wk/Term)
- 4.170, 4.171 Machine Tool Practices I, II** **3 Credits/Term**  
(1 Class, 4 Lab Hrs/Wk)  
Introductory sequence in shop practices with bench grinder, drillpress, lathe, shaper, vertical and horizontal milling machines.
- 4.172 Machine Tool Practices III** **3 Credits**  
(1 Class, 4 Lab Hrs/Wk)  
Gives the student the opportunity to apply skills developed in prerequisite courses 4.170 and 4.171 in individual or group projects.
- 4.173 Basic Numerical Controlled Machines** **2.5 Credits**  
(1 Class, 4 Lab Hrs/Wk)  
Introductory courses in numerically controlled machines, shop practices, industrial applications and economics, and manufacturing processes. Prerequisite: Machine Tool Practice I, II and III or consent of instructor.
- 4.174 Machine Tool Practices V** **3 Credits**  
(3 Class Hrs/Wk)  
This course provides technical information applicable to inspection of work, gauges, special tools and measuring devices. The principal subjects covered are nomenclature, tolerances, fits, the use of handbooks, and methods of inspection.
- 4.175 Machine Tool Practices VI** **2.5 Credits**  
(1 Class, 1 Lecture, 3 Lab Hrs/Wk)  
A study of machine tools and their functions in manufactory processes. Machineability of materials, tooling, gauging, heat treating are included. Students will do precision work on all machines in the shop. Prerequisite: Machine Tool Practice I, II and III or consent of instructor.

- 4.176 Machine Tool Practices VII** **3 Credits**  
(9 Lab Hrs/Wk)  
Manipulation of the lathe, milling machines, and grinder for work set-up and operation. Student does projects involving tool grinding, turning, boring, threading, and milling. Prerequisite: Second year standing or consent of instructor.
- 4.177 Machine Tool Practices VIII** **3 Credits**  
(9 Lab Hrs/Wk)  
Milling machines, grinding, gear cutting, steel tempering, gauge, and texture work. Prerequisite: Second year standing in MTP or consent of instructor.
- 4.178 Machine Tool Practices IX** **3 Credits**  
(9 Lab Hrs/Wk)  
Machining and manufacturing of simple blanking, piercing and forming dies and second operation work for production shops. Prerequisite: Second year standing in MTP or consent of instructor.
- 4.180 Cooperative Work Experience** **1-3 Credits**  
(Includes Seminar)  
9 Credits maximum. Prerequisite: Permission of instructor. May replace 4.165, 4.166, 4.167 Welding Lab A, B, C.
- 9.050 Small Engine Repair** **1 Credit**  
(3 Lab Hrs/Wk)  
Introduction to small two cycle or four cycle gasoline engines to include testing, maintenance, and repair.
- 9.070, 9.071 Refrigeration Servicing I & II** **3 Credits/Term**  
(3 Class Hrs/Wk)  
Principles and designs of refrigeration systems. Includes maintenance requirements. Prerequisite: Must be in sequence or instructor's consent.
- 9.110 Carburetion for Auto Mechanics** **2 Credits**  
(1 Class, 2 Lab Hrs/Wk)  
Principles and maintenance of carburetors. Prerequisite: In automotive service trade.
- 9.111 Automotive Electric** **2 Credits**  
(1 Class, 2 Lab Hrs/Wk)  
Basic Automotive electrical systems. Prerequisite: In automotive service trade.
- 9.112 Automotive Tune-up for Mechanics** **2 Credits**  
(1 Class, 2 Lab Hrs/Wk)  
Tune-up methods and related electrical and mechanical systems. Prerequisite: In automotive service trade.
- 9.113 Heavy Duty Electrical** **2 Credits**  
(1½ Class, 1½ Lab Hrs/Wk)  
This is a fundamental trouble shooting course in heavy duty electrical units such as starters, series parallel switches, alternators, point type regulators, generators and transistor regulators.
- 9.114 Heavy Duty Fuel Systems** **2 Credits**  
(1½ Class, 1½ Lab Hrs/Wk)  
An elementary course to teach trouble shooting procedures on heavy duty carburetors with governors, marine up draft and down draft carburetors, and different types of diesel fuel systems. (Detroit Diesel, Cummings Cat and I.H.C.)
- 9.115 Heavy Duty Diesel Engine Maintenance** **2 Credits**  
(1½ Class, 1½ Lab Hrs/Wk)  
Disassembling and reassembling of diesel engines, measurement of parts, and determination of parts and repairs needed to put engine back to original condition are taught in this course. Also included is engine starting and final adjustments.
- 9.150 Welding I** **2 Credits**  
(1 Class, 3 Lab Hrs/Wk)  
Introduction to welding covering theory, practice, safety and operation of oxyacetylene equipment on light gauge materials; history of welding and forming metals.
- 9.151 Welding II** **2 Credits**  
(1 Class, 3 Lab Hrs/Wk)  
Continuation of oxyacetylene welding, vertical and overhead. Introduction to oxyacetylene cutting.
- 9.152 Welding III** **2 Credits**  
(1 Class, 3 Lab Hrs/Wk)  
Introduction to stainless, cast iron and steel brazing with oxyacetylene equipment.
- 9.153 Welding IV** **2 Credits**  
(1 Class, 3 Lab Hrs/Wk)  
Introduction to oxyacetylene heavy plate and pipe welding using safe standard procedures.
- 9.161 Welding V** **2 Credits**  
(1 Class, 3 Lab Hrs/Wk)  
Introduction to arc welding theories and practices using safe procedures. Testing weld and learning reasons for testing procedures.
- 9.162 Welding VI** **2 Credits**  
(1 Class, 3 Lab Hrs/Wk)  
To continue arc welding theories, practice safety and operation on arc welding equipment.
- 9.163 Welding VII** **2 Credits**  
(1 Class, 3 Lab Hrs/Wk)  
Introduction to pipe arc welding using safe theories and practices.
- 9.164 Welding VIII** **2 Credits**  
(1 Class, 3 Lab Hrs/Wk)  
Introduction to TIG welding covering theories, practices and safe operations of TIG welding machines.
- 9.165 Welding IX** **2 Credits**  
(1 Class, 3 Lab Hrs/Wk)  
Continuation of Welding VIII on use of TIG and MIG machines.

**9.166 Machine Tools Practices I** 2 Credits  
(1 Class, 3 Lab Hrs/Wk)

A course designed to provide basic machine tool knowledge and concepts in developing an understanding of chip removal common in local industry.

**9.167, 9.168 Machine Tools Practices II, III** 2 Credits/Term  
(1 Class, 3 Lab Hrs/Wk)

A continuation of first-term machine tools practices with more concentration on skill of machine operation.

## JOURNALISM

**J 199 Special Projects in Journalism** To be arranged

**J 211, 212, 213 Introduction to Mass Communications** 2 Credits/Term  
(2 Class Hrs/Wk)

A survey course planned to introduce the student to television, radio, newspapers, magazines and other media forms as a part of his environment and to call attention to the impact of these media. J 211 focuses on the history and development of the American newspaper, from large city daily to small town weekly. Alternate media - the specialized press, broadcasting and film - are also surveyed. J 212 examines the technology of producing newspapers, magazines and radio and television broadcasts. Field trips to local printing and broadcast facilities are included. J 213 examines contemporary issues as they relate to mass media: violence on TV, governmental regulation, public access, minority groups and media. The courses may be taken in any order.

**J 215 Journalism Laboratory (Newspaper)** 1 Credit  
(1 Class Hr/Wk)

On-the-job training in techniques of reporting and editing, carried on in conjunction with publication of the student newspaper. May be repeated for credit.

**J 216 Reporting I** 2 Credits  
(2 Class Hrs/Wk)

Basics of gathering and reporting news, with emphasis on accuracy and clarity of writing. J 215 required in conjunction with this course. No prerequisites.

**J 217 Reporting II** 2 Credits  
(2 Class Hrs/Wk)

Continued study of writing news and news features, with emphasis on accuracy and objectivity. Also considered are methods of gathering and organizing materials for multiple source, multi-dimensional stories. J 215 required in conjunction with this course. Prerequisite: Reporting I or consent of instructor.

**J 218 Copy Editing and Makeup** 2 Credits  
(2 Class Hrs/Wk)

Copyreading, headline writing, proofreading and makeup. No prerequisites.

**J 280 Field Experience** Variable  
(Includes Seminar)

Combined work and study projects in fields of writing, reporting, editing, public relations and other mass media-related activities. Nine credits maximum. Prerequisite: Instructor's permission.

**J 299 Independent Study in Journalism** To be arranged

## LABOR STUDIES

**Ec 216 Labor Economics** 3 Credits  
(3 Class Hrs/Wk)

A study of the American economic system, role of labor, and issues of inflation, unemployment, poverty and economic growth. (Offered every other year.)

**Hist 220 U.S. Labor History** 3 Credits  
(3 Class Hrs/Wk)

A survey of the history of work and the development of the labor movement in the United States.

**Hist 221 Labor Today** 3 Credits  
(3 Class Hrs/Wk)

An introduction to the interactions of unions, management, and government; issues of wages, worker security, managerial authority, and the role of government in the labor relations process. (Offered every other year.)

**Hist 226 Labor and Legislation** 3 Credits  
(3 Class Hrs/Wk)

An introduction to the operation and functions of the State Legislature and Congress with emphasis on labor issues. (Offered every other year.)

**PS 244 Labor Law** 3 Credits  
(3 Class Hrs/Wk)

A survey of major laws affecting labor with emphasis on laws relating to collective bargaining, working conditions, job security, civil rights, safety and other labor issues. (Offered every other year.)

**PS 245 Collective Bargaining** 3 Credits  
(3 Class Hrs/Wk)

An introduction to the process of negotiating a labor contract, the nature of a written agreement, content of the labor agreement, and the tactics and strategies of bargaining. (Offered every other year.)

## LITERATURE AND LANGUAGE

**Eng 101, 102, 103 Survey of English Literature** 3 Credits/Term  
(3 Class Hrs/Wk)

A chronological survey of English literature from its beginnings to the present. Major works and major writers are studied, as well as their backgrounds, which will be useful in the study of other literature and other fields of cultural history. The course recommended for majors in English, History, and Library Science. Eng 101: Anglo Saxon beginnings through the Renaissance; Eng 102: Seventeenth Century to Romantics; Eng 103: Nineteenth and Twentieth Centuries. Sequence order recommended but not required.

**Eng 104, 105, 106 Introduction to Literature** 3 Credits/Term  
(3 Class Hrs/Wk)

An introductory course designed to teach the student life-long skills of critical reading and appreciation of literature. The quarters are separated according to type of literature, and in each quarter literature is drawn from a variety of authors, times and countries. Eng 104: Fiction; Eng 105: Drama; Eng 106: Poetry. Taking the course in sequence is not required.



**Eng 107, 108, 109 World Literature 3 Credits/Term****(3 Class Hrs/Wk)**

A study of the literary and cultural foundations of the Western World through the analysis of a selection of masterpieces of literature, ancient and modern. The readings include European and American works and may, depending on the instructor, include some non-Western literature. A student may choose to take this course and History of Western Civilization concurrently. Sequence order is not required.

**Eng 199/299 Independent Study in Literature To be arranged****Eng 201, 202, 203 Shakespeare 3 Credits/Term****(3 Class Hrs/Wk)**

A study of Shakespeare's major plays intended as an introduction to Shakespeare's work, his times and culture, and the history of production and criticism of his plays. Recommended for majors in English and Theater. The course may be taken in any order.

**Eng 204 Special Topics in Literature 1-4 Credits****(1-4 Hrs/Wk)**

The course is designed to allow in-depth exploration of a theme, problem or mode in literature for students who have a special interest in the issue. Each time the course is offered, it will be subtitled to identify the special subject of study. Examples: "Literature of Oregon," "Men and Women in Literature," "Gothicism, Romanticism and Horror."

**Eng 253, 254, 255 Survey of American Literature 3 Credits/Term****(3 Class Hrs/Wk)**

This chronological survey of American Literature helps the student to investigate what is "American" in selections of native literature. Do the works share common themes, techniques, characters and mythical foundations? The student will be encouraged, through extensive reading and intensive discussion, to find his own answers to these and similar questions. Note: The student taking this course should have some prior experience in reading and discussing literature. A study may choose to take this course and History of the United States concurrently. Sequence order is recommended, but not required.

**0.531 Literature of Contemporary Concerns 2-3 Credits****(2 Class Hrs/Wk)**

A study of contemporary themes, problems and personalities reflected in literature. This course enables the student to examine contemporary concerns and literature together. Each course offering is subtitled to indicate the special subject of study.

**0.536 Shakespeare: Ashland 3 Credits****(3 Class Hrs/Wk)**

A detailed examination of the Shakespeare plays being produced at Ashland with emphasis on understanding and appreciating Elizabethan culture. Students have the option of attending the plays in Ashland as a group.

**MARINE NAVIGATION****9.615 Marine Navigation - Piloting I 3 Credits**  
**(3 Hrs/Wk)**

Designed to give the learner a basic understanding of the principles and techniques of navigation. Includes an element of studies on weather, dead reckoning, piloting, electronic navigation and the utilization of these concepts in navigation. Involves the use of various instruments to obtain lines of position and publications necessary to interpret these lines of positions to navigational fixes. Also rules of the road, radio communications, distress signals and a distant look at celestial navigation.

**9.616 Marine Celestial Navigation II 3 Credits**  
**(30 Hrs in 10 Wks)**

Designed to give learner basic understanding of principles and techniques of celestial navigation. Enables learner to meet licensing requirements of the U.S. Coast Guard to prepare operators of ocean-going vessels (more than 200 miles offshore) and for examinations in celestial navigation. The study of celestial sightings, time, and utilization of these concepts in navigation. Includes use of instruments to obtain lines of position, and use of publications required to reduce these lines of position to navigational fixes.

**MATHEMATICS****Mth 50 Intermediate Algebra I 4 Credits/Term**  
**(4 Class Hrs/Wk)**

Functions and graphs, linear equations in one and two unknowns, quadratic equations, rational exponents, radicals, progressions, logarithmic computation. Prerequisite: One year of high school algebra or 4.202 or consent of instructor. Credits may not be transferrable to 4-year colleges. (Some colleges accept only 2 credits.)

**Mth 51 Intermediate Algebra II 4 Credits**  
**(4 Class Hrs/Wk)**

Further enriches the concepts and ideas presented in Mth 50, and presents more advanced aspects of notations introduced earlier. Serves as a terminal course in algebra for students preparing for non-scientific studies, and as a foundation course in algebra for students preparing for advanced college mathematics. Prerequisite: Mth 50 or consent of instructor

**Mth 60 Introductory Trigonometry 4 Credits**  
**(4 Class Hrs/Wk)**

An introductory course in plane trigonometry emphasizing practical applications. Prerequisite: Mth 51.

**Mth 101 College Algebra 4 Credits**  
**(4 Class Hrs/Wk)**

A modern treatment of algebra exhibiting the logical structure of the algebraic equations, inequalities, binomial theorem and logarithmic functions. Prerequisite: Two years of high school algebra, Mth 51 or consent of instructor.

**Mth 102 Plane Trigonometry 4 Credits**  
**(4 Class Hrs/Wk)**

A course in plane right triangle trigonometry emphasizing the analytical rather than the computational aspects of the subject. Function concept is emphasized with minimal application to specialized applications in navigation, military science, etc. Prerequisite: Mth 101 or consent of instructor.

**Mth 191, 192, 193 Mathematics for Elementary Teachers**

**3 Credits/Term**

**(3 Class Hrs/Wk)**

A development of arithmetic as a logical structure. Designed for the student with little mathematical maturity and background. The mathematics commonly included or closely related to elementary school curricula is analyzed from a mature viewpoint. Course is a requisite for majors in elementary education at Oregon State University.

**Mth 199/299 Independent Study in Math**

**To be arranged**

**Mth 200, 201, 202, 203 Calculus with Analytic Geometry**

**4 Credits/Term**

**(4 Lecture Hrs/Wk)**

Differentiation and integration: applications to rates, area volumes. Applications in mechanics; plane analytic geometry, elementary transcendental functions. Techniques of integration, vectors, solid analytic geometry. Partial differentiation, multiple integration, infinite series. Standard sequence for students in science and engineering. Prerequisite: Mth 102 or consent of instructor.

**0.760 Mathematics: Math Lab**

**0 Credit**

Individualized instruction on all levels of math from basic arithmetic to calculus. The student works at his own speed and level.

**2.250, 2.252 Business Mathematics I, II**

**3 Credits/Term**

**(3 Class Hrs/Wk)**

A two term sequence. 2.250: A concentrated class of programmed learning. Rebuilding fundamentals including special uses of estimating for decision making. Uses of algebraic equations to solve business problems. 2.252: Interest, discount, negotiable instruments, payroll mathematics, cash and trade discount, computing commission and depreciation.

**4.200 Basic Mathematics**

**4 Credits**

**(4 Class, 1 Lab Hr/Wk)**

Basic arithmetic operations with whole numbers and fractions; measurements; elementary intuitive geometry.

**4.202 Elementary Algebra I**

**4 Credits**

**(4 Class Hrs/Wk)**

Stresses the transition from arithmetic to algebra for students with little or no previous experience in algebra. Includes concepts of numbers, natural numbers, integers and rational numbers, their generalization and simple algebraic procedures. Includes applications in other fields such as metals and automotive mechanics.

**4.203 Elementary Algebra II**

**4 Credits**

**(4 Class, 1 Lab Hr/Wk)**

Extends and/or introduces topics of arithmetic, elementary algebra and trigonometry. Designed for students in industrial mechanics, electronics, wood industries, business and other areas. Prerequisite: consent of instructor or 4.202.

**MUSIC**

**Mus 101, 102, 103 Music Fundamentals**

**1-3 Credits/Term**

**(1-3 Lecture Hrs/Wk)**

A course especially designed for the student who wishes to learn more about the basics of music centering around music terminology, how to build scales, how to create chords and how sound is arranged.

**Mus 105 Music Appreciation**

**1-3 Credits**

**(1-3 Lecture Hrs/Wk)**

A survey course which gives the student an overview of the different styles and forms of music that have developed over the centuries. Special consideration will be given to the major composers of each musical era.

**Mus 111, 112, 113 Music Theory I**

**4 Credits/Term**

**(4 Lecture, 1 Lab/Wk)**

A sequence of courses designed to develop and strengthen basic musicianship through the study of music fundamentals, chords, scales, keys, and intervals. Concentration on composition and composition analysis of present and past styles and forms. The abilities of sight-reading and of ear-training will be stressed. Students will be advised how to improve keyboard skills with their theory studies.



**Mus 131, 132, 133 Basic Group Piano**

**1 Credit Each/Term**

**Mus 134, 135, 136 Basic Group Voice**

**Mus 137, 138, 139 Basic Group Guitar**

**(1 Lecture, 1 Lab Hrs/Wk)**

These courses offer classroom instruction for the music student that is not prepared for individual instruction in the same areas. Basic concepts which are required if the student wishes to continue music performance studies

**MuP 171, 271 Individual Performance Study in Piano**

**1 Credit each/Term**

**MuP 174, 274 Individual Performance Study in Voice**

**MuP 175, 275 Individual Performance Study in Violin**

**MuP 180,280 Individual Performance Study in Guitar**

**(1 Lab Hr/Wk)**

Private lessons given on a one-to-one basis in the areas of piano, voice, violin, guitar and other instruments when requested by the student and an instructor is available. Student may be asked to audition for the instructor. Student may also be asked to perform in recitals or in college ensembles.

**MuP 295/0.522.7 Band** **1-3 Credits**  
**(1-5 Lab Hrs/Wk)**  
 Concert Band, Jazz-Rock Band, Pep Band, The Southwesterns and other ensemble experiences are offered musicians in the community and at the college who wish an outlet for their talents and to improve techniques and skills, music reading, notation and terminology, and musical literature of all styles and periods.

**MuP 297/0.522.8 Chorus** **1-3 Credits**  
**(1-5 Lab Hrs/Wk)**  
 Chorus, Swing Choir, The Southwesterns, and other ensemble experiences are offered singers in the community and at the college who desire an outlet for their singing talents and to improve their performing ability. Course work includes voice placement and proper use, music reading, notation and terminology, and choral literature of all periods, styles and cultures. No more than six hours total credit in Mus 195, 196, 197 can be applied toward the Associate in Arts degree.

**MuP 297/0.522.9 Orchestra (String Ensemble)** **1 Credit**  
**(2 Lab Hrs/Wk)**  
 This course is offered to musicians in the community and at the college who wish an outlet for their talents and to improve their performing ability. Course work includes instrument techniques and skills, music reading, notation and terminology and musical literature of all periods, styles and cultures.

**Mus 199, 299 Independent Study in Music** **1-3 Credits**  
**(3-9 Lab Hrs/Wk)**  
 This course is to fill special needs of the students; needs which could not have been foreseen in a music catalog or program but very real necessities for the student's progress.

**Mus 201, 202, 203 Introduction to Music and Its Literature** **3 Credits/Term**  
**(3 Lecture Hrs/Wk)**  
 This course develops understanding and intelligent enjoyment of music through a study of its elements, forms and historical styles. This sequence course goes into much greater depth than Music Appreciation. The student will gain more from this course if a basic music fundamentals or first quarter music theory has been taken.

**Mus 211, 212, 213 Music Theory II** **4 Credits/Term**  
**(4 Lecture, 1 Lab Hr/Wk)**  
 This course is a continuation of Music Theory I, taking an in-depth look at the arrangement of sound, harmony, melody, rhythm, various arrangements, forms and styles. Emphasis is placed on understanding composition and analysis of the works of major composers. Stress on ear-training and sight-reading continues.

**Mus 298 Music Theatre or Opera** **1-6 Credits**  
**(1 Lecture, 1-9 Lab Hrs/Wk)**  
 Each year the college offers in conjunction with the Drama Department a dramatic production in which the college students and community performers are invited to participate.

## NURSING

**Nsg 100 Fundamentals of Nursing** **8 Credits**  
 The first quarter course of a six-quarter LEGS program leading to an Associate in Science degree in Nursing, deals with beginning concepts and nursing skills. Major concepts in communications, mental health, body mechanics, alignment, asepsis, nutrition, fluids, pharmacology, growth and development and maternal health are introduced. (Level I-IVA)

**Nsg 101 Fundamentals of Nursing** **8 Credits**  
**(5 Lecture, 9 Lab)**  
 A continuation of building skills and concepts learned in Nursing 100 with introduction of new skills. New concepts covered include crisis, mobility, regulatory, elimination and oxygenation, along with relationships to patients of all ages with diabetes, respiratory and cardiac disorders. The care of the surgical patient is covered. Communications, nutrition and growth and development continue to be integrated. Material related to data collection and nursing care plans is discussed. (Level IVB-VIC)

**Nsg 102 Nursing Science and Practice II** **10 Credits**  
**(5 Lecture, 9 Lab Hrs/Wk)**  
 The course covers maternity nursing and care of patients of all ages with gastrointestinal, peripheral vascular, orthopedic and urinary problems. Principles of mental health nursing are introduced in relation to passive-aggressive behavior, suicide, schizophrenia, alcohol and drug abuse and other common emotional problems. Evaluation as part of the nursing process is introduced. Pharmacology, nutrition and communications are integrated throughout the course. (Level VIIA-VIIC)

**Nsg 201 Nursing Science and Practice III** **10 Credits**  
**(5 Lecture, 15 Lab Hrs/Wk)**  
 This course is built upon previous courses leading to an Associate Degree in Nursing or eligibility for State Board Examination for licensure as a Practical Nurse. Alterations in physiological and psychological functioning with the needed nursing interventions will be covered in relation to cancer, death and dying, cirrhosis, patients of all ages. Complications to pregnancy and care of the newborn in distress as a continuation of maternity nursing will be studied. Students wishing to terminate at the Practical Nurse level will study the transition from student to graduate, working after graduation, legal-ethical aspects, and giving medications to groups of patients. Students going on for their Associate Degree in Nursing will cover the care of the patient in the Coronary Care Unit. (Levels IXA-XC)

**Nsg 202 Nursing Science and Practice IV** **10 Credits**  
**(5 Lecture, 15 Lab Hrs/Wk)**  
 This is the fifth quarter nursing course leading to an Associate of Science Degree in Nursing. As in all preceding courses, pharmacology, nursing care of children, and nutrition are integrated throughout. This course covers transition from student to graduate; primary and team nursing; legal-ethical aspects of nursing; caring for patients of all ages with acute neurological problems (e.g. head injuries and spinal cord compression) requiring intensive care; patients with acute medical or surgical problems resulting in need for artificial respiratory equipment (e.g. tracheostomy, chest tubes and ventilators); post operative CCC care; and care of patients following transplants. (Levels XIA-XIIB)

**Nsg 203 Nursing Science and Practice V** **10 Credits**  
**(5 Lecture, 15 Lab Hrs/Wk)**  
 Covers acute care nursing - emergency care and medical-surgical problems that require intensive care for all ages. Community agencies, history of nursing and care of the elderly are included. (Levels XIIB-XIVA)

**PhC 211 Advanced Pharmacology** **1-3 Credits**  
**(3 Hrs Wk/Wk)**  
 This course is designed to equip the student with a competent level of knowledge of drugs currently in use in medical practice, with emphasis on drug implications which specifically pertain to nursing.

**5.460 Nursing Assistant**  
(40 Lecture, 20 Lab Hrs-2 Credits)  
80 Lecture, 40 Lab Hrs-4 Credits)  
First term of Nursing Assistant course to prepare the student for work in acute care hospitals and/or nursing homes. (C=a passing grade for certification.)

**9.414 LPN Re-entry Course** 14 Credits  
(24 Lab, 6 Lecture Hrs/Wk)

A re-entry course, approved by the Oregon State Board of Nursing, which will enable the graduate practical nurse who has not been employed for five years or more to become relicensed. This is a self-paced course that employs a self-instructional, individualized learning process which includes both seminar and clinical segments.

**9.415 R.N. Re-entry Course** 14 Credits  
(100 Lecture, 140 Lab Hrs)

A refresher course which will enable the inactive graduate nurse to update her nursing knowledge and skills enabling her to return to practice with proper institutional orientation. The self-instructional, individualized learning process which includes both seminar and clinical experience segments.

**9.416 Intravenous Therapy for Health Professionals** 1½ Credits  
(20 Hours)

This course will provide the learner with the skills, knowledge and attitudes to perform venipuncture, maintain and discontinue intravenous solutions, medications and blood components. Prerequisite: Licensed LPN or RN, Oregon certified EMT II or consent of instructor.

## OFFICE ADMINISTRATION

**OA 111 Shorthand I** 3 Credits  
(2 Class, 3 Lab Hrs/Wk)

Beginning theory of shorthand; practice application in sentences and paragraph dictation.

**OA 112 Shorthand II** 3 Credits  
(2 Class, 3 Lab Hrs/Wk)

Continuation of shorthand theory; speed building and beginning typewritten transcription. Prerequisites: Shorthand I or consent of instructor. Students must have a typing skill of OA 121 or its equivalent.

**OA 113 Shorthand III** 3 Credits  
(2 Class, 3 Lab Hrs/Wk)

Continuation of speed-building techniques and typewritten transcription with emphasis on mailable copy. Prerequisites: Shorthand II or consent of instructor. Students must have a typing skill of OA 122 or its equivalent.

**OA 121/2.501 Typing I (Beginning)** 3 Credits  
(1 Lecture, 4 Lab Hrs/Wk)

A beginning course for those with no previous typing instruction. It covers the basic techniques of the touch system of typewriting, building speed and accuracy, machine manipulation, letters, tables, manuscripts.

✓ **OA 122/2.503 Typing II (Intermediate)** 3 Credits  
(2 Lectures, 3 Lab Hrs/Wk)

Preparation of business reports and advanced materials, including arrangement of problems with minimum of instruction. Intensive drills to increase speed and accuracy. Includes various styles of business letters, typing of envelopes, and tabulated materials. Prerequisite: 40 w.a.m. or consent of the instructor. OA 124, Typing IV Speed and Accuracy strongly recommended.

✓ **OA 123/2.505 Typing III (Advanced)** 3 Credits  
(2 Lecture, 3 Lab Hrs/Wk)

This is an advanced course with increased emphasis on production assignments including specialized correspondence, manuscripts, statistical tables, typing from handwritten and typewritten rough drafts, directly on the typewriter. An increased emphasis will be given to the development of skill number proficiency. Prerequisite: 50 w.a.m., OA 122 or equivalent, or consent of instructor.

**OA 124/2.507 Typing IV (Speed and Accuracy Development)** 3 Credits  
(1 Lecture, 4 Lab Hrs/Wk)

Specifically designed for those students who need to develop greater speed and accuracy, the course is a review of simple production, including letters, tables and manuscripts. Prerequisite: OA 121/2.501 or equivalent.

✓ **OA 200 Introduction to Word Processing** 3 Credits  
(2 Lecture, 3 Lab Hrs/Wk)

Introduces various types of correspondence support activities, primarily the keyboarding of magnetic editing typewriters.

**OA220/2.519 Electronic Calculators** 2 Credits  
(1 Class, 3 Lab Hrs/Wk)

The student learns the ten-key touch system for machine operation and the use of the electronic calculator in the four fundamentals of mathematics. These four operations are then used by the learner to solve applied business problems with speed and accuracy.

**0.591 Personal Typing** 1 Credit  
(5 Weeks or 25 Hrs of 1 Lecture, 4 Lab Hrs/Wk)

A beginning course for those students with no previous typing instruction who wish to learn the touch system of typewriting for their personal use. Emphasis is on keyboard introduction and skill development.

**2.280 Cooperative Work Experience** 1-8 Credits  
(4-40 Lab Hrs/Wk)

Students gain on-the-job experience in coordinator-approved business situations which closely parallel student's field of study. Student works under supervisor and coordinator. Seminar arranged by supervisor. Prerequisite: Instructor's approval.

**2.509 Machine Transcription** 3 Credits  
(1 Class, 4 Lab Hrs/Wk)

The student learns to operate transcribing machines to produce mailable copy from pre-dictated material.

- 2.511 Automatic Typewriter I** 1 Credit  
(1 Class, 4 Lab Hrs/Wk for 5 Weeks)  
An introductory course in the use of the IBM Mag II automatic typewriter. The student gains a basic knowledge of all the operational features of this machine.
- 2.547 Shorthand Transcription** 3 Credits  
(2 Class, 3 Lab Hrs/Wk)  
An advanced course designed to train the student for stenographic work on a production basis. Prerequisite: Typing OA 122 or equivalent, Shorthand OA 113 or Personal Shorthand 2.562, or permission of instructor.
- 2.560 Personal Shorthand I** 3 Credits  
(3 Class, 2 Lab Hrs/Wk)  
A notetaking technique using only the 26 letters of the alphabet.
- 2.562 Personal Shorthand II** 3 Credits  
(3 Class, 2 Lab Hrs/Wk)  
A continuation of Personal Shorthand I including theory and brief form mastery, dictation and transcription of more advanced methods of abbreviation, additional skill development in reading and writing of student's notes, review of grammar, spelling, and punctuation; and vocabulary specialization in a vocational area of special interest to student. Prerequisite: 2.560.
- ✓ **2.583 Human Relations in Business** 3 Credits  
(Business Psychology)  
(2 Lecture, 3 Lab Hrs/Wk)  
A study of the psychology of personal relations within the office, including values, goal planning, and communication. Emphasis is placed on the importance of personal behavior, adjustments in an office situation, and development of a desirable work climate.
- 2.584 Office Procedures I** 3 Credits  
(2 Class, 3 Lab Hrs/Wk)  
Filing procedures (alphabetic, geographic and numeric), duplicating and copying processes, postal procedures, and telephone procedures.
- 2.585 Office Procedures II** 3 Credits  
(2 Class, 3 Lab Hrs/Wk)  
Management structure of business organization, travel/meeting arrangements, job search techniques, office records management, and introduction to word processing.
- 2.591 Spelling and Punctuation - Pre-Transcription Skills** 3 Credits  
(3 Lecture Hrs/Wk)  
The course is designed to teach students planning to enter occupations that require a working knowledge of the mechanics of the English language — spelling, punctuation, capitalization and word division used in sentence structure.
- 2.595, 2.596 Office Simulation I, II** 6 Credits  
(1 Lecture, 9 Lab Hrs/Wk)  
Model Office Simulation is designed to provide a situation in which business students can practice business skills they have acquired and develop work habits, character traits and attitudes accepted in the business world.
- 9.016 Creating a Professional Image** 2 Credits  
(1 Lecture, 2 Lab Hrs/Wk)  
To help students pursuing a business career by presenting a positive professional image with emphasis on improving personal appearance. To become aware of the importance of good health, proper selection of clothing, and a well-groomed appearance. To identify personality traits and communication skills that improve professional interaction. To present a more confident self-image on the job and in their personal lives.
- 9.722 Shorthand Refresher** 3 Credits  
(2 Class, 2 Lab Hrs/Wk)  
A review for those desiring to extend their present shorthand ability.
- 9.723, 9.726, 9.728 Medical Terminology I,II,III** 3 Credits/Term  
(3 Class Hrs/Wk)  
9.723 - Introduction to Medical Terminology - to the human body and its major systems and their functions. Course includes medical prefixes, suffixes, word stems and combining forms. Study of each system is categorized into additional prefixes and suffixes, diagnostic, symptomatic and operative terminology.  
9.726 - A continuation of 9.723 with greater attention paid to anatomical detail, primarily in essentials of human anatomy and physiology. Medical Terminology II and III will cover all systems introduced in Medical Terminology I and will include intensified spelling drills of terms pertinent to each system.  
9.728 - Medical Terminology III is a continuation of Medical Terminology II, and includes a more intensified coverage of anatomy, structures, glands and organs.
- 9.724, 9.725 Medical Secretary I, II** 3 Credits/Term  
(3 Class Hrs/Wk)  
9.724 - Introduction to the medical office: telephone management, appointment book, recognizing medical emergencies, art of handling patient's financial records, basic medical records, collections and insurance forms.  
9.725 - Continuation of medical office management to include words and terms most often used in the office, office housekeeping, money management, sterilization, grooming, medical emergencies, letters, mail management, examination of patient, payroll, and drugs and medications.
- 9.727, 9.729 Medical Transcription I, II** 3 Credits/Term  
(3 Class Hrs/Wk)  
The reports required of a medical transcriptionist are many and varied, necessitating a workable knowledge of medical terminology and accurate, fast typing.  
9.727 - Medical Transcription I will introduce the student to the simpler forms of medical transcription.  
9.729 - A continuation of Medical Transcription I. The material is more specialized and the terminology more complex.
- 9.730 Medical Secretary III** 3 Credits  
(3 Class Hrs/Wk)  
Continuation of medical office management, to include diseases and operations most often used in office, office housekeeping, money management, sterilization, grooming, medical emergencies, letters, mail management, examination of patient, payroll, and drugs and medications. Prerequisite: Interest in the medical field. (Medical Secretary I and II not required before II - subject matter does not conflict.)

**9.735 Legal Secretarial Procedures I** 3 Credits  
(3 Class Hrs/Wk)

Covers background and basic operation of a law office, including ethics, responsibilities and duties of a legal secretary and career opportunities in the field of law. Structure of the state and federal court systems is covered, along with substantive law and administrative agencies. Prerequisite: Typing, Gregg Shorthand or Personal Shorthand.

**9.736 Legal Secretarial Procedures II** 3 Credits  
(3 Class Hrs/Wk)

Includes background on business organizations, preparation of corporate documents, real estate transactions, torts, contract law, uniform commercial code, law office management and bookkeeping. Prerequisite: 9.735 - Legal Secretarial Procedures I.

**9.737 Legal Secretarial Procedures III** 3 Credits  
(3 Class Hr/Wk)

Covers interpretation and preparation of court documents, lawsuit procedures, trial preparation and documentation, forms and procedures utilized in family law, wills and probate, criminal law, and bankruptcy proceedings. Provides information on applying for employment in a law firm, preparation of a resume and professional career opportunities. Prerequisite: 9.735.6: Legal Secretarial Procedures I, II.

**9.731 Clinical Procedure I** 3 Credits  
(1 Lecture, 2 Lab Hrs/Wk, for 12 weeks)

This course is to provide clinical orientation, initial instruction, and basic skills for a medical/clerical assistant.

**9.732 Clinical Procedures II** 3 Credits  
(1 Lecture, 2 Lab Hrs/Wk, for 11 weeks)

This course will provide in-depth simulation of clinical experience in procedures practiced by office nurses. This will prepare the Clinical Assistant to substitute for the physician's nurse, without major changes in office routine, for the safety, security and comfort of patient, physician and herself.

**9.750 Automatic Typewriter II** 1 Credit  
(1 Lecture, 4 Lab Hrs/Wk)

Designed for learners who already have a basic theoretical knowledge of the operations of the Mag Card II who would like to continue training on the automatic typewriter to gain proficiency in operating it, either for entry into the field or for a current job situation.

## PHILOSOPHY

**Phil 199/299 Independent Study in Philosophy** To be arranged

**Phil 201, 202, 203 Problems of Philosophy** 3 Credits/Term  
(3 Class Hrs/Wk)

An introduction to the study of major philosophers, including Plato, Aristotle, St. Thomas Aquinas, Berkeley, Kant, Kierkegaard, William James and Sartre. The course is concerned with ethics, religion, politics, metaphysics, logic and aesthetics. Corollary readings of major novels may be included. Taking the course in sequence is not required.

## PHOTOGRAPHY

**Art 161, 162, 163 Photography I, II, III** 3 Credits/Term  
(2 Lecture, 3 Lab Hr/Wk)

A three-quarter series to give the beginning photographer skill and experience to become articulate in the medium. Emphasis divided equally between visual awareness and technical competence.

**Art 260 Photographing Nature** 3 Credits  
(Ten 2-hour Lecture) Demonstration/Discussion/Critique sessions and four Saturday or Sunday field workshops.)

An intermediate course in photography emphasizing attitudes, approaches, equipment, and techniques applicable to making pictures of nature: landscapes, plants and animals, closeups, etc. The course is aimed primarily at people who already understand the basics of photography. Course activities include lectures, discussion, field trips, and group critiques of photographs, focusing on use of 35 mm SLR equipment for making color transparencies. The course stresses attitudes, feelings, and knowledge about nature as much as technical photographic skills.

**0.519 Basic Photography** 3 Credits  
(3 Class, 2 Lab Hrs/Wk)

This course is an introduction to basic principles of photography including instruction in camera use, composition, darkroom developing and printing and general assignment photographic work.

**0.519.1 Darkroom Techniques** 3 Credits  
(One-half to 1½ Hr Lecture, One-half to 1½ Lab Hr/Wk)

Students learn darkroom procedures which include archival processing, print manipulation, negative copying, the zone system and the use of special darkroom equipment.

**9.255 Color Developing & Printing** 2-3 Credits  
(2-3 Lecture, Lab Hrs/Wk)

An introductory course for photographers who already have proficiency in black-and-white. This will help understand color processes to the degree of processing and printing color film. For both the serious amateur and commercial photographer.

## PHYSICAL EDUCATION

Five terms of physical education courses are required for an Associate In Arts degree. Not more than one hour of credit may be earned in these courses in any one term, except by petition and consent. Physical Education and Health Majors must begin course work in the professional activities (PE 195 or PE 295).

**PE 131 Introduction to Health and Physical Education** 3 Credits  
(3 Hr/Wk)

Professional orientation, basic philosophy and objectives, professional opportunities and qualifications. Course taught fall term each year.

**PE 185 Physical Education** 1 Credit  
(3-5 Lab Hrs/Wk)

Beginning, Intermediate and Advanced levels of the following activities are taught throughout the year for physiological and recreation values. A total of five terms are required for all lower division students. Classes meet three times a week. Some of the classes have prerequisites or require permission of the instructor. Special arrangements may be made for restricted or corrective work. (see following page)

Adult Physical Conditioning	Lifesaving
Archery	Personal Defense I, II
Badminton	Slimnastics
Bowling	Slow Pitch
Conditioning	Soccer
Creative Dance I, II	Social Dancing
Creative Exercise	Square Dancing
Creative Sports (Rally Squad)	Swimnastics
Cycling	Swimming
Flag Football	Tennis
Folk Dance	Track
General Activities	Tumbling & Trampoline
Golf	Volleyball
Gymnastics	Water Safety Instruction
Jogging	Weight Training
	Wrestling

**PE 195 Professional Activities** **2 Credits**  
(3-6 Lab Hrs/Wk)

Courses are designed to provide first year professional students in Physical Education with opportunities to learn and develop teaching techniques and gain basic skills in the activities classes. This sequence is offered every other year:  
Fall Term: Elementary Gymnastics  
Winter Term: Fundamentals of Movement and Volleyball  
Spring Term: Track and Field

**PE 199/299 Independent Study in Health** **To be arranged**

**PE 208 Backpacking and Camping Workshop** **3 Credits**  
(3 Lecture Hr & Field Trips)

A course designed to develop an interest in camping as a lifelong recreational activity, in conservation and ecology. Teaches use of camping tools and safety, courtesy and outdoor manners. Field trips are designed for the development of skills and knowledge relating to outdoor activities and recreation.

**PE 280 Field Experience** **1-3 Credits**  
(Includes seminar with teaching strategy)

Nine credits maximum.  
Prerequisite: Instructor's permission  
Physical education majors have the opportunity to experience working with K-12 student in a physical activity setting.

**PE 295 Professional Activities** **2 Credits**  
(3-6 Lab Hrs/Wk)

For Physical Education and Health majors. Methods, teaching, techniques and basic skills. Fall - tennis and badminton; Winter - bowling, basketball, Spring - archery, bowling and golf. Sequence offered every other year.

**0.510 Classical Ballet I** **1 Credit**  
(3 Lab Hrs/Wk)

Nontransfer course containing the fundamental exercises, movements and techniques necessary to discipline the body for expression in all forms of dance.

**0.580 Slimnastics/Creative Exercise** **1 Credit**  
(3 Lab Hrs/Wk)

Nontransfer course designed for people in the community who want figure control activity and knowledge.

**0.580 Physical Conditioning** **1 Credit**  
(3 Lab Hrs/Wk)

Activity course designed mostly for women.

**0.581 Physical Conditioning** **1 Credit**  
(3 Lab Hrs/Wk)

Activity course designed mostly for men.

**0.581 Physical Fitness** **1 Credit**  
(3 Lab Hrs/Wk)

Nontransfer course designed for people in the community who want body conditioning activity and knowledge.

**0.582 Physical Conditioning** **1 Credit**  
(3 Lab Hrs/Wk)

Physical activity course designed for men and women.

**PHYSICS**

**Phy 199/299 Independent Study in Physics** **To be arranged**

**Phy 201, 202, 203 General Physics** **4 Credits/Term**  
(4 Class Hrs/Wk)

A first year college physics course intended both for non-science majors and students majoring in the life sciences and related areas. Concepts in mechanics, thermodynamics, sound, electromagnetism, light, relativity, quantum physics, and atomic and nuclear physics are developed from a fundamental approach. Prerequisite: Mth 101, 102 or equivalent, or consent of the instructor.

**Phy 204, 205, 206 Physics Laboratory** **1 Credit/Term**  
(3 Lab Hrs/Wk)

Course provides the student laboratory and research experience on topics related to the study of physics. While the initial laboratory exercises are highly structured, the students are encouraged to advance into special projects of a more advanced nature. Prerequisites: None. Corequisite: Concurrent or prior enrollment in general or engineering physics.

**Phy 207, 208, 209 Engineering Physics** **4 Credits/Term**  
(4 Class Hrs/Wk)

This is a first year college physics course for students majoring in engineering or the physical sciences (i.e. physics, chemistry). Classical mechanics, wave motion, sound, thermodynamics, electricity and magnetism, light relativity, quantum mechanics, and nuclear physics are covered. Calculus and vector algebra are used in the development of the theories and models of these physical phenomena. Prerequisite: Previous or concurrent enrollment in an Introductory course in calculus or consent of instructor.

**4.300, 4.304 Practical Physics** **4 Credits/Term**  
(3 Class, 3 Lab Hrs/Wk)

Lecture-lab courses in non-calculus physics intended for vocational students.

4.300 presents the mechanical properties of matter as they relate to motion, force, momentum, energy and power. The application to machines and their processes is emphasized. Theory is developed through lecture-discussions and practical applications stressed in lab experiences.

4.304 presents concepts of electricity and magnetism as they relate to electrical devices and machines.

## POLITICAL SCIENCE

PS 199/299 Independent Study in Political Science  
To be arranged

PS 201, 202, 203 American Government 3 Credits/Term  
(3 Class Hrs/Wk)

A survey of the principles of the American constitutional system including political processes and organization of national government, foreign policy and national security and state and local government.

PS 205 International Relations 3 Credits  
(3 Class Hrs/Wk)

An analysis of the dynamics of political, social and cultural interaction between nations, with an emphasis on contemporary international problems.

PS 244 Labor Law  
See Labor Studies

PS 245 Collective Bargaining  
See Labor Studies

## PSYCHOLOGY

Psy III Personality and Development 3 Credits  
(3 Class Hrs/Wk)

Self-understanding and development are stressed, with emphasis on habits, attitudes, emotional problems and efficient learning techniques.

Psy 140 Career Planning 3 Credits  
(3 Class Hrs/Wk)

This course provides an opportunity to explore ability, interest, value and personality factors involved in settling personal life goals and making educational and career decisions.

Psy 199/299 Independent Study in Psychology To be arranged

Psy 201, 202, 203 General Psychology 3 Credits/Term  
(3 Class Hrs/Wk)

An introductory survey of human behavior. Included are areas such as physiological factors, perception, learning, motivation, developmental factors, personality, social interactions and influences, and effective and ineffective functioning. Courses may be taken out of sequence.

Psy 213 Human Growth and Development 3 Credits  
(3 Class Hrs/Wk)

Provides an in-depth study of human development, from conception to death. Course material involves the four major areas of development: biological, intellectual, emotional and social. Prerequisite: Instructor's permission or Psy 201, 202, 203.

Psy 214 Aging in America 3 Credits  
(3 Class Hrs/Wk)

This course is designed to explore the process of aging in contemporary America. It investigates aging in reference to psychological, sociological and physiological factors, seeking to identify what is "normal" and to be expected, as contrasted to "abnormal" factors. No prerequisites, but Psy 213 recommended.

Psy 280 Field Experience 3 Credits

0.880.1 Single Again: Aftermath of Divorce 1 Credit  
(3 Class Hrs/Wk-9 Wks)

Designed to assist the recently divorced to work through the psychological and physical realities of divorce, and do some constructive planning for the future.

## PUBLIC SERVICE

### CRIMINAL JUSTICE ADMINISTRATION

CJ 100 Criminal Justice Survey 3 Credits  
(3 Class Hrs/Wk)

An introductory survey of the functional areas of the criminal justice system in the U.S. including law enforcement, courts, correctional institutes, parole and probation and related areas.

CJ103 Introduction to Family Law 3 Credits  
(3 Hrs/Wk)

Under the direction of an attorney, students have an opportunity to learn to prepare initial documents, pleadings associated with the action, findings of fact, conclusion of law and orders for judgment as they relate to divorce, separation, custody, legitimacy, adoption, change of name, guardianship, support and separation agreements.

CJ 107, 207 Criminal Justice Workshop 1 Credit  
(10 Hrs Total)

A study of the current criminal justice problems and methods of alleviating them.

CJ 110 Introduction of Law Enforcement (Sequence) 3 Credits  
(3 Class Hrs/Wk)

An in-depth study of the role and responsibilities of law enforcement in American society. A look at the historical development, role concept and conflicts, professionalization, use of discretion, current enforcement practices and career opportunities.

CJ 115 Legal and Fundamental Aspects of Lethal Weapons and Laboratory 4 Credits  
(3 Lecture, 2 Lab Hrs/Wk)

A study of the moral, legal and ethical aspects of the use of lethal weapons, as applied to society's need for protection. Laboratory will consist of actual use of lethal weapons.

CJ 120 Judicial Process (Sequence) 3 Credits  
(3 Class Hrs/Wk)

A study of the judicial and social processes from arrest through appeal; jurisdiction of state and federal courts.

CJ 122 Oregon Law 3 Credits  
(3 Class Hrs/Wk)

The elements purpose and functions of criminal, traffic and juvenile laws for the State of Oregon.

CJ 130 Introduction to Corrections (Sequence) 3 Credits  
(3 Class Hrs/Wk)

A study of contemporary correctional institutions and detention facilities; organization and personnel program and activities; inmate society and trends, career orientation.



- CJ 131/Soc 220 Introduction to Penology** 3 Credits  
(3 Class Hrs/Wk)  
A basic introduction and overview of Imprisonment as a cor-  
rectional tool. Study of the treatment and basic procedures for  
receiving and discharging prisoners.
- CJ 132 Introduction to Parole and Probation** 3 Credits  
(3 Class Hrs/Wk)  
An introduction to the use of parole and probation as a means  
of controlling criminal offenders within the community. The  
course includes the philosophy, historical development and  
contemporary functioning of parole and probation agencies  
and officers.
- CJ 140 Criminalistics** 3 Credits  
(3 Class Hrs/Wk)  
Study of scientific data and evidence, collection methods, in-  
cluding fingerprints, casts, blood typing, photography; use of  
the crime laboratory in detection.
- CJ 199/299 Independent Study** To be arranged
- CJ 201/Soc 221 Juvenile Delinquency** 3 Credits  
(3 Class Hrs/Wk)  
Study of deviant behavior and current criminological theories,  
with emphasis on crime prevention. The phenomena of crime  
as it relates to juveniles and criminal justice applications.
- CJ 202/Soc 202 Criminology** 3 Credits  
(3 Class Hrs/Wk)  
Crime as a social problem - cause and theories of crime treat-  
ment and punishment.
- CJ 210 Criminal Investigation** 3 Credits  
(3 Class Hrs/Wk)  
The study of the basic principles of all types of investigations  
utilized in the justice system. Coverage will include human  
aspects in dealing with the public, specific knowledge  
necessary for handling crime scenes; interviews, evidence,  
surveillance, follow-up, technical resource, and case prepara-  
tion.
- CJ 215 Criminal Justice Administration** 3 Credits  
(3 Class Hrs/Wk)  
This course provides a study in-depth of the problems and  
needs involved in the administering of a criminal justice agen-  
cy including budgets, finance, care and handling of equipment,  
selection and recruitment of personnel.
- CJ 216 Criminal Justice Management** 3 Credits  
(3 Class Hrs/Wk)  
An examination and analysis of the traditional concepts,  
techniques, policies and operational systems in the police  
component of the criminal justice system.
- CH 218 Police and Public Policy** 3 Credits  
(3 Class Hrs/Wk)  
Historical perspective of the entire law enforcement field;  
emphasis on development of the need in society for educated  
police officers, cases related to law enforcement and career  
placement.
- CJ 220 Criminal Law** 3 Credits  
(3 Class Hrs/Wk)  
Survey and analysis of substantive criminal law and defenses  
to criminal prosecution. Emphasis on the law, crimes and  
statutory ramifications. Case method.
- CJ 222 Criminal Procedure and Evidence** 3 Credits  
(3 Class Hrs/Wk)  
Theory and practice of the criminal justice system from arrest  
to release, including: due process, right of counsel, arrest,  
search and seizure, wire-tapping and electronic eavesdrop-  
ping, confession and lineups. Case method.
- CJ 225 Correctional Law** 3 Credits  
(3 Class Hrs/Wk)  
Explores several historical and current cases involving inmate  
crimes and/or malpractice with inmates. Prisoners' rights as  
well as correctional staff rights are examined, along with  
emerging trends resulting from recent court cases.
- CJ 227/PS 252 Constitutional Law** 3 Credits  
(3 Class Hrs/Wk)  
A study of basic principles of the U.S. Constitution with  
emphasis on leading Supreme Court cases and the Bill of  
Rights. Course is taught every second year.
- CJ 243/Soc 243 Narcotics & Dangerous Drugs** 3 Credits  
(3 Class Hrs/Wk)  
Drug problems that relate to our society. History of drugs,  
causes of addiction and identification of illegal drugs.
- CJ 280 Field Experience** 3 Credits  
(12 Hrs Lab)  
Supervised field experience in one of the agencies of criminal  
justice. An inservice student may pursue a research project in-  
stead of work in the field. Includes a seminar for discussion of  
problems and experience gained.
- COURSES FOR RESERVE POLICEMEN**
- 9.370 Basic Law Enforcement I** 3 Credits  
(3 Class Hrs/Wk)  
A basic training program of 90 hours divided into 30 hours  
each. The course work parallels the recommended curriculum  
of the State of Oregon Police Academy and the Board of Police  
Standards and Training Course includes law enforcement  
code of ethics, police-community relations, patrol procedures,  
report writing, firearms training, and traffic control. Students in  
this course must be reserve or full time police officers.
- 9.371 Basic Law Enforcement II** 3 Credits  
(3 Class Hrs/Wk)  
Intoxication and drunk driving, laws of arrest, search and  
seizure, basic first aid, criminal law and juvenile procedures.
- 9.372 Basic Law Enforcement III** 3 Credits  
(3 Class Hrs/Wk)  
Administration of justice, criminal investigation, narcotics iden-  
tification and investigation, courtroom demeanor and  
testimony, law enforcement communications systems and  
defensive tactics.

**9.373 Basic Law Enforcement IV** 4 Credits  
(4 Hrs/Wk)

A basic 40-hour training course to help the new reserve police officer understand the role, acquire needed skills and become acquainted with policies and administrative rules in his department.

**9.390 Career Development** 0-3 Credits  
(1-60 Hrs Total)

An in-service training program designed to study current issues and problems within the public service areas, and methods of alleviating them.

**FIRE SCIENCE TECHNOLOGY**

**5.237 Fire Investigation (Cause Determination)** 3 Credits  
(3 Class Hrs/Wk)

The effect of fire prevention by isolating cause of fire. A study of the burning characteristics of combustibles; interpretation of clues, burn patterns leading to point of origin; identifying incendiary indications, sources of ignition and materials ignited; how to preserve fire scene evidence.

**5.250 Firefighting Skills I** 3 Credits  
(3 Class Hrs/Wk)

The development of skills in using small tools and minor equipment; practice in forcible entry; the use of masks, salvage, overhaul, and safety practices.

**5.251 Firefighting Skills II** 3 Credits  
(3 Class Hrs/Wk)

Practice of team skills used in fireground operation including hose and ladder evolutions, salvage, overhaul, rescue, fire attack and other activities requiring team effort.

**5.253 Fire Apparatus and Equipment** 3 Credits  
(3 Class Hrs/Wk)

Familiarization with fire apparatus; principles of application, care and preventive maintenance, safe operating practices, emergency and non-emergency; National Board standards.

**5.254 Introduction to Fire Protection** 3 Credits  
(3 Class Hrs/Wk)

The history and development of fire service, safety and security movements, role of fire service, protection and safety personnel, ancillary organizations. The student will identify general fire hazards, their causes and learn to apply fire protection principles.

**5.256 Elementary Science for Fire Fighting** 3 Credits  
(3 Class Hrs/Wk)

The characteristics and behavior of fire, fundamentals of physical laws, and chemical reactions occurring in fire and fire suppression. The student will analyze factors contributing to fire; cause; rate of burning; heat generation and travel, by-products of combustion, confinement, control and extinguishment.

**5.257 Fire Service Hydraulics** 3 Credits  
(3 Class Hrs/Wk)

A review of basic mathematics, hydraulic laws, and formulae as applied to the fire service. Application of formulae and mental calculations to hydraulic problems, and the study of fire ground water supply problems and Underwriter's requirements for pumps and accessories.

**5.258 Fire Company Organization, Station Assignment** 3 Credits  
(3 Class Hrs/Wk)

The study of fire company organization and operation, company responsibilities in station, record keeping, station communications and watch, housekeeping and house privileges, tours and public relations, company organization for response to alarms, and company morale.

**5.260 Hazardous Materials I** 3 Credits  
(3 Class Hrs/Wk)

A review of basic chemistry. The student will identify hazardous materials by color, symbol, and marking, and learn recommended safe practices for storage and handling of solids, liquids and gases and methods for fire control of these materials.

**5.261 Hazardous Materials II** 3 Credits  
(3 Class Hrs/Wk)

The study of electrical, exotic metal, and space age fuel fires; the effect of the atomic age on the fire service, handling of radioactive materials involved in fire; the use of monitoring equipment, and personnel safety practices.

**5.262 Fundamentals of Fire Prevention** 3 Credits  
(3 Class Hrs/Wk)

Fundamentals of fire inspections including standards, techniques of evaluation of hazards as to degree of the hazard, and practical recommendations. The student will write reports which include maps and sketches of each building inspected. They will conduct on-the-site inspections of buildings to locate hazards and to recommend safe practices and improvements. Prerequisite: The student must have completed Blueprint Reading and Sketching and Building Construction for Fire Protection.

**5.263 Fire Pump Construction and Operation** 3 Credits  
(3 Class Hrs/Wk)

For command officers, pump operators. Fire pump hydraulics and measurement including velocity of flow, friction loss, engine and nozzle pressure, discharge, steam range, drafting water, pumping from hydrants, and relaying by hose or tanker.

**5.264 Building Construction of Fire Protection** 3 Credits  
(3 Class Hrs/Wk)

Classification of buildings, structural features, affecting fire spread, effect of fire on structural strength, fire stops and ratings of materials, fire retardants, Sanborn maps.

**5.267 Fire Department Communications and Alerting Systems** 3 Credits  
(3 Class Hrs/Wk)

Receiving, dispatching and radio communication procedures; FCC regulations, municipal alarm, telephone and tone-activated alarm, recording messages, tap-out procedures, running cards.

**5.268 Fire Service Rescue Practices** 3 Credits  
(3 Class Hrs/Wk)

Trains fire company personnel to render emergency service in life saving and rescue work. The study of the development and organization of a rescue service, practices and procedures, using a mechanical device for artificial respiration, and required manual skills.

**5.269 Water Distribution Systems 3 Credits**

**(3 Class Hrs/Wk)**

The study of water-main systems and hydrants, size, gridding, valving, distribution; residential and commercial districts; fire flow requirements; pumping stations; high pressure systems; storage tanks and cisterns; mobile supplies.

**5.272 Fixed Systems and Extinguishers 3 Credits**

**(3 Class Hrs/Wk)**

The study of portable extinguisher equipment, fire alarm and detection systems, sprinkler systems and standpipes, protection systems for special hazards, explosion release, ventilation systems, inert atmospheres, and static bonding.

**5.274 Firefighting Tactics and Strategy 3 Credits**

**(3 Class Hrs/Wk)**

Demonstration response and size-up, fire ground tactics, analysis, and postmortem, prefire survey and planning, combined operations, mutual aid, disaster planning, problems in unusual fire operations.

**5.280 Work Experience 3 Credits**

Supervised field experience in one of the agencies in the Fire Science field. An in-service student may pursue a research project instead of field experience. A seminar is included to discuss the problems and experience gained during the work experience. Student may repeat up to 9 credits.

**5.282 Fire Codes and Related Ordinances 3 Credits**

**(3 Class Hrs/Wk)**

Fire code, building, exit, flammable liquid and other fire prevention codes, followed by supervised building inspection field trips. Primarily for fire department inspectors.

**5.287 Training Programs and Techniques 3 Credits**

**(3 Class Hrs/Wk)**

The purpose of fire service drills and training programs. The participation in developing and operating the department's training program. The student will know facilities and equipment necessary for modern training, how to select and train the instructional staff. Psychology of learning, four-step method, lesson objectives and curriculum development, conducting of conferences and meetings will be studied. Prerequisite: Fundamentals of Fire Prevention.

**5.288 Fire Reports and Records 3 Credits**

**(3 Class Hrs/Wk)**

Fire department record systems, demonstrated principles of report writing, applications in the areas of pre-fire surveys, post-fire research, and planning.

**5.289 Legal Aspects of Fire Protection 3 Credits**

**(3 Class Hrs/Wk)**

The history and background of laws relating to the fire service; tort liability of municipalities, municipal employees, and members of the fire service, clarification of legal terminology, civil service laws and requirements, pensions, mutual aid, and fire prevention codes.

**5.290 Fire Officers Management Responsibilities 3 Credits**

**(3 Class Hrs/Wk)**

Awareness of the responsibilities of the various supervisory levels of the fire bureau and the methods to accomplish the objectives of effective supervision.

**5.291 Fire Officers Administrative Assignments 3 Credits**

**(3 Class Hrs/Wk)**

Awareness of the administrative assignments at the supervisory levels of the fire bureau and how to carry out these assignments; good record keeping, and preparing recommendations for improvement in these areas.

**5.295 Public Relations for Fire Service 3 Credits**

**(3 Class Hrs/Wk)**

The study of the fundamentals of public relations as they pertain to fire service; emergency operations, general public appearances, writing news releases, articles and speeches and general media contact.

**PUBLIC SERVICES COURSES  
FOR VOLUNTEER FIREMEN**

**9.301 Firefighting I-A 1 Credit**

**(3 Class Hrs/Wk)**

The development of understanding in fire department organization as it pertains to the industrial fire fighter. Proper attitude of responsibility of station care and maintenance, and basic skills for team work in the use of tools and their utilization under fire fighting conditions.

**9.302 Firefighting I-B 1 Credit**

**(3 Class Hrs/Wk)**

A continuation of Firefighting "A", designed to train the student in the use of portable fire extinguishers, in methods of overhaul and salvage, in the principles of fire control in natural cover crops, in forcible entry tactics and in ventilation and rescue procedures.

**9.303 Firefighting I-C 1 Credit**

**(3 Class Hrs/Wk)**

A continuation of Firefighting "B". The understanding of factors contributing to effective fire streams. Development of responsible attitudes toward fire apparatus and safe and skillful handling of fire equipment. An understanding of the fundamental characteristics of flammable liquids and LPG and the methods of extinguishment. An awareness of the value of good pre-fire planning and systematic procedures of prefire planning.

**9.304 Firefighting I-D 1 Credit**

**(3 Class Hrs/Wk)**

A continuation of Firefighting "C", intended to review fire control tactics for the student. Application of these principles to specific types of buildings and hazards. Included are: air crash and rescue, mills, factories, large structure fires, and motor vehicle fires.

**9.305 Firefighting I-E 1 Credit**

**(1½ Lecture, 1½ Lab Hrs/Wk)**

A continuation of Firefighting I-D, with the study of forcible entry, fire ventilation practices, rescue and protective breathing practices and related procedures.

**9.390 Public Service Career Development 0-3 Credits**

**(6 to 30 Lab & Lecture Hrs/Term)**

For police reservists and volunteer firefighters: an in-service training program to study current issues and problems within the public service areas, and methods for alleviating them.

## REAL ESTATE

- 9.262 Introduction to Real Estate** 3 Credits  
(3 Class Hrs/Wk)  
Survey of major topics involved in the purchase and sale of real property. The course assumes little real estate knowledge or experience and provides a broad general overview of functions performed, applicable laws and regulations and details involved in the buying and selling of real property.
- 9.263 Real Estate Practice** 3 Credits  
(3 Class Hrs/Wk)  
A survey of the chronological sequence of events and documents involved in the listing, selling and closing of residential property. Emphasis on employment contracts, earnest money receipts, counter offers, options, promissory notes, title reports, closing statements and escrows.
- 9.264 Residential Real Estate Appraising I** 3 Credits  
(3 Class Hrs/Wk)  
A study of methods of estimating the value of real property in residential form.
- 9.265 Real Estate Law I** 3 Credits  
(3 Class Hrs/Wk)  
A survey of Oregon real estate law as it applies to the ownership, use and transfer of real property. Emphasis on classes of property, legal description, instruments of conveyance, estates, liens, easements, deed restrictions and contracts.
- 9.266 Real Estate Law II** 3 Credits  
(3 Class Hrs/Wk)  
A continuation of Real Estate Law I. Emphasis on title insurance, earnest money receipts, options, closing statements, loan applications, escrow instructions, lending instruments, misrepresentation and insurance liability, subdivision and building codes, broker-attorney relationships, subdivision laws and the landlord-tenant act.
- 9.267 Supervision of Real Estate Sales Personnel** 3 Credits  
(3 Class Hrs/Wk)  
Emphasis on licensing requirements, planning, selection of sales personnel, training, supervision, motivation, leadership, discipline, communication, advertising and public relations.
- 9.268 Real Estate Finance I** 3 Credits  
(3 Class Hrs/Wk)  
Survey of methods of financing the acquisition and transfer of real property. Emphasis on money, the mortgage market, mortgage loan procedures, lending instruments, foreclosures and remedies, loan programs.
- 9.269 Real Estate Office Management** 3 Credits  
(3 Class Hrs/Wk)  
Emphasis on organizational formats, planning, office facilities, financial records and reports, personnel, office manuals and public relations. Meets Oregon state law prelicense requirements.
- 9.274 Real Estate Escrow I** 3 Credits  
(3 Class Hrs/Wk)  
An introduction to the basic principles of escrow procedure with emphasis on understanding escrow instructions, recordable documents, title examinations, recording procedures, requirements of lenders, basic pro rations and closing the escrow transaction.

## REPAIR AND MAINTENANCE DO-IT-YOURSELF

- 0.763.1 General Metals** 1 Credit  
(1 Class, 2 Lab Hrs/Wk)  
Introduction to the field of metal working. Includes basic arc, gas welding, bending metal, foundry processes and sheet metal. Prerequisite: None.
- 0.795, 0.796 Home Maintenance and Repair I, II** 1 Credit/Term  
(1 Class, 2 Lab Hrs/Wk)  
Deals with minor maintenance and repair problems around the home. Prerequisite: None.
- 0.802 Woodshop** 1 Credit  
(1 Lecture, 2 Lab Hrs/Wk for one term)  
Beginning program to give basic instruction in the operation of the basic stationary power woodworking machines and portable electric tools. Instruction will also be given in basic cabinet and/or furniture construction.
- 0.850.1 Basic Solar Heating** 1 Credit  
(1 Lecture, 1 Lab Hrs/Wk for one term)  
A class to teach basic solar heating, systems for water, greenhouses and air heaters. Application of basic principles of heat storage for individuals.
- 0.852 Household Maintenance** 1 Credit  
(1 Class, 2 Lab Hrs/Wk)  
The use of small tools, principles of maintenance, and application to simple home repairs. Prerequisite: None.

## SCIENCE - GENERAL

- GS 104, 105, 106 Physical Science** 4 Credits/Term  
(3 Class, 2 Lab Hrs/Wk)  
Fundamental principles of physics, chemistry, astronomy, and geology; development and application of the scientific method. Prerequisite: One year of high school algebra and/or consent of instructor.

## SMALL BUSINESS MANAGEMENT

- 9.200 Small Business Management I** 8 Credits  
(3 Lecture, 3 Lab Hrs/Mo for 12 months)  
\* This is a program to assist business operators in achieving their professional and family goals through the improved management, organization and operation of their businesses.
- 9.201 Small Business Management II** 8 Credits  
(3 Lecture, 3 Lab Hrs/Mo for 12 months)  
This course is designed to prepare the student to analyze his records for management information, and make a general interpretation of the analysis. Prerequisite: 9.200 or consent of instructor.
- 9.202 Small Business Management III** 8 Credits  
(3 Lecture, 3 Lab Hrs/Mo for 12 months)  
Designed to prepare the learner to develop a plan for sound growth or expansion, and to determine the most profitable level of operation. Prerequisite: 9.201 or consent of instructor.

## SOCIAL WORK

**SW 201 The Field of Social Welfare 3 Credits**  
(3 Hrs/Wk)

An Introductory course in the nature and scope of selected problems in America and the relationship of these problems to the historical development of the social welfare system and social service organization.

**SW 202 Introduction to Social Work Practice 3 Credits**  
(3 Hrs/Wk)

Students are introduced to the purposes, scope, and functions of social work practice, the role of social workers, and the practice methods of case work, group work and community organization.

**SW 203 Introduction to Interviewing 3 Credits**  
(3 Hrs/Wk)

Students study the purposes and types of interviews, the roles of the interviewer, development of a helping relationship, problems of interpersonal communication, information gathering and assessment, evaluating interview results. Practice in interviewing techniques is included.

**SW 280 Field Experience 3 Credits**  
(3 Hrs/Wk)

## SOCIOLOGY

**Soc 199/299 Independent Studies in Sociology To Be arranged**

**Soc 204, 205, 206 General Sociology 3 Credits/Term**  
(3 Hrs/Wk)

A course sequence to acquaint the student with the discipline of sociology and its basic findings. 204: the field of sociology, society and culture, the socialization process, social groups and social stratification. 205: an examination of basic social institutions such as the family, religion and education, plus selected topics. 206: an examination of major social problems in contemporary society. No prerequisite; courses may be taken out of sequence.

**Soc 210 Marriage and the Family 3 Credits**  
(3 Hrs/Wk)

This course examines the process of sex roles, courtship, mate selection, marriage and family systems and changing roles in contemporary society. Offered on student demand.

**Soc 221 Juvenile Delinquency 3 Credits**  
(3 Hrs/Wk)

Study of deviant behavior and current criminological theories, with emphasis on crime prevention. The phenomena of crime as it relates to juveniles and criminal justice applications.

**Soc 243 Narcotics and Dangerous Drugs 3 Credits**  
(3 Hrs/Wk)

Drug problems that relate to our society. History of drugs, causes of addiction and identification of illegal drugs.

**0.673.2 Death: Challenge and Change 3 Credits**  
(3 Hrs/Wk)

Examines the philosophical and practical meanings of death from a multi-disciplinary, humanistic perspective. Designed to help better understand people who are dying, what the living can learn from death, and our own eventual deaths. Offered on student demand.

## SPEECH

**Sp 111, 112, 113 Fundamentals of Speech 3 Credits/Term**  
(3 Hrs/Wk)

An introduction to forms of public and private communication. Emphasis on content, organization, student adjustment, delivery and language of speaking in public and private communication.

**Sp 124 Basic Speech Communications 3 Credits**  
(3 Hrs/Wk)

An exploration of the communication process including language, non-verbal communication and development of active listening skills. Emphasis on two-person communication and intra-personal skills.

**Sp 199/299 Independent Study in Speech To be arranged**

**Sp 229 Oral Interpretation 3 Credits**  
(3 Class Hrs/Wk)

Oral interpretation is designed to help the student improve and enjoy reading aloud from prose, poetry, and drama. It serves to aid in communication of meaning and of emotional values and to enhance one's appreciation of literature. Vocal and physical techniques are emphasized. Speech 229 is for speech, theatre (acting), English, and literature students and anyone interested in increasing his enjoyment of literature.

**Sp 232 Group Discussion 3 Credits**  
(3 Class Hrs/Wk)

A practical exploration and practice of group problem solving, constructive participation and effective leadership.

**Sp 270 Projects in Public Speaking 3 Credits**  
(3 Hrs/Wk)

This course offers students an opportunity to further develop communications skills by participation in debate, forum, symposium and panel discussion. The course is also designed to develop confidence, qualities for leadership and the art of conversation as an aid to business and social success.

**9.503 Oral Communication 3 Credits**  
(3 Class Hrs/Wk)

A course designed to improve the communication and listening skills of the student to enable him to become a more effective speaker.

## SUPERVISORY TRAINING

**9.500 Elements of Supervision 3 Credits**  
(3 Class Hrs/Wk)

A basic introductory course covering in general terms the total responsibilities of supervisors in industry such as organization, duties and responsibilities, human relations, grievances, training, rating, promotion, quality-quantity control and management-employee relations.

**9.504 Developing the Employee Through Training 3 Credits**  
(3 Class Hrs/Wk)

The supervisor's responsibility for developing employees through training, orientation and induction. On the job techniques, apprenticeship, technical training, supervisory and management development.

**9.506 Human Relations for Supervisors** 3 Credits  
(3 Class Hrs/Wk)

The practical application of basic psychology in building better employer-employee relationships by studying human relations techniques.

**9.508 Labor-Management Relations** 3 Credits  
(3 Class Hrs/Wk)

This course traces the development of unionism in the United States. Attention is given to the roles of labor and management in collective bargaining. A review of labor and management legislation is correlated with the development of unionism. Labor organization disagreement, arbitration, conciliation and problems of labor are also studied.

**9.512 Methods Improvement for Supervisors** 3 Credits  
(Work Simplification)  
(3 Class Hrs/Wk)

The supervisor's responsibility for job methods improvement. The basic principles of work simplification. Administration and the problems involved. Motion study fundamentals for supervisors. Time study techniques.

**9.514 Cost Control for Supervisors** 3 Credits  
(3 Class Hrs/Wk)

Topics covered in this course include how costs are determined in industry, cost control and its functions, and the supervisor's responsibility for costs. Also discussed are factors in cost control: materials, waste, salvage, quality control, quantity control and control of time.

**9.518 Organization and Management** 3 Credits  
(3 Class Hrs/Wk)

The supervisor's responsibility for planning, organizing, directing, controlling, and coordinating. Acquaints the supervisor with the basic functions of an organization and the responsibility in carrying them out in accordance with the organization's plan. Establishing lines of authority, functions of departments or units, duties and responsibilities, policies and procedures, rules and regulations.

**9.524 Management Controls and the Supervisor** 3 Credits  
(3 Class Hrs/Wk)

Basic principles of controls. Delegation of responsibility through the use of controls. The purpose and objectives of controls, manufacturing costs, quality control, quantity control, production control, control over materials, control over personnel and organization.

**THEATER ARTS**

**Sp 229 Oral Interpretation** 3 Credits  
(3 Credits/Term)

Recommended for theatre (acting students), English, and literature students. See course description for Speech 229.

**TA 101 Orientation to Theater Art** 3 Credits  
(3 Class Hrs/Wk)

Theatre 101 is designed to broaden the student's insight - whether for reading plays, viewing dramatic art in a theatre, or participation in the production of dramatic works. The elements of drama and the theatre are analyzed for that resultant understanding.

**TA 121, 122, 123 Fundamentals of Acting Technique** 3 Credits/Term  
(3 Lecture Hrs/Wk)

Methods, techniques and theory of acting as an art form.



**TA 126 Basic Movement** 3 Credits  
(3 Lecture Hrs/Wk)

Through elements of choreography and dance, increases student awareness of the physical-visual aspects of drama and improves student ability to communicate through movement.

**TA 161, 162, 163 Fundamentals of Technical Theater** 4 Credits/Term  
(3 Lecture, 2 Lab Hrs/Wk)

Techniques of mounting various styles of production for presentation. Includes basic principles of stage design, lighting, properties and stage management.

**TA 182, 282 Theater Rehearsal and Performance** 1-3 Credits  
(3-9 Lab Hrs/Wk)

Designed to reflect practical application of classroom theory. It may be taken by any participant in current theater productions scheduled for public performance. The course may be repeated for a maximum of nine credit hours. The credits will be adjusted on an individual basis to reflect the magnitude of responsibility in performance and quantity of clock hours applied to performance.

**TA 190 Projects in Theater** 1-3 Credits  
Individually arranged projects. May be repeated for a maximum of 9 credits.

**TA 230, 231, 232 Acting I** 3 Credits/Term  
(3 Lecture Hrs/Wk)

Study of the methods, techniques and theory of acting as an art form. Performance of laboratory exercises and cuttings from plays are the basic teaching approaches.

**TA 280 Supervised Field Experience** 1-4 Credits  
On-site work experience in theater productions. May be repeated for a maximum of 4 credits.

**0.506 Introduction to Theater** 1-3 Credits  
(1-3 Class Hrs/Wk)

A survey course designed to orient the student to theater art for better appreciation and understanding. May be repeated for credit with instructor's consent.

## WORK EXPERIENCE

### 2.280 Cooperative Work Experience variable credit (1 Credit-4 clock hours per week)

For any non-transfer area of business. Maximum credits: decided by division chairman. A seminar will be arranged by the coordinator. Prerequisite: Consent of coordinator.

## WRITING AND GRAMMAR

### Wr 121, 122, 123 English Composition 3 Credits/Term (3 Class Hrs/Wk)

The fundamentals of English Composition; frequent writing assignments with special attention given to organization and development.

Wr 121: description, narration, exposition; Wr 122: exposition, opinion, persuasion; Wr 123: research paper. Wr 227 may substitute for Wr 123. The courses must be taken in sequence. (See Basic College Writing 0.525 or 0.593 Writing Workshop for opportunities to review and develop basic writing skills needed for this course.)

### Wr 199/299 Independent Study in Writing To be arranged

### Wr 214 Business English 3 Credits/Term (3 Class Hrs/Wk)

A study of practice in modern business communication, especially written communication. Prerequisite: Wr 121, 1.111, or instructor's consent.

### Wr 227 Report Writing 3 Credits (3 Class Hrs/Wk)

Study of and practice in research and writing for technical and specialized disciplines. Emphasis is placed on information gathering, problem solving, organization and mechanics of reports including articles, abstracts, memoranda, and correspondence. The student will write reports in his chosen discipline. Wr 227 may substitute for Wr 123. Prerequisite: Wr 121, 1.111, or instructor's consent.

### Wr 241, 242, 243 Introduction to Imaginative Writing 3 Credits/Term (3 Class Hrs/Wk)

This course develops skills in writing prose, fiction, poetry and plays. Student work is discussed in class along with non-student work in order to demonstrate and develop techniques of imaginative writing. See instructor to find major emphasis for each quarter. This course may be taken in any order.

### 0.525 Basic College Writing 5 Credits (5 Lab Hrs/Wk)

Course content includes all phases of composition, with heaviest emphasis on the essential tools of writing: sentence structure, punctuation, spelling and usage. The aim is to enable the student to write intelligibly and to analyze and correct his or her own work. Frequent writing practice is included. Does not count toward an associate's degree.

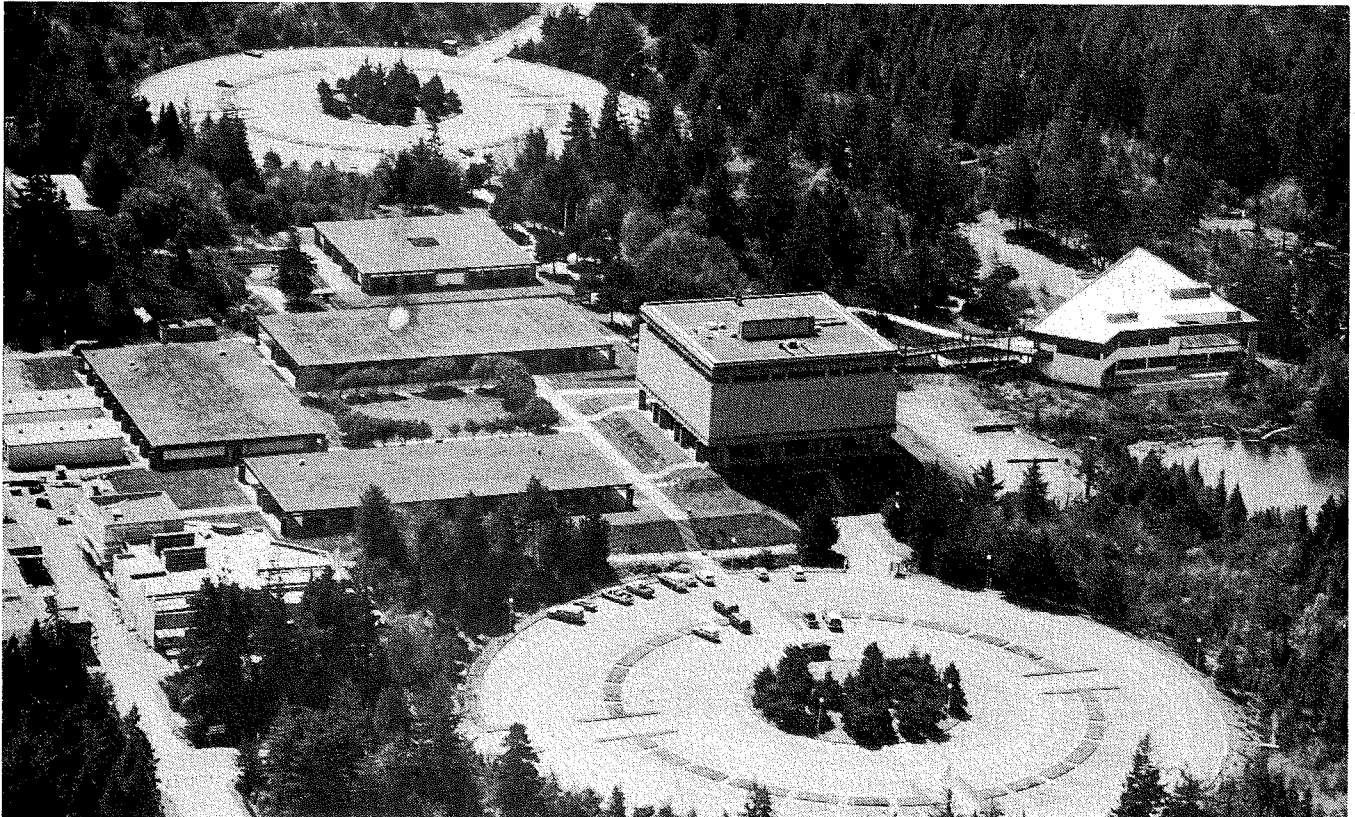
### 0.593 Writing Workshop 0 Credit (1, 2 or 3 Class Hrs/Wk)

A service designed to provide individual assistance in writing skills, from basic to advanced levels.

## ZOOLOGY

### Z 201, 202, 203 General Zoology 4 Credits/Term (3 Class, 3 Lab Hrs/Wk)

This course is designed for biology, premedical, prenursing, and prepharmacy students, as well as others with an interest in the subject.



# Fulltime Faculty

- JOHN C. ANDERSON, Associate Professor of Technical Vocational Education  
B.S.E.E. in Engineering, 1960, Oregon State University  
M.A. in Mathematics, 1971, University of Oregon
- PHILLIP M. ANDERSON, Associate Professor of English  
B.A. in English Literature, 1964, San Francisco State University  
M.A. in English Literature, 1966, San Francisco State University
- CARROLL K. AUVIL, Associate Professor of Electronics Technology  
B.S.E.E. in Engineering, 1948, Purdue University  
Approved Vocational Instructor
- JOSEPH BABCOCK, Assistant Professor of Industrial Mechanics  
Approved Vocational Instructor
- RODGER BARBER, Associate Professor of Industrial Mechanics  
Approved Vocational Instructor
- ROBERT P. BOWER, Associate Professor of English  
B.A. in English, 1969, Lycoming College  
M.A. in English, 1971, Western Illinois University
- JACK E. BROOKINS, Professor and President of the College  
B.Ed. in Trade and Industrial Education, 1950, Colorado State University  
M.Ed. in Vocational Education, 1954, Colorado State University  
Graduate study in Higher Education, 1959-1964, University of California at Berkeley
- DONALD E. BURDG, Associate Professor of Mathematics  
M.A. in Education, 1952, University of Northern Colorado  
M.S. in Mathematics, 1966, Oregon State University
- EDWARD M. CHILLA, Associate Professor of Speech and Drama  
B.A. in Drama, 1962, San Jose State College  
M.F.A. in Theatre Direction, 1969, University of Oregon
- JOANNE E. COOPER, Instructor, Developmental Reading  
B.A. in Education, 1967, Oregon State University  
M.S. in Speech Pathology and Audiology, 1969, University of Oregon
- ROBERT L. COOPER, Associate Professor of Forest Technology  
B.S. in Forestry, 1966, Oregon State University  
M.S. in Forest Management, 1971, University of Washington
- SAM E. CUMPSTON, Professor of Math and Physics  
B.S., 1942, U.S. Military Academy, West Point  
M.S. in Physical Sciences, 1948, University of Chicago
- BARBARA DAVEY, Director Health Occupations  
B.S., 1966, Sacramento State College  
M.S., 1969, University of California  
Medical Center, San Francisco  
Ed. D.-Nova University - In progress
- J. ROBERT DIBBLE, Associate Professor of Psychology and Counselor  
A.B., 1949, Philosophy, Colorado College  
Th. M., 1952, Philosophy, Liff School of Theology  
M.A. in Counseling, 1965, Whitworth College  
M.S. in Clinical Psychology, 1966, Eastern Washington State College  
Post Masters/Doctoral Studies, 1968-1976, University of Oregon
- BARBARA DODRILL, Associate Professor of Business  
B.S. in Business Ed., 1970, Southern Oregon College  
M.S. in Business Ed., 1971, Oregon State University
- NATHAN DOUTHIT, Associate Professor of History  
A.B. in History, 1960, Harvard University  
M.A. in History, 1965, University of California at Berkeley  
Ph. D. in History, 1972, University of California at Berkeley
- STEPHEN J. ERICKSON, Assistant Professor of Psychology  
B.A. in Psychology, 1970, Eastern Washington University  
M.S. in Psychology/Community College Teaching, 1972, Eastern Washington University
- BEN J. FAWVER, Professor of Biological Science  
B. Ed., Biology, 1941, Illinois State Normal University  
M.S. in Zoology, 1947, University of Illinois  
Ph. D. in Zoology, 1950, University of Illinois
- LAWRENCE FENILI, Assistant Professor of Public Services, Director of Public Services  
B.S. in History, Psychology and Criminal Justice, 1972, Portland State University  
M.S. in Criminology, 1974, Florida State University
- KATHLEEN FRANCIS, Assistant Professor of Nursing  
Diploma in Nursing, 1965, Hotel Dieu School of Nursing, New Orleans, Louisiana  
B.S. in Nursing, 1974, University of San Francisco  
M.S. in Nursing, 1975, University of California
- DOROTHY GILLET, Instructor of Secretarial Science  
B.S. in Business Education, 1957, Eastern Illinois University  
M. Ed. in Business Education, 1967, Oregon State University
- PHILLIP GOETSCHALCKX, Professor of Industrial Mechanics  
Approved Vocational Instructor
- RICHARD GROSSMAN, Associate Professor of Business  
B.S.B.A. in Hotel and Restaurant Management, 1965, Denver University  
M.A. in Business Education, 1969, San Jose State University
- HOWARD A. HALL, Associate Professor of Fine Arts  
B.S. in Painting and Drawing, 1949, University of Oregon  
M.F.A. in Painting and Lithography, 1951, and graduate study in history of art and architecture, 1964, University of Oregon
- MIKE HODGES, Assistant Professor of Health and Physical Education, Track and Cross Country Coach  
B.S. in Physical Education and Health Education, 1965, University of Oregon  
M.S. in Physical Education and Health Education, 1973, University of Oregon
- CHARLES O. HOWER, Professor of Physical Science  
B.A. in Chemistry, 1956, Whitman College  
Ph.D. in Inorganic and Nuclear Chemistry, 1962, University of Washington
- HUGH M. HOYT, Professor of History  
A.B. in Social Science, 1951, California State University, Sacramento  
M.A. in History, 1953, California State University, Sacramento  
Ph.D. in History, 1966, University of Oregon
- THOMAS HUMPHREY, Professor of English and Literature  
B.S. in English, 1959, University of Oregon  
M.S. in Interdisciplinary Studies, History and English, 1961, University of Oregon  
M.A. in English, 1970, University of Oregon
- JOHN G. HUNTER, Associate Professor of Psychology and Counselor  
Dean of Student Services  
B.S. in Education and General Science, 1964, Oregon State University  
M. Ed. in Education and Counseling Psychology, 1967, University of Oregon



- KIRK D. JONES**, Associate Professor, Librarian  
B.A. in History, 1969, University of Washington  
M.L. in Librarianship, 1970, University of Washington
- RAYMOND KELLEY**, Professor of Physics and Mathematics  
B.S. in Engineering Physics, 1950, Montana State  
M.S. in Physics, 1955, Ohio State University  
Ph. D. in Physics, 1962, Ohio State University
- BEVERLY L. KEMPER**, Associate Professor of Health and Physical Education  
Coordinator of Physical Education and Health  
B.S. in Physical Education, 1958, Oregon State University  
M. Ed. in Health Education, 1965, Oregon State University
- BONNIE L. KOREIVA**, Director of Special Instructional Programs  
B.S. in Elementary Education, 1950, Marylhurst College  
M. Ed. in Curriculum and Instruction, 1969, University of Oregon
- WILLIAM D. KRAUS**, Associate Professor of Mathematics  
B.A. and B. Ed. in History and Education, 1950, Washington State University  
M.A. in Mathematics and Education, 1968, University of Oregon  
M.S. in Math, 1972, St. Louis University
- BILL LEMOINE**, Associate Professor of Forest Technology  
B.S. in Forest Management, 1961, University of Massachusetts  
M.S. in Forest Management, 1967, University of Minnesota
- LANNY R. LESLIE**, Associate Professor of Forest Technology  
B.S. in Forest Management, 1967, Utah State University  
M. Ed. in Vocational Education, 1975, Oregon State University
- RONALD R. LILIENTHAL**, Professor of Science  
B.S. in General Science, 1958, University of Oregon  
M.S. in Organic Chemistry, 1961, Oregon State University  
Ph. D. in Chemistry, 1971, Louisiana State University
- JAMES LOVE**, Associate Professor of Business  
Administrative Assistant  
B.A. in Business, 1961, San Francisco State College  
M.A. in Business, 1967, San Francisco State College
- DORALEE M. McARTHUR**, Assistant Professor of Nursing Education  
B.S. in Nursing, 1961, University of California Medical Center
- DORTHA A. McCARTHY**, Associate Professor  
Director of the Learning Resource Center  
B.A. in English, 1956, West Texas State University  
M.L. in Librarianship, 1967, University of Washington
- BERNELL MEACHAM**, Associate Professor of English and Journalism  
B.S. in Journalism, 1941, Utah State University  
M.S. in Journalism, 1943, Northwestern University
- ROBERT A. MILLER**, Associate Professor of Business  
B.A. in Business Administration, 1957, Bemidji State University  
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- DONALD R. MOFFITT**, Associate Professor of Business  
B.S. in Commerce, 1960, Ferris State College  
M.Ed. in Business Education, 1964, Oregon State University
- ERIK MULLER**, Associate Professor of English  
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- JANICE NEWLANDER**, Instructor of Home Economics  
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- JEAN NOLAND**, Visiting Instructor of English  
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- JOHN NOLAND**, Assistant Professor of English  
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- DALE REEVES**, Assistant Professor of Industrial Mechanics  
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Fifth year from Oregon State University, 1976
- CHRISTIAN C. ROSMAN**, Assistant Professor of Music  
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- PHILIP RYAN**, Professor of Business  
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Portland State University  
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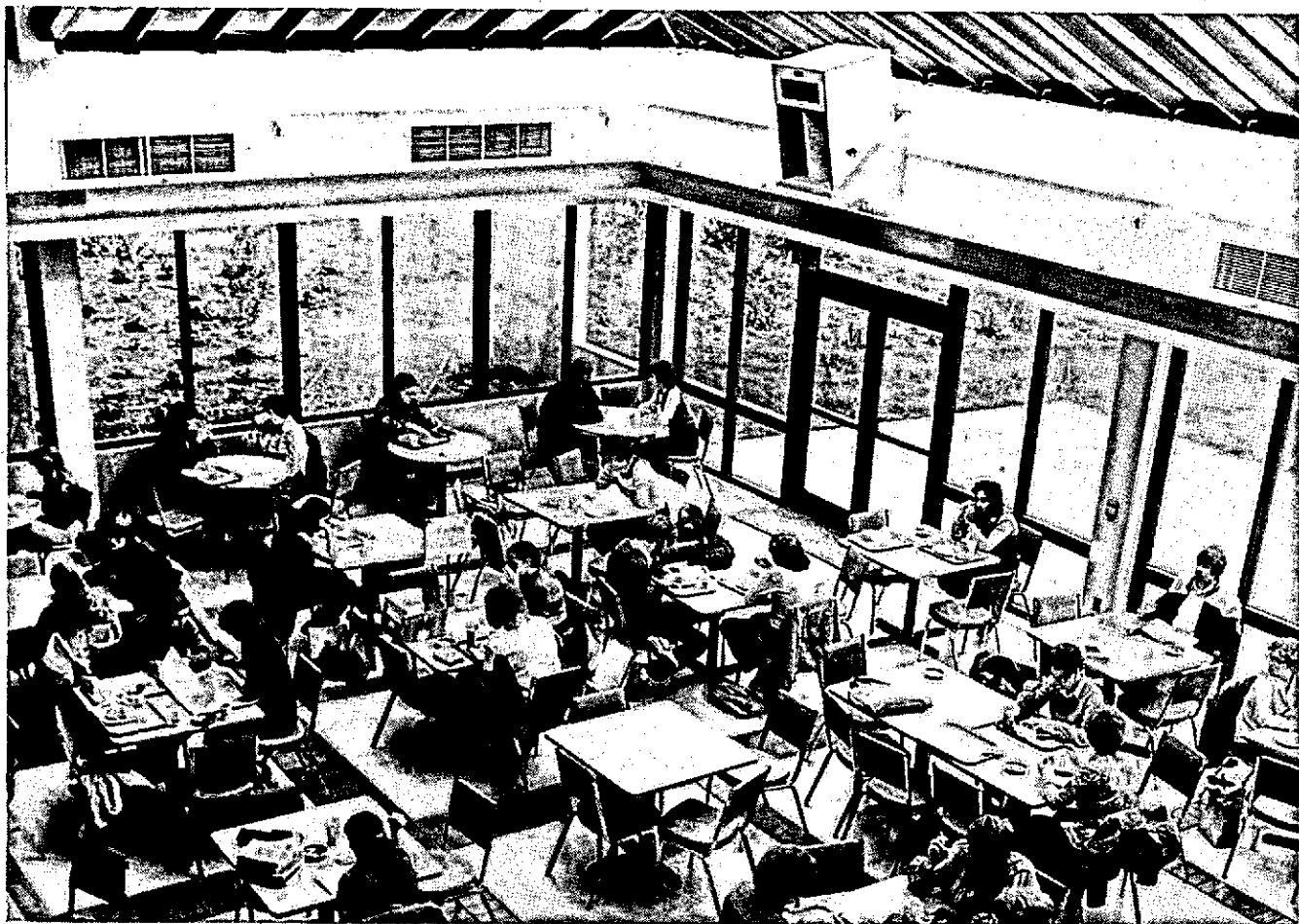
**JEAN von SCHWEINITZ**, Associate Professor  
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Oregon State University

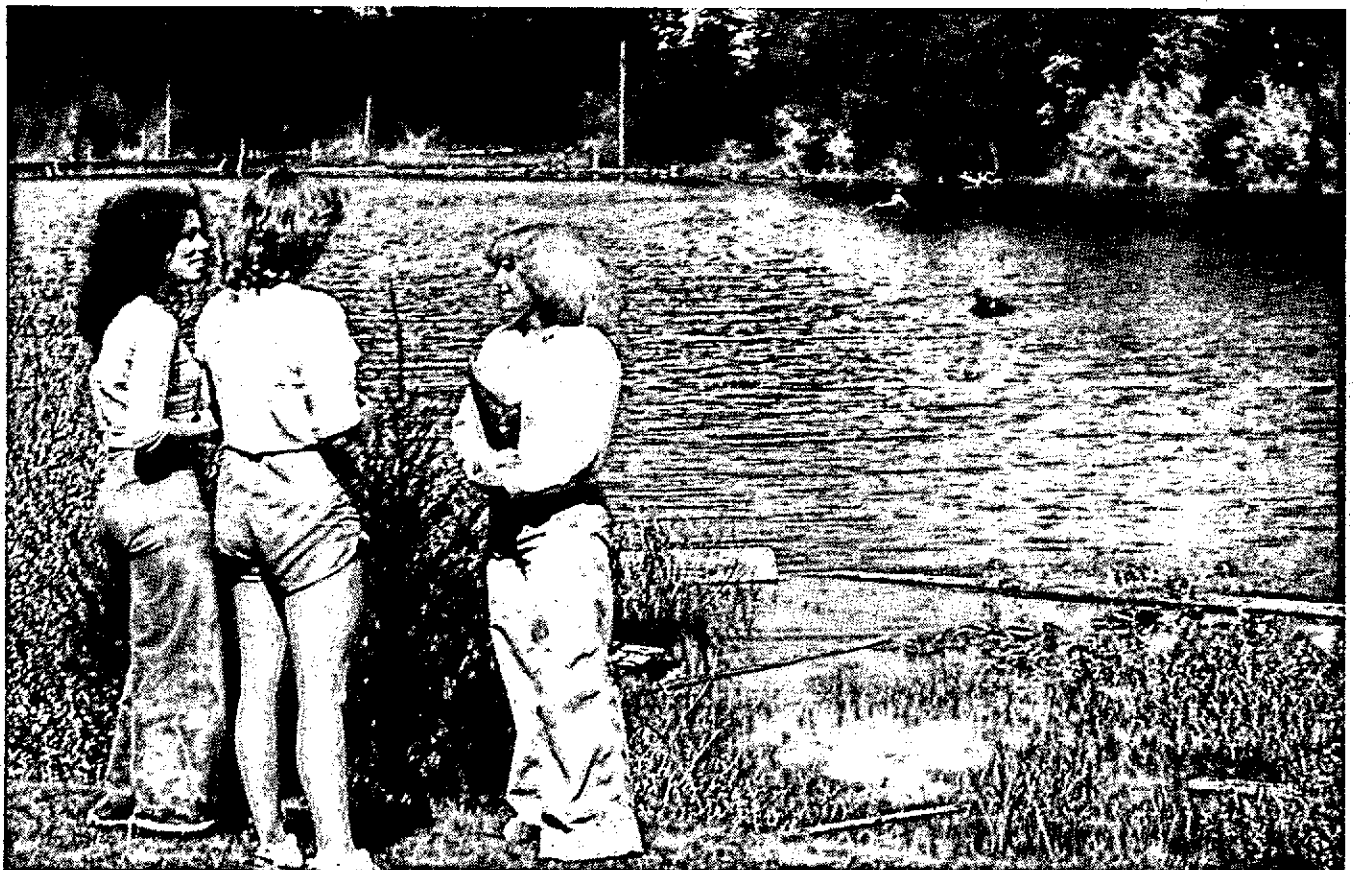
**M. KATHLEEN WALSH**, Associate Professor of English  
B.A. in English, 1969, University of Maryland  
M.A. in English, 1973, San Diego State University  
M.A. in Education and Reading, 1975,  
San Diego State University



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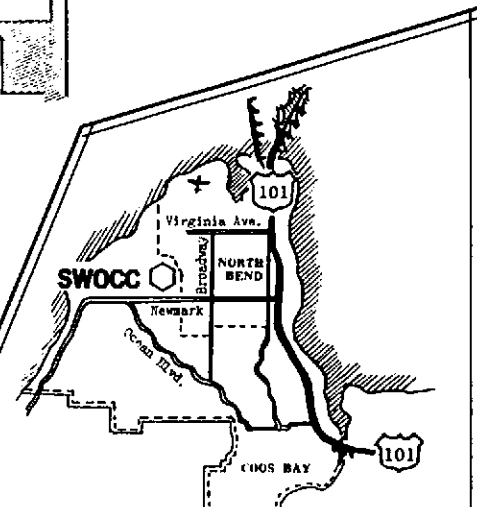
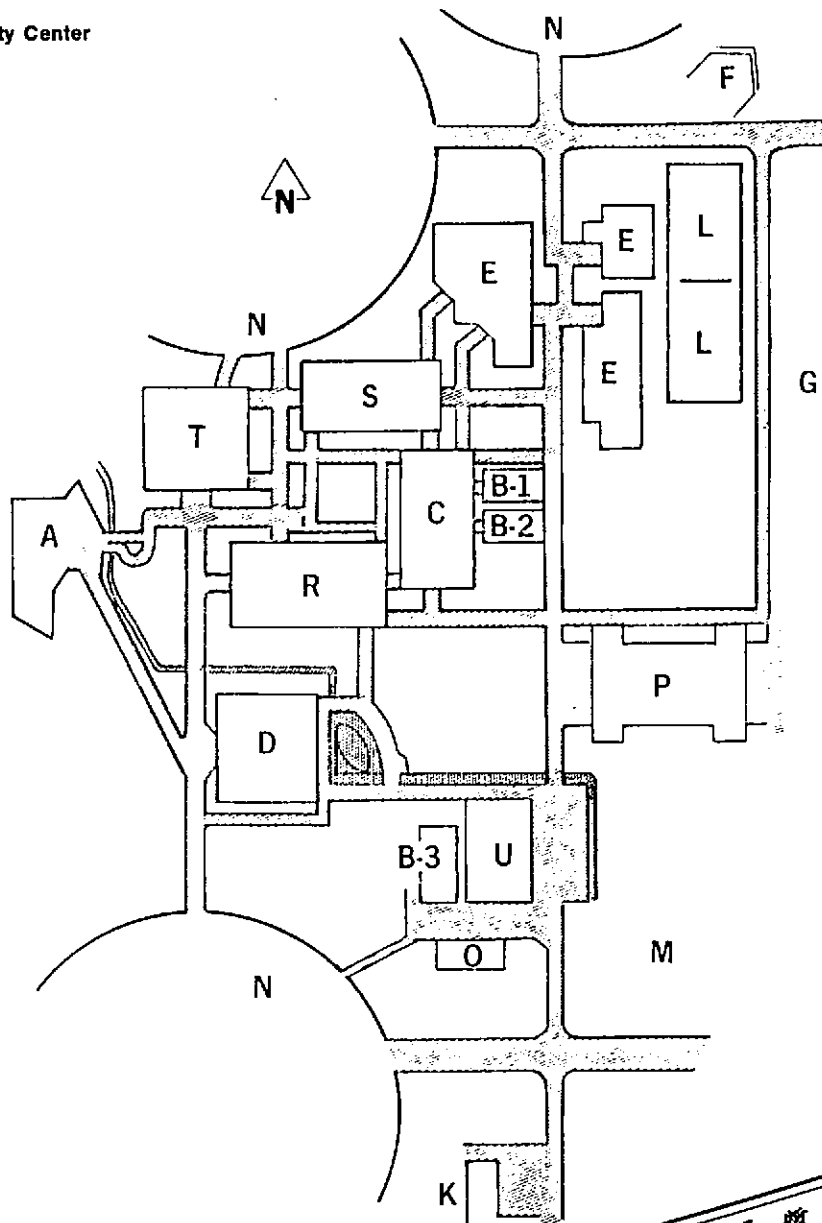
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# CAMPUS DIRECTORY

- A Empire Hall — College/Community Center**  
 food service  
 game room  
 lounge and study space  
 student government and activities  
 student publications  
 Community Services office
- B-1 nursing**
- B-2 College Playhouse**
- B-3 machine shop**
- C Coaledo Hall**  
 music  
 science
- D Dellwood Hall**  
 administration  
 admissions  
 business office  
 Dean of Instruction office  
 Dean of Students office  
 employment  
 financial aid  
 information  
 personnel  
 President's office
- E labs and classrooms under construction**
- F firetower**
- G softball field**
- K maintenance**
- L tennis courts**
- M playing field**
- N parking lots**
- O photography lab**
- P Prosper Hall**  
 gymnasium  
 physical education
- R Randolph Hall**  
 business classes  
 electronics  
 data processing
- S Sitkum Hall**  
 English  
 foreign languages  
 history  
 philosophy  
 social sciences
- T Tioga Hall**  
 Learning Resource Center  
 adult basic education  
 art  
 audiovisual center  
 book store  
 counseling  
 drafting  
 home economics  
 instructional materials  
 library  
 listening-viewing center  
 nurse's office  
 study center
- U Umpqua Hall**  
 automotive  
 industrial mechanics  
 small engine repair
- Empire Annex (not shown)**  
 820 Newmark  
 welding  
 refrigeration



The campus is located in a natural setting of coastal pines and shrubbery on the shore of Empire Lakes. Its 125 acres are within the city limits of Coos Bay and adjacent to North Bend's city limits — two cities with a combined population of more than 25,000.

**Southwestern Oregon  
Community College  
Coos Bay, Oregon 97420**