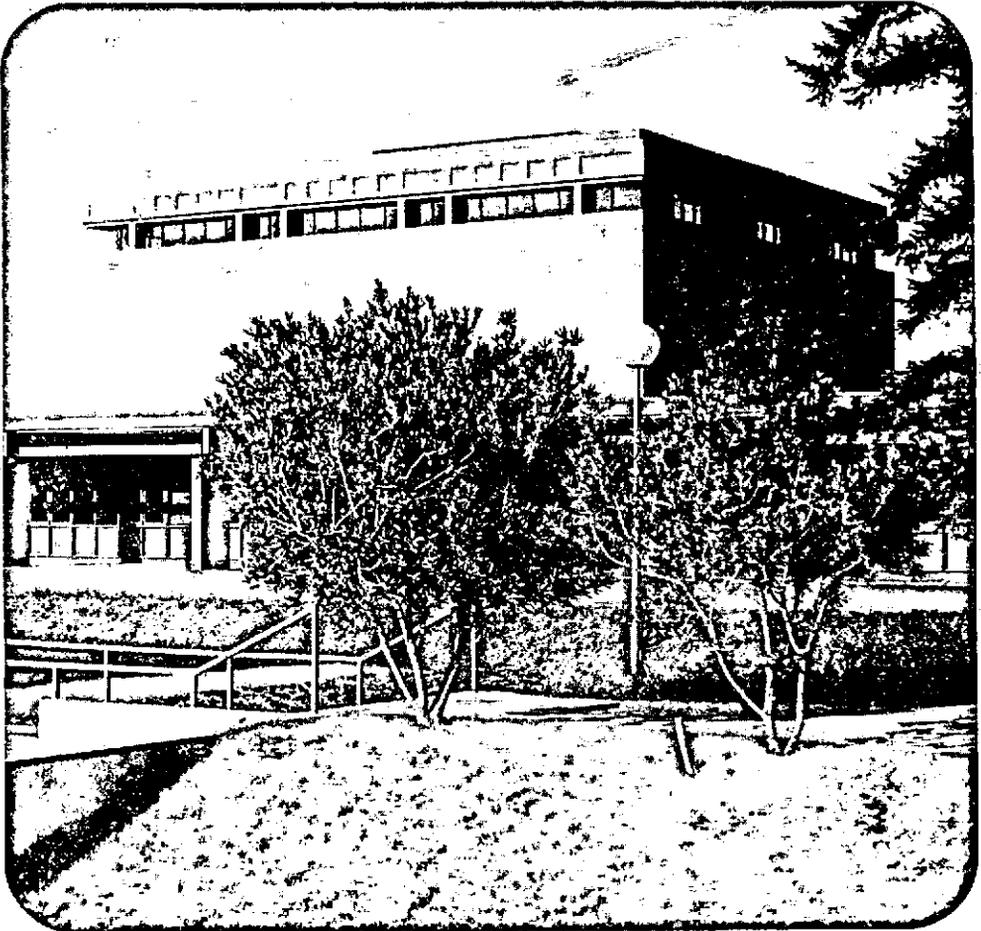


Sid Littow

**SOUTHWESTERN
OREGON
COMMUNITY
COLLEGE**



GENERAL CATALOG 1974-1975

CATALOG REVISION SECTION

The following course additions and/or revisions in course titles and descriptions, and other material contained in this section represents updating of material contained in the main section of the Catalog which, for the most part, is a reprint of last year's General Catalog. The new material is arranged by Instructional Division to correspond with the Instructional Division sections in the earlier publication.

Students are asked to check this Revision Section carefully in planning their courses of study.

ARTS DIVISION

MUSIC (added course)

Mus 51 Basic Voice

1 Credit

Designed for students who expect to terminate vocal study at the end of one or two terms, and desire to obtain the maximum singing ability, mastery of basic fundamentals and knowledge of vocal problems in this limited period.

PHOTOGRAPHY (New course number; see page 38.)

0.519 Basic Photography (3 Class Hrs/Wk)

2 Credits

This course is an introduction to basic principles of photography, including indoctrination in camera use, composition, darkroom developing and printing, and general assignment photographic work.

THEATRE (Change in allowable course credit, page 40)

Th 250, 251, 252 Theatre Workshop

1-5 Credits/Term

SPEECH (Additional listing of three transfer courses.)

Sp 111, 112, 113 Fundamentals of Speech

3 Credits/Term

Fundamentals of Speech is designed to acquaint the student with both the critical appraisal of another's speech ability and to prepare the student for effective communication of ideas in oral form. The first term emphasizes content and organization. The second explores the communication process through discussion of formats, while the third term emphasizes adjustments to the speaking situation, effective delivery, and the language of the speech.

Sp 229 Oral Interpretation (3 Class Hrs/Wk)

3 Credits

This course in Oral Interpretation is designed to help the student to improve and enjoy reading aloud from prose, poetry and drama. It serves to aid in communication of intellectual and emotional values and to enhance one's appreciation of literature.

Sp 232 Group Discussion

3 Credits

A practical exploration and practice of group problem solving, constructive participation and effective leadership.

BUSINESS DIVISION

MEDICAL CLERICAL PROGRAM

This program is designed to train students for initial clerical employment in hospitals, medical clinics, doctors' offices, and other medically-oriented facilities. CURRICULUM IN THE PROCESS OF DEVELOPMENT.

ENGLISH DIVISION

COMMUNICATIONS (Added course description; see page 57.)

- 1.111, 1.112, 1.113 Communications** **3 Credits/Term**
A course stressing the importance of communications activities. Emphasis is given to improving the student's ability to write, speak, read, and listen effectively. Taking the course in sequence is recommended but not required. Each section of the course emphasizes a certain basic communications skill: 1.111, Writing; 1.112, Speaking and Listening; and 1.113, Reading.

JOURNALISM

(New Journalism Laboratory number and section, page 57.)

- J 215 N Journalism Laboratory (Newspapers)** **1 Credit**
On-the-job training in techniques of reporting and editing, carried on in conjunction with publication of the student newspaper.
- J 215 M Journalism Laboratory (Magazines)** **1 Credit**
A course that offers practical training in the editing, layout and production of magazines, carried on in conjunction with student publications.

LITERATURE (New courses)

- 0.532 Literature of Oregon** **2 Credits**
A survey of literature written by or about Oregonians or set in Oregon, this course introduces the student to the regional literature and literary activity of Oregon.
- 0.531 Literature of Contemporary Concerns** **2-3 Credits**
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.
- 1.141 Literature for Your Child** **3 Credits**
This course presents practical help to parents in the selection and use of literature for the very young and the older child. The course surveys classics, old and new, of children's literature, focusing on story content and meaning, form, and illustrations.

WRITING

- 0.630 College Basic Writing** **4 Credits**
This is a new title for College Basic English (see page 60). The course may be repeated for credit.
- WR 121, 122, 123 English Composition** **3 Credits/Term**
These are the new state-wide course numbers for WR 111, 112, 113, (as listed on page 60.)
- WR 227 Report Writing (page 60) may be substituted for WR 123 to fulfill the nine-hour English Composition requirement.**

(New course)

- WR 244 Writing for Television** **3 Credits**
This course develops skills in writing TV scripts for production. Students work in conjunction with directors, actors, and cameramen to gain an understanding of the production end of TV writing. Students read select TV scripts and criticisms, and write original scripts themselves.

LIFE SCIENCES DIVISION

HOME ECONOMICS (New Course)

- CT 250 Textiles (4 Class Hrs/Wk)** **2 Credits**
A study of textile fibers and fabrics, their origins, manufacture, and use are provided in this course. Chemical and physical aspects including testing methods will be covered.

PRACTICAL NURSING

(The following term-by-term course curriculum should be substituted for the course listings appearing on pages 71-72 of the Catalog:)

PRACTICAL NURSING CONTINUED

COURSE DESCRIPTION 1st Quarter (11 Weeks)

Titles	Hours		Credits	Units
	Theory	Lab		
5.511 Personal and Vocational Relationships in Practical Nursing I Introduces student to course in practical nursing, to responsibilities as a student, nursing history and trends, and community health facilities. Explores relationship of the practical nurse to co-workers and patients, and ethics.	1	3	2	1 Social Sci. 1 Nursing
5.510 Fundamentals of Practical Nursing The student gains knowledge of the patient's environment, planning and meeting the need of dependent patients. Beginning skills in observing and recording will be developed. Selected learning experiences in the clinical area are planned to correlate theory to practice.	4	12	5	5 Nursing
5.520 Nursing the Geriatric Patient and the Patient with a Long-term Illness The student gains knowledge of the process of aging and the special needs of the geriatric patient and the patient with a long-term illness. Nursing measures to meet these needs are taught and selected learning experiences are planned in the clinical area to correlate theory to practice.	1	3	2	1 Social Sci. 1 Nursing
5.521 Basic Science for Nursing and Other Health Occupations Student gains a knowledge of human anatomy and physiology, chemistry, physics and microbiology.	3	3	3	3 Physical Sci.
9.503 Oral Communications The student learns beginning skills in communication, the meaning of non-verbal signs, and is introduced to personality development and its influence on verbal and non-verbal communications.	3		3	3 English
7.138 Practical Nutrition Designed for students enrolled in practical nursing 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.	2		2	2 Physical Sci.

COURSE DESCRIPTION 2nd Quarter (10 Weeks)

Titles	Hours		Credits	Units
	Theory	Lab		
5.512 Maternal and Child Health Nursing Provides the student with knowledge of the needs of the obstetrical patient, covering pre-natal, labor and delivery, post-partal care and care of the newborn. Selected learning experiences are planned in the clinical area to correlate theory and practice.	2	6	4	4 Nursing
5.513 Introduction to Medical-Surgical Nursing (Medical-Surgical Nursing I) Student gains knowledge of nursing care of patients with disturbed body functions common to many hospitalized patients, the pre and post surgical care of patients and the care of the patient requiring barrier technique. Selected learning experiences are planned in the clinical area to correlate theory with practice.	3	15	8	8 Nursing
7.139 Diet Therapy Student gains knowledge of specific dietary needs of patients with specific disease conditions and the role of diet therapy in the medical care plan.	2		2	2 Physical Sci.
Psy 111 Personality and Development Student learns further skills in verbal and non-verbal communications, gains insight into her attitudes and behaviors and their effect upon patients and co-workers.	3		3	3 Social Sci.

PRACTICAL NURSING CONTINUED

COURSE DESCRIPTION 3rd Quarter (10 Weeks)

Titles	Hours		Credits	Units
	Theory	Lab		
5.514 Maternal and Child Health Nursing II Student gains knowledge about normal child development from infancy to young adult and the needs and care of the ill child and adolescent. Selected learning experiences are planned in the clinical areas to correlate theory and practice.	2	3	3	3 Nursing
5.515 Medical-Surgical Nursing II Student gains knowledge of course, symptoms and treatment of specific diseases of the body systems. Gains further skills in the care of patients in all conditions of illness. Selected learning experiences are planned in the clinical area to correlate theory to practice.	3	22	10	10 Nursing
5.516 Nursing Implications in Drug Therapy Students gain knowledge in the origin and properties of drugs, use of medications in the medical care plan, and the responsibilities and skills required of the nurse in applying drug therapy. Selected learning experiences are planned in the clinical area to correlate theory to practice.	2	3	3	2 Physical Sci. 1 Nursing

COURSE DESCRIPTION 4th Quarter (8 Weeks)

Titles	Hours		Credits	Units
	Theory	Lab		
5.517 Personal and Vocational Relationships II Promotes understanding of the role of the graduate practical nurse including job opportunities and legal aspects.	1	2	2	2 Social Sci.
5.518 Medical-Surgical Nursing III The student will gain knowledge of the needs and care of the critically ill patient with which the practical nurse may assist the registered nurse. This unit includes intensive care nursing and the principles of emergency and disaster nursing. Selected learning experiences are planned to correlate theory to practice.	1	22	7	7 Nursing
5.519 Mental Health Nursing The Student gains knowledge of the correlation between mental health to physical health and the cause, symptoms and treatment of emotional disorders. Principles learned in this course are applied to the care of patients showing any unusual stress due to disease conditions and subsequent hospitalization.	1	8	4	1 Social Sci. 3 Nursing

Total Units:	Physical Science	9
	Social Science	8
	English	3
	Nursing	43
		63

PHYSICAL EDUCATION AND HEALTH

HE 252 First Aid (New course description; see page 69) 3 Credits

Course includes essential information for the development of the student's first aid knowledge, skills ability, and personal judgment. Upon satisfactory completion of knowledge and demonstrated skills in each unit, the student may earn an American National Red Cross Standard First Aid and Personal Safety card. This card verifies and qualifies the student's training for three years. It may be renewed before the expiration date through a Red Cross refresher course.

(New course number and description; see page 69)

5.212 First Aid Workshop (14 hours) 1 Credit

Upon satisfactory completion of knowledge and demonstrated skills in each unit, the student may earn an American National Red Cross Standard First Aid and Personal Safety card. This card verifies and qualifies the student's training for three years. It may be renewed prior to the expiration date through a Red Cross refresher course.

(New list of activities; substitute for activities listed under P.E. 190 on page 70.)

- | | | |
|--------------------------------|------------------------|-----------------------------|
| 1. Adult Physical Conditioning | 10. Developmental | 19. Social Dance |
| 2. Archery | 11. Flag Football | 20. Stmnastics |
| 3. Backpacking | 12. Folk Dance | 21. Slow Pitch |
| 4. Badminton | 13. General Activities | 22. Swimming |
| 5. Basketball | 14. Golf | 23. Tumbling and Trampoline |
| 6. Bowling | 15. Gymnastics | 24. Volleyball |
| 7. Canoeing | 16. Lifesaving | 25. Weight Training |
| 8. Conditioning | 17. Personal Defense | 26. Wrestling |
| 9. Cycling | 18. Soccer | |

(New credit allowance and activities changes made in the following courses, listed on page 71 of the Catalog.)

PE 194 Professional Activities (Women) 2 Credits

PE 195 Professional Activities (Men) 2 Credits

PE 294 Professional Activities (Women) 2 Credits

For professional students. Methods, teaching techniques and basic skills. Fall--Tennis and Badminton; Winter--Bowling and Basketball; Spring--Archery and Golf.

PE 295 Professional Activities (Men) 2 Credits

For professional students. Methods, teaching techniques, and basic skills. Fall--Tennis and Badminton; Winter--Bowling and Basketball; Spring--Archery and Golf.

PE 208 Backpacking and Camping Workshop (New Course) 3 Credits

A course designed to develop an interest in and awareness of camping as a lifelong recreational activity, and of 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. Summer workshop; no prerequisites

Rec 150 Recreation in Society (3 Class Hr/Wk) 3 Credits

The course concentrates on the concept of community recreation; scope of recreation in American life; the role of recreation, parks and sports in human experiences and in the structure of community living. No prerequisites.

Change in Scheduling, see page 69.

PE 131 Intro. to Health and Physical Education 3 Credits

Professional orientation; basic philosophy and objectives; professional opportunities and qualifications. Course will be taught fall term each year.

PHYSICAL SCIENCES DIVISION

ASSOCIATE IN SCIENCE DEGREE IN INDUSTRIAL TECHNOLOGY

(All Apprenticeable Trades)

This new degree program establishes credit for trade and industrial experience toward an Associate 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
1.120, 1.121, 1.122 Man and Society	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 (Construction Trades)

(Change in credit allowed; added related classroom instruction courses. See Page 77.)

9.182 Consumer Electronic Technician (3 Hrs/Wk)		Term Credit	2
9.183 Industrial Welder Apprentice (5 Hrs/Wk)			3
9.184 Construction Millwright Apprentice (5 Hrs/Wk)			3
9.186 Carpenter Apprentice (5 Hrs/Wk)			3
9.187 Industrial Electrician Apprentice (5 Hrs/Wk)			3
9.188 Inside Wireman Apprentice (5 Hrs/Wk)			3
9.189 Power Lineman Apprentice (5 Hrs/Wk)			3
9.190 Plumber Apprentice (5 Hrs/Wk)			3
9.191 Sheetmetal Apprentice (5 Hrs/Wk)			3
9.192 Machinist Apprentice (5 Hrs/Wk)			3
9.193 Automotive Mechanic Apprentice (5 Hrs/Wk)			3
9.194 Painter Apprentice (5 Hrs/Wk)			3

ASTRONOMY (New Course Description, page 77.)

Astr 101/1.150 Descriptive Astronomy (3 Class Hrs/Wk) 3 Credits

Descriptive Astronomy is a three credit hour transfer or non-transfer 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.

EARTH SCIENCES (New course)

G 114/0.620.2 Field Geology of Southwest Oregon (Field trips) 3 Credits

A field study of significant geological features of Southwest Oregon. Course consists of a sequence of field trips arranged to illustrate various geologic aspects of the Coos Bay area, the Coast Range Province, the Klamath Mountain Province, and the Cascade Province. Course concludes with an on-campus meeting to summarize the study. No prerequisites.

SOCIAL SCIENCES DIVISION

ADULT EDUCATION (Course number and title change; see page 86.)

0.601 Driving Instruction 2 Credits

EDUCATION (New Courses)

Ed 212 Tutoring and Home Teaching the child with Learning Disabilities 1 Credit

A one-term course (2 1/2 hours per week) consisting of a series of demonstrations and lab experiences to develop understanding of learning disabilities, and of materials, techniques and methods of teaching the learning disabled child.

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

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 interaction, and aspects of leadership in government. Teaches greater understanding of governance, development of skill and sensitivity to the requirements of leadership, and recognition of importance of decision making

GEOGRAPHY (New courses)

Geog 110/0.760 Weather and Climate 3 Credits

Composition and structure of atmospheres, weather elements, pressure, wind temperature, moisture; weather maps, regional climates and world climate classification; instruments for obtaining climatological data; installation and maintenance of weather stations; evaluation of recordings.

Geog 120/6.421 Introductory Cartography/Map Construction 3 Credits

A general introduction to map interpretation and construction.

HISTORY (New course)

0.661 Workshop in Southern Oregon History 3 Credits

An introduction to the history of Southwestern Oregon, with emphasis on Coos and Curry counties, from its early settlement to the present. Covers Indian culture, Indian-White relations, development of communities, transportation and industry, organized labor, politics and government; relation of area history to the Pacific Northwest and history of the United States.

LAW ENFORCEMENT

(Courses to which transfer numbers have been applied. These courses are now transferable to four-year institutions. See pages 89-90.)

5.200/ CJA 111 Introduction to Law Enforcement (3 Class Hrs/Wk) 3 Credits

The philosophy and history of law enforcement; overview of crime and police problems, organization and jurisdiction of local, state and federal law enforcement agencies; survey of professional career opportunities, qualifications required, and police ethics.

5.202/ CJA 112 Administration of Justice (3 Class Hrs/Wk) 3 Credits

Review of court systems; procedures from incident to final disposition; principles of constitutional, federal, state and civil laws as they apply to and affect law enforcement.

5.204/PE 185 Defensive Tactics I (2 Lab Hrs/Wk) 1 Credit

A course designed to teach the rudiments of self-defense and attack. Boxing, wrestling, and hand-to-hand combat will be offered.

5.206/PE 185 Defensive Tactics II (2 Lab Hrs/Wk) 1 Credit

A continuation of Defensive Tactics I (Exceptions by permission of Advisor, Division Chairman, and Head of Physical Education.)

5.245/CJA 202 Police-Community Relations (3 Class Hrs/Wk) 3 Credits

The law enforcement officer and his role in the community. Formal and informal methods of establishing meaningful relationships and communications with the labor and minority community. Special emphasis on minority group cultures and problems related to current racial incidents in the United States.

SOCIAL SCIENCES DIVISION CONTINUED

(Change in course number; see page 90.)

5.241, 5.242 Problems of Physical Evidence I, II (2 Class, 3 Lab Hrs/Wk) 3 Credits

Techniques of locating, collecting, and identifying physical evidence Use of fingerprinting, casts and molds, photography and sketching. Basic laboratory aids and the use of scientific equipment in the evidence process.

POLITICAL SCIENCE (New Course)

PS 299 Great Decisions (2-3 Class Hrs/Wk)

2 Credits

Course meets for eight weeks in correlation with the "Great Decisions" program at state and national levels.

PSYCHOLOGY (New Course)

Psy 120 Life Enrichment for Women (3 Class Hrs/Wk)

3 Credits

A class for women seeking to enrich their lives. Included are: 1) background information on the traditional and changing roles of women; 2) self-exploration in terms of values, needs, interests, and abilities, and 3) exploration of realistic alternatives in terms of education, careers, and personal creativity. No prerequisites.

(New Course description; see page 91)

Psy 201, 202, 203 General Psychology

3 Credits/Term

An introductory survey of the areas of behavior, with the emphasis on human behavior. This includes 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. No prerequisites.

**SOUTHWESTERN
OREGON
COMMUNITY
COLLEGE**

A public two-year
community college
in its fourteenth year

COOS BAY, OREGON 97420

(503) 888-3234

SOUTHWESTERN OREGON COMMUNITY COLLEGE GENERAL CATALOG

This catalog has been designed for your convenience in planning your post-high school or continuing education. It is divided into divisions which will quickly enable you to find descriptions of programs and individual courses. It is the stated purpose of Southwestern Oregon Community College to be of service to the citizens of the Community College District comprised of Coos and Western Douglas Counties by providing learning opportunities for students aspiring to college degrees, or to careers in technical fields; for adults seeking cultural or general education experiences, and for employed persons desiring to gain new skills or to keep abreast of new developments in their fields.

Cover Photo: M. Jensen
Inside Photo: M. Jensen, L. Soelberg

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DISTRICT MAP



OREGON'S COMMUNITY COLLEGE SYSTEM

Community colleges in the State of Oregon now number 13. To learn of the opportunities offered at the other community colleges, we remind you that catalogs for these schools are available in the office of Student Services in Dellwood Hall, the administration building, or the library.

CENTRAL OREGON COMMUNITY COLLEGE

College Way
Bend 97701
Phone: 382-6112

BLUE MOUNTAIN COMMUNITY COLLEGE

2410 N.W. Carden Ave.
Box 100, Pendleton 97801
Phone: 276-1260

CLACKAMAS COMMUNITY COLLEGE

19600 S. Molalla Ave.
Oregon City 97045
Phone: 656-2631

CHEMEKETA COMMUNITY COLLEGE

4389 Satter Drive N.E.
Salem 97303
Phone: 585-7900

LANE COMMUNITY COLLEGE

400 E. 30th Ave.
Eugene 97405
Phone: 747-4501

CLATSOP COMMUNITY COLLEGE

16th and Jerome
Astoria 97103
Phone: 325-0910

MT. HOOD COMMUNITY COLLEGE

26000 S.E. Stark
Gresham 97030
Phone: 665-1561

LINN-BENTON COMMUNITY COLLEGE

203 W. First Avenue
Albany 97321
Phone: 928-2361

SOUTHWESTERN OREGON COMMUNITY COLLEGE

Coos Bay 97420
Phone: 888-3234

PORTLAND COMMUNITY COLLEGE

12000 S.W. 49th Ave.
Portland 97219
Phone: 244-6111

ROGUE COMMUNITY COLLEGE

P.O. Box 638
Grants Pass 97526
Phone: 479-5541

UMPQUA COMMUNITY COLLEGE

Box 967
Roseburg 97470
Phone: 672-5571

TREASURE VALLEY COMMUNITY COLLEGE

650 College Boulevard
Ontario 97914
Phone: 889-6493

**BOARD OF EDUCATION
SOUTHWESTERN OREGON COMMUNITY COLLEGE DISTRICT**

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Robert Detlefsen, Myrtle Point
Leonard Farr, Coos Bay
Merlen L. Freeman, Coos Bay
Dr. Amelia Lipton, Coos Bay
Steven Miller, Reedsport
Ellen Stinchfield, North Bend

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Ann Dotter, Coquille
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Tom D. Guerin, Myrtle Point
Ruth Prahar, Bandon
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Frank M. Warren, Portland

Jesse Fasold, Superintendent of Public Instruction
Donald Egge, Deputy Superintendent

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Philip A. Joss, Portland
Valarie L. McIntyre, Eugene
Marc Maden, Portland
John D. Mosser, Portland
John W. Snider, Medford
Loran L. Stewart, Eugene
Edward G. Westerdahl, II, Portland

ADMINISTRATIVE OFFICERS

Jack E. Brookins, President of the College
Harvey N. Crim, Business Manager, Deputy Clerk
John G. Hunter, Dean of Student Services
Maynard F. Jensen, Director of Community Services
Dr. John R. Rulifson, Dean of Instruction

**SOUTHWESTERN OREGON COMMUNITY COLLEGE
FOUNDATION**

Lloyd Kuni, President
Dr. Amelia Lipton, Secretary
Harvey N. Crim, Treasurer

ABOUT SOUTHWESTERN OREGON COMMUNITY COLLEGE

Location - History	Tuition and Fees	Tech-Voc, Adult and
Campus Growth	Academic Regulations	General Education
Accreditation	Degrees-Requirements	Advisory Committees
Faculty-Administration	Learning Resource Center	Part-Time and
Purposes	Student Services	Special Programs
Community Services	Advising-Counseling	Occupational Extension
Summer Session	Financial Aid	General Adult Education
Admission-Registration	Student Activities	Continuing Education

DIVISION OF ARTS

Commercial Art	Foreign Languages	Speech
Sculpture	Music	Theatre
Fine Art	Photography	

DIVISION OF BUSINESS

Bookkeeping and Clerical	Industrial Supervision
Business Administration	Legal Assistants Program
Data Processing, Computer Technology	Secretarial Science
Forest Technology	

DIVISION OF ENGLISH

Communications	Literature	Reading
Journalism	Philosophy	Writing

DIVISION OF LIFE SCIENCES

Agriculture	Chemistry	Practical Nursing
Botany	Home Economics	Zoology
Biology	Physical Education and Health	

DIVISION OF PHYSICAL SCIENCES

Apprenticeship	Electronics	Mathematics
Astronomy	Environmental Science	Physics
Aviation	General Engineering	Automotive
Drafting	General Science	Metals
Earth Sciences	Industrial	Welding

DIVISION OF SOCIAL SCIENCES

Adult Education	Fire Training Science	Political Science
Anthropology	Geography	Psychology
Economics	History	Sociology
Education	Public Safety	

DETAILED INDEX

List of Faculty and Staff
Campus Directory

SOUTHWESTERN OREGON COMMUNITY COLLEGE

The Southwestern Oregon Community College District is composed of Coos and western Douglas counties, an area of approximately 2,000 square miles with an estimated population of 62,320. The College campus is located on a 125-acre site bordering Empire Lakes in Coos Bay and adjacent to the city limits of North Bend. The architectural design of campus buildings and grounds is planned to complement the natural beauty of the surrounding coastal vegetation and terrain.

The Bay Area urban community includes the municipalities of Coos Bay, North Bend, Eastside, and several unincorporated communities, with a total estimated population of 25,000. The area is noted for its mild climate and outstanding recreational opportunities. Principal industries include forest products, export shipping, fishing and tourism. Coos Bay is the world's largest lumber shipping port, with ships of many nations regularly loading cargo at the numerous port facilities.

HISTORY

The 1973 graduating class was the 12th in the history of Southwestern Oregon Community College, which this fall is beginning its 13th year of service to citizens of the college district.

Curriculums at the College are designed to accommodate lower division academic transfer students, adults seeking added education and cultural enrichment, students of all ages who are training for employment in technical and vocational fields, and employed persons with the need to keep abreast of new developments in their fields or to learn new skills. It is conservatively estimated that the college has touched the lives of over 45,000 persons since its inception.

The college district was formed and the first Board of Directors selected in a special election held May 1, 1961. Opening day of the new educational institution was September 25 of the same year, with a beginning enrollment of 266 students. The enrollment growth to 2700 students by Fall Term 1972 is evidence that the College has become a vital part of its community.

The first Southwestern Oregon Community College students met for classes in the old Sunset Avenue school near the airport in North Bend. The gymnasium, left over from the Navy's occupancy during World War II, was renovated and became a part of what is now known as the "North Bend Campus." Many classes were held at Marshfield High School in Coos Bay. Because of the lack of adequate space, evening programs predominated.

In 1962 the east wing of the Michigan Avenue school in Empire (now part of Coos Bay) was leased by the College. Several of the technical and business programs utilized the six rooms in the Empire school until fall 1964.

Administrative facilities which at first were divided between the North Bend Campus and Marshfield High School, also were expanded during 1962. The old hotel building became the college administration building, and facilities located at Marshfield high and at the airport moved "up the hill."

During the 1963-64 year, the College again expanded facilities by leasing the former Naval Reserve building near the airport. During this period Randolph Hall and Umpqua Hall were constructed at the Empire Lakes campus.

In September 1964, Sitkum Hall, Coaledo Hall and Dellwood Hall were completed and available to the college.

Prosper Hall and the first two levels of Tioga Hall were completed in the fall of 1967. The additional three levels of Tioga -- now known as the Learning Resource Center -- were completed in the fall of 1969.

Total developed area of the campus is 40 acres, which includes the four new tournament standard tennis courts completed in the winter of 1971.

Present campus instructional facilities, providing for both daytime and nighttime instruction, have resulted in increasing enrollments on a full-time basis. Evening classes, however, continue to be an important segment of the College's total program, particularly for adult students.

Enrollment at the College has reached the 2500-3000 estimate which was anticipated by the original campus planners by 1972. As a result, the need for additional new buildings is currently under consideration. New facilities will include a College-Community Center, Fine Arts Building, Student Center, and added shop and laboratory space.

ACCREDITATION

Southwestern Oregon Community College is accredited by the Northwest Association of Secondary and Higher Schools. In addition, the curricula and courses are approved by the Oregon State Department of Education.

FACULTY

In all cases faculty members are approved by the Oregon State Department of Education.

The College is proud of its fine faculty, which has grown from 15 in 1961 to 70 full-time and over 100 part-time instructors today.

ADMINISTRATION

Representing the citizens of the district in the conduct of College affairs is the Board of Education of the Southwestern Oregon Community College District. This seven-man board, assisted by three ex-officio board members representing students, faculty and staff, determines the policy which is administered by the College president. The Board is assisted by a seven-member Budget committee.

President Jack E. Brookins is the chief administrator of Board of Education policies. He is assisted by the Dean and Assistant Dean of Instruction, Dean of Student Services, Director of Community Services, and Business Manager.

In its endeavors, the College -- with the active support of the residents of the district -- has made progress, moving ahead to develop a positive heritage of tradition and experience. Southwestern Oregon Community College is serving the community -- educationally, culturally and socially.

PURPOSES

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 or 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 lower-division (freshman 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 SERVICE PROGRAM

The Office of Community Services is responsible for all non-instructional campus activities other than Associated Student Government events and athletics. Included are special programs and workshops, forums, campus tours, lectures, concerts, exhibits, and other informational and cultural activities for the campus community and the general public. Community Services also works closely with local citizens groups in planning and coordinating meetings, workshops, and other events of general public interest.

News and publicity services for College programs and activities are provided by the Community Services office, as are all college publications other than those sponsored by the ASG. Other duties include the development of a campus speakers bureau, and work with the Southwestern Oregon Community College Foundation and College-Community Liaison Committees.

In line with the College's policy of expanding its services to residents of the college district, the Community Services office seeks to increase citizen involvement with the College, and to make campus services and facilities readily available to serve the needs of the public.

ADMISSIONS AND REGISTRATION

WHO MAY ENROLL

Persons who are high school graduates and others who are at least 18 years of age and have the ability to profit from instruction may be admitted to the College. In special cases high school students may be admitted if they are recommended by their high school principal.

ADMISSION PROCEDURE

To be officially admitted to the college as a regular student, the following items must be on file in the Admissions Office:

1. Application for Admission to Southwestern Oregon Community College. The application form may be obtained at the college or at one of the high schools in the college district.
2. Official transcript of all high school work. (If the student has passed the G.E.D. examination, the certificate should be presented). Although graduation from High School is urged, it is not required for enrollment at the college.
3. Official transcript from all colleges and universities which the student has attended since high school.
4. Scores from the SWOCC placement tests (scores from such entrance examinations as the ACT, or CEEB, including SAT, English ACH, and Math ACH may be filed to assist in advising). The SWOCC placement tests are given at regularly announced times throughout the year.
5. New students are urged to visit the campus for an advising interview sometime prior to fall term registration. Appointments can be made through the Student Services office.

REGISTRATION PROCEDURE

Details of the final registration procedures are discussed with the student at the preregistration interview.

Each student must register in person.

A quarterly schedule of classes is published in advance of each registration period. This schedule contains specific registration instructions.

WITHDRAWAL

1. The last day for a student to withdraw from a course without responsibility for receiving a grade shall be the Friday of the sixth week of the term in regular full-term classes; Tuesday, the fifth week of eight-week terms, and a corresponding point in time for irregular length classes.
2. Withdrawal from a course after the close of the sixth week of the term or corresponding point in time for irregular length classes will require a grade assignment and signature of the instructor in each course for which withdrawal is sought.
3. The instructor will have available to him at the point of the student's withdrawal from a course all the grading options provided for in the grading policy used for evaluating completed course work.
4. The instructor will have the option of assigning credit for that part of the work the student has completed in the course. The partial credit assigned may be any part, up to and including, but to exceed, the credit approved for the course from which the student is withdrawing.
5. The instructor may assign grades and credit, where appropriate, prior to the sixth week of the term, if requested to do so by the student.
6. The student may appeal the assigned credit and/or grade he has received upon withdrawal from a course by petition to the Academic Standards Committee.

CHANGE OF REGISTRATION

During the first two weeks of classes a student may drop courses, add courses, and change from credit to audit or audit to credit by completing course selection sheets and filing them in the Admissions Office. Students should check the academic calendar for drop-add deadlines and should check schedule of fees for possible fee changes.

TUITION AND FEES

Fees are payable in full at the time of verification of enrollment. The right is reserved to make changes in any and all fees at any time, except that fees announced for any given term may not be increased after the date announced for the registration in such term. This does not affect the right of the President of the College to levy special charges at any time should conditions make them necessary.

Payment of the stipulated fee entitles all students registered for academic credit, full-time and part-time, to all services maintained by the College for the benefit of students. These services include use of the library, use of laboratory equipment and materials in connection with courses for which the student is registered, counseling and testing services, subscription to the student newspaper, and admissions to certain events sponsored by the college. No reduction in fees is made to students who do not intend to avail themselves of these services.

RESIDENCY

The residency status of all students attending Southwestern Oregon Community College is determined for the purpose of tuition assessment.

Residency Categories

In-District

Students who qualify under the following guidelines will be considered in-district students for tuition purposes:

1. Minor students whose parents are bonafide residents of the college district.
2. Students who graduated from one of the high schools in the college district within the last two years.
3. An emancipated minor whose residency is independent of his parents or guardian, who presents sufficient evidence that he has established his residency in the college district six months prior to his first registration at the College.
4. United States veterans who establish their domicile in the college district immediately after their release from the service.
5. In the determination of the residency classification of any individual, recognition is to be given to the principle that domicile is not established by mere attendance at Southwestern Oregon Community College.
6. United States serviceman on active duty.
7. Any adult (21 years or older) who establishes his permanent residency in the college district.

Out-of-District

Any resident of the State of Oregon who is not a resident of the college district will be considered an out-of-district resident for tuition purposes.

Out-of-State

Residents of a state other than Oregon and/or international students will be considered out-of-state residents for tuition purposes.

Students wishing information about their residency status may contact the Admissions Office.

REGULAR TUITION

	Student Activity		
Students carrying 10 or more credit hours:	Tuition	Fee	Total
In-District	\$ 90.00	\$10.00	\$100.00
Out-of-District	135.00	15.00	150.00
Out-of-State	180.00	20.00	200.00

An offset against tuition is made in accordance with the school district in which the student resides, as follows:

- Bandon, Coquille, Reedsport, or students living beyond 15 miles from campus 25% reduction
- Myrtle Point 50% reduction
- Powers 100% reduction

The above reduction applies to the \$90.00 tuition charge for all students who are enrolled for 12 or more credits and whose legal permanent residence is within Southwestern Oregon Community College District and located the above distances from the campus. All student body fees are in addition to the tuition charge.

Students carrying fewer than 10 credit hours:

	Tuition	Student Activity Fee
In-District	\$ 9.00/cr. hr.	\$1.00/cr. hr.
Out-of-District	\$13.50/cr. hr.	\$1.50/cr. hr.
Out-of-State	\$18.00/cr. hr.	\$2.00/cr. hr.

Exceptions:

There is no tuition or fee for Music 0.655, 0.656, and 0.657.

Golden Age Club members do not pay tuition or student activity fees, although a materials charge may be levied for some courses.

Noncredit course tuition and fees will be set by the president of the College consistent with regular tuition and fee structures.

SPECIAL FEES

Laboratory Fees for certain courses are assessed in varying amounts and are payable at time of registration.

Performance Studies Fee--per credit hour \$30.00

Performance fees are special fees for each credit hour earned in the private study of voice or a musical instrument (Music190 or 290).

Late Registration Fee: Full-time students -- \$10 plus \$2/day to maximum of \$20; part-time students (1 or 2 classes) \$5 fee. (charges begin after registration period ends).

Check Irregularity Fee per day \$1.00

If institutional charges are met by a check which is returned because of any irregularity--NSF, illegible signature, etc. -- a fine of \$1.00 per day will be charged, maximum \$5.00.

Reinstatement Fee \$2.00

If for any reason a student has his registration canceled during a term but is later allowed to reenter, he must pay the reinstatement fee.

Fees for special courses and programs not falling into the regular college pattern will be determined by the administration of the college.

Staff Tuition: Liberal Arts Division--per credit hour \$3.00

Technical-Vocational and General Education 25% of Reg. Tuition

All full-time employees, with the approval of the president, may be admitted to one course each term. Part-time employees, if employed half-time or more, may register at the staff rate.

Transcript Fee \$.50 and \$1.00

Each student is entitled to his first transcript free. Subsequent copies will be furnished at the rate of \$1.00 first copy and \$.50 additional copies furnished simultaneously.

Graduation Fee--paid 30 days prior to graduation \$5.00

Audit Fee--same as regular fee.

Special Final Examination Fee \$2.00 per credit hour

Challenge Examination Fee \$15.00

Tuition and fee charges are subject to change at any time without prior notice.

REFUNDS

Students who withdraw from the college or drop courses may be entitled to refunds if they comply with regulations governing withdrawals:

1. Any claim for a refund must be made in writing to the business office before the end of the term in which the claim originates.
2. The amount of refund is calculated from the date the written withdrawal application is received and not from the date the student ceased attending classes. An exception to this rule may be allowed if it can be shown that filing of the withdrawal application was delayed for reasons beyond the student's control.
3. The tuition refund schedule:

During the first week of the term . . .	90%
second week of the term . . .	70%
third week of the term . . .	50%
fourth week of the term . . .	30%
4. No refunds will be authorized after the second session of special "seminars" or "workshops" scheduled for six weeks or less.
5. Student body fees are nonrefundable.

SUMMER SESSION

Southwestern Oregon Community College offers a variety of art, music, and drama workshops, as well as lower division transfer courses and workshops and technical courses during the summer session.

The summer session staff is composed of distinguished visiting professors and members of the regular college faculty.

Summer courses are open to anyone with the ability to do college work. Those persons who wish to earn degrees and those who expect to attend regular sessions during Fall, Winter or Spring terms must meet standard admission requirements.

The summer schedule of courses is announced in a special bulletin, which may be received on request to the Student Services office at the college. Individual class listings will be found in this bulletin, with maximum fee for summer session of \$100.00

For further information students should contact the Admission Office.

ACADEMIC REGULATIONS

CREDITS

The academic year consists of three quarters of approximately 12 weeks each. Each hour of credit usually indicates one hour of class per week during an entire quarter. Laboratory and activity courses usually require more than one hour of attendance per credit hour. The standard student load is 15 or 16 credit hours per quarter. To complete the 93 credits required for the Associate in Arts degree in two years, a student must average 15 1/2 credits per quarter.

While the credit requirements for the Associate in Science degree vary in the different curricula, the average number of credits required is 96. In order to complete 96 credits in two years, a student must average 16 credits per quarter.

Permission to take a load of more than 18 credits will depend upon previous academic records, outside employment, and other factors. Application to enroll for more than 18 credits must be made to the Admissions Office.

GRADING

The evaluation of a student's work is based upon a system of grades. A grade report is issued to the student each quarter after he completes his final examinations and after his credentials and financial obligations to the college are in order.

Grades and Points	A--Excellent degree of achievement in meeting course objectives. Mastery of principles and skills.	4 points
	B--Commendable degree of achievement in meeting course objectives.	3 points
	C--Satisfactory degree of achievement in meeting course objectives. It is expected that the student should be able to apply the subject matter of the course in a practical situation.	2 points
	D--Minimal but passing degree of achievement in meeting course objectives. It is doubtful that the student would be able to apply the subject matter of the course in a practical situation.	1 point
	F--Unacceptable degree of achievement in meeting course objectives.	No credit or points
	S--Satisfactory--No points; credit as specified	
	I--Incomplete--No credit or points	
	W--Withdrew--No credit or points	
	X-- Audit--No credit or points	
	U--Unsatisfactory--No credit or points	

The grade point average is determined by dividing the total grade points earned by the number of quarter hours attempted. W, I, X, S, and U grades and credits are not included in calculating the grade point average. Two examples of grade point average (GPA) computation follow:

STUDENT NAME		STUDENT NUMBER	H S	QTR	YEAR	ADVISOR
STUDENT JOE A		892470401	2	4	70	323
COURSE NUMBER	COURSE TITLE		CREDITS	GRADE	GRADE POINTS	
PE 180	REC BADMINTON COED		1	F	00	
WR 112	ENGLISH COMP		3	B	09	
MTH 201	CALCULUS GEOMETRY		4	C	08	
Z 202	GENERAL ZOOLOGY		0	I	00	
ENG 102	SURVEY ENG LIT		3	C	06	
GPA = GRADE POINTS DIVIDED BY					CREDITS	
APPLICABLE						

GRADING SYSTEM
 A 4 Exceptional
 B 3 Superior
 C 2 Average
 D 1 Passing, Low
 S 0 Satisfactory

I Incomplete
 W Withdrew
 U Unsatisfactory
 F Failure
 X Auditor

No Credit or Points

JOE A STUDENT
 ROUTE 1 BOX 2700
 COQUILLE OREGON 97423

	CREDITS COMPLETED	CREDITS APPLICABLE TO GPA	GRADE POINTS	G P A
PREVIOUS	14	14	32	2.29
CURRENT TERM	10	11	23	2.09
CUMULATIVE	24	25	55	2.20

STUDENT NAME		STUDENT NUMBER	H S	QTR	YEAR	ADVISOR
STUDENT JOE A		892470401	2	4	70	212
COURSE NUMBER	COURSE TITLE		CREDITS	GRADE	GRADE POINTS	
MTH 102	COLLEGE ALG TRIG		4	A	16	
PE 180	TUMBLING/TRAMPOLINE		1	B	03	
BI 102	BIOLOGY		4	B	12	
CH 202	GEN CHEMISTRY		4	B	12	
WR 112	ENGLISH COMP		3	C	06	
GPA = GRADE POINTS DIVIDED BY					CREDITS	
APPLICABLE						

GRADING SYSTEM
 A 4 Exceptional
 B 3 Superior
 C 2 Average
 D 1 Passing, Low
 S 0 Satisfactory

I Incomplete
 W Withdrew
 U Unsatisfactory
 F Failure
 X Auditor

No Credit or Points

JOE A STUDENT
 3275 SHERIDAN
 NORTH BEND OREGON 97459

	CREDITS COMPLETED	CREDITS APPLICABLE TO GPA	GRADE POINTS	G P A
PREVIOUS	16	16	45	2.81
CURRENT TERM	16	16	49	3.06
CUMULATIVE	32	32	94	2.94

CHANGE OF GRADE

When it is necessary for any reason to change a grade, the instructor obtains a "Supplementary Grade Report" form from the Admissions Office. After the form has been completed, the instructor returns it to the Admissions Office in person. One copy is placed on file in the Admissions Office, one is mailed to the student, and one is returned to the instructor.

COURSE REPEAT PROCEDURE

1. A grade for repeated course work will, at the request of the student, replace all former grades in the course repeated on a student's permanent academic record provided the subsequent attempt results in an A, B, C, D, or F grade. A former grade in a course may not be removed with a grade of W, I, or X in the repeated course.
2. A student may enroll for audit and repeat a course to refresh his mastery of the content of the course without affecting an earlier grade in that same course.
3. A student may appeal for an exception to the grade replacement policy by petition to the Academic Standards Committee.

COURSE NUMBERING

Liberal Arts transfer courses in the College catalog are numbered in accordance with courses throughout the State System of Higher Education.

- 1-49 Courses which usually carry no credit toward a Baccalaureate degree.
- 50-99 Beginning courses in subjects taught in high school which may carry credits toward a bachelor's degree.
- 100-110 Survey or foundation courses that satisfy group requirements.
- 200-210 In the language and literature, science, and social science groups.
- 211-299 Normally, 100-199 numbers are considered freshman courses and 200-299 are considered sophomore courses.

Ordinarily, courses with an alphabetical prefix such as "Wr 111 English Composition" or "Ch 104 General Chemistry" are transferable to other institutions of higher learning.

Courses with a numerical prefix such as "1.111 Communications" or "4.50 Welding 1" ordinarily are not transferable since they are specially planned for Vocational-Technical or Adult Education purposes.

108 CREDIT LIMITATION

Institutions of the State System of Higher Education in Oregon will normally accept no more than 108 credits earned as a lower division student to apply toward the Baccalaureate degree requirements. Under some circumstances a four-year school will accept more than 108 hours, but will continue to require an additional 90 hours or more for the completion of a degree. The limit of 108 applies regardless of whether the credits were earned entirely at a community college or earned in various accredited institutions. Students who wish to secure more than 108 credits prior to their transfer to a senior institution in Oregon should obtain the advice of the registrar of the specific institution to which the student intends to transfer. Such advice should be obtained before the credits in excess of 108 are earned.

EXAMINATIONS

A final examination is part of a course. Students are required to take the final examinations at the scheduled time in order to complete the course and receive credit.

SCHOLASTIC STATUS

Honor Roll: A student who earns 12 or more credits and/or units in a quarter at SWOCC with a grade point of 3.50 or above will be placed on the honor roll for that quarter. Students carrying 12 or more credits and/or units whose grade point is 3.00 or above but less than 3.50 without any failing grade, will be placed on the dean's honor roll.

Academic Probation: Any student who has completed three or more quarters in the College and whose cumulative grade point average is below 2.00 shall be placed on academic probation. Any student who has completed not more than two quarters at the college shall be placed on probation when his cumulative grade point average is below 1.80. Students shall be notified as soon as possible when placed on probation. Such action is noted on the student's official academic record.

Removal from Academic Probation: A student on academic probation will be removed from probation at the end of any quarter in which his cumulative grade point average reaches 2.00 or better.

Suspension: Any student on academic probation will be suspended if he fails to attain a 2.00 cumulative average at the end of two subsequent quarters after being placed on probation.

Reinstatement of Suspended Students: Any suspended student may petition the Admissions Office for reinstatement to the College. Any student so reinstated will have probationary status. Such a student will be dropped (1) if he fails to attain a 2.00 for the following quarter's work, or (2) if he fails to attain a 2.00 cumulative average at the end of two quarters subsequent to reinstatement. He will be removed from probation at the end of the quarter in which his cumulative grade point average reaches 2.00 or better. Students who have shown marked improvement in their grades prior to suspension are encouraged to petition for reinstatement.

Transfer Students: In determining a transfer student's academic status, the previous record is evaluated as though it had been earned at Southwestern Oregon Community College.

Physical Education Requirements: A student intending to obtain an Associate in Arts degree must satisfactorily complete five terms of Physical Education. Although five terms are required, not more than one hour of credit per term in activity courses (PE 180, 185, 190) is recommended. Exceptions must be approved by both the student's advisor and the head of Health and Physical Education. Physical Education majors should seek advice from the members of the P.E. faculty in working out their schedules. Exemptions are allowed for the following reasons:

1. Health--If a physician recommends exemption and a written statement is filed with the Admissions Office. This must be done at the beginning of each term.
2. Age--If students are over 50 years of age, they may be exempted at the discretion of the head of Physical Education. If they are between 35 and 50 years of age, at least three terms of Physical Education are required; the other two terms may be waived by the head of Physical Education.
3. Veterans--Students who have completed six months active military service in the Armed Forces of the United States are exempt from three terms of the Physical Education requirement. To qualify for exemptions, such students must file official documentary evidence of their service with the Admissions Office.
4. Other--On very rare occasions an exemption may be granted for other reasons. A petition should be made to the Admissions Office.

AUDITORS

Students who do not wish college credit may register as auditors in any of the courses offered. Auditors are not required to meet any specific academic requirements but may participate fully in the activities of the class. If audit is desired, it should be so indicated at the time of registration. With permission of the instructor, a student may enter a course for audit at any point during the terms which he deems it of value to participate in the course. If a student wishes to add a course for audit or change his registration from credit to audit before the fourth week of the term, he may do so by completing the "drop-add" process. Students who have registered in a class for credit and desire to change to audit after the fourth week of classes must file a petition requesting permission to do so from the Academic Standards Committee.

DEGREES

Southwestern Oregon Community College awards two degrees - Associate in Arts and Associate in Science. The following degrees may be awarded (by application and subject to approval by the Dean of Instruction):

THE ASSOCIATE IN ARTS to those students who complete the requirements of the lower-division liberal arts program.

THE ASSOCIATE IN SCIENCE to those students who complete the requirements of a Vocational-Technical curriculum when such requirements represent the completion of an organized two-year program.

CERTIFICATE OF COMPLETION may be awarded to those students who complete the requirements of a curriculum of less than two years.

For persons completing degree requirements at the end of summer, fall, or winter term rather than at June commencement time, Associate in Science and Associate in Arts degrees will be conferred three weeks from the date that requirements have been met. In order to receive a degree at these times, previous application must be filed with the Admissions Office. The degree will be awarded by means of a letter, and diplomas will be mailed during June following the awarding of the degree.

Requirements completed in summer, fall, or winter term for Certificates of Completion will be awarded in the same manner.

The cost for the diploma will be the regular fee of \$5.00

APPLICATION FOR DEGREE

Candidates must apply for degrees and certificates through the Admissions Office. Applications should be made during winter term if the degree or certificate is to be conferred at the June commencement.

ASSOCIATE IN ARTS DEGREE

The Associate in Arts Degree is a nationally recognized award that is conferred upon those who complete the general requirements of the lower-division liberal arts program.

General requirements for the Associate in Arts Degree:

1. Not less than 93 term hours of lower division 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 term hours (Wr. 111, 112, 113).
4. Health Education: HE 250, 3 term hours for both men and women.
5. Physical Education: 5 terms are required. Not more than one hour of credit may be earned in these courses in any one term except by petition and consent. Although five terms are required, not more than one hour of credit per term in activity courses (PE 180, 185, 190) is recommended. Exceptions must be approved by both the student's advisor and the head of the Health and Physical Education Department.
6. Required year sequence in each of the following groups:
Language and literature, science, and social science. A second year sequence must be chosen in one of the three groups. For a list of sequences that satisfy these requirements, see "Group Requirements."
7. At least one of the sequences must be numbered in the 200 series.
8. At least one sequence in language and literature must be in literature.
9. The "second sequence" referred to in No. 6 above, if taken in one of the Social Sciences, must be taken in a different discipline.
10. A student must attend Southwestern Oregon Community College at least two terms (including the final term) before the Associate in Arts Degree is awarded, and must have completed 24 term hours at the college.

GROUP REQUIREMENTS

A complete list of sequences approved for the satisfaction of requirements 6 through 9 above are listed below. These may be taken as electives also.

LANGUAGE AND LITERATURE

English

Eng. 101, 102, 103	Survey of English Literature	3 Credits
Eng. 104, 105, 106	Introduction to Literature	3 Credits
Eng. 107, 108, 109	World Literature	3 Credits
Eng. 201, 202, 203	Shakespeare or	3 Credits
Eng. 253, 254, 255	Survey of American Literature	3 Credits

Languages (Applicable as a second literature sequence)

RL 101, 102, 103	Second-Year French	4 Credits
GL 101, 102, 103	Second-Year German	4 Credits
Phl 201, 202, 203	Problems of Philosophy	3 Credits

Science,

General Science

GS 104, 105, 106	Physical Science Survey	4 Credits
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Geology

G 201, 202, 203	Geology	4 Credits
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Biology

Bi 101, 102, 103	General Biology	4 Credits
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Botany

Bot 201, 202, 203	General Botany	4 Credits
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Chemistry

Ch 104, 105, 106	Elementary Chemistry	5, 4,	4 Credits
Ch 201, 202, 203	General Chemistry		4 Credits

Mathematics

Mth 101, 102, 200	College Algebra, Trigonometry and Calculus (First year sequence)		4 Credits
Mth 104, 105, 106	Introduction to college mathematics		
Mth 201, 202, 203	Calculus with Analytic Geometry second year (any three in this group)		4 Credits
Mth 191, 192, 193	Mathematics for Elementary Teachers		3 Credits

Physics

Phy 201, 202, 203	General Physics		4 Credits
Phy 204, 205, 206	General Physics Laboratory		3 Credits
Phy 207, 208, 209	Introductory Classical Physics		4 Credits

Zoology

Z 201, 202, 203	General Zoology		4 Credits
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Social Science**Anthropology**

Anth 101, 102, 103	General Anthropology		3 Credits
Anth 207, 208, 209	Introduction to Cultural Anthropology		3 Credits

Economics

Ec 201, 202, 203	Principles of Economics		3 Credits
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Geography

Geog 105, 106, 107	Introductory Geography		3 Credits
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History

Hst 101, 102, 103	History of Western Civilization		3 Credits
Hst 201, 202, 203	History of the United States		3 Credits

Political Science

PS 201, 202, 203	American Government		3 Credits
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Psychology

Psy 201, 202, 203	General Psychology		3 Credits
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Sociology

Soc 204, 205, 206	General Sociology		3 Credits
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ASSOCIATE IN SCIENCE DEGREE

The Associate in Science Degree is offered by many technical schools and colleges in all parts of the United States. It is a recognized degree and is approved by the Oregon Board of Education.

General requirements for the Associate in Science Degree:

1. Minimum of 90 credits of specified courses. (see particular curriculum).
2. Grade-point average minimum of 2.00 ("C" average).
3. Complete the required courses as listed in the specific curricula. This must include 18 term credits of approved general education subjects.
4. Must attend the College at least two terms (including the last term) before degree is awarded, and must have completed 24 credits at the College.

PROGRAMS AND CURRICULA

The following general programs and curricula are provided in the program of studies of the College. For individual course descriptions see individual division sections.

Additional information including detailed course requirements may be obtained from the College.

AGRICULTURE

Although there are no specific programs or curricula planned in the field of agriculture, many of the individual course offerings of the College apply to this important field. Selected preparatory and extension courses, as well as most of the general education courses, apply directly to agriculture and the field currently known as agribusiness.

Courses in business, metals and mechanics, the engineering technologies and forest technology are related to agriculture. Additionally, special courses in many agricultural fields may be planned and operated by the College upon request; e.g., livestock, feeds and feeding, soils, farm management and accounting.

BUSINESS

The business programs offer a wide variety of occupational preparatory and occupational extension courses. They include office and clerical occupations, book-keeping and accounting, business data processing, sales and merchandising and business management. A special feature of certain business programs includes provision for work experience credit during the second year of Business Technology and Secretarial Technology.

Business Technology

The associate degree program in business technology is designed to prepare persons for employment in a variety of business and sales establishments. During the second year of the program, the student may choose to take part of his program in paid and supervised work experience or complete the requirements in regular college classes. Students may prepare for specialization in various types of department or specialty stores, other retail and wholesale sales establishments, real estate, insurance, accounting, data processing and other business or sales areas. The program is extremely flexible, allowing a wide variety of specialization through the work experience phase of the program.

Basic course work required in the program includes mathematics, English, social science, salesmanship, business law, office procedures, marketing, retailing and accounting.

Secretarial Technology

This associate degree program is designed to prepare persons for various clerical and stenographic positions. The first year program requires work in mathematics, English, typing, shorthand, office procedures, office machines and social science.

During the second year, the student may elect to take full-time course work on campus or pursue a half-time supervised work experience program for credit. Specialization in the work experience program may be in many fields including legal, medicine, insurance, real estate and similar fields. Second year courses include advanced typing, transcription, business communications and business law.

Data Processing Technology

This associate degree program is designed to prepare persons for various positions in the data processing and computer technology fields. The first year program requires work in mathematics, English, accounting, computer operations, and electric accounting machines.

During the second year, the student specializes in programming and data processing systems and procedures. Other second year courses include statistics, cost accounting and general education electives.

Certificate Programs

The business curriculum also offers three one-year certificate programs. The Bookkeeping-Clerical certificate program requires three terms of course work totaling a minimum of 45 term units. Course requirements include English, mathematics, accounting, typing, office procedures and office machines. Persons completing the program are qualified for entry-level jobs in bookkeeping or clerical work including clerk-typist and receptionist.

The Stenography certificate program also requires three terms and a minimum of 45 credits of course work. Persons completing are qualified for entry-level stenography positions. Course requirements include typing, shorthand, business mathematics, English, filing, office procedures and office machines.

The Data Processing Certificate Program requires three terms and a minimum of 45 credits of course work. Persons completing the program are qualified for entry-level tab machine operators, computer operator, Peripheral Equipment operators, Coder and Programmer trainee. Course requirements include mathematics, English, accounting, computer operation, and electric accounting machines.

APPRENTICESHIP TRAINING (CONSTRUCTION TRADES)

There are many individual courses offered by the College which will prepare persons for entry-level jobs or apprenticeships. Courses in mathematics, drafting, electricity, mechanics, metals, physics, and surveying can provide important skills and knowledge for persons who wish to enter an apprenticeship in any of the following occupations: carpenter, cabinetmaker, plumber, metal worker, roofer, painter, electrician, bricklayer, tile setter, and many others.

The College also offers related instruction classes for registered apprentices in the building and construction trades. Special classes may also be organized and operated for journeyman and other employed workers in the construction industry.

ELECTRICAL-ELECTRONICS

The electrical-electronics curriculum offers programs and courses for full and part-time students--for persons preparing for employment in electrical and electronics occupations and others who are already employed in these occupations. There is no area where knowledge and technology is advancing more rapidly than in the wide variety of occupations and industries covered in electricity and electronics.

Electrical-Electronics Technology

This two-year associate degree program is designed to prepare persons for a number of skilled and technical occupations in the electrical and electronic fields. The student may prepare for apprenticeships in the inside wiring (electrician) field, electrical maintenance, radio-television-appliance servicing, radio-telephone telegraphic communications, or electrical and electronics work in many industries including aero-space, nucleonics and many others.

The program is designed around basic principles, theory and laboratory work in electricity and electronics. Related courses in the curriculum include technical mathematics, applied physics, English, social science, drafting and engineering problems. Completion of high school algebra is essential and science courses, particularly physics are recommended. Detailed curricular and course information is available from the College upon request.

Special Programs and Courses

There are also offered other special programs and courses for individuals and industries in the area served by the College. Related classes for registered electrical apprentices in the maintenance and construction fields are a regular part of the program of studies. Special courses for other employed workers are also planned and operated as needed. A knowledge and understanding of electricity and electronics is now required in many occupations and industries--the College does its best to fulfill these needs as they arise. Persons interested in such courses should contact the College for information.

FOREST TECHNOLOGY

This two-year associate degree curriculum prepares technical or semiprofessional employees for the lumber, wood products and forestry industries. Graduates may work for private industry in woods or mill operations or for various government agencies at state and national levels. Types of work include forest and logging, engineering, forest development and conservation, road building, surveying and mapping, fire protection and control, crusing, scaling and many areas of technical work in lumber, plywood and pulp mills.

Courses required in the curriculum include general forestry, mathematics, forest botany, English, social science, forest operations and engineering, mensuration, surveying and mapping. Detailed information and curriculum requirements are available from the College.

HOME ECONOMICS

The home economics program offers courses in clothing selection and construction (Bishop Method), home planning and decoration, foods and nutrition, child care, family living, home management, and consumer education. Regular courses are listed under the 0.920 - 0.972 and 7.100 series and 0.900 number series in the "Course Description" section of the catalog. Persons interested in organizing special courses or programs in home and family living areas, or in occupational areas related to home-making, should contact the College.

METAL - MECHANICAL

The metal-mechanical program offers a two-year associate degree curriculum in Industrial Mechanics as well as other special programs and courses. Its courses are intended for persons preparing for initial employment in metals or mechanical occupations and for employed workers who wish to upgrade their job skills and knowledge. Instruction areas include machine shop, sheetmetal, metallurgy and heat treating, welding, power plants, power transmission, general mechanics, pneumatics and hydraulics.

Industrial Mechanics

The general two-year associate degree program in Industrial Mechanics is designed to lead to entry-level jobs in a number of occupations and industries. It provides basic preparation for occupations such as automotive mechanic, truck or heavy duty equipment mechanic, small engine mechanic and maintenance mechanic in construction, manufacturing and service industries. It also provides excellent background and entry-level skills for occupations such as machinist, sheet metal worker, millwright and industrial or mechanical technician.

The course requirements in this program include practical mathematics and physics, communications, social science and drafting. Major area courses include welding, metallurgy, metal and machine work, hydraulics and pneumatics, gasoline engines and other power plants, chassis and brake systems, power transmission systems, fuel systems and carburetion, and electrical systems. High school courses in drafting, mathematics and physical science are recommended.

Specific curricular requirements and additional information regarding the program are available upon request.

Part-Time Programs and Courses

Students may enroll in the industrial mechanics curriculum on a part-time basis if they wish. The College also offers an extensive gas, arc and heliarc welding program for employed workers who need knowledge and skill in the field. A number of evening courses in automotive carburetion, electricity and tune-up are also available for employed mechanics. Many other courses such as blueprint reading, machine maintenance and erection, industrial materials and processes, heating and air conditioning are also available. Additional information may be secured from the College.

The College also offers related instruction classes for apprentices in metal-working and mechanical occupations.

PRACTICAL NURSING

This 4 quarter program of training is open to persons between 18 and 50 years of age who are high school graduates or the equivalent. (A GED certificate is acceptable). The program is accredited by the Oregon State Board of Nursing. Graduates are eligible to take an examination given by the Board of Nursing and those who pass this examination become licensed practical nurses (LPN) and are eligible for licensing by endorsement in other states. A licensed practical nurse is prepared to give nursing care to patients who do not need the constant attention of a professional nurse. The class instruction and hospital clinical experiences are under the direct supervision of the college instructor and registered nurses of the hospital. The licensed practical nurse works under the direct supervision of professional registered nurses or licensed physicians.

Applications for admission to Practical Nurse Training must be filed by April 15.

PUBLIC SAFETY

The Public Safety program consists of two-year curriculums in the areas of Law Enforcement and Fire Training Science. In addition to the regularly scheduled courses, workshops, seminars and symposiums on school bus driver safety, law enforcement and fire training are conducted on a need basis throughout Southwestern Oregon. While these latter activities are designed primarily for in-service and volunteer public service employees, some are also open to pre-service students. Law Enforcement--The curriculum in Law Enforcement prepares young men and women for careers in law enforcement agencies such as police departments and sheriffs' offices. This two-year associate degree program is planned and operated with the cooperation of the Peace Officers Committee of Region III (Lane, Douglas, Coos, and Curry Counties) and the State Advisory Board on Police Standards and Training. It also provides opportunities for persons already employed in law enforcement to obtain further training for added skills and knowledge or retraining which will help them qualify for promotions.

In addition to selected general education courses, the program of studies covers basic police science, knowledge, skills and techniques. Courses include: introduction to law enforcement, administration of justice, criminal law, investigation, evidence, firearms and defensive tactics. Detailed information and program requirements are available from the College.

Fire Training Science is a two-year program designed to provide students adequate basic training to enable them to perform those skills required of fireman. The course is designed for auxiliary fire personnel serving on volunteer fire departments in the Southwestern Oregon area. Satisfactory completion of the course leads to the awarding of a certificate of proficiency.

SUPERVISORY TRAINING

This program is planned as a series of courses in supervisory methods, theory and practices. The courses are available to individuals who are currently involved in supervisory duties or to persons who aspire to supervisory positions.

An interested individual may elect to follow one of three planned programs, depending upon his ultimate needs, culminating in a certificate, a diploma or an Associate Degree. Instructors for these courses are selected from industry on the basis of experience and special competence in the course to be taught. Persons interested in these programs may obtain additional information from the College.

LEARNING RESOURCE CENTER

FULL TIME STAFF

Dortha McCarthy, Coordinator
Dr. Terry D. Weaver, Media Specialist
Ellen Bachelder, Librarian
Kirk Jones, Librarian
Patricia Alvey, Instructional Materials

Gretta Haug, Study Center
Judith Haynes, Study Center

PART TIME STAFF

Kay Lorence, Adult Basic Education
Janice Vaughan, Study Center
Mathematics Instructors

The Learning Resource Center is in Tioga Hall -- the campus' newest and most imposing structure -- open to all citizens of the District.

Its five levels house the Library, Study Center, Listening Center, Bookstore, Student Lounge, Audio-Visual and Instructional Materials Centers, classrooms, studios and offices.

The LRC maintains for students and the public a balanced collection of materials to inform, excite and challenge the mind. It houses a basic reference collection, the latest books in the liberal arts, technical and vocational fields; current popular and professional periodicals and a representative selection of metropolitan newspapers.

Nonprint materials and equipment utilized by students, faculty and the community include recordings, audio tape, video tape, slides and film-strips, 8 mm and 16 mm films; transparencies, oversize prints, projectors, recorders and numerous other instructional materials.

STUDY CENTER

The Study Center offers a program of individualized instruction and counseling designed to help assure successful achievement in college courses through the improvement of reading, writing, listening, computational and study skills.

Students who wish to improve upon basic communication and computational skills may enroll in the Study Center which offers an opportunity to work with instructors on an individual basis or in small groups.

Students whose diagnostic tests indicate a need for assistance in these areas will find the opportunity for improvement of skills in the Study Center.

The Study Center includes two areas: the Communications Workshop where students can work on improvement of reading, writing, listening, and study skills, and the Math Workshop which provides assistance with computational skills, ranging from basic to higher mathematics.

ADULT BASIC EDUCATION

To provide for adults who have never had the opportunity to complete their elementary school education, the College offers classes in adult basic education. These classes are designed to promote in individuals the development and growth of the basic skills of reading, writing, English, expression, vocabulary, spelling, and arithmetic. The classes are conducted by using tutorial assistants, small group learning, self-learning and machine learning. Some students use this training to prepare for the General Educational Development (G.E.D.) examination.

Additional information regarding these programs may be obtained from the College.

WORKSHOP

- | | |
|---|----------------|
| 0.500 Mathematics Laboratory | 0 Credit |
| Extra help available for all students enrolled in any math course. See specific course for number of lab hours required. | |
| 0.501, 0.502, 0.503 Communications Workshop | 0 Credit |
| A course designed to help students increase their skills in reading, writing, spelling, vocabulary, and study skills. Individual assistance is offered to those who have not previously learned to read or write. | |
| 0.620, 0.621, 0.622 Developmental Reading | 3 Credits/Term |
| A course designed to increase reading skills. | |
| Reading 101, 102, 103 Developmental Reading | 3 Credits/Term |
| A college transfer course designed to increase reading skills. | |
| 0.631 Study Skills | 2 Credits |
| Instruction in in-depth methods of study including how to study for a test, taking of essay tests, note taking, outlining, and effective listening. | |
| 0.595 English as a Second Language | 3 Credits |
| A course designed for students whose native language is other than English. Individual tutoring is available. | |

STUDENT SERVICES

The program of Student Services at SWOCC exists to support, encourage and facilitate the educational development of each student. The program operates outside the classroom, with a professional staff ready and able to serve all students who desire to utilize its services. Its offices are in Tioga Hall, and in Dellwood Hall.



STAFF

John Hunter, Dean of Student Services

Robert Grismer, Coordinator of Counseling and Guidance

Robert Dibble, Counselor;
Advisor to International Students

Frank Schneider, Coordinator of Student Activities;
Coordinator of Financial Aids

Arnaldo Rodriguez, Coordinator of Admissions and Records;
Advisor to Veterans

Jean von Schweinitz, Counselor

Shirley Gitchell, Financial Aids Secretary

STUDENT SERVICES

ADVISING

Advising, as an aspect of the instructor or student relationships, is considered a most important guidance function at the College. Consequently every fulltime student (12 credit hours or more) and every parttime student pursuing a program leading to a degree or certificate must have an advisor. Each student chooses or is assigned a faculty advisor upon admission, on the basis of his expressed career interest. Parttime students not enrolled in degree or certificate programs are also encouraged to consult with advisors in their fields of interest whenever the need arises.

INTERNATIONAL STUDENT ADVISING

The College is authorized to enroll eligible nonimmigrant international students. The Office of Admissions, in cooperation with the International Student Advisor, determines the eligibility of international students for admission to the College; such decisions are related to the proficiency in the English language which the student has achieved. Special assistance in English is available to international students.

An advisor to international students is available to assist with academic, career, or personal problems related to their adjustment to college life in the United States.

COUNSELING AND TESTING

The Counseling Center offers counseling and appropriate testing services to all students. Professional counseling is available in areas of educational, career and personal concerns. Counselors collaborate with the students in their self-exploration to help them clarify their chief interests and become more accurately aware of their potential for various careers, as well as to identify and resolve 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 college faculty member or make their appointments on a "drop-in" basis.

The Student Services Office maintains a library of educational and career information. Catalogs from many educational institutions and most western schools and colleges are available for reference.

GENERAL EDUCATIONAL DEVELOPMENT EXAMINATION (GED)

The Office of Student Services offers GED Examinations for adults who have not graduated from high school and who would like to obtain a Certificate of Equivalency. The staff will explain necessary requirements for taking the examination and can recommend various study materials designed to improve an individual's chances for success on the test. Counseling to assist in further educational and/or career pursuits after completing the GED Examination is also available.

VETERANS

Southwestern Oregon Community College is happy to cooperate with all veterans who wish to take advantage of their educational benefits at the College. All of the programs offered at Southwestern Oregon Community College, with the exception of the Professional Pilot program, are approved by the Veterans Administration office. Students wishing to obtain more information and/or to establish their eligibility for educational benefits may contact the Office of Student Services.

BOOKSTORE

Required textbooks and classroom supplies are stocked and sold at the College Bookstore in the lower level of the Learning Resource Center.

FINANCIAL AID

The financial aids program at Southwestern Oregon Community College includes student employment, grants-in-aid scholarships, and loans.

The administration of scholarship and loan programs is handled by the Southwestern Oregon Community College Foundation, Inc. a separate nonprofit corporation made up of interested citizens from throughout Coos and Douglas counties. The program is coordinated by the Faculty Scholarship and Loan Committee.

District Scholarships: The College Board of Education has authorized full tuition scholarships for four full-time students (students carrying 12 credits or more) from each of the high school districts within the college district. Two of these scholarships per district are awarded on the basis of ability, need and general citizenship. The other two scholarships are awarded to a freshman and second year student from each high school district, based on merit, with equal consideration given to liberal arts and vocational students. Applications for District Scholarships, including a transcript of high school grades, must be completed and submitted to the Financial Aid Office no later than April 1.

General Scholarships and Grants: Various organizations and individuals contribute funds to provide students in financial need with tuition scholarships. A limited number of grants are awarded to students showing exceptional need for payment of tuition and books. Applications for college scholarships and grants are available from the Financial Aid Office or from high school principals and counselors.

Music Scholarships:

(a) **Applied Music Scholarships:** Awards amounting to thirty dollars each are offered to pay the extra tuition fees required each term for all music majors for private music instruction. These scholarships are awarded to qualified music students each term on the basis of ability, interest, and need. Students awarded Applied Music Scholarships are expected to maintain a "B" average in their private music study and participate in a college music-performing group (choir, band, orchestra). Contributions to the fund are made by Delta Chi Sigma sorority, Delta Alpha chapter.

(b) **Performance Scholarships:** Six dollar (nontransfer) or twelve dollar (transfer) awards to pay tuition fees for participation in one of the college performing groups (choir, band, orchestra) are awarded each term to those musicians able to make a positive contribution to a performing group through active participation. Contributions to the fund have been made by Delta Chi Sigma sorority, Alpha chapter, and by the Coos Bay-North Bend Rotary Club.

Student Loans: The Scholarship and Loan Committee administers funds providing for loans to eligible students for a period of up to one year. Students enrolled for 12 credits or units are eligible to apply for maximum loans, while any student who is enrolled at Southwestern Oregon Community College is eligible to apply for a minimum loan under a shorter term contract. Loan applications are available at the Financial Aid Office. Contributors to the fund from which these loans are made include:

- Bay Television
- Coos Bay-North Bend Rotary Club
- Coos County Council PTA
- Robert Croft
- Mr. John Dellenback
- Delta Kappa Gamma in memory of Martha Purdy
- Dr. Amelia Lipton
- Mrs. D. A. Manson in memory of Ruth Neil
- North Bend Business and Professional Women's Club
- P.E.O. Sisterhood, A.S. Chapter
- P.E.O. Sisterhood, C.S. Chapter
- Southwestern Oregon Community College Club
- Southwestern Oregon Community College Women's Club
- Southwestern Oregon Medical Scholarship

MEMORIAL LOAN FUNDS

- Hazel Hanna Loan Fund
- Beauchemin-Swanson Memorial Loan Fund
- Linda Koonce Memorial Loan Fund
- Rodney Hickenlooper Memorial Loan Fund
- Dora Burr Memorial Loan Fund
- Young-Hansa Memorial Fund
- Maurice Romig Loan Fund
- Barbara Simpson Memorial Fund
- Abraham Lipton Memorial Fund
- Karen Cavanagh Memorial Fund

SPECIAL LOAN FUNDS

Licensed Practical Nurses Loan Fund
Pioneer PTA Loan Fund (Reedsport Students)

FEDERAL FUNDS:

Southwestern Oregon Community College is a participating institution in the following programs of Federal assistance in financing a college education authorized under the National Defense Education Act of 1958; the Economic Opportunity Act of 1964; the Higher Education Act of 1965, and the Education Amendments of 1972:

National Direct Student Loans: A program of borrowing, primarily for needy students, in which the student has an obligation to repay his loan, with 3 percent interest, within a 10-year period following college attendance.

Basic Educational Opportunity Grants: A program of direct grants in which the student receives a nonobligating award of funds, based on exceptional financial need and evidence of academic or creative promise.

Law Enforcement Education Program Grants: Any fulltime employee of local, state, or Federal police agencies is eligible to receive a grant covering tuition, fees and books for approved courses.

Guaranteed Loans: A loan program established for residents of Oregon through an eligible lender (bank, loan association or credit union) of the student's choice. The maximum loan is \$1,500 for an academic year, but may not exceed the cost of education less other aid received. The student has an obligation to repay the loan at seven percent interest.

TALENT GRANTS

Fifty-five Talent Grants are offered to students in the areas of art, drama, journalism, music, student government, athletics, and photography. These Grants are available through the Scholarship and Loan Committee.

EMPLOYMENT

College Work-Study: A program of employment in which the student who is certified as eligible is compensated for the number of hours he works for the institution or for an eligible off-campus agency. Additional information about these programs may be obtained from the Financial Aid Office.

Student Employment: A limited number of on-campus jobs are available to students at SWOCC. Information about off-campus jobs and applications for employment may be obtained from the Financial Aid Office.

JOB PLACEMENT

Assistance in job placement is given to graduates of Southwestern Oregon Community College. Placement interviews are arranged through the Office of Student Services with businesses, industries, and governmental agencies.

STUDENT HOUSING

The College does not provide campus housing for students. The Office of Student Services maintains a list of living accommodations available to students. The College assumes no responsibility in negotiating housing arrangements between students and renters. Responsibility for securing adequate living arrangements rests with the student and/or his parents.

STUDENT LOUNGE

The Student Lounge is temporarily located on the third floor of the Learning Resource Center. The Lounge houses the Student Government and Student Activities Office and some food service. The Lounge is open throughout the day and evening hours for browsing, visiting, studying, and snacks.

STUDENT ACTIVITIES

The student activities program is planned to serve all students of the college. Student Government offices are located in the Student Lounge area. Student publications include the campus newspaper, *The Southwester* and *The Beacon* and Student Handbook. The ASG constitution contains the rules and regulations under which the student government operates.

The following clubs and organizations have been established on the campus at Southwestern Oregon Community College:

Baha'i Faith Club	Music Club
Campus Christian Fellowship	Oregon Student Public Interest
Deseret Club	Research Group
Drama Club	Phi Beta Lambda
Fine Arts Club	Police Science Club
Forestry Association	Veterans Club
International Students Club	Winter Sports Club
Lettermen's Club	

INTRAMURALS AND ATHLETICS

An intramural program is provided for all students in the College. This program includes regular schedules or tournaments in most activities. Students have the opportunity to participate in sports activities which are planned so that the student may become better acquainted with games which may be used in adult life and provide enjoyment and worthy use of leisure time.

Southwestern Oregon Community College is a member of the National Junior College Athletic Association and the Oregon Community College Athletic Association. Competition in seven sports is arranged with other colleges of the Oregon Association and with junior varsity and freshman teams from four-year institutions.

Athletic activities at the College include basketball, track, cross country, wrestling, baseball, golf and tennis. Information may be obtained from the Director of Athletics.

STUDENT TUTORIAL PROGRAM

The Tutorial Program is designed for those interested in helping others in an educational setting. Tutors usually volunteer for a few hours a week in area schools, or occasionally on campus, functioning on a one-to-one (or very small group) basis. The primary focus is on helping students who are having difficulty in school, usually in specific subject areas. The program is open to anyone interested in tutoring. Transferable credit is available. Information about the program may be obtained from the office of Student Services.

STUDENT CONDUCT AND APPEALS

The College assumes that students in attendance will conduct themselves according to acceptable standards and will abide by policies and procedures established for all students. Students unwilling to comply with these codes may be suspended or expelled.

A student who receives disciplinary action may appeal to the student affairs committee if he wishes.

STUDENT REVIEWS

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

GOLDEN AGE CLUB

Residents of the Southwestern Oregon Community College District who are 65 years of age and older, or senior citizens over 60 years of age who are drawing social security or equivalent government retirement benefits, may apply for membership in the Golden Age Club. There are no membership dues in the club, and club members are eligible for the following benefits: (1) waiver of tuition and student activity fees in all courses; (2) free admission to all college-sponsored performances and activities.

TECHNICAL-VOCATIONAL, ADULT AND GENERAL EDUCATION PROGRAMS

The courses and curricula offered at Southwestern Oregon Community College have a wide variety of objectives. They are designed to serve a diversified group of individuals through the following-types of programs:

1. **Occupational Preparatory Program.** These curricula and courses are designed to prepare students for successful entrance into employment. They include preparation for semiprofessional, technical, skilled, semiskilled and service occupations in general industry categories such as agriculture, business and commerce, sales and distribution, manufacturing and construction. Curricula are designed to provide an optimum balance between specialized and general education requirements for each occupational area included.
2. **Occupational Extension Program.** These curricula and courses are designed to upgrade the skills and knowledge of employed workers, or persons who are temporarily unemployed, in a variety of subject-matter, occupational or industrial areas. These courses are developed to provide a continuing education program for the employed worker so that he may keep up to date and adjust to the changing skill and knowledge requirements which are demanded in a complex and dynamic industrial society.

Most occupations and industries may be included in the occupational extension program. Some of the areas include: agriculture, business and commerce, sales and distribution, homemaking, industrial and service occupations, technical and semiprofessional occupations, and supervisory and management training.

3. **General Education Program.** The general education program of the College provides courses for preparatory, extension and special students. Courses are designed to aid the student in attaining an optimum degree of self-development and assist him in making the maximum contribution as an informed and intelligent citizen in a democratic society. Areas included in the general educational program are: communications and language arts, social and behavioral sciences, science and mathematics, and the humanities and fine arts.
4. **Adult Education Program.** The adult education program of the College provides a wide variety of general and special courses (because of their special and changing nature many are not listed in the catalog). Almost any type of course or program may be organized by the College provided there is a need and the staff and other resources are available. The primary purpose of the adult education program is to assist adults to deal effectively with the ideas, concepts and areas of knowledge which will enable them to better cope with their social and physical environment.
5. **Community Service Program.** The community service program provides a wide variety of services and activities including: lectures and forums, concerts, film series, special seminars and convocations, speakers bureau and others. Many groups and individuals within the college district cooperate with the College in the development and operation of the community service program.

ENTRANCE REQUIREMENTS

The general College entrance requirements apply to all programs in this area (see page 11). Certain curricula and courses have specific entrance requirements. Students are advised to read carefully specific curricula and course requirements.

DEGREES, DIPLOMAS AND CERTIFICATES

The Associate in Science Degree is offered for certain two-year technical-vocational curricula in the College. Other programs of study provide for diplomas or certificates (see individual curricula and programs for detailed requirements).

The associate degree is provided for programs requiring the equivalent of two years (six terms) of full-time study -- minimum of 90 term units. The diploma is provided for programs requiring the equivalent of one year (three terms) of full-time study -- minimum of 45 term units. The certificate, when authorized, generally requires the equivalent of one term of full-time study -- minimum of 15 term units.

COLLEGE TRANSFER CREDIT

Applicants must clearly understand that term units of credit in technical-vocational, adult and general education courses provided may not be transferable to other institutions of higher education.

ADVISORY COMMITTEES

The curricula and courses of the technical-vocational programs of the College are planned and operated with the advice and counsel of representative advisory committees. These committees, composed of local employers, employees and interested government representatives, meet periodically to plan, evaluate and develop courses and curricula for the College. Their services are invaluable and go far in assuring that programs are realistic, practical and up to date. They also assure a continuing community interest and commitment to our community college, its students and its programs.

PART-TIME AND SPECIAL PROGRAMS

The College offers a number of special programs and services which were outlined earlier in this section of the catalog. Any type of technical, occupational, adult or general education program or course may be offered to meet specific community needs if it falls within the resources of the College. The community college is a local community service institution designed by and for the people it serves.

OCCUPATIONAL EXTENSION CLASSES

The occupational extension classes provided by the College cover a large number of occupational and industrial areas. They also include special subject-matter courses which are oriented toward certain occupational groups. Persons interested in the development of such courses should contact the College for further information.

Apprenticeship Classes

Oregon State law requires all registered apprentices to attend related instruction classes for 144 hours each year of their apprenticeship. The College operates these classes for the Southwestern Oregon area in cooperation with local apprenticeship committees. At the present time, classes are operated for carpenters, plumbers, inside wiring electricians, maintenance electricians and power linemen. Enrollment in these courses is restricted to registered apprentices.

Business Classes

Part-time extension classes in business are offered during day and evening hours. They are intended to upgrade the job skills and knowledge of persons employed in various business occupations. Courses in accounting, shorthand, typing, business data processing, business machines, small business records and management, and business law are available. Many other courses in the business field may be organized if there is a need for them.

Distributive and Sales Classes

Closely related to the business field is the area of sales and distribution so important to our economy. Classes for employed persons in marketing, advertising, salesmanship, merchandising and related topics are available.

Home and Family Life Education

Many homemakers, men and women, find it advantageous to take courses to assist them to better perform their roles as homemakers. Courses in this area include several in clothing selection and construction, foods and nutrition, home planning and decorating, home management, and family living including child care. Additional information regarding these classes may be obtained from the College.

Industrial and Technical Education

The variety of courses offered by the College in this area is limited only by the number of industrial and technical occupations in our many faceted industrial economy. Specific courses for many occupational groups and general courses covering skills and knowledge common to many occupations are possible. Electricity, electronics, mechanics, metalworking, welding, blueprint reading, drafting and applied mathematics are only a few of the possible areas included.

Management and Supervisory Development

The College offers two separate programs in this field. The first, Supervisory Training, is explained elsewhere in the catalog (see page 23). The College has also operated special classes for high school students in the area served by the college district. Students from Marshfield, North Bend, Reedsport, Bandon, Powers, Coquille, and Myrtle Point High Schools have attended special vocational classes during the past year. The College also operates some evening classes in the Coquille, Myrtle Point and Reedsport areas for persons who reside there. It is intended for practicing supervisors in business and industry or for persons who aspire to those positions.

The Management Development program is intended primarily for small business owners and managers. Some of the courses are operated in cooperation with the U.S. Small Business Administration, particularly the Small Business Management Seminar usually operated during the fall term. Other courses include small business management and small business records.

Public Safety Services

The service occupations are a rapidly growing segment of our occupational structure. Three programs in this field are currently provided by the College under its Public Safety Program (see page 85). Law Enforcement and Fire Training Science are offered in conjunction with state and local police and fire agencies. A third service, a workshop series for School Bus Drivers is also being provided for school district personnel. Other public service courses, such as custodial training, are planned and operated by the College as the need arises.

GENERAL ADULT EDUCATION

The general adult education program of the College actually covers all areas of the curriculum. College transfer courses and other nontransfer adult courses are available in English and literature, the social and behavioral sciences, science and mathematics and the arts. During the past year, the College has expanded its offerings in art and music with considerable community interest and support. Adults may participate in the College-Community orchestra, band and chorus as well as drawing, painting and ceramic courses.

Persons interested in course offerings in this program should contact the College for additional information.

CONTINUING EDUCATION PROGRAM

The College provides facilities to operate upper division and graduate level courses offered by the Division of Continuing Education, Oregon State System of Higher Education. Many of these courses are intended for teachers in the Southwestern Oregon area; however, other qualified persons may attend them. Persons interested in the continuing education program should contact the College for additional information.

ADULT BASIC EDUCATION

To provide for adults who have never had the opportunity to complete their elementary school education, the College offers classes in adult basic education. These classes are designed to promote in individuals the development and growth of the basic skills of reading, writing, English, expression, vocabulary, spelling, and arithmetic. The classes are conducted by using tutorial assistance, small group learning, self-learning, and machine learning. Some students use this training to prepare for the General Educational Development (G.E.D.) examination.

Additional information regarding these programs may be obtained from the College.

DIVISION OF Arts

Vernon Sorenson, Chairman

FULL-TIME FACULTY

Harold Buckner
Edward Chilla
Stanley Elbersen
Howard Hall
Frank Leuck
David Smith
Vernon Sorenson

PART-TIME FACULTY

Robert Ahlgrim
Anthony Arrambide
Eric Franklin
Hans Lawall
Jennie Sorensen
Joyce Spande
Sara Spaugh
Carol Vernon



ARTS

COURSE OFFERINGS

Art
Foreign Language
Music
Photography
Speech
Theatre

ARTS

The Arts Division at Southwestern Oregon Community College includes programs in Fine Art, Foreign Languages, Music, Photography, Speech and Theatre. Most of the courses in these programs are suitable for the student planning to pursue degree work in the field. Many of the courses are utilized by adults seeking additional learning in the field of the arts.



ART

0.540, 0.541, 0.542 Drawing I, II, III (3 Lab Hrs/Wk) 1 Credit/Term

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

0.543, 0.544, 0.545 Watercolor Painting I, II, III (3 Lab Hrs/Wk) 1 Credit/Term

A three-term sequence designed to investigate 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.



0.546, 0.547, 0.548 Oil Painting I, II, III (3 Lab Hrs/Wk) 1 Credit/Term

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

0.549 Experimental Painting (3 Lab Hrs/Wk) 1 Credit

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. Prerequisite: 0.540 through 0.548, or consent of instructor.

0.550, 0.551, 0.552 Ceramics I, II, III (3 Lab Hrs/Wk) 1 Credit/Term

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

0.553, 0.554, 0.555 Elementary Sculpture I, II, III (3 Lab Hrs/Wk) 1 Credit/Term

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

Art 195, 196, 197 Basic Design**3 Credits/Term**

A three term introductory sequence; a series of studio 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 201, 202, 203 Survey of Visual Arts**3 Credits/Term**

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

Art 255 Ceramics**3 Credits**

A studio-laboratory course, involving the active participation of the individual student in art experiences, designed as an introduction to the 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 281 Printmaking**3 Credits**

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

Art 290 Painting**3 Credits**

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 291 Drawing**3 Credits**

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 292 Watercolor**3 Credits**

A studio-laboratory course, involving the active participation of the individual student in painting experiences aimed at developing visual and manipulative skills. The study of watercolor techniques with special attention to the particular characteristics of the medium, emphasis on landscape material. May be substituted for a third term of Drawing, Art 291, to meet lower division major requirements. Open to nonmajors. Usually offered spring term. Prerequisite: Painting and drawing or approval.

Art 293 Sculpture**3 Credits**

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

NOTE: All work done by students is the property of the Art Department unless other arrangements are approved by the instructor.



FOREIGN LANGUAGES

- 0.600, 0.601, 0.602 Conversational Spanish (2 1/2 Class Hrs/Wk) 1 Credit/Term**
A three-term sequence in conversational Spanish, providing opportunities for development of speaking skills for practical conversation on everyday subjects, current events, and cultural material.
- 0.606, 0.607, 0.608 Conversational French (3 Class Hrs/Wk) 1 Credit/Term**
An introduction to conversational French. Develops capability for spoken communication on everyday topics, current events and cultural material.
- 0.612, 0.613, 0.614 Conversational German (3 Class Hrs/Wk) 1 Credit/Term**
This three-term sequence in conversational German provides the student with skills sufficient for spoken communication on everyday topics, current events and cultural activities.
- 0.616, 0.617, 0.618 Conversational Norwegian (3 Class Hrs/Wk) 1 Credit/Term**
An introduction to conversational Norwegian. The course provides opportunities for practical conversation on everyday topics, current events, and cultural materials.
- 9.540, 9.541, 9.542 Conversational Japanese (2 1/2 Hrs/Wk) 1 Credit/Term**
A three term sequence in beginning conversational Japanese for the benefit of business and industrial workers for more effective communication with foreign speaking customers.
- GL 50, 51, 52 First-Year German 4 Credits/Term**
Designed to provide a thorough grammatical foundation and an elementary reading knowledge of German, as well as an understanding of the spoken language.
- GL 101, 102, 103 Second-Year German 4 Credits/Term**
Review of grammar and composition, reading selections from representative authors, conversation.
- RL 50, 51, 52 First-Year French 4 Credits/Term**
An introduction to French, stressing reading and speaking. Exercises in elementary composition and grammar.
- RL 101, 102, 103 Second-Year French 4 Credits/Term**
Study of selections from representative authors, review of grammar, considerable attention to oral use of the language.



Mus 121, 122, 123 Musicianship I**4 Credits/Term**

A sequence of courses to develop and strengthen basic musicianship through a study of chords, scales, keys and intervals. Concentration on current and past harmonic styles and devices provides the student with a learning experience immediately applicable to his musical interests. Written work is correlated with sight singing, analysis, aural comprehension, and keyboard application is stressed. Prerequisite: A background in group or individual music performance.

Mus 201, 202, 203 Intro. to Music and Its Literature**3 Credits/Term**

Development of understanding and intelligent enjoyment of music through a study of its elements, forms and historical styles.

Mus 221, 222, 223 Musicianship II**4 Credits/Term**

Continual development of harmonic, melodic, rhythmic and basic formal principles of current and past musical styles and practices. Written work correlated with sight singing, analysis, keyboard and aural comprehension. Prerequisite: Mus 123 or equivalent, satisfactory rating in test of keyboard proficiency.

Mus 190, 290 Performance Studies - Individual Instruction**1-3 Credits/Term**

Prerequisite: Proficiency required for satisfactory completion of Mus 190.

**PHOTOGRAPHY****0.120 Basic Photography (3 Class Hrs/Wk)****2 Credits**

This course is an introduction to basic principles of photography, including indoctrination in camera use, composition, darkroom developing and printing, and general assignment photographic work.



MUSIC

Mus 195/0.655 Band (2 Lab Hrs/Wk)

1 Credit

Concert Band, Jazz-Rock Band, Pep Band and other ensemble experiences are offered musicians in the community and at the College who wish an outlet for their talents and to improve their performing ability. Course work includes instrumental techniques and skills, music reading, notation and terminology, and musical literature of all styles, periods and cultures.

No more than six hours total credit in Mus 195, 196, 197 can be applied toward the Associate in Arts degree.

Mus 196/0.656 Orchestra (String Ensemble) (2 Lab Hrs/Wk)

1 Credit

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.

No more than six hours total credit in Mus 195, 196, 197 can be applied toward the Associate in Arts degree.

Mus 197/0.657 Chorus (2 Lab Hrs/Wk)

1 Credit

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 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.

0.659, 0.660 Introduction to Guitar I, II (1 Lab Hr/Wk)

1 Credit/Term

The course consists of an advanced study of (1) instrumental techniques and skills; (2) music reading; (3) chord theory and chord application, and (4) an introduction to the serious literature for guitar.

Mus 50 Basic Piano

1 Credit

Classroom instruction for students not prepared for piano instruction at the level of Mus 190.

Th 229 Oral Interpretation**3 Credits**

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 intellectual and emotional values and to enhance one's appreciation of literature.

Th 250, 251, 252 Theatre Workshop**1-3 Credits/Term**

Theatre Workshop offers the student the opportunity to participate in creative and applied fundamentals of theatre production. Nonacting skills are the primary focus. Activity projects in theatre also form part of the course content. First Quarter: Emphasis on the total group process of play production in terms of participation is the focus. Second Quarter: Scene design and construction techniques are stressed. Third Quarter: Participation in the remaining elements of theatre production make up the final quarter of the year sequence.

SPEECH**1.610 Public Speaking****3 Credits**

This course emphasizes speech both as speaking and listening, with attention given to audience awareness. Practice is provided through individual speeches and group discussion, with careful attention given to effective organization and delivery. In addition to the general principles of speech, stress is placed on poise and confidence and on understanding their psychological basis.

9.503 Oral Communication for Supervisors**3 Credits**

A course designed to provide the kinds of effective speaking, communication and listening required of supervisors.

1.611 Voice Skills in Speaking**3 Credits**

A developmental course for the student who desires improvement in voice production and techniques for better speech. Drill and voice recording supplement the course.



THEATRE

- 1.136 Introduction to Theatre (3 Class Hrs/Wk)** **1-12 Credits**
 A survey course designed to orient the student to theatre art for better appreciation and understanding. This course may be taken for 1 to 12 hours of credit in the theatre area. Confer with instructor.
- Th 101 Orientation to Theatre Art** **3 Credits**
 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.
- Th 102 Fundamentals of Acting** **3 Credits**
 Fundamentals of Acting seeks to acquaint the student with basic techniques and to examine various fundamental theories of acting. Emphasis is placed upon character development, movement, and motivation.
- Th 103 Rehearsal and Performance** **3 Credits**
 Rehearsal and Performance is designed to provide students with extended acting exercises in the various styles and periods of theatre. Various acting theories are studied with application to practice and the solution of acting problems.
- Th 110 Introduction to Motion Pictures** **1-3 Credits**
 An exploration of the criticism, history, elements, and artists of the motion picture. Film as a mirror of society is the theme of the course.
- Th 121, 122, 123 Theatre Principles** **1 Credit/Term**
 Students are introduced to the unique creation of theatre art. The elements of that group creation are determined and examined. First Quarter: A study of theatre as seen through all its elements. Second Quarter: Scene design and construction are emphasized. Third Quarter: Lighting, make-up and costuming are the elements stressed.

DIVISION OF Business

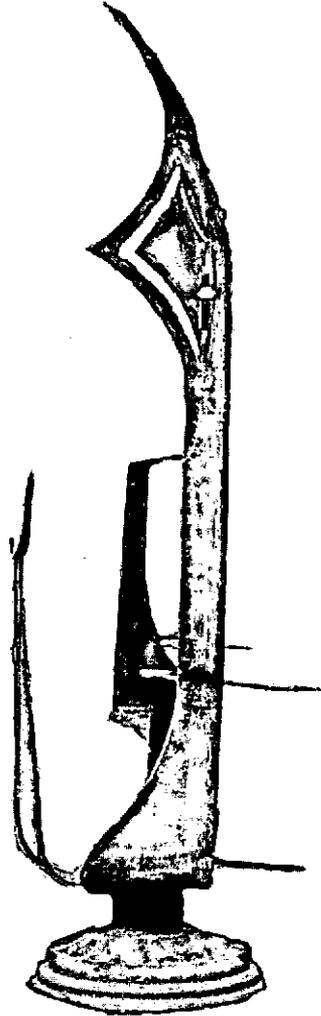
William Sharp, Chairman

FULL-TIME FACULTY

Robert L. Cooper
Barbara Dodrill
Helen Ferguson
Richard Grossman
Bonnie Korelva
James Love
Lanny B. Leslie
Norman W. Lemoine
Robert Miller
Donald Moffitt
Philip Ryan
William Sharp

PART-TIME FACULTY

Noel Aasen
John Anderson
David Baird
James Baumgartner
Ben Booher
Richard Chiesa
Carroll Cone
Murrill Dennison
Linda Eastlick
Ellsworth Ebarth
Donald Farr
Gail Grosness
Gordon Joelson
Yvonne Lundholm
Al Maddess
Ronald Olson
Orrin Ormsbee
Ron Ostrem
Whitney Schmitt
Edward Schwartz
Ronald Seip
Audrey Shaw
Stella Wirth



BUSINESS

COURSE OFFERINGS

Bookkeeping and Clerical
Business Administration
Data Processing, Computer Technology
Forest Technology
Industrial Supervision
Legal Assistants Program
Secretarial Science

BUSINESS

The Business Division of Southwestern Oregon Community College, with programs in Bookkeeping and Clerical, Business Administration, Data Processing and Computer Technology, Forest Technology, Industrial Supervision, and Secretarial Science, offers the student an opportunity to develop a skill or a career. Two-year degree programs and one-year certificate programs offer a wide variety of occupational preparatory and occupational extension courses. Single areas of instruction may be taken by those employed persons who need to improve their skills, or to keep abreast of new developments in their field. A wide variety of special interest workshops, seminars and short courses are announced from time to time in the business field.



ASSOCIATE IN SCIENCE IN BUSINESS

A two-year program designed for the student who desires to combine a basic business background with some related occupational interest. The student may choose from the several core options. He then may choose from a wide selection of business and nonbusiness courses.

Students will prepare themselves for any area for which they have special interest. Some examples are business operation of wood industries, industrial mechanics, and recreational industries.

Courses include basic core subjects such as language arts, mathematics, human relations, and accounting. Requirements are:

- I. General requirements for Associate in Science Degree.
- II. At least 30 units in business courses.
- III. Eighteen units in general education consisting of at least nine units in Communications or English Composition.
- IV. Remaining units may be in another discipline.

BOOKKEEPING AND CLERICAL

Bookkeeping - Clerical is a one-year program designed to prepare persons for a variety of bookkeeping or clerical positions. A certificate of completion is offered when course requirements are met.

Course work is designed to prepare students for such positions as office machine operator, file clerk, typist, records clerk, and bank clerk.

Course work includes typing, accounting, office procedures, and office machines.

First Year		F	W	S
1.111, 1.112, 1.113	Communications or Wr 111, 112, 113 English Composition	3	3	3
2.583, 2.584, 2.585	Office Procedures I, II, III Typing according to placement 1	3	3	3
2.250, 2.252	Business Mathematics I, II	2	2	2
2.766, 2.767	Accounting I, II	3	3	
2.519, 2.521	Bus. Machines I, II 2 Man and Society or Social Science	4	4	
2.771	Payroll Accounting	2		2-3
			3	3
				3
		17	18	16-17

TOTAL: 51-53 units/credits

1 See Typing - Shorthand Placement page.

2 Student may choose 2.521 or 6.900 Data Processing Fundamentals or BA 131 Intro to Business Data Processing

BUSINESS TECHNOLOGY (ACCOUNTING MAJOR)

Business Technology, with an accounting major, is a two-year program preparing students for business positions involving accounting. Completion of the program leads to the Associate in Science degree.

Course work includes business machines, accounting, business law, credit procedures, federal income tax, and introduction to data processing. Work experience is an option.

First Year		F	W	S
1.111, 1.112, 1.113	Communications or Wr 111, 112, 113 English Composition	3	3	3
2.766, 2.767, 2.768	Accounting or BA 211, 212, 213 Principles of Accounting	3-4	3-4	3-4
2.250, 2.252	Business Mathematics I, II	3	3	
2.583	Office Procedures 1	3		
2.519, 2.521	Business Machines I, II	2		2
2.304	Fundamentals of Marketing Typing According to Placement		3	
2.771	Payroll Accounting		2	
6.900	Data Processing Fundamentals or BA 131 Intro to Business Data Processing Physical Education			3
		1	1	1
		15-16	15-16	15-16
Second Year		F	W	S
2.320, 2.321, 2.322	Business Law I, II, III Man and Society or Social Science	3	3	3
6.901 or CS221	Intro to Digital Computers	3	3	3
Wr214	Business English		3	
2.331	Federal Income Tax		3	
2.769	Cost Accounting	3		
BA101	Intro to Business Electives			4
		3	3	4
		15	15	14

TOTAL: 93-96 units/credits

1 Students may choose 2.583, or 2.584, or 2.585 Office Procedures.

BUSINESS TECHNOLOGY "MARKETING MAJOR"

Business Technology, with a marketing major, is a two-year program designed to prepare students for business positions involving marketing. Completion of the program leads to the Associate in Science degree.

Course work includes office machines, accounting, marketing, salesmanship, advertising, business law, and credit procedures. Work experience is an option.

First Year		F	W	S
1.111, 1.112, 1.113	Communications or Wr 111, 112, 113 English Composition	3	3	3
	Man and Society or Social Science	3	3	3
2.250, 2.252	Business Mathematics I, II	3	3	
2.330	Fundamentals of Salesmanship	3		
2.583	Office Procedures I	3		
2.304	Fundamentals of Marketing		3	
2.305	Principles of Retailing			3
2.519, 2.521	Business Machines I, II		2	2
2.307	Advertising I		3	
	Typing I			2
	Physical Education	1	1	1
6.900	Data Processing Fundamentals or BA 131 Intro to Data Processing			3
		16	18	17
Second Year		F	W	S
2.320, 2.321, 2.322	Business Law I, II, III	3	3	3
2.766, 2.767	Accounting I, II	4	4	
Wr.214	Business English		3	
BA101	Intro to Business			4
	Electives	9	6	8
		16	16	15

TOTAL: 96 units/credits





BUSINESS TECHNOLOGY (OFFICE MANAGEMENT MAJOR)

Business Technology, with an office management major, is a two-year program designed to prepare students for office positions. Completion of the program leads to the Associate in Science degree.

Course work includes office machines, accounting, business law, credit procedures, and introduction to data processing. Work experience is an option.

First Year		F	W	S
1.111, 1.112, 1.113	Communications or Wr 111, 112, 113 English Composition	3	3	3
2.583, 2.584, 2.585	Office Procedures I, II, III	3	3	3
2.766, 2.767, 2.768	Accounting or BA 211, 212, 213 Principles of Accounting, I, II, III	3-4	3-4	3-4
2.250, 2.252	Business Mathematics I, II Typing According to Placement	3	3	2
2.519, 2.521	Business Machines I, II		2	2
6.900 or BA 131	Data Processing Fundamentals or Intro to Business Data Processing Physical Education			3 1 1 1
		15-16	17-18	15-16
Second Year		F	W	S
2.320, 2.321, 2.322	Business Law I, II, III Man and Society or Social Science	3	3	3
BA101	Intro to Business	3	3	3
2.304	Fundamentals of Marketing	4		
Wr214	Business English		3	
6.901 or CS221	Intro to Digital Computers		3	
2.771	Payroll Accounting Electives		3	3
		7		6
TOTAL: 94-97 units/credits		17	15	15

DATA PROCESSING-COMPUTER TECHNOLOGY

Data Processing-Computer Technology is a two-year program designed to prepare students for employment in the data processing field. Completion of the program leads to the Associate in Science degree.

UNITS

I. Accounting	9-12	
Social Science or Humanities	9	
English	9	
Mathematics	4-12	
Business Statistics	3	-----34-45
II. At least 30 units of Data Processing courses.		-----30-30
III. Electives needed to complete the 90 term unit requirements.		-----26-15
IV. General College requirements for an Associate in Science Degree.		-----90-90



ASSOCIATE IN SCIENCE IN FOREST TECHNOLOGY

Forest Technology is a two-year program in which training in technical forestry is given in preparation for careers in government and industrial forestry.. Completion of the program leads to the Associate in Science degree.

Students are prepared for entry occupations as forestry technician, scaler trainee, etc. These jobs can lead to supervisory and administrative positions.

Course work includes training in cruising, scaling, surveying, aerial photogrammetry, and logging methods.

First Year		F	W	S
1.111, 1.112, 1.113	Communications or Wr 111, 112, 113 English Composition	3	3	3
4.200	Basic Mathematics	4		
4.202	Elements of Algebra I		4	
4.203	Elements of Algebra II			4
6.401	General Forestry	3		
6.409	Forest Protection		3	
6.411	Logging Operations	3		
6.410	Forest Products Manufacturing		3	
6.407	Forest Mensuration I		3	
6.408	Forest Mensuration II			3
6.404	Elementary Forest Surveying	3		
6.415	Dendrology (Tree Identification) (May be taken either Spring, 1st year or fall, 2nd year)			3
6.449	Forest Botany or Bot 200, 201, or 202			4
		16	16	17
Second Year		F	W	S
6.419	Forest Recreation	3		
6.414	Forest Contracts			3
6.405	Advanced Forest Surveying	3		
6.406	Forest Engineering			4
6.416	Aerial Photogrammetry			3
6.417	Silviculture		3	
6.420	Advanced Silviculture			3
9.204	Small Business Operations	3		
	Electives*	6	8	6

TOTAL: 94 Credits

* Must include Social Science courses equal to 9 credit hours.

Possible Forestry electives: Wildlife Management, Forest Economics, Forest Ecology, Fish and Forest Practices, Map Construction.

Note: In some subject areas enrollment must be limited due to shortage of facilities. In these courses, enrollment must be handled on a first come basis.

INDUSTRIAL SUPERVISION

The Industrial Supervisory Training curriculum is designed for employed supervisors and others who wish to seek supervisory positions. Most of the courses are scheduled during nonworking hours. The courses required for completion of the program are equivalent to a full-time, two-year program but are extended over a period of years to meet the needs of fully employed persons.

Completion of the approved portions of the curriculum leads to a limited certificate of completion. By meeting additional requirements, one can earn a certificate; and by completion of all required work, an Associate in Science degree.

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

Two evening courses are presently offered each term.

LEGAL ASSISTANCE PROGRAM

A program designed to train individuals in basic law, preparatory to employment as legal secretaries or legal assistants. Courses in this program conform to requirements established by the Oregon State Bar Association for the training of legal assistants.

SECRETARIAL TECHNOLOGY

Secretarial Technology is a two-year program designed to prepare students for entry jobs leading to a variety of secretarial positions. Completion of the program leads to the Associate in Science degree.

Basic courses include shorthand, typing, business math, and secretarial practice. Optional courses are available in business law, accounting, credit procedures, legal and medical technology. After one year, work experience is frequently available in local businesses.

First Year		F	W	S
1.111, 1.112, 1.113	Communications or Wr 111, 112, 113 English Composition	3	3	3
	Typing according to placement	2	2	2
	Shorthand according to placement	3	3	3
2.583, 2.584, 2.585	Office Procedures I, II, III	3	3	3
BA101	Intro to Business			4
2.519, 2.521	Business Machines I, II		2	2
6.900	Data Processing Fundamentals or BA 131 Intro to Business Data Processing	3		
	Elective		3	
	Physical Education	1	1	
		15	17	17
Second Year		F	W	S
2.590, 2.591, 2.592	Secretarial Practice I, II, III Man and Society or Social Science	3	3	3
	Accounting I, II	3	3	3
2.766, 2.767	Accounting I, II	4	4	
2.320, 2.322	Business Law I, III	3		3
Wr214	Business English		3	
6.901 or CS221	Intro to Digital Computers Physical Education		3	
	Electives	1		6
TOTAL: 95 units/credits		14	16	15

STENOGRAPHY

Stenography is a one-year program designed to prepare persons for positions as stenographers. A certificate is offered when course requirements are met.

Students are prepared to take and transcribe dictation. Many types of clerical positions that include a need for shorthand in addition to allied duties may be open to graduates. A stenographer can, by experience and additional training, advance to the more demanding position of secretary.

Course work includes Gregg shorthand, typing, office procedures, and office machines.

First Year		F	W	S
1.111, 1.112, 1.113	Communications or Wr 111, 112, 113 English Composition	3	3	3
	Typing according to placement	2	2	2
	Shorthand according to placement	3	3	3
2.583, 2.584, 2.585	Office Procedures I, II, III Man and Society or Social Science	3	3	3
	Business Machines I	3		2
2.519	Business Machines I			2
Wr214	Business English		3	
6.900	Data Processing Fundamentals or BA 131 Intro to Business Data Processing			3
TOTAL: 44 units		14	14	16



BUSINESS DIVISION BOOKKEEPING AND CLERICAL

- 2.331 Federal Income Tax (3 Class Hrs/Wk) 3 Credits**
A beginning course in Federal income tax law. Emphasis is placed on the preparation of tax returns for individuals. Students are introduced to rates, returns, exemptions, income, capital gains and losses, dividends, and deductions.
- 2.766 Accounting I (3 Class, 2 Lab Hrs/Wk) 4 Credits**
A beginning course emphasizing the basic accounting applications required for the complete accounting cycle of a small proprietorship.
- 2.767 Accounting II (3 Class, 2 Lab Hrs/Wk) 4 Credits**
Payroll, partnership, voucher requests, sales, departmental, notes receivable and payable, valuation of receivables and inventories, fixed assets, property taxes, accrued and deferred income adjustments, and adjusting and closing the books. Prerequisite: 2.766 or instructor's consent.
- 2.768 Accounting III (3 Class, 2 Lab Hrs/Wk) 4 Credits**
Corporation capital, long-term liabilities and investments, cost, budgeting, reports, statement analysis and funds flow. Prerequisite: 2.767 or instructor's consent.
- 2.769 Cost Accounting (3 Class Hrs/Wk) 3 Credits**
Introduction to the analysis and control of material, labor, and overhead costs in manufacturing with emphasis on process and job order cost systems. Prerequisite: Accounting 2.768 or approval of instructor.
- 2.771 Payroll Accounting (3 Class, 1 Lab Hr/Wk) 3 Credits**
Federal and State old age, unemployment, and disability, insurance laws; state and local sales taxes. Accounting records which involve the numerous regulations of governmental bodies. Prerequisite: Accounting 2.766 or approval of instructor.
- 9.715, 9.716, 9.717 Elem. Bookkeeping I, II, III (1 Class, 2 Lab Hrs/Wk) 2 Credits/Term**
A course designed to help the student develop an understanding of bookkeeping and record keeping as they affect a small business. Students will learn to analyze and record simple transactions using double entry bookkeeping methods.
- BA 211, 212, 213 Principles of Accounting 3 Credits/Term**
Introduction to field of accounting; techniques of account construction; preparation of financial statements; application of accounting principles to practical business problems. Managerial concepts emphasized. Courses must be taken in sequence.

BUSINESS ADMINISTRATION

- 2.120 Job Search Techniques (1 Class Hrs/Wk) 1 Credit**
Study of local labor market, self-skilled analysis and personal evaluation; resumes; job references, job choices, contacts and employers; letters of applications; application blanks; work documents; job interviews; job retention techniques; and employment services.
- 2.250 Business Mathematics I (3 Class Hrs/Wk) 3 Credits**
Review of basic arithmetic, including increase in speed and accuracy in the four fundamentals of whole numbers, fractions, and decimals. Fundamentals of percentage. Business problem solving through algebraic formulas.
- 2.252 Business Mathematics II (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.
- 2.261 Work Experience (5-20 Hrs/Wk) 1-4 Credits**
General approved and supervised paid work experience in conjunction with major field of study. The student works from 5 to 20 hours a week in an on-the-job training arrangement (50 to 200 hours a term). Credit varies from 1-4 credits. A maximum of 12 credits is allowed towards an A.S. degree. 2.265 Work Experience Seminar must be taken concurrently.
- 2.264 Related Instruction (1 Class, 4 Lab Hrs/Wk) 2 Credits**
Students enrolled in Work Experience (2.261) may also enroll in this course. Instruction is related to work experience activities and requirements.
- 2.265 Work Experience Seminar (1 Class Hr/Wk) 1 Credit**
Discussion of on-the-job problems and procedures such as human relations, communications, company policies, work habits, attitudes, applications, interviews, and resumes.

- 2.304 Fundamentals of Marketing (3 Class Hrs/Wk) 3 Credits**
A general survey of the nature, significance, and scope of marketing. Emphasis is placed upon the channels of distribution, the marketing of consumer, shopping, specialty and other goods; service marketing; middlemen, wholesaling, shipping and warehousing; standardization, grading, and pricing; government regulation of competition.
- 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.
- 2.307 Advertising I (3 Class Hrs/Wk) 3 Credits**
An introduction to advertising and the role it plays in business. Planning advertising programs, advertising budgets, media, layout and copywriting as applied to the newspaper and direct media are studied. Topics are adjusted according to the needs of the class.
- 2.320 Business Law I (3 Class Hrs/Wk) 3 Credits**
Forms and function of the law, application of the uniform commercial code which affects business decisions. Major emphasis on decisions involving contracts, agency, employment, personal property, and negotiable instruments.
- 2.321 Business Law II (3 Class Hrs/Wk) 3 Credits**
Emphasis on bailments, sales, suretyship, guaranty, and income.
- 2.322 Business Law III (3 Class Hrs/Wk) 3 Credits**
Emphasis on real property, partnerships and corporations, bankruptcy, and current social legislation.
- 2.330 Fundamentals of Salesmanship (3 Class Hrs/Wk) 3 Credits**
An analysis and evaluation of the salesman of today and the role he plays in our economic life are made during this course. The principles and techniques of selling constitute the areas covered in this course. Detailed attention is given to both inside and outside selling activities.
- 2.400 Real Estate Principles I (3 Class Hrs/Wk) 3 Credits**
A fundamental course to prepare for entry into the real estate industry. Includes economic, social, and legal bases of real estate instruments and property ownership. No prerequisites.
- 2.401 Real Estate Principles II (3 Class Hrs/Wk) 3 Credits**
A continuation of Real Estate Principles I to further prepare for entry into the real estate industry. Includes a basic approach to brokerage and licensing as applied to the State of Oregon covering operating an office, selling, and advertising. Introduces student to accepted standards of ethical conduct, property management, titles, valuation, and planning. 2.400 not a prerequisite.
- 2.402 Real Estate Law (3 Class Hrs/Wk) 3 Credits**
A practical study of Oregon Real Estate Law emphasizing the more complex aspects of ownership, use and transferability of real estate as encountered by brokers and others who deal with real property. Covers contracts, titles, deeds, leases, liens, covenants, conditions, restrictions, easements, estates, probate and landlord-tenant relationships. Includes a review of significant Oregon cases. Real Estate Principles I is helpful, but is not a required prerequisite.
- 2.406 Real Estate Finance (3 Class Hrs/Wk) 3 Credits**
Policies, problems and risks involved in financing and investing in various types of real property. Includes analysis of taxation, exchanges, sources of loan funds, institutional and government policies, and instruments and methods of loan processing.
- 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. The problem of establishing and operating a business are considered.
- 9.270 Advertising II 3 Credits**
Planning and budgeting of advertising, choosing media, public relations, research and testing, advertising ethics, career possibilities. Topics are adjusted according to needs of the class.
- BA 101 Introduction to Business 4 Credits**
Business organization, operation, and management intended to orient the student to the field of business and to help him determine his field of major concentration.
- BA 226 Business Law 3 Credits**
Forms and functions of the law, application of the uniform commercial code which affects business decisions. Major emphasis on decisions involving contracts, agency, employment, personal property, and negotiable instruments.
- BA 232 Business Statistics 3 Credits**
Modern business decision theory, and statistics as a tool for business decision making. Primary emphasis on statistical description (tables, charts, and frequency distributions) and the elements of probability; consideration also of modern data processing, index number and time series analysis (trend, cyclical, and seasonal adjustments) of business data. No prerequisite, although one term of college algebra or a good high school background in math is suggested.

DATA PROCESSING-COMPUTER TECHNOLOGY

- 6.900 Data Processing Fundamentals (3 Class Hrs/Wk) 3 Credits**
An introduction to the field of Data Processing including history, basic concepts, unit record systems, electronic computer systems, programming systems, introduction to a programming language, current developments, implications and applications.
- 6.901 Introduction to Digital Computers (3 Class, 2 Lab Hrs/Wk) 4 Credits**
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 an introduction to a problem oriented language.
- 6.902 Systems and Procedures I (1 Class, 4 Lab Hrs/Wk) 3 Credits**
An introduction to systems and procedures including organizational theory, documentation, coding and card design and control, graphic devices, feasibility studies, work analysis, and applications.
- 6.903 Programming (3 Class, 2 Lab Hrs/Wk) 4 Credits**
Programming concepts, programming systems, programming a computer in a subject oriented language.
- 6.904 Systems and Procedures II (2 Class, 4 Lab Hrs/Wk) 4 Credits**
A continuation of Systems and Procedures I with emphasis on case studies and student projects. Prerequisite: 6.902 Systems and Procedures I.
- 6.905 Programming (2 Class, 4 Lab Hrs/Wk) 4 Credits**
Development of programming skills in a second language.
- 6.906 Processing Management (3 Class Hrs/Wk) 3 Credits**
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.
- 6.907 Programming (2 Class, 4 Lab Hrs/Wk) 4 Credits**
Emphasis on assemblers, operating systems, control languages, special language systems and applications. Prerequisite: Competency in a programming language or consent of instructor.
- 6.908 Special Problems in Data Processing (TBA) 2-4 Credits**
Individual problems and projects designed to meet the needs of the student. Consent of instructor required.
- 6.909 Computer Operations (2 Class, 4 Lab Hrs/Wk) 4 Credits**
Basic concepts and procedures, computer operations, peripheral devices, operating systems, terminals, timesharing, operational management, operations projects. Prerequisite: 6.901 or CS221, or consent of instructor.
- 6.911 Computer Applications (2 Class, 4 Lab Hrs/Wk) 4 Credits**
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.
- 6.913 Computer Peripherals (2 Class, 2 Lab Hrs/Wk) 3 Credits**
Introduction to the theory, function, operation and programming of computer support devices.
- 6.916 Mathematics for Data Processing (3 Class Hrs/Wk) 3 Credits**
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 (6 Class, Var. Lab Hrs/Wk) 1 Credit**
 - 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. It is designed primarily for professionals in the field who have had no training or experience with computers.
- BA 131 Introduction to Business Data Processing 3 Credits**
Concepts, elements and structure of business data processing systems, classifying, calculating, and reporting functions, programming, computer fundamentals.
- BA 231 Business Data Processing 4 Credits**
Application of computers to business data processing using COBOL. The development of a common business-oriented language and its use in modern business organizations. Comparison of COBOL with other automatic programming languages. Prerequisite: BA 131.
- CS 221 Concept of Computing (2 Class Hrs/Wk) 2 Credits**
An introduction to computers including basic concepts, capabilities and limitations. A survey of hardware and software systems and their applications and implications.

- CS 233 Introduction to Numerical Computation (3 Class Hrs/Wk) 3 Credits**
Basic principles of numerical computation, programming a computer in subject oriented languages with major emphasis on programming in an algebraic language. Prerequisite: Mth 101, or equivalent.
- CS 290 Assembly Language Programming (4 Class Hrs/Wk) 4 Credits**
Principles of programming in an assembly language; introduction to information processing techniques and programming a variety of problems. Prerequisite: BA 131/6.900 or equivalent.

FOREST TECHNOLOGY

- 6.401 General Forestry (3 Class Hrs/Wk) 3 Credits**
The development of forestry in the United States is reviewed with reference to its European heritage. The course will also look at the history of forest management as well as multiple use concepts.
- 6.404 Elementary Forest Surveying (2 Class, 4 Lab Hrs/Wk) 3 Credits**
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 (2 Class, 4 Lab Hrs/Wk) 3 Credits**
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.
- 6.406 Forest Engineering (3 Class, 4 Lab Hrs/Wk) 4 Credits**
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.
- 6.407, 6.408 Forest Mensuration I, II (2 Class, 4 Lab Hrs/Wk) 3 Credits**
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 consist of application of classroom principles in the field to measure actual forest stands.
- 6.409 Forest Protection (2 Class, 4 Lab Hrs/Wk) 3 Credits**
The course will describe the destructive agents in the forest such as 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, suppression, and suppression. Laboratory periods will examine these agents and various control procedures.
- 6.410 Forest Products Manufacturing (2 Class, 4 Lab Hrs/Wk) 3 Credits**
The course will study the basic logging methods, costs, and techniques. The laboratory portion will include observation of various local wood operations and types of logging systems.
- 6.411 Logging Operations I (2 Class, 4 Lab Hrs/Wk) 3 Credits**
The course will deal with the history and development of forest harvesting operations in the United States. The laboratory will consist of visits to various lumber and plywood plants to make observations and comparisons.
- 6.414 Forest Contracts (Mapping) (2 Class, 4 Lab Hrs/Wk) 3 Credits**
The course deals with the basic forms of forest contracts and their functional administration. The course will also cover forest mapping as it relates to forest contracts.
- 6.415 Dendrology (1 Class, 4 Lab Hrs/Wk) 3 Credits**
A basic course in the identification of woody plants found in this local region as well as a study of the major forest species will be examined as well as the ecological features in their range.
- 6.416 Aerial Photogrammetry (1 Class, 4 Lab Hrs/Wk) 3 Credits**
An introductory study of the basic skill of interpretation of aerial photos. The practical use of aerial photos for forestry use covering such items as stereoscopic viewing, scale determination, acreage measurement, object heights and forest typing.
- 6.417 Silviculture (2 Class, 4 Lab Hrs/Wk) 3 Credits**
An introductory course to describe and observe the biological influences on a forest stand. The influence of forest practices and how they may change the composition, reproduction, growth rates, environment, nutrition, and stocking of a forest.
- 6.418 Intermediate Forest Measurements (3 Class Hrs/Wk) 3 Credits**
Course is designed to familiarize the student with the design techniques of sample cruising, as well as an orientation to the theory of sampling, new approaches to cruising. Prerequisite: 6.407 and 6.408, or consent of instructor.
- 6.419 Forest Recreation (2 Class, 4 Lab Hrs/Wk) 3 Credits**
An introductory course in outdoor recreation which covers the needs and demands of the general public to use forest resources of recreation. The economic factors involved in recreation as well as the planning and design of recreational facilities will be discussed.

- 6.420 Advanced Silviculture (2 Class, 4 Lab Hrs/Wk) 3 Credits**
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.
- 6.430 Intro. to Oregon's Fish and Wildlife Resources (3 Class Hrs/Wk) 3 Credits**
The course will introduce the student to the economically and recreationally important fish and wildlife forms found within Oregon. Also included are some of the basic management techniques related to these resources.
- 6.449 Forest Botany (3 Class, 3 Lab Hrs/Wk) 4 Credits**
A study of some of the basic principles of plant science as related to forestry. Prerequisite: admission to a curricular program in Forest Technology.
- 9.624 Fish and Wildlife Management Principles (3 Class Hrs/Wk) 3 Credits**
The course will introduce the student to 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.
- 9.623 Wildlife Management Laboratory Procedures (3 Class Hrs/Wk) 3 Credits**
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, tests, etc. as applied to a particular resource.
- 9.622 Introduction to Forest Ecology (3 Class Hrs/Wk; Field Trip) 3 Credits**
The course is designed to teach the student the individual factors and their effect upon the tree, and then grouping of trees into communities in response to the environment. Following this, there will be some consideration of the biological basis for tree growth as individuals and in stands, and finally the class will undertake the study of the ecology of several important West Coast forest types.
- 9.621 Fish and Forest Practices (3 Class Hrs/Wk) 3 Credits**
The course will introduce the student 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 that govern the field of water quality and fish as related to the forest industry 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.
- 6.421 Map Construction (3 Class, 3 Lab Hrs/Wk) 3 Credits**
Geog./120
A general introduction to map interpretation and construction.

INDUSTRIAL SUPERVISION

- 9.500 Elements of Supervision (3 Class Hrs/Wk) 3 Credits**
A basic introductory course covering in general terms the total responsibilities of supervisor in industry, such as organization, duties and responsibilities, human relations, grievances, training, rating, promotion, quality-quantity control, and management-employee relations.
- 9.501 Written Communications for Supervisors (3 Class Hrs/Wk) 3 Credits**
Review of writing mechanics covering grammar, punctuation, sentence structure and paragraph structure. Business letter-writing involving the principles: planning, and dictating of letters. Memorandum and bulletin writing with emphasis on format, content, structure, tone, and style. Manual writing covering format, content, and structure.
- 9.502 Basic Psychology for Supervisors (3 Class Hrs/Wk) 3 Credits**
A course to assist the supervisor in understanding the people with whom he works, with emphasis in such areas as psychological aspects, perceptions, learning processes, emotions, attitudes and personalities.
- 9.503 Oral Communications for Supervisors (3 Class Hrs/Wk) 3 Credits**
How we communicate. Effective speaking and listening. Kinds of supervisory communications. Saying what we mean, which covers oral versus written communications. Understanding what is communicated as related to intent and effect. Conference leading and practice for supervisors.
- 9.504 Developing the Employees Through Training (3 Class Hrs/Wk) 3 Credits**
The supervisor's responsibility for developing employees through training. Orientation and induction. Vestibule and on-the-job techniques. Job instruction principles. Apprenticeship training. Technical training. Supervisory training and management development. Use of outside agencies. Advisory committees.
- 9.505 Report Writing for Supervisors (3 Class Hrs/Wk) 3 Credits**
Types of reports; statistical, financial, narrative, technical. Steps in preparing the report. Techniques of writing. Format, style and organization. Illustrating the report. Practice in writing and evaluating reports in the occupational field of the individual enrollees. Prerequisite: Written Communications for Supervisors 9.501 or equivalent.

- 9.506 Human Relations (3 Class Hrs/Wk) 3 Credits**
 (Developing Supervisory Leadership)
 The practical application of basic psychology in building better employer-employee relationships by studying human relations techniques. Prerequisite: Basic Psychology for Supervisors 9.502.
- 9.507 Reading Improvement for Supervisors (3 Class Hrs/Wk) 3 Credits**
 General approach to better reading through the proper use of text material, reading films, tachistoscope, and practice. Benefits of better reading, primary considerations in reading, evaluating and analyzing what is read, vocabulary improvement, advanced reading tips.
- 9.508 Labor-Management Relations (3 Class Hrs/Wk) 3 Credits**
 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 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 Class Hrs/Wk) 3 Credits**
 (Work Simplification)
 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 Class Hrs/Wk) 3 Credits**
 How costs are determined in industry. Cost control and its functions. The supervisor's responsibility for costs. Factors in cost control; costs, materials, waste, salvage, quality control, quantity control, control of time.
- 9.516 Supervisor's Responsibility for Management of Personnel (3 Class Hrs/Wk) 3 Credits**
 Personnel techniques for which the supervisor is partially responsible and for which he should have some training in carrying out his responsibility. Selection, placement, testing, orientation, training, counseling, merit rating, promotion, transfer and training for responsibility.
- 9.518 Organization and Management (3 Class Hrs/Wk) 3 Credits**
 The supervisor's responsibility for planning, organizing, directing, controlling, and coordinating. Acquaints the supervisor with the basic functions of an organization and his 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.
- 9.520 Job Analysis for Wage Administration (3 Class Hrs/Wk) 3 Credits**
 The history of wages. Inequalities in rates of pay. Management and union movement toward a "fair wage" plan. The supervisor and job descriptions, job specifications, job evaluation, and job classifications. The wage plan laid down by the Department of Labor. The Federal Employment Service. Wage administration and the line organization.
- 9.522 Safety Training and Fire Prevention (3 Class Hrs/Wk) 3 Credits**
 Problems of accidents and fire in industry. Management and supervisory responsibility for fire and accident prevention. Accident reports and the supervisor. Good housekeeping and fire prevention. Machine guarding and personnel protective equipment. State Industrial Accident Code and the fire regulations. The First Aid Department and the line supervisor's responsibility. Job instruction and safety insurance carrier and the Insurance Rating Bureau. Advertising and promoting a good safety and fire prevention program.
- 9.526 Public Relations for Supervisors (3 Class Hrs/Wk) 3 Credits**
 An introduction to the practice of Public Relations as it relates to the profession of management. Prerequisite: Approval of instructor.
- 9.527 Management Controls and the Supervisor (3 Class Hrs/Wk) 3 Credits**
 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.

SECRETARIAL SCIENCE

- 2.501, 2.503, 2.505 Typing I, II, III (1 Class, 4 Lab Hrs/Wk) 2 Credits/Term**
 2.501 - Introduction to (1) touch typing of the keyboard, (2) simple production. Knowledge of mechanical operation of machine.
 2.503 - Speed and accuracy building - review of simple production. Prerequisite: 2.501 or equivalent.
 2.505 - Number speed-and-accuracy building. Advanced production, business correspondence, tabulations, manuscripts and rough drafts. Prerequisite: Completion of 2.503.

- 2.519 Business Machines I (1 Class, 3 Lab Hrs/Wk) 2 Credits**
Use of the printing calculator in building speed and accuracy in the four fundamentals of mathematics, including an introduction to simple problems of applications, and decision-making and a review of decimals, fractions and percentage.
- 2.521 Business Machines II (1 Class, 3 Lab Hrs/Wk) 2 Credits**
A continuation of 2.519 involving a higher degree of application of the four fundamental operations. Exercises will be given in applying the skills acquired in 2.519 to problems in percentage, interest, and discounts. Attention will be given to problem solving procedures for industries such as fish processing and wood products.
- 2.522 IBM Key Punch (6 Lab Hrs/Wk) 2 Credits**
Basic operation of IBM key punch to transcribe original data to punched cards including preparation program cards.
- 2.523 Burroughs Accounting Machine (6 Lab Hrs/Wk) 2 Credits**
Machine accounting to include the following accounting procedures: sales distribution, accounts receivable, purchase journal, including general ledgers and payroll.
- 2.541, 2.543, 2.545 Shorthand I, II, III (2 Class, 3 Lab Hrs/Wk) 3 Credits/Term**
2.541 - Introduction to Gregg shorthand theory, practical applications in sentence and paragraph dictation.
2.543 - Completion of shorthand theory. Development of skills in reading and writing shorthand, introduction to transcription.
2.545 - Introduction of typewritten transcription. Speed reading of shorthand notes. Development of speed dictation. Prerequisite: 2.501, 2.503, 2.505 taken concurrently, or consent of instructor.
- 2.560 Personal Shorthand I (2 Class, 2 Lab Hrs/Wk) 3 Credits**
Introduction to an all-alphabetic shorthand system that uses only the 26 letters of the longhand alphabet. Appropriate for a personal use tool or for vocational application.
- 2.583, 2.584, 2.585 Office Procedures I, II, III (2 Class, 3 Lab Hrs/Wk) 3 Credits/Term**
A sequence of courses to present the knowledge of office clerical and personnel practices and equipment, together with study of personal management.
2.583 - Personal relations in the office. Personal management.
2.584 - Organization of work, office supplies, reference sources, postal procedures, telephone techniques, receptionist duties, personal management.
2.585 - Alphabetic, geographic, numerical filing, duplicating processes including: spirit, mimeograph, multilith and copying machines. Courses can be taken in any sequence.
- 2.590, 2.591, 2.592 Secretarial Practice (2 Class, 3 Lab Hrs/Wk) 3 Credits/Term**
A three-term sequence for advanced typing and/or shorthand students. Includes use of transcribing machines.
2.590 - Clerical and stenographic office production.
2.591 - Secretarial related projects.
2.592 - Secretarial related projects.
Prerequisites: SS 113/2.545 or SS 123/2.505 or consent of instructor.
- 2.595 Model Office Simulation I (1 Lecture, 9 Lab Hrs/Wk) 6 Credits**
Model Office Simulation is designed to provide a situation in which business students can practice business skills they have acquired and, in addition, develop work habits and character traits and attitudes accepted in the business world.
- 2.596 Model Office Simulation II (1 Lecture, 9 Lab Hrs/Wk) 6 Credits**
Continuation of Model Office Simulation I
- 9.703 Typing Clinic (1 Class, 3 Lab Hrs/Wk) 2 Credits**
A continuation of 2.501. Individual units of study for those desiring to extend their present typing ability. These units are (1) correspondence, (2) tabulation, (3) manuscript, and (4) speed/accuracy development. Ideal for both brush-up and intensive development of superior skills. Prerequisite: Acquaintance with the typewriter keyboard.
- 9.722 Shorthand Clinic (2 Class, 2 Lab Hrs/Wk) 3 Credits**
Individual units of study for use of those desiring to extend their present shorthand ability. Each unit will be made up of two sections: (1) dictation speed development, (2) transcription proficiency, (3) specialized dictation, and (4) shorthand note reading development. Prerequisite: Acquaintance with shorthand theory.
- SS 111, 112, 113 Stenography (2 Class, 3 Lab Hrs/Wk) 3 Credits/Term**
SS 111 - Introduction to Gregg shorthand theory, practical applications in sentence and paragraph dictation.
SS 112 - Completion of shorthand theory. Development of skills in reading and writing shorthand, introduction to transcription.
SS 113 - Introduction of typewritten transcription. Speed reading of shorthand notes. Development of speed dictation.
Prerequisite: SS 121, 122, 123 taken concurrently, or consent of instructor.

SS 121, 122, 123 Typing (1 Class, 4 lab Hrs/Wk)**2 Credits/Term**

SS121 - Introduction to (1), touch typing of the keyboard, (2) simple production. Knowledge of mechanical operation of machine

SS122 - Speed and accuracy building; review of simple production. Prerequisite: SS121 or equivalent.

SS123 - Number speed-and-accuracy building. Advanced production, business correspondence, tabulations, manuscripts, and rough drafts. Prerequisite: Completion of SS122.

9.723 Medical Terminology and Basic Anatomy (3 Class Hrs/Wk)**3 Credits**

Analyzing elements of medical words; components of stem root, suffix and prefix. Surface and regional anatomy.

9.724 Medical Forms and Procedures I (3 Class Hrs/Wk)**3 Credits**

Medical office ethics, telephone functions, interviews and compiling of sociological data. Medico-legal forms and norms. Insurance terms, abbreviations and symbols.

9.725 Medical Forms and Procedures II (3 Class Hrs/Wk)**3 Credits**

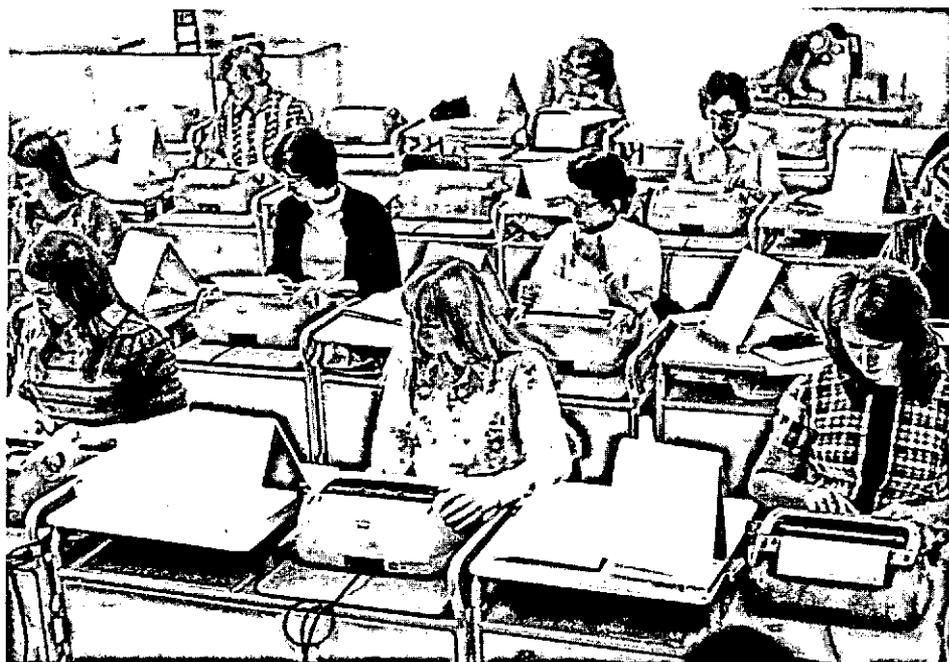
A continuation of Medical Forms and Procedures I.

9.726 Medical Terminology and Anatomy II (3 Class Hrs/Wk)**3 Credits**

Emphasis on specific anatomical systems. Guest lecturers. Related technical medical terms.

9.727 Medical Transcription (3 Class Hrs/Wk)**3 Credits**

Adaptation of medical secretarial skills. Learning to type what is heard on dictating machines. Medical correspondence, abstracts, reports such as histories, physicals, X-rays, operative reports, etc.



DIVISION OF English

Phillip Anderson, Chairman

FULL-TIME FACULTY

Phillip Anderson
Robert Bower
Edward Chilla
Thomas Humphrey
Bernell Meacham
Erik Muller
John Noland
Vanda Publicover
Robert Shepard
Jack Swearingen

PART-TIME FACULTY

Donald Day
William Royer



ENGLISH

COURSE OFFERINGS

Communications
Journalism
Literature
Philosophy
Reading
Writing

ENGLISH

The English Division at Southwestern Oregon Community College offers courses in Communications, Composition, Journalism, Creative Writing, Literature, Philosophy, and Reading. The program is designed to provide students with opportunities to further their educational, vocational, and cultural development. The program focuses upon man's need to find and express himself, both in an historical and a contemporary frame of reference. The concern is, therefore, with ideas studied, with the artistic expression of these ideas, and with the students as individuals who study them. To this end, the content of courses offered ranges from the development and application of basic communication skills to a consideration of those values required and sustained by humane societies.



COMMUNICATIONS

1.111, 1.112, 1.113 Communications

3 Credits/Term

A course stressing the importance of communications activities. Emphasis is given to improving the student's ability to write, speak, read, and listen effectively.

JOURNALISM

J 215 Journalism Laboratory

1 Credit

On-the-job training in techniques of reporting and editing, carried on in conjunction with publication of the student newspaper and other student publications.

J 211, 212, 213 Introduction to Mass Communications

3 Credits/Term

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.

LITERATURE.

- 1.130, 1.131, 1.132 Appreciation of Literature** **3 Credits/Term**
 A three-term course designed to introduce the student to the three major forms of literature (prose, drama, poetry) and to increase his appreciation for and understanding of these forms. 1.130 will be concerned with prose; 1.131 with drama; 1.132 with poetry.
- 1.133, 1.134, 1.135 Appreciation of Shakespeare I, II, III** **3 Credits/Term**
 A careful study of selected Shakespearean plays for the purpose of increasing the students' understanding of and appreciation for the work of this great dramatist.
- Eng 101, 102, 103 Survey of English Literature** **3 Credits/Term**
 Study of the principal works of English Literature based on reading selected to be representative of great writers, literary forms, and significant currents of thought. Provides both an introduction to literature and a background that will be useful in the study of other literatures and other fields of cultural history. Fall: Anglo-Saxon beginnings to the Renaissance; Winter: Milton to Blake or Keats; Spring: Wordsworth to Present.
- Eng 104, 105, 106 Introduction to Literature** **3 Credits/Term**
 A general course designed to prepare the student for further study, appreciation and enjoyment of literature. Eng 104 is concerned with prose: novels, short stories, essays, biographies. Eng 105 is concerned with drama, both ancient and modern; Eng 106 is concerned with poetry: lyric, narrative, epic. Although the major emphasis is on English and American literature, European literature is a part of the course.
- Eng 107, 108, 109 World Literature** **3 Credits/Term**
 Study of the literary and cultural foundations of the Western world through the analysis of a selection of masterpieces of literature, ancient and modern, read in chronological order. The readings include continental, English and American works.
 NOTE: A student may apply credits of only one of the above literature sequences toward the English sequence requirement.
- Eng 201, 202, 203 Shakespeare** **3 Credits/Term**
 A study of the major plays intended as an introduction to Shakespeare's dramatic literature. Recommended for majors.
- Eng 206, 207 Literature of the English Bible** **3 Credits/Term**
 A careful reading and study of selected books of the Old and New Testaments for the purpose of evaluating their literary quality.
- Eng 253, 254, 255 Survey of American Literature** **3 Credits/Term**
 American Literature from its beginning to the present day. Fall: Colonial period to Melville; Winter: Emerson to Henry James; Spring: Stephen Crane to present.



PHILOSOPHY

Phi 201, 202, 203 Problems of Philosophy

3 Credits/Term

An introduction to philosophical problems through a study of philosophical classics. The first quarter will deal with determinism, freedom and moral responsibility; scepticism and the problem of induction; and the body, mind and death. The second quarter will deal with moral judgments, the existence of God and aesthetics. The third quarter will deal with preceptions and the physical world; a priori knowledge; meaning, verification, and metaphysics; and beginning logic.

READING

0.620, 0.621, 0.623 Developmental Reading

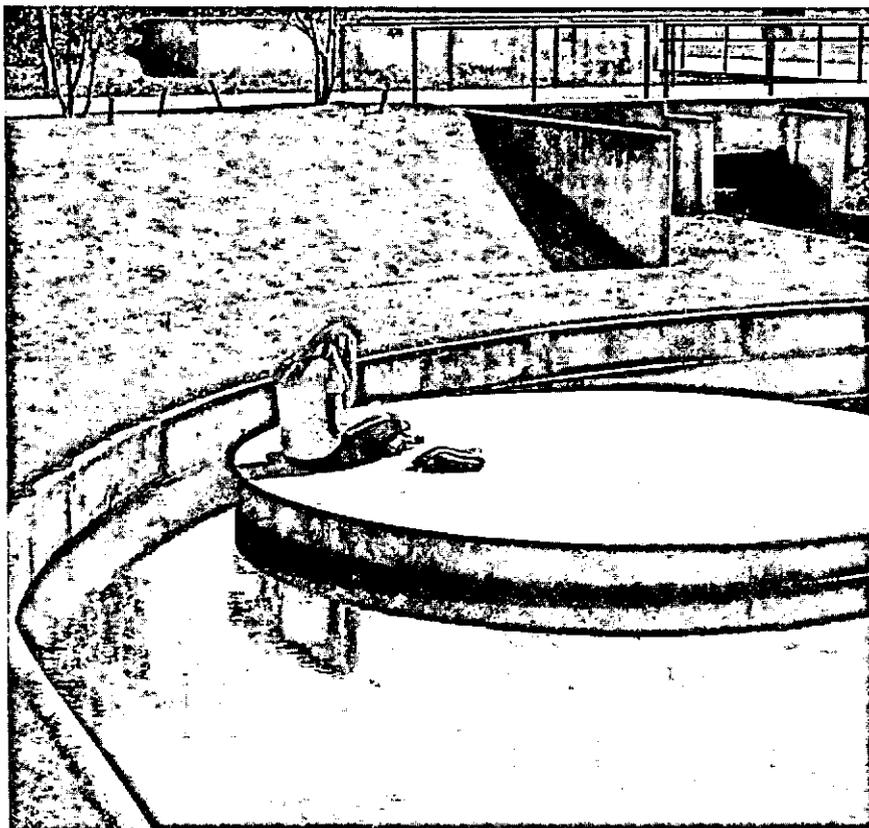
3 Credits/Term

A systematic approach to evaluate and correct individual problems through group and individual orientation. Diagnostic evidence from formal and informal devices is used to construct the student's program. Multi-level materials and different models of learning are used.

Rdg 101, 102, 103 Developmental Reading

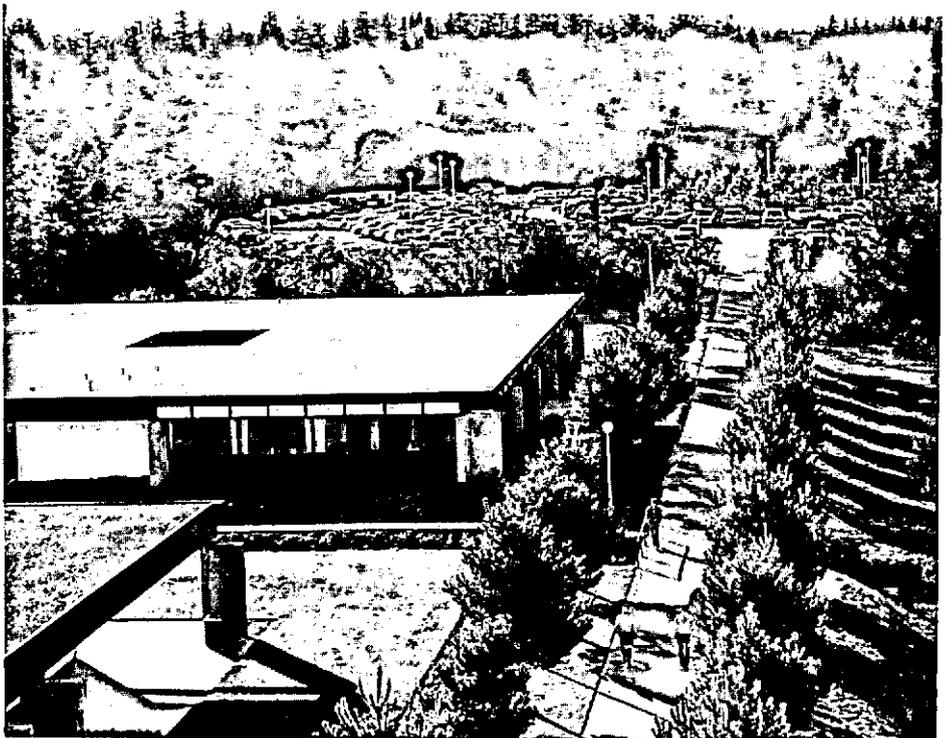
3 Credits/Term

Same as 0.620, 0.621, 0.623.



WRITING

- 0.630 College Basic English** **4 Credits**
Remediation of individual difficulties with correct and effective expression at the sentence level, and development of the student's ability to write clear and precise expository paragraphs.
- 1.127 Writing for Publication** **3 Credits**
A survey of current opportunities and requirements in various markets available to the free lance writer, along with criticism and advice in regard to the writer's work, and training toward the development of useful critical standards.
- Wr 111, 112, 113 English Composition** **3 Credits/Term**
The fundamentals of English Composition; frequent written essays. Special attention to correctness in fundamentals and to the organization of papers. (Wr 111 must precede Wr 112 and 113).
- Wr 214 Business English** **3 Credits**
Study of modern practices in business correspondence. Analysis and writing of the principal types of correspondence and review of grammar and usage. Prerequisite: Wr 113 or 1.113.
- Wr 227/1.1117 Report Writing** **3 Credits**
Practice in research and writing for technical and specialized disciplines. Emphasis on organization, form, and style of special reports--scientific, technical and professional--as well as articles, abstracts, summaries, memoranda and correspondence. Practice will include evaluating and writing reports in occupational or professional field of the individual enrollee.
- Wr 241, 242, 243 Introduction to Imaginative Writing** **3 Credits/Term**
Opportunity and encouragement for those who wish to express themselves through literary mediums. Models of dramatic forms, short stories and poetry are studied and original work is done in each of these branches of writing. Prerequisite: demonstrated skill in writing Wr 111, 112, or consent of instructor.



DIVISION OF Life Sciences

Ben Fawver, Chairman

FULL-TIME FACULTY

Dale Bates
Ben Fawver
Michael Hodges
Charles Hower
Beverly Kemper
Isabelle LaFond
Ronald Lillenthal
Michael Macias
Harold Martin
James Shumake
Veneita Stender

PART-TIME FACULTY

Jean Boynton
Carol Bruce
Judy Dixon
Virginia Gant
Dolores Brittsan
Dee Littrell
Geraldine Maurer
Charlene Messerle
LaRose Phillips
Alice Richter
Roberta Roth
Theresa Thomas
Dorothy Vaughn
Diane Warren
Joanne Wright



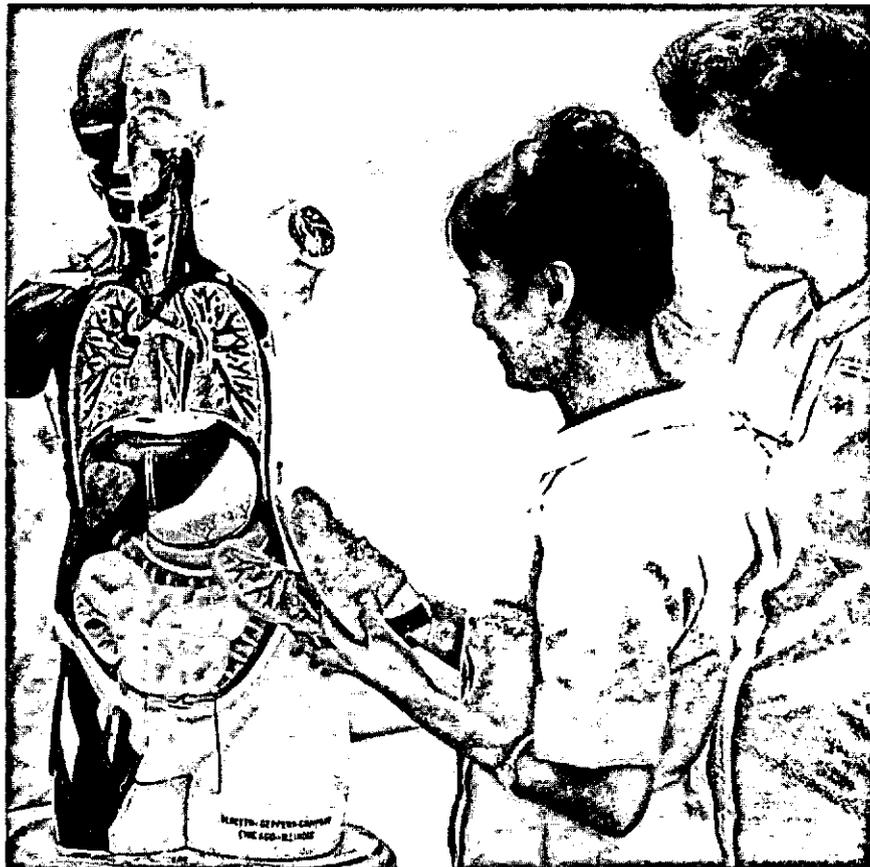
LIFE
SCIENCES

COURSE OFFERINGS

Agriculture
Biology
Botany
Chemistry
Home Economics
Physical Education and Health
Practical Nursing
Zoology

LIFE SCIENCES

The Division of Life Sciences at Southwestern Oregon Community College has program offerings in Agriculture, Biology, Botany, Chemistry, Home Economics, Physical Education and Health, Practical Nursing and Zoology. This wide spectrum of courses is designed both for the lower division transfer student planning to continue on to a college or university degree program, and for the individual interested in improving his knowledge in a limited field. The Practical Nursing two-year program leads to the opportunity for licensing as an LPN in Oregon.



PRACTICAL NURSING

The practical nursing program trains women and men in the skills of bedside nursing, to be carried out under the supervision of professional nurses and/or physicians. Graduates are eligible to receive a certificate of completion and to take the examination for licensing as a practical nurse in Oregon.

Jobs can be obtained as staff nurses in hospitals, nursing homes, state institutions, and private homes, as office nurses, in industrial nursing, in public health services or as surgical or other types of technicians.

Course work includes a study of normal health, growth and development, nursing care in conditions of illness, and clinical practice.

Tuition and fees are \$100.00 per quarter for the 4-quarter course. Fifty dollars of the tuition is due upon acceptance of the application, with the balance due at the time of registration. The \$50.00 is not refundable, though it applies to the tuition when the student registers. Students who reside outside the Coos Bay or North Bend school district boundaries but in the Southwestern Oregon Community College District receive a 25% tuition reduction, Myrtle Point students a 50% tuition reduction, and Powers a 100% tuition offset. All students are required to pay the \$10.00 student activity fee.

In addition to tuition costs, practical nursing students must have uniforms (approximately \$20.00) and textbooks (approximately \$50.00). White shoes and stockings, bandage scissors, and a watch with a second hand are required.

The first six weeks of the course are spent in the classroom six hours a day, five days a week. The next six weeks are divided into a pattern of 12 hours per week of clinical practice in a geriatric long-term illness facility and 18 hours of classroom work.

Beginning with the second quarter, clinical practice will take place in a general hospital. The pattern is 29 hours in the hospital and six hours in the classroom. During the last six weeks of the third term, 15 hours of the 29 are scheduled on the evening shift.

To be admitted as a practical nursing student, it is necessary to:

1. file an application by April 15, about four months before the start of the program;
2. have high school transcripts sent to the College;
3. complete the College Placement Examinations;
4. be in sufficiently good health to perform the duties of a Licensed Practical Nurse;
5. have a physical examination including chest x-ray and necessary immunizations;
6. have a personal interview with the Practical Nursing Instructor and the Admissions Officer.

AGRICULTURE

9.83 Landscaping for the Home (2 1/2 Hrs/Wk) 2 Credits

A study of landscaping techniques useful in planning and beautification of home grounds. A study of shrubs and trees for use in foundation planting will be included. Consideration will be given to the placement of walks, special structures, plant materials and trees as appropriate to the house plan and its relationship to the home ground.

BIOLOGY

1.320 Field Studies in Biology 2 Credits

This course provides students an opportunity to study specific groups of organisms in the field. Five two-hour lectures, four four-hour field trips.

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

Biological principles applied to both plants and animals.

BOTANY

Bot 201, 202, 203 General Botany (3 Class, 3 Lab Hrs/Wk) 4 Credits/Term

Bot 201 and 202 will basically cover 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, floral morphology.

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

A study of some of the basic principles of plant science as related to forestry. Training in recognition of taxonomic groups of plants and their fundamental ecological relationships.

CHEMISTRY***Ch 104, 105, 106 General Chemistry****5, 4, 4 Credits**

An introductory course in general, inorganic chemistry. Introduction to concepts of atomic structure and its effect on the behavior of matter, the laws of chemical change, and the manipulation of scientific quantities. Prerequisite: satisfactory background in high school algebra or concurrent enrollment in Mth 4.202 Elementary Algebra.

Ch 201, 202, 203 General Chemistry*4 Credits/Term**

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

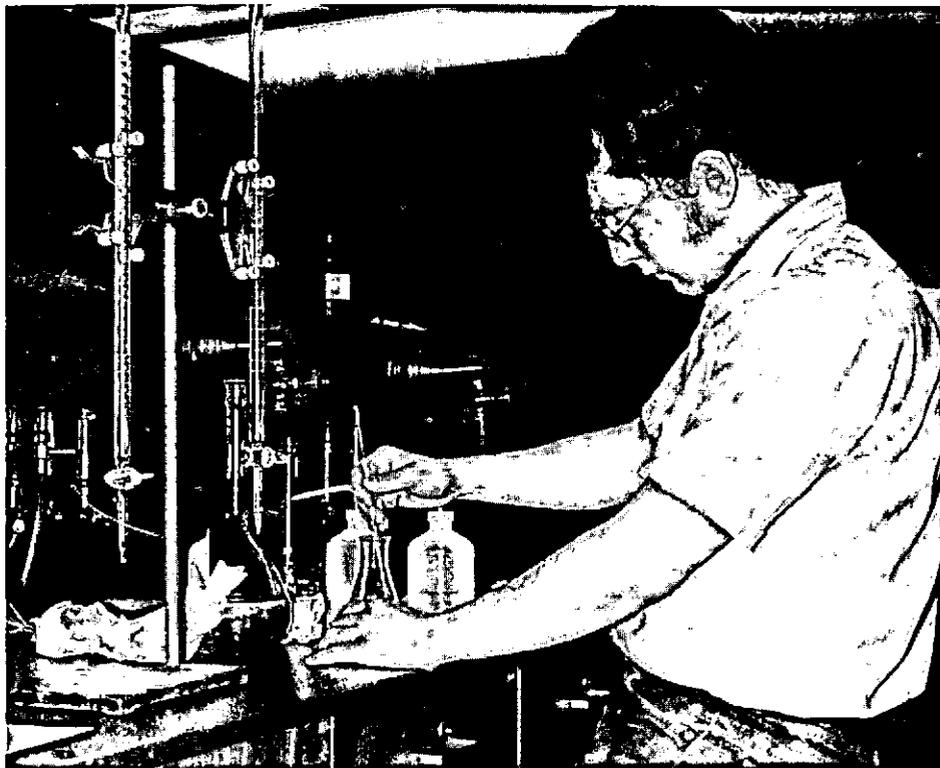
* Transfer credit will not be granted for more than one of the two sequences. (Ch 104, 105, 106; Ch 201, 202, 203).

Ch 226, 227, 228 Elements of Organic Chemistry**5 Credits/Term**

The chemistry of the carbon compounds covering both mechanisms and reactions of a aromatic and aliphatic compounds, with emphasis on structural theory and spectral properties. Three lectures, two three-hour laboratory periods. Prerequisite: Ch 203 or Ch 106.

Ch 234 Quantitative Analysis**5 Credits**

Principles of gravimetric analysis, spectrophotometric analysis, and volumetric analysis. Designed for pre dental, pre medical, and medical technology students. 3 lectures, 2 three-hour laboratory periods. Prerequisite: Ch 203, or equivalent.



HOME ECONOMICS

0.920 Basic Clothing Construction (3 Hrs/Wk)

1 Credit

This course is designed for homemakers 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, simple 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. Projects include blouse, skirt, and dress.

0.921 Advanced Dressmaking (3 Hrs/Wk)

1 Credit

New methods of construction of garments from new chemical fabrics with emphasis on principles of clothing selection and pattern and fabric coordination. Use of interfacings, linings, and underlinings will be included.

0.922 Basic Fitting and Shirtmaking (3 Hrs/Wk)

1 Credit

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 pelton, which is then used as a guide for making perfectly fitted clothes and used as a base for creating original designs. Construction of a man's wool shirt or jacket is also included in the course.
Prerequisite: 0.920.

0.923 Sportswear and Children's Clothing (3 Hrs/Wk)

1 Credit

Construction of children's sleepwear, girl's dresses, garments of non fabric, boy's slacks, various neckline and sleeve finishes for children's garments are covered in this course.

0.925 Tailoring a Suit (3 Hrs/Wk)

1 Credit

This advanced course in tailoring presents the techniques used in making a suit. Included is a more advanced method for setting in sleeves, separate front facing, cuffs, shoulder shapers, linings and walking pleats. Prerequisite: 0.920 and 0.922 or consent of instructor.

0.928 Pattern Drafting (2 1/2 Hrs/Wk)

2 Credits

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.



- 0.929 Special Fabrics Workshop (3 Hrs/Wk) 1 Credit**
A specially designed short course to give homemakers, fabric sales-clerks and others the latest techniques for handling knits and stretch fabrics. Sewing techniques for making knit shells, sweaters, knit suits, swimwear and sportswear are included.
- 0.930 Sewing With Knits (3 Class Hrs/Wk) 1 Credit**
Effective methods for a variety of knit styles are presented and demonstrated in this course. Shells, sweaters, skirts, sportswear and lingerie are included.
- 0.931 Advanced Pattern Drafting (2 1/2 Hrs/Wk) 2 Credits**
Pattern drafting techniques used in altering commercial patterns and altering and restyling apparel items as well as methods for creating original styles. Will include advanced steps in creating sleeves, necklines, collars, and skirts. Emphasis will be on techniques for developing original designs. Prerequisite: Flat Pattern Drafting.
- 0.932 Advanced Sewing with Knits (2 1/2 Hrs/Wk) 2 Credits**
This course is designed for individuals who wish to learn more about the characteristics to consider when selecting knit fabrics, and the construction techniques most effective when knit fabrics are used in making tailored type suits, and various types of sportswear.
- 0.933 Sportswear Construction (2 1/2 Hrs/Wk) 1 Credit**
This course is designed for the individual who is interested in skills which will be useful in the selection and construction of clothing for children and adults. Special emphasis will be given to sportswear of various types.
- 0.941 Family Finance and Resource Management (3 Hrs/Wk) (4 wks) 1 Credit**
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.
- 0.942 Home Furnishing and Decorating (3 Hrs/Wk) 1 Credit**
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.
- 0.943 Home Management for Students with Special Needs (2 Hrs/Wk) 2 Credits**
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.
- 0.944 Home Maintenance and Repair 2 Credits**
The course is designed to help the student develop a greater awareness of the importance of home maintenance and repair and develop an understanding of some of the basic principles of home maintenance including use of selected tools, selection of materials and techniques used in maintaining and repairing windows, floors, steps, roofs, storage areas, bathrooms and kitchens.
- 0.945 Consumer Education for Students with Special Needs (3 Hrs/Wk) 2 Credits**
This course is designed for members of low-income households and emphasizes a practical approach to the consumer problems of low-income families. Includes housing, food purchasing, budgeting family resources, planning expenditures, comparison shopping techniques, use of credit, clothing expenditures.
- 0.960 Personal Development (2 Hrs/Wk) 1-3 Credits**
A course planned to help the student develop a greater understanding of the importance of efficient personal management, optimal health and nutrition, and quality personal appearance in the development of the individual. Individual development in relation to wage earning will be emphasized.
- 0.969 Senior Workshop (3 Class Hrs/Wk) 1 Credit**
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.
- 0.970 Meal Preparation for the Family (3 Hrs/Wk) 2 Credits**
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.

- 0.972 Creative Cookery (2 1/2 Hrs/Wk) 1 Credit**
This course includes basic food preparation techniques used in preparation of meals for the family. Meal planning, practical nutrition, food buying and creative ways to use ordinary ingredients in family meal preparation are included. Lectures, demonstrations and laboratory.
- 0.975 Living With Your Child (2 Class Hrs/Month) .5 Credits**
Understanding parent-child relationships, and developing effective communications with children and adolescents.
- 7.131 Orientation to Food Services (2 Hrs/Wk) 2 Credits**
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 I (3 Hrs/ Wk) 3 Credits**
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.
- 7.136 Food Preparation Workshop (3 Hrs/ Wk, 4 wks) 1 Credit**
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 Hrs/Wk) 2 Credits**
This course is designed for students enrolled in practical 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 Hrs/Wk) 2 Credits**
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.
- 7.150 Dressmaking as a Business (3 Hrs/Wk) 3 Credits**
Designed for the individual who is interested in sewing for others for a profit. Alteration techniques, special construction techniques as well as the business aspects, including record keeping, advertising, customer relations, and establishment of prices are included.
- 9.933 School Lunch Workshop (6 Hrs) 0 Credit**
A concentrated workshop to provide the school lunch cook an opportunity to obtain current information in the areas of nutrition, menu planning and food preparation as well as an opportunity to share ideas and techniques useful in developing and conducting an effective school lunch program.
- 9.900 Textile Workshop (6 Class Hrs/Wk, 2 Wk) 1 Credit**
A concentrated study of modern textile fabrics and the use and care problems involved. Relationship between fiber content and performance in wear, construction, drycleanability and washability of modern fabrics will be emphasized.
- 9.938 Menu Planning (2 Hrs/Wk) 2 Credits**
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.
- HEc 101 Introduction to Home Economics 1 Credit**
An orientation course of Home Economics majors and nonmajors 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 and training and preparation required for the various areas within the fields are studied as are new developments in related career fields.
- FN 225 Nutrition 3 Credits**
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.

- CT 210 Clothing Construction** **3 Credits**
 Study of the principles of selection, construction and fitting with emphasis on management. Emphasis throughout the course is on decision making in relation to choices 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**
 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**
 Open to men and women. Marriage; nature and motives; marriage readiness. Courtship period, factors in mate selection.
- FL 223 Family Living** **2 Credits**
 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**
 Principles of child growth and development. Influences of culture, family and community influences on physical, social, emotional and mental growth.

EARLY CHILDHOOD EDUCATION

The program is designed to prepare individuals for work in various types of early childhood education occupations. The training program is 32 weeks in length (3 terms), with 20-25 hours of instruction per week, balanced between classroom instruction, observation activities and directed participation.

- 7.101 Intro to Early Childhood Education (3 Class Hrs/Wk)** **2 Credits**
 Study of the various types of early childhood education programs focusing on facilities, staff and program content.
- 7.152, 7.155 Programs for Preschoolers I, II (2 Hrs/Wk)** **2 Credits/Term**
 Planning and organizing activities for children, types of equipment, physical setting, effective guidance methods.
- 7.153, 7.154 Child Development I, II (2 Class, 1 Lab Hrs/Wk)** **2-3 Credits/Term**
 Study of the developing child, and the physical, emotional, social, motor, ethical, and intellectual aspects of development.
- 7.156 Family Relations (3 Hrs/Wk)** **3 Credits**
 A course which studies the dynamics of family interaction, the methods employed to meet various conditions which arise on a regular or crisis basis, and the consequences (effects) of these on the family members as well as the family unit.
- 7.162 Infant and Child Care (2 Class Hrs/Wk)** **2 Credits**
 General principles of development and care of the infant and child under six.
- 7.165 Home and Family Management (2 Class, 1 Lab Hrs/Wk)** **2-3 Credits**
 Management of the home considering resources of time, talent, energy and money.
- 7.166, 7.167, 7.168 Observation and Guidance I, II, III (2 Class, 1 Lab Hrs/Wk)** **2-3 Credits/Term**
 Experiences in observing children to gain insight and understanding of their behavior and needs in order that these needs may be met. Techniques for recording/reporting behavior, and positive guidance.

- 7.170, 7.171 Parent-Child Relationships I, II (2 Class Hrs/Wk) 2 Credits/Term**
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 Class, 1 Lab Hrs/Wk) 2 Credits/Term**
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 (3 - 10 Hrs/Wk) 1-5 Credits/Term**
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 Class Hrs/Wk) 2 Credits**
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 Class Hrs/Wk) 2 Credits**
Nutritional needs and relation to the health of the young child; menu planning for groups.
- 7.179 Operation of Child Care Centers (3 Class, 1 Lab Hrs/Wk) 2-3 Credits**
Program planning, organizational structure, budgeting, operational codes, licensing procedures for the operation of child day care centers, nursing schools and other childhood education centers.



PHYSICAL EDUCATION AND HEALTH

To meet the college requirements for an Associate in Arts degree, five terms of physical education are required. Not more than one hour of credit may be earned in these courses in any one term except by petition and consent.

Majors in physical education and health must begin course work in the professional activities (PE 194/195 or PE 294/295). Those students displaying a deficiency in skill performance will be encouraged to enroll in some of the PE 180/185/190 activity classes. Course work in the physical education (PE 180/185/190 activities) cannot be substituted for professional activity courses.

An intramural program is available for all students at the college. This includes regular schedules or tournaments in most activities. Both men and women students of all levels of ability are urged to participate. The aim of the intramural program is to provide an opportunity to participate in sports activities which are planned so that students may become better acquainted with games and activities which can be used in adult life to provide enjoyment and worthy use of leisure time.

Intercollegiate athletics provide competitive opportunities for the highly skilled students. Competition in seven sports is arranged with other colleges of the Oregon Community College Athletic Association and with Junior Varsity teams from four year colleges.

The athletic activities at the college include cross-country, wrestling, basketball, baseball, track, golf, and tennis. Women are eligible to participate in these programs.



HE 250 Personal Health

3 Credits

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

HE 252 First Aid

3 Credits

Study of first aid and safety procedures-for the individual schools, athletics and civilian defense; meets standard and advanced certification of the American Red Cross.

5.213 First Aid Workshop (10 Hours)

1 Credit

Standard first aid card will be given at completion of course.

PE 131 Intro. to Health and Physical Education

3 Credits

Professional orientation; basic philosophy and objectives; professional opportunities and qualifications. Will be taught on even years Fall term.

PE 180 Physical Education (Women)**1 Credit**

A variety of activities taught for physiological and recreational values. Special sections for restricted and corrective work. A total of five terms required for all lower-division women students. 3 hours a week.

PE 185 Physical Education (Co-educational)**1 Credit**

A variety of activities taught for physiological and recreational values. Special sections for restricted and corrective work. A total of five terms required for all lower-division students. 3 hours a week.

PE 190 Physical Education (Men)**1 Credit**

A variety of activities taught for physiological and recreational values. Special sections for restricted and corrective work. A total of five terms required for all lower-division men students. 3 hours a week.

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|-----------------|-----------------------|---------------------------|
| 1. Archery | 8. Flag Football | 15. Social Dance |
| 2. Badminton | 9. General Activities | 16. Slimnastics |
| 3. Baseball | 10. Golf | 17. Slow Pitch |
| 4. Basketball | 11. Gymnastics | 18. Swimming |
| 5. Bowling | 12. Lifesaving | 19. Tumbling & Trampoline |
| 6. Conditioning | 13. Personal Defense | 20. Volleyball |
| 7. Development | 14. Soccer | 21. Weight Training |
| | | 22. Wrestling |

The above activities offer beginning, intermediate, and advance levels of activity throughout the year.



PE 194 Professional Activities (Women)**1 Credit**

For professional students. Fall-Elementary gymnastics; Winter-Fundamentals of movement; Spring-Track and Field.

PE 195 Professional Activities (Men)**1 Credit**

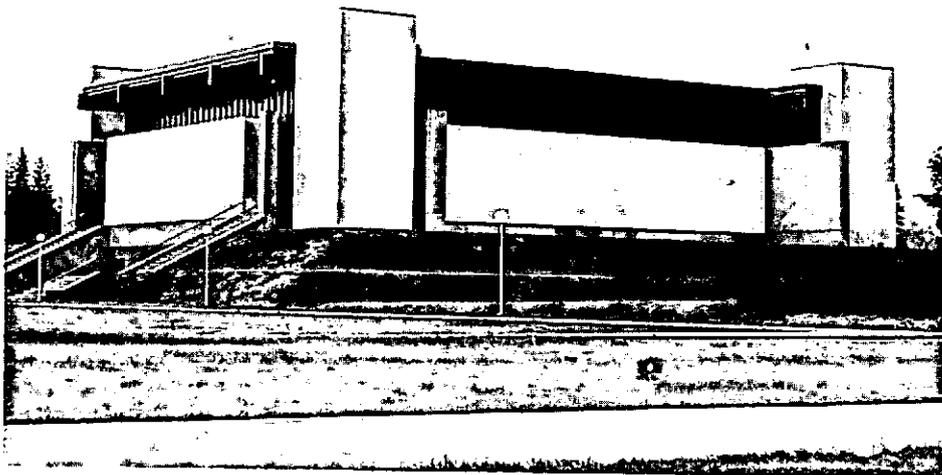
For professional students. Methods, teaching techniques, and basic skills, Fall-Elementary gymnastics; Winter-Fundamentals of movement; Spring-Track and Field.

PE 294 Professional Activities (Women)**1 Credit**

For professional students. Methods, teaching techniques and basic skills, Fall-Tennis and Badminton; Winter-Volleyball and Basketball; Spring-Archery, Bowling and Golf.

PE 295 Professional Activities (Men)**1 Credit**

For professional students. Methods, teaching techniques, and basic skills, Fall-Tennis and Badminton; Winter-volleyball and Basketball; Spring-Archery, Bowling and Golf.

**PRACTICAL NURSING****5.501 Professional & Vocational Relationships****2 Credits**

This course consists of studies to aid the student to understand herself and her relationship with other people, especially patients and fellow workers. It presents the picture of her personal health in relationship to herself and the health of the community. This section also touches on nursing, past, present and future and its legal aspects. Prerequisite: Registration in the Practical Nurse program.

5.502 Nursing Care in Conditions of Illness**2 Credits**

This course consists of studies of anatomy and physiology, the nutritional needs and conditions of the human body's system. It includes the principles of nursing care of mothers, infants and children, medical and surgical conditions and mental illness. It also covers study of rehabilitation and of the prevention and control of disease. Prerequisite: Registration in the Practical Nurse Program.

5.503 Normal Health, Growth and Development**3 Credits**

This course consists of studies of the causes, symptoms and treatment of diseases of the healthy body, with meal planning, and the growth and development of the human being from gestation through childhood, adulthood and into the aging process. This study covers physical, mental and emotional aspects. Prerequisite: Registration in the Practical Nurse Program.

5.504 Nursing Skills**3 Credits**

This course consists of studies, and practice and demonstration, of the principles and methods used in the physical care of the sick. Prerequisite: Registration in the Practical Nurse Program.

5.525 Clinical Practice**8 Credits**

This consists of the actual nursing care in the hospital. It is divided into the following major items:

Hospital Organization and Nursing Procedure	80 hrs
Surgical Nursing	256 hrs
Medical Nursing	256 hrs
Obstetrical Nursing (including new born)	256 hrs
Pediatric Nursing	128 hrs
Geriatrics and Long-term Illness	128 hrs
Recovery Room	64 hrs
Central Supply	64 hrs

9.405/9.406 Practical Chemistry for Health Occupations**(1 1/2 Class Hrs/Wk, 1 1/2 Lab Hrs/Wk)****3 Credits/Term**

Special topics of Chemistry treating both inorganic and organic field. Emphasis on fundamentals and structure. Quantitative treatment of measurements necessary to obtaining the objective below.

9.400 Pharmacology (3 Class Hrs/Wk)**3 Credits**

A course designed for practical nurses who wish to learn some of the basic principles of pharmacy. It will give the students a better understanding of drugs; acquaint them with some of the most-used drugs and how to administer them, and familiarize them with some of the dangers of administering drugs.

ZOOLOGY**Z 201, 202, 203 General Zoology****4 Credits**

For Biology and premedical, prenursing, prepharmacy students and others. 3 lectures; 1 three-hour laboratory period.

DIVISION OF Physical Sciences

Sam Cumpston, Chairman

FULL-TIME FACULTY

John Anderson
Wayne Andrews
Carroll Auvil
Joseph Babcock
Rodger Barber
Bryce Baxter
Donald Burdg
Sam Cumpston
Phillip Goetschaleckx
Raymond Kelley
William Kraus
Donald Stensland
Andres Toribio

PART-TIME FACULTY

Victor Alto
David Baird
Wyland Freeman
Betty Glines
Gail Grosness
James Higgs
Robert Hutchinson
Duncan Jones
John Kelley
Ellsworth Leegard
Andrew Muir
George Pitts
Norman Shaw
George Ten Eyck
George Vanderhoof
Lewis West
Clotis Wilson



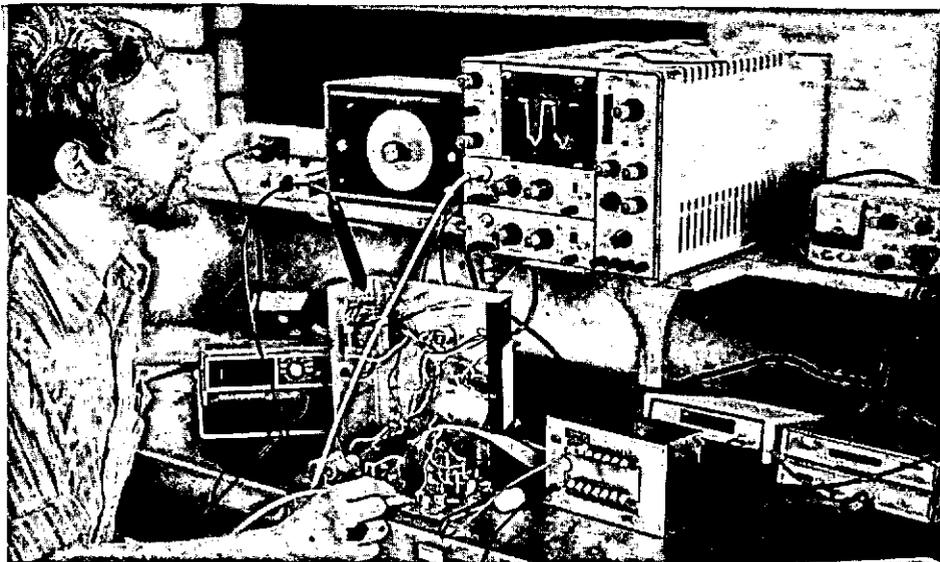
COURSE OFFERINGS

Apprenticeship Training
Astronomy
Aviation
Drafting
Earth Sciences
Electronics Technology
Environmental Science
General Engineering
General Science
Industrial Mechanics
Industrial Courses
(Supplemental)
Mathematics
Physics

PHYSICAL
SCIENCES

PHYSICAL SCIENCES

The Division of Physical Sciences at Southwestern Oregon Community College embraces a wide variety of programs and individual courses in Apprenticeship Training, Astronomy, Aviation, Drafting, Electrical/Electronics Technology, Environmental Science, General Engineering, General Science, Geology, Industrial Mechanics, Supplemental Industrial Courses, Mathematics, Oceanography and Physics. While many of these programs, if successfully completed, lead to Associate Degrees and eventually to four-year degrees, most of them are designed also to meet the needs of the adult seeking education in a particular field or the improvement of his vocational skills for better employment opportunities.



ASTRONOMY

The Astronomy course at Southwestern Oregon Community College is a descriptive sequence dealing with the the solar system, star types, galactic structure and life cycles of stars. New scientific information gleaned from the recent Apollo and Mariner missions is emphasized.

ASSOCIATE IN SCIENCE IN AVIATION

Professional Pilot

Any Related Sequence in Mathematics	12 Credits
Any Related Sequence in Humanities or Social Science	9 Credits
6.550 Introduction to Avlation	2 Credits
6.560 Air Navigation	2 Credits
6.570 Aerodynamics	3 Credits
6.574 Flight Familiarization I	1 Credit
6.575 Flight Familiarization II	1 Credit
Sequence in Communications	9 Credits
6.572 Instrument Flight I	3 Credits
6.573 Instrument Flight II	3 Credits
6.571 Aeronautics and Meteorology	3 Credits
6.576 Flight Training I	2 Credits
Related Sequence in Physics	12 Credits
3.304 I. C. Engines I	3 Credits
3.306 I. C. Engines II	2 Credits
3.308 Electrical I or	
3.310 Fuel Systems or	
3.320 Hydraulics-Pneumatics	3-4 Credits

6.577	Flight Training II	2 Credits
6.578	Flight Training III	2 Credits
6.579	Flight Training IV	2 Credits
Management		
	Any Related Sequence in Mathematics	12 Credits
	Any Related Sequence in Humanities or Social Science	9 Credits
6.550	Introduction to Aviation	2 Credits
6.560	Air Navigation	2 Credits
6.570	Aerodynamics	3 Credits
6.574	Flight Familiarization I	1 Credit
6.575	Flight Familiarization II	1 Credit
	Sequence in Communications	9 Credits
6.572	Instrument Flight I	3 Credits
6.573	Instrument Flight II	3 Credits
2.320	Business Law I	3 Credits
2.321	Business Law II	3 Credits
2.322	Business Law III	3 Credits
	Sequence in Accounting	9 Credits
6.571	Aeronautics and Meteorology	3 Credits
2.304	Fundamentals of Marketing	3 Credits
2.380	Principles of Finance	3 Credits
Data Processing		
	Any Related Sequence in Mathematics	12 Credits
	Any Related Sequence in Humanities or Social Science	9 Credits
6.550	Introduction to Aviation	2 Credits
6.560	Air Navigation	2 Credits
6.570	Aerodynamics	3 Credits
6.574	Flight Familiarization I	1 Credit
6.575	Flight Familiarization II	1 Credit
	Sequence in Communications	9 Credits
6.572	Instrument Flight I	3 Credits
6.573	Instrument Flight II	3 Credits
6.900	Data Processing Fundamentals	3 Credits
6.901	Introduction to Computers	3 Credits
6.903	Introduction to Programming	3 Credits
	Sequence in Accounting	9 Credits
6.571	Aeronautics and Meteorology	3 Credits
6.905	Intermediate Programming	3 Credits
6.902	Introduction to Systems and Procedures	3 Credits
6.909	Electronic Computer Operators	3 Credits
Secretarial Science		
	Any Related Sequence in Mathematics	12 Credits
	Any Related Sequence in Humanities or Social Science	9 Credits
6.550	Introduction to Aviation	2 Credits
6.560	Air Navigation	2 Credits
6.570	Aerodynamics	3 Credits
6.574	Flight Familiarization I	1 Credit
6.575	Flight Familiarization II	1 Credit
	Sequence in Communications	9 Credits
6.572	Instrument Flight I	3 Credits
6.573	Instrument Flight II	3 Credits
	Typing Sequence	6 Credits
	Shorthand Sequence	9 Credits
	Sequence in Accounting	9 Credits
6.571	Aeronautics and Meteorology	3 Credits
	Office Procedures Sequence	9 Credits
2.519	Office Machines	2 Credits
WR 214	Business English	3 Credits

ELECTRICITY AND ELECTRONICS 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 Individualized Curriculum for Electronics (ICE) 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
Psy 140/1.404	Career Planning (optional)	0-3	-	-
Mth 101, 102, 200	College Algebra & Trig: Calculus ¹	4	4	4
1.111, 1.112, 1.113	Communications <u>or</u> English Comp ³	3	3	3
6.300	Electronic Theory & Lab (ICE)	6	6	6
4.110	Blueprint Reading & Sketching <u>or</u> 4.101 Drafting <u>or</u> elective	2	-	-
4.103, 4.105	Drafting <u>or</u> elective		2	2
6.300	Electrical Concepts	3	3	3
		18	18	18

Second Year

		F	W	S
2.261, 2.265	Work Experience (optional) ²	0-5	0-5	0-5
6.300	Electronics Theory and Lab (ICE)	11	11	8-11
1.120, 1.121, 1.122	Man and Society or equivalent sequence in general education subjects	3	3	3
Phy 201, 202, 203	General Physics	3	3	3
Phy 204, 205, 206	General Physics Laboratory	1	1	1
2.120	Job Search Techniques or elective			0-3
		18	18	18

TOTAL: 108 Credits

1 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 so as to complete Math 200.

2 May be taken either first or second year (student should discuss Work Experience substitutions with the electronics instructor).

3 May be taken either first or second year.

Associate in Science in Electronics Service

First Year

		F	W	S
Psy 140/1.404	Career Planning (optional)	-	0-3	-
0.620	Developmental Reading (optional)	0-3	-	-
1.111, 1.112, 1.113	Communications <u>or</u> English Comp ⁴	3	3	3
4.200, 4.202, 4.203	Mathematics ¹	4	4	4
6.300	Electronic Theory and Lab (ICE)	4	7	7
6.300	Electrical Concepts	3	3	3
4.110	Blueprint Reading and Sketching	2	-	-
		16	17	17

Second Year

		F	W	S
2.261, 2.265	Work Experience (optional) ²	0-5	0-5	0-5
6.300	Electrical Concepts	3	3	3
1.120, 1.121, 1.122	Man and Society	3	3	3
4.300	Practical Physics	4	-	-
2.120 or 9.204	Job Search Techniques, <u>or</u> Small Business Operations, <u>or</u> Elective			3
6.300	Electronic Theory and Lab (ICE)	7	11	8
		17	17	17

TOTAL Credits: See Note 3 (next page)

(Notes 1 to 4, below, apply to A.S. in Electronics Service on page 75.)

- 1 Students should register in mathematics at level indicated by placement tests or advice of electronics instructor.
- 2 May be taken either first or second year (student should discuss work experience substitutions with the electronics instructor).
- 3 An Associate Degree may be awarded upon the completion of a total of 90 credits. Of these, 56 credits must be earned in some combination of the following courses: Psy 140/1.404, 2.120, 2.261, 2.265, 6.300, 9.204. The acceptable range for 2.261, 2.265 toward the Associate in Science degree in Electronics Service is from zero to fifteen (0-15) credits.
- 4 May be taken either first or second year.

ENVIRONMENTAL SCIENCE

The Environmental Science program is a two-term interdisciplinary offering which treats environment and ecology from the dual viewpoints of the physical and the social sciences. Emphasis is given to analysis of the options available as solutions to environmental and ecological problems. Local resource persons will be utilized to make presentations in their fields of professional competence.

ASSOCIATE IN SCIENCE IN INDUSTRIAL MECHANICS

Industrial Mechanics is a two-year course preparing students for jobs in the automotive and metal-working fields. Students are prepared for entry level jobs as service station attendants, mechanics, machinists, and welders. Other employment opportunities (after on-the-job training) include metallurgical lab assistant, and apprenticeship in machinist trades, hydraulics, sheetmetal, and welding. Completion of the program leads to the Associate in Science degree.

Course work includes mathematics, physics, internal combustion engines, mechanical systems, fuel systems, electrical systems, welding, and machine tool practices.

First Year		F	W	S
3.300	Suspension and Brakes			3
3.304, 3.306	Internal Combustion Engines I and II	3	2	
3.320	Hydraulics and Pneumatics			3
4.110	Blueprint Reading and Sketching	2		
4.150, 4.151, 4.154	Welding I, II, V	2	2	2
4.160	Metals Technology			3
4.170, 4.171, 4.172	Machine Tool Practices I, II, III	3	3	3
4.200, 4.202	Mathematics	4	4	
4.300, 4.304	Practical Physics	4	4	
		18	15	14
Second Year		F	W	S
1.111, 1.112, 1.113	Communications	3	3	3
1.120, 1.121, 1.122	Man and Society	3	3	3
3.308, 3.322	Electrical I and II	4	4	
3.310	Fuel Systems		3	
3.318	Steering Controls	3		
3.324	Diagnostic Procedures			3
3.326	Automatic Transmissions			3
3.329, 3.331, 3.333	Mechanical Systems Lab. I, II, III	3	3	3
3.332	Service Management			2
3.316	Power Trains		2	
		16	18	17
TOTAL 91-99 Credits				

Under the advice of an industrial mechanics instructor, metal-working majors may substitute the following courses for some of the Automotive subjects: 4.152, 4.153, 4.155, 4.156, 4.157; Welding III, IV, VI, VII, VIII; or additional courses in Machine Tool Practices.

PHYSICAL SCIENCES DIVISION

Apprenticeship Training (Construction Trades)

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.

9.186	Carpenter Apprentice (5 Hrs/Wk)	Term Credit	1 1/2
9.187	Industrial Electrician Apprentice (5 Hrs/Wk)		1 1/2
9.188	Inside Wireman Apprentice (5 Hrs/Wk)		1 1/2
9.189	Power Lineman Apprentice (5 Hrs/Wk)		1 1/2
9.190	Plumber Apprentice (5 Hrs/Wk)		1 1/2
9.191	Sheetmetal Apprentice (5 Hrs/Wk)		1 1/2
9.192	Machinist Apprentice (5 Hrs/Wk)		1 1/2
9.193	Automotive Mechanic Apprentice (5 Hrs/Wk)		1 1/2
9.194	Painter Apprentice (5 Hrs/Wk)		1 1/2
9.199	Industrial Millwright Apprentice (5 Hrs/Wk)		1 1/2

ASTRONOMY

Astr 101/ 1.150 Descriptive Astronomy (3 Class Hrs/Wk) 3 Credits

Descriptive Astronomy is a three credit hour transfer or non-transfer credit 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. Results of the Apollo missions and Mariner missions will be emphasized. New discoveries in stellar astronomy will be discussed.

AVIATION

- 0.700 Aviation Orientation (2 1/2 Class Hrs/Wk) 0 Credit**
A six-weeks course especially planned to acquaint wives, husbands and parents of pilots with the principles of flight, air navigation, meteorology and Federal air regulations.
- 6.550 Introduction to Aviation (3 Class Hrs/Wk) 2 Credits**
Basic aerodynamics, aircraft engines, preflight procedures, air-ground communication and federal regulations for the private pilot.
- 6.560 Air Navigation (3 Class Hrs/Wk) 2 Credits**
Cross country flight planning, navigation, radio navigation meteorology and related FAA regulations for the private pilot. Satisfactory completion of this course should qualify the student for the FAA private pilot written examination.
- 6.570 Aerodynamics (3 Class Hrs/Wk) 3 Credits**
Airplane performance and stability. Aircraft loading, flight dynamics, integrated theory of engines in flight with related problems of maintenance and safety control. Applicable FAA regulations. Prerequisite: 6.550 or instructor approval.
- 6.571 Aeronautics and Meteorology (3 Class Hrs/Wk) 3 Credits**
Advanced study of air navigation with related meteorology. Modern navigation equipment, interpretation and analysis of meteorological data. Prerequisite: 6.560 or instructor approval. Satisfactory completion of this course should qualify the student to take the FAA Commercial Pilot written examination.
- 6.572 Instrument Flight I (3 Class Hrs/Wk) 3 Credits**
Aircraft equipment, navigation charts, flight planning, weather reports and forecasts for instrument flight. Related FAA regulation. Prerequisite: 6.560, private pilot license or instructor approval.
- 6.573 Instrument Flight II (3 Class Hrs/Wk) 3 Credits**
Operating in an air traffic control environment. Departure and approach techniques, holding ATC clearances, emergency regulations and procedures. At the completion of this course the student should be prepared to take the FAA written examination for Instrument Pilot.
- 6.574 Flight Familiarization I (3 Class Hrs/Wk) 1 Credit**
Basic training including at least 12 hours in dual instruction and flight observer plus related ground instructions to enable the student to operate the aircraft through basic maneuvers.
- 6.575 Flight Familiarization II (3 Class Hrs/Wk) 1 Credit**
Basic training including at least 12 hours command flight and observer time plus related ground instruction to enable the student to operate the aircraft in solo flight. Prerequisite: 6.574, Flight Familiarization.
- 6.576 Flight Training I (72 Lab Hrs) 2 Credits**
Advanced instruction including 10 hours dual flight, 20 hours solo flight and related ground instruction to enable the student to undertake safe cross country solo flight under all normally anticipated conditions. Prerequisite: Flight Familiarization II or equivalent.
- 6.577 Flight Training II (72 Lab Hrs) 2 Credits**
Advanced instruction including 15 hours dual flight, 35 hours solo flight and related ground instruction to prepare the student for transition into more complex aircraft and accumulate cross country and night flying experience. Prerequisite: Flight Training I or equivalent.
- 6.578 Flight Training III (72 Lab Hrs) 2 Credits**
Advanced instruction including at least 18 hours dual flight, 24 hours solo flight and related ground instruction to familiarize the student with IFR operating procedures and to develop proficiency in precision maneuvers. Prerequisite: 6.577 Flight Training II.
- 6.579 Flight Training IV (72 Lab Hrs) 2 Credits**
Advanced instruction, including 18 hours dual flight, 24 hours solo flight and related ground instruction. Satisfactory completion of this course should qualify the student for the FAA Commercial Pilot and Instrument Rating Examinations.

DRAFTING**4.101 Drafting (4 Lab Hrs/Wk)****2 Credits**

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 (4 Lab Hrs/Wk)**2 Credits**

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.

4.105 Drafting (4 Lab Hrs/Wk)**2 Credits**

This is an intermediate course designed to prepare students to enter mechanical, structural, civil, and architectural drafting. It includes isometric projection, perspective drawings. Emphasis is placed on the concept, technique of inking, and the development of working drawings as used in industry. Limitations of general shop equipment are discussed. Prerequisite: Drafting 4.101 or equivalent.

**4.110, 4.112, Blueprint Reading and Sketching I, II
(1 Class, 3 Lab Hrs/Wk)****2 Credits/Term**

Introduction to blueprint reading and basic industrial sketching.

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

Physical Geology (G 201, 202) includes a systematic study of fundamental geologic 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, and 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 Southwest Oregon, and the processes involved in these changes. Lectures, laboratory and field study each term.

G 207/0.750 Geology of the Pacific Northwest (3 Class Hrs/Wk)**3 Credits**

Since there is no prerequisite, the nature of this course is two-fold: 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.

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

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.

G 200/0.752 General Geology (3 Class Hrs/Wk)**3 Credits**

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.

ENVIRONMENTAL SCIENCE**GS 107/0.331 Environmental Science (3 Class Hrs/ Wk)****3 Credits**

This course emphasizes basic environmental principles and an attempt to identify current as well as future problems. Included is information on ecology, food additives, air and water pollution, ocean resources, and energy resources. Emphasis is given to analysis of available options for the solution of problems.

SSc 272/0.331 The Ecological Crisis (3 Class Hrs/Wk)**3 Credits**

Regional and global environmental problems are studied from the perspective of the social scientist. Local resource persons will be asked to make presentations in their fields of professional training relative to regional problems of the environment

ELECTRICITY AND ELECTRONICS

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 and instructor select 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.

The following are typical package titles from the groups as listed. The titles listed represent only a small part of the packages actually available.

Partial ICE Package List

Related Skills

Superposition Theorem
Soldering
Hand Tools
Electrical-Mechanical Safety
Schematics, Diagrams and Layouts
Color Codes
Scientific Notation for the
Slide Rule
Slide Rule C and D Scales
Squaring and Square Root on
the Slide Rule
Reciprocals on the Slide Rule
Phasors
Use of the Instruction Manual

Instrument Operation

Reading Meters
Basic Meters
The VTVM
The VOM
Power Supply Operation
AF and RF Signal Generators
General Purpose Oscilloscopes
Digital Voltmeters
Testing Tubes
Electron Theory
Voltage, Current, and Resistance
Conductors, Insulators, and
Semi-Conductors
Ohm's Law
Watt's Law
Series Resistive Circuits
Parallel Resistive Circuits
Series-Parallel Resistive Circuits
Kirchoff's Law
Magnetic Fields
Sine Wave Generation
Inductance
Transformers
Capacitance
Resonance
Introduction to Modulation
Radiation and Propagation of
E.M. Waves
Introduction to Antennas
Noise and Receiver Sensitivity
The Oscillator
Primary and Storage Cells
D.C. Generators
Alternators
Transmission Lines:
Character Impedence
Standing Waves

Devices

Introduction to Diodes
Introduction to Transistors
Introduction to Tubes
The Zener Diode
Inductive Reactance
RL Time Constant
Capacitive Reactance
RC Time Constant
The Voltage Divider
Series Resonant Circuits
Parallel Resonant Circuits
Amplification CCTS
Tube Bias Circuits
Transistor Load Lines
Transistor Voltage Amplifiers
Tube Power Amplifiers
Push-Pull Amplifiers
Transistor Circuit Frequency
Coupling RF Amplifiers
Power Supply Filters
Power Supply Regulators
Linear Wave Shaping
Introduction to Multivibrators
Mono-stable Multivibrators
Astable Multivibrators

Systems

The Television System
TV Receiver Functions and
Requirements
TV Picture Tubes
TV Video Amplifier Analysis
TV Deflection Oscillators
TV Horizontal AFC Circuits
TV Composite Video IF
Amplifiers
TV Antenna Systems
Introduction to Audio Systems
Monaural Audio Amplifiers
Tape Players/Recorders
FM Stereo Multiplex
Introduction to Superhet Radios
Radio Audio Output Stages
Radio RF and IF Amplifiers
Radio Power Supplies
Radio Receiver Troubleshooting
Introduction to Communication
Systems

Diagnosis and Repair

Fundamentals of Troubleshooting
Effective Troubleshooting

GENERAL ENGINEERING**GE 101 Engineering Orientation****2 Credits**

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**2 Credits**

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**2 Credits**

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.

GENERAL SCIENCE**GS 104, 105, 106 Physical Science****4 Credits**

Fundamental principles of physics, chemistry, astronomy, and geology; development and application of the scientific method 3 lecture, 1 two-hour laboratory period. Prerequisite: One year of high school Algebra and/or consent of the instructor.



INDUSTRIAL MECHANICS

- 3.300 Suspension and Brake Systems (2 Class, 3 Lab Hrs/Wk) 3 1/2 Credits**
The construction and operation of front and rear suspension systems and hydraulic brakes. Includes adjustment and repair procedures. Prerequisite: Practical Physics 4.300.
- 3.304 Internal Combustion Engines I (1 Class, 4 Lab Hrs/ Wk) 3 Credits**
Theory, operation, and maintenance of internal combustion engines.
- 3.306 Internal Combustion Engines II (1 Class, 4 Lab Hrs/Wk) 3 Credits**
Engine overhaul techniques, using industry standards. Includes machining and repair processes required in engine reconditioning. Prerequisite: Internal Combustion Engines I 3.304.
- .308 Electrical I (2 Class, 4 Lab Hrs/Wk) 4 Credits**
Theory and application of basic electricity to motors and engine accessories. Prerequisite: Practical Physics 4 304.
- 3.310 Fuel Systems (2 Class, 3 Lab Hrs/Wk) 3 1/2 Credits**
Theory and operation of major components of fuel systems of internal combustion engines.
- 3.316 Power Trains (1 Class 3 Lab Hrs/Wk) 2 1/2 Credits**
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 (2 Class, 3 Lab Hrs/Wk) 3 1/2 Credits**
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.
- 3.320 Hydraulics-Pneumatics (2 Class, 2 Lab Hrs/Wk) 3 Credits**
Theory and application of hydraulic power in industry.
- 3.321 Basic Industrial Hydraulics (3 Class Hrs/Wk) 3 Credits**
The course consists of a study of the basic laws that govern hydraulic power; a study of a majority of industrial hydraulic components, their nomenclature, operation, and function; and the complete basic hydraulic circuitry necessary for primary linear and rotary actuation.
- 3.322 Electrical II (2 Class, 4 Lab Hrs/Wk) 4 Credits**
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 (2 Class, 3 Lab Hrs/Wk) 3 1/2 Credits**
Systematic testing and tuning of I.C. Engines. Prerequisite: Electrical 3.322.
- 3.326 Automatic Transmission (2 Class, 4 Lab Hrs/Wk) 4 Credits**
Theory and operating principles of automatic transmission. Hydraulic and power flow principles are applied to typical units. Prerequisite: Hydraulic-pneumatics 3.320.
- 3.329 Mechanical Systems Laboratory (9 Lab Hrs/Wk) 4 1/2 Credits**
Engine overhaul, carburetion, and electrical system service. Prerequisite: 4th term standing.
- 3.331 Mechanical Systems Laboratory (9 Lab Hrs/Wk) 4 1/2 Credits**
A continuation of 3.329.
- 3.332 Service Management (2 Class Hrs/Wk) 2 Credits**
A course designed to give the students an appreciation of the duties and responsibilities of the service manager. Prerequisite: 6th term standing.
- 3.333 Mechanical Systems Laboratory (9 Lab Hrs/Wk) 4 1/2 Credits**
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.
- 4.150 Welding I (1 Class, 4 Lab Hrs/Wk) 3 Credits**
Introduction to oxyacetylene welding, covering the theory, practices, safety and operation of oxyacetylene equipment of light gauge materials. History of welding and forming metals.
- 4.151 Welding II (1 Class, 4 Lab Hrs/Wk) 3 Credits**
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 (1 Class, 4 Lab Hrs/Wk)	3 Credits
Introduction to oxyacetylene pipe welding, tubing welding and exotic metal bonding.	
4.153 Welding IV (4 Lab Hrs/Wk)	2 Credits
Use of student skills to complete all projects not completed in Welding I, II, and III.	
4.154 Welding V (1 Class, 4 Lab Hrs/Wk)	3 Credits
Introduction to arc welding plate; all positions.	
4.155 Welding VI (1 Class, 4 Lab Hrs/Wk)	3 Credits
Introduction to arc welding pipe.	
4.156 Welding VII (1 Class, 4 Lab Hrs/Wk)	3 Credits
Introduction to TIG and MIG welding machines on steel and various types of exotic metals.	
4.157 Welding VIII (4 Lab Hrs/Wk)	2 Credits
To reinforce all safety procedures learned and to complete all projects not completed in Welding V, VI, VII.	
4.158 MTP and Welding Lab (4 Lab Hrs/Wk)	2 Credits
4.165, 4.166, 4.167 Welding Lab A, B, C (9 Lab Hrs/Wk/Term)	4 1/2 Credits/Term
4.170 Machine Tool Practices I (1 Class, 4 Lab Hrs/Wk)	3 Credits
Fundamentals of lathe and milling machine operation and set-ups. Includes drilling, boring, reaming, slotting, grooving, milling, facing, turning, threading, and tapping.	
4.171 Machine Tool Practices II (1 Class, 4 Lab Hrs/Wk)	3 Credits
Advanced machine tool operation. Working to print tolerances and specifications will be stressed.	
4.172 Machine Tool Practices III (1 Class, 4 Lab Hrs/Wk)	3 Credits
A continuation of Machine Tool Practices II.	
4.173 Basic Numerical Control (1 Class, 4 Lab Hrs/Wk)	3 Credits
An introductory course in related theory of numerically controlled machine shop tools. Included is instruction in developing a program, console orientation, tape standards and input media, and economics of N/C in industry. Prerequisite: Machine Tool Practices I, II, III, or consent of instructor.	

INDUSTRIAL COURSES (SUPPLEMENTAL)

9.100 Blueprint Reading and Sketching (1 Class, 3 Lab Hrs/Wk)	3 Credits
Introduction to blueprint reading and basic industrial sketching.	
9.150 Welding I (1 Class, 3 Lab Hrs/Wk)	2 1/2 Credits
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 (1 Class, 3 Lab Hrs/Wk)	2 1/2 Credits
Continuation of oxyacetylene welding, vertical and overhead. Introduction to oxyacetylene cutting.	
9.152 Welding III (1 Class, 3 Lab Hrs/Wk)	2 1/2 Credits
Introduction to stainless, cast iron and steel brazing with oxyacetylene equipment.	
9.153 Welding IV (1 Class, 3 Lab Hrs/Wk)	2 1/2 Credits
Introduction to oxyacetylene heavy plate and pipe welding using safe standard procedures.	
9.161 Welding V (1 Class, 3 Lab Hrs/Wk)	2 1/2 Credits
Introduction to arc welding theories and practices using safe procedures. Testing weld and learning reasons for testing procedures.	
9.162 Welding VI (1 Class, 3 Lab Hrs/Wk)	2 1/2 Credits
To continue arc welding theories, practice safety and operation on arc welding equipment.	
9.163 Welding VII (1 Class, 3 Lab Hrs/Wk)	2 1/2 Credits
Introduction to pipe arc welding using safe theories and practices.	

- 9.164 Welding VIII (1 Class, 3 Lab Hrs/Wk) 2 1/2 Credits**
Introduction to TIG welding covering theories, practices and safe operations of TIG welding machines.
- 9.165 Welding IX (1 Class, 3 Lab Hrs/Wk) 2 1/2 Credits**
- 9.166 Machine Tools Practices I (1 Class, 3 Lab Hrs/Wk) 2 1/2 Credits**
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 (1 Class, 3 Lab Hrs/Wk) 2 1/2 Credits/Term**
A continuation of first-term machine tools practices with more concentration on skill of machine operation.

MATHEMATICS

- 2.250, 2.252 Business Mathematics I, II (3 Class Hrs/Wk) 3 Credits/Term**
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 Class, 1 Lab Hrs/Wk) 4 Credits**
Basic arithmetic operations with whole numbers and fractions; measurements; elementary intuitive geometry.
- 4.202 Elementary Algebra I (4 Class, 1 Lab Hrs/Wk) 4 Credits**
Stresses the transition from arithmetic to algebra for students with little or no previous experience in algebra. Includes concepts of numbers, natural numbers, integers, rational numbers, etc., their generalization and simple algebraic procedures. Includes applications in other fields such as metal, automotive mechanics, etc.
- 4.203 Elementary Algebra II (4 Class, 1 Lab Hrs/Wk) 4 Credits**
A continuation of topics in Elementary Algebra and Trigonometry begun in Mth 202. It is an optional course in the sequence of 4.202, 4.203, Mth 50, Mth 51, Mth 60, and is recommended for students terminating their mathematics study with 4.203 or Mth 50. Prerequisite: One year high school algebra or 4.202, or consent of instructor.
- Mth 50, 51 Intermediate Algebra I, II (4 Class, 1 Lab Hrs/Wk) 4 Credits/Term**
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 are transferable to 4-year colleges (Some Colleges accept only 2 Credits).
- 4.207 Slide Rule (2 Lab Hrs/Wk) 1 Credit**
A course designed to instruct and give students proficiency in the use of the slide rule. Prerequisite: none.
- 4.210 Pocket Electronic Calculators (Reading and Conf.) (1 Class Hr/Wk) 1 Credit**
Instruction in methods of calculation using recently developed hand-held electronic calculators. Prerequisite: none.
- Mth 60 Introductory Trigonometry (4 Class, 1 Lab Hrs/Wk) 4 Credits**
An introductory course in plane trigonometry emphasizing practical applications. Prerequisite: Mth 51.
- Mth 101, 102 College Algebra and Trigonometry 4 Credits/Term**
A modern treatment of algebra and trigonometry exhibiting the logical structure of the disciplines and including topics essential for subsequent mathematical study, i.e.: sets, functions, real number systems, equations and inequalities, binomial theorem, logarithmic functions, trigonometric functions, etc. Prerequisite: two years of high school algebra or Mth 51, or consent of instructor.
- Mth 104, 105, 106 Introductory College Mathematics 4 Credits/Term**
This is a unified course in Algebra, Trigonometry, and the Fundamentals of Calculus, designed as a terminal course for students of the liberal arts, social and behavioral sciences or as an introductory course for those students who decide to go on with the study of mathematics. Prerequisite: Mth 51.
- Mth 191, 192, 193 Mathematics for Elementary Teachers 4 Credits/Term**
191, 192: A development of arithmetic as a logical structure. 193: A careful survey of state-adopted texts grade by grade with careful attention given to the recognition of principles learned in the outline for Mth 191 and 192. Mathematics for Elementary Teachers is a requisite for majors in elementary education at Oregon State University.
- Mth 200, 201, 202, 203 Calculus with Analytic Geometry 4 Credits/Term**
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.

PHYSICS**4.300 Practical Physics (3 Class, 2 Lab Hrs/Wk)****4 Credits**

This is an introductory course in practical physics covering matter, measurements, mechanics, and machines. Laboratory time is provided for demonstrations and experiments to help clarify the principles and procedures covered in class.

4.304 Practical Physics (3 Class, 2 Lab Hrs/Wk)**4 Credits**

This is an introductory course in practical physics covering magnetism and electricity. Laboratory time is provided for demonstrations and experiments to help clarify the principles and procedures covered in class.

Phy 201, 202, 203 General Physics**4 Credits/Term**

A first year college physics course intended both for nonscience 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. Four lecture-discussion periods per week. Prerequisite: Mth 101, 102 or equivalent, or consent of the instructor.

Phy 204, 205, 206 Physics Laboratory**1 Credit/Term**

Course provides the student laboratory and research experience on projects selected from classical mechanics, wave motion, sound, thermodynamics, electricity and magnetism, light, relativity, quantum mechanics, and nuclear physics. One two-hour laboratory period/week. Prerequisites: None. Corequisite: Concurrent or previous enrollment in Phy 207, 208, 209 or Phy 201, 202, 203.

Phy 207, 208, 209 Engineering Physics**4 Credits/Term**

This is a first year college physics course for students majoring in engineering or the physical science (i.e. physics, chemistry, etc.). 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. Three one-hour lectures, one one-hour recitation. Prerequisites: Previous or concurrent enrollment in an introductory course in calculus or consent of instructor.



DIVISION OF Social Sciences

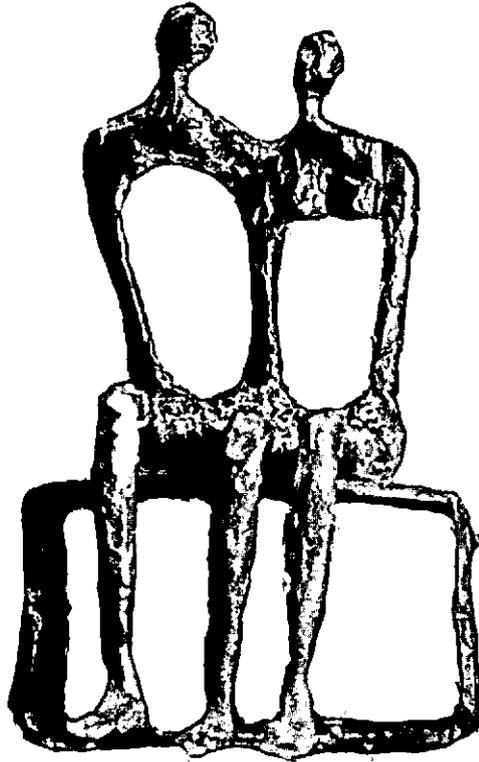
Robert Croft, Chairman

FULL-TIME FACULTY

Robert Croft
Robert Dibble
Nathan Douthit
Robert Grismer
Hugh Hoyt
Rodger Manning
Earl Pugsley
Arnaldo Rodriguez
Frank Schneider
William Sharp
Ronald Stubbs
Jean vonSchweinitz

PART-TIME FACULTY

Richard Barron
James Jagger
Oscar Johnson
Walter Lee
Ronald Olsen
Darrell Saxton
Ron Smith
Kenneth Steinfeldt
Tony Zarbano



COURSE OFFERINGS

Adult Driver Training
Anthropology
Economics
Fire Training Science
Geography
History
Law Enforcement
Political Science
Psychology
Social Science
Sociology

SOCIAL
SCIENCES

SOCIAL SCIENCES

The Division of Social Sciences at Southwestern Oregon Community College presents course offerings in Adult Driver Training, Anthropology, Economics, Fire Training Science, Geography, History, Law Enforcement, Political Science, Psychology, Social Science and Sociology. Lower division transfer courses and other adult non-transfer courses are available to the student interested in the pursuit of learning from the programs and courses offered in this division.



PUBLIC SAFETY

The Public Safety instructional program at Southwestern Oregon Community College consists of two-year curricula in the areas of Law Enforcement and Fire Training Science. In addition, workshops, seminars and symposiums on school bus driver safety, law enforcement, and fire training are conducted on a need basis throughout the year in Southern Oregon. These activities are designed primarily for in-service and volunteer public service employees, although some are open to pre-service students.

LAW ENFORCEMENT

Law enforcement is a two-year program designed for men and women seeking careers in law enforcement occupations. The curriculum was developed in cooperation with the State Advisory Board on Police Standards and Training. Completion of the program leads to the Associate in Science degree.

Students are prepared for entry positions in police departments, sheriffs' offices and other law enforcement agencies. The program also provides opportunities for persons already employed in law enforcement to gain further training which will help them to qualify for promotions.

Course work includes study of report writing, public speaking, psychology of human relations, criminal investigation, and defensive tactics.

First Year		F	W	S
5.212, 5.213, 5.214	First Aid	1	1	1
5.204, 5.206	Defensive Tactics	1	1	
1.111, 1.112	Communications	3	3	
1.611	Voice Skills in Speaking	1		
5.200	Introduction to Law Enforcement	3		
5.202	Administration of Justice	3		
5.208	Criminal Law		3	
1.605	Health Education		3	
5.210	Traffic Control			3
5.240	Report Writing			3
1.606	Introduction to Psychology			3
9.340	Narcotics Investigation and Identification		3	
	Electives	4	2	3
		16	16	13
Second Year		F	W	S
5.216, 5.217, 5.218	Criminal Investigation	3	3	3
5.240, 5.241, 5.242	Problems of Physical Evidence	1	1	1
5.226, 5.227, 5.228	Firearms	1	1	1
5.220	Patrol Procedures	3		
1.610	Public Speaking	2		
5.222	Criminal Evidence	3		
5.230, 5.231	Field Work		1	1
5.236	Juvenile Procedures		3	
5.238	Criminal Law			3
5.232	Jail Procedures			1
5.245	Police-Community Relations		3	
1.120, 1.121, 1.122	Man and Society	3	3	3
	Electives			3
	TOTAL: 92 units	16	15	16

*SP
(Collection (acc))*

FIRE TRAINING SCIENCE

A program to provide adequate basic training to perform those skills required to function as a fireman. This course is designed for Auxiliary Fire Personnel serving on Volunteer Fire Departments. Satisfactory completion of this course will lead to a certificate of proficiency.

ADULT EDUCATION

0.100 Adult Driver Training

2 Credits

This is a course offered to adults who wish to learn to drive. The course includes 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-controlled automobile will be included.

ANTHROPOLOGY

Anth 101, 102, 103 General Anthropology 3 Credits/Term

Fall: Man as a living organism, biological and human evolution and heredity. Winter: Human races and variation in man; prehistoric archaeology; spatial and temporal distribution of cultures. Spring: the development, structure and organization of culture; man as a participant and observer to culture. It is permissible to take courses out of sequence.

Anth 207, 208, 209 Introduction to Cultural Anthropology 3 or 5 Credits/Term

The meaning of culture; its significance for human beings; its diverse forms and degrees of elaboration among different groups of men; its processes of growth and expansion. No prerequisite. It is permissible to take courses out of sequence.

ECONOMICS

Ec 201, 202, 203 Principles of Economics 3 Credits/Term

Principles that underlie production, exchange, distribution, etc. Must be taken in sequence.

EDUCATION

Ed 207 Seminar in Tutoring 1 Credit/Term

A seminar oriented to the goals of education and the role of the tutor in the educational process. Along with the seminar, students tutor a minimum of two hours weekly. May be taken concurrently with Ed 209.

Ed 209 Practicum in Tutoring 1 Credit/Term

Practical experience in tutoring, under the guidance of a classroom teacher. Involves a minimum of 3 hours weekly in a tutoring relationship. May be taken concurrently or in sequence with Ed 207.

FIRE

9.301 Fire Training - Basic "A" (30 hrs) 1 Credit

A beginning course to acquaint the student with fire behavior, the organization of his department and responding to alarms and training to develop skills in the use of small tools, ropes, hose lines and ladders.

9.302 Fire Training - Basic "B" (30 hrs) 1 Credit

A continuation of Fire Training 9.301 designed to train the student in the use of portable fire extinguishers, in methods of overhaul and salvage, in the principles of control in natural cover crops, in forcible entry tactics and in ventilation and rescue procedures. Prerequisite: Fire Training 9.301.

9.303 Fire Training - Basic "C" (30 hrs) 1 Credit

A continuation of Fire Training 9.302, the study of fire streams, fire apparatus pre-fire planning, flammable liquids and gasses, structure fire problems, and practice evolutions. Emphasis is placed on demonstration, practice and drill. Prerequisite: Fire Training 9.302.

9.304 Fire Training - Basic "D" (30 hrs) 1 Credit

A continuation of Fire Training 9.303 intended to review for the student fire control tactics, then apply these principles to specific types of buildings and hazards. Included are: air crash and rescue, mills, factories and large structure fires, and motor vehicle fires. Prerequisite: Fire Training 9.303.

GEOGRAPHY

Geog 105 Introduction to Geography 3 Credits

Introduction to the nature, purpose, and main concepts of Geography, the kinds of problems it investigates and the methods it uses. Assessments of location, spatial distributions, and regional circulation and interaction with emphasis on an appreciation and understanding of the character of places as fashioned by nature and man.

Geog 106 The Natural Environment 3 Credits

Interpretation and explanation of the pattern of physical features on the earth's surface; study of landforms, climate, vegetation, soils, and underground resources both genetically and in their interaction to form characteristic landscapes and regional settings for human life and livelihood.

Geog 107 Cultural and Economic Geography 3 Credits

Study of the earth as modified by man, the new emergent in nature. The effects of evolving human cultures in altering the face of the earth, and assessment of what are likely to be future modifications of the earth's surface. Analysis of the complex and changing world economy, viewing the distribution of various types of economic activity and the important consequences or regional diversity and imbalance.

HISTORY

Hist 101, 102, 103 History of Western Civilization

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

3 Credits/Term

Hst 201, 202, 203 History of the United States

From Colonial times to the present.

3 Credits/Term



LAW ENFORCEMENT

5.190 Basic Law Enforcement I (3 Class Hrs/Wk)

3 Credits

A basic training program of 120 hours divided into 4 terms of 30 hours each. The course work parallels the recommended curriculum of the State of Oregon Police Academy by the Board of Police Standards and Training. This course requires a prerequisite of reserve law enforcement status.

5.191 Basic Law Enforcement II (3 Class Hrs/Wk)

3 Credits

Interrogations, confessions, statements, interviews, notebooks, report writing, officer-violator contact, case preparation, officer in court, criminal laws, homicide investigations, crime scene investigation, preservation of evidence.

- 5.192 Basic Law Enforcement III (3 Class Hrs/Wk) 3 Credits**
Auto theft, jail procedures, basic crowd control techniques, patrol techniques, offensive and defensive tactics.
- 5.193 Basic Law Enforcement IV (3 Class Hrs/Wk) 3 Credits**
Firearms training, Oregon Motor Vehicle laws, accident investigation and reports, Oregon Liquor Control Commission, crime laboratory and identification bureaus, supervisor-patrolman relations, human relations, dangerous drugs and narcotics, review.
- 5.200 Introduction to Law Enforcement (3 Class Hrs/Wk) 3 Credits**
The philosophy and history of law enforcement; overview of crime and police problems; organization and jurisdiction of local, state and federal law enforcement agencies; survey of professional career opportunities, qualifications required, and police ethics.
- 5.202 Administration of Justice (3 Class Hrs/Wk) 3 Credits**
Review of court systems; procedures from incident to final disposition; principles of constitutional, federal, state and civil laws as they apply to and affect law enforcement.
- 5.204 Defensive Tactics (2 Lab Hrs/Wk) 1 Credit**
A course designed to teach the rudiments of self-defense and attack. Boxing, wrestling, and hand-to-hand combat will be offered.
- 5.206 Defensive Tactics (2 Lab Hrs/Wk) 1 Credit**
A continuation of Defensive Tactics 5.204.
- 5.208 Criminal Law (3 Class Hrs/Wk) 3 Credits**
The structural definitions and the most frequently used section of the Penal Code and other criminal statutes.
- 5.210 Traffic Control (2 Class, 3 Lab Hrs/Wk) 3 Credits**
Traffic law enforcement, regulation and control, fundamentals of traffic accident investigation; Oregon Motor Vehicle Code.
- 5.212 First Aid (2 Lab Hrs/Wk) 1 Credit**
A class in standard First Aid procedures and techniques designed to meet graduation requirements of all students as well as adults who wish to secure first aid training. Upon a successful completion of course, a standard First Aid card may be secured. Waiver will be allowed if student possesses a currently valid Advanced First Aid card.
- 5.213 Field Work (2 Lab Hrs/Wk) 1 Credit**
A continuation of First Aid 5.212.
- 5.214 First Aid (2 Lab Hrs/Wk) 1 Credit**
A continuation of First Aid 5.213.
- 5.216 Criminal Investigation (3 Class Hrs/Wk) 3 Credits**
Fundamentals of investigation; crime scene search; sketching and recording; collection and preservation of physical evidence; scientific aids; modus operandi; sources of information; interviews and interrogation, follow-up and case preparation.
- 5.217 Criminal Investigation (3 Class Hrs/Wk) 3 Credits**
Continuation of 5.216 including collection and preservation of physical evidence; scientific aids; modus operandi; sources of information; interviews and interrogation; follow-up and case preparation.
- 5.218 Criminal Investigation (3 Class Hrs/Wk) 3 Credits**
A continuation of Criminal Investigation 5.217.
- 5.220 Patrol Procedures (2 Class, 3 Lab Hrs/Wk) 3 Credits**
Purpose of patrols, perception and observation, protection, prevention, suppression, identification and apprehension, types of patrols, purpose, hazards, assignments, response to emergencies, action to be taken, officer's approach on foot, in an auto, home, building or room, operation of motor vehicle.

- 5.222, 5.223 Criminal Evidence (3 Class Hrs/Wk) 3 Credits/Term**
The kinds and degrees of evidence and the rules governing the admissibility of evidence in court.
- 5.226 Firearms (2 Lab Hrs/Wk) 1 Credit**
The moral aspects, legal provisions, safety precautions and restrictions covering the use of firearms; firing of the side-arm, riot shotgun, and other weapons. Combined lecture and laboratory (range).
- 5.227 Firearms (2 Lab Hrs/Wk) 1 Credit**
A continuation of Firearms 5.226.
- 5.228 Firearms (2 Lab Hrs/Wk) 1 Credit**
A continuation of Firearms 5.227.
- 5.230 Field Work (2 Lab Hrs/Wk) 1 Credit**
Actual field practice in traffic control, buildings and grounds security, crowd control, further practice in police report writing, communications, and maintenance of records; civil service procedures.
- 5.231 Field Work (2 Lab Hrs/Wk) 1 Credit**
A continuation of Field Work 5.230.
- 5.232 Jail Procedures (2 Lab Hrs/Wk) 1 Credit**
Basic instruction covering the receiving, booking, and searching of prisoners and their care and custody; the laws relative to commitments, holding orders and warrants; duties and responsibilities of the officer as outlined in the law regarding property and belongings of prisoners. Detention of prisoners for outside agencies.
- 5.234 Problems of Physical Evidence (2 Class, 3 Lab Hrs/Wk) 3 Credits**
Techniques of locating, collecting, and identifying physical evidence. Use of fingerprinting, casts and molds, photography and sketching. Basic laboratory aids and the use of scientific equipment in the evidence process.
- 5.236 Juvenile Procedures (2 Class, 3 Lab Hrs/Wk) 3 Credits**
The organization, functions, and jurisdiction of juvenile agencies; the processing and detention of juveniles; juvenile case disposition; juvenile statutes and court procedures.
- 5.238 Criminal Law (3 Class Hrs/Wk) 3 Credits**
A continuation of Criminal Law 5.208.
- 5.240 Report Writing (3 Class Hrs/Wk) 3 Credits**
This is a course which supplies knowledge of the principles of composition and basic forms of writing reports. The subjects covered are: why reports are written, types of reports, makeup of reports, effectiveness of writing styles, gathering of facts for a report, planning a report, method of writing a report, layout and typing of a report, and visual aids in a report.
- 5.245 Police-Community Relations (3 Class Hrs/Wk) 3 Credits**
The law enforcement officer and his role in the community. Formal and informal methods of establishing meaningful relationships and communications with the labor and minority community. Special emphasis on minority group cultures and problems related to current racial incidents in the United States.
- 9.340 Narcotics Investigation and Identification (3 Class Hrs/Wk) 3 Credits**
This course consists of a study of the structure, definitions, and most frequently used sections of the Narcotics Act and other statutes. Identification and investigation of the most commonly abused drugs and narcotics; case preparation.

SOCIAL SCIENCE**1.120, 1.121, 1.122 Man and Society (3 Class Hrs/Wk)****3 Credits/Term**

This course involves the relationship of the seven social science disciplines on the personality of the individual and, in turn, the impact of developing personalities individually and collectively on contemporary culture and society. The first term, 1.120, pays particular attention to the role of the individual and his personality; the second term, 1.121, is devoted to an understanding of society and the inherent value system involved in the understanding of society. The third term, 1.122, relates the individual to his work and the effect of the combination on society.

SOCIOLOGY**SOC 204, 205, 206 General Sociology****3 Credits/Term**

The basic findings of sociology concerning the individual, culture, group life, social institutions, and factors of social change.



POLITICAL SCIENCE

PS 201, 202, 203 American Government

3 Credits/Term

201: principles of American constitutional system, political process, and organization of national government; 202: powers and functions of national government; 203: practical operation and contemporary reforms in government at state and local level.

PS 205 International Relations

3 Credits

An analysis of the dynamics of political, social and cultural interaction between nations, with an emphasis on contemporary international problems.



PSYCHOLOGY

Psy 140/1.404 Career Planning

3 Credits

This course provides an opportunity to explore ability, interest, aptitude, and personality factors involved in setting personal life goals and making educational and career decisions.

Psy 111 Personality and Development

3 Credits

Self-understanding and development; emphasis on habits, attitudes, emotional problems and efficient learning techniques.

Psy 201, 202, 203 General Psychology

3 Credits/Term

Introductory study of behavior and conscious processes. Survey of experimental studies of motivation, learning, thinking, perceiving and individual difference. If possible, courses should be taken in logical term sequence.

Index



Full-Time Faculty
Part-Time Faculty
Staff Members
Detailed Index
Campus Directory

FULL-TIME 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**, *Assistant Professor of English*
A.A. 1962, Monterey Peninsula College
B.A. in English Literature, 1964, San Francisco State College
M.A. in English Literature, 1966, San Francisco State College
- CARROLL K. AUVIL**, *Instructor in Electronics Technology*
B.S.E.E. in Engineering, 1948, Purdue University
Approved Vocational Instructor
- JOSEPH BABCOCK**, *Instructor in Industrial Mechanics*
Approved Vocational Instructor
- ELLEN L. BACHELDER**, *Librarian*
A.A. 1967, Everett Community College
B.A. in History, 1969, University of Washington
M.L. in Librarianship, 1970, University of Washington
- RODGER BARBER**, *Instructor in Industrial Mechanics*
Approved Vocational Instructor
- ROBERT P. BOWER**, *Instructor in 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
- DONALD E. BURDG**, *Associate Professor of Mathematics; Tennis Coach*
B.S. in Mathematics, 1951, Colorado State University
M.A. in Education, 1952, Northern Colorado University
M.S. in Mathematics, 1966, Oregon State University
- EDWARD M. CHILLA**, *Assistant Professor of Speech and Drama*
B.A. in Drama, 1962, San Jose State College
M.F.A. in Speech, 1969, University of Oregon
- ROBERT L. COOPER**, *Instructor in Forest Technology*
B.S. in Forestry, 1966, Oregon State University
M.S. in Forest Management, 1971, University of Washington
- ROBERT C. CROFT**, *Associate Professor of History; Chairman, Social Sciences Division*
B.S. in Journalism, 1950, University of Oregon
M.S. in History, 1951, University of Oregon
- SAM E. CUMPSTON**, *Associate Professor of Mathematics and Physics; Director of Career Education*
B.S. 1942, U.S. Military Academy, West Point
M.S. in Physical Sciences, 1948, University of Chicago
- J. ROBERT DIBBLE**, *Assistant Professor of Psychology and Counselor*
A.B. in Philosophy and Religion, 1949, Colorado College
Th.M. in Theology and Philosophy, 1952, Iliff School of Theology
M.S. in Counseling, 1965, Whitworth College
M.S. in Clinical Psychology, 1966, Eastern Washington State College
- BARBARA DODRILL**, *Instructor in Business*
B.S. B. Ed., 1970, Southern Oregon College
M.S. B. Ed., 1971, Oregon State University
- NATHAN DOUTHIT**, *Assistant 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
- STANLEY D. ELBERSON**, *Professor of Speech and Drama*
B.A. in Mathematics, 1951, Pacific Lutheran University
B.E. in Education, 1953, Pacific Lutheran University
M.S. in Theatre, 1962, University of Utah
Ph.D. in Theatre, 1968, University of Oregon
- BEN J. FAWVER**, *Professor of Biological Science; Chairman, Life Sciences Division*
B.Ed. in Biology, 1941, Illinois State Normal University
M.S. in Zoology, 1947, University of Illinois
Ph.D. in Zoology, 1950, University of Illinois
- HELEN W. FERGUSON**, *Assistant Professor of Business*
Approved Vocational Instructor

- CHARLES R. FRANCIS**, *Assistant Professor of Health and Physical Education; Director of Athletics*
 B.A. Peru State College, 1960
 M.A. Oklahoma State University, 1963
- PHILLIP GOETSCHALCKX**, *Associate Professor of Industrial Mechanics*
 Approved Vocational Instructor
- ROBERT T. GRISMER**, *Assistant Professor of Psychology; Coordinator of Guidance and Counseling*
 A.B. in Philosophy and Theology, 1951, Immaculate Conception College
 M.A. in Counseling Psychology, 1969, University of Notre Dame
 Ph.D. in Counseling Psychology, 1971, University of Notre Dame
- RICHARD W. GROSSMAN**, *Assistant Professor of Business*
 A.A. in Hotel Management, 1963, San Francisco City College
 B.S.B.A. in Hotel and Restaurant Management, 1965, Denver University
 M.A. in Business Education, 1969, San Jose State College
- 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, University of Oregon
- GRETTA HAUG**, *Assistant Professor of Communications*
 B.A. in Journalism, 1956, Pacific University
 M.S.Ed. in Secondary Education, 1963, University of Oregon
- JUDITH L. HAYNES**, *Instructor in Communications*
 E.S. in Elementary Education, 1964, Oregon College of Education
 M.S.Ed. in Extreme Learning Problems, 1970, Oregon College of Education
- MICHAEL J. HODGES**, *Instructor in 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, 1973, University of Oregon
- CHARLES O. HOWER**, *Assistant Professor of Physical Science*
 B.A. in Chemistry, 1956, Whitman College
 Ph.D. in Inorganic and Nuclear Chemistry, 1962, University of Washington
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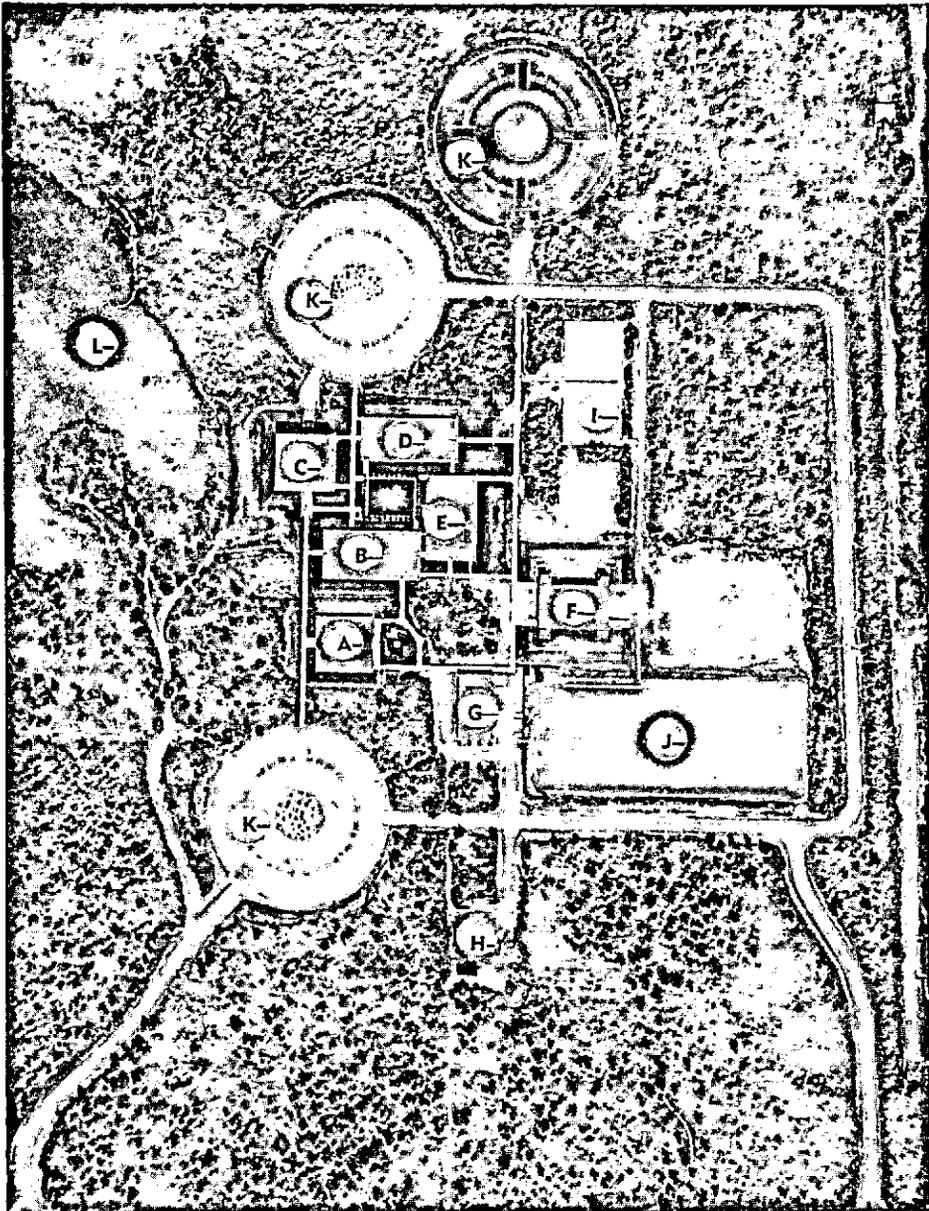
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1974

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JAN 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	FEB 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	MAR 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
APR 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	MAY 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	JUNE 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
JULY 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	AUG 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	SEPT 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
OCT 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	NOV 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	DEC 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

1975

S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
JAN							FEB							MAR						
			1	2	3	4							1							1
*5	6	7	8	9	10	11	*2	3	4	5	6	7	8	*2	3	4	5	6	7	8
*12	13	14	15	16	17	18	*9	10	11	12	13	14	15	*9	10	11	12	13	14	15
*19	20	21	22	23	24	25	*16	17	18	19	20	21	22	*16	17	18	19	20	21	22
*26	27	28	29	30	31	*23	24	25	26	27	28	23	24	25	26	27	28	29		
														30	31					
APR							MAY							JUNE						
			1	2	3	4	5				1	2	3	1	2	3	4	5	6	7
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
27	28	29	30	25	26	27	28	29	30	31	29	30								
JULY							AUG							SEPT						
			1	2	3	4	5					1	2	1	2	3	4	5	6	
6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13
13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20
20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27
27	28	29	30	31	24	25	26	27	28	29	30	28	29	30						
							31													
OCT							NOV							DEC						
			1	2	3	4							1	1	2	3	4	5	6	
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
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19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
26	27	28	29	30	31	23	24	25	26	27	28	29	28	29	30	31				
							30													



COURSE REPEAT PROCEDURE

1. A grade for repeated course work will replace all former grades in the course repeated on a student's permanent academic record provided the subsequent attempt results in an A, B, C, D, or F grade. A former grade in a course may not be removed with a grade of W, I, or X in the repeated course.
2. A student may enroll for audit and repeat a course to refresh his mastery of the content of the course without affecting an earlier grade in that same course.
3. A student may appeal for an exception to the grade replacement policy by petition to the Academic Standards Committee.

TUITION AND STUDENT ACTIVITY FEES

(Substitute for "Regular Tuition," Page 13)

	Tuition	Student Activity Fees
Full-time Students (10 or more credit hours)		
In-District	\$ 80.00	\$10.00
Out-of-District	120.00	15.00
Out-of-State	160.00	20.00

An offset against tuition is made in accordance with the school district in which the student resides, as follows:

Bandon, Coquille, Reedsport, or students living beyond 15 miles from campus	25% reduction
Myrtle Point	50% reduction
Powers	100% reduction

The above reduction applies to the \$80.00 tuition charge for all students who are enrolled for 12 or more credits and whose legal permanent residence is within Southwestern Oregon Community College District and located the above distances from the campus. All student body fees are in addition to the tuition charge.

Part-time Students (less than 10 credit hours)

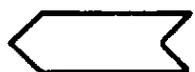
In-District	\$ 8.00/cr. hr.	\$1.00/cr. hr.
Out-of-District	12.00/cr. hr.	1.50/cr. hr.
Out-of-State	16.00/cr. hr.	2.00/cr. hr.

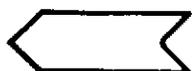
Exceptions:

There is no tuition or fee in Music 0.655, 0.656, and 0.657.

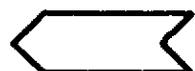
Noncredit course tuition and fees will be set by the president of the college consistent with regular tuition and fee structures.

 THE COLLEGE

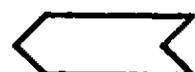
 ARTS

 BUSINESS

 ENGLISH

 LIFE SCIENCES

 PHYSICAL SCIENCES

 SOCIAL SCIENCES

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