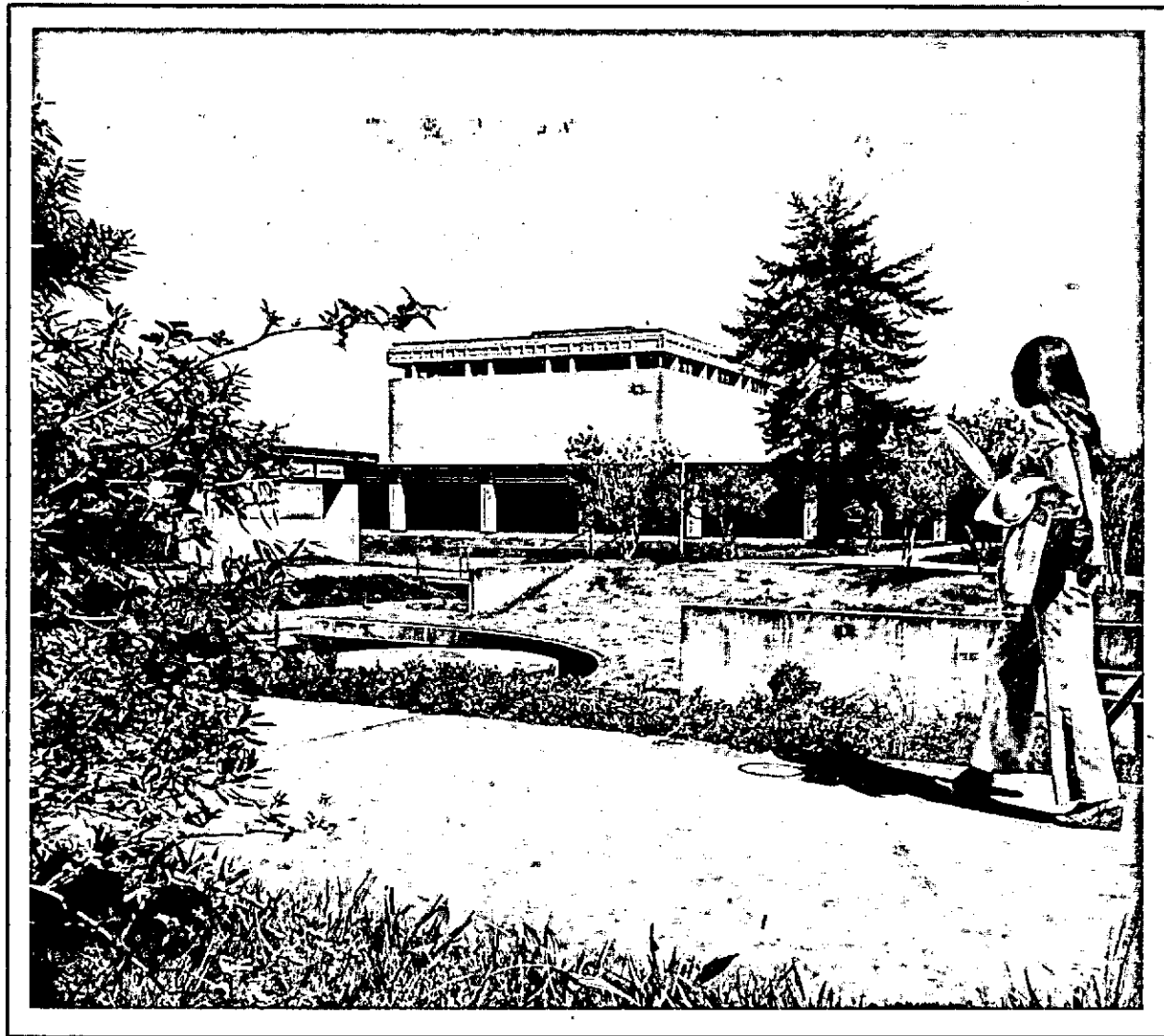


LITTON

Southwestern Oregon Community College

Coos Bay



General Catalog-1976-77

Section I GENERAL INFORMATION

Southwestern Oregon Community College

Coos Bay



The General Catalog has been designed in seven individual sections for your convenience in planning your post-high school or continuing education. Section I is a general information section which provides an index; the academic calendar; history, governance and administration information; academic regulations; registration and student services information, and a listing of fulltime faculty.

Sections II through VII describe in detail curriculum requirements, instructional programs and courses in each of the College's six instructional divisions.

The catalog is published for information purposes, with every effort made to insure accuracy at the time of publication. Courses and programs listed herein have been approved by the Oregon Department of Education and, in the instances of courses carrying transfer numbers, by the Oregon State System of Higher Education for transfer to four-year institutions within the State System.

Some courses listed in the catalog are offered on a rotating term or rotating year basis to conform to graduation requirements in the various Associate Degree programs. Certain adult and general education courses are offered on a demand basis when need for such arises within the community.

The provisions of this catalog are not to be regarded as an irrevocable contract between the student and the College. The College reserves the right to change tuition or fees, or any provision or requirement at any time within the student's term of registration.

Southwestern Oregon Community College District

Oregon Community College System

There are now 13 community colleges in Oregon. Catalogs from each of these colleges are available in the Office of Student Services in Dellwood Hall, and in the Library.

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

CENTRAL OREGON COMMUNITY COLLEGE
College Way
Bend 97701
Phone: 382-6112

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

CLACKAMAS COMMUNITY COLLEGE
19600 S. Molalla Ave.
Oregon City 97701
Phone: 656-2631

CLATSOP COMMUNITY COLLEGE
16th and Jerome
Astoria 97103
Phone: 325-0910

LANE COMMUNITY COLLEGE
400 E. 30th Ave.
Eugene 97405
Phone: 747-5401

LINN-BENTON COMMUNITY COLLEGE
203 W. First Avenue
Albany 97321
Phone: 928-2361

MT. HOOD COMMUNITY COLLEGE
26000 S. E. Stark
Gresham 97030
Phone: 665-1561

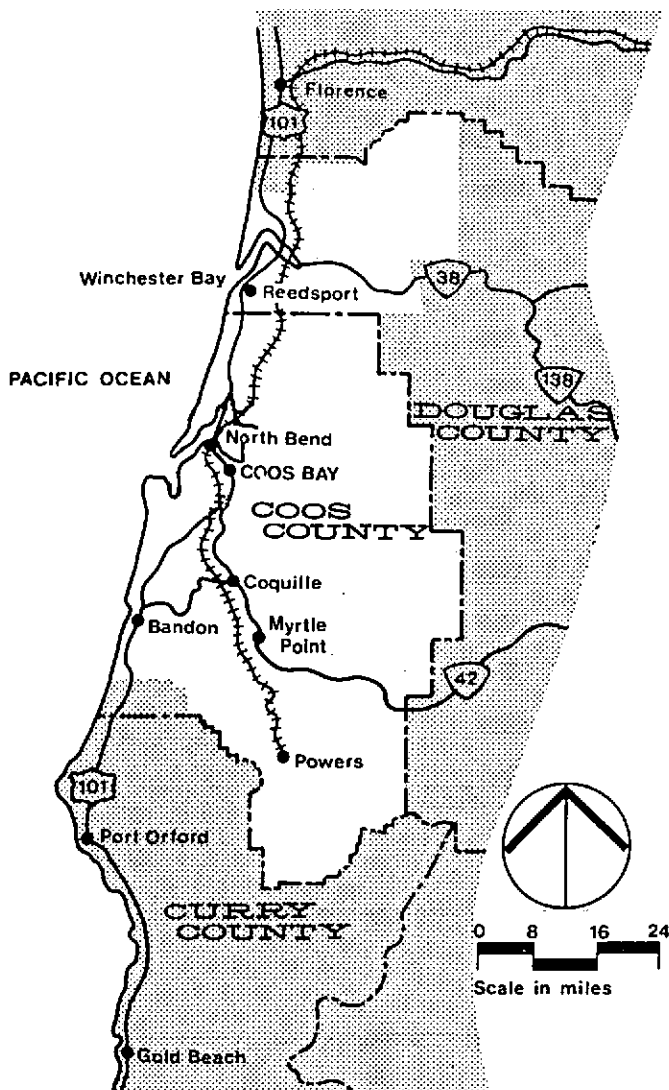
PORTLAND COMMUNITY COLLEGE
12000 S. W. 49th Ave.
Portland 97219
Phone: 244-6111

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

SOUTHWESTERN OREGON COMMUNITY COLLEGE
Coos Bay 97420
Phone: 888-3234

TREASURE VALLEY COMMUNITY COLLEGE
650 College Boulevard
Ontario 97914
Phone: 889-6493

UMPQUA COMMUNITY COLLEGE
Box 967
Roseburg 97470
Phone: 672-5571



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

Southwestern Oregon Community College District

Board of Education

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Leonard C. Farr, Coos Bay
Dolores Furman, Reedsport
Karl Gehlert, Coos Bay
Lloyd Kuni, Coos Bay
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Dr. John R. Rulifson, Dean of Instruction
John G. Hunter, Dean of Student Services
Harvey N. Crim, Controller-Business Manager
James Love, Administrative Assistant
Sam E. Cumpston, Assistant Dean of Instruction
Dortha McCarthy, Director of Learning Resource Center
Arnaldo Rodriguez, Director of Admissions and Records
Philip Ryan, Director of Data Processing Services

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Southwestern Oregon Community College Foundation

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Dr. Amelia Lipton, Secretary
Harvey N. Crim, Treasurer

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Donald Egge, Deputy Superintendent

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Academic Calendar

Summer Term, 1976

June 21, MONDAY Registration (Classes Begin)
 June 25, FRIDAY . . . Last Day for Registration and/or
 Addition of Classes Without Instructor's Consent
 July 5, MONDAY Independence Day (Holiday)
 July 20, TUESDAY . . . Last Day to Withdraw From Classes
 Without Responsibility For Grades
 August 13, FRIDAY Summer Session Ends

Fall Term 1976 - 77

September 20, 21, 22,
 MONDAY, TUESDAY, WEDNESDAY . Advising and
 Orientation For Fall Term
 September 23, 24, THURSDAY,
 FRIDAY Registration
 September 27, MONDAY Classes Begin
 October 8, FRIDAY Last Day For Registration
 and/or Addition of Classes
 Without Instructor's Consent
 November 5, FRIDAY . . . Last Day to Withdraw from
 Classes Without Responsibility
 for Grades
 November 11, THURSDAY . . . Veterans Day (Holiday)
 November 25, 26, THURSDAY, FRIDAY
 Thanksgiving Vacation
 December 13 - 17, MONDAY
 through FRIDAY Final Examinations

Winter Term 1976 - 77

December 6 - 10, MONDAY
 through FRIDAY . . . Advising and Early Registration
 for Winter Term
 January 3, MONDAY . . Registrations; Night Classes Begin
 January 4, TUESDAY Day Classes Begin
 January 14, FRIDAY . . . Last Day for Registration and/or
 Addition of Classes Without
 Instructor's Consent
 February 11, FRIDAY . . . Last Day to Withdraw from Classes
 Without Responsibility for Grades
 March 14 - 18, MONDAY,
 through FRIDAY Final Examinations

Spring Term 1976 - 77

March 7 - 11, MONDAY
 through FRIDAY . . . Advising and Early Registration
 for Spring Term
 March 28, MONDAY . . . Registration; Night Classes Begin
 March 29, TUESDAY Day Classes Begin
 April 8, FRIDAY Last Day for Registration
 and/or Addition of Classes
 Without Instructor's Consent
 May 6, FRIDAY . . . Last Day to Withdraw from Classes
 Without Responsibility for Grades
 May 30, MONDAY Memorial Day (Holiday)
 June 6 - 10, MONDAY
 through FRIDAY Final Examinations
 June 10, FRIDAY EVENING Graduation

Summer Term 1977

June 20, MONDAY Registration
 June 20, MONDAY Classes Begin
 June 24, FRIDAY Last Day for Registration
 and/or Addition of Classes
 Without Instructor's Consent
 July 4, MONDAY Independence Day (Holiday)
 July 19, TUESDAY . . . Last Day to Withdraw from Classes
 Without Responsibility for Grades
 August 12, FRIDAY Summer Session Ends

History of the College

The Southwestern Oregon Area Education District was initially formed and its first Board of Directors selected at a special election held May 1, 1961. Opening day for the fledgling Southwestern Oregon College was September 25 of the same year, with a beginning enrollment of 266 students.

The College's first classes were conducted in the old Sunset Avenue school near the airport in North Bend. A gymnasium, a relic of the navy's occupancy during World War II, was renovated and became a part of what became known as the "North Bend Campus". Many of the College's classes were also held at Marshfield High School in Coos Bay. Because of lack of space during daytime hours, evening classes predominated in the early years.

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

Administrative facilities, which at first were divided between the North Bend campus and Marshfield High School, also were expanded in 1962. An old hotel building became the college administration building, and facilities located originally at Marshfield and at the airport were 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, a classroom

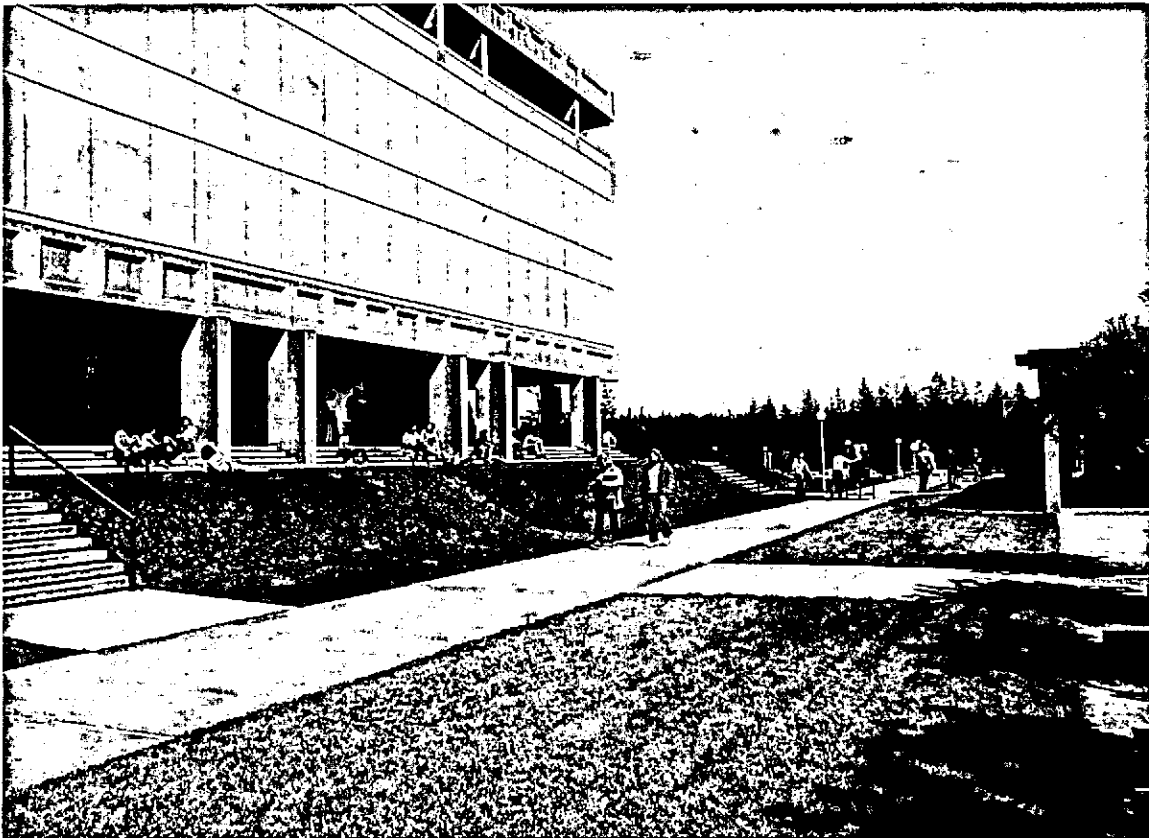
building, and Umpqua Hall, the industrial mechanics facility, were constructed on the newly-acquired Empire Lakes campus site. By September, 1964 Sitkum, Coaledo and Dellwood Halls were completed on the new campus.

Prosper Hall and the first two levels of Tioga Hall were completed during the fall of 1967. Three additional levels of Tioga Hall, now known as the Learning Resource Center, were completed in the fall of 1969. With the completion of these four phases of construction, the campus is roughly half completed.

The total developed area of the campus comprises 40 acres, including three paved parking lots and four tournament standard tennis courts, the latter completed in 1971.

The name of the College was changed in 1965 to "Southwestern Oregon Community College" to conform with directives of the new community college law passed at that time. The name of the College District was changed to the Southwestern Oregon Community College District in 1972.

Present campus facilities, providing for both daytime and evening instruction, are accommodating 3,500 full-time and part-time students this year — considerably in excess of the 3,000 which present facilities were planned to accommodate. As the result, planning is currently underway for additional campus buildings. Still to be added are a College-Community Center, Fine Arts building, and additional classroom, shop and laboratory space.



The College District

Purposes

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 65,000. 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.

Accreditation

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

Faculty

Faculty members at the college are, in all instances, approved by the Oregon State Department of Education.

The College is proud of its outstanding faculty, which has grown from 15 individuals in 1961 to 70 fulltime and over 100 parttime instructors this year.

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.

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 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.
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 not 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 College reserves the right 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 this necessary.

Payment of the stipulated fee entitles all students registered for academic credit, fulltime and parttime, 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 any or all of these services.

Residency

It is the policy of the Board of Education of Southwestern Oregon Community College that the residency status of all students shall be correctly determined for the purpose of tuition assessment.

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.

In-District Residency

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

1. Present sufficient evidence that he has established his residency in the College District thirty (30) days prior to registration at the College and be eligible to register to vote in the College District; or
2. Be a minor whose parents are legal residents of the College District; or
3. Have been graduated from one of the high schools in the College District; or
4. Be 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 thirty (30) days prior to registration at the College; or
5. Be a United States military service veteran who establishes his residency in the College District immediately after release from the service; or
6. Be a United States military serviceman on active duty; or
7. Present sufficient evidence of ownership of real property within the College District or evidence of being the legally dependent child of a person owning real property within the College District; or
8. Be a foreign exchange student (i.e., American Field Service student, Rotary International student, etc.) residing with a host family within the boundaries of the College District.

Out-of-District Residency

Students who do not meet one or more of the requirements for in-district residency listed above but whose residence is within the State of Oregon shall be considered out-of-district residents for tuition purposes.

Out-of-State Residency

Residents of a state other than Oregon and/or international students (except foreign exchange students as noted above) shall be considered as out-of-state residents for tuition purposes.

Regular Tuition

Student carrying 12 or more credit hours:

	Tuition	Activity Fee	Total
In-District.	\$90.00	\$12.00	\$102.00
Out-of-District.	135.00	18.00	153.00
Out-of-State.	180.00	24.00	204.00

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 the Southwestern Oregon Community College District and located the above distances from the campus. All activity fees are in addition to the tuition charge.

Students carrying fewer than 12 credit hours:

	Tuition	Activity Fee
In-District	\$9.00/cr. hr. (\$90 maximum)	\$1.00/cr. hr.
Out-of-District	\$13.50/cr. hr. (\$135 maximum)	\$1.50/cr. hr.
Out-of-State	\$18.00/cr. hr. (\$180 maximum)	\$2.00/cr. hr.

Exceptions

There is no tuition or fee for Music 0.655, 0.656, 0.657; Lipreading 0.528.1, 0.528.2; Sign Language 0.528.3, 0.528.4, or Th 0.506.

Golden Age Club members do not pay tuition or activity fees, although a special fee may be levied for some courses, and performance studies fees are charged for private musical studies. Noncredit course tuition and fees will be set by the President of the College consistent with regular tuition and fee structures.

Special Fees

Special fees for certain courses are assessed in varying amounts and are payable at the time of registration.

Performance Studies Fee — per credit hour. . . \$30.00

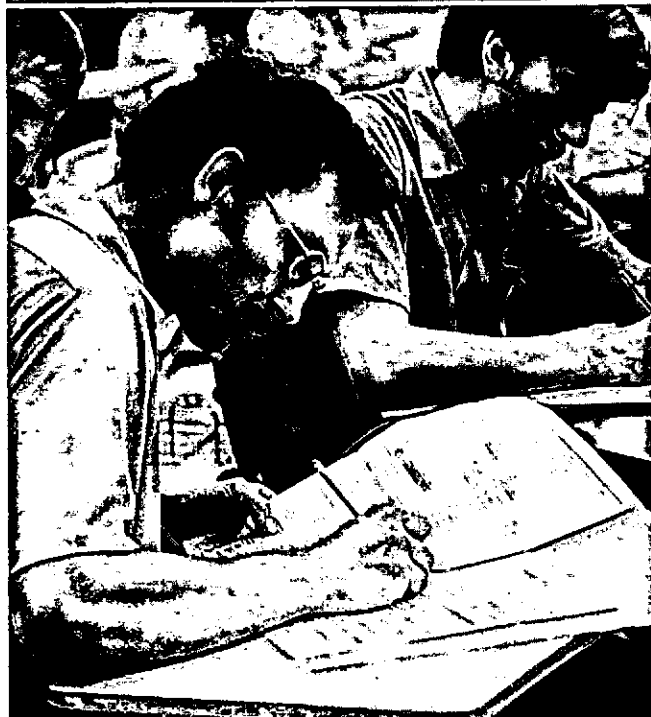
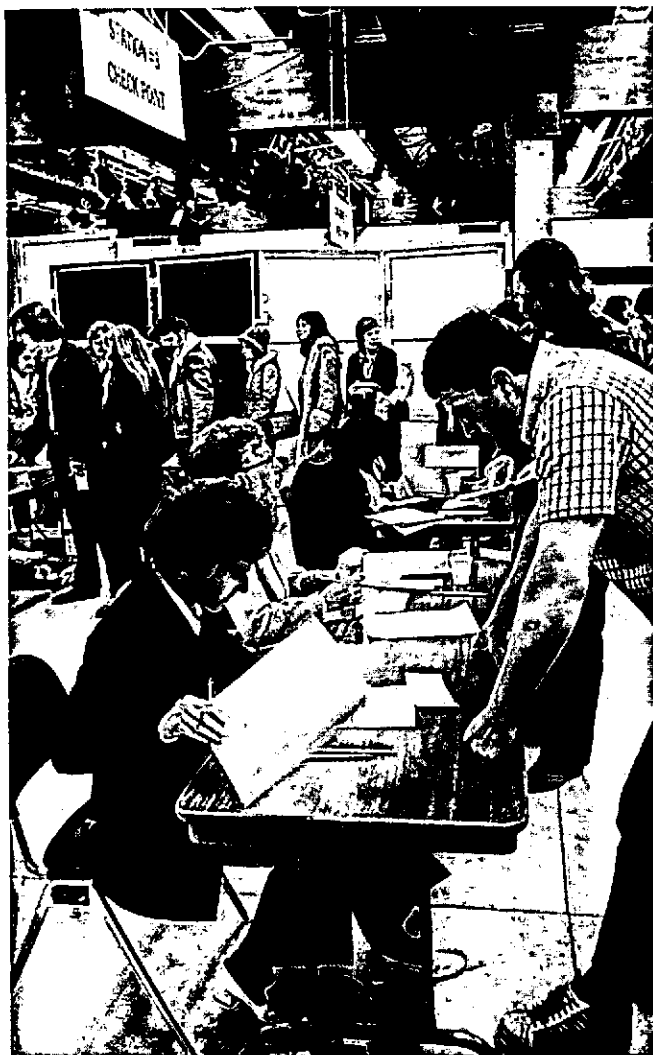
Performance fees are special fees for each credit hour earned in the private study of voice or a musical instrument (Mus 190 or 290). Performance fees are not subject to staff discounts or to free tuition for Golden Age Club members.

Late Registration Fees, as follows: After first week of term, \$1.00 per class; after second week of term, \$2.00 per class; after third week of term, \$3.00 per class.

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. 25% of Reg. Tuition
Parttime employees, if employed halftime or more, may register at the staff rate. The tuition offset will also apply to the spouse and legally dependent children of employees who qualify.



Special Fees (Continued)

Transcript Fee. \$1.00 and .50

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

Graduation Fee — paid 30 days prior to graduation. \$5.00

Audit Fee — same as regular fee.

Credit by Evaluation Fee: 10% of regular tuition for each credit. When CLEP is used, the charge will be the actual cost of CLEP to the College.

Refunds

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

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. Tuition Refund Schedule:
 - During first week of the term. . . 100%
 - 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 vocational 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 Office of Admissions at the College. Individual class listings will be found in this bulletin, with maximum tuition for summer session attendance indicated as \$90 plus \$12 student activity fee and applicable incidental course fees.

For added information students should contact the Admissions Office.

Academic Regulations

Credits

The academic year consists of three quarters of approximately 11 weeks each. Normally, an hour of credit 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 15½ 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.

The granting of permission to take a course 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

- Grade 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.
- An incomplete may be given when the major portion of the course requirements has been met, therefore not requiring repeating of the course. An agreement normally will be reached between the student and the instructor as to how the unfinished requirements are to be met.
- W — Withdrew. No credit or points.
 - X — Audit. No credit or points.
 - U — Unsatisfactory. No credit or points.

STUDENT NAME	STUDENT NUMBER	H.S.	QTR	YEAR	ADVISO
STUDENT JOE A	892470401	2	4	70	323
COURSE NUMBER	COURSE TITLE	CREDITS	GRADE	GRADE POINTS	
PE 180	BEG 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	

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:

JOE A STUDENT
ROUTE 1 BOX 2700
COQUILLE OREGON 97423

	CREDITS COMPLETED	CREDITS APPLICABLE TO GPA	GRADE POINTS	GPA
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	ADVISO
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	GPA
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 the 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 conformity with courses offered at institutions of 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 Baccalaureate 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 to be freshman courses and 200-299 numbers 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 "4.150 Welding 1" ordinarily are not transferable since they are specially planned for Technical/Vocational 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 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 ob-

tain 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 examination at the scheduled time in order to complete the course and receive credit.

Credit by Examination/Advanced Placement

Credit may be earned at Southwestern Oregon Community College toward mastery of a discipline without the formality of course work. Interested students who would like to obtain credit by examination and/or advance placement are asked to contact the Admissions Office at the College.

Scholastic Status

Honor Roll/Dean's List: 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, with no failing grade, will be placed on the Dean's Honor Roll.

Academic Notification: A student will be notified of his possible lack of academic progress if during a particular quarter one of the following occurs:

1. He has received more than one letter grade of "W";
2. He has received more than one letter grade of "I";
3. He has received one letter grade of "W" and one of "I";
4. He has established less than a 2.00 grade point average.

A student who has attempted to complete 12 or more credit hours, or who has been enrolled for one or more quarters and has not achieved at least a 2.00 grade point average, must consult with an academic advisor during the next quarter in which he or she is enrolled.

Academic Suspension: A student who has attempted to complete 45 credit hours of course work but has not achieved a 2.00 cumulative grade point average will be subject to academic suspension. A hearing before the Academic Standards Committee will be conducted for each student who may be subject to suspension prior to the student's suspension from the College.

Reinstatement of Suspended Students: Any suspended student may petition the Admissions Office for reinstatement to the College. Any student so reinstated will be on probationary status, and will subsequently be dropped if 1) 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 his reinstatement. He will be removed from probation at the end of the quarter in which his cumulative grade point average reaches 2.00 or higher. 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, his previous record is evaluated as though it had been earned at Southwestern Oregon Community College.

Auditors

Students who do not wish to earn 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 when 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 Technical/Vocational 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 or 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 have been 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 diplomas through the Admissions office. Applications should be made during winter term if the degree or diplomas 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:

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 121, 122, 123 or 227).
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 per term in activity courses (PE 185) is applicable to meeting of degree requirements. Exceptions must be approved by the Academic Standards Committee.

Exemptions are allowed for the following reasons:

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.

Age — If students are over 50 years of age, they may be exempted at the discretion of the director of Physical Education. If they are between 35 and 50 years of age, at least three terms of Physical Education are required; the remaining two terms may be waived by the director of Physical Education.

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.

Other — On very rare occasions an exemption may be granted for other reasons. Although five terms of PE activities are required, not more than one hour of credit per term in activity courses (PE 185) is applicable to meeting degree requirements.

6. Required one-year sequence in each of the following groups:
Literature, science, and social science. A fourth sequence must be chosen from one of the three groups. A language sequence will meet the fourth sequence requirement. 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. The "fourth sequence" referred to in No. 6 above, if taken in one of the social sciences, must be taken in a different discipline.
9. 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 8 above are listed below. These may also be taken as electives.

LANGUAGE AND LITERATURE

ENGLISH

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

LANGUAGES (Applicable as a second literature sequence)

RL101, 102, 103	Second-year French
GL 101, 102, 103	Second-year German
Phi 201, 202, 203	Problems of Philosophy

SCIENCE

GENERAL SCIENCE

GS 104, 105, 106	Physical Science Survey
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GEOLOGY

G 201, 202, 203	Geology
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BIOLOGY

Bi 101, 102, 103	General Biology
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BOTANY

Bot 201, 202, 203	General Botany
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CHEMISTRY

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

MATHEMATICS — (First Year Sequence)

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

Mth 104, 105, 106	Introduction to College Math
Mth 201, 202, 203	Calculus with Analytic Geometry
Mth 191, 192, 193	Mathematics for Elementary Teachers

PHYSICS

Phy 201, 202, 203	General Physics
Phy 204, 205, 206	General Physics Laboratory
Phy 207, 208, 209	Introductory College Physics

ZOOLOGY

Z 201, 202, 203	General Zoology
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SOCIAL SCIENCE

ANTHROPOLOGY

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

ECONOMICS

Ec 201, 202, 203	Principles of Economics
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HISTORY

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

POLITICAL SCIENCE

PS 201, 202, 203	American Government
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PSYCHOLOGY

Psy 201, 202, 203	General Psychology
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SOCIOLOGY

Soc 204, 205, 206	General Sociology
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Associate in Science Degree

The Associate in Science degree is 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 have attended 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, please refer to the individual division sections.

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

Business

The business programs offer a wide variety of occupational preparatory and occupational extension courses. They include office and clerical occupations, bookkeeping and accounting, business data processing, sales, merchandising, business management; banking, supervisory training, and forest technology. 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 to complete the requirements in the regular college classes.

Students may prepare for specialization in various types of department or specialty stores, other retail and wholesale sales establishments, office management, real estate, insurance, banking, 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.

Educational Secretary

The Educational Secretary program is a two year curriculum designed to prepare students for clerical and secretarial positions within educational institutions. Successful completion of the program leads to the Associate in Science degree.

In addition to the basic courses of shorthand, typing, business mathematics, and office services and personnel, supervisory courses in management, psychology, data processing, Oregon school law and personal finance are required. Work experience is an option.

Bookkeeping and Clerical

Bookkeeping-Clerical is a one-year program designed to prepare students for a wide variety of bookkeeping or clerical positions. A diploma is awarded when course requirements have been met.

Preparation is provided for positions such as office machine operator, file clerk, typist, records clerk, and bank clerk. Course work includes typing, accounting, office services and personnel, and office machines.

Medical-Clerical

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

Specialized courses in this program include: Medical Secretary I, II; Medical Terminology I, II, III; Medical Transcription I, II.

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, cruising, 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.

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.

Diploma Programs

The business division also offers eight one-year diploma programs, as follows:

1. Bookkeeping-Clerical diploma 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.
2. The Stenography diploma 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.
3. The Data Processing diploma 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 operators, peripheral equipment operators, coder and programmer trainee. Course requirements include mathematics, English, accounting, computer operation, and electric accounting machines.
4. The Accounting diploma 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.
5. The Marketing diploma program requires three terms and a minimum of 46 term units. Course requirements include English, mathematics, office services and personnel, salesmanship, marketing, retailing, advertising, business machines, typing, and data-processing. Persons completing the program are qualified for entry level marketing positions.
6. The Office Management diploma program requires three terms and a minimum of 45 term units. Course requirements include English, mathematics, accounting, office services and personnel, typing, business machines and data processing. Persons completing the program are qualified for entry-level office management positions.
7. The Secretarial Technology diploma program requires three terms and a minimum of 50 term units. Course requirements include English, typing, shorthand, office

services and personnel, business machines, machine transcription, and data processing. Persons completing the program are qualified for entry level secretarial positions.

8. The Medical Clerical diploma program requires three terms and a minimum of 50 term units. Course requirements include English, typing, machine transcription, office services and personnel, business machines, data processing, and specialized courses in medical secretary terminology and transcription. Persons completing the program are qualified for entry-level medical-clerical positions.

Apprenticeship Training

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. Courses that are specifically identified as apprenticeship training are open only to those who are registered apprentices.

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 journeymen and other employed workers in the construction industry.

Electrical-Electronics

The electrical-electronics curriculum offers programs and courses for fulltime and parttime 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 which are involved with 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

Other special programs and courses are also offered 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, and the College does its best to fulfill these needs as they arise. Persons interested in such courses should contact the College for information.

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 in the "Life Sciences" section. Persons interested in organizing special courses or programs in the 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 on request.

Parttime Programs and Courses

Students may enroll in the industrial mechanics curriculum on a parttime 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 metalworking and mechanical occupations.

Nursing

Three levels of attainment are possible to students in the College's Career Ladder Nursing Program, which is accredited by the Oregon State Board of Nursing. In the first quarter of study students are provided the training for employment as Nurses' Aide. The first full year (four quarters) of study can lead to the Practical Nurse diploma and eligibility to take the State Board of Nursing examinations for Licensed Practical Nurse. Successful completion of the second year of the program qualifies the student for the Associate in Science degree and eligibility to take the State Board examinations for Registered Nurse.

Class instruction and hospital clinical experiences are under the direct supervision of a College instructor. Entry into the program is open to persons who are between 17 and 50 years of age who are high school graduates or the equivalent. (A GED certificate is acceptable). LPN graduates are eligible to enroll in the second year of the program upon completion of special courses in anatomy-physiology, microbiology and psychology.

Applications for admission to the limited-enrollment program must be received by April 15 of each year. Additional information on the program can be obtained from the College.

Public Services

The Public Services program consists of two-year curricula leading to the Associate Degree in Law Enforcement, Criminal Justice Administration, and Fire Science Technology with majors in Fire Management, Fire Protection and Fire Prevention. In addition, workshops, seminars, symposiums and short courses are offered on school bus driver safety, defensive driving, emergency medical technology, law enforcement and fire training. These short courses are conducted on a need basis throughout the year and are designed primarily for in-service and volunteer public services employees, but in some instances are open to pre-service students.

Law Enforcement

The law enforcement program prepares young men and women for careers in law enforcement agencies such as police departments and sheriffs' offices. The two-year

associate degree curriculum was developed in cooperation with the Southwestern Oregon Community College Advisory Committee, Oregon Association of Criminal Justice Educators and the Oregon 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 for retraining which can help qualify them 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.

Criminal Justice Administration

Criminal Justice Administration is a two-year program leading to the Associate in Arts degree. It is planned primarily for students who wish to complete a baccalaureate degree program with a professional major before entering criminal justice employment.

The course consists of selected classes from within the Public Services program for which articulation agreements have been obtained from representative state colleges and universities in Oregon. Other transfer courses include sociology, psychology, English, literature, math or science, political science, and health and physical education. Additional program information can be obtained from the College.

Fire Science Technology

The two-year associate degree program in Fire Science Technology is designed for persons currently employed as full-time or auxiliary firemen or in a related career field. The curriculum was developed in cooperation with the Southwestern Oregon Fire Chief's and Fire Fighters's Association, the Oregon Department of Education, and the College's fire science advisory committee.

Course work includes communications skills, basic mathematics, psychology, speech, and American government, as well as fundamental occupational skills.

Two-year certificate programs are also available in Fire

Management and Fire Protection. Information on the Fire Science Technology program can be obtained by contacting the College.

Statement of Plagiarism

College students will read the work of many authors and may, upon occasion, wish to use some of this material in papers of their own. Students must not, however, intentionally or unintentionally give the impression that someone else's language, data or ideas are their own. The following article by James D. Lester provides information on plagiarism and how to avoid it in the preparation of written work.

Avoiding Plagiarism*

A student often unintentionally misuses his sources. Others may do so intentionally. But since you will be working with the writings of others, it is important that you learn and follow certain ethical rules as to the use of reference material. Fundamentally, plagiarism is the offering of the words or ideas of another person as one's own. Of course, the most flagrant violation is appropriating the exact words of another and offering them without documentation. But the theft is often much more subtle. The following list will suggest several forms of research writing that will constitute, in the eyes of all instructors, plagiarism:

1. The use of another's writing without proper use of quotation marks. Do not, under any circumstances, copy onto your paper a direct quotation without providing quotation marks and without crediting the source.
2. The borrowing of a phrase, the use of an idea, or the paraphrasing of material if that phrase, idea, or material is not properly introduced and documented. Also included in this category of plagiarism is the mere rearrangement of phrases from the original into a new pattern.
3. The use of another student's work. (Obviously!) Another author's ideas, interpretations, and words are his property.

*James D. Lester, *Writing Research Papers: A Complete Guide*, (Glenview, Illinois, 1971), pp 47-49.

Learning Resource Center

Fulltime Staff

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

Parttime Staff

Sara Dinsdale, Study Center
Ed Landucci, Study Center
Kay Lorence, Study Center
Carole Quick, Study Center
Sonya Christensen, Library
Roberta Day, Library
Mathematics Instructors

The Learning Resource Center is in Tioga Hall. The building's five levels house the Bookstore, Audiovisual and Instructional Materials Centers, Library and Listening/Viewing Center, Student Lounge, Study Center, classrooms, studios and offices.

Audiovisual Center

The Audio-Visual Center houses and distributes audio-visual equipment used by instructors and students for class activities. All standard audio-visual equipment is available including motion picture, slide, filmstrip, overhead, and opaque projectors; cassette and reel-to-reel audio tape players and recorders; record players; and television recorders and players.

Instructional Materials Center

The Instructional Materials Center provides duplicated print materials for the use of faculty and staff. Full-time staff members assist in the preparation of classroom tests, study materials, overlays, overhead transparencies, posters and brochures. Other services of the Center include collating, binding, and plastic laminating of materials.

Library

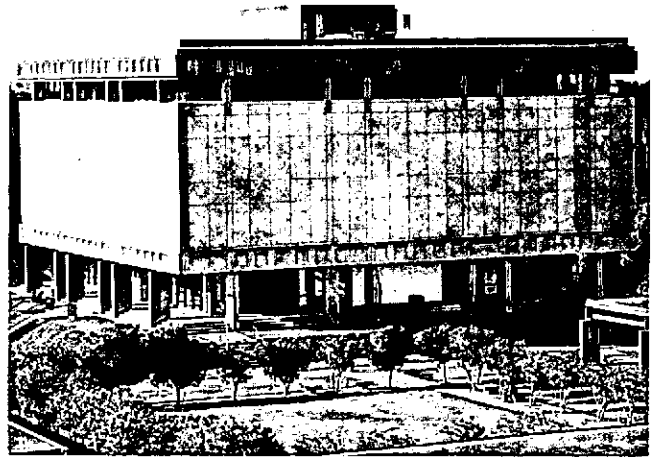
The library maintains for students and the public a balanced collection of materials to inform, excite and challenge the mind. It contains a basic reference collection, books in the liberal arts, technical and vocational fields; current and back issues of popular and professional periodicals, and a representative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

Reference assistance is available throughout the year. Through inter-library loan service, it is possible to obtain material from other libraries. A photocopy machine is also available.

The library is open from 7:30 a.m. — 10:00 p.m. Monday — Thursday, 7:30 a.m. to 5:00 p.m. on Friday, and 1:00 p.m. — 5:00 p.m. on Sunday. Between terms, the hours are 8:00 a.m. — 5:00 p.m. A special schedule is maintained during the summer.

Listening/Viewing Center

Nonprint materials utilized by students, faculty and the community include recordings, audio tape, videotape, microfilm, slides and filmstrips, 8 mm and 16 mm films, and the equipment necessary to use these materials.



Study Center

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

Students who wish to improve their basic communication and computational skills may enroll in the Study Center, which provides an opportunity to work with instructors either 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 their present skills in the Study Center.

Adult Basic Education

The College provides classes in adult basic education for students who have not had the opportunity to complete their secondary 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. Many students use this training to assist in preparation for the General Education Development (G.E.D.) examination.

Additional information regarding these programs may be obtained from the Study Center.

COURSES

0.529.1, 0.529.2, 0.529.3 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.



0.593 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. This course may be repeated.

0.745 Adult Basic Education

0 Credit

An open entrance, open exit program of basic education, especially in language arts and computational skills, for adults with less than an eighth grade education.

0.747 English as a Second Language

3 Credits

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

0.760 Mathematics Laboratory

0 Credit

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

0.768 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.

0.769 College Basic Listening

3 Credits

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

Ed 207 Seminar in Tutoring

1 Credit/Term

This seminar is 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 is provided in tutoring under the guidance of a classroom teacher. A minimum of three hours each week is involved in a tutoring relationship. May be taken concurrently or in sequence with Ed 207.

PUBLIC SERVICE TUITION-FREE COURSES

0.528.1 Lipreading I

2 Credits

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

0.528.2 Lipreading II

2 Credits

Stresses improvement in speed and accuracy in lip reading.

0.528.3 Sign Language I

2 Credits

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

0.528.4 Sign Language II

2 Credits

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

Student Services

Staff

John Hunter,
Dean of Student Services

Jean von Schweinitz,
Coordinator of Counseling and Guidance

Robert Dibble,
Counselor; Advisor to International Students

Dorwin Lovell,
Placement and Follow-up Specialist

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

Shirley Gitchell,
Financial Aids Advisor

Russell McIntosh,
Coordinator of Student Activities

Gene Spencer,
Veterans Advisor

The program of student services at Southwestern Oregon Community College supports, encourages and facilitates 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. Student Services Offices are located in Tioga Hall and in Dellwood Hall.

Advising

Advising, as an aspect of the instructor-student relationship, 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 a certificate must have an advisor. When he enrolls, each student chooses or is assigned to a faculty member who will advise the student in the area of his expressed 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 non-immigrant 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 student's proficiency in the English language, as well as his academic achievement.

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 residents of the College District. Professional counseling is available in areas of educational, career and personal concerns.

Counselors collaborate with students in their self-explorations to help them to clarify their chief interests and to become more accurately aware of their potential for various careers. They also assist the student to identify and to 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 re-

ferred by any college faculty member or make their own 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 Student Services 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 Veterans Advisor in Tioga 319.

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, scholarships, and loans.

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

DISTRICT SCHOLARSHIPS: The College's Board of Education has authorized full tuition scholarships for four fulltime 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 in each district are awarded to a freshman and a 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 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 \$30 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 to 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 (non-transfer) 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. Small amounts of funds are sometimes available for Emergency Tuition Loans. When this loan fund is depleted, students may defer tuition by paying an additional \$15.00 and paying 1/3 of total fee at registration, 1/3 in 30 days and the final 1/3 within 60 days following registration. Loan applications are available at the Financial Aids Office.

Contributors to the Student Loan Fund from which loans are made include:

- Coos Bay-North Bend Rotary Club
- Coos County Council PTA
- Ms. Minna Henry Cornell
- Mr. and Mrs. L. Caranchini in memory of A. H. Kohler
- Mr. and Mrs. John Dellenback
- Mr. and Mrs. Bill Karl in memory of Irene Osburn
- North Bend Business and Professional Women's Club
- Mr. B.J. Parry
- P.E.O. Sisterhood, A.S. Chapter
- P.E.O. Sisterhood, C.S. Chapter
- Southwestern Oregon Community College Faculty Women's Club
- Southwestern Oregon Community College Associated Student Government
- 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
Caren Cavanaugh Memorial Fund
Mary Edith Taff Memorial Loan Fund
Russell Goodsell Memorial

Special Loan Funds

Licensed Practical Nurses Loan Fund
Pioneer PTA Loan Fund (Reedsport Students)
George F. Burr Memorial Scholarship

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 Higher Education Amendments of 1972:

BASIC EDUCATIONAL OPPORTUNITY GRANTS:

Financial aid awarded by the institution is intended to supplement the Basic Educational Opportunity Grant (BEOG). Application forms for the grant may be obtained from high school counselors, financial aid offices and public libraries. Applications should be mailed directly to the address indicated on the form. The amounts of individual grants will be adjusted according to the amount of funding available.

NATIONAL DIRECT STUDENT LOANS: A program of borrowing, primarily for needy students, in which the student has an obligation to repay his loan, with three percent interest, within a 10-year period following college attendance. The aggregate borrowing limits are \$5,000 for undergraduate students (\$2,500 total allowed for freshmen and sophomores). The amount a student may borrow each year will vary according to individual needs.

SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANTS: A program designed to assist students with exceptional financial need who would otherwise be unable to continue their education. These grants must be matched from other institutionally administered programs such as scholarships, loans and College Work-Study.

State Funds

These are funds awarded by the Oregon State Scholarship Commission for Oregon residents only.

STATE CASH AWARD: Outstanding high school seniors needing financial aid are eligible to apply for cash scholarships which provide a maximum of \$500 and are renewable until graduation, provided satisfactory academic progress and financial need are continued.

STATE NEED GRANTS: Students showing extreme financial need are eligible to apply for a Need Grant. Awards are made up to a maximum of \$600 and are renewable until graduation provided satisfactory academic progress and financial need are continued.

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.

Law Enforcement Education Program Grants:

Any fully employed officer or counselor of local, state or Federal police agencies is eligible to receive a grant covering tuition, fees and books for approved courses, not to exceed \$250 per quarter.

Talent Grants

Fifty-five Talent Grants are offered to students in any approved area of talent or study. 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. Applications for campus employment may be obtained from the Financial Aid Office.

Job Placement

Assistance in job placement is given to all students who are prepared to enter the job market. Information about parttime off-campus jobs, fulltime positions and summer employment may be obtained from the Placement Office.

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 offices and some food service. The Lounge is open throughout the daytime 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*, *The Beacon*, and the *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 Research Group
Deseret Club	Phi Beta Lambda
Drama Club	Police Science Club
Fine Arts Club	Veterans Club
Forestry Association	Winter Sports Club
International Students Club	
Lettermen's Club	

Intramurals and Athletics

An intramural program is provided for all students at 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 six sports is arranged with other colleges or 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, golf and tennis. Information may be obtained from the Director of Athletics.

Student Tutorial Program

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

Student Conduct and Appeals

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

A student who is accorded disciplinary action may appeal this action to the Student Affairs Committee if he so desires.

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 who are at least 60 years of age and drawing Social Security or equivalent government retirement benefits, may apply for membership in the Golden Age Club. There are no membership dues, meetings or other responsibilities. Club members are eligible for the following benefits: 1) waiver of tuition and student activity fees in all courses offered by the College; (special materials fees and/or music performance fees for individual lessons will be charged when applicable.) 2) free admission to all college - sponsored performances and activities.

Application forms for Golden Age Club membership may be obtained at the Office of Community Services in Randolph Hall.

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, semi-skilled 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 to assist him in making the maximum contribution as an informed and intelligent citizen in a democratic society. Areas included in the general education 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 at the College provides a wide variety of general and special courses (because of their special 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 8). 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 at 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 fulltime study — a minimum of 90 term units. The diploma is provided for programs requiring the equivalent of one year (three terms) of fulltime study — a minimum of 45 term units. The certificate, when authorized, generally requires the equivalent of one term of fulltime study — a minimum of 15 term units.

College Transfer Credit

Applicants for admission to the College must clearly understand that term units of credit in technical-vocational, adult and general education courses provided may not normally 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.

Parttime 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 this 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 of 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, millwright, sheet metal workers, inside wiring electricians, maintenance electricians and power linemen. Enrollment in these courses is restricted to registered apprentices.

Business Classes

Parttime 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 can be organized if there is need for them.

Distributive and Sales Classes

Closely related to the business field is the area of sales and distribution that is 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 46). 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, Bandon 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 conducted during fall term. Other courses include small business management and small business records.

Public 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 Services program (see page 82). Law Enforcement, Criminal Justice Administration and Fire Science Technology are offered in conjunction with state and local police and fire agencies. In addition, a workshop series for school bus drivers is provided for school district personnel. Other courses are offered in custodial training and defensive driving as the need arises.

Continuing Education Program

The College provides facilities to operate upper division and graduate level courses offered by the Division of Continuing Education of the 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 DCE representative, telephone 888-5422.

Adult Basic Education

To provide for adults who have not 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 use of 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 can be obtained from the College.

Fulltime Faculty

JOHN C. ANDERSON, Associate Professor of Technical-Vocational Education
B.S.E.E. in Engineering, 1960, Oregon State University
M.A. in Mathematics, 1971, University of Oregon

PHILLIP M. ANDERSON, Associate Professor of English
B.A. in English Literature, 1964, San Francisco State College
M.A. in English Literature, 1966, San Francisco State College

CARROLL K. AUVIL, Assistant Professor of Electronics Technology
B.S.E.E. in Engineering, 1948, Purdue University
Approved Vocational Instructor

JOSEPH BABCOCK, Assistant Professor of Industrial Mechanics
Approved Vocational Instructor

ELLEN L. BACHELDER, Assistant Professor; Librarian
B.A. in History, 1969, University of Washington
M.L. in Librarianship, 1970, University of Washington

RODGER BARBER, Assistant Professor of Industrial Mechanics
Approved Vocational Instructor

BENJAMIN W. BOOHER, Visiting Assistant Professor of Business
B.S. in Economics, 1966, Brigham Young University
(MBA pending from University of Washington — thesis in progress)

ROBERT P. BOWER, Assistant Professor of English
B.A. in English, 1969, Lycoming College
M.A. in English, 1971, Western Illinois University

JACK E. BROOKINS, Professor and President of the College
B. Ed. in Trade and Industrial Education, 1950, Colorado State University
M. Ed. in Vocational Education, 1954, Colorado State University

DONALD E. BURDG, Associate Professor of Mathematics
M.A. in Education, 1952, Northern Colorado University
M.S. in Mathematics, 1966, Oregon State University

ETHELBYN BUTLER, Associate Professor of Nursing Education
Director of Nursing Program
B.S. in Nursing, 1968, California State University
M.N. in Nursing, 1970, University of California

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, Assistant Professor of 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 Math 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, Associate Professor of Psychology and Counselor
A.B., 1949, Philosophy, Colorado College
Th. M., 1952, Philosophy, Iliff School of Theology
M.S. in Counseling, 1965, Whitworth College
M.S. in Clinical Psychology, 1966, Eastern Washington State College

BARBARA DODRILL, Assistant Professor of Business
B.S. in Business Ed., 1970, Southern Oregon College
M.S. in Business Ed., 1971, Oregon State University

NATHAN DOUTHIT, Associate Professor of History
B.A. 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 Math, Theater, 1951, Pacific Lutheran
B. Ed., 1953, Education, Theater, Pacific Lutheran
M.S. in Theater, 1962, University of Utah
Ph.D. in Theater, 1968, University of Oregon

BEN J. FAWVER, Professor of Biological Science
Chairman, Life Sciences Division
B.Ed., 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 Health and Physical Education;
Director of Athletics
B.A. in Physical Education, 1960, Peru State College
M.A. in History, 1963, Oklahoma State University

PHILLIP GOETSCHALCKX, Associate Professor of Industrial Mechanics
Approved Vocational Instructor

RICHARD W. GROSSMAN, Assistant Professor of Business
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

JUDITH L. HAYNES, Assistant Professor of Communications
B.S. in Elementary Education, 1964, Oregon College of Education
M.S. Ed. in Extreme Learning Problems, 1970, Oregon College of Education

MICHAEL J. HODGES, Assistant Professor of Health and Physical Education
B.S. in Physical Education and Health Education, 1965, University of Oregon
M.S. in Physical Education, 1973, University of Oregon

CHARLES O. HOWER, Associate Professor of Physical Science
B.A. in Chemistry, 1956, Whitman College
Ph.D. in Inorganic and Nuclear Chemistry, 1962, University of Washington

HUGH M. HOYT, Professor of History
A.B. in Social Science, 1951, Sacramento State College
M.A. in History, 1953, Sacramento State College
Ph.D. in History, 1966, University of Oregon

THOMAS HUMPHREY, Associate Professor of English and Literature
B.S. in English, 1959, University of Oregon
M.S. in Interdisciplinary Studies, 1961, University of Oregon
M.A. in English, 1970, University of Oregon

- JOHN G. HUNTER**, Assistant Professor of Psychology and Counselor
Dean of Student Services
B.S. in General Science and Social Science, 1964,
Oregon State University
M. Ed. in Education and Counseling Psychology, 1967,
University of Oregon
- KIRK D. JONES**, Assistant Professor; Librarian
B.A. in History, 1969, University of Washington
M.L. in Librarianship, 1970, University of Washington
- RAYMOND KELLEY**, Professor of Physics and Mathematics
Chairman, Physical Sciences Division
B.S. in Physics, and Mathematics, 1950, Montana State
M.S. in Physics and Mathematics, 1955, Ohio State University
Ph.D. in Physics and Mathematics, 1962,
Ohio State University
- BEVERLY L. KEMPER**, Associate Professor of Health and
Physical Education
B.S. in Physical Education, 1958,
Oregon State University
M. Ed. in Vocational Education, 1975,
Oregon State University
- BONNIE L. KOREIVA**, Assistant Professor of Business
Coordinator of Instructional Services
B.S. in Elementary Education, 1950, Marylhurst College
M. Ed. in Curriculum and Instruction, 1969,
University of Oregon
- WILLIAM D. KRAUS**, Assistant Professor of Mathematics
B.A. and B. Ed. in History and Education, 1950,
Washington State University
M.A. in Mathematics and Education, 1968,
University of Oregon
M.S. in Math, 1972, St. Louis University
- NORMAN W. LEMOINE**, Associate Professor of
Wood Industries Technology
B.S. in Forest Management, 1961, University of Massachusetts
M.S. in Forest Management, 1967, University of Minnesota
- LANNY R. LESLIE**, Assistant Professor of Forest Technology
B. S. in Forest Management, 1967, Utah State University
M. Ed. in Vocational Education, 1975,
Oregon State University
- FRANK LEUCK**, Assistant Professor of Music
B.S. in Music and Music Education, 1951,
Lewis & Clark College
M.M. in Music and Music Education, 1961,
Eastman School of Music
- RONALD R. LILIENTHAL**, Professor of Science
B.S. in General Science, 1958, University of Oregon
M.S. in Organic Chemistry, 1961, Oregon State University
Ph.D. in Chemistry, 1971, Louisiana State University
- MARY C. LORENCE**, Visiting Instructor of Communications
Approved Vocational Instructor
- JAMES LOVE**, Associate Professor of Business
Administrative Assistant
B.A. in Business, 1961, San Francisco State College
M.A. in Business, 1967, San Francisco State College
- C. DORWIN LOVELL**, Placement and Follow-Up Coordinator,
with rank of Assistant Professor
B.A. in Biology, 1961, Linfield College
M.Ed. in Education, 1962, Linfield College
M. Ed. in Education/Counseling, 1973, Oregon State University
- ALBERT D. MANGOLD**, Instructor of Industrial Mechanics
B.S. in Industrial Arts Education, 1973, Purdue University
Approved Vocational Instructor
- DORTHA A. MCCARTHY**, Assistant Professor
Coordinator of the Learning Resource Center
B.A., English, Sec. Education, 1956, West Texas State University
M.L. in Librarianship, 1967, University of Washington
- BERNELL MEACHAM**, Assistant Professor of English and Journalism
B.S. in Journalism, 1941, Utah State University
M.S. in Journalism, 1943, Northwestern University
- ROBERT A. MILLER**, Assistant Professor of Business
B.A. in Public Administration, 1957, Bemidji State College
M.A. in Business Administration, 1964, University of Minnesota
- DONALD R. MOFFITT**, Associate Professor of Business
B.S. in Commerce, 1960, Ferris State College
M.Ed in Business Education, 1964, Oregon State University
- ALTA L. MORGAN**, Assistant Professor of Nursing Education
R.N., 1956, Luther Hospital School of Nursing,
Eau Claire, Wisconsin
B.S.N. in Nursing, 1960, Eau Claire State College
M.S. in Nursing, 1963, University of Colorado
- ERIK MULLER**, Associate Professor of English
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B.A. in English, 1962, Williams College
M.A. in English, 1965, University of Oregon
- JOHN C. NOLAND**, Assistant Professor of English
B.A. in English, 1965, Kansas State University
M.F.A. in Creative Writing, 1968, University of Oregon
- ARNALDO RODRIGUEZ**, Assistant Professor
Coordinator of Admissions and Records
B.A. in Psychology, 1968, University of Portland
M.A. in Counseling, 1971, University of Oregon
- JOHN RULIFSON**, Professor
Dean of Instructional Services
B.A. in History, 1953, University of Portland
M.A. in History, 1957, University of Washington
Ph.D. in Higher Education, 1967, University of Washington
- PHILIP RYAN**, Professor of Business
Director of Data Processing Center
BSEE in Electrical Engineering, 1944, University of Missouri
B.A. in Social Science, 1950, University of Denver
M.A. in Education and Computer Science, 1953,
University of Denver
- WILLIAM W. SHARP**, Associate Professor of Business
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B.A. in General Studies, 1959, University of Maryland
M.B.A. in Business Administration, 1962,
University of Oregon
- ROBERT C. SHEPARD**, Assistant Professor of English
B.A. in English, 1970, University of Oregon
M.A. in English, 1971, University of Oregon
- JAMES M. SHUMAKE**, Associate Professor of Biological Science
B.S. in Biology and Chemistry, 1964,
Florida State University
M.S. in Zoology, 1966, Oregon State University
- DAVID E. SMITH**, Assistant Professor of Music and French
B.A. in Music and French, 1950, Middlebury College
M.A. in Education, 1965, University of San Francisco
- VERNON C. SORENSON**, Associate Professor of Languages
Chairman, Arts Division
B.A. in German and French, 1947, University of Utah
M.A. in German and French, 1965, University of Oregon
- JOHN SPEASL**, Instructor in Physical Education
B.S. in Health and P.E., 1972, Southern Oregon College
M.S. in Secondary Education, 1973, Southern Oregon College
- VENEITA STENDER**, Assistant Professor of Home Economics
B.S. in Home Economics, 1955, University of Idaho
M.S. in Home Economics, 1969, Oregon State University

DONALD E. STENSLAND, Associate Professor of Geology and Mathematics
B.A. in Sociology and History, 1953, Augsburg College
M.S. in Oceanography and Petrology, 1967, Oregon State University

RONALD D. STUBBS, Associate Professor of Anthropology and Sociology
B.A. in Anthropology, 1965, University of Montana
M.A. in Anthropology, 1966, University of Montana

J.H. SWEARINGEN, Professor of English
B.A. in Economics, 1947, University of Texas
M.A. in English, 1954, University of Texas
Ph. D. in English, 1968, University of Texas

ANDRES P. TORIBIO, Associate Professor of Mathematics
B.S. in Mathematics, 1959, University of Oregon
M.S. in Mathematics, 1966, Oregon State University

CAROL VERNON, Assistant Professor of Art
B.S. in Ceramics, 1967, Portland State University
M.A. in Design, 1972, University of California

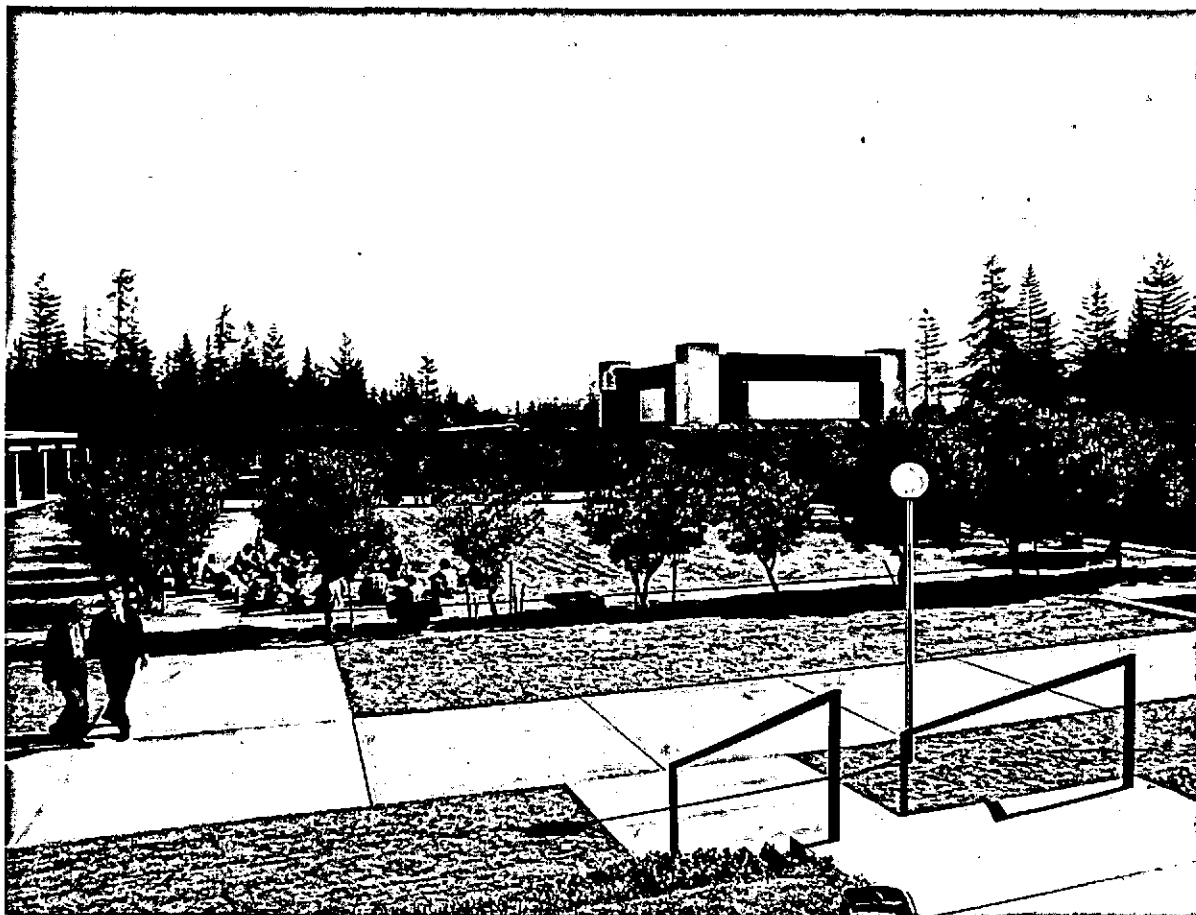
JEAN von SCHWEINITZ, Assistant Professor of Psychology, Coordinator of Guidance and Counseling
B.A. in Psychology, 1967, Austin College
M.A. in Psychology, 1968, Austin College

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B.A. in Religion, Chemistry, Mathematics, 1963, Graceland College
M.S. Ed. in AV Communication, 1965, Indiana University
Ed. D. in AV Communication and Information Science, 1971, Indiana University

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R.N. in 1942, St. Joseph's Hospital School of Nursing Phoenix, Arizona
B.S.N. in Nursing, 1960, University of Arizona
M.S.N. in Nursing, 1963, University of California

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Approved Vocational Instructor

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M.A. in English, 1973, San Diego State University
M.A. in Education and Reading, 1975, San Diego State University



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General Information

Administration, Academic Calendar, History, Administrative Boards and Officers, Admissions Requirements, Academic Regulations, Programs and Curricula, Learning Resource Center, Student Services, Student Activities, Technical/Vocational, Adult and General Education Programs, List of Faculty, Index.

Division of Arts

Art, Foreign Languages, Music Photography, Speech, Theatre

Division of Business

Accounting, Banking, Bookkeeping and Clerical, Business Administration, Data Processing/Computer Technology, Forest Technology, Income Tax, Industrial Supervision, Marketing, Medical-Clerical, Real Estate, Secretarial Science, Educational Secretary

Division of English

Writing, Grammar, Communication Journalism, Literature, Philosophy

Division of Life Sciences

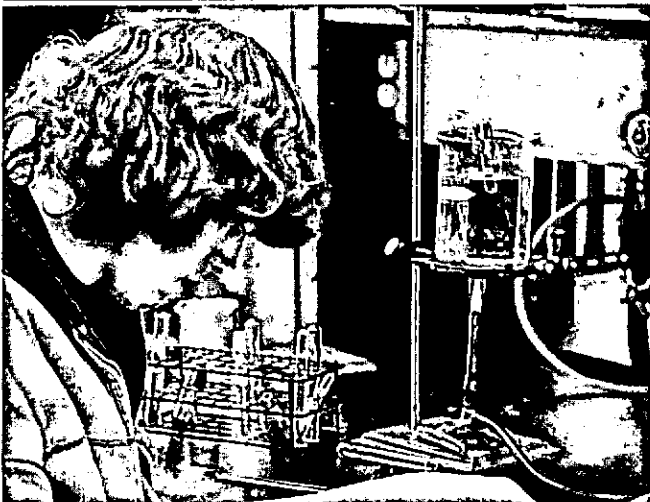
Agriculture, Biology, Botany, Chemistry, Home Economics, Physical Education and Health, Nursing, Zoology

Division of Physical Sciences

Adult Education, Apprenticeship Training, Astronomy, Aviation, Drafting, Earth Sciences, Electronics Technology, General Engineering, General Science, Industrial Mechanics, Industrial Courses (supplemental), Mathematics

Division of Social Sciences

Adult Driver Instruction, Anthropology, Criminal Justice Administration, Economics, Education, Fire Training Science, History, Law Enforcement, Political Science, Psychology, Social Science, Sociology



Southwestern Oregon Community College

Coos Bay

General Catalog-1976-77

Section II

Division of **ARTS**

Course Offerings

Art
Foreign Language
Music
Photography
Speech
Theatre



Full Time Faculty

Vernon Sorenson, Chairman
Edward Chilla
Stanley Elbersen
Howard Hall
Frank Leuck
David Smith
Carol Vernon

Information on registration, academic requirements, student services, and college governance are contained in Section I, the General Information section of the catalog.



Instructional courses and programs provided by the Division of Arts include both lower division college transfer and nontransfer adult education courses in Fine Art, Foreign Languages, Music, Photography, Speech and Theatre. Transfer course credits may be applied toward an Associate degree and/or may be transferred to a four-year institution for application toward a baccalaureate degree.

Both College transfer and nontransfer adult education courses may be taken by adult students who desire additional training in any of the above art fields but who may not wish to work toward a degree.

Fine Art

0.112.1, 0.112.2 Wood Carving I, II

(3 Lab Hrs/Wk)

0 Credits

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

0.130.1 Non-loom Weaving

(3 Lab Hrs/Wk)

1 Credit

Basic study and experimentation in weaving through the use of the frame loom. Off-loom tapestry, finger-manipulated, and rya techniques will be utilized in creating functional articles such as wall-hangings, pillows, bags and multi-dimensional woven sculptures.

0.512.1, 0.512.2, 0.512.3 Drawing I, II, III

(3 Lab Hrs/Wk)

1 Credit/Term

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

0.512.4 Calligraphy

(3 Lab Hrs/Wk)

1 Credit/Term

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

0.513.1, 0.513.2, 0.513.3 Oil Painting I, II, III

(3 Lab Hrs/Wk)

1 Credit/Term

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

0.513.6 Experimental Painting

(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.

0.514.1, 0.514.2, 0.514.3 Watercolor Painting I, II, III

(3 Lab Hrs/Wk)

1 Credit/Term

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

0.515.1, 0.515.2, 0.515.3 Ceramics I, II, III

(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.

0.516.1, 0.516.2, 0.516.3 Elementary Sculpture I, II, III

(3 Lab Hrs/Wk)

1 Credit/Term

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

290, 2.291, 2.292 Commercial Art

(3 Studio Hrs/Wk)

1 Credit/Term

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

9.010 Primary Visual Arts Workshop

(3 Lab Hrs/Wk)

1 Credit

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

Art 195, 196, 197 Basic Design

(6 Studio Hrs/Wk)

3 Credits/Term

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

Art 199, 299 Independent Studies in Art

1-3 Credits/Term

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

Art 201, 202, 203 Survey of Visual Arts

(3 Class Hrs/Wk)

3 Credits/Term

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

Art 217 Calligraphy

(3 Lab Hrs/Wk)

1 Credit

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

Art 255 Ceramics

(6 Studio Hrs/Wk)

3 Credits

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

Art 281 Printmaking

(6 Studio Hrs/Wk)

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 nonmajors.

Prerequisite: One term of Art 291 Drawing, Art 290 Painting, or Art 195, 196, 197 Basic Design, or permission of instructor.

Art 290 Painting

(6 Studio Hrs/Wk)

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

(6 Studio Hrs/Wk)

3 Credits

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



Art 292 Watercolor**(6 Studio Hrs/Wk)****3 Credits**

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

Prerequisite: Painting and drawing, or approval of instructor.

Art 293 Sculpture**(6 Studio Hrs/Wk)****3 Credits**

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

0.562.1, 0.562.2, 0.562.3 Conversational Spanish 1 Credit/Term
(3 Class Hrs/Wk)

A three-term sequence in conversational Spanish, providing opportunities for development of speaking skills for practical conversation on everyday subjects, current events, and cultural material.

0.557.5, 0.557.6, 0.557.7 Conversational French 1 Credit/Term
(3 Class Hrs/Wk)

An introduction to conversational French. Develops capability for spoken communication on everyday topics, current events and cultural material.

0.558.1, 0.558.2, 0.558.3 Conversational German 1 Credit/Term
(3 Class Hrs/Wk)

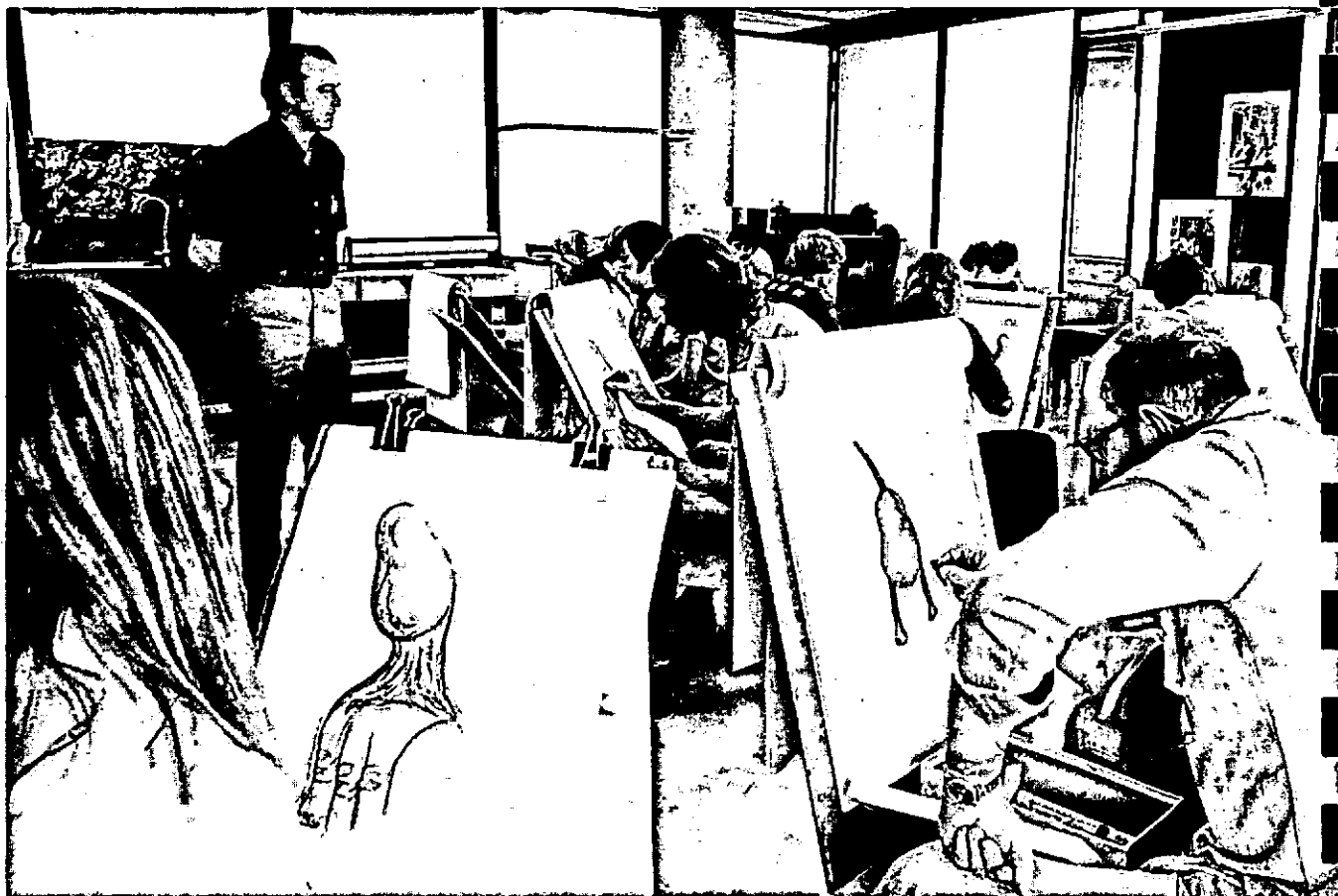
This three-term sequence in conversational German provides the student with skills sufficient for spoken communication on everyday topics, current events and cultural activities.

0.561.1, 0.561.2, 0.561.3 Conversational Norwegian 1 Credit/Term
(3 Class Hrs/Wk)

An introduction to conversational Norwegian. The course provides opportunities for practical conversation on everyday topics, current events and cultural materials.

0.560.1, 0.560.2, 0.560.3 Conversational Japanese 1 Credit/Term
(3 Class Hrs/Wk)

A three-term sequence in beginning conversational Japanese for the benefit of business and industrial workers for more effective communication with foreign speaking customers.



GL 101, 102, 103, First-year German 4 Credits/Term
(4 Class Hrs/Wk)

This course is designed to provide a thorough grammatical foundation and an elementary reading knowledge of German, as well as an understanding of the spoken language.

GL 201, 202, 203 Second-year German 4 Credits/Term
(4 Class Hrs/Wk)

Review of grammar and composition, reading selections from representative authors, conversation.

FL 101, 102, 103 First-year French 4 Credits/Term
(4 Class Hrs/Wk)

An introduction to French, stressing reading and speaking. Exercises in elementary composition and grammar.

L 201, 202, 203 Second-year French 4 Credits/Term
(4 Class Hrs/Wk)

Study of selections from representative authors, review of grammar; considerable attention to oral use of the language.



Music

Mus 195/0.655 Band 1 Credit
(2 Lab Hrs/Wk)

Concert Band, Jazz-Rock Band, Pep Band, The Southwesterners, and other ensemble experiences are offered musicians in the community and at the College who wish an outlet for their talents and to improve techniques and skills, music reading, notation and terminology, and musical literature of all styles, 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) 1 Credit
(2 Lab Hrs/Wk)

This course is offered to musicians in the community and at the College who wish an outlet for their talents and to improve their performing ability. Course work includes instrument techniques and skills, music reading, notation and terminology, and musical literature of all periods, styles and cultures.

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 1 Credit
(2 Lab Hrs/Wk)

Chorus, Swing Choir, The Southwesterners, and other ensemble experiences are offered singers in the community and at the College who desire an outlet for their singing talents and to improve their performing ability. Course work includes voice placement and proper use, music reading, notation and terminology, and choral literature of all periods, styles and cultures.

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

0.523.1, 0.523.2 Introduction to Guitar I, II 1 Credit/Term
(1 Lab Hr/Wk)

The course consists of 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
(1 Class Hr/Wk)

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

Mus 51 Basic Voice 1 Credit
(1 Class Hr/Wk)

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

Mus 121, 122, 123 Musicianship I 4 Credits/Term
(4 Class Hrs/Wk)

A sequence of courses designed to develop and strengthen basic musicianship through study of music fundamentals, 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
(3 Class Hrs/Wk)

This course develops 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
(4 Class Hrs/Wk)
Continues 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

0.519 Basic Photography 2 Credits
(3 Class Hrs/Wk)

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

Speech

0.526.1 Public Speaking 3 Credits
(3 Class Hrs/Wk)

The 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.

0.526.2 Voice Skills in Speaking 1 Credit
(1 Class Hr/Wk)

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

9.503 Oral Communication 3 Credits
(3 Class Hrs/Wk)

A course designed to improve the communication and listening skills of the student to enable him to become a more effective speaker.

Sp 111, 112, 113 Fundamentals of Speech 3 Credits/Term
(3 Class Hrs/Wk)

Sp 111 — The study of basic fundamentals of preparation and presentation of speeches with emphasis on organization, outlining, and practice to improve the student's poise and confidence in the speech situation.

Sp 112 — Study and practice of clear thinking and organization with use of evidence and reasoning to develop persuasive speech in greater depth. Some emphasis is included on special types of speeches.

Sp 113 — A study of the communication process with special emphasis on two-person communication. Principles of oral communication in a variety of contexts are emphasized. A considerable portion of the course material will be presented, applied and studied through student participation in assigned exercises in a variety of communication experiences.

Sp 111 and 112 should be taken in sequence.

Sp 229 Oral Interpretation 3 Credits
(3 Class Hrs/Wk)

Oral Interpretation is designed to help the student improve and enjoy reading aloud from prose, poetry, and drama. It serves to aid in communication of meaning and of emotional values and to enhance one's appreciation of literature. Vocal and physical techniques are emphasized. Speech 229 is for speech, theater (acting), English, and literature students, and anyone interested in increasing his enjoyment of literature.

Sp 232 Group Discussion 3 Credits
(3 Class Hrs/Wk)

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



Theatre

Th 506 Introduction to Theatre 1-3 Credits (1-3 Class Hrs/Wk)

A survey course designed to orient the student to theatre art for better appreciation and understanding. May be repeated for credit with instructor's consent.

Th 507 Introduction to Drama 1 Credit (3 Class Hrs/Wk)

A study of theatre including a survey of the principles of acting, directing, techniques of theatre, theatre management, and the play in production.

Th 101 Orientation to Theatre Art 3 Credits (3 Class Hrs/Wk)

Theatre 101 is designed to broaden the student's insight — whether for reading plays, viewing dramatic art in a theatre, or participation in the production of dramatic works. The elements of drama and the theatre are analyzed for that resultant understanding.

Th 102 Fundamentals of Acting 3 Credits (3 Class Hrs/Wk)

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 (3 Class Hrs/Wk)

Rehearsal and Performance is designed to provide students with extended acting exercises in the various styles and periods of theatre. Acting theories are studied with application to practice and the solution of acting problems.

Th 105 Make-up for the Theatre 3 Credits (3 Class Hrs/Wk)

This course provides study of the basic principles, theory and application techniques of theatrical make-up.

Th 110 Introduction to Motion Pictures 3 Credits (3 Class Hrs/Wk)

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 (1 Class Hrs/Wk)

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.

Th 150, 151, 152 Television Workshop 3 Credits (1 Class, 6 Lab Hrs/Wk)

Television Workshop offers the student an opportunity to explore the media in a number of ways. Non-talent skills are the major objectives of the courses. Activity projects in television are also part of the course content. First quarter: The total group process of television is explored in a survey sense. Second quarter: Advanced techniques in camera operation, lighting, sound, directing, and other technical aspects of production are learned. Third quarter: Participation in production techniques, program design, and advanced activity projects are studied.

Sp 229 Oral Interpretation 3 Credits (3 Credits/Term)

Recommended for theatre (acting students), English, and literature students. See course description for Speech 229.



Th 243 Televising the Short Program**3 Credits****(2 Class, 3 Lab Hrs/Wk)**

The many facets of television production as they relate to short program formats are explored in this course. Work before and behind the cameras are equally stressed. Textual data is balanced with production experience to emphasize the intermeshing of all tasks. Development of program formats and their execution are important parts of the course.

Th 244 Television Theatre Production**3 Credits****(2 Class, 3 Lab Hrs/Wk)**

This is a course designed to acquaint students with the production of television drama. The many facets of television production are explored as unique to the medium. Study of the techniques involve exploring current thought, equipment, and practice of the television industry. Textual data is balanced with experience so that the correlative tasks of all involved with production are evident.

Th 250, 251, 252 Theatre Workshop**1-3 Credits/Term****(1-3 Class, 5-15 Lab Hrs/Wk)**

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.



Southwestern Oregon Community College

Coos Bay

General Catalog-1976-77

Section III

Division of BUSINESS

Course Offerings

Accounting
Banking
Bookkeeping and Clerical
Business Administration
Data Processing, Computer Technology
Forest Technology
Income Tax
Industrial Supervision
Marketing
Medical-Clerical
Real Estate
Secretarial Science
Educational Secretary



Full Time Faculty

William Sharp, Chairman
Ben Booher
Robert L. Cooper
Barbara Dodrill
Helen Ferguson
Richard Grossman

Bonnie Koreiva
Lanny B. Leslie
Norman W. Lemoine
Robert Miller
Donald Moffitt
Philip Ryan

Information on registration, academic requirements, student services, and college governance are contained in Section I, the General Information section of the catalog.



The Business Division, with programs in Banking and Finance, Bookkeeping and Clerical, Business Administration, Data-Processing and Computer Technology, Federal Income Tax, Forest Technology, Industrial Supervision, Real Estate, Medical-Clerical and Secretarial Science, offers the student an opportunity to develop a skill or a career. Two-year degree programs and one-year diploma 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 fields. 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

This is 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 are prepared for entry level positions which can lead to supervisory and management positions.

A student can prepare himself for any area in which he may have a special interest. Some examples are business operation of woods industries, industrial mechanics, recreational industries, home economics and/or home entertainment fields.

Courses include basic core subjects such as language arts, mathematics, human relations, and accounting. Work experience is an option. Requirements are as follows:

1. General requirements for the Associate in Science degree;
2. At least 30 units in business courses;
3. Eighteen units in general education consisting of at least nine units in Communications or English Composition;
4. Remaining 42 units may be in business or other areas with advisor's approval. A total of 90 units is required.

Bookkeeping and Clerical

Bookkeeping-Clerical is a one-year program designed to prepare students for a wide variety of bookkeeping or clerical positions. A diploma is awarded when course requirements are met.

Preparation is provided for positions such as office machine operator, file clerk, typist, records clerk, and bank clerk. Course work includes typing, accounting, office services and personnel, office machines, dictating and transcribing skills.

First Year	F	W	S
1.111; 1.112 or 1.113 Communications, or Wr 121; 122 or 123 English Composition	3		3
2.583, 2.584, 2.585 Office Services and Personnel I, II, III	3	3	3
Typing according to placement	2	2	
2.250, 2.252 Business Mathematics I, II	3		3
2.766 Accounting I, or 9.715, 9.716 Elementary Bookkeeping I, II		4	
2.519 Business Machines		2	
Man and Society or Social Science			3
2.771 Payroll Accounting			3
2.509 Machine Transcription			2
2.595, 2.596 Office Simulation I, II, or Work Experience	6	6	
	<hr/> 17	<hr/> 17	<hr/> 17
TOTAL: 51 Units/credits			

Business Technology (Accounting Major)

Business Technology, with an accounting major, is a two-year program to prepare students for business positions involving accounting. Completion of the program leads to the Associate in Science degree. Students are prepared for entry level positions that can lead to supervisory and management positions. A diploma is awarded upon completion of the first year's courses.

Course work includes business machines, dictating and transcribing skills, accounting, business law, 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 121, 122, 123 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 Services and Personnel ¹	3		
2.519 Business Machines	2		
2.304 Fundamentals of Marketing		3	
Typing according to placement		2	
2.771 Payroll Accounting			3
6.900 Data Processing Fundamentals, or BA 131 Intro. to Business Data Processing			3
2.509 Machine Transcription			2
	<hr/> 14-15	<hr/> 14-15	<hr/> 14-15

Second Year	F	W	S
2.320, 2.321, 2.322 Business Law I, II, III	3	3	3
Man and Society or other Social Science courses	3	3	3
2.772 Intermediate Accounting	3		
6.901 or CS 221 Intro. to Digital Computers		3	
Wr 214 Business English		3	
2.331 Federal Income Tax		3	
2.769 Cost Accounting			3
BA 101 Intro. to Business	4		
Electives (Office Simulation or Work Experience strongly recommended)	3	2	6
	<hr/> 16	<hr/> 17	<hr/> 15

TOTAL: 90-93 units/credits

¹ Students may choose 2.583, or 2.584, or 2.585 Office Services and Personnel.

Business Technology (Banking and Finance Major)

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

Course work requires a minimum of 90 quarter hours in the following major areas to earn the Associate in Science degree:

English Composition (Transfer)	9 credits
Principles of Economics (Transfer)	6 credits
Psychology (Transfer)	3 credits
Principles of Accounting (Transfer)	9 credits
Principles of Bank Operations	3 credits
Money and Banking	3 credits
Bank Management	3 credits
Law and Banking	3 credits
	<hr/> 39 credits

Banking Electives: A total of 18 additional quarter hours are to be selected from the following Banking offerings:

Analyzing Financial Statements	3 credits
Business Mathematics	3 credits
Supervision and Personnel Administration	3 credits
Bank Public Relations and Marketing	3 credits
Fundamentals of Bank Data Processing	3 credits
Trust Functions and Services	3 credits
Installment Credit	3 credits
Federal Reserve System	3 credits
Home Mortgage Lending	3 credits
Bank Letters and Reports	3 Credits
Credit Administration	3 Credits

General Electives: A total of 33 additional quarter hours are to be selected from the humanities, social science, physical science, life sciences, business and communications areas. Work Experience can be an option in this area for a maximum of 12 credit hours.

Note: All American Institute of Banking courses taken prior to Fall 1974 apply toward the Associate in Science degree. In addition, advanced placement may be granted for other college work or appropriate work experience.

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. Students are prepared for entry level positions which can lead to supervisory and management positions. A diploma is awarded upon completion of the first year's courses.

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

First Year	F	W	S
1.111, 1.112, 1.113 Communications, or Wr 121, 122, 123 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 Services and Personnel I	3		
2.304 Fundamentals of Marketing		3	
2.305 Principles of Retailing			3
2.519 Business Machines			2
2.307 Advertising I		3	
Typing I or equivalent			2
6.900 Data Processing Fundamentals, or BA 131 Intro to Data Processing			3
	<u>15</u>	<u>15</u>	<u>16</u>

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, or BA 211, 212 Principles of Accounting	3-4	3-4	
Wr 214 Business English		3	
BA 101 Intro. to Business			4
2.308 Advertising II			3
Electives (Office Simulation or Work Experience recommended)	9	6	6
	<u>15-16</u>	<u>15-16</u>	<u>16</u>

TOTAL: 92-94 units/credits

Business Technology (Office Management Major)

Business Technology with an Office Management major is a two-year program organized to prepare students for office positions. Completion of the program leads to the Associate in Science degree. Students are prepared for entry level positions which can lead to supervisory and management positions. A diploma is awarded after completion of the first year's courses.

Course work includes dictating skills, office machines, accounting, business law, credit procedures, and introduction to data processing. Courses selected from the Industrial Supervision program are optional.

First Year	F	W	S
1.111, 1.112, 1.113 Communications, or Wr 121, 122, 123 English Composition	3	3	3
2.583, 2.584, 2.585 Office Services and Personnel 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	3	3	
Typing I or equivalent	2		
2.519 Business Machines		2	
6.900 Data Processing Fundamentals, or BA 131 Intro. to Business Data Processing			3
Electives			2
	<u>14-15</u>	<u>14-15</u>	<u>14-15</u>

Second Year	F	W	S
2.320, 2.321, 2.322 Business Law I, II, III	3	3	3
Man and Society or Social Science	3	3	3
BA 101 Intro. to Business	4		
2.304 Fundamentals of Marketing		3	
Wr 214 Business English		3	
6.901 or CS 221 Intro. to Digital Computers		3	
2.771 Payroll Accounting			3
Electives (Office simulation or Work Experience strongly recommended)	6		7
	<u>16</u>	<u>15</u>	<u>16</u>

TOTAL: 90-93 units/credits

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. Students are prepared for entry level positions which can lead to supervisory and management positions. A diploma is awarded after completion of the first year's courses.

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

Second Year	F	W	S
6.905 Intermediate Programming, or BA 231 Business Data Processing	4		
6.909 Computer Operations	3		
6.912 Business Statistics, or BA 232 Business Statistics		3	
6.911 Computer Applications		4	
6.907 Advanced Programming		4	
6.902 Systems and Procedures			3
6.908 Special Problems in Data Processing Electives ¹	8	4	4
	<u>15</u>	<u>15</u>	<u>15</u>

*Courses may vary with approval of advisor

TOTAL: 92 units/credits

¹ Suggested business electives: Typing, Office Machines, Business Law, Intro. to Business.

Suggested Courses*

First Year	F	W	S
1.111, 1.112, 1.113 Communications, or Wr 121, 122, 123 English Composition	3	3	3
1.202, Mth 50 Mathematics, or Mth 101, 102 College Algebra and Trig	4	4	
2.766, 2.767, 2.768 Accounting, or 211, 212, 213 Prin. of Accounting	3	3	3
6.900 Data Processing Fundamentals, or BA 131 Intro. to Business Data Processing	3		
6.901 Intro. to Digital Computers, or CS 221 Digital Computers		3	
6.903 Intro. to Programming, or CS 223 Intro. to Numerical Computation			3
Social Science or Humanities Elective	3	3	3
	<u>16</u>	<u>16</u>	<u>15</u>

Forest Technology

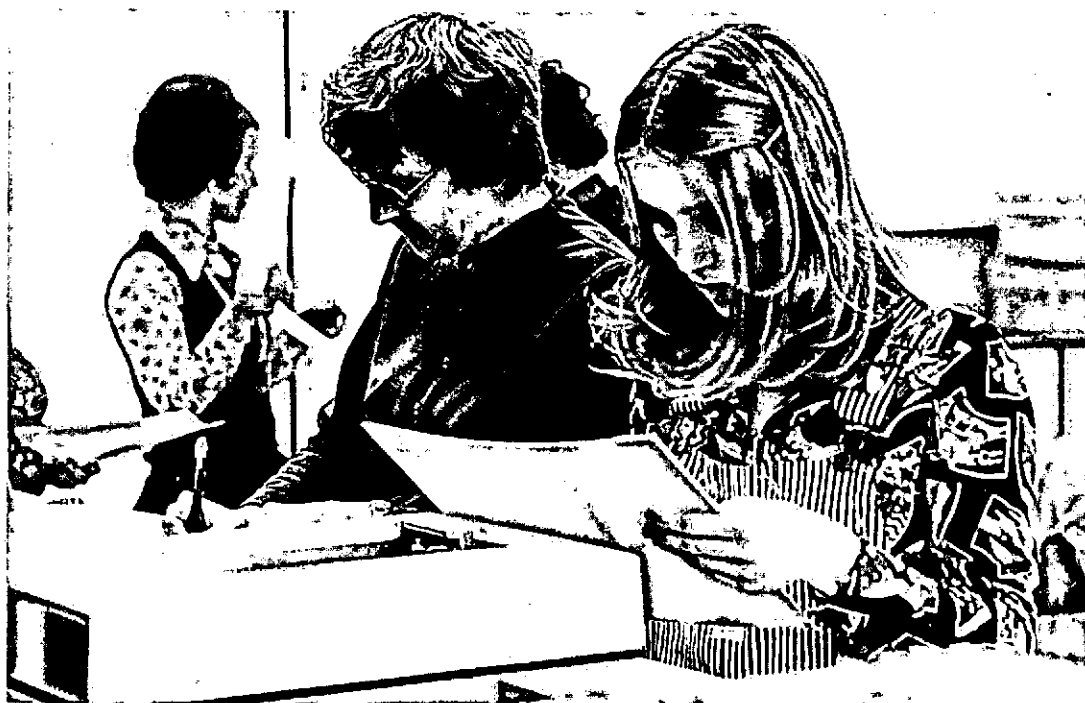
Forest Technology is a two-year program in which training in technical forestry is given in preparation for careers in government and industrial forestry. Completion of the program leads to the Associate in Science degree.

Students are prepared for entry level positions 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.

Enrollment in Forest Technology is limited to 40 new students in the first year of the program each year. Criteria for the selection of students in compliance with the equal educational opportunity act are currently being developed.

45



First Year	F	W	S
1.111, 1.112, 1.113 Communications, or Wr 121, 122, 123 English Composition	3	3	3
4.200 Basic Mathematics	4		
4.202, 4.203 Elements of Algebra I, II		4	4
6.401 General Forestry	3		
6.409 Forest Protection		3	
6.411 Logging Operations	3		
6.410 Forest Products Manufacturing		3	
6.407, 6.408 Forest Mensuration I, II		3	3
6.404 Elementary Forest Surveying			3
6.415 Dendrology (Tree Identification)	3		
6.449 Forest Botany, or Bot 201, 202, 203			4
	<u>16</u>	<u>16</u>	<u>17</u>

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
	<u>15</u>	<u>14</u>	<u>16</u>

TOTAL: 94 Credits

*Must include 1.120, 1.121, 1.122 Man and Society or Social Science courses equal to 9 credit hours.

Other suggested electives: 6.430 Fish and Wildlife Resources; 9.621 Fish and Forest Practices; 9.624 Fish and Wildlife Management; 9.623 Wildlife Management Lab Procedures; 9.628 Basic Land Surveying, Soils 100 Introduction to Soils.



Industrial Supervision

The Industrial Supervisory Training curriculum is designed for employed supervisors and others who wish to seek employment in a variety of supervisory positions. Most of the courses are scheduled during evening hours. The courses required for completion of the program are equivalent to a fulltime two-year program, but are extended over a period of years to meet the needs of daytime employed persons. Students are prepared for entry level positions which can lead to supervisory and management positions.

Completion of certain approved portions of the curriculum leads to a Certificate of Completion. By meeting additional requirements, a student can earn a Diploma. By completion of all required work, a student can earn an Associate in Science degree.

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

Two evening courses in core subjects are presently offered each term. Listed below are the requirements for the Certificate, the Diploma, and the Associate in Science degree.

Certificate	Credits
Wr 227 Report Writing, or Wr 214 Business English	3
9.500 Elements of Supervision	3
Psy 202 or 203	3
9.504 Developing the Employee through Training	3
9.506 Human Relations for Supervisors	3
9.508 Labor-Management Relations	3
TOTAL CREDITS	18

Diploma	Credits
1.111, 1.112, 1.113 Communications, or Wr 121, 122 English Composition and Wr 214 Business English or Wr 227 Report Writing	9
9.500 Elements of Supervision	3
Psy 202 or 203 General Psychology	3
9.504 Developing the Employee Through Training	3
9.506 Human Relations for Supervisors	3
9.508 Labor-Management Relations	3
9.512 Methods of Improvement for Supervisors	3
9.514 Cost Control for Supervisors	3
9.775 Supervision and Personnel Administration	3
HE 252 Standard First Aid	3

Electives from occupational courses in any of the technical or industrial curricula offered at Southwestern Oregon Community College.

TOTAL CREDITS 45

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

* Students taking the Communications sequence are advised to take Wr 227 or Wr 214 as part of their electives. Students taking the English Composition courses are advised to take a speech course as part of their electives.

Real Estate

A program in Real Estate is currently in the process of implementation. The program will offer the initial real estate certificate and will be consistent with Oregon Department of Education guidelines. Planned implementation will be Fall term, 1976.

Secretarial Technology

The two-year Secretarial Technology program is designed to prepare students for entry jobs leading to a variety of secretarial positions which may lead to supervisory or management positions. Successful completion of the program leads to the Associate in Science degree.

In addition to the basic courses of shorthand, typing, business mathematics, and office services and personnel, optional courses are available in business law, accounting, legal, and medical technology. After one year, work experience is frequently available in local business firms. A diploma is awarded after completion of the first year's courses.

First Year	F	W	S
1.111, 1.112, 1.113 Communications, or Wr 121, 122, 123 English Composition Typing according to placement Shorthand according to placement *	3 2 2-3	3 2 2-3	3 2 3
2.583, 2.584, 2.585 Office Services and Personnel I, II, III	3	3	3
BA 101 Intro. to Business			4
2.519 Business Machines	2		
6.900 Data Processing Fundamentals, or BA 131 Intro. to Business Data Processing	3		
6.910/CS 221 Intro. to Digital Computers		3	
2.509 Machine Transcription			2
Electives		3	
	15-16	16-17	17

*Two terms of personal shorthand plus one term of shorthand transcription, or three terms of Gregg shorthand.

Second Year	F	W	S
2.595, 2.596 Office Simulation Man and Society or Social Science	6 3	6 3	3
2.766, 2.767 Accounting I, II, or BA 211, 212 Principles of Accounting	3-4 3	3-4	3
2.320, 2.322 Business Law I, II Wr 214 Business English		3	
Electives			9
	15-16	15-16	15

TOTAL: 93-97 units/credits

Stenography

Stenography is a one-year program designed to prepare students for entry positions as clerk-stenographers. A diploma is awarded when course requirements are successfully met.

Students are prepared to take and transcribe dictation. Many types of clerical positions that include a need for shorthand skills in addition to other duties may be open to graduates. A stenographer can, by experience and additional training, advance to secretarial and supervisory positions.

Course work includes shorthand, typing, dictating and transcribing skills, office services and personnel, and business machines.



	F	W	S
1.111, 1.112, 1.113 Communications, or Wr 121, 122, 123 English Composition Typing according to placement*	3	3	3
Shorthand according to placement	2	2	2
2.583, 2.584, 2.585 Office Services and Personnel I, II, III	2-3	2-3	3
Man and Society or Social Science	3	3	3
2.519 Business Machines	3		2
Wr 214 Business English		3	
6.900 Data Processing Fundamentals, or BA 131 Intro. to Business Data Processing	3		
2.509 Machine Transcription			2
Electives		3	
Office Simulation or Work Experience			3
TOTAL: 50-52 units/credits	16-17	16-17	18

*Two terms of personal shorthand plus one term of machine transcription, or three terms of Gregg shorthand.

Educational Secretary

The educational Secretarial program is a two-year curriculum designed to prepare students for employment in a variety of educational offices. The curriculum was developed through cooperation of the advisory committee of the Oregon Association of Educational Secretaries. Completion of the program leads to an Associate in Science degree. A diploma is awarded after completion of the first year's work.

Courses include communications and psychology as well as basic courses in business technology. Electives include courses from the arts, sciences, and social science.

First Year	F	W	S
1.111, 1.112, 1.113 Communications Typing according to placement ¹	3	3	3
*2.766, 2.767, 2.768 Accounting I, II, III or *SS 111, 112, 113 Stenography I, II, III ¹ , or	2	2	2
2.560, 2.562 Personal Shorthand I, II, and			
2.547 Transcription	3-4	3-4	3-4
2.583, 2.584, 2.585 Office Services and Personnel I, II, III	3	3	3
2.250 Business Mathematics I			3
2.519 Business Machines		2	
9.506 Human Relations for Supervisors		3	
2.509 Machine Transcription	2		
HE 250 Personal Health	3		
Electives		1	1
	16-17	17-18	15-16
Second Year	F	W	S
Psy 201, 202, 203 General Psychology I, II, III	3	3	3
BA 131 Intro. to Business Data Processing	3		
9.764 Oregon School Law			3
SP 111 Fundamentals of Speech		3	
Wr 227 Report Writing		3	
2.341 Personal Finance			3
9.500 Elements of Supervision	3		
Wr 214 Business English			3
HE 252 First Aid	3		
Electives (Office Simulation or Work Experience recommended)	3	6	3
TOTAL: 93-96 credits/units	15	15	15

¹See *Typing-Shorthand Placement page*. *May be substituted for any subject specialty within the Education field.

Medical-Clerical

Medical-Clerical is a one-year program designed to train students for initial clerical employment in hospital medical clinics, doctors' offices and other medically oriented facilities. A diploma is awarded when course requirements are successfully met.

Specialized courses in this program include: Medical Secretary I, II; Medical Terminology I, II, III; Medical Transcription I, II.

	F	W	S
1.111 Communications	3		
Typing according to placement ¹	2	2	2
2.509 Machine Transcription	2		
2.583, 2.585 Office Services and Personnel I, II	3		3
6.900 Data Processing Fundamentals		3	
2.519 Business Machines			2
2.595 Office Simulation or Work Experience			4
Wr 214 Business English		3	
9.724, 9.725 Medical Secretary I, II	3	3	
9.723, 9.726, 9.728 Medical Terminology I, II, III	3	3	3
9.727, 9.729 Medical Transcription I, II		3	3
9.715 Elementary Bookkeeping I or equivalent	<u>2</u>	<u>3</u>	<u>3</u>
TOTAL 52 units/credits	18	17	17

¹See *Typing-Shorthand Placement page*.

Business Administration

The program outlined below, leading to the Associate in Arts degree in Business Administration, is generally transferable to major programs in business administration offered by institutions of the Oregon State System of Higher Education. Students should be able to complete requirements for the baccalaureate degree with two additional years of course work at those institutions.

Interested students should consult with their faculty advisors for more detailed information on requirements at specific four-year institutions.

Freshman Year	F	W	S
Wr 121; or 121, 122, 123 English Composition	3	(3)	(3)
BA 101 Introduction to Business	4		
Sp 111 Fundamentals of Speech		3	
Mathematics	4	4	4
Science sequence, or Humanities	3-4	3-4	3-4
Physical Education	1	1	
Personal Health			2-3
Electives	3-4	3-6	3-6
	15-17	15-17	15-17
Sophomore Year			
Ec 201, 202, 203 Principles of Economics	3	3	3
BA 211, 212, 213 Principles of Accounting	3	3	3
BA 226, Business Law	3		
BA 232 Introduction to Business Statistics		3	
CS 233 Introduction to Numerical Computation			4
Social Science	3	3	3
Physical Education	1	1	1
Electives	2-3	3	3
	15-16	16	17

Maximum Acceptable Credit: 108 hours

Bookkeeping and Clerical

331 Federal Income Tax I 3 Credits (3 Class Hrs/Wk)

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.

332 Federal Income Tax II 3 Credits (3 Class Hrs/Wk)

A continuation of Federal Income Tax I. Emphasis is placed on capital gains and losses, farm and miscellaneous income, income averaging, amended returns and partnership and corporations returns.

2.766 Accounting I 4 Credits (3 Class, 2 Lab Hrs/Wk)

A beginning course emphasizing the basic accounting application required for the complete accounting cycle of a small proprietorship.

2.767 Accounting II 4 Credits (3 Class, 2 Lab Hrs/Wk)

Accounting for purchases; sales, inventory; depreciation; single proprietorship, partnership and corporation; and adjusting and closing the books.

Prerequisite: 2.766 or instructors consent.

2.768 Accounting III 4 Credits (3 Class, 2 Lab Hrs/Wk)

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 Credits (3 Class Hrs/Wk)

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 instructor's consent.

2.771 Payroll Accounting 3 Credits (3 Class, 1 Lab Hr/Wk)

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 consent of instructor.

9.715, 9.716, 9.717 Elem. Bookkeeping I, II, III 2 Credits/term (1 Class, 2 Lab Hrs/Wk)

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

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

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

2.719 Governmental Accounting 3 Credits (3 Class Hrs/Wk)

An introduction to the specialized theory and functions of governmental accounting and the budgeting process.

BA 211, 212, 213 Principles of Accounting

3 Credits/Term

An introduction to the field of accounting; techniques of account construction; preparation of financial statements; application of accounting principles to practical business problems. Managerial concepts are emphasized. Courses must be taken in sequence.

Business Administration

2.120 Job Search Techniques 1 Credit (1 Class Hr/Wk)

A study of the local labor market; self-skilled analysis and personal evaluation; resumes; job references; job choices, contacts and employers; letters of application; application blanks; work documents; job interviews; job retention techniques, and employment services.

2.250 Business Mathematics I 3 Credits (3 Class Hrs/Wk)

This course consists of 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 Credits (3 Class Hrs/Wk)

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 1-4 Credits (5-20 Hrs/Wk)

General approved and supervised paid work experience in conjunction with major field of study. The student works from five to 20 hours per week in an on-the-job training arrangement (50 to 200 hours per term). Credit varies from 1-4 credits. A maximum of 12 credits is allowed toward an Associate in Science degree. 2.265 Work Experience Seminar must be taken concurrently.

2.264 Related Instruction 2 Credits (1 Class, 4 Lab Hrs/Wk)

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 Credit (1 Class Hr/Wk)

Discussion of on-the-job problems and procedures such as human relations, communications, company policies, work habits, attitudes, interviews, and resumes.

2.304 Fundamentals of Marketing 3 Credits (3 Class Hrs/Wk)

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 Credits (3 Class Hrs/Wk)

A general survey of the principles of efficient store organization and management. 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.

2.307 Advertising I 3 Credits**(3 Class Hrs/Wk)**

An introduction to advertising and the role it plays in business. Planning advertising programs, advertising budgets, media. Lay-out and copywriting as applied to the newspaper and direct media are studied. Topics are adjusted according to the needs of the class.

2.308 Advertising II 3 Credits**(3 Class Hrs/Wk)**

Planning and budgeting of advertising, choosing media, public relations, research and testing, advertising ethics, career possibilities. Topics are adjusted according to the needs of the class.

2.320 Business Law I 3 Credits**(3 Class Hrs/Wk)**

Forms and function of the law, application of the uniform commercial code which affects business decisions. Major emphasis is placed on decisions involving contracts, agency, employment, personal property, and negotiable instruments.

2.321 Business Law II 3 Credits**(3 Class Hrs/Wk)**

In this course, emphasis will be placed on bailments, sales, suretyship, guaranty, and income.

2.322 Business Law III 3 Credits**(3 Class Hrs/Wk)**

Emphasis in this course is on real property, partnerships and corporations, bankruptcy, and current social legislation.

2.341 Personal Finance 3 Credits**(3 Class Hrs/Wk)**

This is an interdisciplinary presentation designed to assist all students with problems involved in budgeting, income allocation, minor uses of credit, short term saving and investing, as well as major personal expenditures, and long term saving and investing.

2.330 Fundamentals of Salesmanship 3 Credits**(3 Class Hrs/Wk)**

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.

REAL ESTATE**2.338 Real Estate Appraisal 3 Credits****(3 Class Hrs/Wk)**

Study of methods of estimating the value of real property for determination of loan, market, and insurance values.

2.400 Real Estate Principles I 3 Credits**(3 Class Hrs/Wk)**

A fundamental course to prepare for entry into the real estate industry, Real Estate Principles I covers economic, social and legal bases of real estate instruments and property ownership. No prerequisites.

2.401 Real Estate Principles II 3 Credits**(3 Class Hrs/Wk)**

A continuation of Real Estate Principles I to further prepare the student for entry into the real estate industry. Includes a basic approach to brokerage and licensing as applied to the State of Oregon. Covers operating an office, selling, and advertising. Introduces the student to accepted standards of ethical conduct, property management, titles, valuation, and planning. 2.400 is not a prerequisite.

2.402 Real Estate Law 3 Credits**(3 Class Hrs/Wk)**

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 required as a prerequisite.

2.403 Real Estate Exam Review 3 Credits**(3 Class Hrs/Wk)**

A comprehensive review of real estate principles and law with particular emphasis on math problems, earnest money agreement, listing agreement, and closing statement. Specific preparation provided for taking and passing Oregon state broker's and salesman's license examination.

2.406 Real Estate Finance 3 Credits**(3 Class Hrs/Wk)**

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

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.

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

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

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

Forms and functions of the law, application of the uniform commercial code which affects business decisions involving contracts, agency, employment, personal property, and negotiable instruments.

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

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

BANKING**9.768 Principles of Bank Operations 3 Credits****(3 Class Hrs/Wk)**

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

9.769 Analyzing Financial Statements 3 Credits**(3 Class Hrs/Wk)**

This course reviews basic accounting principles, introduces concepts of the various financial statements and explains the basic methods of financial analysis.

9.770 Bank Management 3 Credits**(3 Class Hrs/Wk)**

Aid in developing managerial ability through an increased understanding of the problems confronting bank managers is provided in this course. It is intended to give the student a new perspective and a new concept of the duties and responsibilities of bank management. The course is concerned more with management principles and their application than with the technical tools used to put management decisions into operation. Prerequisite: Past or concurrent enrollment in 9.768 Principles of Bank Operation.

9.771 Law and Banking 3 Credits**(3 Class Hrs/Wk)**

An introduction to the basic American Law, presenting the rules

of law which underlie banking. Topics include jurisprudence, the court system and civil procedures, contracts, quasi-contracts, property, torts and crimes, agencies, partnerships, corporations, sales of personal property, commercial paper bank deposits and collections, documents of title, and secured transactions. Emphasis is on the Uniform Commercial Code.

9.773 Money and Banking 3 Credits
(3 Class Hrs/Wk)

A course designed primarily to promote the appreciation and comprehension of the functions of money and of banks in a modern economy, particularly in the United States. Includes the subjects of bank management and bank operations only as they effect monetary and credit conditions.

9.775 Supervision and Personnel Administration 3 Credits
(3 Class Hrs/Wk)

A study of the many aspects of responsibilities involved in the handling of personnel in a banking situation including supervision, human relations, training, discipline, appraisal, salary administration, cost control, etc.

9.776 Home Mortgage Lending 3 Credits
(3 Class Hrs/Wk)

This course presents the broad general principles of home mortgage lending. A combination of practical applications and theoretical material are blended in order to provide the student with an insight into bank management of home mortgage loans.

9.778 Bank Public Relations and Marketing 3 Credits
(3 Class Hrs/Wk)

An overview for all banking students of what everyone in banking should know about the essentials of bank public relations and marketing including communication, marketing and opinion research, advertising, government relations, etc.
Prerequisite: Past or concurrent enrollment in 9.768 Principles of Bank Operation.

9.779 Fundamentals of Bank Data Processing 3 Credits
(3 Class Hrs/Wk)

This course is designed to reach the broadest possible group of bank employees and students. The course introduces the subject and its history, demonstrating its natural growth out of tabulating systems into computer concepts and hardware. Systems design, programming basics and bank applications are introduced.

9.780 Trust Department Services 3 Credits
(3 Class Hrs/Wk)

A study and discussion of trust department services offered by various banking agencies. Wills, property rights, estates, trusts, guardianships, corporate trusts and agencies are studied, analyzed and discussed in relationship to laws and practices of general and local jurisdiction and application.
Prerequisite: Past or concurrent enrollment in 9.768 Principles of Bank Operation.

9.781 Installment Credit 3 Credits
(3 Class Hrs/Wk)

An introduction to installment credit that places emphasis on the methods commonly used by banks. Concentration will be placed on the following:

1. The banks' objective in granting credit;
2. The functions of a bank's credit department;
3. Credit administration;
4. Financing techniques;
5. Collection procedures.

9.782 Federal Reserve System 3 Credits
(3 Class Hrs/Wk)

The course reviews the background and history of the Federal Reserve System since its inception in 1913. Emphasis is placed on policy decisions in monetary, fiscal, and international areas.
Prerequisites: 9.773, Money and Banking; 9.768, Principles of Bank Operations; 9.770, Bank Management, or Instructor's consent.

9.783 Credit Administration 3 Credits
(3 Class Hrs/Wk)

This course reviews credit policies of banking institutions. Method of credit investigation and analysis, credit techniques, specific credit problems, and regular unusual types of loans are discussed and presented.
Prerequisite: Completion of 9.768, Principles of Bank Operations.

9.784 Bank Letters and Reports 3 Credits
(3 Class Hrs/Wk)

This course describes the various kinds of bank letters and reports both as between the bank and its customers as well as between banks. Many examples of bank letters, memoranda, agenda, resolutions, and reports are given for the student to use as a guide.
Prerequisite: Satisfactory completion of 9.768, Principles of Bank Operations.

Data Processing- Computer Technology

6.900 Data Processing Fundamentals 3 Credits
(3 Class Hrs/Wk)

An introduction to the field of Data Processing including history, basic concepts, unit record systems, electronic computer systems, programming systems, introduction to programming languages, current developments, implications and applications.

6.901 Introduction to Digital Computers 4 Credits
(3 Class, 2 Lab Hrs/Wk)

An introduction to the theory and operation of digital computers including basic theory and concepts, input and output, storage devices, central processing units, programming systems, operating systems and procedures and programming in a problem-oriented language.

6.902 Systems and Procedures I 3 Credits
(1 Class, 4 Lab Hrs/Wk)

An introduction to systems and procedures including organizational theory, documentation, coding and card design and control, graphic devices, feasibility studies, work analysis, and applications.

6.903 Programming 4 Credits
(3 Class, 2 Lab Hrs/Wk)

Included in this course are programming concepts, programming systems, programming a computer in a subject-oriented language (FORTRAN).

6.904 Systems and Procedures II 4 Credits
(2 Class, 4 Lab Hrs/Wk)

A continuation of Systems and Procedures I with emphasis on case studies and student projects.
Prerequisite: 6.902 Systems and Procedures I.

6.905 Programming 4 Credits
(2 Class, 4 Lab Hrs/Wk)

Development of programming skills in a second language (COBOL).

6.906 Data Processing Management 3 Credits
(3 Class Hrs/Wk)

Basic management concepts, organization of data processing staff, facilities, hardware, documentation, operation, control, cost analysis, management systems, management case studies and projects.
Prerequisite: Sophomore standing in Data Processing.

6.907 Programming 4 Credits
(2 Class, 4 Lab Hrs/Wk)

Course covers programming in assembly language, 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)** Variable
This course consists of individual problems and projects designed to meet the needs of the student. Consent of instructor is required.
- 6.909 Computer Operations** 4 Credits
(2 Class, 4 Lab Hrs/Wk)
Basic concepts and procedures, computer operations, peripheral devices, operating systems, terminals, timesharing, operational management, operations projects.
Prerequisite: 6.901 or CS 221, or consent of instructor.
- 6.911 Computer Applications** 4 Credits
(2 Class, 4 Lab Hrs/Wk)
The applications of electronic computers to the solution of data processing in such areas as inventory control, sales, analysis, payroll, production scheduling, banking, insurance, utilities, government, and manufacturing.
Prerequisite: Competency in a programming language or consent of instructor.
- 6.913 Computer Peripherals** 3 Credits
(2 Class, 2 Lab Hrs/Wk)
Introduction to the theory, function, operation and programming of computer support devices.
- 6.916 Mathematics for Data Processing** 3 Credits
(3 Class Hrs/Wk)
Number theory and systems, functions, systems of equations, Matrices, Linear Programming Concepts, Boolean Algebra, and an introduction to Numerical Analysis.
Prerequisite: Competency in algebra.
- 9.005 Computer Applications (TBA)** Variable
An introduction to computer applications in a particular occupational area. The seminar is designed to introduce the participant to the computer concepts and methods that are a necessary prerequisite to using the computer in a particular field. The course is designed primarily for professionals in an occupational field who have had no training or experience with computers.
- BA 131 Introduction to Business Data Processing** 3 Credits
(3 Class Hrs/Wk)
Concepts, elements and structure of business data processing systems, classifying, calculating, and reporting functions, programming, computer fundamentals.
- BA 231 Business Data Processing** 4 Credits
(4 Class Hrs/Wk)
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.
- CS 221 Digital Computers** 3 Credits
(3 Class Hrs/Wk)
An introduction to the theory and operation of digital computers including history, basic concepts, unit record systems, electronic computer systems, programming systems, introduction to programming languages, current developments, implications and applications.
- CS 233 Introduction to Numerical Computation** 3 Credits
(3 Class Hrs/Wk)
Basic principles of numerical computation, programming a computer in subject oriented languages with major emphasis on programming in an algebraic language (FORTRAN).
Prerequisite: Mth 101, or equivalent.
- CS 290 Assembly Language Programming** 4 Credits
(4 Class Hrs/Wk)
Principles of programming in an assembly language; introduction to information processing techniques and programming a variety of problems.
Prerequisite: BA 131/6.900 or equivalent.

- CS 199/CS 299 Independent Studies in Computer Data Processing** Variable

Forest Technology

- 6.401 General Forestry** 3 Credits
(3 Class Hrs/Wk)
The development of forestry in the United States is reviewed with reference to its European heritage. The course will also look at the history of forest management as well as multiple use concepts.
- 6.404 Elementary Forest Surveying** 3 Credits
(2 Class, 4 Lab Hrs/Wk)
An elementary course in the basic fundamentals of plane surveying, as well as the use of various surveying instruments. The theory of field measurements, bearings, angles, and azimuths emphasized.
- 6.405 Advanced Forest Surveying** 3 Credits
(2 Class, 4 Lab Hrs/Wk)
Designed to follow Elementary Forest Surveying. The application and use of more precise engineering instruments will be developed. Engineering procedures used in road design and construction will be covered.
- 6.406 Forest Engineering** 4 Credits
(3 Class, 4 Lab Hrs/Wk)
This course is a study of forest engineering procedures with particular emphasis on road design and location. Lab projects will include the actual designing of a road.
Prerequisites: 6.404, 6.405.
- 6.407, 6.408 Forest Mensuration I, II** 3 Credits
(2 Class, 4 Lab Hrs/Wk)
This course is designed to teach the student the basic skills and principles of forest measurements. The course will include cruising, scaling, volume measurements, log and tree grading, and the use of laboratory will include application of classroom principles in the field to measure actual forest stands.
- 6.409 Forest Protection** 3 Credits
(2 Class, 4 Lab Hrs/Wk)
The course will describe the destructive agents in the forest including disease, insects, animals and fire. Emphasis will be placed on the identification of insect and disease organisms and control measures. Fire will be discussed as it relates to prevention, suppression, and suppression. Laboratory period will examine these agents and various control procedures.
- 6.410 Forest Products Manufacturing** 3 Credits
(2 Class, 4 Lab Hrs/Wk)
Basic logging methods, costs and techniques will be studied in this course. The laboratory portion will include observation of various local woods operations and types of logging systems.
- 6.411 Logging Operations I** 3 Credits
(2 Class, 4 Lab Hrs/Wk)
This course will deal with the history and development of forest harvesting operations in the United States. The laboratory portion will consist of visits to various lumber and plywood plants to make observations and comparisons.
- 6.414 Forest Contracts (Mapping)** 3 Credits
(2 Class, 4 Lab Hrs/Wk)
The basic forms of forest contracts and their functional administration will be dealt with in this course. Also covered will be forest mapping as it relates to forest contracts.
- 6.415 Dendrology** 3 Credits
(2 Class, 4 Lab Hrs/Wk)
A basic course in the identification of woody plants found in this local region and a study of the major forest species and the ecological features in their range.

6.416 Aerial Photogrammetry 3 Credits**(1 Class, 4 Lab Hrs/Wk)**

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

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

An introductory course which provides study of 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.

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

An introductory course in outdoor recreation which covers the needs and demands of the general public for use of forest resources of recreation. The economic factors involved in recreation as well as the planning and design of recreational facilities will be discussed.

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

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

Prerequisite: 6.417 Silviculture.

6.430 Intr. to Oregon's Fish and Wildlife Resources 3 Credits**(3 Class Hrs/Wk)**

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

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

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

Prerequisite: 6.409, Forest Protection or consent of instructor.

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

A study of some of the basic principles of plant science as related to forestry.

Prerequisite: Admission to a curricular program in Forest Technology.

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

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

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

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

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

The student will be introduced to the aquatic stream environment and stream management with emphasis on the relationship between water quality and fish and forest practices. Pertinent state and federal statutes 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/Geog 120 Map Construction 3 Credits**(3 Class, 3 Lab Hrs/Wk)**

A general introduction to map interpretation and construction.

Soil 100 Introduction to Soils and 3 Credits**their Relation to****Forest Land Management****(3 Class Hrs/Wk; 2 Field Trips)**

A study of the nature and properties of soils. Soil classification and formation; soil features and behavior in relation to land use, and soil interpretations, watersheds and forest land management are studied in the course.

Industrial Supervision

9.000 Occupational Safety and Health 1 Credit**(1 Class Hr/Wk)**

A course to inform business managers and supervisors of methods of eliminating or reducing conditions that are hazardous to the safety and health of personnel. Special emphasis will be placed on the Occupational Safety and Health Act of 1970 (Williams-Steiger Act), and new State of Oregon compliance regulations.

Topics covered in the course include: Safety concepts, statistics; human elements, hazard recognition; methods of control; personal protective equipment; safety inspection procedures, and safety training.

9.500 Elements of Supervision 3 Credits**(3 Class Hrs/Wk)**

A basic introductory course covering in general terms the total responsibilities of supervisors in industry such as organization, duties and responsibilities, human relations, grievances, training, rating, promotion, quality-quantity control, and management-employee relations.

9.503 Oral Communications 3 Credits**(3 Class Hrs/Wk)**

A study of the communications process; effective speaking and listening; kinds of supervisory communications; saying what is meant, including oral versus written communications. Understanding what is communicated as related to intent and effect. Conference leading and practice for supervisors.

9.504 Developing the Employee Through Training 3 Credits**(3 Class Hrs/Wk)**

The supervisor's responsibility for developing employees through training. Orientation and induction. Vestibule and on-the-job techniques. Job instruction principles. Apprenticeship training. Technical training. Supervisory training and management development. Use of outside agencies. Advisory committees.

9.506 Human Relations for Supervisors 3 Credits**(Developing Supervisory Leadership)****(3 Class Hrs/Wk)**

The practical application of basic psychology in building better employer-employee relationships by studying human relations techniques.

9.508 Labor-Management Relations 3 Credits**(3 Class Hrs/Wk)**

This course traces the development of unionism in the United States. Attention is given to the roles of labor and management in collective bargaining. A review of labor and management legislation is correlated with the development of unionism. Labor organization disagreement, arbitration, conciliation and problems of labor are also studied.

9.512 Methods Improvement for Supervisors 3 Credits**(Work Simplification)****(3 Class Hrs/Wk)**

The supervisor's responsibility for job methods improvement. The basic principles of work simplification. Administration and the problems involved. Motion study fundamentals for supervisors. Time study techniques.

Secretarial Science

- 9.514 Cost Control for Supervisors** 3 Credits
(3 Class Hrs/Wk)
Topics covered in this course include how costs are determined in industry, cost control and its functions, and the supervisor's responsibility for costs. Also discussed are factors in cost control; costs, materials, waste, salvage, quality control, quantity control, and control of time.
- 9.518 Organization and Management** 3 Credits
(3 Class Hrs/Wk)
The supervisor's responsibility for planning, organizing, directing, controlling, and coordinating. Acquaints the supervisor with the basic functions of an organization and 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.
- 9.524 Management Controls and the Supervisor** 3 Credits
(3 Class Hrs/Wk)
Basic principles of controls. Delegation of responsibility through the use of controls. The purpose and objectives of controls, manufacturing costs, quality control, quantity control, production control, control over materials, control over personnel and organization.
- 9.718 Bookkeeping and Records for Small Business** 3 Credits
(3 Class Hrs/Wk)
The course is designed for the independent businessman who wishes to maintain his own accounting records or wishes to better understand records kept partially or entirely by an outside agency.

- 0.591 Personal Typing** 1 Credit
(1 Class, 4 Lab Hrs/Wk)
Personal typing is a beginning course for students with no previous typing instruction, who wish to learn the touch system of typewriting for personal use. Emphasis will be on keyboard introduction and skill development.
- SS 121/2.501 Typing I** 2 Credits
(1 Class, 4 Lab Hrs/Wk)
This is a beginning typewriting course designed for students who have had no previous typing instruction. Included are introduction to the keyboard, using the touch system of typewriting; building speed and accuracy; machine manipulation; centering; tabulations and letters. The student receives individualized instruction with the aid of slide-tape presentations and skill-building tapes, and completes the course at his own pace.
- SS 122/2.503 Typing II** 2 Credits
(1 Class, 4 Lab Hrs/Wk)
Intermediate Typewriting — review and advanced work in letters, statistical statements, and general secretarial typing are included. Increased emphasis on number speed and accuracy building. The student receives individualized instruction with the aid of slide-tape presentations and skill-building tapes, completing the course at his own pace.
Prerequisite: SS 121/2.501.
- SS 123 Typing III** 2 Credits
(1 Class, 4 Lab Hrs/Wk)
Advanced Typewriting — increased emphasis on production assignments including specialized correspondence, manuscripts, statistical tables, typing from rough draft. The student receives individualized instruction with the aid of slide-tape presentations and skill-building tapes, completing the course at his own pace.
Prerequisite: SS 122/2.503.

- SS 124/2.507 Typewriting — Speed and Accuracy** 2 Credits
(1 Class, 4 Lab Hrs/Wk)
Specifically designed for those students who need to develop greater speed and accuracy, the course is a review of simple production including letters, tables and manuscripts.
Prerequisite: SS 121/2.501 or equivalent.
- 2.509 Machine Transcription** 2 Credits
(1 Class, 4 Lab Hrs/Wk)
The study of transcribing machines and their mechanical operation; listening to and transcribing pre-dictated material. Review of typing skills, punctuation, mechanics of writing, use of dictionary and styles of business papers. Introduction to dictating skills.
- 2.511 Mag Card-Automatic Typewriter** 1 Credit
(1 Class, 4 Lab Hrs/Wk)
An advanced course dealing with use of the Magnetic Card Automatic Typewriter. Emphasis is placed on understanding the automatic features of the typewriter and the decision making required to operate a Mag Card machine.
- 2.519 Business Machines** 2 Credits
(1 Class, 3 Lab Hrs/Wk)
Use of adding machines and calculators to develop speed and accuracy in computing business problems and the four fundamentals of mathematics.
- 2.522 IBM Key Punch** 2 Credits
(6 Lab Hrs/Wk)
This course provides instruction in the basic operation of the IBM Key Punch to transcribe original data to punched cards including preparation program cards.
- 2.541, 2.543, 2.545 Gregg Shorthand I, II, III** 3 Credits/Term
(2 Class, 3 Lab Hrs/Wk)
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—Speed production of mailable transcription including review of grammar, spelling and punctuation. Speed reading of shorthand notes. Development of speed dictation.
Prerequisite: 2.501, 2.503, 2.505, taken concurrently or consent of instructor.
- 2.560, 2.562 Personal Shorthand I, II** 2 Credits/Term
(2 Class, 2 Lab Hrs/Wk)
2.560—Introduction to an all-alphabetic shorthand system that uses only the 26 letters of the longhand alphabet. Appropriate for personal use or for vocational application.
2.562—A Continuation of Personal Shorthand I. Theory and brief form mastery; dictation and transcription of more advanced methods of abbreviation; additional skill development in reading and writing of student notes; review of grammar, spelling and punctuation and vocabulary specialization in a vocational area of special interest to the student.
- 2.583, 2.584, 2.585 Offices Services and Personnel I, II, III** 3 Credits/Term
(2 Class, 3 Lab Hrs/Wk)
A sequence of courses to present knowledge of office clerical and personnel practices and equipment, together with study of personal management. Courses can be taken in any sequence.
2.583—Personal relations in the office. Personal management. The study of the organizational structure of personnel.
2.584—Organization of work, office hospitality, travel arrangements, postal procedures, telephone responsibilities, development of business forms, bank services.

2.585—Alphabetic, geographic, numerical filing; duplicating processes including spirit, mimeograph, multilith and copying machines; office records management including retrieval systems, microfilms, micro-fiche.

2.595, 2.596 Model Office Simulation I, II 6 Credits/Term
(1 Class, 9 Lab Hrs/Wk)

2.595—A class which provides a realistic office atmosphere for students to practice business skills and to develop work habits, character traits and attitudes acceptable in the business community.

2.596—Continuation of Model Office Simulation I.

9.703 Typing Refresher 2 Credits
(1 Class, 3 Lab Hrs/Wk)

A continuation of 2.501. Individual units of study for those desiring to expand 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 Refresher 3 Credits
(2 Class, 2 Lab Hrs/Wk)

Individual units of study for use of persons desiring to extend their present shorthand ability. Students may choose one or more of the following units: 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 3 Credits/Term
(2 Class, 3 Lab Hrs/Wk)

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 mailable transcription.

SS 113—Speed production of mailable transcription including review of grammar, spelling and punctuation. Speed reading of shorthand notes. Development of speed dictation.

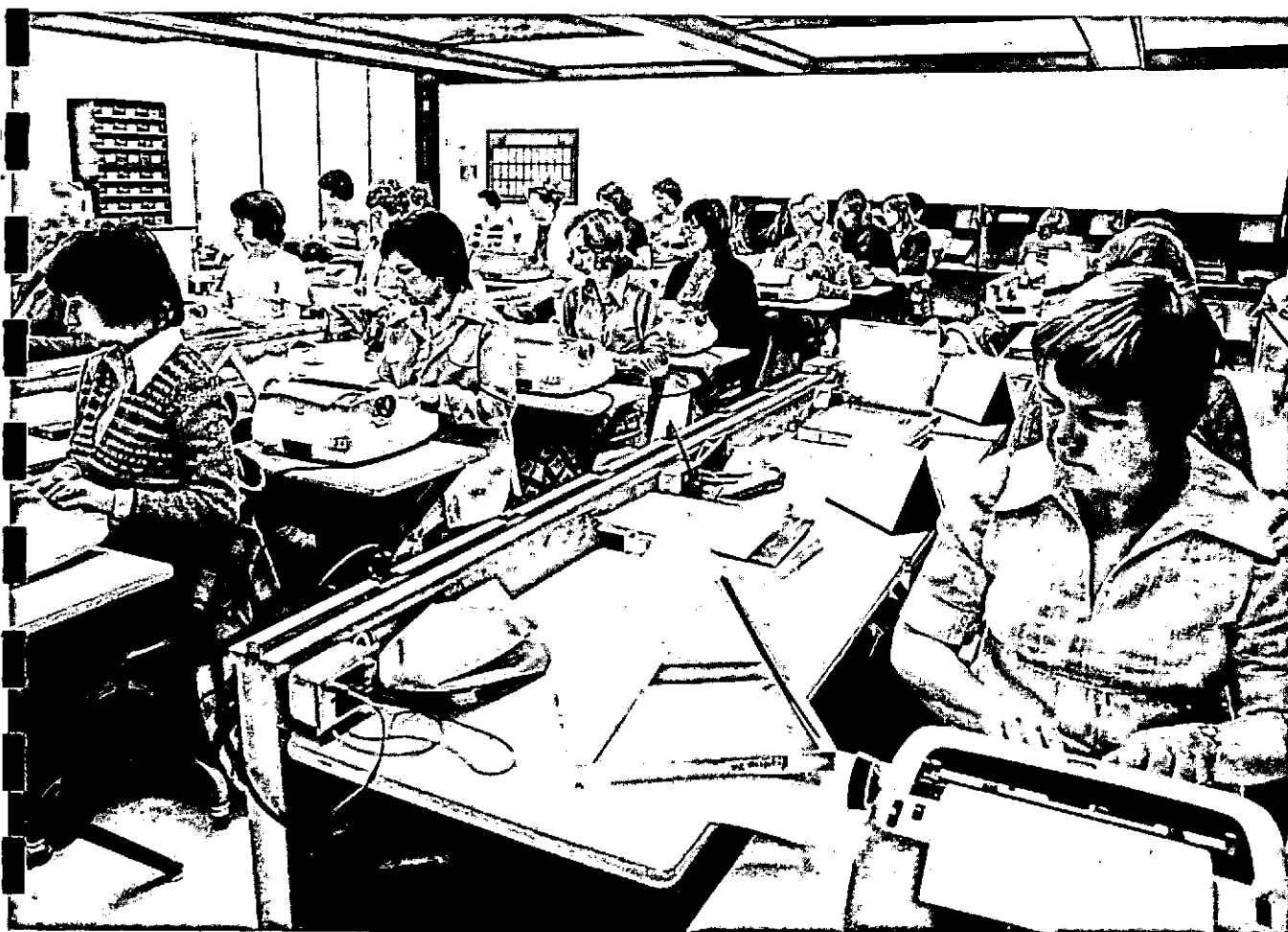
Prerequisite: SS 121, 122, 123 taken concurrently, or consent of instructor.

9.723, 9.726, 9.728 Medical Terminology I, II, III 3 Credits/Term
(3 Class Hrs/Wk)

9.723—Introduction to Medical Terminology — to the human body and its major systems and their functions. Course includes medical prefixes, suffixes, word stems and combining forms. Study of each system is categorized into additional prefixes and suffixes, diagnostic, symptomatic and operative terminology.

9.726—A continuation of 9.723 with greater attention paid to anatomical detail, primarily in essentials of human anatomy and physiology. Medical Terminology II and III will cover all systems introduced in Medical Terminology I and will include intensified spelling drills of terms pertinent to each system.

9.728—Medical Terminology III is a continuation of Medical Terminology II, and includes a more intensified coverage of anatomy, structures, glands and organs.



9.724, 9.725 Medical Secretary I, II 3 Credits/Term
(3 Class Hrs/Wk)

9.724—Introduction to the medical office: telephone management, appointment book, recognizing medical emergencies, art of handling patient's financial records, basic medical records, collections and insurance forms.

9.725—Continuation of medical office management to include diseases and operations most often used in office, office housekeeping, money management, sterilization, grooming, medical emergencies, letters, mail management, examination of patient, payroll, and drugs and medications.

9.727, 9.729 Medical Transcription I, II 3 Credits/Term
(3 Class Hrs/Wk)

The reports required of a medical transcriptionist are many and varied, necessitating a workable knowledge of medical terminology and accurate, but fast, typing.

9.727—Medical Transcription I will introduce the student to the simpler forms of medical transcription.

9.729—A continuation of Medical Transcription I. The material is more specialized and the terminology more complex.

9.764 Oregon School Law for Educational Secretaries 3 Credits
(3 Class Hrs/Wk)

The course covers the legal framework for education, creation and administration of school districts, pupil control, teachers and other personnel; tort and contractual relations and conduct of schools generally.

9.280 Business Seminar: Insurance Office Procedures 2 Credits
(2 Class Hrs/Wk)

The course is designed for beginning employees of insurance offices, students who may wish to seek employment in an insurance office, and others interested in the subject matter. Included in the course are discussions of fundamental insurance coverages available, as well as bookkeeping and office procedures related to the insurance industry.

9.735 Forms and Procedures for Legal Secretaries I 3 Credits
(3 Class Hrs/Wk)

A review of the responsibilities and functions of the legal secretary is provided in this course. Preparation of court and non-court legal documents and their interpretation are discussed. Jurisdictional responsibility of various courts and knowledge of legal library research and terminology are covered.

9.737 Forms and Procedures for Legal Secretaries II 3 Credits
(3 Class/Lab Hrs/Wk)

Basic pleading, and forms and procedures for general practice are taught in this course. Special procedures and problems presented by probate and administration of estates; income, gift, property, and estate taxation are covered. Also included are incorporation and stock issues before the Oregon Corporation Division and the Federal Securities and Exchange Commission, inter vivos and testamentary estates, guardianships, and divorce property settlements.

Southwestern Oregon Community College

Coos Bay

Information on registration, academic requirements, student services, and college governance are contained in Section I, the General Information section of the catalog.

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Section IV

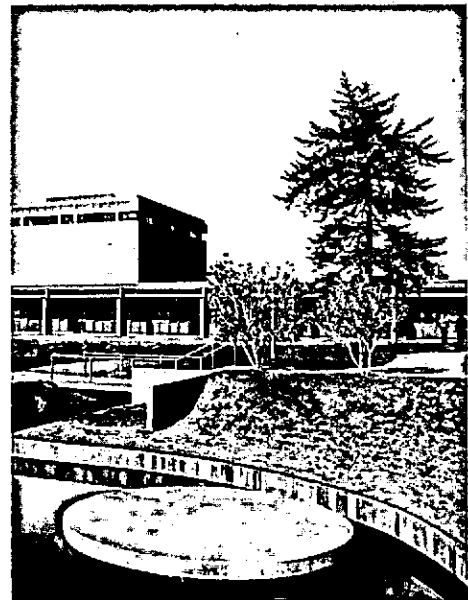
Division of **ENGLISH**

Course Offerings

Writing
Grammar
Communications
Journalism
Literature
Philosophy

Full Time Faculty

Thomas Humphrey, Chairman
Phillip Anderson
Robert Bower
Edward Chilla
Mary Curtis
Bernell Meacham
Erik Muller
John Noland
Robert Shepard
Jack Swearingen
Kathy Woolley



The Division of English at Southwestern Oregon Community College offers courses in Writing, Communications, Journalism, Literature and Philosophy. 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.

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Writing

0.525 College Basic Writing

(5 Class Hrs/Wk)

4 Credits/Term

Help with basic problems in writing. The course is designed to help the student write correct sentences and well developed and organized paragraphs. Frequent writing assignments and conferences with the instructor are regular parts of the course. Course may be repeated for credit. This course is not to be substituted for Communications or English Composition.

Wr 121, 122, 123 English Composition

(3 Class Hrs/Wk)

3 Credits/Term

The fundamentals of English Composition; frequent writing assignments with special attention given to organization and development.

Wr 121: description, narration, exposition; Wr 122: exposition, opinion, persuasion; Wr 123: research paper. Wr 227 may substitute for Wr 123. The courses must be taken in sequence.

(See College Basic Writing, 0.525 for opportunities to review and develop basic writing skills, including sentence and paragraph writing, spelling and punctuation.)

Wr 214 Business English

(3 Class Hrs/Wk)

3 Credits/Term

A study of practice in modern business communication, especially written communication.

Prerequisite: Wr 121, 1.111, or instructor's consent.

Wr 227 Report Writing

(3 Class Hrs/Wk)

3 Credits/Term

Study of and practice in research and writing for technical and specialized disciplines. Emphasis is placed on information gathering, problem solving, organization and mechanics of reports including articles, abstracts, memoranda, and correspondence. The student will write reports in his chosen discipline. Wr 227 may substitute for Wr 123.

Prerequisite: Wr 121, 1.111, or instructor's consent.

Wr 241, 242, 243 Introduction to Imaginative Writing

(3 Class Hrs/Wk)

3 Credits/Term

This course develops skills in writing prose, fiction, poetry and plays. Student work is discussed in class along with non-student work in order to demonstrate and develop techniques of imaginative writing. See instructor to find major emphasis for each quarter. This course may be taken in any order.

Wr 244 Writing for Television

(3 Class Hrs/Wk)

3 Credits/Term

This course develops skills in writing TV scripts. Students work as directors, actors and cameramen to gain a rudimentary understanding of the production end of TV writing. Students practice writing their own short original scripts which are then produced in the classroom.

Grammar

0.767 Intro. to History and Grammar of English

(3 Class Hrs/Wk)

3 Credits/Term

The basic fundamentals of English Grammar, including spelling, punctuation and capitalization, are studied for the purpose of improving the student's use, understanding and appreciation of standard American English. The history of the language and of some of the forces that influence it are also studied.

Communications

1.111, 1.112, 1.113 Communications

(3 Class Hrs/Wk)

3 Credits/Term

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

the course stresses a different skill: 1.111, Writing; 1.112, Speech and Listening; 1.113 Reading. Taking the course in sequence is recommended but not required.

Journalism

J 211, 212, 213 Introduction to Mass Communications

(2 Class Hrs/Wk)

2 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. J 211 focuses on the history and development of the American newspaper, from large city daily to small town weekly. Alternate media — the specialized press, broadcasting and film — are also surveyed. J 212 examines the technology of producing newspapers, magazines and radio and television broadcasts. Field trips to local printing and broadcast facilities are included. J 213 examines contemporary issues as they relate to mass media: violence on TV, governmental regulation, public access, minority groups and media. The courses may be taken in any order.

J 215 Journalism Laboratory (Newspapers)

(1 Class Hr/Wk)

1 Credit/Term

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

J 216 Reporting I

(2 Class Hrs/Wk)

2 Credits/Term

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

J 217 Reporting II

(2 Class Hrs/Wk)

2 Credits/Term

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

Prerequisites: Reporting I or consent of instructor.

J 218 Copy Editing and Makeup

(2 Class Hrs/Wk)

2 Credits/Term

Copyreading, headline writing, proofreading and makeup. No prerequisites.

J 199 Special Projects in Journalism

TBA

J 299 Independent Study in Journalism

TBA

Literature

0.531 Literature of Contemporary Concerns

(2-3 Class Hrs/Wk)

2-3 Credits/Term

A study of contemporary themes, problems and personalities reflected in literature, this course enables the student to examine contemporary concerns and literature together. Each course offering is subtitled to indicate the special subject of study.

0.532 Literature of Oregon

(2 Class Hrs/Wk)

2 Credits/Term

Literature written by or about Oregonians or set in Oregon. The state's rich literary heritage offers the student a variety of presentations and interpretations of regional life. What does it mean to live, work and play in Oregon? Why has Oregon represented a "promised land" to so many? The course will help the student to answer such questions and to reach new understandings of Oregon books and writers. The course is offered with indication of works to be studied.

0.534.1, 0.534.2, 0.534.3 Appreciation of Literature 3 Credits/Term
(3 Class Hrs/Wk)

Three courses designed to introduce the student to three major forms of literature and to increase his appreciation for and understanding of these forms. Prose, 0.534.1; drama, 0.534.2; poetry, 0.534.3 The courses may be taken in any order.

0.536 Shakespeare: Ashland 3 Credits/Term
(3 Class Hrs/Wk)

A detailed examination of the Shakespeare plays being produced at Ashland with emphasis on understanding and appreciating Elizabethan culture. The class will attend the plays at Ashland.

0.895 Literature for Your Child 2 Credits/Term
(2 Class Hrs/Wk)

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.

Eng 101, 102, 103 Survey of English Literature 3 Credits/Term
(3 Class Hrs/Wk)

A chronological survey of English literature from its beginnings to the present. Major works and major writers are studied, as well as their backgrounds, which will be useful in the study of other literature and other fields of cultural history. The course is recommended for majors in English, History, and Library Science. Eng 101: Anglo Saxon beginnings through the Renaissance; Eng 102: Seventeenth Century to Romantics; Eng 103: Nineteenth and Twentieth Centuries. Sequence order recommended, but not required.

Eng 104, 105, 106 Introduction to Literature 3 Credits/Term
(3 Class Hrs/Wk)

An introductory course designed to teach the student life-long skills of critical reading and appreciation of literature. The quarters are separated according to type of literature, and in each quarter literature is drawn from a variety of authors, times and countries. Eng 104: Prose; Eng 105: Drama; Eng 106: Poetry. Eng 104 is the recommended beginning quarter, but taking the course in sequence is not required.

Eng 107, 108, 109 World Literature 3 Credits/Term
(3 Class Hrs/Wk)

A chronological study of the literary and cultural foundations of the Western world through the analysis of a selection of masterpieces of literature, ancient and modern. The readings include European and American works and may, depending on the instructor, include some non-Western literature. A student may wish to take this course and History of Western Civilization concurrently. Sequence order is recommended but not required.

Eng 201, 202, 203 Shakespeare 3 Credits/Term
(3 Class Hrs/Wk)

A study of Shakespeare's major plays intended as an introduction to Shakespeare's work, his times and culture, and the history of production and criticism of his plays. Recommended for majors in English and Theater. The course may be taken in any order.

Eng 206, 207, The Holy Bible as Literature 3 Credits/Term
(3 Class Hrs/Wk)

Selected books of the King James Version of the Old and New Testaments are read and studied in relation to their historical and cultural contexts in order to develop an appreciation of their literary qualities. Comparisons are made between different versions of the American and English Bible. A study is made of the Bible's influence on writers such as John Milton, Herman Melville, William Faulkner, Archibald MacLeish and Neil Simon.

Eng 253, 254, 255 Survey of American Literature 3 Credits/Term
(3 Class Hrs/Wk)

This chronological survey of American Literature helps the student to investigate what is "American" in selections of native literature. Do the works share common themes, techniques, characters and mythical foundations? The student will be encouraged, through extensive reading and intensive discussion, to find his own answers to these and similar questions. Note: the student taking this course should have some prior experience in reading and discussing literature. The student may want to take this course and History of the United States concurrently. Sequence order is recommended but not required.

NOTE: The student interested in developing reading speed and comprehension should see the reading courses listed on page 20.

Philosophy

Phil 201, 202, 203 Problems of Philosophy 3 Credits/Term
(3 Class Hrs/Wk)

An introduction to the study of major philosophers, including Plato, Aristotle, St. Thomas Aquinas, Berkeley, Kant, Kierkegaard, William James, and Sartre. Corollary readings include the works of major European and American novelists, including Melville, Tolstoy, Dostoevsky, Faulkner, Camus, Henry James and Gide. Phil 201 is concerned with ethics; Phil 202 with religion and politics; Phil 203 with theory of knowledge and metaphysics. May be taken in any order.

Southwestern Oregon Community College

Coos Bay

Course Offerings

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



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Section V

Division of LIFE SCIENCES

Full Time Faculty

Ronald Lilienthal, Chairman
Ben Fawver
Charles Francis
Michael Hodges
Charles Hower
Beverly Kemper
Alta Morgan
James Shumake
John Speasl
Veneita Stender
Helen Weber

Information on registration, academic requirements, student services, and college governance are contained in Section I, the General Information section of the catalog.

The Division of Life Sciences provides program offerings in Agriculture, Biology, Botany, Chemistry, Home Economics, Nursing, Physical Education and Health, and Zoology. This wide spectrum of courses is designed both for the lower division transfer student planning to continue on to a four-year college or university degree program, and for those who are interested in improving their knowledge in a more limited field. Successful completion of the Nursing program leads to the opportunity for licensing as a Practical Nurse or a Registered Nurse by the Oregon State Board of Nursing.

Career Ladder Nursing Program

Three levels of attainment are possible to students in the College's Nursing Program. In the first quarter of study students learn the skills and functions of a Nurses' Aide. At the end of the first year, successful students receive a Practical Nurse diploma and are eligible to take State Board of Nursing examinations for Licensed Practical Nurse. Those students who successfully complete the second year of the program receive an Associate in Science degree and are eligible to take the State Board examinations for Registered Nurse.

The nursing curriculum includes specific general education as well as nursing courses, and practice in a variety of clinical agencies.

Tuition and student activity fees total \$102 per quarter. Fifty dollars of the tuition is due when notice of acceptance into the program is given, and the balance is due 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 receive a 50% tuition reduction, and Powers students 100% tuition offset. All students are required to pay the \$12 student activity fee.

In addition to tuition costs, nursing students must provide their own uniforms, white shoes, bandage scissors and a watch with a sweep second hand. Second year nursing students will also be required to pay their own living expenses for a one-week session in psychiatric nursing conducted at the Roseburg Veterans Hospital.

Admission to the Nursing Program at Southwestern Oregon Community College will be limited to fifteen (15) new students in the first year of the program. Preference will be given to in-district students.

Students seeking admission to the Nursing Program must conform to the regular College admission requirements and should, by April 30 of the year prior to starting the program:

A. First Year:

1. have a high school diploma or its equivalent;
2. have completed one year of high school chemistry or the equivalent with satisfactory grades;
3. have completed high school algebra or general mathematics or the equivalent with satisfactory grades;
4. have submitted to the Office of Admissions a copy of high school grade transcript and transcripts from any college(s) attended;
5. have mailed to the Office of Admissions three letters of personal reference, preferably from employers or teachers;
6. have completed the placement test with the minimum standard scores on the basic skills subtests acceptable for consideration of entry into the program which will be as follows:

Reading	50
Sentences	50
Mathematics	
Test "C"	50
Test "D"	50
(Part One)	

Exceptions in one or more of these subtests may occasionally be made if other indicators strongly suggest success in the program.

Those applicants who meet the criteria established above will become part of a pool of apparently qualified applicants. A random drawing will be held to select fifteen (15) applicants from this pool. The Nursing Admission Committee will hold an interview with each selected applicant for advising purposes. Following the interview, applicants will be conditionally accepted into the program. Five (5) alternates will be selected during the same drawing. If an applicant can not enter the program, first priority will go to the alternates in the order in which they were drawn. Final acceptance of successful applicants will be granted after a physical examination, which indicates a level of good health sufficient to provide nursing care, is completed and the results filed with the Office of Admissions.



Accepted applicants will be required to make a deposit of fifty dollars (\$50) by July 1st. This amount is not refundable though it applies to the tuition when the student registers.

B. Second Year

1. have completed requirements of the first year of the program with satisfactory grades;
2. a limited number of openings to the second year are available to graduates of a terminal Licensed Practical Nursing Program who satisfactorily complete the following courses before being admitted: Biology 121 and 122 (two quarters of Anatomy and Physiology), Biology 123 (Microbiology), Psychology III (Personality and Development), and Psychology 213 (Human Growth and Development). The vacancies available will be filled by the same random process explained above.

Successful completion of the courses and State Board exams qualifies the student for employment in a variety of positions in the health field. Courses include study in social and life sciences, humanities and all aspects of nursing as well as clinical experiences in a variety of acute care areas, long term care, and community agencies.

FIRST YEAR	F	W	S	Su
Nsg 100 Medical Vocabulary	2			
Bi 121, 122 Anatomy & Physiology I, II	4	4		
Psy III Personality & Development	3			
Nsg 138 Practical Nutrition	2			
Nsg 101, 103, 104 Nursing of Adults	4	5		9
Psy 213 Human Growth & Development		3		
Nsg 102 Pharmacology		3		
Wr 121 English Composition			3	
Bi 123 Microbiology			4	
Nsg 105 Pediatric Nursing			3	
Nsg 106 Maternity Nursing			3	
	15	15	13	9
SECOND YEAR				
9.405 Chemistry for Nurses	4			
Soc. 104 Introduction to Sociology	3			
Nsg 201 Advanced Pediatrics	4			
Nsg 202 Advanced Maternity	4			
Psy 203 General Psychology		3		
Wr 122 English Composition		3		
Nsg 203, 205, 207 Nursing of Adults		9	9	4
Nsg 204 Mental Health Nursing			4	
Nsg 206 Trends in Nursing			2	
	15	15	15	4

TOTAL CREDITS: 101

Agriculture

3.325 Indoor Plants Workshop .5 Credits
(9 Class, 2 Lab Hrs/Term)

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

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

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

9.801 Bees and Beekeeping 1.5 Credits
(16 Class, 8 Lab Hrs/Term)

This course is designed for beginning and intermediate beekeepers, and covers basic bee biology and diseases of bees, bee pasture and pollination, seasonal management, equipment and hive construction. Students may elect to construct a hive during the course (materials cost of \$35 in addition to tuition fee).

9.813 Home Landscape Design 3 Credits
(3 Hrs/Wk)

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

Biology

0.621, 0.622 Field Studies in Biology 2 Credits/Term

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

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

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

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

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

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

A study of the mammalian organ systems and their functions with emphasis on humans. Especially designed for students of nursing and medically related fields.

Prerequisite: High school chemistry or equivalent.

Bi 123 Elementary Microbiology 4 Credits/Term
(3 Class, 3 Lab Hrs/Wk)

Micro-organisms, their control and occurrence in everyday life are covered in this course. Pathogenic microbes and host resistance are considered. For students in nursing, health occupations, home economics, and agriculture.

Prerequisite: Bi 121, 122 or consent of instructor.

Botany

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

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

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

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

Chemistry

5.530 Basic Chemistry 3 Credits/Term
(3 Class, 1 Lab Hr/Wk)

Designed for students who have not taken high school chemistry or who need to enhance their knowledge of modern chemistry. This course meets the requirements of the Nursing program. Not recommended for students planning to enroll in the Ch 104-106 sequence.

9.405 Chemistry for Nurses 4 Credits/Term
(3 Class, 3 Lab Hrs/Wk)
Selected topics in inorganic, organic and biochemistry are presented with emphasis on physiological processes. This course is intended for students in the Nursing program.
Prerequisite: High school chemistry or equivalent.

***Ch 104, 105, 106 General Chemistry** 5, 4, 4 Credits
An introductory course in general, inorganic chemistry. Provides an 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
(3 Class, 3 Lab Hrs/Wk)
An introductory course covering the basic principles of chemistry. The laboratory work during spring term will be largely devoted to qualitative analysis.
Prerequisite: One year of high school chemistry and proficiency in algebra or acceptable college aptitude scores.

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

Ch 226, 227, 228 Elements of Organic Chemistry 5 Credits/Term
(3 Class, 6 Lab Hrs/Wk)
The chemistry of the carbon compounds covering both mechanisms and reactions of aromatic and aliphatic compounds, with emphasis on structural theory and spectral properties.
Prerequisites: Ch 203 or Ch 106.

Ch 234 Quantitative Analysis 5 Credits
(3 Class, 6 Lab Hrs/Wk)
Principles of gravimetric analysis, spectrophotometric analysis, and volumetric analysis. Designed for pre dental, pre medical, and medical technology students.
Prerequisite: Ch 203, or equivalent.

Home Economics

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

0.410 Beginning Cake Decorating 0 Credits
(5 Week Course, 3 Class, 12 Lab/Hrs)
The class will include instruction in a wide variety of decorating techniques, and will provide a broad background for students interested in preparing to be professional decorators.

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

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

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

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

0.852 Household Maintenance 1 Credit
(3 Lab Hrs/Wk)
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.

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

0.860 Interior Decorating I 1 Credit
(3 Lab Hrs/Wk)
The fundamentals of home decorating, including the use of design, color, texture, space and form. The selection and use of floor coverings, window treatments, wall finishes, furniture, lighting and accessories.

0.870 Food For Your Family 1 Credit
(3 Lab Hrs/Wk)
This course covers creative meal preparation for the modern family with lessons on effective food buying, meal planning, time-saving food preparation, special diet needs and some specialty and holiday cookery.

0.873 Home Canning and Food Preservation 1 Credit
(3 Lab Hrs/Wk)
Includes all types of food preservation: canning, freezing, pickling, jams and jellies.

0.874 Crockery Cooking 1 Credit
(3 Lab Hrs/Wk)
Designed for homemakers interested in learning the techniques of preparing foods in slow cookers, this course stresses selection and preparation of ingredients for basic foods as well as gourmet recipes.

0.875 Baking With Yeast 1 Credit
(3 Lab Hrs/Wk)
Yeast bread of various types will be studied and methods will be demonstrated.

0.881 The Changing Role of Today's Parents 0 Credit
(2 Hrs/Wk)
Understanding parent-child relationships and developing effective communications with children and adolescents.

0.910 Poise and Self Improvement for Women 1-3 Credits
(3 Lab Hrs/Wk)
A course planned to help the student develop a greater understanding of the importance of efficient personal management, optimal health and nutrition and personal appearance in the development of the individual. Grooming, wardrobe planning, etiquette and visual poise will be emphasized.

- 0.916 Senior Workshop** (3 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.
- 0.926 Basic Sewing** (3 Lab Hrs/Wk) **1 Credit**
This course is designed for men and women who wish to learn the basic techniques of sewing and for those who are interested in improving and learning new methods. The course covers fabric selection, pattern alteration, selection and use of equipment, pressing techniques, as well as the basic techniques of clothing construction needed to enter the more advanced classes.
- 0.927 Sewing With Knits** (3 Lab Hrs/Wk) **1 Credit**
Effective methods for sewing a variety of knit styles are presented and demonstrated in the course. Blouses, sweaters, skirts, sportswear and lingerie are included.
- 0.928 Children's Clothing** (3 Lab Hrs/Wk) **1 Credit**
Various types of garments for children will be constructed of both knit and stabilized fabrics.
- 0.940 Dressmaking** (3 Hrs/Wk) **1 Credit**
New methods of construction of garments from wool and synthetic fabrics with emphasis on principles of clothing selection and pattern and fabric coordination. Use of interfacings, linings and underlinings will be included.
Prerequisite: 0.926 or equivalent.
- 0.943 Sportswear Construction** (3 Lab Hrs/Wk) **1 Credit**
Methods for sewing shirt style apparel for men and women will be demonstrated. A unit on pattern alteration and fitting of pants for women will be featured.
- 0.955 Advanced Sewing With Knits** (3 Lab Hrs/Wk) **1 Credit**
Demonstrations of construction techniques used in sewing more complicated styles and tailored type ensembles in knit fabrics.
- 0.956 Tailoring Women's Clothing** (3 Lab Hrs/Wk) **1 Credit**
This advanced course presents the tailoring techniques used in making a suit, coat or pants suit. Tailored sleeves, lapels, collars, pockets, buttonholes, linings and other details will be demonstrated.
Prerequisite: 0.926 or consent of instructor.
- 0.957 Tailoring Men's Clothing** (3 Lab Hrs/Wk) **1 Credit**
Tailoring methods using the new fabrics and interfacings will be demonstrated. Men's sport coats, slacks or suits may be constructed.
Prerequisite: 0.926 or consent of instructor.
- 0.965 Understanding Today's Fabrics Workshop** (3 Lab Hrs/Wk) **1 Credit**
Identifying and using the new fabrics such as various synthetics, vinyls, fur fabrics, knits and non-woven fabrics. For sales clerks, home sewers and others who desire a knowledge of textiles.
- 0.966 Clothing Selection and Coordination** (3 Lab Hrs/Wk) **1 Credit**
This course includes selection of becoming and appropriate colors, lines and fabrics, emphasizing coordinates of the wardrobe with selection of patterns and fabrics emphasized.
- 0.968 Pattern Drafting** (2½ Lab Hrs/Wk) **1 Credit**
This course is designed for the individual who is interested in learning flat pattern drafting techniques which will be useful in altering commercial patterns, drafting new patterns and restyling patterns and apparel terms. A second term, dealing with advanced techniques, is available as needed.
- 0.969 Fitting and Pattern Alterations** (2½ Lab 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 pella, which is then used as a guide for making perfectly fitted clothes and used as a base for creating original designs.
- 0.972 Sewing For the Home** (3 Lab Hrs/Wk) **1 Credit**
The techniques of sewing and fusing applied to window treatments, pillows, slipcovers, and table covers for the home.
- 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.
- 7.153, 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.
- 7.162 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.
- 7.170, 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 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.
- 7.131 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 2 Credits
(1 Class, 2 Lab Hrs/Wk)

The course includes the principles of food preparation with emphasis on the scientific principles of cookery. Demonstrations and experiments will be presented to illustrate the effects of various ingredients, variation in preparation techniques and the critical steps in the preparation of basic food products. The course will serve as a background for quantity foods courses for the individual interested in institution food service.

7.136 Food Preparation Workshop 1 Credit
(3 Hrs/Wk, 4 Wks)

A short course presenting techniques used in preparing special foods for holidays and special occasions. Designed for individual preparing for work in food service or for those employed in institution food services.

7.138 Practical Nutrition 2 Credits
(2 Hrs/Wk)

This course is designed for students enrolled in 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 Credits
(2 Hrs/Wk)

The course is designed to give hospital cooks more background and understanding in planning, preparing and serving therapeutic diets, especially in the absence of a dietitian.

9.933 School Lunch Workshop 0 Credit
(6 Hrs)

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.

9.938 Menu Planning 2 Credits
(2 Hrs/Wk)

The course covers menu planning for quantity food service and will include basic menu planning, meeting protein requirements, fruit and vegetable requirements, the use of techniques and aids useful in menu planning. Menu planning for school lunch will also be studied.

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 in 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.

Nursing

First Year — Fall Quarter

Bi 121 Anatomy-Physiology 4 Credits
(3 Class, 3 Lab Hrs/Wk)

A study of the mammalian organ systems and their function with emphasis on humans. Especially designed for students in nursing and medically related fields.

Prerequisites: One year of high school algebra or equivalent and one year of high school chemistry or equivalent.

Psy 111 Personality and Development 3 Credits
(3 Class Hrs/Wk)

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

7.138 Practical Nutrition 2 Credits
(2 Class Hrs/Wk)

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.

NSG 100 Medical Vocabulary 2 Credits
(2 Class Hrs/Wk)

Medical Vocabulary introduces the student to the component parts of medical terms and builds a workable medical vocabulary. Translation of abbreviations and symbols is also stressed. The use of appropriate verbal and non-verbal communication in a therapeutic manner in non-complex situations is also studied.

Prerequisite: Admission to the SWOCC Nursing Program.

NSG 101 Nursing of Adults 4 Credits
(2 Class, 6 Lab Hrs/Wk)

Basic nursing skills such as bed making, baths, back rubs, enemas, taking vital signs and body mechanics. Includes history of nursing, medical ethics and professional conduct, basic charting, safety and legal aspects of nursing. Emphasis on geriatric nursing and most related clinical experience will be in extended care facilities.

Prerequisite: Enrollment in Nursing Program.

Winter Quarter

Bi 122 Anatomy-Physiology 4 Credits
(3 Class, 3 Lab Hrs/Wk)

A study of the mammalian organ systems and their function with emphasis on humans. Especially designed for students in nursing and medically related fields.

Prerequisite: Completion of Bi 121.

Psy 213 Human Growth and Development 3 Credits
(3 Class Hrs/Wk)

This course provides a comprehensive background in the area of human development. It includes components related to 1) a survey of the various disciplines as they apply to human development; 2) a delineation of the major domains of the human condition and goals related to each, and 3) a survey of the individual's development from conception to death.

Prerequisite: Completion of Psy 111.

NSG 102 Pharmacology 3 Credits**(2 Class, 3 Lab Hrs/Wk)**

A study of drugs, their categories, their uses, effects, side effects, and common doses. Includes a rotation through Bay Area Hospital pharmacy for practice in preparation of unit doses.

Prerequisites: Completion of NSG 100 and NSG 101.

NSG 103 Nursing of Adults 5 Credits**(2 Class, 9 Lab Hrs/Wk)**

Integrates the task skills of NSG 101 with the teaching of disease entities, beginning with those of the pulmonary and circulatory systems. Drugs related to the treatment of the diseases will be included and students will give medicines.

Prerequisites: Completion of NSG 100, NSG 101 and NSG 102.

Spring Quarter**Wr 121 English Composition 3 Credits****(3 Class Hrs/Wk)**

The fundamentals of English Composition; frequent written essays are assigned. Special attention given to correctness in fundamentals and to the organization of papers.

No prerequisites.

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

Micro-organisms, their control, and occurrence in everyday life. Pathogenic microbes and host resistance are considered. The course is designed for students in nursing, health occupations, home economics and agriculture.

Prerequisites: Completion of Bi 121, Bi 122, high school algebra and chemistry.

NSG 104 Pediatric Nursing 4 Credits**(2 Class, 6 Lab Hrs/Wk)**

Basic pediatrics taught from a human growth and development framework rather than as a series of disease entities. Clinical experience includes care of well and sick children.

Prerequisites: Completion of NSG 100, 101, 102 and 103.

NSG 105 Maternity Nursing 4 Credits**(2 Class, 6 Lab Hrs/Wk)**

Basic obstetrics including genetics, nutrition during pregnancy and lactation, principles of prenatal care, labor, delivery, postpartum, and care of the newborn. The entire lecture content of the course will be given before clinical experience is begun.

Prerequisites: Completion of NSG 100, 101, 102, 103; Bi 121, 122; Psy 111, 213.

Summer Quarter**NSG 106 Nursing of Adults 9 Credits****(6 Class, 24 Lab Hrs/Wk)**

Medical-surgical nursing with three full day shifts of clinical experience each week. Designed to add new nursing knowledge while giving students the practice of working much as LPN graduates.

Prerequisites: Completion of NSG 100, 101, 102, 103, 104, 105; Bi 121, 122; Psy 111, 213, and Bi 123.

Second Year — Associate Degree Nursing**Fall Quarter****NS 531 Chemistry for Nurses 4 Credits****(3 Class, 3 Lab Hrs/Wk)**

Selected topics in inorganic, organic and biochemistry with emphasis on physiological processes. Intended for students in the nursing program.

Prerequisites: Acceptance into the ADN program.

Soc 204 Sociology 3 Credits**(3 Class Hrs/Wk)**

This course covers the basic findings of sociologists concerning the individual, culture, group life, social institutions, and factors of social change.

NSG 201 Advanced Pediatrics 4 Credits**(3 Class, 3 Lab Hrs/Wk)**

A broadening of Pediatric Nursing studied during the first year of the program. The course includes greater emphasis on assessment of needs, planning of care, and health teaching. Clinical experience includes contact with families and teachers of children. Each student will write a case study on one child.

Prerequisite: Acceptance into the ADN program.

NSG 202 Advanced Maternity 4 Credits**(3 Class, 3 Lab Hrs/Wk)**

Toxemia and other high risk maternity conditions are studied. Lecture and clinical experience will be concurrent. Each student will make a home visit to a maternity patient who has been followed through labor and delivery, and will write a case study.

Prerequisite: Acceptance into the ADN program.

Winter Quarter**Psy 203 General Psychology 3 Credits****(3 Class Hrs/Wk)**

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.

Prerequisite: Psy 111.

Wr 122 English Composition 3 Credits**(3 Class Hrs/Wk)**

The fundamentals of English Composition; frequent written essays are assigned. Special attention is given to correctness in fundamentals and to the organization of papers.

Prerequisite: Wr 121.

NSG 203 Nursing of Adults 9 Credits**(4 Class, 15 Lab Hrs/Wk)**

A continuation of medical-surgical nursing including I.V. therapy, team nursing and patient assessment.

Prerequisites: NSG 201, 202.

Spring Quarter**NSG 204 Mental Health Nursing 9 Credits****(4 Class, 15 Lab Hrs/Wk)**

A study of the nurse's role in the health team caring for patients with psychiatric disorders. Clinical experience will be in agencies providing group therapy, crisis clinic, juvenile hall and psychiatric ward service.

Prerequisites: NSG 201, 202, 203.

NSG 205 Nursing of Adults 4 Credits**(2 Class, 6 Lab Hrs/Wk)**

Included in this course is the study of and experience in Emergency Room, Recovery Room, Intensive Care and Coronary Care.

Prerequisites: NSG 201, 202, 203.

NSG 206 Trends in Nursing 2 Credits**(2 Class Hrs/Wk)**

Course includes study of changes occurring in health care and the reasons for these changes, and an exploration of job opportunities available to nurses. Each student will make an independent study of an aspect of nursing.

Prerequisites: NSG 201, 202, 203.

Summer Quarter**NSG Nursing of Adults 9 Credits****(6 Class, 24 Lab Hrs/Wk)**

This course includes clinical experience of three eight-hour shifts with lectures in seminar form designed to help students to make the transition from student to graduate Associate Degree Nurse.

Prerequisites: NSG 201, 202, 203, 204, 205, 206.

Physical Education and Health

To meet the College's requirements for an Associate in Arts degree, five terms of physical education courses 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 195 or PE 295). Those students displaying a deficiency in skill performance will be encouraged to enroll in some of the PE 185 activity classes. Course work in the physical education (PE 185) activities cannot be substituted for professional activity courses.

An intramural program is available for all students at the College. Included are 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 that 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 six 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, track, golf and tennis. Women students are eligible to participate in these programs.

PE 131 Introduction 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.

PE 185 Physical Education (Co-educational) 1 Credit
A variety of activities are taught for physiological and recreational values. Special arrangements are made for restricted and corrective work. A total of five terms are required for all lower division students. Classes meet 3 hours a week.

- | | |
|----------------------------------|------------------------------|
| 1. Adult Physical Conditioning | 16. Jogging |
| 2. Archery | 17. Lifesaving |
| 3. Badminton | 18. Personal Defense I-II |
| 4. Basketball | 19. Soccer |
| 5. Bowling | 20. Social Dance |
| 6. Conditioning | 21. Slimnastics |
| 7. Creative Dance I-II | 22. Slow Pitch |
| 8. Creative Sports (Rally Squad) | 23. Swimming |
| 9. Cycling | 24. Tennis |
| 10. Developmental | 25. Track |
| 11. Flag Football | 26. Tumbling and Trampoline |
| 12. Folk Dance | 27. Volleyball |
| 13. General Activities | 28. Water Safety Instruction |
| 14. Golf | 29. Weight Training |
| 15. Gymnastics | 30. Wrestling |

The above activities offer beginning, intermediate and advanced levels of activity throughout the year. Some of these classes have prerequisites or require permission of the instructor.

PE 208 Backpacking and Camping Workshop 3 Credits
A course designed to develop an interest in and awareness of camping as a lifelong recreational activity, and of con-

servation 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.
No prerequisites.

Rec 150 Recreation in Society 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.

PE 195 Professional Activities 2 Credits
For professional students. Methods, teaching, techniques, and basic skills. Fall-Elementary gymnastics; Winter-Fundamentals of movement; Spring-Track and Field. Offered every other year.

PE 295 Professional Activities 2 Credits
For professional students. Methods, teaching, techniques, and basic skills. Fall-Tennis and Badminton; Winter-Volleyball and Basketball; Spring-Archery, Bowling and Golf. Offered every other year.

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 Standard First Aid 3 Credits
(30 hours)
Meets requirements for standard certification by the American Red Cross. Course for Police Science, Physical Education and Health majors.

0.571.1 Multimedia First Aid .5 Credits
(10 hours)
Satisfactory completion meets Standard Multimedia Certificate of the American Red Cross.

0.571.2 Basic First Aid 1 Credit
(20 hours)
Satisfactory completion meets Standard Certification by the American Red Cross.

0.571.4 Advanced First Aid and Emergency Care 3 Credits
(50 hours)
Satisfactory completion meets Advanced Certification by the American Red Cross. 0.571.2 is not a prerequisite and does not apply as partial credit for this course.

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

9.420 Emergency Medical Technician 9 Credits
(90 hours)
Upon completion and application Emergency Medical Technician Certification may be awarded.

0.580 Physical Conditioning (Women) 1 Credit
Nontransfer course designed for people in the community who want an activity course but are not seeking a degree or transfer credit.

Zoology

Z 201, 202, 203 General Zoology 4 Credits
(3 Class, 3 Lab Hrs/Wk)
This course is designed for biology, premedical, prenursing and prepharmacy students, as well as others with an interest in the subject.

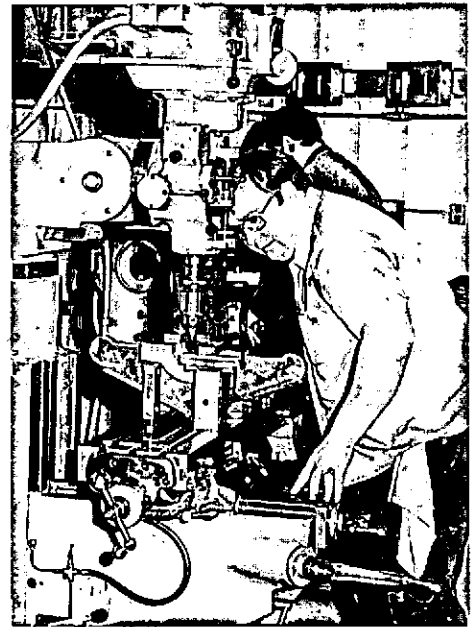
Southwestern Oregon Community College

Coos Bay

Information on registration, academic requirements, student services, and college governance are contained in Section I, the General Information section of the catalog.

Full Time Faculty

Raymond H. Kelley, Chairman
John Anderson
Carroll Auvil
Joseph Babcock
Rodger Barber
Donald Burdg
Sam Cumpston
Phillip Goetschalekx
William Kraus
Albert Mangold
Donald Stensland
Andres Toribio
Thomas Wiedeman



General Catalog-1976-77

Section VI ^{Division} of PHYSICAL SCIENCES

Course Offerings

Adult Education	Earth Sciences	General Science	Maintenance
Apprenticeship Training	Electronics Technology	Industrial Mechanics	(Non-technical)
Astronomy	Environmental Science	Industrial Courses	Mathematics
Aviation	General Engineering	(Supplemental)	Physics
Drafting			



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. Some programs lead to Associate Degrees and eventually to four-year degrees, while others are designed to meet the needs of the adult seeking education in a particular field or the improvement of his vocational skills for better employment opportunities.

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 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
6.571 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	3 Credits
3.308 Electrical I or	
3.310 Fuel Systems, or	
3.320 Hydraulics - Pneumatics	3 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
Elective	3 Credits

Data Processing

Any Related Sequence in Mathematics	12 Credits
Any Related Sequence in Humanities	
Any Related Sequence in 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 Digital Computers	4 Credits
6.903 Programming	4 Credits
Sequence in Accounting	9 Credits
6.571 Aeronautics and Meteorology	3 Credits
6.905 Programming	4 Credits
6.902 Systems and Procedures I	3 Credits
6.909 Computer Operations	4 Credits

Secretarial Science

Any Related Sequence in Mathematics	12 Credits
Any Related Sequence in Humanities	
Any Related Sequence in 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
6.519 Business Machines I	2 Credits
6.214 Business English	3 Credits

ASSOCIATE IN SCIENCE IN ELECTRONICS TECHNOLOGY

First Year	F	W	S
Psy 140 Career Planning (optional)	0-3		
Mth 101, 102, 200 College Algebra & Trig: Calculus ¹	4	4	4
1.111, 1.112, 1.113 Communications or English Comp. ³	3	3	3
6.300 Electronic Theory & Lab (ICE)	6	6	6
4.110 Blueprint Reading & Sketching or 4.101 Drafting or elective	2		
4.103, 4.105 Drafting or 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	0-4	0-4	0-4
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			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.

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 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 or 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		
	<u>16</u>	<u>17</u>	<u>17</u>
Second Year	F	W	S
2.261, 2.265 Work Experience (optional) ²	0-4	0-4	0-4
6.300 Dig Logic and Int. Circuits	3	3	3
1.120, 1.121, 1.122 Man and Society	3	3	3
4.300 Practical Physics	4		
2.120 Job Search Techniques, or 9.204 Small Business Operations, or Elective			3
6.300 Electronic Theory and Lab (ICE)	7	11	8
	<u>17</u>	<u>17</u>	<u>17</u>

TOTAL Credits: See Note 3

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 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.

Associate in Science in Industrial Mechanics

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

The first-year student studies blueprint reading, internal combustion engines, mechanical systems, machine tool practices, welding, mathematics, and physics. The second year, the student chooses a particular major (automotive, machine tools, or welding) for continuing and more advanced study. The specific details of each of these majors are presented below.

Students planning to continue in Industrial Technology or who are transferring to OSU or OTI should discuss additional requirements with an advisor.

FIRST YEAR (AUTOMOTIVE MAJOR)

	F	W	S
3.300 Suspension and Brakes			3
3.304, 3.306 Internal Combustion Engines I & II	3	3	
3.320 Hydraulics and Pneumatics			3
4.110 Blueprint Reading I	2		
4.150, 4.151, 4.154 Welding I, II and V	3	3	3
4.170, 4.171, 4.172 Machine Tool Practices I, II and III	2.5	2.5	2.5
4.200, 4.202 Basic Math/El. Algebra I	4	4	
4.300, 4.304 Practical Physics		4	4
	<u>14.5</u>	<u>16.5</u>	<u>15.5</u>

SECOND YEAR (AUTOMOTIVE MAJOR)

¹ 1.111, 1.112, 1.113 Communications or Wr 121, 122, 123 English Composition	3	3	3
¹ 1.120, 1.121, 1.122 Man and Society or Hst 101, 102, 103 History of Western Civilization	3	3	3
3.308, 3.322 Electrical I & II	4	4	
3.310 Fuel Systems		3	
3.316 Power Trains		2	
3.318 Steering Controls	3		
3.324 Diagnostic Procedures			3
3.326 Automatic Transmission			3.5
3.329, 3.331, 3.333 Mechanical Systems Lab	3	3	3
3.332 Service Management	2		
	<u>18</u>	<u>18</u>	<u>15.5</u>

TOTAL CREDITS: 98

¹ Communications and Man & Society are not transferable courses.

FIRST YEAR (MACHINE TOOL MAJOR)

	F	W	S
23.300 Suspension and Brakes			3
3.304, 3.306 Internal Combustion Engines I & II	3	3	
3.320 Hydraulics and Pneumatics			3
4.110, 4.112 Blueprint Reading I & II	2	2	
4.150, 4.151, 4.154 Welding I, II, & V	3	3	3
4.158 Machine Tool Practices & Welding Lab	2		
4.170, 4.171, 4.172 Machine Tool Practice I, II, & III	2.5	2.5	2.5
4.200, 4.202 Basic Math/El. Algebra I	4	4	
4.300, 4.304 Practical Physics		4	4
	<u>16.5</u>	<u>18.5</u>	<u>15.5</u>

SECOND YEAR (MACHINE TOOL MAJOR)

¹ 1.111, 1.112, 1.113 Communications or Wr 121, 122, 123 English Composition	3	3	3
¹ 1.120, 1.121, 1.122 Man & Society or Hst 101, 102, 103 History of Western Civilization	3	3	3
4.101 General Drafting			2
4.160 Metals Application & Testing		3	
4.173 Basic Numerical Control	2.5		
4.174, 4.175 Machine Tool Practice V & VI		3	2.5
4.176, 4.177, 4.178 Machine Tool Practice VII, VIII, IX	3	3	3
4.179, 4.180 Machine Tool Practice X, XI	3	3	
4.203 El. Algebra II ² Electives	3		4
	<u>17.5</u>	<u>18</u>	<u>17.5</u>

TOTAL CREDITS: 103.5

¹ Communications and Man & Society are not transferable courses.

² Suspension and Brakes may be substituted with one or more of the following suggested electives: Job Search Techniques (2.120), Intro to Digital Computers (6.901), Small Business Operations (9.204).

FIRST YEAR (WELDING MAJOR)	F	W	S
3.300 Suspension and Brakes			3
3.304, 3.306 Internal Combustion Engines I & II	3	3	
3.320 Hydraulics and Pneumatics			3
4.110 Blueprint Reading I	2		
4.150, 4.151, 4.154 Welding I, II and V	3	3	3
4.170, 4.171, 4.172 Machine Tool Practices I, II & III	2.5	2.5	2.5
4.200, 4.202 Basic Math/El. Algebra I	4	4	
4.300, 4.304 Practical Physics		4	4
	14.5	16.5	15.5

SECOND YEAR (WELDING MAJOR)

1.111, 1.112, 1.113 Communications or Wr 121, 122, 123 English Composition	3	3	3
1.120, 1.121, 1.122 Man and Society or Hst 101, 102, 103 History of Western Civilization	3	3	3
3.308, 3.322 Electrical I & II	4	4	
3.332 Service Management	2		
4.152, 4.155, 4.156 Welding III, VI & VII	3	3	3
4.153, 4.157 Welding IV & VIII		3	3
4.165, 4.166, 4.167 Welding Lab A, B, & C	3	3	3
	18	19	15

TOTAL CREDITS: 98.5

¹Communications and Man & Society are not transferable courses.

Associate in Science in Industrial Technology

(All Apprenticeable Trades)

This 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
1.lxx Apprentice Related Training	27-36 Credits
Number of credits of 9.lxx depends upon occupation)	
First Aid	1-3 Credits
Journeyman Status	45 Credits
TOTAL	91-102 Credits

Apprenticeship Training

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

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

9.193 Automotive Mechanic Apprentice (5 Hrs/Wk)	3 Credits
9.194 Painter Apprentice (5 Hrs/Wk)	3 Credits
9.199 Industrial Millwright Apprentice (5 Hrs/Wk)	3 Credits

Astronomy

Astr 101/0.638.1 Descriptive Astronomy (3 Class Hrs/Wk)	3 Credits
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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.

Aviation

0.380 Aviation Orientation (2½ Class Hrs/Wk)	0 Credit
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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
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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
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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
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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 Credits
(3 Class Hrs/Wk)

Advanced study of air navigation with related meteorology. Modern navigation equipment, interpretation and analysis of meteorological data. Satisfactory completion of this course should qualify the student to take the FAA Commercial Pilot written examination.
Prerequisite: 6.560 or instructor approval.

6.572 Instrument Flight I 3 Credits
(3 Class Hrs/Wk)

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 Credits
(3 Class Hrs/Wk)

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 1 Credit
(3 Class Hrs/Wk)

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 1 Credit
(3 Class Hrs/Wk)

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 I.

6.576 Flight Training I 2 Credits
(72 Lab Hrs)

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 2 Credits
(72 Lab Hrs)

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 2 Credits
(72 Lab Hrs)

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 2 Credits
(72 Lab Hrs)

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 2 Credits
(4 Lab Hrs/Wk)

This is a fundamental course in drafting designed to give the student a basic understanding of drawing techniques.

Emphasis will be placed on the application of approved lettering techniques. Drawing techniques such as geometric construction, drafting instruments, standard orthographic projection and procedures, and ASA selection of views, section and auxiliary views, revolutions, threads, and standard dimensioning practices will be covered.

4.103 Electrical Drafting 2 Credits
(4 Class/Lab Hrs/Wk)

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

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

This is an intermediate course designed to prepare students to enter mechanical, structural, civil, and architectural drafting. It includes isometric projection, perspective 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 2 Credits/Term
(1 Class, 3 Lab Hrs/Wk)

Introduction to blueprint reading and basic industrial sketching.

Earth Sciences

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

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 prerequisite.

G115 Regional Field Geology 1-2 Credits

(One field trip, generally one to four days; an on-campus meeting prior to the field trip; literature study, studies of field notes & field data, and report writing subsequent to the trip)

A field study of significant geologic features of selected region. The heart of the course consists of a field trip to the region. The trip is arranged to illustrate various geologic aspects and special features unique to the selected region, and includes studies of the age and origin, geologic setting, stratigraphy and structure, topography, and significant events through geologic time. These observations are correlated with contemporaneous geologic events of special significance elsewhere. The course will begin with an on-campus meeting prior to the field trip, and all students will be expected to become familiar with the geologic section for the selected region. Students registering for one credit will be expected to demonstrate a knowledge of the geologic section for the region. Students registering for two credits will, in addition to the work listed above, be expected to initiate a rigorous study of the geologic literature pertaining to the region prior to the trip, and on return to campus, will continue with a detailed study of selected features seen on the trip. The results of these studies will also be submitted in a report.

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

A systematic study of volcanic phenomena. The course compares the volcanic geology of Oregon with that of Hawaii and considers the geologic significance of volcanic activity.

G 200 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.

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

Physical Geology (G201, 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, 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.

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

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

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, with the help of the instructor, selects the individual learning packages according to the student's needs, there is no set sequence of packages nor is a given set of packages assigned to a given course. Certain sequences are recommended, however, and credit is given for each package completed. The course can be started at any time at a level commensurate with the prior knowledge and experience of the student.

The following are typical package groups:

RELATED SKILLS — Ten or more packages dealing with the skills needed by the technician — slide rule, color codes, soldering, using tools, etc.

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

CONCEPTS — Basic theory is covered by more than 15 packages while over 10 packages deal with advanced theory and practice.

DEVICES — Tubes, transistors and other solid state devices are covered in several packages.

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

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

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

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

General Engineering**GE 101 Engineering Orientation****(3 Class Hrs/Wk)****3 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**(3 Class Hrs/Wk)****3 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**(3 Class Hrs/Wk)****3 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****(3 Class, 2 Lab Hrs/Wk)****4 Credits**

Fundamental principles of physics, chemistry, astronomy, and geology; development and application of the scientific method.

Prerequisite: One year of high school algebra and/or consent of instructor.

Industrial Mechanics**0.775 Auto Maintenance****(1 Class, 2 Lab Hrs/Wk)****1.5 Credits**

Included in the course is orientation to the various automotive systems, consumerism in automotive parts and services, noise and air pollution, warning signals, seasonal service and non-technical repairs.

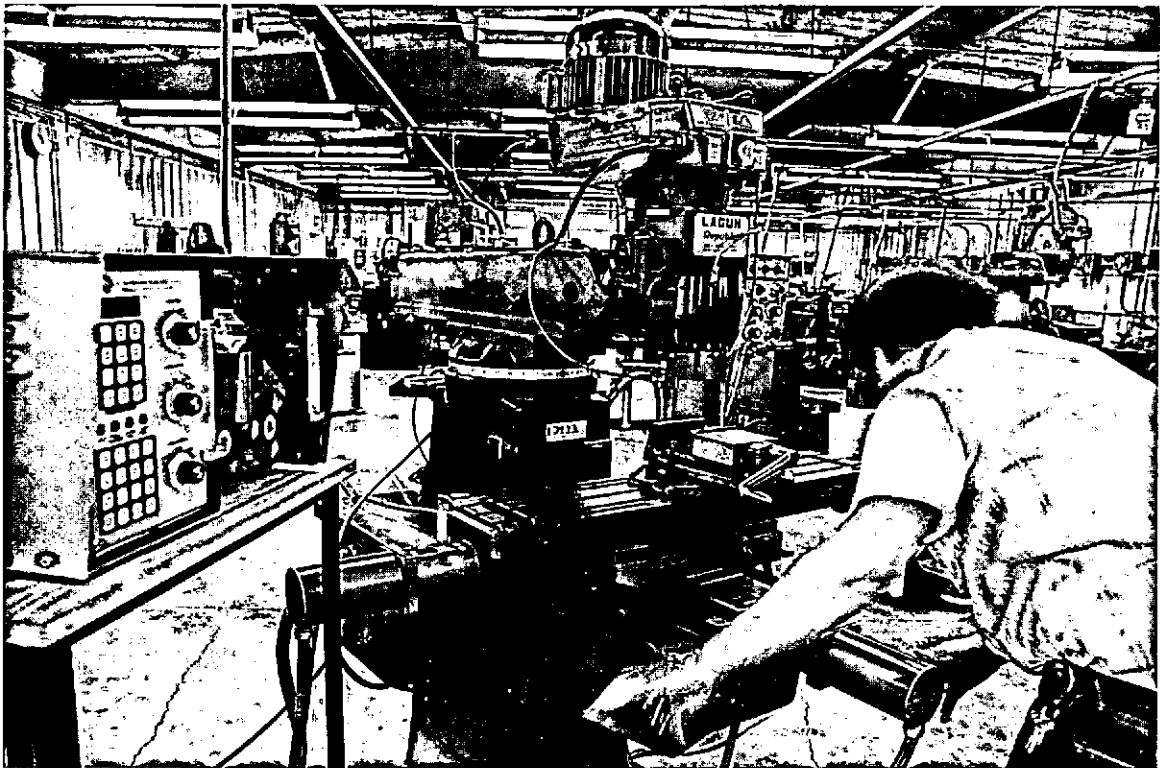
- 3.300 Suspension and Brake Systems** 3 Credits
(2 Class, 3 Lab Hrs/Wk)
The construction and operation of front and rear suspension systems and hydraulic brakes. Includes adjustment and repair procedures.
Prerequisite: Practical Physics 4.300.
- 3.304 Internal Combustion Engines I** 3 Credits
(2 Class, 3 Lab Hrs/Wk)
Theory, operation, and maintenance of internal combustion engines.
- 3.306 Internal Combustion Engines II** 3 Credits
(2 Class, 3 Lab Hrs/Wk)
Engine overhaul techniques, using industry standards. Includes machining and repair processes required in engine reconditioning.
Prerequisite: Internal Combustion Engines I 3.304.
- 3.308 Electrical I** 4 Credits
(3 Class, 3 Lab Hrs/Wk)
Theory and application of basic electricity to motors and engine accessories.
Prerequisite: Practical Physics 4.304.
- 3.310 Fuel Systems** 3 Credits
(2 Class, 3 Lab Hrs/Wk)
Theory and operation of major components of fuel systems of internal combustion engines.
- 3.316 Power Trains** 2 Credits
(1 Class, 3 Lab Hrs/Wk)
Power transmission through clutches, standard transmissions, overdrives, drive lines and differentials. Typical units are disassembled, assembled, and adjusted.
Prerequisite: Suspension and Brake Systems 3.300.
- 3.318 Steering Controls** 3 Credits
(2 Class, 3 Lab Hrs/Wk)
A detailed study of wheel alignment factors, equipment and procedures. Wheel balancing methods are included with alignment trouble diagnosis.
Prerequisite: Suspension and Brake Systems 3.300.



- 3.320 Hydraulics-Pneumatics** 3 Credits
(2 Class, 2 Lab Hrs/Wk)
Theory and application of hydraulic power in industry.
- 3.321 Basic Industrial Hydraulics** 3 Credits
(3 Class Hrs/Wk)
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** 4 Credits
(3 Class, 3 Lab Hrs/Wk)
Principles and operation of D.C. and A.C. generation and regulation systems. Emphasizes the use of test instruments to locate malfunctions and to adjust regulation devices.
Prerequisite: Electrical 3.308.
- 3.324 Diagnostic Procedures** 3 Credits
(2 Class, 3 Lab Hrs/Wk)
Systematic testing and tuning of I.C. Engines.
Prerequisite: Electrical 3.322.
- 3.326 Automatic Transmission** 3.5 Credits
(2 Class, 4 Lab Hrs/Wk)
Theory and operating principles of automatic transmission. Hydraulic and power flow principles are applied to typical units.
Prerequisite: Hydraulics-pneumatics 3.320.
- 3.329 Mechanical Systems Laboratory** 3 Credits
(9 Lab Hrs/Wk)
Engine overhaul, carburetion, and electrical system service.
Prerequisite: 4th term standing.
- 3.331 Mechanical Systems Laboratory** 3 Credits
(9 Lab Hrs/Wk)
A continuation of 3.329.
- 3.332 Service Management** 2 Credits
(2 Class Hrs/Wk)
A course designed to give the students an appreciation of the duties and responsibilities of the service manager.
Prerequisite: 6th term standing.
- 3.333 Mechanical Systems Laboratory** 3 Credits
(9 Lab Hrs/Wk)
The final course in shop service operations. Emphasis is placed on flat rate schedules and repair cost estimating. Job selection is extended into the tune up and automatic transmission fields.
Prerequisite: 6th term standing plus 3.331.
- 3.536, 3.537, 3.538, 3.539 Small Engine Repair** 3 Credits/Term
I, II, III, IV
(6 Lect-Lab Hrs/Wk)
A four term sequence in small engines. Includes a 2-cycle and 4 cycle engine theory, practice on assembly and disassembly repair, and applications such as motorcycles, lawn mower and chain saws.
Prerequisite: Courses must be taken in sequence, or by consent of instructor.
- 4.150 Welding I** 3 Credits
(1 Class, 4 Lab Hrs/Wk)
Introduction to oxyacetylene welding, covering the theory, practices, safety and operation of oxyacetylene equipment on light gauge materials. History of welding and forming metal.
- 4.151 Welding II** 3 Credits
(1 Class, 4 Lab Hrs/Wk)
Introduction to oxyacetylene burning and welding of heavy plate, covering the theory, practices and safe operation of burning and welding equipment on various types and sizes of materials.

- 4.152 Welding III** 3 Credits
(1 Class, 4 Lab Hrs/Wk)
Introduction to oxyacetylene pipe welding, tubing welding and exotic metal bonding.
- 4.153 Welding IV** 3 Credits
(1 Class, 4 Lab Hrs/Wk)
Use of student skills to complete all projects not completed in Welding I, II, and III.
- 4.154 Welding V** 3 Credits
(1 Class, 4 Lab Hrs/Wk)
Introduction to arc welding plate; all positions.
- 4.155 Welding VI** 3 Credits
(1 Class, 4 Lab Hrs/Wk)
Introduction to arc welding pipe.
- 4.156 Welding VII** 3 Credits
(1 Class, 4 Lab Hrs/Wk)
Introduction to TIG and MIG welding machines on steel and various types of exotic metals.
- 4.157 Welding VIII** 3 Credits
(1 Class, 4 Lab Hrs/Wk)
To reinforce all safety procedures learned and to complete all projects not completed in Welding V, VI, VII.
- 4.158 MTP and Welding Lab** 2 Credits
(1 Class, 3 Lab Hrs/Wk)
- 4.160 Metals Applications and Testing** 3 Credits
(2 Class, 3 Lab Hrs/Wk)
This course is a practical guide to heat treating and testing of standard steels and alloys; includes some theory in physical metallurgy.
- 4.165, 4.166, 4.167 Welding Lab A, B, C** 3 Credits/Term
(9 Lab Hrs/Wk/Term)

- 4.170, 4.171, 4.172 Machine Tool Practices I, II, III** 2.5 Credits/Term
(1 Class, 4 Lab Hrs/Wk)
Introductory sequence in shop practices with bench drillpress, lathe, shaper, milling machines, measuring tools, and related mathematics.
Prerequisite: Courses must be taken in sequence, or consent of instructor.
- 4.173 Basic Numerical Controlled Machines** 2.5 Credits/Term
(1 Class, 4 Lab Hrs/Wk)
Introductory course in numerically controlled machines, shop practices, industrial applications and economics, and manufacturing processes.
Prerequisite: Machine Tool Practice I, II, and III or consent of instructor.
- 4.174 Machine Tool Practices V** 3 Credits
(3 Class Hrs/Wk)
This course provides technical information applicable to inspection of work, gauges, special tools and measuring devices. The principal subjects covered are nomenclature, tolerances, fits, the use of handbooks, and methods of inspection.
- 4.175 Machine Tool Practices VI** 2.5 Credits/Term
(1 Class, 1 Lecture-Lab, 3 Lab Hrs/Wk)
A study of machine tools and their functions in manufactory processes. Machineability of materials, tooling, gauging, heat treating are included. Students will do precision work on all machines in the shop.
Prerequisite: Machine Tool Practice I, II, and III or consent of instructor.
- 4.176 Machine Tool Practices VII** 3 Credits
(9 Lab Hrs/Wk)
Manipulation of the lathe, milling machines, and grinder for work set-up and operation. Student does projects involving tool grinding, turning, boring, threading, and milling.
Prerequisite: Second year standing or consent of instructor.



- 4.177 Machine Tool Practices VIII** 3 Credits
(9 Lab Hrs/Wk)
Milling machines, grinding, gear cutting, steel tempering, gauge, and texture work.
Prerequisite: Second year standing in MTP or consent of instructor.
- 4.178 Machine Tool Practices IX** 3 Credits
(9 Lab Hrs/Wk)
Machining and manufacturing of simple blanking, piercing and forming dies and second operation work for production shops.
Prerequisite: Second year standing in MTP or consent of instructor.
- 9.050 Small Engine Repair** 1 Credit
(3 Lab Hrs/Wk)
Introduction to small two cycle or four cycle gasoline engines to include testing, maintenance, and repair.
Prerequisite: None.
- 9.070, 9.071 Refrigeration Servicing I & II** 3 Credits/Term
(3 Class Hrs/Wk)
Principles and designs of refrigeration systems. Includes maintenance requirements.
Prerequisite: Must be in sequence or instructor's consent.
- 9.100 Blueprint Reading and Sketching** 2 Credits
(1 Class, 3 Lab Hrs/Wk)
Introduction to blueprint reading and basic industrial sketching.
- 9.110 Carburetion for Auto Mechanics** 2 Credits
(1 Class, 2 Lab Hrs/Wk)
Principles and maintenance of carburetors.
Prerequisites: In automotive service trade.
- 9.111 Automotive Electric** 2 Credits
(1 Class, 2 Lab Hrs/Wk)
Basic automotive electrical systems.
Prerequisite: In automotive service trade.
- 9.112 Automotive Tune-up For Mechanics** 2 Credits
(1 Class, 2 Lab Hrs/Wk)
Tune-up methods and related electrical and mechanical systems.
Prerequisite: In automotive service trade.
- 9.113 Heavy Duty Electrical** 5 Credits
(4 Class; 4 Lab Hrs/Wk)
This is a fundamental trouble shooting course in heavy duty electrical units such as starters, series parallel switches, alternators, point type regulators, generators and transistor regulators.
- 9.114 Heavy Duty Fuel Systems** 5 Credits
(4 Class; 4 Lab Hrs/Wk)
An elementary course to teach trouble shooting procedures on heavy duty carburetors with governors, marine up draft and down draft carburetors, and different types of diesel fuel systems (Detroit Diesel, Cummings Cat and I.H.C.).
- 9.115 Heavy Duty Diesel Engine Maintenance** 5 Credits
(4 Class; 4 Lab Hrs/Wk)
Disassembling and reassembling of diesel engines, measurement of parts, and determination of parts and repairs needed to put engine back to original condition are taught in this course. Also included is engine starting and final adjustments.
- 9.150 Welding I** 2 Credits
(1 Class, 3 Lab Hrs/Wk)
Introduction to welding covering theory, practice, safety and operation of oxyacetylene equipment on light gauge materials; history of welding and forming metals.
- 9.151 Welding II** 2 Credits
(1 Class, 3 Lab Hrs/Wk)
Continuation of oxyacetylene welding, vertical and overhead. Introduction to oxyacetylene cutting.
- 9.152 Welding III** 2 Credits
(1 Class, 3 Lab Hrs/Wk)
Introduction to stainless, cast iron and steel brazing with oxyacetylene equipment.
- 9.153 Welding IV** 2 Credits
(1 Class, 3 Lab Hrs/Wk)
Introduction to oxyacetylene heavy plate and pipe welding using safe standard procedures.
- 9.161 Welding V** 2 Credits
(1 Class, 3 Lab Hrs/Wk)
Introduction to arc welding theories and practices using safe procedures. Testing weld and learning reasons for testing procedures.
- 9.162 Welding VI** 2 Credits
(1 Class, 3 Lab Hrs/Wk)
To continue arc welding theories, practice safety and operation on arc welding equipment.
- 9.163 Welding VII** 2 Credits
(1 Class, 3 Lab Hrs/Wk)
Introduction to pipe arc welding using safe theories and practices.
- 9.164 Welding VIII** 2 Credits
(1 Class, 3 Lab Hrs/Wk)
Introduction to TIG welding covering theories, practices and safe operations of TIG welding machines.
- 9.165 Welding IX** 2 Credits
(1 Class, 3 Lab Hrs/Wk)
Continuation of Welding VIII on use of TIG and MIG machines.
- 9.166 Machine Tools Practices I** 2 Credits
(1 Class, 3 Lab Hrs/Wk)
A course designed to provide basic machine tool knowledge and concepts in developing an understanding of chip removal common in local industry.
- 9.167, 9.168 Machine Tools Practices II, III** 2 Credits/Term
(1 Class, 3 Lab Hrs/Wk)
A continuation of first-term machine tools practices with more concentration on skill of machine operation.

Mathematics

- 0.760 Mathematics: Math Lab** 0 Credits
All levels of math ranging from basic arithmetic to calculus are with programmed materials. The student works at his own speed and level. Individual help is available. Students are urged to register for math assistance.
- 2.250, 2.252 Business Mathematics I, II** 3 Credits/Term
(3 Class Hrs/Wk)
A two term sequence. 2.250: A concentrated class of programmed learning. Rebuilding fundamentals including special uses of estimating for decision making. Uses of algebraic equations to solve business problems. 2.252: Interest, discount, negotiable instruments, payroll mathematics, cash and trade discount, computing commission and depreciation.
- 4.200 Basic Mathematics** 4 Credits
(4 Class, 1 Lab Hrs/Wk)
Basic arithmetic operations with whole numbers and fractions; measurements; elementary intuitive geometry.
- 4.202 Elementary Algebra I** 4 Credits
(4 Class, 1 Lab Hrs/Wk)
Stresses the transition from arithmetic to algebra for students with little or no previous experience in algebra. Includes concepts of numbers, natural numbers, integers, rational numbers, etc., their generalization and simple algebraic procedures. Includes applications in other fields such as metals, automotive mechanics, etc.

4.203 Elementary Algebra II 4 Credits

(4 Class, 1 Lab Hrs/Wk)

A combination of topics in Elementary Algebra and Trigonometry begun in 4.202. 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.

4.210 Pocket Electronic Calculators (Reading and Conf.) 1 Credit

(1 Class Hr/Wk)

Instruction in methods of calculation using recently developed hand-held electronic calculators.

Prerequisite: Own or have access to a pocket calculator.

Mth 50, 51 Intermediate Algebra I, II 4 Credits/Term

(4 Class, 1 Lab Hrs/Wk)

Functions and graphs, linear equations in one and two unknowns, quadratic equations, rational exponents, radicals, progressions, logarithmic computation.

Prerequisite: One year of high school algebra or 4.202 or consent of instructor. Credits may not be transferable to 4-year colleges. (Some colleges accept only 2 credits).

Mth 60 Introductory Trigonometry 4 Credits

(4 Class, 1 Lab Hrs/Wk)

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 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 4 Credits/Term

College Mathematics

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 4 Credits/Term

Elementary Teachers

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 4 Credits/Term

Analytic Geometry

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, 4.302, 4.304 Practical Physics 4 Credits/Term

(3 Class, 3 Lab Hrs/Wk)

Lecture-lab courses in non-calculus physics intended for vocational students. 4.300 presents the basic concepts of force, energy and heat. Emphasis is on experimentation. The application to familiar equipment and processes is clarified by lecture. 4.302 (optional) topics are optics, acoustics and the system concept, while 4.304 topics are magnetism and electricity.

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

A first year college physics course intended both for non-science majors and students majoring in the life sciences and related areas. Concepts in mechanics, thermodynamics, sound, electromagnetism, light, relativity, quantum physics, and atomic and nuclear physics are developed from a fundamental approach. 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 sciences (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.

General

0.111 Furniture Repair and Finishing 0 Credits
(1 Class, 1 Lab Hrs/Wk)

Repairing and restoring antiques and other furniture.

Prerequisite: Each student must have a project to be re-finished during the term.

0.763.1 General Metals 1 Credit
(1 Class, 2 Lab Hrs/Wk)

Introduction to the field of metal working. Includes basic arc, gas welding, bending metal, foundry processes, and sheet metal.

Prerequisite: None.

0.775 Auto Maintenance 1 Credit
(1 Class, 2 Lab Hrs/Wk)

This course acquaints the student with various automotive systems, trouble warning signals, need for seasonal service, and non-technical repairs.

Prerequisite: None.

0.795, 0.796 Home Maintenance and Repair I, II 1 Credit
(1 Class, 2 Lab Hrs/Wk)

Deals with minor maintenance and repair problems around the home.

Prerequisite: None.

0.852 Household Maintenance 1 Credit
(1 Class, 2 Lab Hrs/Wk)

The use of small tools, principles of maintenance, and application to simple home repairs.

Prerequisite: None.

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Southwestern Oregon Community College

Coos Bay

Information on registration, academic requirements, student services, and college governance are contained in Section I, the General Information section of the catalog.

Course Offerings

Adult Driver Instruction
Anthropology
Criminal Justice Administration
Economics
Education
Fire Training Science
History
Law Enforcement
Political Science
Psychology
Social Science
Sociology

Full Time Faculty

Robert Croft, Chairman
Robert Dibble
Nathan Douthit
Hugh Hoyt
Dorwin Lovell
Arnaldo Rodriguez
William Sharp
Ronald Stubbs
Jean vonSchweinitz



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Section VII ^{Division} of **SOCIAL SCIENCES**



The Division of Social Sciences at Southwestern Oregon Community College provides course offerings in Adult Driver Instruction, Anthropology, Criminal Justice Administration, Economics, Education, Fire Training Science, History, Law Enforcement, Political Science, Psychology, Social Science and Sociology. Lower division transfer courses are available to students who plan to complete an Associate in Arts degree and/or who plan to transfer at a later time to a four-year institution for a baccalaureate degree. Both transfer courses and adult non-transfer courses are available to students interested in broadening their knowledge, adding to present skills or seeking new careers, but who may not wish to continue their education beyond the community college level.

Public Services

The Public Services instructional programs consist of two-year curricula leading to the Associate degree in Law Enforcement, Criminal Justice Administration, and Fire Science Technology with majors in Fire Management, Fire Protection and Fire Prevention. In addition, workshops, seminars, symposiums and short courses are offered on school bus driver safety, defensive driving, emergency medical technology, law enforcement, and fire training. These short courses are conducted on a need basis throughout the year and are designed primarily for in-service and volunteer public service employees in Southwestern Oregon.

ASSOCIATE IN SCIENCE DEGREE 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 Southwestern Oregon Community College Advisory Committee, Oregon Association of Criminal Justice Educators and the Oregon Board on Police Standards and Training.

Students are prepared for entry positions in police departments, sheriff's departments, and other law enforcement agencies. The program also provides opportunities for persons employed in law enforcement to further their training, enabling them to qualify for intermediate and advanced certification. Course work includes study of sociology, psychology and communications, as well as those fundamental skills necessary for occupational employment.

First Year	F	W	S
CJA 111, 112, 113 Criminal Justice I, II, III	3	3	3
W 121/1.111 Communications Sequence	3		
W 122/1.112 Communications Sequence		3	
PE 185 Personal Defense I, II		1	1
HE 250 Personal Health	3		
5.241, 5.242 Problems of Physical Evidence I, II	3	3	
CJA 211 Criminal Law I		3	
CJA 212 Substantive Law			3
Social Science Elective	3	3	3
0.526.1 Public Speaking			3
Elective			3
	<u>15</u>	<u>16</u>	<u>16</u>

Second Year	F	W	S
5.216, 5.217 Criminal Investigation I, II	3	3	
5.218 Criminalistics			3
5.226, 5.227 Firearms I, II		1	1
5.220, 5.221 Enforcement Services I, II	3	3	
5.245 Community Relations		3	
W 111/203 Psychology	3		
5.222 Criminal Evidence			3
HE 252 First Aid		3	
Wr 227 Report Writing	3		
5.236 Juvenile Problems & Procedures			3
5.243 Narcotics Investigation & Identification			3
PS 201 American Government	3		
Electives		3	3
	<u>15</u>	<u>16</u>	<u>16</u>

TOTAL: 94 units

Second Year	F	W	S
CJA 213 Intro to Criminal Evidence	3		
CJA 214 Criminal Investigation	3		
PE 185 Physical Education		1	1
CJA 211 Criminal Law I		3	
CJA 212 Substantive Law			3
Sp 111 Fundamentals of Speech	3		
CJA 219 Community Relations		3	
PS 201 American Government	3		
HE 250 Personal Health			3
HE 252 First Aid			3
Math or Science Sequence	4	4	4
Elective		3	
	<u>16</u>	<u>14</u>	<u>14</u>

TOTAL: 92 Units

ASSOCIATE IN SCIENCE DEGREE FIRE SCIENCE TECHNOLOGY

Fire Science Technology is a two-year course of study leading to the Associate in Science degree and is designed for persons currently employed as full time or auxiliary firemen or in a related career field. This curriculum was developed in cooperation with the Southwestern Oregon Fire Chief's and Fire Fighter's Association, Southwestern Oregon Community College Fire Science Advisory Committee and the Oregon Department of Education. Course work includes a study of communications skills, basic mathematics, psychology, American government, and speech, as well as those fundamental skills necessary for occupational development. Two additional diploma programs are available to the students in Fire Management and Fire Prevention.

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ASSOCIATE IN ARTS DEGREE CRIMINAL JUSTICE ADMINISTRATION

Criminal Justice Administration is a two-year program designed for students who plan to complete a baccalaureate program with a professional major before entering Criminal Justice employment. The course consists of selected classes from within the Public Services program for which articulation agreements have been obtained from representative state colleges and universities in Oregon. In addition, the student is directed into transferrable courses in sociology, psychology, English, literature, math or science, political science, health and physical education.

First Year	F	W	S
CJA 111, 112, 113 Criminal Justice I, II, III	3	3	3
Wr 121, 122 English Composition	3	3	
Wr 123 English Composition or			
Wr 227 Report Writing			3
Soc 204, 205, 206 General Sociology	3	3	3
Psy 201, 202, 203 General Psychology	3	3	3
PE 185 Personal Defense I, II	1	1	
PE 185 Physical Education			1
Literature Sequence	3	3	3
	<u>16</u>	<u>16</u>	<u>16</u>



First Year	F	W	S
4.200, 4.202 Basic Mathematics, El. Algebra I	4	4	
Wr 121, 122 English Composition	3	3	
5.254 Introduction to Fire Protection	3		
5.250, 5.251 Firefighting Skills I, II	3	3	
5.275 Fire Science I			3
5.253 Fire Apparatus and Equipment	3		
5.256 Elementary Fire Science		3	
5.262 Fundamentals of Fire Prevention			3
4.110 Blueprint Reading and Sketching			2
5.258 Fire Company Organization and Station Assignment		3	
5.268 Fire Service Rescue Practices			3
Psy 111 or Psy 201 Psychology			3
	<u>16</u>	<u>16</u>	<u>14</u>

Second Year	F	W	S
5.260, 5.261 Hazardous Materials I, II		3	3
5.263 Fire Pump Construction and Operation	3		
5.264 Building Construction for Fire Protection	3		
5.277 Fire Science II	3		
5.272 Fixed Systems and Extinguishers		3	
5.288 Fire Reports and Records		3	
5.267 Fire Department Communications and Alerting Systems			3
9.500 Elements of Supervision			3
PS 203 American Government	3		
5.237 Fire Investigation		3	
5.257 Fire Service Hydraulics	3		
5.269 Water Distribution Systems		3	
5.293 Introduction to Firefighting Tactics and Strategy Elective			3
	<u>15</u>	<u>15</u>	<u>15</u>

TOTAL: 91 units

ASSOCIATE IN SCIENCE DEGREE FIRE MANAGEMENT

First Year	F	W	S
4.200, 4.202 Basic Mathematics, El. Algebra I	4	4	
Wr 121, 122 English Composition	3	3	
Psy III Personality and Development			3
5.254 Introduction to Fire Protection	3		
5.250, 5.251 Firefighting Skills I, II	3	3	
5.253 Fire Apparatus and Equipment	3		
5.256 Elementary Science for Fire Fighting		3	
5.258 Fire Company Organization and Station Assignment		3	
5.275 Fire Science I			3
5.262 Fundamentals of Fire Prevention			3
4.110 Blueprint Reading and Sketching			2
5.268 Fire Service Rescue Practices			3
	<u>16</u>	<u>16</u>	<u>14</u>

Second Year	F	W	S
5.277 Fire Science II	3		
PS 203 American Government	3		
Psy 201 General Psychology		3	
CJA 212 Substantive Law			3
9.508 Labor Management Relations			3
5.287 Training Programs and Techniques	3		
9.500 Elements of Supervision	3		
Wr 227 Technical Report Writing			3
Sp 111 Fundamentals of Speech	3		
5.237 Fire Investigation		3	
5.290 Fire Officers Management Responsibilities			3
5.291 Fire Officers Administrative Assignments		3	
5.274 Firefighting Tactics and Strategy		3	
5.286 Fire Insurance Principles and Grading Schedules Elective	3	3	3
	<u>18</u>	<u>15</u>	<u>15</u>

TOTAL: 94 units



ASSOCIATE IN SCIENCE DEGREE FIRE PREVENTION

First Year	F	W	S
200, 4.202 Basic Mathematics, El. Algebra I	4	4	
Wr 121, 122 English Composition	3	3	
254 Introduction to Fire Protection	3		
250, 5.251 Firefighting Skills I, II	3	3	
5.275 Fire Science I			3
5.253 Fire Apparatus and Equipment	3		
5.256 Elementary Fire Science		3	
Psy 111 Personality and Development			3
262 Fundamentals of Fire Prevention			3
5.258 Fire Company Organization and Station Assignment		3	
500 Elements of Supervision			3
110 Blueprint Reading and Sketching			3
	<hr/> 16	<hr/> 16	<hr/> 15
Second Year	F	W	S
5.277 Fire Science II	3		
5.264 Building Construction for Fire Protection	3		
260 Hazardous Materials I		3	
282 Fire Codes and Related Ordinances			3
PS 203 American Government	3		
5.289 Legal Aspects of Fire Protection		3	
CJA 219 Intro to Community Relations			3
272 Fixed Systems and Extinguishers		3	
Wr 227 Technical Report Writing			3
CJA 212 Intro to Substantive Law			3
Sp 111 Fundamentals of Speech	3		
237 Fire Investigation	3		
Arson Investigation		3	
Introduction to Building Codes		3	
Elective			3
	<hr/> 15	<hr/> 15	<hr/> 15

TOTAL: 92 units

NOTE: The Fire Science Technology curricula was in the process of revision and updating as this issue of the catalog went to press.

Adult Education

0.601 Driving Instruction 2 Credits
This is a course offered to adults who wish to learn to drive an automobile. Topics covered include Oregon vehicle law, operating principles of the car, preventive maintenance, as well as financial factors which include financial responsibility and insurance. Both classroom instruction in driving procedures and driving practice in a dual-control automobile will be included.

Anthropology

Anth 101, 102, 103 General Anthropology 3 Credits/Term
101: Man as a living organism, biological and human evolution and heredity. 102: Human races and variation in man, prehistoric archaeology; spatial and temporal distribution of cultures. 103: 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 change. No prerequisite. It is permissible to take courses out of sequence.

Criminal Justice Administration

CJA 111 Introduction to Criminal Justice and Society I 3 Credits
(3 Class Hrs/Wk)
Philosophy and history of criminal justice agencies, American and foreign; analysis of the policies and practices of agencies involved in the operations of criminal justice processes from detection of crime and arrest of suspects through prosecution, adjudication, sentencing and imprisonment to release and revocation.

CJA 112 Introduction to Criminal Justice and Society II 3 Credits
(3 Class Hrs/Wk)
Overview of the organization and operation of criminal justice agencies to include local, state and federal law enforcement, courts and correctional systems, education and training programs, the police processes, conceptualization, legal authorizations for the system and operations of the coroner-medical examiners office, prosecution and defense attorneys and state and federal regulatory agencies.

CJA 113 Introduction to Criminal Justice and Society III 3 Credits
(3 Class Hrs/Wk)
The implications of civil rights in criminal justice, the court structure and jurisdictions, the grand jury, the judicial processes, correctional concept and community service organizations.

CJA 146 Introduction to Criminalistics 3 Credits
(3 Class Hrs/Wk)
The study of basic forensic and criminalistic theories and practices, to include a study of those evidences collected and processed at a crime scene; presumptive testing of identifiable or suspected materials; basic fingerprint techniques to include dusting and iodine fuming of latents; casting techniques, both plaster and moulage; document examination, and other such evidence which the investigator may encounter.

CJA 211 Concepts of Criminal Law 3 Credits
(3 Class Hrs/Wk)

Historical development, philosophy of law and constitutional provisions; definitions, classifications of crime, and their application to the system of administration of justice; legal research, study of case law, methodology, and concepts of law as a social force.

CJA 212 Introduction to Substantive Law 3 Credits
(3 Class Hrs/Wk)

An in-depth study of the substantive laws commonly encountered by the municipal, county, or state police officer or investigator or other criminal justice employee. The scope of the course includes misdemeanor and felony violations of the criminal statutes.

CJA 213 Introduction to Criminal Evidence 3 Credits
(3 Class Hrs/Wk)

Origin, development, philosophy and constitutional basis of evidence; constitutional and procedural considerations affecting arrest, search and seizure; kinds and degrees of evidence and rules governing admissibility; judicial decisions interpreting individual rights and case studies.

CJA 214 Criminal Investigation I 3 Credits
(3 Class Hrs/Wk)

The study of basic principles of all types of investigations utilized in the justice system. Coverage will include human aspects in dealing with the public, specific knowledge necessary for handling crime scenes; interviews, evidence, surveillance, follow-up, technical resources, and case preparation.

CJA 219 Introduction to Community Relations 3 Credits
(3 Class Hrs/Wk)

An in-depth exploration of the roles of the Administration of Justice practitioners and their agencies. Through interaction and study the student will become aware of the interrelationships and role expectations among the various agencies and the public. Principal emphasis will be placed upon the professional image of the system of Justice Administration and the development of positive relationships between members of the system and the public.

Economics

Ec 201, 202, 203 Principles of Economics 3 Credits/Term
(3 Class Hrs/Wk)

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

Education

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

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

Fire Science Technology

4.853 Blueprint Reading and Sketching for Firemen 2 Credits
(3 Class Hrs/Wk)

The development of basic skills in orthographic and pictorial free hand sketching of building layouts, structural components, maps, schematics, and diagrams. Students will learn to interpret standard symbols and drawings used in building construction.

5.237 Fire Investigation (Cause Determination) 3 Credits
(3 Class Hrs/Wk)

The effect of fire prevention by isolating cause of fire. A study of the burning characteristics of combustibles; interpretation of clues, burn patterns leading to point of origin; identifying incendiary indications, sources of ignition and materials ignited; how to preserve fire scene evidence. Prerequisite: Student must be a member of a fire department or a law enforcement officer.

5.250 Firefighting Skills I 3 Credits
(3 Class Hrs/Wk)

The development of skills in using small tools and minor equipment; practice in forcible entry; the use of masks, salvage, overhaul, and safety practices.

5.251 Firefighting Skills II 3 Credits
(3 Class Hrs/Wk)

Practice of team skills used in fireground operation including hose and ladder evolutions, salvage, overhaul, rescue, fire attack, and other activities requiring team effort.

5.253 Fire Apparatus and Equipment 3 Credits
(3 Class Hrs/Wk)

Familiarization with fire apparatus; principles of application; care and preventive maintenance; safe operating practices; emergency and non-emergency; National Board standards.

5.254 Introduction to Fire Protection 3 Credits
(3 Class Hrs/Wk)

The history and development of fire service, safety and security movements, role of fire service, protection and safety personnel, ancillary organizations. The student will identify general fire hazards, their causes, and learn to apply fire protection principles.

5.256 Elementary Science for Fire Fighting 3 Credits
(3 Class Hrs/Wk)

The characteristics and behavior of fire, fundamentals of physical laws, and chemical reactions occurring in fire and fire suppression. The student will analyze factors contributing to fire: cause; rate of burning; heat generation and travel; by-products of combustion; confinement, control and extinguishment.

5.257 Fire Service Hydraulics 3 Credits
(3 Class Hrs/Wk)

A review of basic mathematics, hydraulic laws, and formulae as applied to the fire service. Application of formulae and mental calculations to hydraulic problems, and the study of fire ground water supply problems and Underwriter's requirements for pumps and accessories.

5.258 Fire Company Organization, Station Assignment 3 Credits
(3 Class Hrs/Wk)

The study of fire company organization and operation company responsibilities in station, record keeping, station communications and watch, housekeeping and house privileges, tours and public relations, company organization for response to alarms, and company morale.

5.260 Hazardous Materials I 3 Credits

(3 Class Hrs/Wk)

A review of basic chemistry. The student will identify hazardous materials by color, symbol, and marking, and learn recommended safe practices for storage and handling of solids, liquids and gases, and methods for fire control of these materials.

5.261 Hazardous Materials II 3 Credits

(3 Class Hrs/Wk)

The study of electrical, exotic metal, and space age fuel fires; the effect of the atomic age on the fire service; handling of radioactive materials involved in fire; the use of monitoring equipment, and personnel safety practices.

5.262 Fundamentals of Fire Prevention 3 Credits

(3 Class Hrs/Wk)

Fundamentals of fire inspections including standards, techniques of evaluation of hazards as to degree of the hazard, and practical recommendations. The student will write reports which include maps and sketches of each building inspected. They will conduct on-the-site inspections of buildings to locate hazards and to recommend safe practices and improvements.

Prerequisite: The student must have completed Blueprint Reading and Sketching and Building Construction for Fire Protection.

5.263 Fire Pump Construction and Operation 3 Credits

(3 Class Hrs/Wk)

For command officers, pump operators. Fire pump hydraulics and measurement including velocity of flow, friction loss, engine and nozzle pressure, discharge, stream range, drafting water, pumping from hydrants, and relaying by hose or tanker.

5.264 Building Construction for Fire Protection 3 Credits

(3 Class Hrs/Wk)

Classification of buildings, structural features affecting fire spread, effect of fire on structural strength, fire stops and ratings of materials, fire retardants, Sanborn maps.

5.267 Fire Department Communications and Alerting Systems 3 Credits

(3 Class Hrs/Wk)

Receiving, dispatching, and radio communication procedures; FCC regulations; municipal alarm; telephone and tone-activated alarm; recording messages; tap-out procedures; running cards.

5.268 Fire Service Rescue Practices 3 Credits

(3 Class Hrs/Wk)

Trains fire company personnel to render emergency service in life saving and rescue work. The study of the development and organization of a rescue service, practices and procedures, using a mechanical device for artificial respiration, and required manual skills.

5.269 Water Distribution Systems 3 Credits

(3 Class Hrs/Wk)

The study of water-main systems and hydrants, size, gridding, valving, distribution; residential and commercial districts; fire flow requirements; pumping stations; high pressure systems; storage tanks and cisterns; mobile supplies.

5.272 Fixed Systems and Extinguishers 3 Credits

(3 Class Hrs/Wk)

The study of portable extinguisher equipment, fire alarm and detection systems, sprinkler systems and standpipes, protection systems for special hazards, explosion release, ventilation systems, inert atmospheres, and static bonding.

5.274 Firefighting Tactics and Strategy 3 Credits

(3 Class Hrs/Wk)

Demonstration response and size-up, fire ground tactics, analysis, and postmortem, prefire survey and planning, combined operations, mutual aid, disaster planning, problems in unusual fire operations.

5.275 Fire Science I 3 Credits

(2 Lab Hrs/Wk)

Practical physics for skilled fire workers. Matter measurements, mechanics, and machines and performance demonstrations and experiments in the laboratory to clarify principles and procedures studied in class.

5.277 Fire Science II 3 Credits

(2 Lab Hrs/Wk)

Physical and chemical properties of substances, chemical changes, elements, compounds, gases, chemical combinations, weights and measurements, theory of metals, acids, bases, salts, solvents, solutions, and emulsions. The study of carbohydrates, electro-chemistry, electrolytes, and electrolysis in their application of chemistry to industry.

Prerequisite: Math 4.200, 4.202.

5.282 Fire Codes and Related Ordinances 3 Credits

(3 Class Hrs/Wk)

Fire code, building, exit, flammable liquid and other fire prevention codes, followed by supervised building inspection field trips. Primarily for fire department inspectors.

5.286 Fire Insurance Principles and Grading Schedules 3 Credits

(3 Class Hrs/Wk)

Insurance grading schedules and their principles of application, methods of analyzing fire hazards, and the effects of fire hazards on fire insurance rates. The study of the National Board Grading Schedule in detail; other schedules covered briefly. The fundamentals of fire insurance rating methods, loss records, municipal gradings, etc. will be examined.

5.287 Training Programs and Techniques 3 Credits

(3 Class Hrs/Wk)

The purposes of fire service drills and training programs. The participation in developing and operating the department's training program. The student will know facilities and equipment necessary for modern training, how to select and train the instructional staff. Psychology of learning; four-step method; lesson objectives and curriculum development; conducting of conferences and meetings will be studied.

Prerequisite: Fundamentals of Fire Prevention.

5.288 Fire Reports and Records 3 Credits

(3 Class Hrs/Wk)

Fire department record systems, demonstrated principles of report writing, applications in the areas of pre-fire surveys, post-fire research, and planning.

5.289 Legal Aspects of Fire Protection 3 Credits

(3 Class Hrs/Wk)

The history and background of laws relating to the fire service; tort liability of municipalities, municipal employees, and members of the fire service; clarification of legal terminology; civil service laws and requirements; pensions, mutual aid, and fire prevention codes.

5.290 Fire Officers Management Responsibilities 3 Credits

(3 Class Hrs/Wk)

Awareness of the responsibilities of the various supervisory levels of the fire bureau and the methods to accomplish the objectives of effective supervision.

5.291 Fire Officers Administrative Assignments 3 Credits

(3 Class Hrs/Wk)

Awareness of the administrative assignments at the supervisory levels of the fire bureau and how to carry out these

assignments; good record keeping, and preparing recommendations for improvements in these areas.

5.293 Introduction to Firefighting Tactics and Strategy 3 Credits

(3 Class Hrs/Wk)

The study of fire ground tactics; response and size-up protection of exposures, containment, extinguishment, pre-fire surveys, communication, and planning.

CJA 219 Community Relations 3 Credits

(3 Class Hrs/Wk)

The study of the fundamentals of public relations as it pertains to fire service including emergency operations; general public appearances; writing news releases, and speeches; and general media contact.

History

Hist 101, 102, 103 History of Western Civilization 3 Credits/Term

(3 Class Hrs/Wk)

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

Hst 201, 202, 203 History of the United States 3 Credits/Term

(3 Class Hrs/Wk)

From Colonial times to the present.

0.661 Workshop in Southern Oregon History 3 Credits

(3 Class Hrs/Wk)

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

5.190 Basic Law Enforcement I 3 Credits

(3 Class Hrs/Wk)

A basic training program of 90 hours divided into 30 hours each. The course work parallels the recommended curriculum of the State of Oregon Police Academy and the Board of Police Standards and Training. Course includes law enforcement code of ethics, police-community relations, patrol procedures, report writing, firearms training, and traffic control. Students in this course must be reserve or full time police officers.

5.191 Basic Law Enforcement II 3 Credits

(3 Class Hrs/Wk)

Intoxication and drunk driving, laws of arrest, search and seizure, basic first aid, criminal law and juvenile procedures.

5.192 Basic Law Enforcement III 3 Credits

(3 Class Hrs/Wk)

Administration of justice, criminal investigation, narcotics identification and investigation, courtroom demeanor and testimony, law enforcement communications systems and defensive tactics.

5.217 Criminal Investigation II 3 Credits

(3 Class Hrs/Wk)

An application of the investigative techniques studied in Criminal Investigation I to emphasize the peculiarities and similarities of various crimes. The elements of proof required of each crime in correlation with the Oregon Revised Statutes. The importance of physical evidence resulting from court restrictions on confessions, admissions, searches, and seizures.

5.220 Introduction to Enforcement Services I 3 Credits

(3 Class Hrs/Wk)

Exploration of theories, philosophies, and concepts related to the role expectations of the line enforcement officer. Emphasis is placed upon the patrol, traffic, and public service responsibilities and their relationship to the administration of justice system.

5.221 Introduction to Enforcement Services II 3 Credits

(3 Class Hrs/Wk)

Continuation of 5.220 to include preliminary investigations, dynamics of group confrontations, cooperative emergency services, with major emphasis directed towards traffic laws and accident investigation.

5.226 Firearms I 1 Credit

(2 Lab Hrs/Wk)

A study of the moral aspect, legal provisions, and ethical considerations with emphasis on the safety precautions and restrictions covering the use of the hand gun. A familiarization with revolvers and automatic pistols, nomenclature breakdown, maintenance, and the study and practice of the fundamentals of marksmanship.

5.227 Firearms II 1 Credit

(2 Lab Hrs/Wk)

The continuation of Firearms I emphasizing range rules conduct and regulations. The major portion of this course will be devoted to the development of minimum proficiency in hand gun use under range conditions.

5.228 Firearms III 1 Credit

(2 Lab Hrs/Wk)

A continuation of Firearms II. Further development of proficiency in the use of the hand gun. A familiarization with safety practices regarding use of various police riot weapons rifles, shotguns, machine guns, and tear gas.

5.232 Jail Procedures 3 Credits

(3 Class Hrs/Wk)

A detailed study of procedure for the receiving, searching, identifying, and jailing of prisoners including their security, supervision, feeding, sanitation, physical and mental well being in a combination lecture-discussion and field trip presentation.

5.236 Juvenile Procedures 3 Credits

(3 Class Hrs/Wk)

The organization, function and jurisdiction of Police Juvenile Division and other juvenile agencies; the processing and detention of juveniles, juvenile statutes, delinquency and juvenile crime prevention.

5.241 Problems of Physical Evidence I 3 Credits

(3 Class Hrs/Wk)

Presentation of the function and purpose of the Police Crime Laboratory, large and small, and the use of a mobile laboratory in the gathering, care and transportation of evidence. The familiarization of laboratory services available to police through crime laboratory or the state, the FBI, large city departments, and other public and private laboratories. The study of laboratory techniques, capabilities, and limitations in the examination of firearms, clothing, stains, blood, poisons, narcotics, automobiles, etc.

242 Problems of Physical Evidence II 3 Credits
(3 Class Hrs/Wk)

The study of why and how articles should be presented to be admitted into evidence in court. How physical evidence should be identified, chain of custody maintained, and testing for maximum effect. Techniques in fingerprinting, lifting, and comparing latent prints, casting impressions, examining miscellaneous particles, hairs, fibers, bullets and documents.

243 Narcotics Identification and Investigation 3 Credits
(3 Class Hrs/Wk)

The 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, and case preparation.

CJA 111 Introduction to Criminal Justice and Society I 3 Credits
(3 Class Hrs/Wk)

Philosophy and history of criminal justice agencies, American and foreign; analysis of the policies and practices of agencies involved in the operations of criminal justice processes from detection of crime and arrest of suspects through prosecution, adjudication, sentencing and imprisonment to release and revocation.

CJA 112 Introduction to Criminal Justice and Society II 3 Credits
(3 Class Hrs/Wk)

Overview of the organization and operation of criminal justice agencies to include local, state and Federal law enforcement,

courts and correctional systems, education and training programs, the police processes, conceptualization, legal authorizations for the system and operations of the coroner-medical examiners office, prosecution and defense attorneys and state and federal regulatory agencies.

CJA 113 Introduction to Criminal Justice and Society III 3 Credits
(3 Class Hrs/Wk)

The implications of civil rights in criminal justice, the court structure and jurisdictions, the grand jury, the judicial processes, correctional concept and community service organizations.

CJA 146 Introduction to Criminalistics 3 Credits
(3 Class Hrs/Wk)

The study of basic forensic and criminalistic theories and practices, to include a study of those evidences collected and processed at a crime scene; presumptive testing of identifiable or suspected materials; basic fingerprint techniques to include dusting and iodine fuming of latents; casting techniques, both plaster and moulage; document examination, and other such evidence which the investigator may encounter.

CJA 211 Concepts of Criminal Law 3 Credits
(3 Class Hrs/Wk)

Historical development, philosophy of law and constitutional provisions; definitions, classification of crimes, and their application to the system of administration of justice; legal research, study of case law, methodology, and concepts of law as a social force.



CJA 212 Introduction to Substantive Law 3 Credits
(3 Class Hrs/Wk)
An in-depth study of the substantive laws commonly encountered by the municipal, county, or state police officer or investigator or other criminal justice employee. The scope of the course includes misdemeanor and felony violations of the criminal statutes.

CJA 213 Introduction to Criminal Evidence 3 Credits
(3 Class Hrs/Wk)
Origin, development, philosophy and constitutional basis of evidence; constitutional and procedural considerations affecting arrest, search and seizure; kinds and degrees of evidence and rules governing admissibility; judicial decisions, interpreting individual rights and case studies.

CJA 214 Criminal Investigation I 3 Credits
(3 Class Hrs/Wk)
The study of basic principles of all types of investigations utilized in the justice system. Coverage will include human aspects in dealing with the public, specific knowledge necessary for handling crime scenes; interviews, evidence, surveillance, follow-up, technical resources and case preparation.

CJA 219 Introduction to Community Relations 3 Credits
(3 Class Hrs/Wk)
An in-depth exploration of the roles of the Administration of Justice practitioners and their agencies. Through interaction and study the student will become aware of the interrelationships and role expectations among the various agencies and the public. Principal emphasis will be placed on the professional image of the system of Justice Administration and the development of positive relationships between members of the system and the public.

Political Science

PS 105 Great Decisions 2 Credits
(3 Class Hrs/Wk for 8 Wks)
Class consists of group discussion of major issues of the day, domestic and international. Materials are correlated exactly with those of the "Great Decisions" program as developed by the Foreign Policy Association.

PS 201, 202, 203 American Government 3 Credits/Term
(3 Class Hrs/Wk)
201: principles of American constitutional system, political processes 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
(3 Class Hrs/Wk)
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
(3 Class Hrs/Wk)
This course provides an opportunity to explore ability, interest, aptitude and personality factors involved in settling personal life goals and making educational and career decisions.

Psy 111 Personality and Development 3 Credits
(3 Class Hrs/Wk)
Self-understanding and development are stressed, with emphasis on habits, attitudes, emotional problems and efficient learning techniques.

Psy 120 Life Enrichment for Women 3 Credits
(3 Class Hrs/Wk)
A course designed to acquaint the student with the changes that have occurred in the roles of women, as well as how the role of the individual woman may change as her life progresses. Self-assessment, using tests and group interaction, coupled with exploration of options available to women for enriching their lives.

Psy 201, 202, 203 General Psychology 3 Credits/Term
(3 Class Hrs/Wk)
An introductory survey of the areas of behavior, with the emphasis on human behavior. Included are areas such as physiological factors, perception, learning, motivation, developmental factors, personality, social interactions and influences, and effective and ineffective functioning. Courses may be taken out of sequence. No prerequisites.

Psy 213 Human Growth and Development 3 Credits
(3 Class Hrs/Wk)
Provides an in-depth study of human development, from conception to death. Course material involves the four major areas of development: biological, intellectual, emotional and social.
Prerequisites: Instructor's permission or Psy 201, 202, 203.

Public Service Electives

In addition to those courses contained in degree programs, the Public Service program offers specialized training designed for interest groups in the community. This training is primarily designed to assist police reserve and auxiliary firemen; however, some courses are planned to serve the entire community. The following courses are offered annually at Southwestern Oregon Community College.

Volunteer Firemen

9.301 Fire Fighting "A" 1 Credit

(3 Class Hrs/Wk)

The development of understanding in fire department organization as it pertains to the individual fire fighter. Proper attitude of responsibility of station care and maintenance, and basic skills for team work in the use of tools and their utilization under fire fighting conditions.

9.302 Fire Fighting "B" 1 Credit

(3 Class Hrs/Wk)

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

9.303 Fire Fighting "C" 1 Credit

(3 Class Hrs/Wk)

A continuation of Firefighting "B". The understanding of factors contributing to effective fire streams. Development of responsible attitudes toward fire apparatus and safe and skillful handling of fire equipment. An understanding of the fundamental characteristics of flammable liquids and LPG and the methods of extinguishment. An awareness of the value of good pre-fire planning and systematic procedures of pre-fire planning.

9.304 Fire Fighting "D" 1 Credit

(3 Class Hrs/Wk)

A continuation of Fire Fighting "C", intended to review fire control tactics for the student. Application of these principles to specific types of buildings and hazards. Included are: air crash and rescue, mills, factories, large structure fires, and motor vehicle fires.

Police Reserves

5.190, 5.191, 5.192 Basic Law Enforcement 3 Credits/Term

I, II, III

(3 Class Hrs/Wk)

These courses are described in the general law enforcement curriculum.

General Public Services Courses

9.025 Instructor Training 3 Credits

(3 Class Hrs/Wk)

This course is designed to provide the parttime teacher with methods of instruction which will enable him to better present a course of instruction. Materials in the class would be most applicable to those persons teaching on grade levels 13-14, and in particular those instructing occupational preparatory classes.

9.360 Crash Injury Management 3 Credits

(30 Class, 10 Lab Hrs/Term)

This course provides training in emergency medical care for first responders to traffic accidents, including all procedures required for providing basic care to accident victims and removing them from the vehicle if necessary.

9.390 Defensive Driving 1 Credit

(3 Class Hrs/Wk)

Techniques of defensive driving are presented in this course, including how various types of motor vehicle accidents occur and recommended methods of preventing them.

9.430 Dental Radiology 3 Credits

(For employed Dental Assistants)
(24 Class, 21 Lab/Hrs; total, 45 Hrs
over 1 or 1½ Terms)

This is a program for employed dental assistants to develop proficiency in dental radiology theory and technique.

Social Science

1.120, 1.121, 1.122 Man and Society 3 Credits/Term

(3 Class Hrs/Wk)

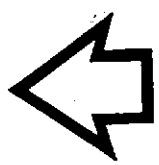
A course for non-social science majors which deals with the individual's relationship to contemporary culture and society.

Sociology

Soc 204, 205, 206 General Sociology 3 Credits/Term

A course sequence to acquaint the student with the discipline of sociology and its basic findings, included but not limited to the following: 204: the field of sociology, society and culture, the socialization process, social groups and social stratification; 205: an examination of basic social institutions such as the family, religion and education, plus selected topics; 206: an examination of major social problems in contemporary society.

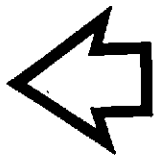




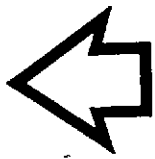
General
Information



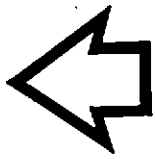
Arts



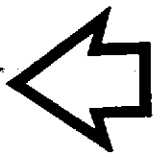
Business



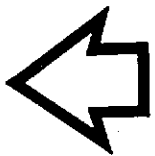
English



Life Sciences



Physical Sciences



Social Sciences

Southwestern Oregon
Community College
Coos Bay, Or. 97420