SOUTHWESTERN OREGON COMMUNITY COLLEGE

A Public Two-Year Community College

Coos Bay, Oregon

GENERAL CATALOG 1968 - 1969
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Academic Calendar

SUMMER SESSION, 1968

June 11, Tuesday .......................... Placement Examination - 8:00 a.m.
June 17, Monday .......................... Registration for Summer Session
June 18, Tuesday ................................ Classes begin
June 19, Wednesday ......................... Late registration fee charges begin
June 28, Friday .......................... Last day for registration or addition of courses
July 4, Thursday .......................... Independence Day - Holiday
July 5, Friday .......................... Last day to withdraw without possibility of penalty *
August 9, Friday .......................... Summer Session ends

FALL TERM, 1968

September 16-20 ......................... Advising, Orientation for Fall Term
September 23-27 ......................... Registration (consult class schedule for details)
September 30, Monday .................. Classes begin
October 1, Tuesday ....................... Late registration fee charges begin
October 11, Friday ....................... Last day for registration or addition of courses
October 26, Friday ....................... Last day to withdraw without possibility of penalty *
November 28 - December 1 .......... Thanksgiving Day Holiday
December 16-20 .......................... Term Examinations

WINTER TERM, 1969

December 9-20 ......................... Advising, orientation for Winter Term
January 6, Monday ...................... Registration (consult class schedule for details)
January 7, Tuesday ........................ Classes begin
January 8, Wednesday ................... Late registration fee charges begin
January 17, Friday ...................... Last day for registration or addition of classes
January 31, Friday ....................... Last day to withdraw without possibility of penalty *
March 17-21 .......................... Term examinations

SPRING TERM, 1969

March 10-21 ......................... Advising, orientation for Spring Term
March 31, Monday ...................... Registration (consult class schedule for details)
April 1, Tuesday ........................ Classes begin
April 2, Wednesday ..................... Late registration fee charges begin
April 11, Friday ....................... Last day for registration or addition of classes
April 25, Friday ....................... Last day to withdraw without possibility of penalty *
May 30, Friday .......................... Memorial Day Holiday
June 9-13 .......................... Term examinations
June 15, Sunday .......................... Graduation Exercises

SUMMER SESSION, 1969

June 23, Monday .......................... Registration for Summer Session
* Consult page 15 for withdrawal procedure

SOUTHWESTERN OREGON COMMUNITY COLLEGE
Directors, Freeholders, Administration, Foundation

BOARD OF DIRECTORS
Southwestern Oregon Area Education District
Ben R. Chandler, Coos Bay
Merlen L. Freeman, Coos Bay
Karl Gehlert, Coos Bay
Tom D. Guerin, Myrtle Point
Mrs. Maxine Maaney, Coquille
Ralph P. Stuller, Reedsport
William E. Walsh, Coos Bay

FREEHOLDERS (Budget Committee)
Cedric Cross, Riverton
Sam Dement, Myrtle Point
Fred Eason, Coos Bay
Lloyd Kuni, Coos Bay
Calvin McAlister, Reedsport
Russell Metcalfe, Bandon
A. P. Stinchfield, North Bend

COLLEGE ADMINISTRATIVE OFFICERS
Jack E. Brookins, President of the College
Dr. John R. Rulifson, Dean of Instruction
James R. Piercey, Assistant Dean of Instruction and Director of Vocational Education
Tenison Haley, Dean of Student Services
Brad Ross, Coordinator of Community Services
Harvey N. Crim, Business Manager, Deputy Clerk

FOUNDATION MEMBERS
Mrs. Ken Rolfe, President, Powers
Mrs. Frances McKenzie, Vice-President, Powers
Mrs. C. J. O'Neil, Secretary, Coos Bay
Mrs. Eldon Brodie, Myrtle Point
Mrs. L. C. Garner, North Bend
James Hanna, Bandon
Henry Hansen, North Bend
Mrs. Guy Mauney, Coquille
Cecil Kemp, Bandon
Clarence Osika, Coquille
Jesse J. Laird, Myrtle Point
David R. Philpott, Coquille
Mrs. Jane Lyons, Coos Bay
Mrs. C. A. Rietman, Coquille

SOUTHWESTERN OREGON COMMUNITY COLLEGE
Faculty

Albrecht, John J., M.S.; Assistant Librarian and Audio Visual Coordin-ator; B.A. (1955), Western Washington State College; M.S. (1966), University of Oregon.


Andrews, Wayne; Assistant Professor, Industrial Mechanics. Approved Vocational Instructor.

Bates, Dale J.; Assistant Professor, Health and Physical Education, and Director of Athletics; B.S. (1953), Southern Oregon College; M.S. (1965), University of Oregon.


Burdg, Donald E., M.A.; Assistant Professor, Mathematics; B.S. (1951), Colorado State University; M.A. (1952), Colorado State University.

Croft, Robert, M.S.; Associate Professor, History and Political Science. B.S. (1950); M.S. (1951) University of Oregon.


Donelson, Halleck L., M.S.; Assistant Professor, Physical Science; B.A. (1941), Linfield College; M.S. (1964), A & T College of North Carolina.

Fawver, Ben J., Ph.D.; Professor, Biological Science. B.Ed. (1941) Illinois State Normal University; M.S. (1947); Ph.D. (1950) University of Illinois.

Ferguson, Helen W.; Assistant Professor, Business. Approved Vocational Instructor.


Gallagher, Peter, M.S.; Assistant Professor, Psychology and Counseling. B.S. (1957) Columbia University; M.S. (1960) College of the City of New York.

Gearhart, John B., P.E.; Assistant Professor, Civil-Structural Engineering Technology; B.S. (1946) Oregon State University; Registered Civil Engineer and Land Surveyor. Approved Vocational Instructor.

Goldberg, Shirley E., M.A.; Instructor, English; B.A. (1945), Reed College; M.A. (1951), University of California.


Haley, Tenison, D.Ed.; Associate Professor, Psychology, and Dean of Student Services; B.S. (1954), Washington University; M.Ed. (1958), University of Oregon; D.Ed. (1963), University of Oregon.

Hall, Howard A., M.F.A.; Associate Professor, Fine Arts. B.S. (1949); M.F.A. (1951) University of Oregon.

Hootman, Warren, B.S.; Assistant Professor, Wood Industries. B.S. (1948) Iowa State College; Approved Vocational Instructor.

Horning, William, M.S.; Assistant Professor, Health and Physical Education; Cross Country, Wrestling, and Baseball Coach. B.S. (1936) University of Minnesota; M.S. (1964) St. Cloud State.

Hoyt, Hugh, Ph.D.; Associate Professor, History. A.B. (1951); M.A. (1953), Sacramento State College; Ph.D. (1966), University of Oregon.


Kemper, Beverly, M.Ed.; Assistant Professor, Health and Physical Education. B.S. (1958); M.Ed. (1965) Oregon State University.

LaFond, Isabelle, R.A.; Instructor, Practical Nurse Training. St. Barnabas Hospital School of Nursing (1931); B.S. (1962) University of Oregon School of Nursing, Nursing Education.


Loeb, Thomas S., M.A.; Assistant Professor, Political Science. B.A. (1948), Pomona College; M.S. (1950), University of Massachusetts; M.A. (1963), University of California at Los Angeles.


Meacham, Bernell, M.S.; Assistant Professor, English and Journalism. B.S. (1941) Utah State University; M.S. (1943) Northwestern University.


Piercey, James R., M.Ed.; Associate Professor, Assistant Dean of Instruction and Director of Vocational Education; B.S. (1959) Western Washington College; M.Ed. (1967), University of Wash.


Ryan, Phillip, M.A.; Associate Professor and Coordinator of Data Processing Computer Center; B.S. (1944), University of Missouri; B.A. (1950), University of Denver; M.A. (1958) University of Denver.


Sharp, William W., M.B.A.; Assistant Professor, Business; B.A. (1959), University of Maryland; M.B.A. (1962), University of Oregon. Approved Vocational Instructor.

Simmons, Jack Lee, M.S.; Instructor, Physics; B.S. (1960), University of Washington; M.S. (1966), Seattle University.

Sorensen, Hagbarth, M.A.; Associate Professor, Speech and English. A.A. (1937) Pasadena Junior College; B.A. (1939) University of Iowa; M.A. (1948) Columbia University, T.C.


Spaugh, Roger, Assistant Professor, Electronics Technology. Approved Vocational Instructor.

Stubbs, Ronald D., M.A.; Instructor, Anthropology and Sociology; B.A. (1965), University of Montana; M.A. (1966), University of Montana.

Swearingen, Jack H., M.A.; Assistant Professor, English; B.A. (1947). University of Texas; M.A. (1954), University of Texas.

Toribio, Andres P., M.S.; Assistant Professor, Mathematics; B.S. (1959), University of Oregon; M.S. (1968), Oregon State University.

Part-time Faculty

Aasen, Noel N.; Instructor, Business Education; B.S. (1966), Moorhead State College. Approved Vocational Instructor.

Alto, Victor; Instructor; Carpenter Apprentice. Approved Vocational Instructor.

Anderson, Roscoe H.; Instructor, Fire Training. Approved Vocational Instructor.


Barnes, Mary J.; Instructor, Nutrition. B.S. (1947) Framingham State College; (1948) Dietetic Internship, University Hospital. Approved Vocational Instructor.

Bentz, William F.; Instructor, Business Education. Approved Vocational Instructor.


Britton, Thomas; Instructor, Drafting.

Bruce, Carol B.; Instructor, Home Economics; B.S. (1959), Kansas State Teachers College. Approved Vocational Instructor.

Burdon, Richard F.; Instructor, General Agriculture; B.S. (1953), Oregon State University. Approved Vocational Instructor.

Burley, Elmer; Instructor, Sheetmetal Apprentice. Approved Vocational Instructor.

Carlson, Ralph E.; Instructor, Electrical Engineering and Physics. Approved Vocational Instructor.

Clifton, Janet; Instructor, Home Economics; B.S. (1966) Oregon State University. Approved Vocational Instructor.


Dils, Donald H.; Instructor, Supervisory Training. Approved Vocational Instructor.

Doby, Irwin; Instructor, Business. Approved Vocational Instructor.

Dubois, Arthur R.; Instructor, Plumber Apprentice. Approved Vocational Instructor.

Ellis, Eugene A.; Instructor, Fire Training. Approved Vocational Instructor.

Estes, Arthur J.; Instructor, Law Enforcement. Approved Vocational Instructor.


Greenlund, Mary Anne, B.S.; Instructor, Home Economics; B.S. (1955) Oregon State University. Approved Vocational Instructor.


Hale, Anita; Instructor, Business. Approved Vocational Instructor.

Hargens, Robert; Instructor, Fire Training. Approved Vocational Instructor.

Harris, Edwin; Instructor, Fire Training. Approved Vocational Instructor.


Higgs, James D.; Instructor, Aviation Ground School. Approved Vocational Instructor.

Johnston, JeAnn, B.S.; Instructor, Business. Approved Vocational Instructor.

Jones, Duncan; Instructor, Power Lineman Apprentice. Approved Vocational Instructor.


Lee, Walter S.; Instructor, Law Enforcement.

Leegard, Ellsworth J.; Instructor, Welding. Approved Vocational Instructor.

Lewis, Boyd D.; Instructor, Fire Training. Approved Vocational Instructor.


Lovie, Elwin; Instructor, Fire Training. Approved Vocational Instructor.

Mekkers, John; Instructor, Fire Training. Approved Vocational Instructor.

Mintonye, Iva; Instructor, Home Economics. B.A. (1940) Santa Barbara State College. Approved Vocational Instructor.


Muir, Andrew, Instructor, Electrical Apprentice. Approved Vocational Instructor.

Myers, James; Instructor, Fire Training. Approved Vocational Instructor.

Myrtle, Lorna L.; Instructor, Home Economics. B.S. (1964) Iowa State University. Approved Vocational Instructor.


Oxford, Lydia M.; Instructor, Driver Education.


Ramage, Carol, M.A.; Instructor, Mathematics Workshop; B.A. (1960), University of Montana; M.A. (1962), University of Montana.

Risecl, Raymond J., M.M.; Instructor, Music; B.S. (1953), Lewis & Clark College; M.M. (1955), University of Oregon. Approved Adult Instructor.


Saxton, Darrell; Instructor, Fire Training.

Shaw, Pearl E.; Instructor, Business.


Spaugh, Sara; Instructor, Art. Approved Adult Instructor.

Sperry, Marilyn; Instructor, Business.

Stoll, Eli; Instructor, Automotive Mechanics. Approved Vocational Instructor.

Strickland, L. M.; Instructor, Fire Training. Approved Vocational Instructor.

Ten Eyck, George; Instructor, Math. B.S. (1951) Oregon College of Education.

Thom, Cameron, LL.B.; Instructor, Business Law; B.S. (1950); LL.B. (1956) University of Oregon. Approved Vocational Instructor.

Thomas, Theresa C., B.A.; Instructor, Home Economics; B.A. (1949), St. Olaf College. Approved Vocational Instructor.

Vanderhoof, George; Instructor; Welding. Approved Vocational Instructor.

Virgili, Anthony; Instructor, Fire Training. Approved Vocational Instructor.


Wright, Norman; Instructor; Electrical Apprentice. Approved Vocational Instructor.


SOUTHWESTERN OREGON COMMUNITY COLLEGE
An aerial view of Southwestern Oregon Community College with the Empire Lake in the foreground.
About the College

LOCATION
Southwestern Oregon Community College is situated on a 137 acre campus, bordering the Empire Lakes in the Empire District of Coos Bay, Oregon. The surrounding urban area is comprised of the municipalities of North Bend, Coos Bay, Eastside, and several unincorporated communities. Access to the campus is from Newmark Avenue in Coos Bay, a through road to highway 101, the main North-South coastal route.

HISTORY
The 1968-69 academic year at Southwestern Oregon Community College will be the eighth year of operation. The courses of study for lower-division students, adults seeking cultural or general education experiences, students training for technical occupations, and employed residents of the district seeking to keep abreast of new developments in their fields have already touched directly an estimated 12,000 individuals.

Voter approval was given the formation of a community college district and directors were elected in a special election held on May 1, 1961. By September 23 of 1961, the first day of classes for the new college, approximately 266 students had enrolled. The college growth and acceptance is demonstrated by the fact that over 1750 students enrolled during the winter quarter of 1968.

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

In 1962 the east wing of the Michigan Avenue School in Empire was leased by the college. Several of Southwestern Oregon Community College's technical and business programs utilized the six rooms in the Empire school until fall, 1964.

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

During the 1963-64 school year, the college again expanded facilities by leasing the former Naval Reserve building near the airport. Two new buildings were completed at the Empire Campus during this period.

Existing facilities have enabled the College to emphasize daytime curricula. As a result, more full-time students are engaged in the various courses of study offered at Southwestern Oregon Community College. Evening programs do, however, continue to constitute an important part of the total college offerings.

In September, 1965, three additional permanent buildings were completed and available to the college: a classroom building, a laboratory building, and an administration building which also houses a Counseling Center and Study Center. A library and physical education building were completed during the fall of 1967.

The total developed area of the campus will soon be almost forty acres. Seven permanent buildings are being utilized. A temporary student service center is also located at the Coos Bay campus.

The years ahead will see further additions to the campus including a community service building, a Fine Arts Center, and a natural science museum.

The Empire Lakes campus has been planned to accommodate between 2500 and 3000 students by 1972.

FACULTY
In all cases faculty members are approved either by the Oregon State System of Higher Education or the State Department of Education. The number of full-time teachers has increased each year, from less than twenty in 1961 to over fifty today. Part-time instructors continue to serve in many areas.

ADMINISTRATION
Representing the patrons of the district in the conduct of college affairs is the group known as the Board of Directors, Southwestern Oregon Area Education District. The Board makes the policy which the President puts into operation and decides what is needed and how it can be obtained. The Board is assisted by a Budget Committee.

SOUTHWESTERN OREGON COMMUNITY COLLEGE
Today, President Jack E. Brookins, the college's chief administrator, is assisted by a Dean of Instruction, an Assistant Dean of Instruction, Dean of Student Services, Coordinator of Community Services, and a Business Manager.

In all endeavors, Southwestern Oregon Community College has moved ahead gathering tradition and experience. The formative years continue. The challenge remains great. The support of the residents of the education district has made progress possible. Southwestern Oregon Community College is a community college—socially, culturally, and educationally.

PURPOSES

Southwestern Oregon Community College, serving the Southwestern Oregon Area Education district, is a community college. It serves college-bound youth, youth aspiring to a career in a technical field, adults seeking cultural or general education experiences, and workers desiring to keep abreast of new developments in their field or to gain new skills. The Directors of Southwestern Oregon Community College are guided in their policy-making decisions by a set of purposes. These purposes explain what your college offers to the community.

Lower Division College transfer and pre-professional education as an integral part of the Oregon State System of Higher Education.

Occupational-Vocational education for those students whose formal education will end when they finish junior college.

Continuing Education to assist in meeting the many educational and occupational training needs of adults living in the area served by Southwestern Oregon Community College.

General Education opportunities for those with professional or vocational objectives, as well as for those who aspire to a liberal education.

Guidance and Counseling so that every student may discover his aptitudes, make a wise occupational selection and prepare for the successful pursuit of his life's work.

Special Services to the community, such as lectures, cultural programs, testing and counseling for non-high school graduates, public forums, institutes, and short courses.

ACCREDITATION

Southwestern Oregon Community College is accredited by the Northwest Association of Secondary and Higher Schools. In addition, the curricula and standards are approved by the Oregon State Department of Education. All lower-division transfer courses applicable to a baccalaureate degree are approved by the Oregon State System of Higher Education.

LIBRARY

The college library has an expanding, well-selected collection of materials to inform, excite and challenge the mind. It is designed to house a balanced collection of the latest books in the liberal arts, technical and vocational fields, as well as a complete set of basic reference material. It contains, in addition, an extensive selection of current popular and professional periodicals. It subscribes to a representative selection of metropolitan newspapers. Reserve shelves are regularly established by the librarian at instructor request to facilitate student reading and research.

BOOKSTORE

Required textbooks and classroom supplies can be purchased at the College bookstore.

SUMMER SESSION

The only requirement for admission to summer session is the ability to do the work. Those persons who wish to work toward degrees and those who expect to attend sessions during the Fall, Winter, and Spring at Southwestern Oregon Community College must meet standard admission requirements.

Entrance to Student Services Center in Dellwood Hall.
Preparation for responsible citizenship... Students tally votes for news media during general election.
Students entering Southwestern Oregon Community College are encouraged to work closely with their advisers to insure adequate program planning.
Admission and Registration

Students who are graduates of accredited high schools or have an equivalency certificate or are at least 18 years of age are eligible for admission to Southwestern Oregon Community College. Other students may be granted admission by the Admissions Officer.

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 any one of the high schools in the college district.

2. Official transcripts 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 strongly urged, it is not required for enrollment at the college.

3. Official transcripts from all colleges and universities which the student has attended since high school.

4. Scores from the SWOCC placement tests (scores from such entrance examination 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 strongly urged to attend one of the Orientation Seminars, held twice weekly throughout the summer. A student is eligible to attend a seminar as soon as he has filed an application for admission and has taken the placement examinations. Enrollment for each seminar is limited; thus, it is necessary to secure a reservation for a specific seminar. This may be done through the Student Services Office.

The objectives of an orientation seminar are:

(1) to acquaint the student with the schedule of classes.

(2) to provide the student with an opportunity to make a tentative study program utilizing a curriculum outline and the schedule of classes.

(3) to provide an opportunity for a counselor to interpret placement test results.

(4) to disseminate information about financial assistance, student employment, housing, and social activities.

REGISTRATION PROCEDURE

Details of the final registration procedure are discussed with the student at the pre-registration interview.

Each student must register in person and is not officially registered until tuition and fees have been paid.

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

WITHDRAWAL

Students desiring to withdraw from one or more courses (or from school completely) should follow the appropriate procedure as outlined below:

Before the end of the fourth week of the term: The student should file a "drop card" with the admissions desk. The student's adviser should sign the card. No record of the courses dropped will appear on the transcript and no grade is assigned.

After the fourth week of the term: Students may withdraw from courses (or from the college) by having each instructor sign the Withdrawal form, which may be obtained at the admissions desk. A grade of "W" will be assigned for satisfactory work; an "F" for failing work. Responsibility for withdrawal rests with the student; ceasing to attend does not constitute withdrawal. Failure to withdraw formally may result in an "F" in the course. Under exceptional circumstances students may withdraw by a letter written to the Academic Standards Committee. Proper withdrawal is noted on a student's transcript and protects his academic record.

TUITION AND FEES

Fees are payable in full at the time of registration. The right is reserved to make changes in any and all fees at any time, except that fees announced for any given term may not be increased after the date announced for the registration in such term. This does not affect the right of the president of the college to levy special charges at any time should conditions make them necessary.
Payment of the stipulated fee entitles all students registered for academic credit, full-time and part-time, to all services maintained by the college for the benefit of students. These services include use of the library, use of laboratory and course equipment and materials in connection with courses for which the student is registered, subscription to the student newspaper, and admission to special events sponsored by the college. No reduction in fees is made to students who do not intend to avail themselves of these services.

REGULAR FEES

Full-time curriculum students. This applies to a program of eight or more credits (15 or more clock hours of Technical-Vocational work) per term $90.00

Note: Fees as listed include a $10.00 student activity fee.

Practical Nursing Fee: Payable in three installments (16 week periods) $270.00

Matriculation Fee for Practical Nurse applicants payable at time of official acceptance. Not refundable but applies on tuition fee $50.00

Out-of-district resident in state. In addition to full-time fee, per term $45.00

Out-of-state fee. In addition to full-time fee, per term $90.00

Part-time students:

Students registered for less than eight term hours in Liberal Arts subjects or less than 15 clock hours in Technical-Vocational or general education will pay individual course fees as listed in the college schedule of classes each term.

Liberal Arts and Sciences courses. Per term hour $12.00

Technical-Vocational and General Education:

Per CLASS hour (approximate) $6.00

Per LABORATORY hour (approximate) $4.00

Out-of-district resident; additional course fee 50%

Out-of-state; additional course fee 100%

Note: The above amounts include student body fees.

SPECIAL FEES

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

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

Staff Fee: Liberal Arts Division—per credit hour $3.00

Technical-Vocational and General Education—25% of Reg. Fee

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

Performance Studies Fee—per credit hour $30.00

Performance fees are special fees for each credit hour earned in the private study of a musical instrument (music 190 or 290).

Late Registration Fee: ($5.00 maximum) (Charges begin on the day after classes start)

Students in curriculum program courses per school day $1.00

Students in General Educational, Vocational Education and other non-curricular courses. (Begin after the second class session) $1.00

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.

Change of Program Fee per change $1.00

Reinstatement Fee $2.00

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

There is no fee for changes in registration initiated by the college.

Transcript Fee $50 and $1.00

Each student is entitled to his first transcript free. Subsequent copies will be furnished at the rate of $1.00, first copy and $0.50 additional copies furnished simultaneously.

Graduation Fee—paid 30 days prior to graduation $5.00

Audit Fee—same as regular fee.

Special Examination Fee $2.00 per credit hour
TUITION OFFSET ALLOWANCE

A tuition offset plan established by the college board is in effect for students residing in the college district. An offset against tuition is made in accordance with the school district in which the student resides.

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

The above reduction will apply to the $80.00 tuition charge for all students who are enrolled for 12 or more credits/units and whose legal permanent residence is within Southwestern Oregon Area Education District and located the above distances from the campus. All student body fees will still be due in addition to the tuition charge.

FEE REFUNDS

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

1. Any claim for a refund must be made in writing to the Business office before the end of the term in which the claim originates.

2. The amount of any refund is calculated from the date the written withdrawal application is received and not from the date the student ceased attending classes. An exception to this rule may be allowed if it can be shown that filing of the withdrawal application was delayed for reasons beyond the student's control.

3. The tuition refund schedule:

   During the first week of the term: 90%
   second week of the term: 70%
   third week of the term: 50%
   fourth week of the term: 30%

4. No refunds will be authorized after the second session of special "seminars" or "workshops" scheduled for six weeks or less.

5. Student body fees paid are nonrefundable.

6. The amounts to be refunded apply only to the tuition portion of the fees.
The Learning Resource Center, Tioga Hall.
CREDITS

The academic year consists of three quarters of approximately 12 weeks each. Each hour of credit usually indicates one hour of class per week during an entire quarter. Laboratory and activity courses usually require more than one hour of attendance per credit hour. The standard student load is 15 or 16 credit hours per quarter. To complete the 90 credits required for the Associate in Arts degree in two years, a student must average 15% credits per quarter. While the unit requirements for the Associate in Science degree vary in the different curricula, the average number of units required is 96. In order to complete 96 units in two years, a student must average 16 units per quarter.

Permission to take a load of more than 18 credits must depend upon previous academic records, outside employment, and other factors.

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.

Grade Interpretation

Grade Points

A **Honor**
4 grade points per credit hour

B Above average
3 grade points per credit hour

C Average achievement
2 grade points per credit hour

D Low passing
1 grade point per credit hour

F Failure to meet course requirements
0 grade points per credit hour

Withdrawal
(If not completed during the following quarter of attendance, or by special arrangement with the instructor, "W" remains on the records).

I Incomplete
(If not completed during the following quarter of attendance, or by special arrangement with the instructor, "I" remains on the records).

S Satisfactory
0 grade points

U Unsatisfactory
0 grade points

The grade point average is determined by dividing the total grade points earned by the number of quarter hours attempted. W, I, S, and U grades and credits are not included in calculating the grade point average.

Two examples of grade point average (GPA) computation follow:

<table>
<thead>
<tr>
<th>STUDENT NAME</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Course</td>
<td>HOURS</td>
<td>TERM GRADE</td>
</tr>
<tr>
<td>Eng 111</td>
<td>3</td>
<td>C (3)</td>
</tr>
<tr>
<td>Chem 204</td>
<td>5</td>
<td>B (3)</td>
</tr>
<tr>
<td>Sp 111</td>
<td>3</td>
<td>A (4)</td>
</tr>
<tr>
<td>HE 250</td>
<td>2</td>
<td>A (4)</td>
</tr>
<tr>
<td>AA 195</td>
<td>2</td>
<td>B (3)</td>
</tr>
<tr>
<td>Total Credits Attempted (TCA)</td>
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<td>47</td>
</tr>
<tr>
<td>GPA = 47 divided by 15 = 3.13</td>
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</tr>
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</table>

<table>
<thead>
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<tr>
<td>Course</td>
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<tr>
<td>Eng 111</td>
<td>3</td>
<td>C</td>
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<tr>
<td>Chem 204</td>
<td>5</td>
<td>F</td>
</tr>
<tr>
<td>Mus 111</td>
<td>4</td>
<td>B</td>
</tr>
<tr>
<td>Mus 190</td>
<td>1</td>
<td>B</td>
</tr>
<tr>
<td>PE 190</td>
<td>1**</td>
<td>I</td>
</tr>
<tr>
<td>Total Credits Attempted (TCA)</td>
<td>13</td>
<td>21**</td>
</tr>
<tr>
<td>GPA = 21, divided by 13 = 1.61</td>
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</tr>
</tbody>
</table>

* The 5 registered hours in Chem 204 for which no credit was received are included in computing GPA.
** The 1 registered hour in P.E. 190 in which an incomplete was received is not included.

SOUTHWESTERN OREGON COMMUNITY COLLEGE
CHANGE OF GRADE

When it is necessary for any reason to change a grade, the instructor obtains three "Supplementary Grade Report" cards from the Admissions Office. After cards have been completed, the instructor returns them to the Admissions Office in person. One is kept on file, one is mailed to the student, and one is retained by the instructor.

COURSE NUMBERING

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

1-49 Courses which carry no credit toward a degree.
50-99 Beginning courses in subjects taught in high school which carry credit toward a bachelor's degree.
100-110 Survey or foundation courses that satisfy group requirements
200-210 in the language and literature, science, and social science groups.
111-199 Other courses offered at first-year and second-year level.
211-299 Normally, 100-199 numbers are considered freshman courses and 200-299 are considered sophomore courses.

93 CREDIT LIMITATION

Institutions of the State System of Higher Education in Oregon will accept no more than 93 credits earned as a lower division student to apply toward the baccalaureate degree requirements. The limit of 93 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 93 credits prior to their transfer to a senior institution in Oregon should obtain the advice of the registrar of the specific institution to which the student intends to transfer. Such advice should be obtained before the credits in excess of 93 are earned.

EXAMINATIONS

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

SCHOLASTIC STATUS

Honor Roll: A student who earns 12 or more credits and/or units whose grade point is 3.00 or above but less than 3.50, without any failing grades, will be placed on the dean's honor roll.

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

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

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

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

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

Physical Education Requirements: A student intending to obtain an Associate in Arts Degree must take five terms of physical education unless exempted for one of the following reasons:

1. Health— If a physician recommends exemption and a written statement is filed with the Registrar. This must be done at the beginning of each term.

2. Age— If students are over 50 years of age, they may be exempted at the discretion of the Chairman of the Physical Education Department. If they are between 25 and 50 years of age, at least three terms of Physical Education are required; the other two terms may be waived by the Chairman of the Physical Education Department.
3. Other— On very rare occasions an exemption may be granted for other reasons. A petition should be made to the Academic Standards Committee.

Ordinarily, only one physical education class per term is permitted. However, a student may petition the Academic Standards Committee for permission to take more than one class per term.

AUDITORS
Students who do not wish college credit may register as auditors in any of the courses offered. Auditors are not required to meet any specific academic requirements but should expect to participate fully in the activities of the class. If audit is desired, it should be so indicated at the time of registration. Auditors pay regular fees.

CHANGE OF REGISTRATION
For two weeks after start of classes, a student may drop courses, add courses, and change from credit to audit or audit to credit by completing a drop-add form and filing it in the admission office. Students should check the academic calendar for drop-add deadlines and should check schedule of fees for possible fee changes.

SELECTIVE SERVICE
To be certified as a “full-time” student for Selective Service purposes, a student must progress at a rate that will insure his completion of 93 credit hours within two academic years. This means that he must average 15 1/2 credits or units per term. For certification as a sophomore at the beginning of his second year, a student must have completed 45 credits or units during his first year.

It is the student’s responsibility to inform his local board immediately of any change in his school program.
Study Carrels in the Learning Resource Center provide private study.

Modern tools and equipment are available to students in technical programs.
Student Services

ADVISING
Each new student is assigned to a faculty adviser on the basis of expressed educational and/or vocational interests upon admission. Advising is considered a most important guidance function at the College. Each student is encouraged to use fully the services offered by his adviser. The ultimate responsibility for course and program choice rests with each student. However, academic advisers can, in large measure, assist a student at securing and interpreting information basic to academic and vocational decision making.

FOREIGN STUDENT ADVISING
The Student Services staff assists students from other countries in their personal and academic adjustment to college life in the United States. The staff also helps to promote various educational and social experiences between foreign students and local student groups, faculty, and the community.

COUNSELING AND TESTING
The Counseling Center offers counseling and testing services to all students and staff. Frequently a student is faced with decision-making regarding selection of an academic major, vocational interest area, or resolution of interpersonal concern. Services are available for educational, vocational, and personal counseling. Students are assisted in determining interests and aptitudes for various occupational areas, identifying possible causes of difficulty in academic courses, improving study skills, determining proper areas of study, and coping with personal and social problems. Professional counselors are available in a confidential setting to discuss any type of problem a student may feel of importance. Group meetings may be arranged for students presenting similar difficulties.

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

Counseling is provided to any adult residing within the Southwest Oregon Area Education District who may wish assistance with questions of educational or occupational development. A close working relationship is maintained with the State Department of Education, Oregon State Employment Service, and Division of Vocational Rehabilitation to assist adults in their educational and vocational planning.

The Student Services Office maintains a library of educational and vocational information. Catalogs from many educational institutions and most western schools and colleges are available for reference. There is no charge for counseling or testing services.

STUDY CENTER
The Study Center offers a program of individualized instruction and counseling designed to improve reading, writing, listening, computational, and study skills. Students whose previous records and performance on diagnostic tests indicate inadequate skills for successful achievement in college course work are provided with opportunity for improvement in the Study Center.

The Center provides both instruction and materials for the development of advanced reading and study skills. Students seeking a high level of competence in these skills are encouraged to enroll in this developmental program through self-referral.

GENERAL EDUCATIONAL DEVELOPMENT EXAMINATIONS (GED)
The Office of Student Services offers GED Examinations for adults who have not graduated from high school and who would like to obtain a Certificate of Equivalency. The staff will explain necessary requirements for taking the examination and can recommend various study materials designed to improve an individual's chances for success on the test. Counseling to assist in further educational and/or vocational development after completing the GED Examinations is also available. There is no fee for any of these services.

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

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

District Scholarships: The College Board of Directors has authorized full tuition scholarships for four full-time students (students carrying 15 credits/units or more) from each of the high school districts within the college district. Two of these scholarships per district are awarded on
the basis of ability, need and general citizenship. The other two scholarships are awarded to a freshman and second year student from each high school district, based on merit, with equal consideration given to liberal arts and vocational students. In addition, one district scholarship each is authorized for the student body president and the editor of the "Southwester," the student newspaper. Applications for District Scholarships including a transcript of high school grades, must be completed and submitted to the Financial Aid Office no later than April 1.

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

- COOS COUNTY COUNCIL OF PARENTS AND TEACHERS
- DEAN SCHWARTZMILLER
- SWOCC CLUB

Music Scholarships

(a) Applied Music Scholarships: Thirty dollar awards to pay the extra tuition fees required each term for all music majors for private music instruction. These scholarships are awarded to qualified music students each term on the basis of ability, interest, and need. Students awarded Applied Music Scholarships are expected to maintain a "B" average in their private music study and participate in a college music-performing group (choir, band, orchestra).

(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. Contributors to these funds are:

- COOS BAY SOROPTIMIST CLUB
- THE HUB
- UMPQUA LITTLE THEATRE
- SOUTHWESTERN OREGON MUSICIAN'S LOCAL 520
- PEO SISTERSHOOD AS CHAPTER
- NORTH BEND BUSINESS AND PROFESSIONAL WOMEN'S CLUB
- PACIFIC POWER AND LIGHT COMPANY

Student Loans: The College Scholarship and Loan Committee administers funds providing for loans to eligible students for a period of up to one year. Loan applications are available at the Financial Aids Office. To qualify as an applicant for a student loan, an enrollment of 12 credits is required. Contributors to the fund from which these loans are made include:

NORTH BEND BUSINESS AND PROFESSIONAL WOMEN'S CLUB
PI BETA PHI, Coos County

SPECIAL LOAN FUND CONTRIBUTORS

- Hazel Hanna Loan Fund
- COQUILLE SOROPTIMIST CLUB
- Rodney Hickenlooper Memorial Loan Fund
- MISS BARBARA BRISTER
- MRS. IDA ASHBIDGE
- MR. & MRS. HARRY MAXWELL
- MRS. CARRIE LANDERS
- MRS. ELLA BARMETTILOR
- MR. & MRS. BUDD FOSMORE
- MR. & MRS. L. C. TINDELL
- MR. & MRS. CHESTER BOWERS
- MR. & MRS. EDWARD JOHNSON
- MR. & MRS. ALBERT KOHLER
- MR. & MRS. DEAN SHELDON
- MR. & MRS. EDWIN HARRIS
- MR. & MRS. ARTHUR WADE
- MR. & MRS. FREDERICK KRUSE
- MR. & MRS. RICHARD KOVANG
- MR. & MRS. PAUL SCHMIDT
- MR. & MRS. ROBERT SANDINE
- MR. & MRS. GEORGE BOWERS
- MISS BETA E. SMITH
- MR. DON R. HAYLOR, JR.
- MRS. ALINE TYBERG
- MR. & MRS. R. E. SANDINE
- MRS. J. W. RUSSELL
- MRS. JESSIE D. GORDON
- MR. & MRS. J. WALTER BARHAM
- JUSTRUM & STROMME REALTORS

SPECIAL LOAN FUNDS

- LICENSED PRACTICAL NURSES LOAN FUND
- PIONEER PTA LOAN FUND (Reedsport Students)
- LINDA KOONCE MEMORIAL LOAN FUND

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

SOUTHWESTERN OREGON COMMUNITY COLLEGE 24
National Defense Student Loans: A program of borrowing primarily for needy students, in which the student has an obligation to repay his loan, with 3 percent interest within a 10-year period following college attendance.

Guaranteed Loans: A program of borrowing, primarily for students from middle or upper income families. The student has an obligation to repay his loan with a 3 percent (middle income) or 6 percent (upper income) interest.

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

College Work-Study: A program of employment in which the student, primarily one from a low-income family, 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 Officer.

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

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

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

STUDENT CENTER
The Student Center is temporarily located in the basement of the Learning Resources Center. The Center houses the Bookstore, Student Government and Student Activities Office, and some food service. The Center is open throughout the day and evening hours for browsing, student-faculty 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 Center. Student publications include the campus newspaper, The Southwester, and The Beacon.

The constitution of the Associated Student Government contains the rules and regulations under which student government operates. The student should become acquainted with the constitution as published in the student handbook.

At the present time the following clubs and organizations are active on the campus at Southwestern Oregon Community College:

- Republican Club
- Future Teachers of America
- Student Aid Club
- Continuing Education Student Association
- Lettermen's Club
- Phi Beta Lambda
- Golden Z
- Veteran's Club
- Fine Arts Club
- SWOCC Tutorial Program
- Music Club
- Pep Band

INTRAMURALS AND ATHLETICS
An intramural program is provided for all students in 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 various major and minor sports is arranged with other colleges of the Oregon Association and with junior varsity and freshman teams from four-year institutions.

Athletic activities at the college include basketball, track, cross country, wrestling, and baseball.

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

A student who receives disciplinary action may appeal to the student-faculty disciplinary appeals committee if he wishes.

STUDENT APPEALS
Under unusual circumstances, current regulations 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.
Students explore life in a biology laboratory session.
Degrees and Requirements

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 departmental 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 some less-than-degree curriculum.

For persons completing degree requirements at the end of summer, fall, or winter term rather than at June commencement time, Associate in Science and Associate in Arts degrees will be conferred three weeks from the date that requirements have been met. In order to receive a degree at these times, previous application must be filed with the Registrar. 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 for some less-than-degree curriculum will be awarded in the same manner.

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

APPLICATION FOR DEGREES

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

ASSOCIATE IN ARTS DEGREE

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

General requirements for the Associate in Arts Degree:

1. Not less than 93 term hours of lower division courses approved by the Oregon State System of Higher Education for transfer credit.
2. Grade point average minimum of 2.00 (C average).
3. English Composition: 9 term hours (Wr. 111, 112, 113).
4. Health Education: HE 250, 3 term hours for both men and women.
5. Physical Education: 5 terms are required. Not more than one hour of credit may be earned in these courses in any one term except by petition and consent.
6. Required year sequence in each of the following groups:
   Language and literature, science, and social science. A second year sequence must be chosen in one of the three groups. For a list of sequences that satisfy these requirements, see “Group Requirements” on page 28.
7. At least one of the sequences must be numbered in the 200 series.
8. At least one sequence in language and literature must be in literature.
9. The “second sequence” referred to in No. 6 above, if taken in one of the Social Sciences or Sciences, must be taken in a different department.
10. A student must attend Southwestern Oregon Community College at least two terms (including the final term) before the Associate in Arts Degree is awarded, and must have completed 24 term hours at the college.

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 State Department of Education.

SOUTHWESTERN OREGON COMMUNITY COLLEGE
General requirements for the Associate in Science Degree:

1. Minimum of 90 units 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 units of approved general education subject.
4. Must attend the College at least two terms (including the last term) before degree is awarded, and must have completed 24 units at the College.

GROUP REQUIREMENTS

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

Language and Literature

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<tbody>
<tr>
<td>Eng 104, 105, 106</td>
<td>Introduction to Literature</td>
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<tr>
<td>Eng 201, 202, 203</td>
<td>Shakespeare or</td>
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<tr>
<td>Eng 253, 254, 255</td>
<td>Survey of American Literature</td>
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</table>

Languages (Applicable as a second literature sequence)

| RL 101, 102, 103 | Second-Year French | 4 hrs each |
| GL 101, 102, 103 | Second-Year German | 4 hrs each |

Science

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<tr>
<th>General Science</th>
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<tbody>
<tr>
<td>GS 104, 105, 106</td>
<td>Physical Science Survey</td>
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<tbody>
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<td>General Biology</td>
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<tbody>
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<td>General Botany</td>
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<tbody>
<tr>
<td>Ch 101, 102, 103</td>
<td>Elementary Chemistry</td>
</tr>
<tr>
<td>Ch 201, 202, 203</td>
<td>General Chemistry</td>
</tr>
</tbody>
</table>

Mathematics

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

Physics

| Ph 201, 202, 203 | General Physics | 4 hrs each |

Zoology

| Z 201, 202, 203 | General Zoology | 4 hrs each |

Social Science

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<tr>
<td>Anth 101, 102, 103</td>
<td>General Anthropology</td>
</tr>
<tr>
<td>Anth 207, 208, 209</td>
<td>Introduction to Cultural Anthropology</td>
</tr>
</tbody>
</table>

Economics

| Ec 201, 202, 203 | Principles of Economics | 3 hrs each |

Geography

| Geog 105, 106, 107 | Introductory Geography | 3 hrs each |

History

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

Political Science

| PS 201, 202, 203 | American Government | 3 hrs each |

Psychology

| Psy 201, 202, 203 | General Psychology | 3 hrs each |

Sociology

| Soc 204, 205, 206 | General Sociology | 3 hrs each |

SOUTHWESTERN OREGON COMMUNITY COLLEGE  28
Summer art workshop students take to the field for work with visiting artists. High school students can participate in summer programs.

Art courses for students of all ages are offered throughout the year.
Folk Singer Jon Adams entertains students in Lounge during noon hour.
LIBERAL ARTS AND SCIENCES

The Liberal Arts and Sciences represent the ancient and continuing effort of men to extend the range of their experience beyond the narrow limits of time and place in which they find themselves at birth. To enjoy such a freedom, men must know all they can about themselves and their environment, both physical and social. The liberal arts and sciences are a group of studies designed to assist and direct the exploration of man's nature and his position in the world around him.

By the help of some of these studies, Western man is able to compare his own experiences with those of men in other times, places, and circumstances, and thus share in the inherited wisdom and satisfaction of mankind. Through others, we deepen and extend our knowledge of our physical environment. Knowledge—scientific, historical, and literary—is the indispensable condition of the good life of free men, of "the good society."

ENTRANCE REQUIREMENTS

There are no official entrance requirements beyond the general entrance requirements of the college for students intending to choose a major field of study within the Liberal Arts and Sciences area.

Students intending to major in any of the natural sciences are, however, advised to present at least two units of high school mathematics and two units of high school science. Experience has proved that students who lack this preparation are handicapped in college work in science.

TRANSFER EDUCATION

Transfer (lower-division) courses parallel freshman and sophomore courses offered by major Oregon universities and four-year colleges. Students normally transfer to upper division (junior) standing at the end of the sophomore year to the school of their choice. Students may arrange a general education program in the liberal arts, or they may plan a special course of study to meet particular needs.

Southwestern Oregon Community College's lower-division collegiate program offers credits transferable within the Oregon State System of Higher Education. The student planning to seek a degree in these institutions should familiarize himself with the catalog of the institution of his choice and with the specific requirements of his proposed major program. The faculty advisers of Southwestern Oregon Community College will gladly assist him in this planning. Certain professional course requirements may be met only on the campus of the institution offering the advanced program. Students in art, music, business, and education curricula should be aware of these requirements.

The several institutions of the Oregon State System of Higher Education require that the student offer credit hours in each of the major academic divisions: the Humanities (language, literature and the arts); the Social Sciences; and the Sciences, in addition to the requirements of the major. A student at Southwestern Oregon Community College can satisfy the state-wide health and physical education and English composition requirements and also elect to do work in each of these major divisions to meet the general institutional requirements. He may also satisfy the language requirements that certain degree programs demand.

Students enrolling in elementary and secondary education and in general liberal arts curriculums will find most of the courses they need for lower division credit. They should, however, familiarize themselves with the catalog of the four-year institution they plan to attend and keep in mind that the institutions might not accept more than 30 credit hours of lower division work upon transfer from a community college.

LOWER-DIVISION GENERAL EDUCATION

This curriculum is intended to be broad and general in scope. Students completing two years' work and fulfilling all requirements normally select a major in a specialized field only at the end of the sophomore year when they transfer to a school which is authorized to grant a baccalaureate degree. For students who plan to complete work for a bachelor's degree, the two lower-division years provide a general education and a foundation for specialization during the junior and senior years in some field in the liberal arts and sciences or in a professional or technical curriculum.

For students uncertain about their educational or vocational goals, the lower division offers the opportunity to explore several fields of study to help determine special interests and aptitudes. The Counseling Center offers each student the opportunity to explore educational and vocational interests and goals through counseling and testing.

For students who plan to complete no more than two years of college, the lower-division offers a terminal program suited to the needs of the individual, balancing cultural and vocational courses, as preparation for intelligent and useful citizenship.

SOUTHWESTERN OREGON COMMUNITY COLLEGE
BUSINESS ADMINISTRATION

BA 101 Introduction to Business 4 hours
Business organization, operation, and management intended to orient the student in the field of business and to help him determine his field of major concentration.

BA 211, 212, 213 Principles of Accounting 3 hours each term
Introduction to field of accounting, technique of account construction; preparation of financial statements; application of accounting principles to practical business problems; proprietorship studies from standpoint of single owner, partnership, and corporation.

BA 232 Business Statistics 3 hours
Modern business decision theory, and statistics as a tool for business decision making. Primary emphasis on statistical description (tables, charts, and frequency distributions) and the elements of probability; consideration also of modern data processing, index numbers and time series analysis (trend, cyclical), and seasonal adjustments of business data. No prerequisite, although one term of college algebra or a good high school background in math is suggested.

SECRETARIAL SCIENCE

SS 111, 112, 113 Stenography (3 Class, 3 Lab Hrs/Wk) 3 hours each term
Theory of Gregg Shorthand; practical applications in sentence and paragraph dictation. SS 121, 122, and 123 must be taken concurrently unless student has had the equivalent. Students with one year of high school shorthand will be placed on the advice of the instructor. 5 hours laboratory.

SS 121, 122, 123 Typing (1 Class, 4 Lab Hrs/Wk) 2 hours each term
Theory and practice; drills of all kinds; punctuation and mechanical arrangements of business correspondence, legal forms, tabulating, manuscripts, modern business forms; straight copy training on both manual and electric typewriters. Students will be placed in SS 121 or SS 122 upon the recommendation of the instructor. 5 hours laboratory.

SS 211, 212, 213 Applied Stenography
(3/2 hr periods per wk) 3 hours each term
Advanced transcription with emphasis on comprehensive speedreading of notes in thought sequence; sustained transcription speed; coordination of skills in typing, shorthand and English Essentials SS 211, 212, 213 must be taken consecutively. Prerequisite: Satisfactory completion of SS 113 or equivalent.

FINE ARTS

AA 195, 196, 197 Basic Design 2 hours each term
A three term introductory sequence; a series of studio participated projects involving the basic principles and elements of design. Exercises and problems are developed to motivate individual research and creativity. Open to non-majors.

AA 201, 202, 203 Survey of Visual Arts 3 hours each 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 non-majors.

AA 255 Ceramics 2-4 hours any term
A studio-laboratory course, involving the active participation of the individual student in art experiences designed as an introduction to the materials, methods and techniques of pottery design and structure. Primary considerations of form together with experimentation and familiarization in hand construction, throwing, glazing and firing. Consists of 4-6 wks. of laboratory instruction.

AA 290 Painting 2 hours each term
Instruction in the use of oil color, water colors, 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 non-majors.

AA 291 Drawing 2 hours each term
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 non-majors.

AA 292 Watercolor 2 hours any term
A studio-laboratory course, involving the active participation of the individual student in painting experiences aimed at developing visual and manipulative skills. The study of water color techniques with special attention to the particular characteristics of the medium, emphasis on landscape material, may be substituted for a third term of Drawing, Art 291, to meet lower division major requirements. Consists of 4-6 wks. of laboratory instruction. Prerequisite: Painting and drawing or approval.

AA 293 Elementary Sculpture 2 hours each term
An introduction to the language of forms and the elements of sculpture. The investigation of materials through compositional exercises in clay, plaster, wood and stone. Familiarization, experimentation, and expression in volumes and mass together with oppositions in space, void, and shape. Primary considerations of media, methods, and techniques in sculpture. Maximum credit: 6 hours.

Mus 50 Basic Piano 1 hour any term
Classroom instruction for students not prepared for piano instruction at the level of Music 190.

Mus 121, 122, 123 Musicianship 4 hours each term
A course to develop and strengthen basic musicianship in the student through a study of diatonic functional trichord harmony, including recognition of related keys, secondary dominants, two part counterpoint. Written work correlated with sight singing, analysis, aural comprehension, and keyboard application is stressed. Consists of 5 classroom instruction hours. Prerequisite: A background in group or individual music performance.

Mus 221, 222, 223 Musicianship I 4 hours each term
Harmonic, melodic, rhythmic, and basic formal practices since 1700. 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 Performance Studies 1 hour each term (maximum 3 hours)
Individual instruction.
Mus 195 Band 1 hour each term
(No more than 6 hours total credit may be earned in Mus 195, 196, 197.)
Mus 196 Orchestra 1 hour each term
(No more than 6 hours total credit may be earned in Mus 195, 196, 197.)
Mus 197 Chorus 1 hour each term
(No more than 6 hours total credit may be earned in Mus 195, 196, 197.)
Mus 201, 202, 203—Intro. to Music and Its Literature 3 hours each term
Development of understanding and intelligent enjoyment of music through a study of its elements, forms, and historical styles.
Mus 224, 225, 226 Keyboard Harmony 1 hour each term
Keyboard application of the theoretical principles studied in Mus 211, 212, 213; exercises in figured-bass realization, modulation, transposition, and score reading; development of extemporaneous playing. To be taken concurrently with Mus 211, 212, 213. Prerequisite: Mus. 113 or equivalent; satisfactory rating in test of keyboard proficiency.
Mus 290 Performance Studies 1 - 3 hours any term
Indiual Istruction
Prerequisite: proficiency required for satisfactory completion of Mus 190.

HE 101 Introduction to Home Economics 1 hour
An orientation course for Home Economics major and non-majors interested in developing a greater understanding of Home Economics as a profession. The course explores the philosophy, contributions, trends, and interdisciplinary nature of the field as well as the services to families. Employment opportunities and training and preparation for the various areas within the fields are studied as are new developments in related career fields.

CT 210 Clothing Construction 3 hours
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 hours
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 non-majors.

HUMANITIES, LANGUAGE AND LITERATURE

Eng 101, 102, 103 Survey of English Literature 3 hours each term
Study of the principal works of English literature based on reading selected to be representative of great writers, literary forms, and significant currents of thought. Provides both an introduction to literature and a basis for the student's study of other literatures and other fields of cultural history. Fall: Anglo-Saxon beginnings to the Renaissance; Winter: Milton to Blake or Keats; Spring: Wordsworth to Present.

Eng 107, 108, 109 World Literature 3 hours each term
Study of the literary and cultural foundations of the Western world through the analysis of a selection of representative pieces of literature, ancient and modern, presented in chronological order. The readings include continental, English and American works.

Eng 201, 202, 203 Shakespeare 3 hours each term
Study of important plays—comedies, histories, and tragedies. Recommended for majors.

Eng 253, 254, 255 Survey of American Literature 3 hours each term
American Literature from its beginning to the present day. Fall: Colonial period to Melville; Winter: Emerson to Henry James; Spring: Stephen Crane to present.

SOUTHWESTERN OREGON COMMUNITY COLLEGE 33
Phl 201 Problems of Philosophy 3 hours
Introduction to the study of some of the persistent problems of philosophy.

Phl 202 Elementary Ethics 3 hours
Introduction to the philosophical study of morality; e.g., right and wrong, free will and determinism, morals and society.

Phl 203 Elementary Logic 3 hours
Introduction to the study of reasoning. How to recognize, analyze, criticize, and construct the main types of argument and proof.

Wr 111, 112, 113 English Composition 3 hours each term
The fundamentals of English Composition; frequent written essays. Special attention to correctness in fundamentals and to the organization of papers. (Wr 111 must precede Wr 112 and 113.)

Wr 214 Business English 3 hours
Study of modern practices on business correspondence. Analysis and writing of the principal types of correspondence. Prerequisite: Wr 113 or 1.113.

Wr 218 Creative Writing 3 hours
Opportunity and encouragement for those who wish to express themselves through literary mediums. Models of essays, short stories and poetry are studied and original work is done in each of these branches of writing. Prerequisite: demonstrated skill in writing; Wr 111, 112, or Consent of Instructor.

Gl 50, 51, 52 First-Year German 4 hours each term
Designed to provide a thorough grammatical foundation and an elementary reading knowledge of German, as well as an understanding of the spoken language.

Gl 101, 102, 103 Second-Year German 4 hours each term
Review of grammar and composition; reading selections from representative authors, conversation.

J 215 Journalism Laboratory 1 hour each term
Work on student publications. Given in cooperation with J 216, 217, 218.

J 216 Reporting I 2 hours
Basis of gathering and reporting news, with emphasis on accuracy and clarity of writing. J 215 required in conjunction with this course.

J 217 Reporting II 2 hours
Accuracy and objectivity standards as well as reader appeal in writing. Methods of gathering and organizing material for multiple-source, multiple fact stories. J 215 required in conjunction with this course. Prerequisite: J 216.

J 218 Copy Editing and Makeup 2 hours
Copy reading, headline writing, proofreading and makeup. (Recommended for advanced positions on the Southwest.) J 215 required in conjunction. Prerequisite: J 216 or Consent of Instructor.

Rl 50, 51, 52 First-Year French 4 hours each term
An introduction to French, stressing reading and speaking. Exercises in elementary composition and grammar.

Rl 101, 102, 103 Second-Year French 4 hours each term
Study of selections from representative authors; review of grammar; considerable attention to oral use of the language.

Sp 111, 112, 113 Fundamentals of Speech 3 hours each
Projects in extemporaneous speaking. Primary emphasis on content and organization, with attention also to the student's adjustment to the speaking situation, effective delivery, audience motivation, and language of speech.

Sp 229 Interpretation 2 hours
Study of oral interpretive skills and literary appreciation. (Permission of Instructor)

Sp 232 Group Discussion 3 hours
Theory and practice of group problem solving, "and" learning discussions. (Permission of instructor)

Sp 250 Workshop Theatre 1 to 3 hours (maximum 3 hours)
Participation in any phase of rehearsal and performance of college readings or plays.

Sp 136 Introduction to Theatre 3 hours each term
A survey course covering the development of the theatre from classical Greek to contemporary practices and plays. Fall term: Sophocles to Shakespeare; Winter term: Shakespeare to Shaw; Spring term: Shaw to Ionesco. The course will follow a chronological sequence, but the emphasis will be on showing the relationship between the principal eras and areas of theatre development, different terms and styles of dramatic literature will be tied into the changes in architecture, production methods—acting, directing, staging . . . and their effects on the social/cultural atmosphere and customs of their particular time. Consists of 3 hrs./wk. to total 36 contact hrs./term.

SCIENCE AND MATHEMATICS

Bi 101, 102, 103 General Biology 4 hours each
Biological principles applied to both plants and animals. 3 lectures; 1 three-hour laboratory period.

Bot 201, 202, 203 General Botany 4 hours each term
Bot. 201 and 202 will basically cover structure, physiology, ecology, and genetics of the seed plants, how plants get their food, grow, differentiate, and reproduce. Bot. 203 will be a survey of the plant kingdom, including identification of native plants, use of keys, floral morphology. 2 lectures; 3 hours laboratory.

*Ch 101, 102, 103 General Chemistry 3 hours each term
For students who have had no previous training in chemistry and for those whose college aptitude tests indicate need for a more elementary approach. Two lectures, one recitation period and one two-hour laboratory. This sequence and Ch 241 are prerequisites to Ch 225 and Ch 234.

*Ch 201, 202, 203 General Chemistry 4 hours each term
Service course covering basic principles of general chemistry. Three lectures and one three-hour laboratory. Prerequisite: one year of high school chemistry and acceptable college aptitude scores. The laboratory work during spring term will be largely devoted to qualitative analysis.

*Transfer credit will not be granted for more than one of the two sequences. (Ch 101, 102, 103; Ch 201, 202, 203)

Ch 226, 227 Elements of Organic Chemistry 5 hours each
Chemistry of the carbon compounds; the aliphatics, aromatics, and derivatives. For premedical, preveterinarian, and medical technology. 3 lectures, 2 three-hour laboratory periods.

Ch 234 Quantitative Analysis 5 hours
Principles of gravimetric analysis and volumetric analysis. Designed for premedical, premedical, and medical technology students. 3 lectures, 2 three-hour laboratory periods. Prerequisite: Ch 203, or equivalent.

Ch 241—Chemical Theory 5 hours each term
Service course covering chemical principles such as equilibrium and thermodynamics, etc.

SOUTHWESTERN OREGON COMMUNITY COLLEGE
GE 101 Engineering Orientation 2 hours
Engineering Orientation GE 101 is an extensive introduction to the nature of the engineering process of representation, optimization and design. The opportunities found in the field of engineering are introduced. Prerequisite: Mth 101 previously or concurrently.

GE 102 Engineering Orientation 2 hours
Engineering orientation GE 102 acquaints students with engineering analysis and develops skills in the areas of computation and graphical representation. Computer programming is used as an aid for problems common to all fields of engineering. Prerequisite: Mth 101 previously or concurrently.

GE 103 Engineering Orientation 2 hours
Fosters creative ability on design projects. Computer programming is used as an aid for problems common to all fields of engineering. Prerequisite: Mth 101 previously or concurrently.

GS 104, 105, 106 Physical Science 4 hours each
Fundamental principles of physics, chemistry, astronomy, and geology; development and application of the scientific method. 3 lectures; 1 two-hour laboratory period. Prerequisite: One year of high school Algebra and/or consent of the instructor.

Mth 100 Intermediate Algebra 4 hours
Functions and graphs, linear equations in two unknowns, quadratic equations, rational and fractional exponents, radicals, progressions, binomial theorem, logarithmic computation. Prerequisite: one year of high school algebra. No credit allowed if taken after Mth 101 or any more advanced mathematics course.

Mth 101, 102 College Algebra and Trigonometry 4 hours each
A modern treatment of algebra and trigonometry exhibiting the logical structure of the disciplines and including topics essential for subsequent mathematical study; i.e., sets, functions, real number systems, equations and inequalities, binomial theorem, logarithmic functions, trigonometric functions, etc. Prerequisite: two years of high school algebra or Mth 100.

Mth 104, 105, 106 Introductory College Mathematics 4 hours per term
This is a unified course in Algebra, Trigonometry, and the Fundamentals of Calculus designed as a terminal course for students of the liberal arts, social and behavioral sciences, or as an introductory course for those students who decide to go on with the study of mathematics.

Mth 123 Mathematics for Elementary Teachers 3 hours per term
A careful survey of state-adapted texts grade-by-grade, with careful attention given to the recognition of principles learned in the outline for Mth 191 and 192. Prerequisite: Mth 191, along with Mth 191 and Mth 192. Mathematics for Elementary Teachers is a requisite for majors in elementary education at Oregon State University.

Mth 200, 201, 202, 203 Calculus with Analytic Geometry 4 hours each

Mth 233 Introduction to Numerical Computation 3 hours
Basic principles of numerical computation, programming a computer in subject oriented languages with major emphasis on programming in an algebraic language. Prerequisite: Mth 101, or equivalent.

Phy 201, 202, 203 General Physics 4 hours each
Standard first-year college physics. 2 lectures; 2 two-hour laboratory periods. Prerequisite: Mth 101, 102, or equivalent.

Phy 204, 205, 206 General Physics Laboratory 1 hour per term
Experiments in general physics. Prerequisite: Concurrent enrollment in Physics 201, 202, 203 or Physics 207, 208, 209. One three-hour laboratory period.

Phy 207, 208, 209 Introductory Classical Physics 4 hours per term
First year college physics for students in engineering or the physical sciences. Mechanics; thermodynamics, sound, light, electricity, and introduction of modern physics. Three 1-hour lectures; one 1-hour recitation. Prerequisite: Calculus, previously or concurrently; and concurrent enrollment in Physics 204, 205, 206.

Z 201, 202, 203 General Zoology 4 hours each
For zoology majors and premedical, preprofessional, prepharmacy students and others. 3 lectures; 1 three-hour laboratory period.

SOUTHWESTERN OREGON COMMUNITY COLLEGE
The world of electronics is explored by students in the Electrical-Electronics Technology curriculum.

The theoretical and applied are combined in the Wood Industries Technology curriculum. Students gain experience in forest operations.
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 curriculums and courses are designed to prepare students for successful entrance into employment. They include preparation for semi-professional, technical, skilled, semi-skilled and service occupations in general industry categories such as agriculture, business and commerce, sales and distribution, manufacturing and construction. Curriculums are designed to provide an optimum balance between specialized and general education requirements for each occupational area included.

2. Occupational Extension Program. These curriculums 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 semi-professional 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 a maximum contribution as an informed and intelligent citizen in a democratic society. Areas included in the general educational program are: communications and language arts, social and behavioral sciences, science and mathematics, and the humanities and fine arts.

4. Adult Education Program. The adult education program of the College provides a wide variety of general and special courses (because of their special and changing nature many are not listed in the catalog.) Almost any type of course or program may be organized by the College provided there is a need and the staff and other resources are available. The primary purpose of the adult education program is to assist adults to effectively deal 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 the division (see page 15). Certain curricula and courses have specific entrance requirements. Students are advised to carefully read specific curricula and course requirements.

DEGREES, DIPLOMAS AND CERTIFICATES

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

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

COLLEGE TRANSFER CREDIT

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

ADVISORY COMMITTEES

The curriculums and courses of the technical-vocational division of the College are planned and operated with the advice and counsel of repre-
sentative 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.

DEPARTMENTS AND CURRICULA
The following general programs and curricula are provided in the program of studies of the College (see pages 45 to 59 for individual course descriptions).

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

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

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

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

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

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

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, medical, insurance, real estate and similar fields. Second year courses include advanced typing, transcription, business communications and business law.

Additional information regarding the Secretarial Technology program including detailed course requirements may be obtained from the College.

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

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

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

The Stenography certificate program also requires three terms and a minimum of 45 units of course work. Persons completing are qualified for entry-level stenography positions. Course requirements include typing, shorthand, business mathematics, English, filing, office procedures and office machines. The Data Processing certificate program requires three terms and a minimum of 45 units of course work. Persons completing are qualified for entry level tab machine operators, computer operators, Peripheral Equipment operators, Coder and Programmer trainees. Course requirements include mathematics, English, accounting, computer operation, and electric accounting machines.

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

SOUTHWESTERN OREGON COMMUNITY COLLEGE
CIVIL-STRUCTURAL ENGINEERING TECHNOLOGY

This department offers an associate degree program in Civil-Structural Engineering Technology and a one-year diploma program in General Drafting.

Civil-Structural Engineering Technology

This two-year associate degree program is designed to prepare graduates to work as technicians in the following fields: civil engineering, surveying, construction, drafting, estimating, inspection, cost estimating and related areas. Opportunities for employment in this field exist with private industry as well as municipal, county, state and federal government agencies.

Applicants should have at least one year of high school algebra, and high school courses in physical science and drafting are desirable. Course requirements in the two-year program of studies include: technical mathematics, applied physics, English, social science, drafting, surveying, and other specialized technical courses.

Detailed course requirements and additional information regarding the program may be obtained from the College.

General Drafting

The one-year General Drafting diploma program requires three terms and a minimum of 45 units for completion. It is designed to prepare persons for entry-level jobs as draftsmen in mechanical, architectural and civil-structural fields. Graduates will find employment opportunities with private industry and the various levels of public employment. Course requirements include mathematics, physics, English, social science, with drafting courses each term. Detailed information and course requirements may be obtained from the College.

CONSTRUCTION TRADES

With the exception of the Civil-Structural Technology curriculum there are no specific programs planned which lead to employment in building and construction occupations. However, there are many individual courses offered by the College which will prepare persons for entry-level jobs in this industry. Courses in mathematics, drafting, electricity, mechanics, metals, applied physics, and surveying can provide important skills and knowledge for persons who wish to enter an apprenticeship in any of the following occupations: carpenter, cabinet maker, plumber, metalworker, roofer, painter, electrician, bricklayer, tile setter, and many others.

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

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

Electrical-Electronic 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, radionuclide, 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

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

HOME ECONOMICS DEPARTMENT

The home economics department offers courses in clothing selection and construction (Bishop Method), home planning and decoration, foods and nutrition, child care, family living and home management. Most of the courses in this department are specially planned to meet particular needs. Regular courses are listed under the 9900 - 9949 number series in the "Course Description" section of the catalog (see page 59). Persons interested in organizing special courses or programs in home and family living areas, or in occupational areas related to homemaking, should contact the College.

LAW ENFORCEMENT (Police Science)

The curriculum in Law Enforcement prepares young men and women for careers in law enforcement agencies such as police departments and sheriffs’ offices. This two-year associate degree program is planned and operated with the cooperation of the Peace Officers Committee of Region III (Lane, Douglas, Coos and Curry Counties) and the State Advisory Board on Police Standards and Training. It also provides opportunities for persons already employed in law enforcement to obtain further training for added skills and knowledge or retraining which will help them qualify for promotions.

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

METAL - MECHANICAL DEPARTMENT

The metal-mechanical department 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 in the department 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 prepares persons for occupations such as automotive mechanic, truck or heavy duty equipment mechanic, small engine mechanic and maintenance mechanic in construction, manufacturing and service-type industries. It also provides excellent background and entry-level skills for occupations such as machinist, sheetmetal worker, millwright and industrial or mechanical technician.

The course requirements in this program include practical mathematics and science, blueprint reading, social science and drafting. Major area courses include welding, metallurgy, metal and machine work, hydraulics and pneumatics, gasoline engines and other power plants, chassis and brake systems, power transmission systems, fuel systems and carburetion, and electrical systems. High school courses in drafting, mathematics and physical science are recommended.
Specific curricular requirements and additional information regarding the program are available upon request.

Part-Time Programs and Courses
Students may enroll in the industrial mechanics curriculum on a part-time basis if they wish. The College also offers an extensive gas, arc and heliarc welding program for employed workers who need knowledge and skill in the field. A number of evening courses in automotive carburation, 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.

PRACTICAL NURSING
This 48-week program of training is open to persons between 18 and 50 years of age who are high school graduates or the equivalent. (A GED test and certificate is acceptable.) The program is accredited by the Oregon State Board of Nursing. Graduates are eligible to take an examination given by the Board of Nursing and those who pass this examination become licensed practical nurses (LPN) and are eligible for licensing by endorsement in other states of the nation. A licensed practical nurse is prepared to give nursing care to patients who do not need the constant attention of a professional nurse. The class instruction and hospital clinical experience are under the direct supervision of the college instructor and registered nurses of the hospital. The licensed practical nurse is also under the direct supervision of professional registered nurses or licensed physicians.

Students are taught to assist in the care of medical and surgical patients, care of mothers and new born babies, care of children, care of the chronically ill and convalescent patient. The first eight weeks of the course are spent in the classroom—6 hours a day, five days a week. During the following four weeks, part of the time is spent becoming acquainted with the hospital routine. After twelve weeks, the students begin their assigned clinical practice in the various departments of the hospitals. During this time, students will spend one day a week in class with the nurse instructor.

During the clinical practice period in the hospital, the student nurses will be assigned duties by the college instructor and their schedule will be similar to that of regular nursing employees. This means that Saturdays and Sundays are not automatically days off. The nursing program calendar does not follow the academic calendar in the front of this catalog. See schedule below.

Practical Nurse Training Schedule
September 3, Tuesday ........................ 1st Period Registration & Fee Payment; Classes begin
October 28, Monday ............................ Hospital Orientation begins
November 25, Monday .......................... Clinical Practice begins
January 6, Monday .............................. Second Period begins
April 21, 1969, Monday ........................ Third Period begins
August 1, 1969, Friday .......................... End of Training
August 3, 1969, Sunday ........................ Graduation & Capping Ceremony

Graduation Requirements:
Candidates for graduation from the Practical Nursing curriculum shall have developed the personal and professional characteristics which, in the opinion of the college officials, will enable them to function effectively in the role of a practical nurse.

Professional & Vocational Relationships (5.501) 74 Clock Hours
Nursing Care in Conditions of Illness (5.502) 122 Clock Hours
Normal Health, Growth & Development (5.503) 121 Clock Hours
Nursing Skills (5.504) 174 Clock Hours

Total Technical Information 491 Clock Hours
Clinical Practice (5.525) 1160 Clock Hours
(see course listings for description of content)

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

SUPERVISORY TRAINING
This program is planned as a series of courses and 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.

SOUTHWESTERN OREGON COMMUNITY COLLEGE
WOOD INDUSTRIES TECHNOLOGY

This new two-year associate degree curriculum prepares technical or semi-professional 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, technical physics and chemistry, technical mathematics, forest botany, English, social science, forest operations and engineering, mensuration, surveying and mapping. Detailed information and curriculum requirements are available from the College.

PART-TIME AND SPECIAL PROGRAMS

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

OCCUPATIONAL EXTENSION CLASSES

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

Apprenticeship Classes

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

Business Classes

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

Distributive and Sales Classes

Closely related to the business field is the area of sales and distribution so important to our economy. Classes for employed persons in marketing, advertising, salesmanship, merchandising and related topics are available. The College is engaged in preliminary study to determine the advisability of offering courses in real estate and insurance fields. Some of these courses may be operated during the 1965-66 academic year.

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 and decoration, food 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 41). 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 S.B. Small Business Administration, particularly the Small Business Management Seminar usually operated during the fall term. Other courses include small business management and small business records.

Public and Protective Services

The service occupations are the most rapidly growing segment of our occupational structure. Two programs in this field are provided by the College at the present time — Law Enforcement (see page 40) and a
program in Fire Training offered in cooperation with fire departments in the area. Other public service courses, such as custodial training, are planned and operated by the College as the need for them arises.

GENERAL ADULT EDUCATION

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

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

CONTINUING EDUCATION PROGRAM

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

COMMUNITY SERVICE PROGRAM

The community service program of the College includes a wide variety of activities. The College cooperates with many community groups and agencies in the operation of the program. Included among the activities are lectures and forums, concerts, the annual film series, college speakers' bureau, the Fine Arts Festival, special workshops and institutes, the Great Decisions program. The College has cooperated with such groups as the Little Theater on the Bay and the Coos Artists League in the development of some activities and programs.

The College has also operated special classes for high school students in the area served by the college district. Students from Marshfield, North Bend, Reedsport, Bandon, Powers, Coquille and Myrtle Point High Schools have attended special vocational classes during the past year.

The College also operates some evening classes in the Coquille, Myrtle Point and Reedsport areas for persons who reside there. It is possible to offer classes in other communities if there is need and sufficient enrollment to justify them.

SPECIAL PROGRAMS

Basic Education classes are offered to advance basic skills in arithmetic, writing, English expression, vocabulary, spelling, and reading for unemployed adults receiving public assistance who are referred by the Welfare Department. The persons referred are evaluated by the Student Services staff, and instructional programs are developed to fit the particular educational deficits and needs of the individual. It is expected that at least 50 per cent of Basic Education enrollees will have developed their basic skills and knowledge enough to take GED tests for the high school equivalency diploma.

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

Beginning and advanced welding instruction is a popular offering in the modern welding laboratory in Umpqua Hall.
Becky Smith, Coos Bay, was crowned 1968 Homecoming Queen on February 3 by last year's queen Alyson Anthony, of Bandon. With the queen is Wes Campbell, student body vice-president.

Phil Ryan, Coordinator of the Data Processing Center, instructs Darlene Dibale, Reedsport, a student in the data processing program, in the operation of the 1130 computer.

Visiting high school students try out equipment in SWOCC business lab.
Technical, Vocational, and Adult Course Descriptions

0.100 Adult Driver Training (2 Class Hrs/Wk) Term Units 2
This is a course offered to adults who wish to learn to drive. The course includes
Oregon vehicle law, operating principles of the car, prearranged driving procedures
as well as financial factors which include financial responsibility and insurance. Both
classroom instruction and the automobile will be included.

0.120 Basic Photography (1 Class, 2 Lab Hrs/Wk) Term Units 2
This course is an introduction to the basic principles of photography, including
indoctrination camera use, composition, darkroom developing and printing, and general
assignment photographic work.

0.195 Band (2 Lab Hrs/Wk) Term Unit 1
This course is offered to musicians in the community and at the college who wish
an outlet for their talents and to improve their playing ability. Course work includes
a study of breath control; instrument techniques and skills; music reading,
otation and terminology; and musical literature of all styles, periods, and cultures.

0.196 Orchestra (2 Lab Hrs/Wk) Term Unit 1
This course is offered to musicians in the community and at the college who wish
an outlet for their talents and to improve their playing ability. Course work includes
a study of breath control; voice placement and proper use; music reading,
otation and terminology; and musical literature of all periods, styles, and cultures.

0.197 Chorus (2 Lab Hrs/Wk) Term Unit 1
This course is offered to musicians in the community and at the college who wish
an outlet for their talents and to improve their playing ability. Course work includes
a study of breath control; voice placement and proper use; music reading,
otation and terminology; and musical literature of all periods, styles, and cultures.

0.500 Mathematics Workshop* (5 Class Hrs/Wk) Term Units 0
A course designed for students whose knowledge of basic arithmetic or
intermediate algebra is deficient. The purpose of this course is to prepare students
for success in the course's science sequence or any other program requiring
knowledge of basic mathematics.

0.501 Communications Workshop (2 Class Hrs/Wk) Term Units 0
A required course taken 2 hours each week in conjunction with Communications
1,111, 1,112, 1,113. This course is designed to help students increase their skills in
relation to their reading speed and comprehension. Additional work is offered in
the areas of spelling, writing, and vocabulary development. The course is open to
evening students as well, who wish to take the course by itself. (not in conjunction
with the Communication course, for developmental purposes). The evening section is
also open to students who have not previously learned to read or write. Special
help is offered to those needing to learn to read and write.

0.510 Elements of Algebra
Stresses the transition from arithmetic to algebra for students with little or no
previous experience in algebra. Includes the concepts of numbers, natural numbers,
integers, rational numbers, etc., their generalization and simple algebraic procedures.

0.515 Intermediate Algebra I (4 Class Hrs/Wk) Term Units 2
Two units of Intermediate Algebra including properties of real numbers, polynomials,
fractions, exponents, real radicals, and first and second degree equations and in-
equalities. Prerequisite: Elements of Algebra 0.510.

0.540 Drawing I (3 Lab Hrs/Wk) Term Unit 1
This course in beginning drawing serves as an introduction to the various approaches
to drawing. The investigation of a variety of media, methods, techniques and compo-
nositional devices is employed to enable the student to gain a knowledge of drawing as possible.

0.541 Drawing II (3 Lab Hrs/Wk) Term Unit 1
The second in the sequence of Drawing courses aims to develop within the student
a basic knowledge and insight within the area of figure analysis and introductory
anatomy.

0.542 Drawing III (3 Lab Hrs/Wk) Term Unit 1
This, the last course of the three term sequence, is designed to develop within the
individual an awareness and knowledge of landscape drawing and composition.

0.543 Watercolor Painting I (3 Lab Hrs/Wk) Term Unit 1
The first course of a three-term sequence. It is primarily designed as an investiga-
tion of the medium and the approaches possible with transparent watercolor.

0.544 Watercolor Painting II (3 Lab Hrs/Wk) Term Unit 1
The second course of the sequence in watercolor continues the investigation of
the medium through the use of creative exercises and the Investigative method of prob-
lem solving.

0.545 Watercolor Painting III (3 Lab Hrs/Wk) Term Unit 1
The last course in the sequence in watercolor painting is designed to develop within
the individual a keen awareness of the particular qualities of this medium as com-
pared to the other media of painting.

0.546 Oil Painting I (3 Lab Hrs/Wk) Term Unit 1
This course is the first of a three-term sequence designed to acquaint the student
with the medium of oil paint and the methods and techniques necessary for establish-
ing a basic knowledge of oil painting.

0.547 Oil Painting II (3 Lab Hrs/Wk) Term Unit 1
The second course of the three-term sequence continues the investigation of prob-
lem in painting related to color, methods, techniques, and composition.

0.548 Oil Painting III (3 Lab Hrs/Wk) Term Unit 1
The third course of the sequence in oil painting is designed to further the investiga-
tion of the two previous terms and to introduce mural design and composition
with landscape painting.

0.549 Experimental Painting (3 Lab Hrs/Wk) Term Unit 1
A single term course in advanced painting, accenting the use and investigation of
experimental media, including grays, plastic paints (acrylic and vinyl resins) and
collages. Prerequisites: 0.540 through 0.548 or consent of the instructor.

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0.550 Ceramics I (3 Lab Hrs/Wk)  Term Unit 1
The first term of a three-term sequence, this course is an introduction and investigation to the medium and its plastic properties.

0551 Ceramics II (3 Lab Hrs/Wk)  Term Unit 1
The second term of the sequence in ceramics introduces the throwing process and its creative possibilities for the potter.

0.552 Ceramics III (3 Lab Hrs/Wk)  Term Unit 1
The third ceramic term consists of a further development of individual and traditional historic pottery as a background for research.

0.553 Elementary Sculpture I (3 Lab Hrs/Wk)  Term Unit 1
This course is designed as an introduction to the materials, methods and techniques of sculpture. Primary considerations of form together with experimentation, familiarization and compositional structuring, in all of the basic sculpture media, are the aims of this course.

0.554 Elementary Sculpture II (3 Lab Hrs/Wk)  Term Unit 1
The second course in the sculpture sequence emphasizes the problems and approaches of the carving of subtractive method of sculpturing.

0.555 Elementary Sculpture III (3 Lab Hrs/Wk)  Term Unit 1
The third term in this sequence introduces the student to more advanced creative design in sculpture as well as offering the opportunity for experiments in new media and methods.

0.564 Introduction to Commercial Art (3 Lab Hrs/Wk)  Term Unit 1
The first course of a three term sequence designed to introduce the student to methods and techniques in layout, lettering, and commercial art as a field.

0.600 Conversational Spanish  Term Unit 1
An introduction to conversational Spanish. The course provides opportunities for practical conversation on everyday topics, current events, and cultural material.

0.601 Conversational Spanish  Term Unit 1
An intermediate course — continuation of Conversational Spanish 0.600.

0.602 Conversational Spanish  Term Unit 1
An advanced course — continuation of Conversational Spanish 0.601.

1.111 Communications (3 Class, 2 Lab Hrs/Wk)  Term Units 3
A course stressing the importance of communications activities. Emphasis is given to improving the student's ability to write, speak, read, and listen effectively. The purposes and organization of many communications are emphasized. Attention is given to the recognition of thinking as a means to effective communications. Practical attention is given to exposition and techniques used in exposition. Sentence and paragraph development receive special attention. The student is made acquainted with such literary forms as poetry, the novel, the short story, and drama. (Students are required to schedule two hours each week in the Study Center). Students who register for this class must also register for 0.501 Communications Workshop (2 class hrs/wk), which consists of additional work in reading, spelling, writing and vocabulary development. Satisfactory reading test scores may exempt students from this required workshop.

1.112 Communications (3 Class, 2 Lab Hrs/Wk)  Term Units 3
This course is a continuation of Communications 1.111. The student receives further introduction to literature. Attention is given to critical analysis and evaluation of information contained in the mass media. Specific methods of utilizing logical thinking in presenting and evaluating informative and controversial material are emphasized. (Students are required to schedule two hours each week in the Study Center).

Students who register for this class must also register for 0.501 Communications Workshop (2 class hrs/wk), which consists of additional work in reading, spelling, writing and vocabulary development. Satisfactory reading test scores may exempt students from this required workshop.

1.113 Communications (3 Class, 2 Lab Hrs/Wk)  Term Units 3
This course is a continuation of Communications 1.112. The student receives further introduction to literature. Practice is provided the student in applying the basic communication skills. Group discussions, individual speaking situations, written communications, and listening situations receive special emphasis. (Students are required to schedule two hours each week in the Study Center).

Students who register for this class must also register for 0.501 Communications Workshop (2 class hrs/wk), which consists of additional work in reading, spelling, writing and vocabulary development. Satisfactory reading test scores may exempt students from this required workshop.

1.120, 1.121, 1.122 Man and Society (3 Class Hrs/Wk)  Term Units 3
This course involves the relationship of the seven social science disciplines on the personality of the individual and, in turn, the impact of developing personalities individually and collectively on contemporary culture and society. The first term, 1.120, is devoted to the role of the individual and his personalization in the second term, 1.121, is devoted to an understanding of society and the inherent value system involved in the understanding of society. The third term, 1.122, relates the individual to his work and the effect of this combination on society.

1.221 Labor-Management Relations (3 Class Hrs/Wk)  Term Units 3
This course traces the development of the unionism in the United States. Attention is given to the role of labor and management in collective bargaining. The development of labor and management legislation is correlated with the development of unionism. Labor organization disagreement, arbitration, conciliation and problems of labor are also studied.

1.127 Writing for Publication  Term Units 3
A survey of current opportunities and requirements in various markets available to the free lance writer. Along with criticism and advice to the writer's work and training toward the development of useful critical standards. (Offered in winter quarter only).

1.130, 1.131, 1.132 Apprroc. of Literature (2 Class Hrs/Wk)  Term Units 2
This course covers the short story and novel in the first quarter, drama in the second quarter, and poetry in the third quarter. In each quarter, the material covers the organization of the particular medium in terms of the conventions and characteristics peculiar to it. The remainder of each quarter will, through reading and discussion, relate the whole to the constituent parts. At the conclusion of the three quarters the relationship among the three media will be seen.

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1.133, 1.134, 1.135 Appreciation of Shakespeare I, II, III  
Term Units 3  
Careful and complete study of selected Shakespearean tragedies, comedies, and histories. Each designed to fit into the programs of the Oregon Shakespearean Festival in Ashland.

1.136 Introduction to Theatre (3 Class Hrs/Wk)  
Term Units 3  
A survey course covering the development of the theatre from classical Greek to contemporary plays. Fall term: Sophocles, Shakespeare, Wilde; Spring term: Shakespeare to Shaw, Shaw to Lessae. The course will follow a chronological sequence, but the emphasis will be on showing the relationship between historical and stylistic elements and dramatic literature. Will be designed to solve business problems. 2.254 Interest, discount, negotiable instruments, payroll mathematics, cash and trade discount, computing commission and depreciation.

1.140 The Nature of Communism (3 Class Hrs/Wk)  
Term Units 3  
An introduction into the ideological development and practical implementation of communist political thought.

1.506 Applied Economics (3 Class Hrs/Wk)  
Term Units 3  
Economics deals with the principles involved in the operation of the American economic system. The role of business and industry in the total economy is studied. Basic economic principles are applied to the relationship of employer and employee. Topics considered include historic trends, business organization, prices and competition, imperfect competition and monopoly, price levels, business cycles, taxation, labor unions, management associations, labor-management relations, labor legislation, and social and private security.

1.600 American Institutions (3 Class Hrs/Wk)  
Term Units 3  
A study of the effect of American economic, social, and political institutions upon the individual as a citizen and as a worker in business and industry. The interrelationship of freedom and control is utilized as a common denominator in considering how these institutions and processes involved in the development of the basic institutions of our society. Topics considered are: culture, its functions and characteristics; social groups in relation to problems of urban living, personality formation, the family, and social classes; the American economic system, its concepts and organization; public opinion, the American political system, its constitutional and executive and legislative divisions; and international relations.

1.605 Health Education (2 Class Hrs/Wk)  
Term Units 2  
This course is designed to provide individuals with select health and physical education activities through participation or study for the purpose of adding to their knowledge and appreciation of desirable mental and physical health practices as they relate to the individual and the community.

1.608 Psychology of Human Relations (2 Class Hrs/Wk)  
Term Units 3  
A study of the principles of psychology that will be of assistance in the understanding of inter-personal relations on the job. Motivation, feelings and emotions, and learning are covered with particular reference to the application to on-the-job problems. Other topics investigated are: intelligence and attitude tests, employee selection, supervision, job satisfaction, and industrial conflict as they relate to the employment situation. Attention is also given to group dynamics so that the student may learn to apply the principles of mental hygiene to his adjustment problems as a worker and a member of the general community.

1.610 Public Speaking (1 Class, 2 Lab Hrs/Wk)  
Term Units 2  
This course is intended to develop speaking skills with emphasis on the dual role of speech as both a speaking and listening skill, and on adjusting the approach to the specific audience. Practice is provided through individual speeches and group discussions with careful attention being 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.

1.620 The Physical World (3 Class, 1 Lab Hrs/Wk)  
Term Units 3  
This course introduces the student to the physical world through an integrated study of everyday applications of physical science with emphasis on the basic principles of physics, astronomy, meteorology, geology, and chemistry, to provide an understanding of the scientific method and the role it has played in the development of mankind.

2.250, 2.252 Business Mathematics (3 Class Hrs/Wk)  
Term Units 3  
A two term sequence. 2.250. A concentrated course in programmed learning. Rebuilding fundamentals including special uses of estimating for decision making. Loan interest, discount, loans, amortization tables, interest, discount, interest, and percentage, etc. 2.252. A course in merchandising, payroll mathematics, cash and trade discount, computing commission and depreciation.

2.261, 2.262, 2.263 Work Experience (10-20 Hrs/Wk)  
Term Units 4  
General and supervised paid work experience in conjunction with major field of study. The student works from 10 to 20 hours a week on an on-the-job training arrangement (100 to 200 hours a term). Credit varies from 2-4 units. A maximum of 2 units is allowed towards an A.S. degree. Related instruction (2.264, 2.265 or 2.266) must be taken concurrently.

2.264, 2.265, 2.266 Related Instruction (1 Class, 4 Lab Hrs/Wk)  
Term Units 2  
Each student enrolled in Work Experience (2.261, 2.262 or 2.263) must also enroll in this course. Instruction is related to work experience activities and requirements.

2.290 Advertising Art I (3 Lab Hrs/Wk)  
Term Units 3  
The first basic introduction to commercial art...its scope, varied fields, and production processes.

2.301 Credit Procedures (3 Class Hrs/Wk)  
Term Units 3  
A study of the principles and methods of credit administration in the mercantile and retail field, including sources of information, credit policy, credit control, legal remedies, and collection techniques.

2.304 Fundamentals of Marketing (3 Class Hrs/Wk)  
Term Units 3  
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 service marketing; midland merchandising, shipping and warehousing; standardization, grading, and pricing; government regulation of competition.

2.305 Principles of Retailing (3 Class Hrs/Wk)  
Term Units 3  
A general survey of the principles of efficient store organization and management. Topics include the location and layout, types of store organization, personnel management, operating activities, financial and budgetary control, coordinating policies, and store protection.

2.307 Advertising (3 Class Hrs/Wk)  
Term Units 3  
An introduction to advertising and the role it plays in business. Planning advertising programs, advertising budgets, media, techniques of merchandise and advertising, and types of advertising are covered. Layout and copywriting as applied to the newspaper and direct mail media are studied.

2.320 Business Law (3 Class Hrs/Wk)  
Term Units 3  
An introduction to business law. Emphasis is on contractual relationships, the law of sales, bailments, and negotiable instruments. Case studies are used to illustrate the principles involved.

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2.321 Business Law (3 Class Hrs/Wk) Term Units 3
A continuation of 2.320 with emphasis on agency and employment, Union labor contracts, personal property, real property, suretyship and guaranty. Prerequisite: 2.320 or consent of instructor.

2.322 Business Law (3 Class Hrs/Wk) Term Units 3
A continuation of 2.321 with emphasis on risk-bearing devices, partnerships and corporations, bankruptcy, and current social legislation. Prerequisite: One term of Business Law 2.320 or 2.321, or consent of instructor.

2.330 Fundamentals of Salesmanship (3 Class Hrs/Wk) Term Units 3
An analysis and evaluation of the salesman of today and the role he plays in our economic life are made during this course. The principles and techniques of selling constitute the areas covered in this course. Detailed attention is given to both inside and outside selling activities.

2.331 Federal Income Tax (3 Class Hrs/Wk) Term Units 3
A study of income tax law and the record-keeping necessary for income tax purposes.

2.340 Consumer Economics (3 Class Hrs/Wk) Term Units 3
Considers the basic principles underlying the nature of consumer credit, savings institutions, insurance and annuities, real estate, income taxes, investment outlets, and estate planning. Case study method is emphasized.

2.400 Real Estate Principles I (3 Class Hrs/Wk) Term Units 3
A fundamental course to prepare for entry into the real estate industry. Includes economic, social, and legal bases of real estate transactions, laws of property rights, taxation, real estate instruments, finance, and property ownership. Prerequisite: None.

2.401 Real Estate Principles II (3 Class Hrs/Wk) Term Units 3
A continuation of Real Estate Principles I to further prepare for entry into the real estate industry. Includes a basic approach to brokerage and licensing as applied to the State of Oregon covering operating an office, selling, and advertising. Introduces student to accepted standards of ethical conduct, property management, titles, valuation, planning, zoning, urban renewal, public housing and developments. Prerequisite: Real Estate Principles I.

2.402 Real Estate Law (3 Class Hrs/Wk) Term Units 3
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, title, deeds, leases, liens, covenants, conditions, restrictions, easements, estates, probate, and landlord-tenant relationships. Includes a review of significant Oregon cases. Prerequisite: Real Estate Principles I and II. May be taken concurrently with Real Estate Principles II.

2.501, 2.503, 2.505 Typing (1 Class, 4 Lab Hrs/Wk) Term Units 2
2.501 - Introduction to (1) keyboard (2) simple production. Knowledge of mechanical operation of keyboard.
2.503 - Speed and accuracy building - review of simple production. Prerequisite knowledge of keyboard.
2.505 - Number speed-and-accuracy building. Advanced production: Business correspondence, tabulations, manuscripts. Prerequisite: Completion of 2.503.

2.507 Typing (1 Class, 4 Lab Hrs/Wk) Term Units 2
The student is provided with sustained practice in long range assignments of specialized applications in industrial and professional fields such as legal, engineering, medical, sales and public relations, communications, etc. Prerequisite: Typing 2.505 or equivalent.

2.509 Machine Transcription (1 Class, 4 Lab Hrs/Wk) Term Units 2
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. Prerequisite: Satisfactory grade on qualifying English test and on SS 123 or equivalent.

2.519, 2.521 Office Machines (1 Class, 3 Lab Hrs/Wk) Term Units 2
An acquaintance with all, and a mastery of some, of the following machines: 10-key and full-key adding, listing, rotary calculator, printing calculator, key punch, and accounting.

2.541, 2.543, 2.545 Shorthand (2 Class, 3 Lab Hrs/Wk) Term Units 3
Theory of Gregg Shorthand; practical applications in sentence and paragraph dictation. 2.501, 2.503, and 2.505 must be taken consecutively unless the student has had the equivalent. Students with one year of high school shorthand will be placed on the advice of the instructor.

2.547 Transcription (2 Class, 3 Lab Hrs/Wk) Term Units 3
Applied Stenography (3/2-hrs. periods/wk.) Advanced transcription with emphasis on comprehensive speed-reading of notes in thought sequence; sustained transcription speed and coordination of skills in typing, shorthand and English essentials. Prerequisite: Satisfactory completion of 2.545 or equivalent.

2.583, 2.584, 2.585 Office Procedures (2 Class, 3 Lab Hrs./Wk) Term Units 3
A sequence of courses to present the knowledge of office practices and equipment, together with a full year of personal management.
2.583 - Business Psychology
2.584 - Organization of work, office supplies, reference sources, postal procedures, telephone techniques, receptionist duties
2.585 - Alphabetic, geographic, numerical filing; duplicating processes including: spirit, mimeograph, multilith and copying machines.

2.590, 2.591, 2.592 Secretarial Practice (2 Class, 3 Lab Hrs/Wk) Term Units 3
A three term sequence of practical application of shorthand dictation, transcription, and decision-making judgments demanded of secretarial employees. The student is introduced to the role and responsibilities of the secretary in a simulated office setting. Prerequisite: SS 123 or 2.503 and SS 113 or 2.545 or consent of instructor.

2.766, 2.767, 2.768 Accounting (4 Class Hrs/Wk) Term Units 4
A two or three term sequence.
2.766 - Comprehensive study of the recording and reporting phases of accounting and bookkeeping for a single proprietorship business. Prerequisite: Little or no bookkeeping experience.
2.767 - Comprehensive study of payroll, partnership, cash, and negotiable instruments accounting. A practice set requiring extensive record keeping and reporting of accounting data is required. Prerequisite: 2.766 or consent of the instructor.
2.768 - Comprehensive study of the reporting and problem solving phases of accounting so the student can meet and analyze increasingly difficult accounting problems. A practice set is required. Prerequisite: 2.767.
2.766 and 2.767 are required for all one-year bookkeeping-clerical students. 2.766, 2.767 and 2.768 are required for all two-year business students.
2.769 Cost Accounting (3 Class Hrs/Wk) Term Units 3
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 2.766 or approval of instructor.

2.771 Practical Accounting (3 Class, 1 Lab Hrs/Wk) Term Units 3
Federal and State Old Age, Unemployment, and Disability Insurance laws, state and local sales taxes. Accounting records which involve the numerous regulations of governmental bodies. Prerequisite: Accounting 2.766 or approval of instructor.

3.300 Suspension and Brake Systems (2 Class, 3 Lab Hrs/Wk) Term Units 3
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 (2 Class, 3 Lab Hrs/Wk) Term Units 3
Theory, operation, and maintenance of internal combustion engines.

3.306 Internal Combustion Engines II (1 Class, 4 Lab Hrs/Wk) Term Units 2
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 (3 Class, 3 Lab Hrs/Wk) Term Units 4
Theory and application of basic electricity to motors and engine accessories. Prerequisite: Practical Physics 4.304.

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

3.314 Power Accessories (2 Class, 2 Lab Hrs/Wk) Term Units 3
Theory and operation of power steering, power brakes, power windows, and power tops. Includes disassembly, assembly, and testing of various power units. Prerequisites: Hydraulics-Pneumatics 3.320.

3.316 Power Transmission (1 Class, 2 Lab Hrs/Wk) Term Units 2
Power transmission through clutches, standard transmissions, overdrives, drive lines, and differentials. Typical units are disassembled, assembled, and adjusted. Prerequisite: Suspension and Brake Systems 3.300.

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

3.320 Hydraulics-Pneumatics (2 Class, 2 Lab Hrs/Wk) Term Units 3
Theory and application of hydraulic power in industry.

3.321 Basic Industrial Hydraulics (3 Class Hrs/Wk) Term Units 4
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 (3 Class, 3 Lab Hrs/Wk) Term Units 4
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 3.321.

3.324 Diagnostic Procedures (2 Class, 3 Lab Hrs/Wk) Term Units 3
Systematic testing and tuning of I.C. engines. Prerequisite: Electrical 3.322.

3.326 Automatic Transmission (3 Class, 3 Lab Hrs/Wk) Term Units 4
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 (9 Lab Hrs/Wk) Term Units 3
Engine overhaul, carburation, and electrical system service. Prerequisite: 4th term standing.

3.331 Mechanical Systems Laboratory (9 Lab Hrs/Wk) Term Units 3
A continuation of 3.329.

3.332 Service Management (2 Class Hrs/Wk) Term Units 2
A course designed to give the students an appreciation of the duties and responsibilities of the service manager. Prerequisite: 6th term standing.

3.333 Mechanical Systems Laboratory (9 Lab Hrs/Wk) Term Units 3
The final course in shop service operations. Emphasis is placed on flat rate schedules and repair cost estimating. Job selection is extended into the tune up and automatic transmission fields. Prerequisite: 6th term standing, plus 3.331.

4.101 Drafting (4 Lab Hrs/Wk) Term Units 2
This is a fundamental course in drafting designed to give the student a basic understanding of drafting techniques. Emphasis will be placed on the application of drafting instruments, standard orthographic projection, layout procedures, and approved lettering techniques. Drawing techniques such as geometric construction, sectioning of views, sectional and auxiliary views, and standard dimensioning practices will be covered. Prerequisite: High school algebra or approval of department head. Mathematics 4.202 may be taken concurrently.

4.103 Electrical Drafting (4 Lab Hrs/Wk) Term Units 2
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 motor starters, annunciators, AM receivers, and other typical industrial circuits will be covered. ASA and EEIA approved symbols will be used. Prerequisites: Drafting 4.101 or equivalent.

4.105 Drafting (4 Lab Hrs/Wk) Term Units 2
This is an intermediate course designed to prepare students to enter mechanical, structural, civil, and architectural drafting. It includes isometric projection, perspective drawings. Emphasis is placed on the concept, technique of inking, and the development of working drawings as used in industry. Limitations of general shop equipment are discussed. Prerequisite: Drafting 4.101 or equivalent.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Term</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.109</td>
<td>Mechanical Drafting (4 Lab Hrs/Wk)</td>
<td>Term</td>
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<td></td>
<td>An advanced course emphasizing mechanical design. It includes sketching, cam and gear layout, isometric drawings, welding drawings, tolerances and allowances, and tool jig drawings. Simplified drawing techniques will be covered and general shop procedures will be discussed. Emphasis will be placed on the industrial requirements of drawings. Prerequisite: Third term standing or approval of department head.</td>
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<tr>
<td>4.110</td>
<td>Blueprint Reading and Sketching (2 Class, 2 Lab Hrs/Wk)</td>
<td>Term</td>
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<td></td>
<td>Introduction to blueprint reading and basic industrial sketching.</td>
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<tr>
<td>4.111</td>
<td>Structural Drafting (6 Lab Hrs/Wk)</td>
<td>Term</td>
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<td></td>
<td>An advanced course emphasizing civil and structural drafting procedures. It includes the function and design of: the general plan, stress diagrams, shop drawings, foundation or masonry plans, erection diagrams, foundation plans, and sheet metal layout. Also, bill of materials, rivet lists, drawing indexes, design calculations, and strength of joints will be considered. Drafting principles will be acquired with structural shapes, and principles of bridge building, dam and earthwork constructions. Prerequisites: Drafting 4.105 and Applied Physics 6.370 or equivalent.</td>
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<tr>
<td>4.119</td>
<td>Project Drafting (9 Lab Hrs/Wk)</td>
<td>Term</td>
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<td>This course emphasizes working conditions of the industrial drafting room. Students will be assigned projects that will include one or more drawings requiring all of the skills previously acquired. Instruction will include the methods for detail layout, reading specifications, common materials of fabrication, checking and back-checking drawings, and material take-offs. Discussion will cover the administration of the drafting room, issuing drawings, and revisions. Speed and accuracy will be considered of paramount importance. Prerequisite: Drafting 4.105 which may be taken concurrently.</td>
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<tr>
<td>4.121</td>
<td>Project Drafting (8 Lab Hrs/Wk)</td>
<td>Term</td>
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<td>A continuation of the emphasis on industrial working conditions. Students will be assigned projects (requiring use of all previously learned skills and principles) that will familiarize them with many of the specialized fields of drafting. Instruction will include the basic methods for layout and detailing assemblies and sub-assemblies, reading specifications, common materials of fabrication, checking and back-checking drawings, and materials take-offs. Drafting room standards of various local industries will be discussed. Speed and accuracy will be considered of paramount importance. Prerequisite: Project Drafting 4.119 or equivalent.</td>
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<tr>
<td>4.150</td>
<td>Welding I (1 Class, 3 Lab Hrs/Wk)</td>
<td>Term</td>
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<td></td>
<td>Introduction to welding, cutting, brazing and soldering. Includes theory and practice in all areas.</td>
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<tr>
<td>4.151</td>
<td>Welding II (1 Class, 3 Lab Hrs/Wk)</td>
<td>Term</td>
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<td></td>
<td>An advanced course which provides instruction and laboratory practice in the more difficult welding positions and in the use of shielded arc welding machines.</td>
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<td>4.160</td>
<td>Metals Technology (2 Class, 3 Lab Hrs/Wk)</td>
<td>Term</td>
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<td></td>
<td>Theory and application of ferrous physical metallurgy, basic theory of metals, heat treating, and microscopic analysis.</td>
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<tr>
<td>4.161</td>
<td>Metals Technology II (2 Class, 3 Lab Hrs/Wk)</td>
<td>Term</td>
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<td></td>
<td>Laboratory procedures for preparing metallic specimens for metallurgical inspection. Basic metal microscopic analysis and exploration by use of various industrial metals, heat treatments and weld joints.</td>
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<tr>
<td>4.170</td>
<td>Machine Tool Practices (2 Class, 4 Lab Hrs/Wk)</td>
<td>Term</td>
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<td></td>
<td>Fundamentals of precision metal shaping with hand and machine processes.</td>
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<tr>
<td>4.171</td>
<td>Machine Tools Practices II (2 Class, 3 Lab Hrs/Wk)</td>
<td>Term</td>
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<td>Develop basic concepts into more advanced machine theory and practice.</td>
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<tr>
<td>4.202</td>
<td>Mathematics (3 Class, 2 Lab Hrs/Wk)</td>
<td>Term</td>
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<td>A practical review of arithmetic, fundamentals of applied algebra and geometry.</td>
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<tr>
<td>4.204</td>
<td>Mathematics (3 Class, 2 Lab Hrs/Wk)</td>
<td>Term</td>
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<td>The application of arithmetic, algebra, geometry and trigonometry to various occupation and industrial problems.</td>
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<tr>
<td>4.300</td>
<td>Practical Physics (3 Class, 2 Lab Hrs/Wk)</td>
<td>Term</td>
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<td>This is an introductory course in practical physics covering matter, measurements, mechanics, and machines. Laboratory time is provided for demonstrations and experiments to help clarify the principles and procedures covered in class. Prerequisite: Mathematics 4.202 should be taken concurrently.</td>
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<tr>
<td>4.302</td>
<td>Practical Physics (3 Class, 2 Lab Hrs/Wk)</td>
<td>Term</td>
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<td>This is an introductory course in practical physics covering heat, light, and sound. Laboratory time is provided for demonstrations and experiments to help clarify the principles and procedures covered in class. Prerequisite: Mathematics 4.202 or equivalent.</td>
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<tr>
<td>4.304</td>
<td>Practical Physics (3 Class, 2 Lab Hrs/Wk)</td>
<td>Term</td>
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<td></td>
<td>This is an introductory course in practical physics covering magnetism and electricity. Laboratory time is provided for demonstrations and experiments to help clarify the principles and procedures covered in class. Prerequisite: Mathematics 4.202 or equivalent.</td>
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<tr>
<td>5.200</td>
<td>Introduction to Law Enforcement (3 Class Hrs/Wk)</td>
<td>Term</td>
<td>3</td>
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<td>The philosophy and history of law enforcement; overview of crime and police problems; organization and jurisdiction of local, state and federal law enforcement agencies; survey of professional career opportunities, qualifications required, and police ethics.</td>
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<tr>
<td>5.202</td>
<td>Administration of Justice (3 Class Hrs/Wk)</td>
<td>Term</td>
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<td>Review of court systems; procedures from incident to final disposition; principles of constitutional, federal, state and civil laws as they apply to and affect law enforcement.</td>
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<tr>
<td>5.204</td>
<td>Defensive Tactics (2 Lab Hrs/Wk)</td>
<td>Term</td>
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<td>A course designed to teach the rudiments of self-defense and attack. Boxing, wrestling, and hand-to-hand combat will be offered.</td>
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<tr>
<td>5.206</td>
<td>Defensive Tactics (2 Lab Hrs/Wk)</td>
<td>Term</td>
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<td>A continuation of Defensive Tactics 5.204.</td>
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<td>5.208</td>
<td>Criminal Law (3 Class Hrs/Wk)</td>
<td>Term</td>
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<td>The structure definitions and the most frequently used section of the Penal Code and other criminal statutes.</td>
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</table>
5.210 Traffic Control (2 Class, 3 Lab Hrs/Wk)
Term Units 3
Traffic law enforcement, regulation and control, fundamentals of traffic accident investigation; Oregon Motor Vehicle Code.

5.212 First Aid (2 Lab Hrs/Wk)
Term Units 1
A class in standard First Aid procedures and techniques designed to meet graduation requirements at all students as well as adults who wish to secure first Aid training. Upon a successful completion of course, a standard First Aid card may be secured.

5.213 First Aid (2 Lab Hrs/Wk)
A continuation of First Aid 5.212.
Term Units 1

5.214 First Aid (2 Lab Hrs/Wk)
A continuation of First Aid 5.213.
Term Units 1

5.216 Criminal Investigation (3 Class Hrs/Wk)
Term Units 3
Fundamentals of investigation; crime scene search; sketching and recording; collection and preservation of physical evidence; scientific aids; modus operandi; sources of information; interviews and interrogation, follow-up and case preparation.

5.217 Criminal Investigation (3 Class Hrs/Wk)
Term Units 3
Continuation of 5.216 including collection and preservation of physical evidence; scientific aids; modus operandi; sources of information interviews and interrogation, follow up and case preparation.

5.218 Criminal Investigation (3 Class Hrs/Wk)
A continuation of Criminal Investigation 5.217.
Term Units 3

5.221 Patrol Procedures (2 Class, 3 Lab Hrs/Wk)
Term Units 3
Purpose of patrols — perception and observation — protection — prevention — suppression — identification and apprehension — types of patrols — purpose — hazards — assignments — response to emergencies — action to be taken — effects of apparent on foot — in an auto — home, building or room, operation of motor vehicle.

5.222 Criminal Evidence (2 Class, 3 Lab Hrs/Wk)
The kinds and degrees of evidence and the rules governing the admissibility of evidence in court.
Term Units 3

5.226 Firearms (2 Lab Hrs/Wk)
The moral aspects, legal provisions, safety precautions and restrictions covering the use of firearms; firing of the side-arm, rifle shotgun, and other weapons. Combined lecture and laboratory (range).
Term Units 1

5.227 Firearms (2 Lab Hrs/Wk)
A continuation of Firearms 5.226.
Term Units 1

5.228 Firearms (2 Lab Hrs/Wk)
A continuation of Firearms 5.227.
Term Units 1

5.230 Field Work (2 Lab Hrs/Wk)
Actual field practice (as a member of the Campus Police) in traffic control, buildings and grounds security, crowd control at campus functions; further practice in police report writing, communications and maintenance of records; civil service procedures.
Term Units 1

5.231 Field Work (2 Lab Hrs/Wk)
A continuation of Field Work 5.230.
Term Units 1

5.232 Jail Procedures (2 Lab Hrs/Wk)
Term Units 1
Basic instruction covering the receiving, booking, and searching of prisoners and their care and custody; the laws relative to commitments, holding orders, and warrants and the duties and responsibilities of the officer as outlined in the law regarding property and belongings of prisoners. Detention of prisoners for outside agencies.

5.233 Problems of Physical Evidence (2 Class, 3 Lab Hrs/Wk)
Term Units 3
Techniques of locating, collecting, and identifying physical evidence. Use of fingerprinting, costs and molds, photography, and sketching. Basic laboratory aids and the use of scientific equipment in the evidence process.

5.235 Juvenile Procedures (2 Class, 3 Lab Hrs/Wk)
Term Units 3
The organization, functions, and jurisdiction of juvenile agencies; the processing and detention of juveniles; juvenile case disposition; juvenile statutes and court procedures.

5.236 Criminal Law (3 Class Hrs/Wk)
A continuation of Criminal Law 5.235.
Term Units 3

5.240 Report Writing (3 Class Hrs/Wk)
This is a course which supplies knowledge of the principles of composition and basic forms of writing reports. The subjects covered are: why reports are written, types of reports, makeup of reports, effectiveness of writing styles, gathering of facts, whether a report, planning a report, method of writing a report, layout and typing of a report, and visual aids in a report.

5.501 Professional & Vocational Relationships
Class Hrs. 78
This course consists of studies to aid the student to understand herself and her relationship with other people, especially patients and fellow workers. It presents the picture of her personal health in relationship to herself and the health of the community. This section also touches on nursing, past, present and future and its legal aspects. Prerequisite: Registration in the Practical Nurse program.

5.502 Nursing Care in Conditions of Illness
Class Hrs. 129
This course consists of studies of anatomy and physiology, the nutritional needs conditions of the human body's system. It includes the principles of nursing care of mothers, infants and children, medical and surgical conditions and mental illness. It also covers study of rehabilitation and of the prevention and control of disease. Prerequisite: Registration in the Practical Nurse program.

5.503 Normal Health, Growth & Development
Class Hrs. 128
This course consists of studies of the causes, symptoms and treatment of disease of the healthy body with meal planning, and the growth and development of the human being from gestation through childhood, adulthood and into the aging years. It also covers physical, mental and emotional aspects. Prerequisite: Registration in the Practical Nurse program.

5.504 Nursing Skills
Class Hrs. 181
This course consists of studies, and practice, and demonstration, of the principles and methods used in the physical care of the sick. Prerequisite: Registration in the Practical Nurse program.
5.525 Clinical Practice

Approximately 1232 Hours

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

- Hospital Organization & Nursing Procedure: 80 Hours
- Surgical Nursing: 256 Hours
- Medical Nursing: 256 Hours
- Obstetrical Nursing (Including New Born): 256 Hours
- Pediatric Nursing: 128 Hours
- Geriatrics & Long Term Illness: 128 Hours
- Recovery Room: 64 Hours
- Central Supply: 64 Hours

6.101 Plane Surveying (1 Class, 4 Lab Hrs/Wk)

Term Units 3

A beginning course in surveying techniques designed to give the student an understanding of the fundamentals of chaining and leveling, care and adjustment of surveying instruments and office procedures. Provision is made by appropriate field work for practical application of the techniques learned. Prerequisite: Mathematics 4.202 or equivalent.

6.103 Plane Surveying (1 Class, 4 Lab Hrs/Wk)

Term Units 3

A continuation of Plane Surveying 6.101 designed to familiarize students completely with the engineer's transit. Uses of the transit are considered and practical problems put the theory into practice. Prerequisites: Technical Mathematics 6.261 and Plane Surveying 6.101 or equivalent. Technical Mathematics 6.262 may be taken concurrently.

6.107 Strength of Materials (2 Class, 3 Lab Hrs/Wk)

Term Units 3

A study of the stresses and strains that occur in bodies when subjected to tensile, compressive and shearing forces, including the common theory of beams. The distribution and magnitude of stresses are examined in welded and riveted joints, thin walled tubes, normal and abnormal members and beams. Practice problems emphasize the materials studied. The laboratory phase of this course covers: Testing of principal construction materials: the major testing machines and their calibration. Applied Mechanics 6.109 and Technical Mathematics 6.266 should be taken concurrently.

6.108 Materials of Construction (2 Class Hrs/Wk)

Term Units 2

Comparisons of various materials, their source, method of manufacture, physical and chemical properties; grading under a variety of conditions; soil and terrain as encountered in construction work.

6.109 Applied Mechanics (2 Class, 3 Lab Hrs/Wk)

Term Units 3

The course consists of a study of energy at rest (equilibrium). This includes resolution of forces, equilibriums of forces in one plane, simple machinery, and analysis of nonconcurrent forces. Time is provided for demonstrations and experiments to help clarify the principles and procedures covered. Prerequisite: Technical Mathematics 6.262 and Applied Physics 6.371 or equivalent.

6.110 Construction Estimating (2 Class Hrs/Wk)

Term Units 2

The student is helped to develop skills in estimating the amount and cost of materials required and labor cost involved in various types of construction. An opportunity is provided for the application of these skills by requiring the student to make estimates of material and labor quantities and costs for representative type of construction. Prerequisite: Fifth term standing or permission of instructor.

6.111 Applied Mechanics II (2 Class, 3 Lab Hrs/Wk)

Term Units 3

A study of energy in motion. The course covers the principles of friction, centroids, inertial characteristics, motion and velocity, force and acceleration, curvilinear motion and rotation, and work and energy. Time is provided for demonstrations and experiments to help clarify the principles and procedures covered. Prerequisite: Applied Mechanics 6.109 or the equivalent.

6.112 Hydraulics I (3 Class Hrs/Wk)

Term Units 3

The first course in the study of hydraulics covers the fundamental properties of fluids, principles of hydrostatic pressure — including Pascal's Law, the hydraulic paradox, the Archimede's Principle — measurement by manometer, the measurement of fluid properties. The relationship of hydrostatic pressure and center of gravity and the effect of hydrostatic pressure exerted against plane surfaces will also be discussed. Time is provided for demonstrations and experiments to help clarify the principles and procedures covered. Prerequisites: Applied Physics 6.371 and Technical Mathematics 6.266 or equivalent.

6.114 Hydraulics II (3 Class Hrs/Wk)

Term Units 3

The second course in hydraulics consists of the fundamentals of fluid flow, Bernoulli's theorem, flow profiles, stream restrictions (such as weirs, flumes, etc.), distribution of energy in the stream, flow through pipes. By Pascal Law, Newton's Laws of dynamics, vector representation, hydraulic similitude, and dimensional analysis. Time is provided for demonstration and experiments to help clarify the principles and procedures covered. Prerequisite: Hydraulics 6.112 or equivalent.

6.115 Electrical Mathematics (3 Class, 2 Lab Hrs/Wk)

Term Units 4

An applied course in mathematics for electronic engineering technicians. Includes an introduction to calculus, covers graphical methods, differentiation, and integrates with direct application to electronic and electrical circuits. Prerequisites: Technical Mathematics 6.266 or equivalent.

6.118 Contracts and Specifications (3 Class Hrs/Wk)

Term Units 3

This is a course designed to acquaint the student with common usage and practice in the preparation of contracts and attendant specifications. Examination of existing contracts covering current jobs will be used whenever possible. Practical problems designed to teach the application of theory learned. Prerequisite: Second year standing or approval of instructor.

6.120 Foundations of Structures (3 Class Hrs/Wk)

Term Units 3

A study of various materials, devices, and designs used in structural foundations such as footings, column footings, columns, slabs, slabs, piers, and underpinnings. Prerequisites: Applied Mechanics 6.111 and Technical Mathematics 6.266 or equivalent.

6.122 Construction Codes (2 Class Hrs/Wk)

Term Units 2

A study of the required practices as stated in local, state and federal construction codes.

6.123 Concrete Construction & Design (2 Class, 5 Lab Hrs/Wk)

Term Units 3


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6.124 Soil Mechanics (2 Class, 3 Lab Hrs/Wk) Term Units 3
Physical and mechanical properties of soil: specific gravity, grain size distribution, plasticity, compaction, compressibility, consolidation, and shear characteristics. Analysis with respect to stability of slopes, earth pressures, stress distribution, and settlement carrying capacity. Prerequisite: second year standing or approval of instructor.

6.125 Timber and Steel Constr. (3 Class, 3 Lab Hrs/Wk) Term Units 4
Elementary design principles of steel and wooden structures. The course includes fasteners and connectors and physical and chemical characteristics of materials. Prerequisites: Structural Analysis and Design 6.130 or equivalent.

6.126 Technical Report Writing (3 Class Hrs/Wk) Term Units 3
This course gives a brief view of advanced drafting problems and takes the student further into the field of descriptive geometry principles. In the production of detailed drafting from assembly drawing the principles of Descriptive Geometry are necessary to the skilled draftsman. Prerequisites: Third term standing or approval of department head.

6.128 Strength of Materials (2 Class, 3 Lab Hrs/Wk) Term Units 3
This course is a continuation of Strength of Materials I. In addition to advanced theory in the area of materials characteristics, field trips will be taken to enable the student to observe use of different materials in actual installations. A continuation of material testing is included in the laboratory. Prerequisite: Strength of Materials 6.107 or equivalent.

6.130 Struct. Analysis & Design (1 Class, 3 Lab Hrs/Wk) Term Units 2
The course deals with the determination of stresses induced by loads on structures of wood, steel, concrete, selections of appropriate structural members and suitable connection details, including compressive, tensile, and shear, causing stress, and considering bending; practical design procedures, relating to various structural materials, beams, girders, columns, members, girders, and columns. Prerequisites: Applied Mechanics 6.109 and Technical Mathematics 6.266 or equivalent.

6.131 Mapping and Computing (4 Lab Hrs/Wk) Term Units 2
Advanced map plotting, earthwork computation, field surveying from maps; legal description; subdivision planning and simulated problems of construction are used. Prerequisites: Surveying Computations 6.500 and Technical Mathematics 6.266 or equivalent.

6.133 Mapping and Computing (6 Lab Hrs/Wk) Term Units 2
Advanced earthwork computation; office procedure; government surveys; surveying theory and professional practices. Selected problems are used. Prerequisite: Mapping and Computing 6.131 or equivalent.

6.135 Engineering Problems (2 Lab Hrs/Wk) Term Units 1
This course of study in engineering problems is one in which the student is instructed in the development of accurate, effective, and efficient work and study habits. The course is intended to train the student to organize his analysis and record them in clear, concise form so that they can be interpreted. Prerequisites: One year of high school algebra or equivalent.

6.136 Engineering Problems (2 Lab Hrs/Wk) Term Units 1
This course aims to develop the skill of gathering together and sorting research results and problems solving records into logical summation. Mathematical and graphical analysis of data will be emphasized in the presentation of information in the report. Prerequisite: Engineering Problems 6.135.

6.200 Electrical Theory (DC) (3 Class, 2 Lab Hrs/Wk) Term Units 4
Presents an introduction to electronics on the basis of direct currents with an emphasis on contemporary techniques as a supplement to basic concepts. Covers the principles of electrical circuits and the direct current and its effects affecting its magnitude and series-circuit analysis, parallel-circuit analysis, series-parallel circuit analysis, complex unidirectional-current circuits, the phenomena of magnetism and electro-magnetism, inductance and its characteristics of capacitance, and electrical measurement instruments. Prerequisites: High school algebra or equivalent.

6.202 Electrical Theory (AC) (3 Class, 2 Lab Hrs/Wk) Term Units 4
A continuation of electrical theory on the basis of alternating currents with an emphasis on contemporary techniques as a supplement to basic concepts. Covers the analysis of the sine wave, series circuits with a sine wave input, series resonance, parallel circuits with a sine wave input, parallel resonance, the non-repetitive and the resonant transformer and attenuators and pads. Prerequisites: Second term standing or approval of the department head.

6.204 Electrical Circuits (3 Class Hrs/Wk) Term Units 3
A continuation of electrical theory with an emphasis on the analysis of the characteristics of complex waveform circuits. Covers passive filter networks, bi-directional complex waveform analysis of series R-C circuits, waveform analysis of series R-L circuits, and waveform analysis of combined networks. Prerequisite: Third term standing or approval of department head.

6.205 Electrical Circuits Lab (6 Lab Hrs/Wk) Term Units 2
Practical application of the theory studied in Electrical Circuits. Involves the construction and testing of passive filter networks including the constant k, the series m-derived, and the shunt m-derived types. Response of simple circuits involving dependent and independent sources. A study of square-wave, triangular-wave, saw-tooth-wave, and rectangular-wave pulses is analyzed. Various R-L-C combinations, pulse frequencies, and waveforms are used for low and high-frequency waves. Pulse-squared and pulse-triangular times are measured, and integrator and differentiator circuits are constructed and analyzed. Prerequisites: Third term standing or approval of department head.

6.210 Vacuum Tube & Transistor Analysis (3 Class Hrs/Wk) Term Units 3
An introductory course to the analysis of the electrical characteristics of vacuum tubes and transistors. Includes a review of electron physics with emphasis on electron devices including hot and cold-cathode vacuum and gas diodes and semi-conductor tube-tension, field-effect transistors, rectifier vacuum tubes and transistors, including tetrodes, pentodes, and beam-power tubes; special transistors and diodes. Includes a review of auxiliary electronic components including photoelectric transistors, and relays, and a review of several electronic circuits involving series and parallel resonance, bandwidth, and coupled-circuit theory. Also covers elementary filter design, harmonic analysis, network theorems, and four-terminal networks. Prerequisites: Third term standing or approval of department head.

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6.211 Vacuum Tube & Transistor Analysis Lab. (3 Lab Hrs/Wk) Term Unit 1
Practical application of the theory studied in Vacuum Tubes and Transistor Analysis. Involves the disassembling of diodes, triodes, tetrodes, pentodes, and multigrid tubes, and observing their characteristics and behavior. Lab involves construction, testing, and recording of electrical characteristic curves of vacuum tubes and transistors. Two types of circuits are used to determine the transconductance, the amplification factor, and the plate-resistance of the vacuum tubes and the current-gain and voltage-gain of the circuit configurations. The operation of the Thyatron is tested with A-C and D-C power supplies. Oscilloscope and phasor diagrams are used. Includes construction, testing, and monitoring of various types of circuits.

6.212 Oscillator Circuits and Design (2 Class Hrs/Wk) Term Unit 2
A continuation of vacuum tube and transistor analysis. Involves the study of single-ended and two-terminal circuits and the evaluation of the fundamental equation and the use of the circuit analysis methods. Includes the use of the cathode-ray oscilloscope and the theory of operation of various types of oscillators including those in a cathode-ray tube. Covers negative-resistance oscillators, resonant-line oscillators, negative-resistance oscillators including various multivibrator circuits. The principles of AM and FM modulation and detection are studied and the theory and application of the cathode-ray oscilloscope is included. Prerequisites: Fourth term standing or approval of department head.

6.213 Oscillator Circuits and Design Lab. (6 Lab Hrs/Wk) Term Unit 2
Practical application of the theory studied in Oscillator Circuits and Design. Involves the use of single-ended and two-terminal circuits and the evaluation of the fundamental equation and the use of the circuit analysis methods. Includes the use of the cathode-ray oscilloscope and the theory of operation of various types of oscillators including those in a cathode-ray tube. Covers negative-resistance oscillators, resonant-line oscillators, negative-resistance oscillators including various multivibrator circuits. The principles of AM and FM modulation and detection are studied and the theory and application of the cathode-ray oscilloscope is included. Prerequisites: Fourth term standing or approval of department head.

6.214 Amplifier Circuits and Design (3 Class Hrs/Wk) Term Unit 3
A continuation of oscillator circuits and design. Covers the application of vacuum tubes and transistors in amplifier circuits. Analyzes the vacuum tube amplifier into its equivalent circuit. Includes load-line analysis and the study of the effects of load and biasing methods. Also includes transformer analysis, transformer-coupled amplifiers, and R-C coupled amplifiers. Special amplifiers using vacuum tubes and transistors are studied. Includes push-pull circuit analysis and phasor diagram. Analyzes Class-A, Class-B, and Class-C amplifiers. Prerequisite: Fifth term standing or approval of department head.

6.215 Amplifier Circuits and Design Lab. (6 Lab Hrs/Wk) Term Unit 2
The application of theory studied in Amplifier Circuits and Design. Involves the design, construction, and testing of various types of vacuum tube and transistor amplifiers employing direct, transformer, and R-C coupling. Several push-pull circuits utilizing different types of phase inverters are built and tested and the principle of complementary symmetry is demonstrated in the operation of transistors in push-pull. Class-C power amplifiers are constructed, with emphasis of proper operation and different types of high-frequency amplifiers are also built and tested. Prerequisites: Fifth term standing or approval of department head.

6.216 Advanced Electronic Circuits (2 Class, 3 Lab Hrs/Wk) Term Unit 3
A course designed to simulate problems in industry. Covers six electronic areas including computers, communications, industrial controls, electronics, microwaves, and radar. Class meetings involve overview of each area and study of current problems and considers amplifiers, transistors, and other electronic devices. Includes construction, testing, and reporting of performances of assigned circuits. Prerequisites: Sixth term standing or approval of department head.

6.218 Industrial Electronics (2 Class, 3 Lab Hrs/Wk) Term Unit 3
An introductory class and laboratory course covering the principles and applications of electronic circuits and equipment. Covers the theory of the principles of D-C, C-D, and microcircuits, and covers D-C motor control systems with emphasis on electronic controls. Also covers relays and time-delay, circuits. Industrial photo-electric control and typical applications; electronic power-control with saturable-core reactors and the ammeter/voltmeter and the electronic control of welding. Prerequisites: Fifth term standing or approval of department head.

6.219, 6.221 Introduction to Electronics I and II Term Unit 3
The course consists of a study of the basic principles of electronics and electricity as well as applications which the student may encounter. While the student is not able to gain all the knowledge which may prove helpful, either occupationally or as a person in everyday life, he may come away with a better understanding of the devices with which he may come into contact.

6.228 Industrial Television (2 Class, 3 Lab Hrs/Wk) Term Unit 3
A theory and lab course designed to power television systems, scanning and synchronization, composite video signal, frequency-modulation, television receivers, amplifiers, and filters, picture tubes, power supplies, video amplification, practical design of video amplifiers, brightness-control and d-c reinsertion video detection automatic gain control circuits. Oscilloscope construction, operation, and testing of amplifier and oscillator circuits. Prerequisites: Fifth term standing or approval of department head.

6.234 Wave Generator and Shaping (2 Class, 3 Lab Hrs/Wk) Term Unit 3
A class and laboratory course designed as an introduction to pulse techniques. Begins with an introduction to pulses, giving their historical development, theoretical development, importance of using pulse shapes, and responses of frequency-selective circuits to pulses. Includes the theory and operation of limiter, and clipper circuits, oscillating and integrating circuits, and D-C restoration. Various multi- type circuits, synchronization circuits, and applications are studied. Also covers blocking oscillators of various types, their principles, operation, and applications. Prerequisites: Fourth term standing or approval of department head.

6.235 Industrial Television (1 Class, 2 Lab Hrs/Wk) Term Unit 1
A theory and laboratory course covering closed-circuit television systems, picture transmission, scanning process and circuitry, the composite signal, camera tubes and circuits, video camera amplifier systems, camera synchronization, and types of commercial industrial cameras with emphasis on circuit analysis, set-up procedures, troubleshooting, and adjustment. Prerequisites: Sixth term standing or approval of department head.

6.236 Servo Systems (1 Class, 3 Lab Hrs/Wk) Term Unit 2
Presents the principles of servo and data transmission systems with emphasis on electronics. Covers control systems and servo-mechanisms, elementary forms of control systems, servo systems, synchros, servomechanics, electronic and magnetic amplifier, direct current servomotors, performance improving methods for servos and measurement, and examples of servos and servosystems. Prerequisites: Fourth term standing or approval of department head.

SOUTHWESTERN OREGON COMMUNITY COLLEGE
6.240 Electronic Data Processing (3 Class Hrs/Wk) Term Units 3
An introduction to the principles of electronic digital computers. Covers the application and programming of computers in business, industrial, and scientific organizations. Reviews the decimal and binary numbering systems as they relate to computers; examines computer circuitry, with emphasis on registers and switching circuits; presents the fundamentals of logical design with an introduction to Boolean algebra and the use of block diagrams; and covers the application of a digital computer in terms of the arithmetic element, the memory element, input and output devices, and the control element. Prerequisites: Fifth term standing and approval of department head.

6.242 Microwaves (2 Class, 3 Lab Hrs/Wk) Term Units 3
A theory and laboratory course designed as an introduction to microwaves. Begins with the study of ultra-high frequencies to develop a good foundation for the development of waveguides and microwave circuitry. Covers UHF transmission lines, the application of quarter-wave lines, matching stubs, and standing-wave measurements. Transmission of microwave energy through waveguides is analyzed and simple transmission lines are studied. Various types of waveguides and waveguide plumbing including choke joints, directional couplers, flange-attenuators, horns, guide pads, and bends are studied. Various waveguide properties and high-frequency oscillators, magnetron and klystron oscillators, the resonator traveling wave tubes, and other high-frequency tubes and devices. Various types of UHF and microwave antennas and receiver circuitry are included. Microwave measurements involve the use of thermocouple voltmeters, bolometers, cavity waveometers, slotted lines, and directional couplers. Prerequisites: Sixth term standing or approval of department head.

6.244 Automation Systems (3 Class Hrs/Wk) Term Units 3
This course is devoted to the study of the techniques of automation. Introduces the basic concepts of automation and covers automatic controls, pneumatic control devices, hydraulic control devices, and electronic and electric control devices. The application of automation is studied from examples in the areas of materials handling and assembling, production of metals, metal casting processes, mechanical working of metals, pressworking of metals, heat treating of metals, metal joining operations, and inspection and quality control. Prerequisite: Sixth term standing or approval of department head.

6.246 Industrial Electronics (3 Class Hrs/Wk) Term Units 3
A continuation of industrial electronics with emphasis on A-C principles and applications in industry. Covers alternating current characteristics, generation of A-C, vector diagrams, properties of alternating current systems, circuit analysis, electrical resistance, reactance and impedance. Single-phase circuits are analyzed in terms of simultaneous equations and delta and wye connections studied. Also includes transformers and regulators, alternating-current generators, polyphase induction motors, synchronous motors and self-synchronous devices, single-phase motors, circuit protection, electrical equipment, electrical instrumentation and electrical measurement. Prerequisites: Sixth term standing or approval of department head.

6.247 Industrial Electronics Lab (3 Lab Hrs/Wk) Term Unit 1
The practical application of the theory studied in Industrial Electronics 6.246. Alternate current theory and principles are verified by student projects related to the teaching of electrical circuits involving series resistance, inductance, and capacitance. Phase-angle, reactance, and impedance are calculated and checked, also single-phase and three-phase circuits are used to show current and voltage relationships. Three-phase transformers are wired in various delta-wye combinations and output voltages are calculated and verified. Small transformers are designed to deliver specified outputs. Alternating-current generators, poly-phase induction motors, synchronous motors, selvyn transmitters and rectifiers, and single-phase motors of all types are disassembled and their construction studied. Various circuit-protective and switching equipment are connected from a test panel to motors and tested. All types of electrical measuring equipment are tested by application of the TE and AC, and constructed and tested. Prerequisites: Sixth term standing or approval of department head.

6.261 Technical Mathematics (3 Class, 2 Lab Hrs/Wk) Term Units 4
This is an applied course in mathematics on the technician level, covering the slide rule, tables and interpolation, additional applications in geometry, a review of fundamental algebraic operations, system of linear equations, functions and graphs, and applications to algebraic equations of the first and second degree and quadratic equations in one unknown. Prerequisites: High school algebra or equivalent.

6.262 Technical Mathematics (3 Class, 2 Lab Hrs/Wk) Term Units 4
This is an applied course in mathematics on the technician level, including logarithms, right and oblique triangle problem solving, trigonometric applications and review, vectors, trigonometric identities, trigonometric equations, and graphs of trigonometric functions. Prerequisite: Technical Mathematics 6.261 or equivalent.

6.266 Applied Physics (3 Class, 2 Lab Hrs/Wk) Term Units 4
Magnetism and electricity, including basic electric currents, sources, electromagnetism, alternating current, generators, and motors. Lab time is provided for demonstrations and experiments to clarify principles and procedures covered in class. Prerequisites: Technical Mathematics 6.266 or equivalent.

6.270 Applied Physics (2 Class, 2 Lab Hrs/Wk) Term Units 4
Physical laws and theories and mechanical principles, including mechanics of measurement, properties and structure of matter, solids, liquids, and gases, simple machines, energy, waves, energy and power, and light. Lab work is provided for demonstrations and experiments to clarify principles and procedures covered in class. Prerequisites: Technical Mathematics 6.261 or equivalent. May be taken concurrently.

6.271 Applied Physics (3 Class, 2 Lab Hrs/Wk) Term Units 4
Covers principles of heat, light, and sound, including the study of temperature and the effects of heat, heat and change of state, heat transfer, heat engines, refrigeration, heat, and conditions, sound, application of sound, and nature of light. Laboratory time is provided for demonstrations and experiments to clarify principles and procedures covered in class. Prerequisite: Applied Physics 6.370 or equivalent.

6.401 General Forestry (2 Class, 4 Lab Hrs/Wk) Term Units 3
This course is an introduction to American forestry and past forest practices. The laboratory and practical work is the practical application of theory and principles studied in the teaching of land use and handling of tools used in forestry, including the staff compass chain, abney, diameter tape, Biltmore stick, and rope. The course is conducted and evaluated on a C-D-C basis.

6.402 General Forestry (2 Class, 3 Lab Hrs/Wk) Term Units 3
A survey of the technical fields of forestry and their relation to forest management and the dependent economic community. Field work in site stocking and growth measurement is combined with the use of aerial photographs in order to recognize forest types and conditions.
6.404 Forest Engineering I (2 Class, 4 Lab Hrs/Wk) Term Units 3
This is a beginning course in forest engineering methods and procedures. Both the
laboratory and classroom are used to give the student a proficiency in the use of
surveying instruments in such practical field work as grade lines, "as line" retracing
of section lines and the field use and geometry of aerial photographs.

6.405 Forest Engineering II (2 Class, 4 Lab Hrs/Wk) Term Units 3
Engineering procedures and methods with special emphasis on road location and the
rectangular survey system. This course correlates closely with the beginning course
in Forest Operations so that the student may associate the engineering with the
planned construction result.

6.406 Forest Engineering III (2 Class, 4 Lab Hrs/Wk) Term Units 3
The student is trained to a working proficiency in planning and pursuing forest survey
work with all instruments presently available. Projects in special surveys such as
vertical and horizontal control for aerial photographic maps, construction and site
surveys are used to promote standards of performance.

6.407 Forest Mensuration I (2 Class, 4 Lab Hrs/Wk) Term Units 3
This course is a beginning course in the measurement of forest products including
cruising and scaling.

6.408 Forest Mensuration II (2 Class, 4 Lab Hrs/Wk) Term Units 3
This course deals with more advanced methods and concepts in forest measurement
including the use of prisms, forest inventory procedures and type mapping empha-
sizing the use of aerial photographs and individual proficiency in obtaining ac-
teptable results.

6.409 Forest Protection (2 Class, 3 Lab Hrs/Wk) Term Units 3
A study of the agents of forest destruction, the methods, agencies and equipment
used in their prevention and suppression. This includes the study of the control
measures applied to fire, insects, disease, weeds, wildlife, and domestic animals. The lab-
oratory periods are devoted to the observation and practice of control measures and
surveys to identify the damaging agent.

6.410 Forest Operations I (2 Class, 4 Lab Hrs/Wk) Term Units 3
This is the first of a three term series dealing with the production and utilization of
forest products. The first term covers logging transportation systems including road
construction.

6.411 Forest Operations II (2 Class, 4 Lab Hrs/Wk) Term Units 3
The second of a three part series covering logging, forest nurseries, planting and seed-
ing operations and the production of wood products.

6.412 Forest Operations III (2 Class, 4 Lab Hrs/Wk) Term Units 3
This course deals with the industrial conversion of logs to marketable products with
emphasis on pulp, fiber and chemical conversion processes.

6.414 Forest Contracts (3 Class Hrs/Wk) Term Units 3
The student is taught the elements of the various types of forest contracts. Also
the individual roles in the administration of contracts to obtain the desired man-
gement results. Emphasis is placed upon the personal responsibilities of timber sale
administrators, the records, and actions which may or may not be taken.

6.416 Photogrammetry and Photo Interpretation (2 Class, 3 Lab Hrs/Wk) Term Units 3
This is a beginning course in the field use and field control of aerial photographs.

6.449 Forest Botany (2 Class, 2 Lab Hrs/Wk) Term Units 3
A study of some of the basic principles of plant science as related to forestry. Part
of a curriculum designed to prepare persons for entry into various forest industries.

6.450 Technical Chemistry (3 Class, 3 Lab Hrs/Wk) Term Units 4
An introduction to chemistry including a description of atoms and how they combine
to form compounds, the states of matter, and a description of the chemistry of hy-
drogen and oxygen.

6.452 Technical Chemistry (3 Class, 3 Lab Hrs/Wk) Term Units 4
The second term of Technical Chemistry covering: the chemistry of solutions, descrip-
tive chemistry of the metals and nonmetals, and electrochemistry.

6.454 Technical Chemistry (3 Class, 3 Lab Hrs/Wk) Term Units 4
The third term of chemistry covering organic chemistry. The chemistry of: functional
groups of both alkyl and amin compounds, stereochemistry, and the chemistry of
macromolecules.

6.500 Surveying Computations (1 Class, 4 Lab Hrs/Wk) Term Units 3
A review of trigonometry and logarithms with application to surveying. The course
includes: Computing machines, planimeters in application to irregular areas, calcula-
tions relating to traverses, subdivision of land and stadia. Survey plotting is also
covered. Prerequisites: Plane Surveying 6.101, 6.103 and Technical Mathematics
6.262.

6.550 Basic Aviation "A" Term Units 2
Basic air principles of aeronautics are explained for the beginner. The social
and economic effects of aviation are discussed along with air safely. The class
teaches pre-flight operations, aircraft performance, radio communications, and
Federal air regulations to complete the first term of Private Pilot Ground School.

6.556 Basic Aviation "B" Term Units 2
A continuation of the Private Pilot course covering cross-country flight planning and
navigation, radio navigation, and meteorology. At the completion of this term the
FAA will administer the written test for the Private Pilot License. Prerequisite:
6.550 or approval.

6.570 Advanced Commercial Aviation "A" Term Units 2
A more complete study of airplane performance and stability, aircraft loading, ad-
vanced engines and fuel systems, and advanced aircraft types. Also covered in
this course are preventive maintenance and safety practices. Federal air regulations
are discussed as they apply to both Private and air-taxi flying. Prerequisite: Pri-
ivate Pilot license or instructor approval.

6.571 Advanced Commercial Aviation "B" Term Units 3
A thorough study of navigation and radio navigation for active pilots. Meteorology,
including elementary weather forecasting for pilots, is thoroughly covered in this
class. At the completion of this class the FAA will administer the written test for
the Commercial Pilot License. Prerequisite: Private Pilot License or instructor approval.
6.572 Advanced Instrument Aviation "C"  Term Units 3
This is the first of a two term course designed to prepare the student to pass the FAA Instrument Pilot written test. Instrument flight regulations, instrument navigation charts, and instrument flight planning with emphasis on proper interpretation of weather forecasts and reports are covered in this course. Prerequisite: Private or Commercial Pilot License. 6.571 is also recommended.

6.573 Advanced Instrument Aviation "D"  Term Units 2
Instrument flying techniques, departure and approach charts and procedures, holding, proper radio and instrument flight procedures, and weather charts are covered in this course. At the conclusion of this term the FAA will administer the FAA Instrument Pilot Written Test. Prerequisite: 6.572 or equivalent experience.

6.900 Data Processing Fundamentals (3 Class Hrs/Wk)  Term Units 3
Basic orientation to the field including history and development of data processing: manual, machine, unit record and integrated data processing; understanding of data processing functions, coding systems, flow charts, common language tips, and punching techniques. Operating familiarity is gained and a few simple machine language programs are written.

6.901 Introduction to Digital Computers (2 Class, 2 Lab Hrs/Wk)  Term Units 3
Computer Systems, Input and Output, The Central Processing Unit, Primary Storage, Secondary Storage, Arithmetic, Logic, Decimal Numbers and Binary Numbers. Some related operating familiarity is gained and a few simple machine language programs are written.

6.902 Introduction to Systems and Procedures (2 Class, 4 Lab Hrs/Wk)  Term Units 3
Procedures as a basis administrative technique. The principles of organizing, planning, and administering a procedures program. Methods of carrying out individual systems and procedures studies. Analysis and improvement techniques; the role of systems and procedures in management systems charting, work simplification and measurement.

6.903 Introduction to Programming (3 Class, 2 Lab Hrs/Wk)  Term Units 4
Theory and practice in solving data processing problems on modern digital computers. Problem analysis, black diagramming, coding and check out of programs. Prerequisite: Fundamentals Data Processing 6.900 or approval of department head.

6.904 Automated Systems and Procedures (3 Class Hrs/Wk)  Term Units 3
Fundamentals of automated data systems and procedures. Techniques and principles of system analysis, forms design and control, system economics, feasibility studies and the installation of electronic data processing systems. Prerequisite: Fundamentals Data Processing 6.900 or approval of department head.

6.905 Intermediate Programming (2 Class, 4 Lab Hrs/Wk)  Term Units 3
Practice in programming with emphasis on methods of generalized programs; sorting, report generating, table look-up, and program testing. Prerequisite: Introduction to Programming 6.903 and Data Processing Mathematics 6.916.

6.906 Data Processing Management (3 Class Hrs/Wk)  Term Units 3
Advanced study of machine accounting techniques, card design, procedure development, work loads, scheduling, process control, evaluation and improvement. Supervision and Administration of the Department. Prerequisite: Electric Accounting Machines, Operation and Wiring 6.915 or approval of department head.

6.907 Advanced Programming (2 Class, 4 Lab Hrs/Wk)  Term Units 3
A continuation of intermediate programming 6.905 with emphasis on automatic programming systems such as COBOL and FORTRAN, algebraic compilers, floating point arithmetic, and scientific programming. Prerequisite: Intermediate Programming 6.905 or approval of department head.

6.909 Electronic Computer Operations (2 Class, 4 Lab Hrs/Wk)  Term Units 3
Study and practice in computer center operations including console operation, job set up, data entry, debugging, and operating peripheral equipment such as tape readers, punches, and printers. Prerequisite: Data Processing Fundamentals 6.900 or approval of department head.

6.911 Electronic Data Processing Machine Applications (2 Class, 4 Lab Hrs/Wk)  Term Units 4
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: Introduction to Programming 6.903 and Automated Systems and Procedures 6.904 or approval of department head.

6.912 Business Statistics (3 Class Hrs/Wk)  Term Units 3
A practical course in the use and interpretation of statistics incorporating elementary statistical concepts, frequency distribution analysis, index numbers, use of tables, charts, and graphs, sampling error theory, statistical distributions and their measurement; time series analysis; trends and seasonal cycles. Prerequisite: Mathematics 4.294 or approval of department head.

6.913 Introduction to Electric Accounting Machines (2 Class, 2 Lab Hrs/Wk)  Term Units 3
The nature and purpose of electro-mechanical machine operations. Principles and practice of punch card operations including key punches, interpreters, verifiers, sorters, collators, and accounting machines.

6.915 Electric Accounting Machines, Operation and Wiring (2 Class, 2 Lab Hrs/Wk)  Term Units 3
Intensive study and practice on punch card equipment studied in Introduction to Electric Accounting Machines 6.913. Functional wiring principles of basic punch card data processing machines. Prerequisite: Introduction to Electric Accounting Machines 6.913 or approval of department head.

6.916 Mathematics for Data Processing (3 Class Hrs/Wk)  Term Units 3
Basic logic, numbering systems, algebra with emphasis on problem solving, computations with logarithms and with numbers in bases other than ten, and Boolean Algebra. This is a prescribed course for the Data Processing Curriculum. Prerequisite: Mathematics 4.204 or equivalent.

6.917 Electric Accounting Machine Applications (2 Class, 4 Lab Hrs/Wk)  Term Units 4
Theory and practice in the application of electrical accounting machines to the solution of business problems. Examples of currently operating punch card systems in basic industries. Prerequisite: Electric Accounting Machine Operations 6.915 or approval of department head.

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### 9.100 Blueprint Reading and Sketching I (3 Class Hrs/Wk) Term Units 3
Introduction to blueprint reading and basic industrial drafting.

### 9.110 Electromagnetism (3 Lab Hrs/Wk) Term Units 1
A course providing an overall knowledge of the operation and construction of modern automotive electrical systems, including basic theory and circuitry to be applied to common types of automotive electrical systems. Lab experience is provided in the repair, adjusting, and testing of the various units in the electrical system. Prerequisite: Employment in the field and consent of instructor.

### 9.111 Electric Systems for Auto Mechanics (3 Lab Hrs/Wk) Term Units 1
A course beginning with basic electrical theory and automotive electrical system fundamentals which are applied to starting, ignition, and generating systems. Lab experience is provided in repair, adjusting, and testing of the various units in the electrical system. Prerequisite: Employment in the field and consent of instructor.

### 9.112 Tune-up for Auto Mechanics (3 Lab Hrs/Wk) Term Units 1
An advanced course to provide students with knowledge of tune-up procedures and to develop diagnostic ability. Lab experience consists of demonstration and use of modern testing and analysis instruments. Recommended prerequisite: Employment in the field and consent of instructor.

### 9.116 Basic Industrial Hydraulics (3 Class Hrs/Wk) Term Units 3
The course consists of a study of the basic laws that govern hydraulic power; the study of a majority of industrial hydraulic components, their nomenclature, operation, and function; and the complete basic hydraulic circuit necessary for primary linear and rotary actuation.

### 9.117 Hydraulics II (3 Class Hrs/Wk) Term Units 3
The course consists of the study of hydraulic circuit commonly used in industry with particular emphasis on the use of A.S.A. graphic symbols and diagrams, to analyze hydraulic circuits and diagnose malfunction.

### 9.130 Electronics for Electricians (3 Class Hrs/Wk) Term Units 3
Course consists of study from text, "Electronics in Industry," by George Chute. Practical discussion will amplify the text as to the up-to-date theory and applications. Prerequisite: Some knowledge of electricity, mechanics, and mathematics.

### 9.131 Electronics for Electricians (3 Class Hrs/Wk) Term Units 3
A continuation of Electronics for Electricians, 9.130.

### 9.150 Welding (Beginning) (1 Class, 3 Lab Hrs/Wk) Term Units 2
Instruction in set-up, adjusting and operation of oxy-acetylene and arc welding equipment. Theory of identification and selection of proper electrodes and materials. Demonstration and practice in flat and horizontal position in all basic welding joints. Students learn to evaluate quality of welds by nick-break and guided bend testing methods. Prerequisite: Consent of instructor and employment in the field.

### 9.156 Basic Slide Rule Usage (2 Lab Hrs/Wk) Term Units 2
A course designed to give students a knowledge and understanding of the nomenclature of the slide rule, the ability to use the slide rule, and an appreciation of the slide rule as a tool in technical studies and problem solving.

### 9.161 Welding (Advanced) (1 Class, 3 Lab Hrs/Wk) Term Units 2
Advanced theory and techniques in oxy-acetylene and arc welding, including the interpretation and recognition of the arc, and welding of ferrous and non-ferrous metals. Development and practice is provided in all positions of welding including pipe welding. Standard industrial fabrication practices are also taught. Work is evaluated by both break and bend test methods. Prerequisite: Completion of 9.150 and consent of instructor.

### APPRENTICE RELATED INSTRUCTION COURSES

- **Carpenter Apprentice (5 Hrs/Wk)** Term Units 1½
- **Electrician Apprentice (5 Hrs/Wk)** Term Units 1½
- **Carpenter Apprentice (5 Hrs/Wk)** Term Units 1½
- **Pewter Lineman Apprentice (5 Hrs/Wk)** Term Units 1½
- **Plumber Apprentice (5 Hrs/Wk)** Term Units 1½
- **Pipefitter Apprentice (5 Hrs/Wk)** Term Units 1½
- **Mechanical Apprentice (5 Hrs/Wk)** Term Units 1½
- **Auto Mechanic Apprentice (5 Hrs/Wk)** Term Units 1½
- **Painter Apprentice (5 Hrs/Wk)** Term Units 1½
- **Advisory Committee (3 Class Hrs/Wk)** Term Units 3

The Advisory Committee Course presents in a practical setting those principles and techniques of modern management of particular value in the solution of the problems of small business. In a series of meetings utilizing conference discussions, case studies, guest lectures, and supervised readings, the course provides an opportunity for its participants to discuss their specific problems and analyze current business practices.

### 9.202 Small Business Records Management (3 Class Hrs/Wk)
For present or prospective owners or managers of small businesses. Designed to provide a proper understanding of the record keeping necessary to meet requirements of governmental agencies, financial institutions, to give the owner a better picture of his needs for cash, credit control, cost analysis, gross and net profit.

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9.204 Small Business Operation (3 Class Hrs/Wk)  Term Units 3
An introduction to the small business in the American economy and recent trends and operations in small business operation. The problems of establishing and operating a business are considered, with emphasis given to the field of retailing.

9.301 Fire Training — Basic "A" (30 Hours)  Term Units 1
A beginning course to acquaint the student with fire behavior, the organization of his department, how he should conduct himself in the department, and responding to alarms and training to develop skills in the use of small tools, ropes, knots, hose lines and ladders.

9.302 Fire Training — Basic "B" (30 Hours)  Term Units 1
A continuation of Fire Training 9.301 designed to train the student in the use of portable fire extinguishers, in methods of overhaul and salvage, the principles of fire control in natural cover crops, in forcible entry tactics and in ventilation and rescue procedures. Prerequisite: Fire Training 9.301.

9.303 Fire Training — Basic "C" (30 Hours)  Term Units 1
A continuation of Fire Training 9.302, the study of fire streams, fire apparatus, pre-fire planning, fire hydrants and gases, structure fire extinguishment, practice evolutions. Emphasis is placed on demonstration, practice and drill. Prerequisite: Fire Training 9.302.

9.304 Fire Training — Basic "D" (30 Hours)  Term Units 1
A continuation of Fire Training 9.303, intended to review for the student fire control tactics, then apply these principles to specific types of buildings and hazards. Included are: air crash and rescue, mills, factories and large structure fires, and motor vehicle fires. Prerequisite: Fire Training 9.303.

9.400 Pharmacology (3 Class Hrs/Wk)  Term Units 3
A course designed for practical nurses who wish to learn some of the basic principles of pharmacy. It will give the students a better understanding of drugs and acquaint them with some of the most-used drugs and how to administer them; and acquaint them with some of the dangers of administering drugs.

9.500 Elements of Supervision (3 Class Hrs/Wk)  Term Units 3
A basic introductory course covering in general terms the total responsibilities of a supervisor in industry, such as organization, duties and responsibilities, human relations, grievances, training, rating, promotion, quality-control, and management-employee relations.

9.501 Written Communications for Supervisors (3 Class Hrs/Wk)  Term Units 3
Review of writing mechanics covering grammar, punctuation, sentence structure and paragraph structure. Business letter-writing involving the principles, planning, and dictation of the letters. Memorandum and bulletin writing with emphasis on format, content, structure, tone, and style. Manual writing covering format, content, and structure.

9.502 Basic Psychology for Supervisors (3 Class Hrs/Wk)  Term Units 3
A course to assist the supervisor in understanding the people with whom he works, with emphasis in such areas as psychological aspects, perceptions, learning processes, emotions, attitudes and personalities.

9.503 Oral Communications for Supervisors (3 Class Hrs/Wk)  Term Units 3
How we communicate. Effective speaking and listening. Kinds of supervisory communications. Saying what we mean, which covers oral versus written communications. Understanding what is communicated as related to intent and effect. Conference leading and practice for supervisors.

9.504 Developing the Employees Through Training (3 Class Hrs/Wk)  Term Units 3
(Teacher Training)

9.505 Report Writing for Supervisors (3 Class Hrs/Wk)  Term Units 3
Types of reports: statistical, financial, narrative, technical. Steps in preparing the report. Gathering and sorting information. Designing and organizing the report. Parts of the report. Techniques of writing, format, style and organization. Improving the writing and evaluating reports in the occupational field of the individual enrollee. Prerequisite: Written Communications for Supervisors 9.501 or equivalent.

9.506 Human Relations (3 Class Hrs/Wk)  Term Units 3
(Developing Supervisory Leadership)
The practical application of basic psychology in building better employer-employee relationships by studying human relations techniques. Prerequisite: Basic Psychology for Supervisors 9.502.

9.507 Reading Improvement for Supervisors (3 Class Hrs/Wk)  Term Units 3
General approach to better reading through the proper use of text material, reading films, telescopes, and practice. Benefits of better reading, primary considerations in reading, evaluating and analyzing what is read, vocabulary improvement, advanced reading tips.

9.508 Labor-Management Relations (3 Class Hrs/Wk)  Term Units 3
The history and development of the Labor Movement. Development of the National Labor Relations Acts, the Wagner Act, the Taft-Hartley Act. The supervisor's responsibility for good labor relations. The union contract and grievance procedure.

9.512 Methods Improvement for Supervisors (3 Class Hrs/Wk)  Term Units 3
(Work Simplification)
The supervisor's responsibility for job methods improvement. The basic principles of work simplification. Administration and the problems involved. Motion study fundamentals for supervisors. Time study techniques.

9.514 Cost Control for Supervisors (3 Class Hrs/Wk)  Term Units 3
How costs are determined in industry. Cost control and its functions. The supervisor's responsibility for costs. Factors in cost control: costs, materials, waste, salvage, quality control, quantity control, control of time.
9.516 Supervisor's Responsibility for Management of Personnel (3 Class Hrs/Wk) Term Units 3

Personnel techniques for which the supervisor is partially responsible and for which he should have some training in carrying out his responsibility. Selection, placement, testing, orientation, training, counseling, merit rating, promotion, transfer, and training for responsibility.

9.518 Organization and Management (3 Class Hrs/Wk) Term Units 3

The supervisor's responsibility for planning, organizing, directing, controlling, and coordinating. Acquaints the supervisor with the basic functions of an organization and his responsibility in carrying them out in accordance with the organization's plan. Establishing lines of authority, functions of departments or units, duties and responsibilities, policies and procedures, rules and regulations.

9.520 Job Analysis for Wage Administration (3 Class Hrs/Wk) Term Units 3


9.522 Safety Training and Fire Prevention (3 Class Hrs/Wk) Term Units 3


9.524 Management Controls and the Supervisor (3 Class Hrs/Wk) Term Units 3

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.

9.526 Public Relations for Supervisors (3 Class Hrs/Wk) Term Units 3

An introduction to the practice of Public Relations as it relates to the profession of management. Prerequisite: Approval of instructor.

9.530 Diet Therapy for Hospital Food Service Employees (3 Class Hrs/Wk) Term Units 2

A course designed to give hospital food service employees more background and understanding in planning, preparing, and serving therapeutic diets, especially in the absence of a dietitian.

9.703 Advanced Typing Clinic (1 Class, 3 Lab Hrs/Wk) Term Units 2

A continuation of 9.700 or 2.501. Individual units of study for those desirous of extending 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.

9.715 Elementary Bookkeeping and Recordkeeping (1 Class Hr, 2 Lab Hrs/Wk) Term Units 1

A course designed to help the student develop an understanding of bookkeeping and recordkeeping as it affects a small business. Students will learn to analyze and record simple transactions using double entry bookkeeping methods.

9.721 Beginning Shorthand (2 Class, 2 Lab Hrs/Wk) Term Units 3

An introduction to theory, reading and writing outlines of abbreviated words, phrasing and contextual material. Course includes dictation and longhand transcription of longer material. Special emphasis on techniques of a rewrite. Prerequisite: Satisfactory grade in high school English or pass qualifying English test. One term of typing or concurrent enrollment in typing.

9.722 Advanced Shorthand Clinic (2 Class, 2 Lab Hrs/Wk) Term Units 3

Individual units of study for those desiring to extend their present shorthand ability. Each unit will be made up of two sections (1) general review and (2) individual unit material. Individual units are (1) dictation speed development, (2) transcription proficiency, (3) specialized dictation, and (4) shorthand note reading development. Prerequisite: Acquaintance with shorthand theory.

9.810 Farm Record Keeping (1 Class, 2 Lab Hrs/Wk) Term Units 3

A course designed to present the essential tools and procedures used in farm record keeping for income tax purposes and for making management decisions.

9.910 Textile Workshop (6 Class Hrs/Wk/2 Weeks) Term Units 1

A concentrated study of modern textile fabrics and the use and care problems involved. Relationship between fiber content and performance in wear, construction, dyeability and washability of modern fabrics will be emphasized.

9.911 Special Fabrics Workshop (3 Hrs/Wk) Term Units 1

A specially designed short course to give homemakers, fabric salesclerks and others the latest techniques for handling knits and stretch fabrics. Sewing techniques for making knit shirts, sweaters, knit suits, swimwear and sportswear are included.

9.920 Basic Clothing Construction (3 Hrs/Wk) Term Units 1

This course is designed for homemakers who wish to learn the basic techniques of sewing and for those who are interested in improving and learning new methods. The course covers fabric selection, simple pattern alteration, selection and use of equipment pressing techniques, as well as the basic techniques of clothing construction needed to enter the more advanced classes. Projects include apron, blouse, skirt and dress.

9.921 Advanced Dressmaking (3 Hrs/Wk) Term Units 1

New methods of construction of garments from new and modern fabrics with emphasis on creative details. Emphasis on principles of clothing selection and pattern and fabric coordination. Use of interfacings, linings and underwippings will be studied.

SOUTHWESTERN OREGON COMMUNITY COLLEGE 60
9.922 Basic Fitting and Shirtmaking (3 Hrs/Wk)  Term Units 1
The course covers techniques for making a basic dress form and using it as a fitting tool. These garments are then used as a guide in drafting a basic pattern of garments, which is then used as a guide for making perfectly fitted clothes and used as a base for creating original designs. Construction of a man's wool shirt or jacket is also included in the course. Prerequisite: 9.920.

9.923 Children's Clothing (3 Hrs/Wk)  Term Units 1
This course is designed for homemakers who wish to increase their general sewing skill and gain more experience and confidence in their sewing abilities before going on to the more advanced courses. Construction of children's sleepwear, girls' dresses, and pants is included in the course. Prerequisite: 9.920 and 9.922.

9.924 Tailoring a Coat (3 Hrs/Wk)  Term Units 1
This course is designed to give students better knowledge of tailoring techniques, especially in working with heavier wool fabrics and lining materials. Instruction in specific coatmaking techniques are included. Some of the items covered are: interfacing, cut-out tracing, lining a garment with raglan sleeves, making and applying a notched collar, and modifying the wool pocket and facing. Prerequisite: 9.920 and 9.922.

9.925 Tailoring a Suit (3 Hrs/Wk)  Term Units 1
This advanced course in tailoring presents the techniques used in making a suit. Included is a more advanced method for setting in sleeves, separate front facing, cuffs, shoulder shapes, linings and walking pleats.

9.926 Clothing Selection and Construction (3 Hrs/Wk)  Term Units 1
A course covering the principles of clothing selection, with emphasis on fabric, design, style, and color as related to the individual. Instruction in beginning clothing construction is also included.

9.930 Diet Therapy for Hospital Personnel (2 Hrs/Wk)  Term Units 1
This course includes study of diets for patients with gill bladder condition, ulcer, heart condition, and other conditions requiring special diets.

9.931 Orientation to Food Services (2 Hrs/Wk)  Term Units 1
Explores the various aspects of food service occupations including, job requirements, supervision, management, purchasing, preparation and food service. Field trips to various installation kitchens are included.

9.934 Food Preparation I (3 Hrs/Wk)  Term Units 1
The course includes the principles of food preparation with emphasis on the scientific principles of cooking. 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.

9.938 Menu Planning (2 Hrs/Wk)  Term Units 1
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.

9.941 Family Finance and Resource Management (3 Hrs/Wk)  Term Units 1
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.

9.942 Home Furnishing and Decorating (3 Hrs/Wk)  Term Units 1
This course covers the fundamentals of home furnishing and 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 are all studied so the homemaker can evaluate and improve her own home in terms of comfort, convenience, beauty, and suitability to the individual needs.

9.944 Consumer Buying (2 Hrs/Wk)  Term Units 1
Consideration of labelling, packaging, advertising techniques, comparison shopping and planning. Methods of developing consumer buying ability, and understanding of consumer rights and responsibilities will be included.

9.945 Landscaping for the Home (2½ Hrs/Wk)  Term Units 2
A study of landscaping techniques useful in planning and beautification of home grounds. A study of shrubs and trees for use in foundation planting will be included. Consideration will be given to the placement of walks, special structures, plant materials and trees as appropriate to the house plan and its relationship to the home garden.

9.947 Home Decorating with Window Treatments (2½ Hrs/Wk)  Term Units 2
Study of the use of design, color, texture, space and form in decorating the home will be covered. Special emphasis on window treatments will include the techniques for constructing lined and unlined draperies. Laboratory work will be included.

9.960 Marriage, Family and Adjustment (2½ Hrs/Wk)  Term Units 3
A course designed to allow the mature person to study the many aspects of marriage and family living in relation to his or her own adjustment. Constructive evaluation of attitudes toward life, family, work, and society will be included, using a variety of methods.

9.962 Family Life: Relationships I (2 Hrs/Wk)  Term Units 2
(Personal Development)
A course designed to help the student develop a greater understanding of the importance of efficient personal management, optimal health and nutrition, and quality personal appearance in the development of the individual. Individual development in relation to wage earning will be emphasized.

9.963 Marriage and Family Adjustment (3 Hrs/Wk)  Term Units 2
Exploration of the social-cultural forces influencing family life, the personal development desirable for marriage, the masculine-feminine roles in marriage and family life, patterns of family living and preparation for parenthood.

9.968 Understanding the Preschool Child Workshop (2 Hrs/Wk, 6 Wks)  Term Units 1
An introduction to the factors affecting the child's physical, emotional and intellectual development. Provides parents of preschool children an opportunity to examine their own role in relation to the child, includes study of factors which influence development of self-discipline, responsibility, initiative and imagination.
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Members of the Southwestern Oregon Community College cross country team are shown with Coach Bill Harwin. From left front row are Guy Faust and Gary Keck. Back row, from left are Rocky McVey, Dan Fraser, Jerry Thom and John Milbrett. The team is defending conference champion in cross country.
Traditional and contemporary Christmas music was featured at the 1967 fourth annual Community-College Christmas Concert. The program featured the Bay Area "Messiah Choir" under the direction of the Rev. Howard Hannon, as well as, the College-Community Choir, Orchestra, and Band.
These few pages provide a convenient way to maintain your academic record while enrolled at Southwestern Oregon Community College. Originally, you will be provided with placement text scores and other information which is necessary to help you make our study programs with your adviser. Enter the names of courses taken and record the grades received in these courses. Grades are issued by the Admissions Office at the close of each term. Enter course titles at registration time and grades as received at term's end. A convenient method of entering grades is to trim the grade report sheet to the proper size and tape or paste it in your Academic Record.

Placement in English and mathematics courses will be explained by your adviser. All curricula require completion of specified English composition or communications courses, but not all curricula require enrollment in mathematics courses.

A score below 5 indicates a weakness and shows a need for placement in a developmental course.
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Oregon's Community College System

Community colleges in the State of Oregon now number 12 with the addition of Linn-Benton Community College at Albany last fall.

To learn of the opportunities offered at the other community colleges, we remind you that catalogs for these schools are available in the Office of Student Services in Dellwood Hall, the administration building.

DIRECTORY

BLUE MOUNTAIN COMMUNITY COLLEGE
2410 NW. Carden Avenue
Box 100, Pendleton 97801
Phone: 276-1166

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

CLACKAMAS COMMUNITY COLLEGE
270 Warner Milne Road
Oregon City 97045
Phone: 656-0675

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

LANE COMMUNITY COLLEGE
200 North Monroe
Eugene 97402
Phone: 342-4931

LINN-BENTON COMMUNITY COLLEGE
203 W. First Avenue
Albany 97321
Phone: 926-6092

MT. HOOD COMMUNITY COLLEGE
26000 SE. Stark
Gresham 97030
Phone: 665-1131

PORTLAND COMMUNITY COLLEGE
049 SW. Porter Street
Portland 97201
Phone: 224-3040

SALEM TECHNICAL VOCATIONAL COMMUNITY COLLEGE
4389 Satter Drive NE.
Salem 97303
Phone: 363-4171

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

TREASURE VALLEY COMMUNITY COLLEGE
650 College Boulevard
Ontario 97914
Phone: 883-6493

UMPQUA COMMUNITY COLLEGE
Box 967
Roseburg 97470
Phone: 672-5971

SOUTHWESTERN OREGON COMMUNITY COLLEGE
Southwestern Oregon Community College

Offers:

- Post-high school education in Technical-Vocational, Business, and Liberal Arts.
- Career-planning and counseling services.
- College courses with transfer credit.
- Two-year courses leading to the Associate in Arts and Associate in Science degrees.
- Laboratories and special equipment for college work.
- Complete library and reference materials.
- Student activities program including athletics, clubs, student government, publications, drama, music, art, social affairs, and discussion groups.
- Developmental and remedial instruction in English and mathematics.