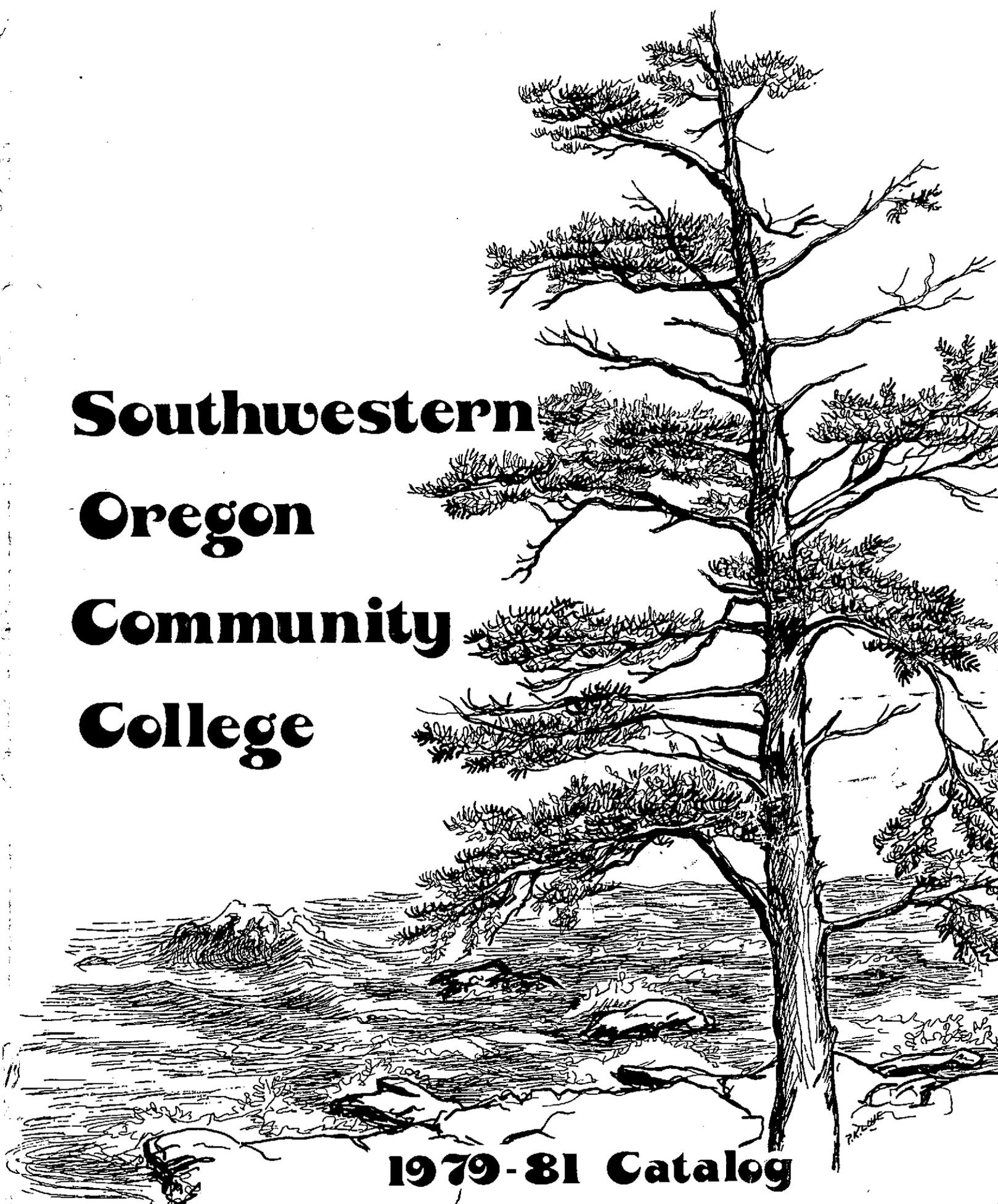


**Southwestern
Oregon
Community
College**

1979-81 Catalog



Southwestern Oregon Community College

Cocs Bay, Oregon
97420

(503) 888-3234

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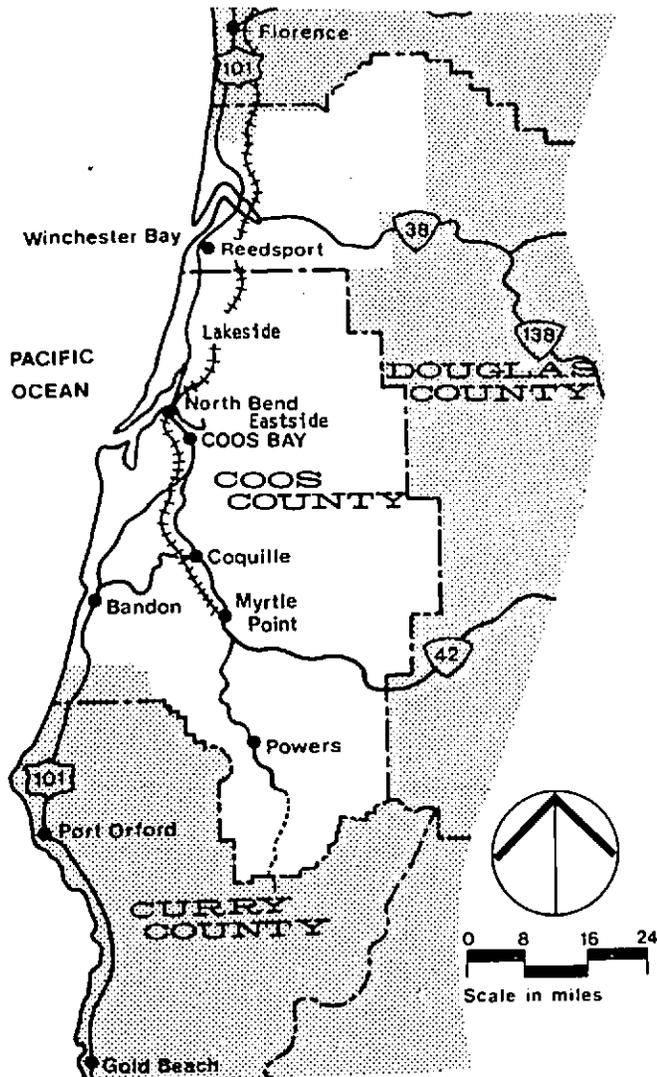
Southwestern Oregon Community College is an equal opportunity institution, discriminating neither in employment nor in its educational policies on the basis of age, sex, race, religion, color, handicap or national origin.

All provisions, as set forth in this catalog of Southwestern Oregon Community College, as of the time of publication and at all times thereafter, are not to be regarded as an irrevocable contract between the student and the college. Therefore, the college hereby reserves the right to make any necessary changes with respect to any matter as discussed herein, including, but not limited to, procedures,

policies, calendar, curriculum, equipment available for instruction, course content or emphasis and all costs. All prospective registrants must assume by registering in any course of credit that, because of failure to attract a sufficient number of students or for any reason to be judged solely by the college administration, courses may be cancelled at any time.

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

How to enroll at Southwestern Oregon Community College



The College District

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

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

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

1. Start planning now. If you are interested in only an occasional class rather than a degree or program, you can register by mail or at the college on Registration Day.
2. If you plan to work for a degree or complete a program, attend one of the orientation sessions before the term registration. At that time, a faculty advisor will help you plan your schedule and give you details on final registration procedure.
3. Aptitude, interest and placement tests will help you decide upon the courses or program best suited to your needs. For information or an appointment, call the Office of Student Services (888-3234 Ext. 226 locally - Commerce 9697 toll-free, out-of-town but within the college district)
4. If you are graduating from high school, see your counselor for an application for admission and to have your high school transcript forwarded to the college.
5. If you have attended another college, forward a copy of your transcript(s) to the Admissions Office.
6. If you need information on financial assistance, visit the Financial Aids Office, room 14 of Dellwood Hall.
7. Tuition is payable each quarter when you register.

Who May Enroll

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

Residency Guidelines

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

1. have established residency in the college district 30 days before registration and (if over 18) are eligible to vote there
2. are a minor whose parents are legal residents of the district
3. are a graduate of a high school in the college district
4. are a member of the United States military service on active duty or are a veteran establishing residence in the college district immediately after discharge
5. own real property (or are the legally dependent child of a legal property owner) in the district
6. are a foreign exchange student (such as American Field Service or Rotary International) living with a host family in the district.

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

Tuition and Fees

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

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

Tuition

Students enrolling for 10 or more credit hours:

In-district	\$140 per term
Out-of-district	\$280 per term
Out-of-state	\$420 per term

For students enrolled for 12 or more hours whose permanent legal residence is within the college district but more than 15 miles from the campus, an offset against tuition is made. This reduction applies to the \$140 tuition charge:

Bandon, Reedsport, Coquille school district or any area in the district more than 15 miles from the campus ..	25% reduction
Myrtle Point	50% reduction
Powers	100% reduction

Part-time students enrolling for 10 or fewer credit hours:

In-district	\$14 per credit hour
Out-of-district	\$28 per credit hour
Out-of-state	\$42 per credit hour

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

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

Exceptions

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

0.745 Adult Basic Education
0.746 GED Preparation
0.747 English as a Second Language
0.750.1 Competency Lab: Adult High School Diploma Program
0.750.2 Life and Work Experience Assessment: Adult High School Diploma Program
0.760 Math Laboratory

There is no cost for tuition for enrollment in:

Music 0.655, 0.656, 0.657
Theater 0.506
Literacy 0.528.1, 0.528.2
Sign Language 0.528.3, 0.528.4
Crash Injury Management 9.360 (for paid police officers and firemen not enrolled in a diploma or degree program)

Tuition is waived for police reservists and volunteer firefighters not enrolled in a diploma or degree program taking the following public service classes:
9.360 Crash Injury Management
9.428 Emergency Medical Technician I
0.571.1 and 0.571.2 First Aid
Fire Science Technology or Firefighting courses
Criminal Justice or Law Enforcement courses

Special Fees

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

Performance studies \$30 per class

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

Late registration -

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

\$2 per class after the second week

\$3 per class after the third week

Check irregularity - \$1 per day

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

Reinstatement fee - \$2

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

Graduation - \$5

Payable when application for graduation is submitted

Audit fee - same as regular tuition

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

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

Transcript - \$1 and 50¢

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

Nursing Student - malpractice insurance fee \$8.50.

Change of Registration

Adding classes

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

Dropping classes or withdrawing from college

1. You may drop classes without responsibility for grade through Friday of the sixth week in regular full term courses. For eight-week terms, Tuesday of the fifth week is the cut-off date, and a corresponding point for classes of irregular length.
2. After the above times, classes require a grade assignment and the signature of the instructor of the course from which withdrawal is sought. The instructor may use available grading options to evaluate completed work. He or she may assign credit for the portion of course work completed up to (but not to exceed) the credit approved for the course.
3. Upon request, the instructor may assign grades and credit, when appropriate, before the sixth week of the term.
4. A student may appeal the assigned credit or grade by petition to the Academic Standards Committee. Petitions and additional information are available from the Office of Admissions.

Changing from credit to audit

A student may change enrollment from credit to audit by the drop/add process. After the sixth week of classes, the instructor's signature is required on the form.

Academic Calendar

Summer term, 1980

June 16, Monday Registration Day
 day and night classes begin
 June 20, Friday last day for registration
 or to add classes without
 instructor's consent
 July 4, Friday Independence Day (holiday)
 July 15, Tuesday last day to withdraw from
 classes without responsibility
 for grades
 Aug. 8, Friday summer session ends

Fall term, 1980

Sept. 22, 23, 24
 Monday, Tuesday, Wednesday advising and orientation
 for fall term
 Sept. 25, 26
 Thursday, Friday Registration Days
 Sept. 29, Monday classes begin
 Oct. 10, Friday last day for registration
 or to add classes without
 instructor's consent
 Nov. 7, Friday last day to withdraw from
 classes without responsibility
 for grades
 Nov. 10, Monday Veterans' Day (holiday)
 Nov. 20, 21
 Thursday, Friday Thanksgiving vacation
 Dec. 8, 9, 10
 Monday, Tuesday, Wednesday advising
 for winter term
 Dec. 10, 11
 Wednesday, Thursday early registration
 for winter term
 Dec. 15 - 19
 Monday through Friday final examinations

4

Winter term, 1981

Jan. 5, Monday Registration
 night classes begin
 Jan. 6, Tuesday day classes begin
 Jan. 16, Friday last day for registration
 or to add classes without
 instructor's consent
 Feb. 13, Friday last day to withdraw from
 classes without responsibility
 for grades
 Mar. 9, 10, 11
 Monday, Tuesday, Wednesday advising
 for spring term
 Mar. 11, 12
 Wednesday, Thursday early registration
 for spring term
 Mar. 16 - 20
 Monday through Friday final examinations

Spring term, 1981

Mar. 30, Monday Registration
 night classes begin
 Mar. 31, Tuesday day classes begin
 Apr. 10, Friday last day for registration
 or to add classes without
 instructor's consent
 May 8, Friday last day to withdraw from
 classes without responsibility
 for grades
 May 25, Monday Memorial Day (holiday)
 June 8-12
 Monday through Friday final examinations
 June 12, Friday evening graduation

Summer term, 1981

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

Summer Session

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

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



Academic Calendar

Summer term, 1980

June 16, Monday Registration Day
 day and night classes begin
 June 20, Friday last day for registration
 or to add classes without
 instructor's consent
 July 4, Friday Independence Day (holiday)
 July 15, Tuesday last day to withdraw from
 classes without responsibility
 for grades
 Aug. 8, Friday summer session ends

Fall term, 1980

Sept. 15, 16, 17
 Monday, Tuesday, Wednesday advising and orientation
 for fall term
 Sept. 18, 19
 Thursday, Friday Registration Days
 Sept. 22, Monday classes begin
 Oct. 3, Friday last day for registration
 or to add classes without
 instructor's consent
 Oct. 31, Friday last day to withdraw from
 classes without responsibility
 for grades
 Nov. 10, Monday Veterans' Day (holiday)
 Nov. 20, 21
 Thursday, Friday Thanksgiving vacation
 Dec. 1, 2, 3
 Monday, Tuesday, Wednesday advising
 for winter term
 Dec. 4, 5
 Thursday, Friday early registration
 for winter term
 Dec. 8 - 12
 Monday through Friday final examinations

4

Winter term, 1981

Jan. 5, Monday Registration
 night classes begin
 Jan. 6, Tuesday day classes begin
 Jan. 16, Friday last day for registration
 or to add classes without
 instructor's consent
 Feb. 13, Friday last day to withdraw from
 classes without responsibility
 for grades
 Mar. 9, 10, 11
 Monday, Tuesday, Wednesday advising
 for spring term
 Mar. 12, 13
 Thursday, Friday early registration
 for spring term
 Mar. 16 - 20
 Monday through Friday final examinations

Spring term, 1981

Mar. 30, Monday Registration
 night classes begin
 Mar. 31, Tuesday day classes begin
 Apr. 10, Friday last day for registration
 or to add classes without
 instructor's consent
 May 8, Friday last day to withdraw from
 classes without responsibility
 for grades
 May 25, Monday Memorial Day (holiday)
 June 8-12
 Monday through Friday final examinations
 June 12, Friday evening graduation

Summer term, 1981

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

Summer Session

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



Changing from audit to credit

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

Part-time tuition
(9 credits or fewer)

First week of term	100% less \$5
Second week of term	70% less \$5
Remainder of term	none

Refunds

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

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

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

Maximum tuition
(10 or more credits)

First week of term	100% less \$10
Second week of term	70% less \$10
Remainder of term	none

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

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

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

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

Academic Calendar

Summer term, 1979

June 18, Monday	Registration Day day and night classes begin
June 22, Friday	last day for registration or to add classes without instructor's consent
July 4, Wednesday	Independence Day (holiday)
July 17, Tuesday	last day to withdraw from classes without responsibility for grades
Aug. 10, Friday	summer session ends

Winter term, 1980

Dec. 3, 4, 5	Monday through Wednesday	advising
Dec. 6, 7	Thursday, Friday	early registration
Jan. 2, Wednesday	Registration Day	night classes begin
Jan. 3, Thursday	day classes begin	
Jan. 11, Friday	last day for registration or to add classes without instructor's consent	
Feb. 8, Friday	last day to withdraw from classes without responsibility for grades	
Mar. 10 - 14	Monday through Friday	final examinations

Fall term, 1979

Sept. 16, 17, 18	Monday, Tuesday, Wednesday	advising and orientation for fall term
Sept. 20, 21	Thursday, Friday	Registration Days
Sept. 24, Monday	classes begin	
Oct. 5, Friday	last day for registration or to add classes without instructor's consent	
Nov. 2, Friday	last day to withdraw from classes without responsibility for grades	
Nov. 9, Friday	Veterans' Day (holiday)	
Nov. 22, 23	Thursday, Friday	Thanksgiving vacation
Dec. 10 - 14	Monday through Friday	final examinations

Spring term, 1980

Mar. 3, 4, 5	Monday through Wednesday	advising
Mar. 6, 7	Thursday, Friday	early registration for spring term
Mar. 24, Monday	Registration Day	night classes begin
Mar. 25, Tuesday	day classes begin	
Apr. 4, Friday	last day for registration or to add classes without instructor's consent	
May 2, Friday	last day to withdraw from classes without responsibility for grades	
May 26, Monday	Memorial Day (holiday)	
June 2-6	Monday through Friday	final examinations
June 6, Friday	graduation	

Academic Regulations

Credits

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

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

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

Grading System

An evaluation report is issued each quarter after final examinations to record a student's progress if the student's financial obligations to the college are in order. Grade point average is found by dividing cumulative grade points earned by the total number of hours attempted during the quarter. (S, I, W, X and U are not included in the calculations.)

Grades	Grade Points
A Excellent degree of achievement in meeting course objectives; mastery of principles and skills.	4
B Commendable degree of achievement	3
C Satisfactory. The student is expected to be able to apply the subject matter in a practical situation.	2
D Minimal but passing degree of achievement. Practical application ability doubtful	1
F Unacceptable degree of achievement. No credit	0
S Satisfactory - credit as specified	0
I Incomplete - no credit	0
W Withdrew - no credit	0
X Audit - no credit	0
U Unsatisfactory - no credit	0

Scholastic Status

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

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

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

Academic Notification is an advance warning system of possible lack of academic progress. It occurs when a student receives more than one grade of "W" or "I", a combination of the two, or has a grade point average of less than 2.00. Notification of grade point average of lower than 2.00 requires consultation with an advisor.

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

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

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

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

CLEP The College participates in the College Level Examination Program (CLEP) which allows students to demonstrate knowledge and proficiency in selected academic areas. Successful completion of CLEP examinations results in credit toward requirements. The fee charged is \$20 for each test. Applications are available from the student Services Office.

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

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

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

Full time students who wish to change registration from credit to audit may do so by completing the drop/add process before the sixth week of the term. After the sixth week, a petition requesting permission must be filed with the Academic Standards Committee.

Course Numbers

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

100-199 courses are freshman level

200-299 courses are sophomore level

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

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

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

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

The College

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

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

You are the best judge of your own needs, ability and interests. You are encouraged to set your own goals, learn at your own pace and in your own individual style.

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

Brief History

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

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

During the fall of 1967, Prosper Hall was built for physical education activities. Tioga Hall (also known as the Learning Resource Center) was built in two stages, with the top three floors completed in 1969. Construction of the college/community center began in 1979. Three temporary buildings provide space for nursing classes, large classes and meetings and shop facilities. Empire Annex is used for welding classes.

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

The college was accredited by the Northwest Association of Secondary and High Schools in 1966. Its curricula of courses are approved by the Oregon State Department of Education. The present staff includes 13 administrators, 67 full-time faculty, 216 part-time instructors and 40 classified and confidential staff members. More than 4,500 full time and part time students are enrolled each term for day and night classes.

Statement of Purposes and Functions

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

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

Community Services

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

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

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

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

CAMPUS DIRECTORY

A-College/Community Center

- food service
- lounge and study space
- student government
- student publications

B-1 nursing

B-2 large classroom

B-3 machine shop

C Coaledo Hall

- music
- science

D Dellwood Hall

- administration
- admissions
- business office
- community services
- Dean of Instruction office
- Dean of Students office
- employment
- financial aid
- information
- personnel
- president's office

K maintenance

L tennis courts

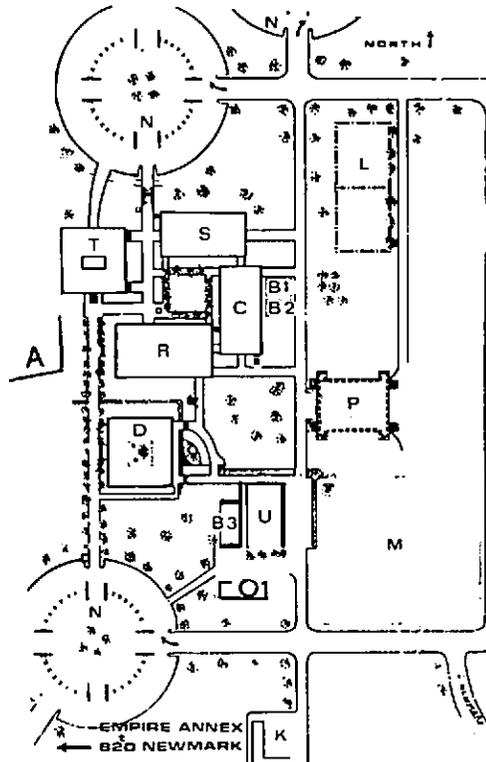
M playing field

N parking lots

O photography

P Prosper Hall

- gymnasium
- physical education
- theater



R Randolph Hall

- business classes
- electronics
- data processing

S Sitkum Hall

- English
- foreign languages
- journalism
- philosophy
- speech

T Tioga Hall

- Learning Resource Center
- adult basic education
- art
- audiovisual center
- book store
- cooperative work experience
- counseling
- drafting
- home economics
- instructional materials
- library
- listening-viewing center
- nurse's office
- study center

U Umpqua Hall

- automotive
- industrial mechanics
- small engine repair

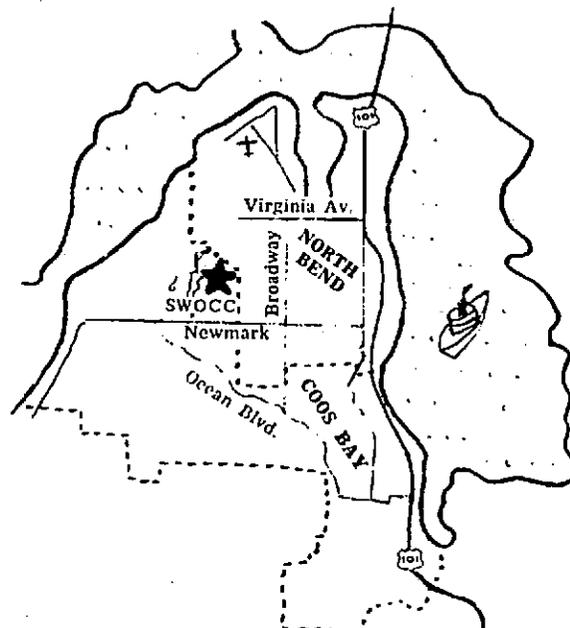
Empire Annex (not shown)

- 820 Newmark
- welding
- refrigeration

7



The campus is located in a natural setting of coastal pines and shrubbery on the shore of Empire Lakes. Its 125 acres are within the city limits of Coos Bay and adjacent to North Bend's city limits - two cities with a combined population of more than 25,000.



Learning Resource Center

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

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

The Audiovisual Center is down the corridor on the east side. It distributes audiovisual equipment used by instructors and students for class activities. This includes motion picture, slide, filmstrip and opaque projectors; cassette and reel-to-reel audio tape players and recorders; record players and television equipment.

Instructional Materials Center is located on first floor west. It produces printed materials such as study materials, tests, directories and handbooks, as well as overlays and overhead transparencies. Materials are also collated, bound and plastic-laminated there.

The Library occupies Tioga Hall's second floor. It is used by community and college alike. Over 47 thousand volumes are available - a balance of basic reference collections, books in liberal arts, technical and vocational fields. Current and back issues of periodicals and a representative selection of local and metropolitan newspapers are also available. Librarians offer reference assistance. A photocopy machine is available. Through inter-library loan service, it is possible to obtain books from other libraries upon special request.

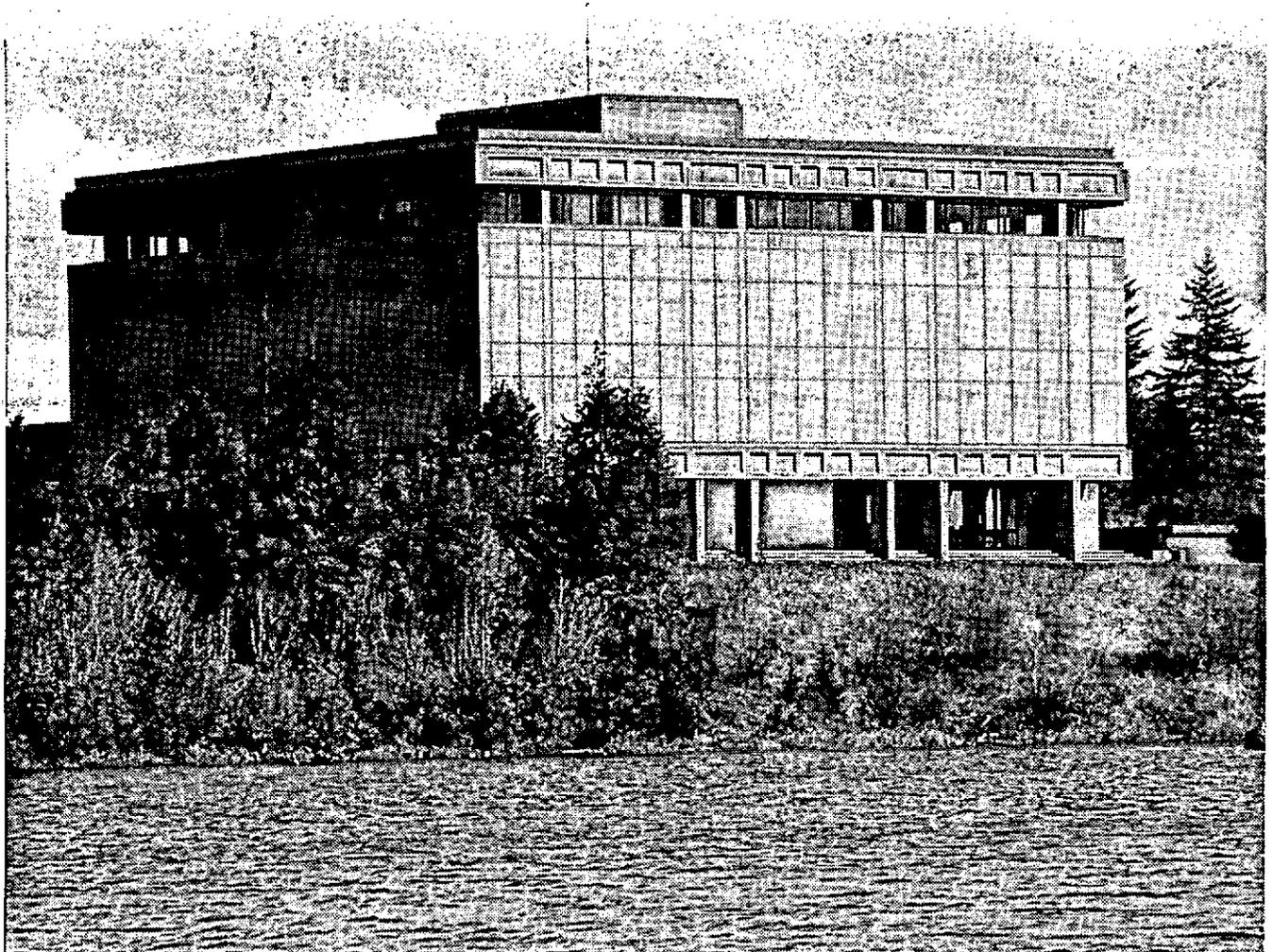
The Study Center is on the fourth floor and teems with a multitude of activities. At the core is a student study area, which at times is transformed into a television broadcasting studio or an art gallery. The study center offers a program of individualized instruction and advising to help students improve writing, reading, listening, mathematical and study skills for successful progress in college work.

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

The Listening/Viewing Center on the fourth floor contains over 5,000 record albums and cassettes; audio tape, videotape, microfilm, slides and filmstrips, 8 mm and 16 mm films and the equipment to use them. These resources are available to students and local residents as well as instructors.

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

8





9

Degree Programs

ASSOCIATE IN ARTS DEGREE

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

1. Not less than 93 credits of college parallel courses approved by the Oregon Board of Education for transfer credit.
2. Grade point average minimum of 2.00 (C average)
3. English Composition; 9 credits (Wr 121, 122, 123 or 227)
4. Health Education: He 250, 3 credits for both men and women.
5. Physical Education: 5 terms with not more than one credit hour per term in activity courses (PE185). Courses must be in different activities or levels (i.e. beginning, intermediate, advanced). Exceptions, which must be approved by the Academic Standards Committee, may be allowed for the following reasons:

Health: A written statement by a physician must be filed with the Admissions Office at the beginning of the term.

Veterans: Students who have completed six months' active service in the U.S. armed forces are exempt from three terms of the Physical Education requirement. They must file official evidence of service with the Admissions Office.

Other: On rare occasions, an exemption may be granted for other reasons.

6. One-year sequence in each of the following groups: Literature, science or mathematics and social sciences, plus a fourth sequence chosen from one of the three groups or language/philosophy. (See "Group Requirements")
7. If the fourth sequence is taken in one of the social sciences, it must be in a different discipline.
8. At least one of the sequences must be numbered in the 200 series.
9. A student must have completed 24 credits and have attended Southwestern Oregon Community College for at least two terms (including the final term) before the Associate in Arts degree is awarded.

Group Requirements

Language and Literature

English

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

Language/Philosophy (Applicable as a fourth sequence)

RL 201, 202, 203	Second-year French
GL 201, 202, 203	Second-year German
Phi 101, 202, 203	Problems of Philosophy

Science and Mathematics

General Science

GS 104, 105, 106	Physical Science Survey
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Geology

G 201, 202, 203	Geology
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Biology

Bi 101, 102, 103	General Biology
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Botany

Bot 201, 202, 203	General Botany
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Chemistry

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

Mathematics (First Year Sequence)

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

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

Physics

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

Zoology

Z 201, 202, 203	General Zoology
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Social Science

Anthropology

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

Criminal Justice Administration

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

Economics

Ec 201, 202, 203	Principles of Economics
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History

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

Political Science

PS 201, 202, 203	American Government
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Psychology

Psy 201, 202, 203	General Psychology
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Sociology

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

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

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

Two-Year Associate In Science Degree Programs

Accounting
Banking and Finance
Business Technology
Data Processing
Educational Secretary
Electricity-Electronics Tech.
Fire Science Technology
Forest Technology
Industrial Mechanics -
Automotive
Machine Tool Practice
Welding
Industrial Technology
(Apprenticeship Trades)
Legal Secretary
Marketing
Nursing
Office Management
Secretarial Technology
Supervisory Training

One-Year Diploma Programs

Requires the equivalent of one year (three terms) to complete - a minimum of 45 credit hours.

Accounting
 Apprenticeship
 Bookkeeping and Clerical
 Data Processing Technology
 Educational Secretary
 Fire Science Technology
 Law Enforcement
 Legal Secretary
 Marketing
 Medical Clerical
 Office Management
 Practical Nursing
 Secretarial Technology
 Stenography
 Supervisory Training

Certificate Programs

Course work requires at least one term of full time study - a minimum of 18 credit hours..

Fire Science
 Nurses' Aide
 Real Estate
 Supervisory Training

ASSOCIATE IN ARTS IN BUSINESS ADMINISTRATION DEGREE

This two-year program is transferrable to four-year programs in business administration at senior institutions of the Oregon State System of Higher Education. Students will be able to complete requirements for the baccalaureate degree with two additional years of course work at those institutions. (Consult your faculty advisor for more detailed information on requirements for specific four-year institutions.)

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

Maximum Acceptable Credit: 108 hours
 *BA 131 recommended before taking CS 233
 **100 level or above

ASSOCIATE IN SCIENCE IN BUSINESS DEGREE

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

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

To enroll in this degree, the student must:

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

General Requirements are:

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

ACCOUNTING

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

	F	W	S
First Year			
1.111, 1.112, 1.113 Communications or Wr 121,			
Wr 122 English Comp and Wr 227 Report Writing	3	3	3
BA 211, BA 212, BA 213 Principles of Accounting	3-4	3-4	3-4
1, 11, 111 or 2.766, 2.767, 2.768 and BA 213			3
2.252 Business Math II			
2.583 Office Services & Personnel or 2.584	3		
or 2.585 Office Services & Personnel II or III	4		
BA 101 Intro to Business			
2.304 Fundamentals of Marketing		3	
2.519 Business Machines			2
2.501 Beginning Typing ¹		2	
2.771 Payroll Accounting	3	4	3
Electives			
	<u>18-17</u>	<u>15-16</u>	<u>14-15</u>
Second Year			
2.320, 2.321, 2.322 Business Law I, II, III	3	3	3
Approved Social Sciences	3	3	3
6.900 Data Processing Fundamentals or			
BA 131 Intro to Business Data Processing	3		
6.901 Intro to Digital Computers or CS 221		3	
Wr 214 Business English			3
2.331 Federal Income Tax I		3	
2.769 Cost Accounting			3
2.772 Intermediate Accounting		3	
Electives ²	6	2	5
	<u>15</u>	<u>17</u>	<u>17</u>
Total: 94-97 Credits			

¹Advanced placement may be given for previous high school and work experience.
²Suggested Electives: Office Simulation, Federal Income Tax II (2.332)
 Experience strongly recommended.

BANKING AND FINANCE

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

	Credits
Wr 121, 122, and 227 English Composition/ Report Writing	9
*Ec 201, 202, 203 Principles of Economics	6
**Psy 211, 201, 202, 203 Personality & Development/ General Psychology	3
BA 211, 212, 213 Principles of Accounting	9
9.768 Principles of Banking	3
9.773 Money and Banking	3
9.781 Installment Credit	3
9.771 Law and Bank Transactions	3

Total Required: 39 credits

*Select any two
**Select any one

	Credits
Banking Electives: To Include: Any approved banking courses and	variable
BA 131 Introduction to Business Data Processing	3
2.252 Business Math II	3

Minimum: 18 credits

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

Total Credits: 90

Note: All AIB courses taken prior to Fall, 1974, apply towards an Associate in Science degree. In addition, advanced placement may be granted for other college work or appropriate work experience.

BOOKKEEPING - CLERICAL

Bookkeeping-Clerical is a one-year program designed to prepare students for a wide variety of bookkeeping or clerical positions. A diploma is awarded when course requirements are met. Preparation is provided for positions such as office machine operator, file clerk, typist, records clerk, and bank clerk. Course work includes typing, accounting, office services and personnel, office machines, dictating and transcribing skills.

Jobs will be numerous, even though bookkeeper employment is expected to grow slowly over the next ten years. Beginning workers in private firms averaged \$551.00 per month in 1974. (Occupational Outlook Handbook, 1976-77 ed., p. 83)

	F	W	S
1.111 Communications or Wr 121 English Comp	3		
Wr 214 Business English		3	
2.583, 2.584, 2.585 Office Services and Personnel I, II, III	3	3	3
2.250, 2.252 Business Mathematics I, II	3		3
2.501, 2.502 Typing or SS 121, 124	2	2	
2.768, BA 211 Accounting I or BA 211 or 9.715, 9.716 Elementary Bookkeeping I, II	2-4	2	
2.519 Business Machines		2	
1.120 Man and Society or Social Science	3		
2.771 Payroll Accounting			3
2.595, 2.596 Office Simulation I, II ¹		5-6	5-6
6.900 Intro to Data Processing			3
	18-18	17-18	17-18

Total: 80-84 Credits

¹Office Simulation may be substituted with Work Experience for one quarter, with division approval.

CRIMINAL JUSTICE ADMINISTRATION

Associate in Arts Degree Program

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

First Year

CJ110, CJ120, CJ130 Criminal Justice Sequence	3	3	3
Wr 121, Wr 122 English Composition	3	3	
Wr 123 English Composition or Wr 227 Report Writing			3
CJ220 Criminal Law			3
PE 185, Personal Defense, I, II or other PE Courses	1	1	1
Soc 204, Soc 205, Soc 206 General Sociology	3	3	3
CJ 218 Police and Public Policy		3	
CJ 100 Criminal Justice Survey	3		
Literature or Language Sequence	3	3	3
	18	16	16

Second Year

Sp 111 Fundamentals of Speech	3		
Psy 201, Psy 202, Psy 203 General Psychology	3	3	3
PE 185 Physical Education	1		1
HE 250 Personal Health		3	
CJA Career Tracks (list follows)	3	3	3
PS 201 American Government or other social science course		3	
HE 252 Standard First Aid			3
Math/Science sequence (at 100 level or above)	4	4	4
Electives - Criminal Justice Area	3		3
	17	16	17

Total: 98 Credits

POLICE CAREER TRACK: Student must pick three courses - 9 hours.

Oregon Law
Constitutional Law

Criminal Justice Administration
Criminal Procedure & Evidence
Criminal Investigation

6 hours of electives from another area or career track.

CORRECTIONS CAREER TRACK - Students must pick three courses - 9 hours

Juvenile Delinquency
Criminology

Criminal Justice Administration
Correctional Law
Introduction to Penology

6 hours of electives must be taken from another area or career track.

INTERDISCIPLINARY STUDIES: Combination of Police and Corrections - 9 hours.

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

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

Human Growth & Development
Commercial & Industrial Security

Field Experience
Narcotics & Dangerous Drugs

Criminalistics
Legal & Fundamental Aspects of Lethal Weapons
Criminal Justice Workshops

TOTAL: 98 Credits

Law Enforcement

One-Year Diploma

*1.111, *1.112 Communication or Wr 121, 122 English Composition	6
HE 252 Standard First Aid or *9.360 Crash Injury Management or *9.428 Emergency Medical Technician I	3
Psy III Personality and Development	(6) 3
4.202 El Algebra 1 ¹	4
SS 121/*2.501 Beginning Typing or SS124/*2.507 Typing Speed & Accuracy	2
CJ 110, CJ 120, CJ 130 Criminal Justice Sequence	9
CJ 210 Criminal Investigation	3
CJ 222 Criminal Procedure & Evidence	3
CJ 220 Criminal Law	3
CJ 100 Criminal Justice Survey	3
Wr 227 Report Writing	3
Electives - Criminal Justice Area	2

TOTAL CREDITS 47

¹Elective 4.200 Basic Math may be taken as a refresher course if needed, to qualify for entry into 4.202

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

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

DATA PROCESSING

Data Processing - Computer Technology is a two-year program leading to an Associate in Science degree. Students are prepared for entry-level employment in the data processing field which may lead to supervisory and management positions. A diploma is awarded upon completion of the first year's courses.

Suggested Courses*

First Year	F	W	S
1.111, 1.112, 1.113 Communications or Wr 121, 122, 123 English Composition	3	3	3
4.202, Mth 50 Mathematics, or Mth 101, 102 College Algebra and Trig	4	4	
2.766, 2.767, 2.768 Accounting or 211, 212, 213 Prin. of Accounting	3	3	3
6.900 Data Processing Fundamentals, or BA 131, Intro. to Business Data Processing	3		
6.901 Intro. to Digital Computers, or CS 221 Digital Computers		3	
6.903 Intro. to Programming, or CS 223 Intro. to Numerical Computation			3
Social Science or Humanities elective	3	3	3
Elective (typing, office machines, business law or introduction to business is suggested)			3
	16	16	15

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

Total: 92 units/credits
*Courses may vary with approval of advisor

EDUCATIONAL SECRETARY

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

FIRST YEAR	F	W	S
1.111, 1.112, 1.113 Communications or Wr 121, Wr 122, English Comp and Wr 227 Report Writing	3	3	3
2.501, 2.503, 2.505 Beginning, Intermediate & Advanced Typing or SS 121, 122, 123 ¹	2	2	2
2.766, 2.767, 2.768 Accounting I, II, III or BA 211, BA 212, BA 213 Principles of Accounting ² or SS 111, SS 112, SS 113 Stenography or 2.560, 2.562 Personal Shorthand I, II and 2.547 Shorthand Transcription	3-4	3-4	3-4
2.583, 2.584, 2.585 Office Services & Personnel, I, II, III	3	3	3
2.252 Business Math II			3
2.519 Business Machines	2		
9.506 Human Relations for Supervisors			3
2.509 Machine Transcription ¹		2	
HE 250 Personal Health	3		
2.547 Shorthand Transcription			3
	16-17	16-17	17-18

SECOND YEAR	F	W	S
Psy 201, Psy 202, Psy 203, General Psychology	3	3	3
BA 131 Intro to Business Data Processing or 6.900 Data Processing Fundamentals	3		
9.748 Oregon School Law			3
Sp 111 Fundamentals of Speech		3	
Wr 227 Report Writing			3
2.341 Personal Finance		3	
9.500 Elements of Supervision	3		
Wr 214 Business English			3
HE 252 First Aid	3		
2.511 Mag-Card Automatic Typewriting	1		
Electives (Office Simulation or Work Experience recommended)	3	6	3
	16	15	15

TOTAL: 95-98 Credits

¹Advanced placement may be given for previous high school and work experience.
²May be substituted for any subject specialty within the education field
³Prerequisite - Fundamentals of English (0.767) or consent of instructor.
⁴May be replaced by an elective if taken first year.



ELECTRICITY AND ELECTRONICS SERVICE AND TECHNOLOGY

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

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

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

ASSOCIATE IN SCIENCE IN ELECTRONICS TECHNOLOGY

FIRST YEAR

	F	W	S
Psy 140 Career Planning (optional)	0-3		
Mth 101, 102, 200 College Algebra & Trig. Calculus ¹	4	4	4
1.111, 1.112, 1.113 Communications or English Comp. ²	3	3	3
6.300 Electronic Theory & Lab (ICE)	6	6	6
4.110 Blueprint Reading & Sketching or 4.101 Drafting or elective	2		
4.103, 4.105 Drafting or elective	2	2	2
6.300 Electrical Concepts	3	3	3
	18	18	18

SECOND YEAR

6.398 Cooperative Work Experience (optional) ²	0-4	0-4	0-4
6.300 Electronics Theory and Lab (ICE)	11	11	8-11
1.120, 1.121, 1.122 Man and Society or equivalent sequence in general educational subjects	3	3	3
Phy 201, 202, 203 General Physics	3	3	3
Phy 204, 205, 206, General Physics Laboratory	1	1	1
2.120 Job Search Techniques or elective			3
	18	18	18

TOTAL: 108 Credits

¹ Students should register in mathematics at level indicated by placement tests or advice of electronics instructor. To complete this program the student should take a sufficient number of mathematics courses to complete Math 200.

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

³ May be taken either first or second year.

ASSOCIATE IN SCIENCE IN ELECTRONICS SERVICE

FIRST YEAR

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

SECOND YEAR

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

¹ Students should register in mathematics at level indicated by placement tests or advice of electronics instructor.

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

³ An Associate Degree may be awarded upon the completion of a total of 90 credits. Of these, 56 credits must be earned in some combination of the following courses: Psy 140/1.404, 2.120, 2.261, 2.265, 6.300, 9.204. The acceptable range 2.261, 2.265 toward the Associate in Science degree in Electronics Service is from 0 to 15 credits.

⁴ May be taken either first or second year.

FIRE SCIENCE TECHNOLOGY

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

FIRST YEAR

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

SECOND YEAR

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

TOTAL: 97 Credits

ELECTIVES

4.200 Basic Math (May be taken as refresher course if needed, to qualify for entry into 4.202)

5.254 Introduction to Fire Protection

5.256 Elementary Science for Firefighting

5.263 Fire Pump Construction and Operation

5.264 Building Construction for Fire Protection

5.267 Fire Department Communications & Alerting Systems

5.268 Fire Service Rescue Practices

5.269 Water Distribution Systems

5.272 Fixed Systems and Extinguishers

5.282 Fire Codes and Related Ordinances

5.287 Training Program Techniques

5.288 Fire Reports and Records

5.290 Fire Officers Management Responsibilities

5.291 Fire Officers Administrative Assignments

5.295 Public Relations for Fire Service

9.301, 9.302, 9.303, 9.304, 9.305 Firefighting

FIRE FIGHTER TRAINING PROGRAM

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

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

TOTAL: 180

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

FOREST TECHNOLOGY

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

	F	W	S	SU
FIRST YEAR				
1.111, 1.112, 1.113 Communications or Wr 121, 122, 127	3	3	3	
4.200 Basic Mathematics	4			
4.202, 4.203 Elements of Algebra I, II		4	4	
6.401 General Forestry	3			
6.409 Forest Protection		3		
6.411 Logging Operations	3			
6.410 Forest Products Manufacturing			3	
6.407, 6.408 Forest Mensuration I, II			3	3
6.404 Elementary Forest Surveying				3
F254 Tree & Shrubs Identification	4	or	(4)	
Forest Botany or Bot 201, 202, or 203				4
Work Experience (summer)				5-8
	17	16	17	5-8
SECOND YEAR				
6.419 Forest Recreation	3			
6.414 Forest Contracts		3		
6.405 Advanced Forest Surveying	3			
6.406 Forest Engineering			4	
6.416 Aerial Photogrammetry			3	
6.417 Silviculture		3		
6.420 Advanced Silviculture			3	
9.204 Small Business Operations	3			
Electives	6	6	6	
	15	14	16	
TOTAL: 100-103 Credits/Units				

*Electives must include Man and Society or Social Sciences classes equal to nine credit hours. Other suggested electives:

6.430 Fish and Wildlife Resources; 9.621 Fish and Forest Practices, 9.624 Fish and Wildlife Management; 9.623 Wildlife Management Lab Procedures; 9.628 Basic Land Surveying; SOILS 100 Intro to Soils; 6.498 Work Experience Credits or 6.422 Forest Range and Fire Management.

ASSOCIATE IN SCIENCE DEGREE IN INDUSTRIAL TECHNOLOGY

(All Apprenticable Trades)

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

1.111, 1.112, 1.113 Communications	9 Credits
1.120, 1.121, 1.122 Man and Society	9 Credits
9.1xx Apprentice Related Training (Number of credits of 9.1xx depends upon occupation)	27-36 Credits
First Aid	1-3 Credits
Journeyman Status	45 Credits
Total	91-102 Credits

APPRENTICESHIP TRAINING

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

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

INDUSTRIAL MECHANICS PROGRAMS

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

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

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

AUTOMOTIVE

FIRST YEAR

	F	W	S
3.300 Suspension and Brakes			3
3.304, 3.306 Internal Combustion Engines I, II	3	3	
3.320 Hydraulics and Pneumatics			3
4.110 Blueprint Reading I	2		
4.150, 4.151, 4.154 Welding I, II, V	3	3	3
4.170, 4.171, 4.172 Machine Tool Practice I, II, III	3	3	3
4.200, 4.202 Basic Math/El. Algebra I	4	4	
4.300, 4.304 Practical Physics		4	4
	<u>15</u>	<u>17</u>	<u>16</u>

SECOND YEAR

1.111, 1.112, 1.113 Communications or Wr 121, 122, 123 English Composition	3	3	3
1.120, 1.121, 1.122 Man and Society or 9 credits of Social Science Courses	3	3	3
3.308, 3.322 Electrical I, II	4	4	
3.310 Fuel Systems			3
3.316 Power Trains			2
3.318 Steering Controls	3		
3.324 Diagnostic Procedures			3
3.326 Automatic Transmission			3.5
3.329, 3.331, 3.333 Mechanical Systems Lab	3	3	3
3.332 Service Management	2		
	<u>18</u>	<u>18</u>	<u>15.5</u>

TOTAL: 98 Credits

¹ Cooperative Work Experience may be substituted as applicable to course objectives.

MACHINE TOOL PRACTICES

FIRST YEAR

	F	W	S
3.300 Suspension and Brakes			3
3.304, 3.306 Internal Combustion Engines I, II	3	3	
3.320 Hydraulics and Pneumatics			3
4.110, 4.112 Blueprint Reading I, II	2	2	
4.150, 4.151, 4.154 Welding I, II, V	3	3	3
4.170, 4.171, 4.172 Machine Tool Practice, I, II, III	3	3	3
4.200, 4.202 Basic Math/El. Algebra I	4	4	
4.300, 4.304 Practical Physics		4	4
	<u>16</u>	<u>19</u>	<u>16</u>

SECOND YEAR

1.111, 1.112, 1.113 Communications or Wr 121, 122, 123 English Composition	3	3	3
1.120, 1.121, 1.122 Man and Society or 9 credits of Social Science courses	3	3	3
4.101 General Drafting			2
4.160 Metals Application & Testing		3	
4.173 Basic Numerical Control	2.5		
4.174, 4.175 Machine Tool Practice V, VI		3	2.5
4.176, 4.177, 4.178 Machine Tool Practice VII, VIII, IX	3	3	3
4.179, 4.180 Machine Tool Practice X, XI	3	3	
4.203 El. Algebra II			4
¹ Electives	3		
	<u>17.5</u>	<u>18</u>	<u>17.5</u>

TOTAL: 103 Credits

¹ Suspension and Brakes may be replaced by one or more of the following suggested electives: Job Search Techniques (2.120), Intro to Digital Computers (6.901), Small Business Operations (9.204), Cooperative Work Experience (4.198) MTP Welding Lab (4.158)

WELDING

FIRST YEAR

	F	W	S
3.300 Suspension and Brakes			3
3.304, 3.306 Internal Combustion Engines I, II	3	3	
3.320 Hydraulics and Pneumatics			3
4.110 Blueprint Reading I	2		
4.150, 4.151, 4.154 Welding I, II, V	3	3	3
4.170, 4.171, 4.172 Machine Tool Practices I, II, III	3	3	3
4.200, 4.202 Basic Math/El. Algebra I	4	4	
4.300, 4.304 Practical Physics		4	4
	<u>15</u>	<u>17</u>	<u>16</u>

SECOND YEAR

1.111, 1.112, 1.113 Communications or Wr 121, 122, 123 English Composition	3	3	3
1.120, 1.121, 1.122 Man and Society or 9 credits of Social Science Courses	3	3	3
3.308, 3.322 Electrical I, II	4	4	
3.332 Service Management	2		
4.152, 4.155, 4.156 Welding III, VI, VII	3	3	3
4.153, 4.157 Welding IV, VIII			3
4.165, 4.166, 4.167 Welding Lab A, B, C	3	3	3
	<u>18</u>	<u>19</u>	<u>15</u>

TOTAL: 98.5 Credits

¹ Cooperative Work Experience may be substituted as applicable to course objectives
² Suspension and Brakes may be replaced by one or more of the following suggested electives: Job Search Techniques (2.120), Small Business Operations (9.204), Cooperative Work Experience (4.198)

³ Eight Credits of Electronics (6.300) may be substituted

LEGAL SECRETARIAL

The two-year Legal Secretarial program leads to an Associate in Science degree and prepares students for entry level jobs in law offices and other offices dealing with legal documents and activities. A diploma may be awarded after completion of the first year's courses. After one year, work experience is often available in local business firms.

FIRST YEAR

	F	W	S
1.111, 1.112, 1.113 Communications or Wr 121, 122 English Comp and Wr 227 Report Writing	3	3	3
2.501, 2.503, 2.505 Beginning, Intermediate & Advanced Typing ¹ or SS 121, 122, 123	2	2	2
2.541, 2.543, 2.545 Shorthand I, II, III or SS 111, 112, 113 or 2.560, 2.562 Personal Shorthand I, II and 2.547 Shorthand Transcription	3	3	3
2.583, 2.585 Office Services & Personnel I, III	3		3
9.735, 9.736 Legal Terminology I, II	3	3	
9.737 Legal Forms & Procedures			3
2.519 Business Machines	2		
Wr 214 Business English		3	
2.547 Shorthand Transcription			3
2.511 Mag-Card Automatic Typewriter			1
	<u>16</u>	<u>15</u>	<u>17</u>

SECOND YEAR

2.595, 2.596 Office Simulation I, II or 2.298 Work Experience		6	6
Approved Social Science	3	3	3
2.766 Accounting I or BA 211 Principles of Accounting I or 9.715 and 9.716 Elem. Bookkeeping I & II	3-4		
6.900 Data Processing Fundamentals or BA 131 Intro to Business Data Processing			3
2.320, 2.321, 2.322 Business Law I, II, III	3	3	3
2.509 Machine Transcription ²		2	
BA 101 Intro to Business	4		
Electives	3	3	
	<u>16-17</u>	<u>17</u>	<u>15</u>

TOTAL: 96-97 Credits

¹ Advanced placement may be given for previous high school and work experience.

² Prerequisite - Fundamentals of English (0.767) or consent of instructor.



MARKETING

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

FIRST YEAR	F	W	S
1.111, 1.112, 1.113 Communications or Wr 121, Wr 122 English Comp and Wr 227 Report Writing	3	3	3
2.766, 2.767 Accounting I, II or BA 211, BA 212 Principles of Accounting		3-4	3-4
2.252 Business Math II		3	
2.330 Fundamentals of Salesmanship	3		
2.583 Office Service & Personnel I	3		
2.304 Fundamentals of Marketing		3	
2.305 Principles of Retailing			3
2.307 Advertising I		3	
2.501 Beginning Typing ¹			2
6.900 Data Processing Fundamentals or BA 131 Intro to Data Processing			3
BA 101 Intro to Business	4		
Psy 111 Personality & Development	3		
2.519 Business Machines			2
	<hr/>	<hr/>	<hr/>
	18	15-16	16-17
SECOND YEAR			
2.320, 2.321, 2.322 Business Law I, II, III	3	3	3
Approved Social Science	3	3	3
Wr 214 Business English ²		3	
Ec 201, Ec 202, Ec 203 Principles of Economics	3	3	3
Electives (Office Simulation or Work Experience recommended)	6	3	6
	<hr/>	<hr/>	<hr/>
	15	15	15

TOTAL: 93-96 Credits

¹Advanced placement may be given for previous high school and work experience

²

MEDICAL-CLERICAL

The Medical-Clerical program is designed to train students for initial clerical employment in hospitals, medical clinics, doctors' offices and other medical facilities. A one-year diploma is awarded when course requirements are completed. Selection of advanced Medical-Clerical courses are available to students wishing to apply diploma credits to an Associate Degree in Business.

	F	W	S
1.111 Communications	3		
2.501, 2.503 Beginning & Intermediate Typing ¹ ✓ or SS 121, SS 122		2	
2.583, 2.585 Office Services & Personnel I, II ✓	3		3
2.519 Business Machines ✓	2		
2.595 Office Simulation I or 2.298 ✓ Work Experience			4
Wr 214 Business English		3	
9.724, 9.725, 9.730 Medical Secretary I, II, III ✓	3	3	3
9.723, 9.726, 9.728 Medical Terminology I, II, III ✓	3	3	3
9.727, 9.729 Medical Transcription I, II ✓		3	3
9.715 Elementary Bookkeeping I ✓	2		
9.731, 9.732 Clinical Procedures I, II ✓		3	3
	<hr/>	<hr/>	<hr/>
	18	17	19

TOTAL: 54 Credits

¹ Advanced placement may be given to previous high school and work experience

² Prerequisite - Fundamentals of English (0.767) or consent of instructor

NURSING

Career Ladder Program

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

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

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

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

How to enroll

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

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

reading	50
sentences	50
mathematics	
test C	50
test D	50

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

Admission Procedure

Enrollment is limited by the availability of facilities.

Names of applicants who have met the prerequisites of the program by April 30 for the next fall become candidate pools. A random drawing is held to select 18 applicants and five alternates from the established pools in the following order with residency status being determined as of April 30:

1. Names shall be drawn first from the in-district pool until the openings have been filled and five alternates have been selected or the pool is exhausted.
2. Secondly, names shall be drawn from the out-of-district/in-state with no nursing program until the openings have been filled and five alternates have been selected or the pool is exhausted.
3. Thirdly, names shall be drawn from the out-of-district/in-state with a nursing program pool.
4. Fourthly, names shall be drawn from the out-of-state pool. Alternates will be admitted in the order in which their names were drawn. A letter of acceptance or nonacceptance will be sent to the applicant following the lottery which will be held within the first two weeks of May.

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

Accepted applicants are required to:

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

Advanced Placement Students - Licensed Practical Nurses

Licensed practical nurses desiring to enter the fall quarter of the program must meet the prerequisites. LPNs who hold an active Oregon license and meet the prerequisites and have completed anatomy and physiology Bi 121 or 122 or its equivalent with a grade of C or higher within the past five years; Wr 121, Psy 203, Soc 205 will be considered applicants for the second year of the program.

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

Curriculum

Associate Degree Nursing Program

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

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

First Year	F	W	S
Fundamentals of Nursing, Nrsg 101	8		
Nursing Science & Practice I, Nrsg 102		8	
Nursing Science & Practice II, Nrsg 103			10
¹ Anatomy and Physiology, Bi 121, 122	4	4	
² Microbiology, Bi 123			4
English Composition, Wr 121	3		
Psych III Personality and Development			3
Sociology, Soc 205		3	
	<u>15</u>	<u>15</u>	<u>17</u>

¹Anatomy and Physiology courses are pre-requisite to Nursing Science and Practice I, and all subsequent nursing courses.

²Microbiology is a prerequisite to Nursing Science & Practice II and all subsequent nursing courses.

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

Second Year	F	W	S
¹ Nursing Science & Practice III, Nrsg 201	10		
Nursing Science & Practice IV, Nrsg 202		10	
Nursing Science & Practice V, Nrsg 203			10
² Chemistry, Ch. 130	4		
English Composition, Wr. 122		3	
Psych 203			3
³ Electives	3	3	3
	<u>17</u>	<u>16</u>	<u>16</u>

¹A student continuing from the first year, may elect to take only the Nursing Science & Practice III course in the Fall and upon successful completion be eligible to take Practical Nursing Boards in April. He or she could not then continue on in nursing program.

²Chem. 130 is a prerequisite to Nursing 202

³One of these electives must be chosen from the area of Social Science and Humanities which includes Psych, Sociology, Anthropology, oral and written communications. Courses that are recommended for the other two electives are: History, Math., Physics, Philosophy, Art 201, Music 201, Nutrition, and/or foreign language.

OFFICE MANAGEMENT

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

FIRST YEAR

	F	W	S
1.111, 1.112, 1.113 Communications or Wr 121 Wr 122, English Comp and Wr 227 Report Writing	3	3	3
2.583, 2.584, 2.585 Office Services & Personnel I, II, III	3	3	3
BA 211, BA 212, BA 213 Principles of Accounting I, II III, or 2.766, 2.767, 2.768 Accounting I, II and III and BA 213 Principles of Accounting III	3-4	3-4	3-4
2.252 Business Math II			3
2.501 Beginning Typing ¹	2		
2.519 Business Machines		2	
6.900 Data Processing Fundamentals or BA 131 Intro to Business Data Processing			3
BA 101 Intro to Business Electives	4	3	4
	<u>15-16</u>	<u>17-18</u>	<u>16-17</u>

SECOND YEAR

2.320, 2.321, 2.322 Business Law I, II, III	3	3	3
Approved Social Science	3	3	3
2.304 Fundamentals of Marketing			3
Wr 214 Business English			3
6.901 Intro to Digital Computers or CS 221			3
2.771 Payroll Accounting			3
2.595 Office Simulation I or 2.298 Work Experience	6		
Electives	3		6
	<u>15</u>	<u>15</u>	<u>15</u>

TOTAL: 95-98 Credits

¹Advanced placement may be given for previous high school and work experience

REAL ESTATE

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

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

TOTAL: 24 Credits

SECRETARIAL TECHNOLOGY

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

In addition to the basic courses, optional courses are available in business law, accounting, legal and medical technology. After one year, Work Experience is frequently available in local business firms. A diploma is awarded after completion of the first year's courses.

	F	W	S
FIRST YEAR			
1.111, 1.112, 1.113 Communications or Wr 121, Wr 122 English Comp and Wr 227 Report Writing	3	3	3
2.501, 2.503, 2.505 Beginning, Intermediate and Advanced Typing ¹ or SS 121, SS 122, SS 123	2	2	2
2.541, 2.543, 2.545 Shorthand I, II, III or SS 111, SS 112, SS 113 or 2.560, 2.562 Personal Shorthand and 2.547 Shorthand Transcription	3	3	3
2.583, 2.584, 2.585 Office Services & Personnel I, II, III	3	3	3
BA 101 Intro to Business			4
2.519 Business Machines	2		
6.900 Data Processing Fundamentals or BA 131 Intro to Business Data Processing	3		
6.910 Intro to Digital Computers or CS 221		3	
2.509 Machine Transcription ²			2
2.252 Business Mathematics		3	
	<u>16</u>	<u>17</u>	<u>17</u>
SECOND YEAR			
2.595, 2.596 Office Simulation I, II or 2.298 Work Experience	6	6	
Psy 140 Career Planning and approved Social Science courses or Social Science sequence	3	3	3
2.766, 2.767 Accounting I, II or BA 211, BA 212 Principles of Accounting	3-4	3-4	
2.320, 2.322 Business Law I, II	3	3	
Wr 214 Business English			3
2.547 Shorthand Transcription			3
2.511 Mag Auto Typewriter			1
Electives			5
	<u>15-16</u>	<u>15-16</u>	<u>15</u>

TOTAL: 96-98 Credits

¹Advanced placement may be given for previous high school and work experience
²Prerequisite - Fundamentals of English (0.767) or consent of instructor

STENOGRAPHY

Stenography is a one-year program designed to prepare students for entry positions as clerk-stenographers. A diploma is awarded when course requirements are successfully met. Students are prepared to take and transcribe dictation. Many types of clerical positions that include a need for shorthand skills in addition to other duties may be open to graduates. A stenographer can, by experience and additional training, advance to secretarial and supervisory positions.

	F	W	S
1.111, 1.112, 1.113 Communications or Wr 121, Wr 122, English Comp and Wr 227 Report Writing	3	3	3
2.501, 2.503, 2.505 Beginning, Intermediate and Advanced Typing ¹ or SS 121, SS 122, SS 123	2	2	2
2.541, 2.543, 2.545 Shorthand I, II, III or 2.560 2.562 Personal Shorthand I, II and 2.547 Shorthand Transcription or SS 111, 112, 113	3	3	3
Psy 140 Career Planning or approved Social Science Course	3		
2.519 Business Machines			2
Wr 214 Business English		3	
6.900 Data Processing Fundamentals or BA 131 Intro to Business Data Processing	3		
2.509 Machine Transcription ²			2
2.547 Shorthand Transcription			3
2.595 Office Simulation I or 2.298 Work Experience		4	
2.511 Mag-Card Automatic Typewriter	1		
2.583, 2.584, 2.585 Office Services & Personnel, I, II, III	3	3	3
	<u>18</u>	<u>18</u>	<u>18</u>

TOTAL: 54 Credits

¹ Advanced placement may be given for previous high school and work experience.
² Prerequisite - Fundamentals of English (0.767) or consent of instructor



SUPERVISORY TRAINING

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

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

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

CERTIFICATE

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

DIPLOMA

	Credits
1.111, 1.112, 1.113 Communications or Wr 121, 122 English Composition and Wr 214 Business English or Wr 227 Report Writing	9
9.500 Elements of Supervision	3
Psy 202 or 203 General Psychology	3
9.504 Developing the Employee through Training	3
9.506 Human Relations for Supervisors	3
9.508 Labor-Management Relations	3

9.512 Methods of Improvement for Supervisors	3
9.514 Cost Control for Supervisors	3
9.775 Supervision and Personnel Administration	3
HE 252 Standard First Aid	3
Electives - technical or industrial occupational courses	9
TOTAL	45

ASSOCIATE IN SCIENCE DEGREE

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

*Students taking the Communications sequence are advised to take Wr 227 or Wr 214 as part of their electives. Students taking English Composition courses are advised to take a speech course as part of their electives. 2.298 Cooperative work experience can be used for part of the electives (up to 12 credits)



Technical-Vocational. Adult and General Education Programs

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

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

The varying programs and their objectives are:

Occupational Preparatory Program - for successful entrance into employment. This includes such occupations as forestry, business and commerce, sales and distribution, manufacturing and construction.

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

General Education Program - to aid vocational students in self-development and becoming informed citizens, able to make the maximum contribution to society. Areas included are: communications and language arts, social and behavioral sciences, mathematics and science, the humanities and fine arts.

Adult Education Program - a wide variety of general and special courses to assist adults in dealing effectively with ideas, concepts and areas of knowledge. (Because of their special nature, many of these courses may not be listed in the catalog). Almost any technical, occupational, adult or general education course or program may be organized by the college when the need, staff and resources are available. The college is a community service institution designed by the people it serves.

Cooperative Work Experience:

PROGRAMS IN APPLIED LEARNING (PAL)

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

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

The Cooperative Education Program offers the same job experience opportunity, but provides alternating periods of work or study. This allows students to devote their full energies to one or the other. It is especially designed to meet the needs of employers who want full-time student employees. It serves as a way for students to explore career fields and relate classroom theory to actual practice in business, industry or government.

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

How To Apply

Application forms and information are available from the PAL Program Coordinator, Tioga 334 on the campus. (Telephone 888-3234 Ext. 237). Students may be admitted if their current job relates to a chosen program of study or if they're seeking a related job. Their responsibilities on the job are the same as those of other employees. Wages may or may not be paid, depending upon the employer. Each participating student attends a one-hour seminar each week. The final grade is based on performance evaluations by the job supervisor and PAL coordinator.

The employer providing the job interviews the student and makes the final hiring decision. The job should offer varied work experience as well as opportunities for growth in technical and human relations skills.

The college assigns an instructor-coordinator to each student, who provides advice, counseling and supervision during the training period.

Actual registration is to be in the specific discipline of interest. (For example, a psychology student would register in PSY 198 or 298.) Look for course numbers ending with "98" in the individual sections of the catalog. Permission of the instructor-coordinator is required for each department or division.

Vocational Supplementary

Business

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

Marketing

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

Home And Family Life

To make homemaking a creative experience and enhance the quality of family life, classes are offered in home sewing and clothing selection, consumer education, food and nutrition, home planning and decorating, home management, child care and interpersonal communication.

Industrial And Technical

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

Supervisory Training

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

Public Services

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

Adult High School Diploma Program

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

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

Adult Basic Education

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

Apprenticeship Training

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

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

Outreach Program

In this area of vast distances and no public transportation system it is sometimes difficult for residents of the district to go to the campus to take classes. So the college takes the classes to surrounding communities; offers a wide range of educational experiences in home town high schools and other meeting facilities. Classes are offered each term at Reedsport, Coquille Lakeside, Myrtle Point, Bandon and Powers in subjects that range from arts and crafts to homemaking skills to physical conditioning to foreign languages. Through special arrangement with ESD some classes are held in Curry County population centers.

The college has the flexibility to respond to community needs. Ordinarily, all that is required is 12 people with an expressed interest to add a course to the Outreach class schedule.

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Student Services

Staff

John Hunter, Dean of Student Services
Robert Dibble, Counselor and Advisor to
International Students
Stephen J. Erickson, Counselor
Shirley Gitchell, Financial Aids Advisor
Russell McIntosh, Coordinator of
Student Activities
Jean von Schweinitz, Director of
Admissions and Records
Richard A. White, Director of Counseling
Doris Wilson, Health Counselor

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

Advising

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

Counseling And Testing

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

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

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

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

Health Services

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

International Student Advising

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

Scores of the "Test of English as a Foreign Language" (TOEFL) or an acceptable substitute are used as the basis of language proficiency. The college does not have an English as a Second Language program. Foreign students considering registration should also be aware of the fact that there is no campus housing available.

General Education Development (GED) Tests

For adults who have not graduated from high school who would like to earn a Certificate of Equivalency, the Office of Student Services offers GED examinations. The staff will explain requirements for taking the tests and recommend staff members to help prepare to take the tests. Counseling is also offered to assist in further educational or career development after successfully completing the GED tests.

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Veterans

Veterans who wish to take advantage of their educational benefits are warmly welcomed. All Southwestern Oregon Community College programs are approved by the Veterans Administration Office. To obtain more information or establish eligibility for educational benefits, contact the Admissions Office.

Job Placement

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

Student Housing

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

Financial Aid

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

Southwestern Oregon Community College District

Scholarships

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

General Scholarships and Grants

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

24 Music Scholarships

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

Loans and Deferred Payment

The Scholarship and Loan Committee administers funds providing 90-day loans to eligible part and full-time students, for the purpose of paying tuition, fees, books and other educational expenses. Maximum loan is \$250. the minimum fee on all student loans is \$10. In addition to minimum fee, interest will be charged on loans becoming delinquent at the rate of 7% per annum on the unpaid balance from the date of delinquency until paid in full. If full payment of the loan is made prior to 30 days after the first day of the loan, one half of the fee (\$5.00) will be forgiven. All loans must be co-signed. Application forms are available from the Financial Aid Office.

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

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

Talent Grants

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

Contributions

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

Contributors to the Student Loan Fund include:

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

Contributors to the Memorial Loan Fund include:

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

Federal and State Programs

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

To qualify, students must be taking course work toward fulfilling the requirements of a degree or certificate, and making satisfactory academic progress, as determined by the financial aid guidelines. No financial aid is awarded for less than 6 credits. Early application is advisable, should funds become limited. Funds are awarded to eligible applicants on a first come, first served basis.

Follow these steps to apply for financial aid:

1. Complete the Financial Aid form accurately.
 2. Mail it with fee to:
College Scholarship Service
P.O. Box 380
Berkeley, Calif. 94701
- If you are applying for the Basic Grant, a fee is not required for processing.
3. Allow 3-4 weeks for processing the FAF and 6-8 weeks for the Basic Grant.
 4. Return the Basic Grant Student Eligibility Report to the Financial Aid Office at the college.

Basic Educational Opportunity Grants (BEOG)

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

Either form is available from the Financial Aid Office and high school counselors. Under current legislation, amounts of individual grants range from \$200 to \$1,338 while attending Southwestern Oregon Community College. Awards may be reduced proportionately for students attending less than full time. Basic Grants may be received for four years (12 terms) or five years (15 terms) if the program of study leading to a baccalaureate degree is designed for five years. All students seeking financial aid must apply for the Basic Educational Opportunity Grant, regardless of eligibility.

National Direct Student Loans (NDSL)

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

- a. \$2,500 for a student enrolled in a vocational program or one who has completed less than two years of program leading to a bachelor's degree.
- b. \$5,000 for an undergraduate who has already completed two years of study toward a bachelor's degree. (This total includes any amount already borrowed under NDSL for the first two years of study at another institution.)

The student has an obligation to repay the loan, beginning nine months after graduation or leaving school for other reasons, with 3% interest per annum on the unpaid balance over a 10-year period. No payments are required for up to three years if in the service of the Armed Forces, Peace Corps or VISTA. There are cancellation provisions for borrowers who go into certain fields of teaching.

Supplemental Educational Opportunity Grants (SEOG)

This program is designed to assist undergraduate students with exceptional financial need who would otherwise be unable to continue their education. SEOGs, which need not be repaid, cannot be for less than \$200 or more than \$1500 for any one academic year. A student may receive no more than \$4,000 over four years. They may not exceed more than one-half of the student's need. These grants must be matched from other college-administered programs such as scholarships, loans or work/study employment.

Law Enforcement Education Program Grants (LEEP)

Any fully employed officer or counselor of local or state criminal justice agencies may qualify to receive a grant covering tuition and fees for approved courses. Supportive personnel, CETA-funded employees or cadets are ineligible. The minimum grant is \$50 per quarter; the maximum grant is \$250 per quarter.

OREGON STATE FUNDS

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

State Cash Award

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

State Need Grants

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

Guaranteed Student Loans

This is a loan program established for residents of Oregon through eligible lenders (such as a bank, loan association or credit union) of the student's choice. Maximum loan is \$2500 for an academic year, but may not exceed the cost of education less other aid received. The student has an obligation to repay the loan at 7% simple interest. Repayment begins nine months following graduation or termination of at least half-time enrollment. Applications for GSLs are available at the Financial Aid Office. The student (and parents if the student is dependent) completes the forms and submits them to the Financial Aid Office for verification of any other aid and preliminary approval. The student then takes the forms to the designated lending institution for final approval. Loans take six to eight weeks to process.

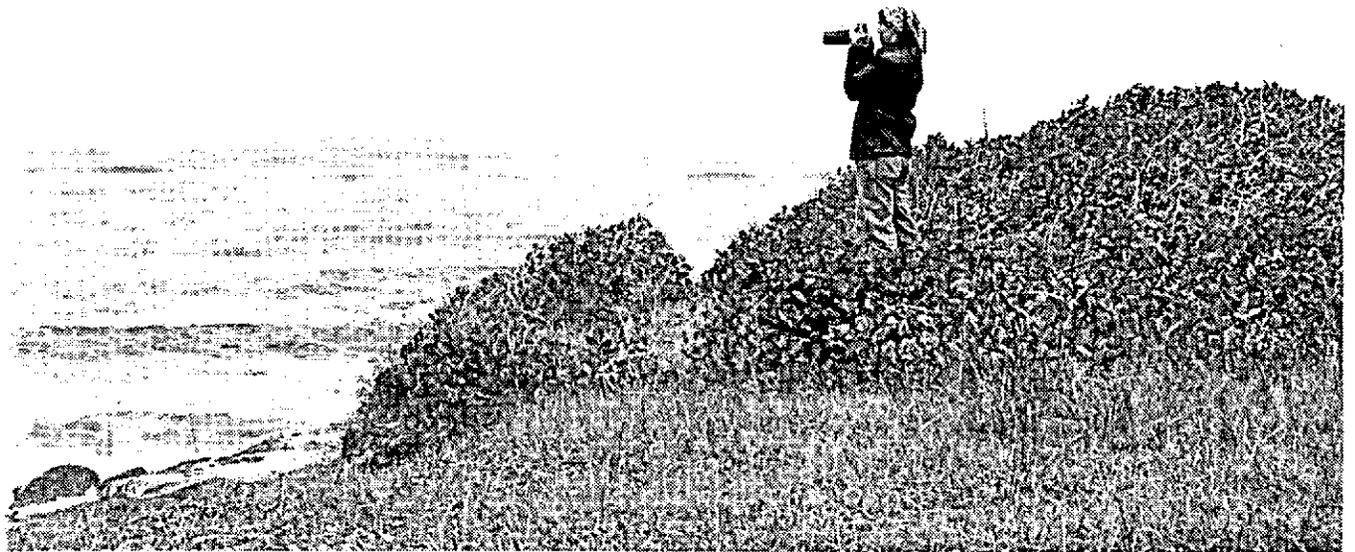
Employment

Federal Work-Study Program

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

College Employment

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



Student Activities

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The student activities program is planned to serve all students of the college with a wide range of activities.

Student publications include the weekly campus newspaper, "The Southwester"; "The Beacon," which is a showcase for original poetry, stories and articles, photographs and art; and "The Student Handbook."

Student government offices are located in the college community center. The Associated Student Government constitution contains the rules and regulations under which the organization operates.

The following clubs and organizations have been established on-campus:

Camera Club	Lambda Alpha Epsilon
Campus Christian Fellowship	Lettermen's Club
Drama Club	Music Club
Fine Arts Club	Nurses Club
Forestry Association	Outdoors Club
Intramurals Club	Phi Beta Lambda
	Rally Club

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

Intramurals And Athletics

All students are encouraged to participate in the college intramural program, which includes regular schedules of play or tournaments in most popular sports.

The college is a member of the National Junior College Athletic Association and the Oregon Community College Athletic Association. Competition is arranged with other colleges in balance of sports activities for men and women.

Gold Card Club

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

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

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

Student Conduct and Appeals

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

Student Reviews

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

Administration

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

BOARD OF EDUCATION

Barbara Brown, Charleston
Charles Brummel, Myrtle Point
Leonard C. Farr, Coos Bay
Russell Hall, North Bend
Louis Lorenz, Reedsport
Gordon Ross, Coos Bay
Ellen Stinchfield, North Bend

BUDGET COMMITTEE

Karl Arney
Mervyn Cloe
Ann Dotter
Jon Dowers
Barbara Giles
Eldred L. Jack
John Spring

Administrative Officers and Staff

Jack E. Brookins, President of the College

ADMINISTRATIVE SERVICES

James O. Love, Administrative Assistant
Ann Hunt, Director of Community Services
Philip Ryan, Director of Data Processing Services

BUSINESS SERVICES

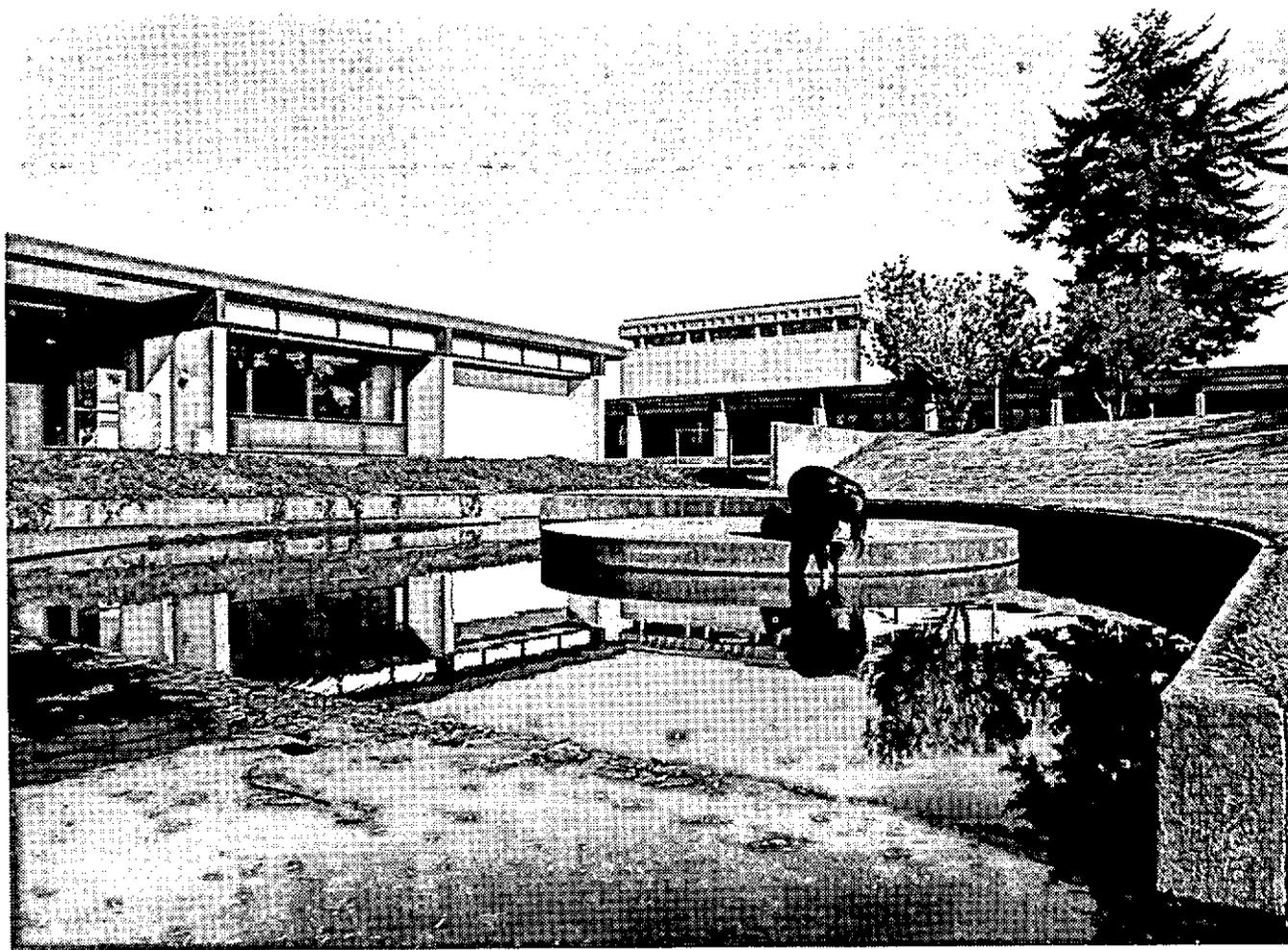
Harvey N. Crim, Business Manager
Nelsine Burton, Finance Director

INSTRUCTIONAL SERVICES

John R. Rulifson, Dean
Bonnie Koreiva, Director of Special Instructional Programs
Dorothea McCarthy, Director of the Learning Resources Center
Jack Stevenson, Director of Career Information

STUDENT SERVICES

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



Fulltime Faculty

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

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

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

JOSEPH BABCOCK, Assistant Professor of Industrial Mechanics
Approved Vocational Instructor

RODGER BARBER, Associate Professor of Industrial Mechanics
Approved Vocational Instructor

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

JACK E. BROOKINS, Professor and President of the College
B. Ed. in Trade and Industrial Education, 1950, Colorado State University
M. Ed in Vocational Education, 1954, Colorado State University
Graduate study in Higher Education, 1959-1964, University of California at Berkeley

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

EDWARD M. CHILLA, Associate Professor of Speech and Drama
B.A. in Drama, 1962, San Jose State College
M.F.A. in Theatre Direction, 1969, University of Oregon

JOANNE E. COOPER, Instructor, Developmental Reading
B.A. in Education, 1967, Oregon State University
M.S. in Speech Pathology and Audiology, 1969, University of Oregon

ROBERT L. COOPER, Associate Professor of Forest Technology
B.S. in Forestry, 1966, Oregon State University
M.S. in Forest Management, 1971, University of Washington

SAM E. CUMPSTON, Professor of Math and Physics
B.S., 1942, U.S. Military Academy, West Point
M.S. in Physical Sciences, 1948, University of Chicago

BARBARA DAVEY, Director of Nursing
B.S., 1966, Sacramento State College
M.S., 1969, University of California
Medical Center, San Francisco
Ed. D. - Nova University - In progress

J. ROBERT DIBBLE, Associate Professor of Psychology and Counselor
A.B., 1949, Philosophy, Colorado College
Th. M., 1952, Philosophy, Liff School of Theology
M.A. in Counseling, 1965, Whitworth College
M.S. in Clinical Psychology, 1966, Eastern Washington State College
Post Masters/Doctoral Studies, 1968-1976, University of Oregon

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

NATHAN DOUTHIT, Associate Professor of History
A.B. in History, 1960, Harvard University
M.A. in History, 1965, University of California at Berkeley
Ph. D. in History, 1972, University of California at Berkeley

STEPHEN J. ERICKSON, Assistant Professor of Psychology
B.A. in Psychology, 1970, Eastern Washington University
M.S. in Psychology/Community College Teaching, 1972, Eastern Washington University

BEN J. FAWVER, Professor of Biological Science
B. Ed., Biology, 1941, Illinois State Normal University
M.S. in Zoology, 1947, University of Illinois
Ph. D. in Zoology, 1950, University of Illinois

HELEN W. FERGUSON, Associate Professor of Business
Approved Vocational Instructor
Study in Business: University of Oregon, Portland State University, Oregon State University

PHILLIP GOETSCHALCKX, Professor of Industrial Mechanics
Approved Vocational Instructor

HOWARD A. HALL, Associate Professor of Fine Arts
B.S. in Painting and Drawing, 1949, University of Oregon
M.F.A. in Painting and Lithography, 1951, University of Oregon

MIKE HODGES, Assistant Professor of Health and Physical Education, Soccer Club Advisor, Player, Coach
Head Track Coach and Cross Country Coach - Men and Women
B.S. in Physical Education and Health Education, 1965, University of Oregon
M.S. in Physical Education and Health Education, 1973, University of Oregon

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

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

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

JOHN G. HUNTER, Assistant Professor of Psychology and Counselor
Dean of Student Services
B.S. in Education and General Science, 1964, Oregon State University
M. Ed. in Education and Counseling Psychology, 1967, University of Oregon

KIRK D. JONES, Associate Professor; Librarian
B.A. in History, 1969, University of Washington
M.L. in Librarianship, 1970, University of Washington

RAYMOND KELLEY, Professor of Physics and Mathematics
B.S. in Engineering Physics, 1950, Montana State
M.S. in Physics, 1955, Ohio State University
Ph. D. in Physics, 1962, Ohio State University

BEVERLY L. KEMPER, Associate Professor of Health and Physical Education
Coordinator of Physical Education and Health
B.S. in Physical Education, 1958, Oregon State University
M. Ed. in Health Education, 1965, Oregon State University

BONNIE L. KOREIVA, Assistant Professor
Director of Special Instructional Programs
B.S. in Elementary Education, 1950, Marylhurst College
M. Ed. in Curriculum and Instruction, 1969, University of Oregon

WILLIAM D. KRAUS, Associate Professor of Mathematics
B.A. and B. Ed. in History and Education, 1950, Washington State University
M.A. in Mathematics and Education, 1968, University of Oregon
M.S. in Math, 1972, St. Louis University

BILL LEMOINE, Associate Professor of Forest Technology
B.S. in Forest Management, 1961, University of Massachusetts
M.S. in Forest Management, 1967, University of Minnesota

LANNY R. LESLIE, Associate Professor of Forest Technology
B.S. in Forest Management, 1967, Utah State University
M. Ed. in Vocational Education, 1975, Oregon State University

RONALD R. LILIENTHAL, Professor of Science
B.S. in General Science, 1958, University of Oregon
M.S. in Organic Chemistry, 1961, Oregon State University
Ph. D. in Chemistry, 1971, Louisiana State University

JAMES LOVE, Associate Professor of Business
Administrative Assistant
B.A. in Business, 1961, San Francisco State College
M.A. in Business, 1967, San Francisco State College

DORALEE M. McARTHUR, Assistant Professor of Nursing Education
B.S. in Nursing, 1961, University of California Medical Center

DORTHA A. McCARTHY, Assistant Professor
Director of the Learning Resource Center
B.A. in English, 1956, West Texas State University
M.L. in Librarianship, 1967, University of Washington

BERNELL MEACHAM, Associate Professor of English and Journalism
B.S. in Journalism, 1941, Utah State University
M.S. in Journalism, 1943, Northwestern University
Postgraduate work at University of Oregon
University of Utah, Brigham Young University

ROBERT A. MILLER, Associate Professor of Business
B.A. in Business Administration, 1957, Bemidji State University
M.A. in Public Administration, 1964, University of Minnesota

DONALD R. MOFFITT, Associate Professor of Business
B.S. in Commerce, 1960, Ferris State College
M.Ed. in Business Education, 1964, Oregon State University

ERIK MULLER, Associate Professor of English
B.A. in English, 1962, Williams College
M.A. in English, 1965, University of Oregon

JOHN NOLAND, Assistant Professor of English
B.A. in English, 1966, Kansas State University
MFA in Creative Writing, 1968, University of Oregon

GREGORY L. PIERCE, Assistant Professor of Criminal Justice
Coordinator of Public Services
B.S. in Corrections, 1973, Oregon College of Education
M.A. in Police Science and Administration, 1975 Washington State University

CHRISTIAN C. ROSMAN, Associate Professor of Music
B.A. in Philosophy, 1966, Seattle University
M.Ed. in Education, 1970, Western Washington University
M.M. in Music, 1978, Eastern Washington University

JOHN RULIFSON, Professor
Dean of Instructional Services
B.A. in History, 1953, University of Portland
M.A. in History, 1957, University of Washington
Ph.D. in Higher Education, 1967, University of Washington

NANCY E. RUPPE, Assistant Professor of Secretarial Science
A.A./A.S. in Liberal Arts/Business Technology, 1972, Southwestern Oregon Community College
B.S. in Business Education, 1973, Oregon State University
M.Ed. in Business Education, 1978, Oregon State University

PHILIP RYAN, Professor of Business
Director of Data Processing Services
BSEE in Electrical Engineering, 1944, University of Missouri
B.A. in Social Science, 1950, University of Denver
M.A. in Education, 1953, University of Denver

DARRELL SAXTON, Visiting Assistant Professor of Fire Science, Coordinator of Fire Science Technology, Approved Vocational Instructor, Study in Fire Science - SWOCC

WILLIAM W. SHARP, Associate Professor of Business
B.A. in General Studies, 1959, University of Maryland
M.B.A. in Business Administration, 1962 University of Oregon

ROBERT C. SHEPARD, Assistant Professor of English
B.A. in English, 1970, University of Oregon
M.A. in English, 1971, University of Oregon

JAMES M. SHUMAKE, Associate Professor of
Biological Science
B.S. in Biology and Chemistry, 1964,
Florida State University
M.S. in Zoology, 1966, Oregon State University

DAVID E. SMITH, Associate Professor of Music & French
B.A. in Music and Speech, 1950, Middlebury College
M.A. in Education, 1965, University of San Francisco

VERNON C. SORENSON, Associate Professor of Languages
B.A. in German and French, 1947, University of Utah
M.A. in German and French, 1965, University of Oregon

JOHN SPEASL, Assistant Professor of Physical Education
B.S. in Health and P.E., 1972, Southern Oregon College
M.S. in Secondary Education, 1973, Southern Oregon College

TERRY STAHEL, Instructor of Physical Education
B.S. in Physical Education, 1968, Southern Oregon
State College
Post B.S. work in Health Education, University of Oregon

VENEITA STENDER, Associate Professor of Home Economics
B.S. in Home Economics, 1955, University of Idaho
M.S. in Home Economics, 1969, Oregon State University

DONALD E. STENSLAND, Associate Professor of Geology
B.A. in Sociology and History, 1953, Augsburg College
M.S. in Geology, 1969, Oregon State University

JACK STEVENSON, Director of Career Education
B.S. Science, Western State College
M.E. Administrator of Vocational Ed.,
Colorado State University
Advanced Administration - Administration
of Junior College - Stanford University

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

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

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

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

JEAN von SCHWEINITZ, Assistant Professor
Director of Admissions and Records
B.A. in Psychology, 1967, Austin College
M.A. in Student Personnel, 1968, Austin College
Post-Master's work in Psychology and
Counseling, East Texas State University
University of Oregon

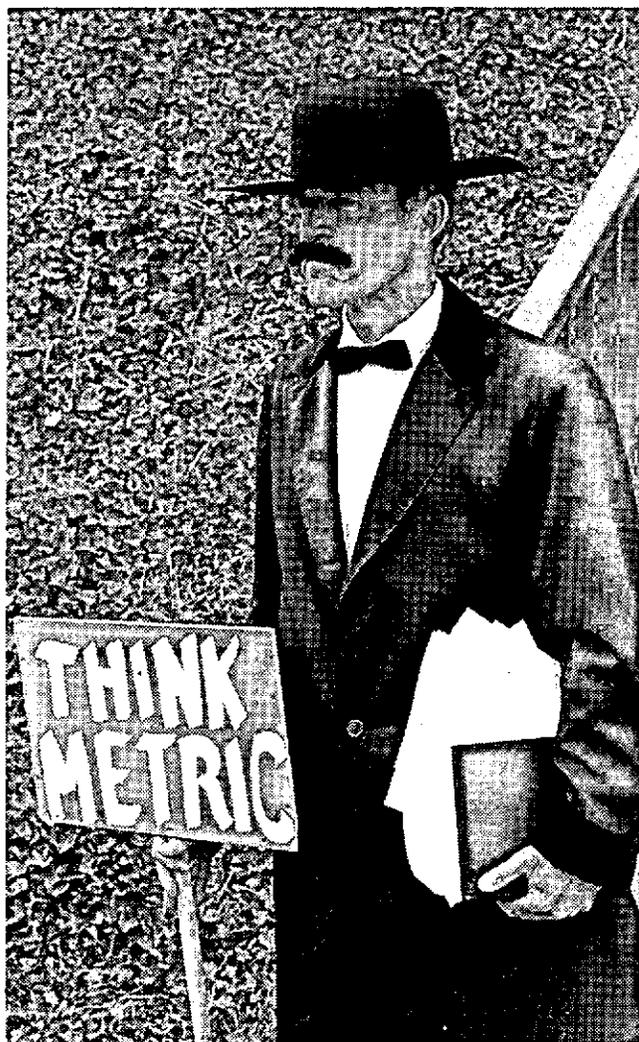
TERRY D. WEAVER, Professor
Media Specialist
M.A. in Religion, Chemistry, Mathematics, 1963,
Graceland College
M.S. Ed. in AV Communication, 1965, Indiana University
Ed. D. in AV Communication and Information Science, 1971,
Indiana University

RICHARD A. WHITE, Director of Counseling
and Associate Professor of Psychology
B.A. in Psychology, 1958, Willamette University
M.A. in Education, 1960, Willamette University
M. Ed., in Guidance and Psychology, 1964,
Oregon State University
Ed. D. in Guidance and Counselor Education,
1967, University of Wyoming

THOMAS WIEDEMAN, Associate Professor of Industrial
Mechanics
Approved Vocational Instructor
B.S. in Trade and Industrial Education, 1976,
Oregon State University

M. KATHLEEN WOOLLEY, Associate Professor of English
B.A. in English, 1969, University of Maryland
M.A. in English, 1973, San Diego State University
M.A. in Education and Reading, 1975,
San Diego State University

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Course Descriptions

ACCOUNTING AND BOOKKEEPING

- 2.331 Federal Income Tax I** **3 Credits**
(3 Class Hrs/Wk)
A beginning course in Federal income tax law. Emphasis is placed on the preparation of tax returns for individuals. Students are introduced to rates, returns, exemptions, income, capital gains and losses, dividends, and deductions.
- 2.332 Federal Income Tax II** **3 Credits**
(3 Class Hrs/Wk)
A continuation of Federal Income Tax I. Emphasis is placed on capital gains and losses, farm and miscellaneous income, income averaging, amending returns and partnership and corporation returns.
- 2.766 Accounting I** **4 Credits**
(3 Class, 2 Lab Hrs/Wk)
A beginning course emphasizing the basic accounting application required for the complete accounting cycle of a small proprietorship and a merchandising operation.
- 2.767 Accounting II** **4 Credits**
(3 Class, 2 Lab Hrs/Wk)
A continuation of Accounting I emphasizing trade accounts, inventories, depreciation, long-term assets, current liabilities, accounting principles, partnership and price-level changes. Prerequisite: 2.766 or instructor's consent.
- 2.768 Accounting III** **4 Credits**
(3 Class, 2 Lab Hrs/Wk)
Emphasizes corporation accounting as well as analysis and interpretation of financial statements. Prerequisite: 2.767 or instructor's consent.
- 2.769 Cost Accounting** **3 Credits**
(3 Class Hrs/Wk)
Introduction to the analysis and control of material, labor, and overhead costs in manufacturing with emphasis on process and job order cost systems. Prerequisite: Accounting 2.768, BA 212 or instructor's consent.
- 2.771 Payroll Accounting** **3 Credits**
(3 Class, 1 Lab Hr/Wk)
Federal and State old age, unemployment, and disability insurance laws; state and local sales taxes. Accounting records which involve the numerous regulations of governmental bodies. Prerequisite: Accounting 2.766, 9.716, BA 211 or consent of instructor.
- 2.772 Intermediate Accounting I** **3 Credits**
(3 Class Hrs/Wk)
A comprehensive study of accounting theory and concepts, application to financial accounting and use of accounting information for management purposes.
- 9.715, 9.716, 9.717 Elem. Bookkeeping I, II, III** **2 Credits/Term**
(1 Class, 2 Lab Hrs/Wk)
This course is designed to help the student to develop an understanding of bookkeeping and record keeping as they affect a small business. Students learn to analyze and record simple transactions using double entry bookkeeping methods. Courses must be taken in sequence.
- 9.718 Bookkeeping and Records for Small Business** **3 Credits**
(3 Class Hrs/Wk)
This course is planned for the independent businessman to maintain his own accounting records or better understand records kept by an outside agency. Included in the study will be the overall theory of accounting, an analysis of financial statements, as well as the routine accounting entries required to maintain a set of financial records. An effort will be made to relate the course to the actual bookkeeping systems of students in the class.
- 9.719 Governmental Accounting** **3 Credits**
(3 Class Hrs/Wk)
An introduction to the specialized theory and functions of governmental accounting and the budgeting process.
- BA 198/298 Field Experience** **Variable Credit**
For transfer credit in Business Administration. Includes seminar. Maximum credits decided by division chairman. Prerequisite: Consent of coordinator.
- BA 211, 212, 213 Principles of Accounting** **3 Credits/Term**
(3 Class Hrs/Wk)
An introduction to the field of accounting, techniques of account construction, preparation of financial statements, application of accounting principles to practical business problems. Managerial concepts are emphasized. Courses must be taken in sequence.

AGRICULTURE

- 0.325 Indoor Plants Workshop** **.5 Credit**
(9 Class, 2 Lab Hrs/Term)
Instruction and practice in fundamental techniques and processes of growing plants indoors are covered in this course. Indoor plant maintenance, basic principles of care and suggestions on purchasing of house plants are stressed.
- 0.862 Home Landscape Design** **3 Credits**
(3 Hrs/Wk)
Fundamentals of home landscape design, a basic understanding of soils, plant growth and maintenance, recognition of plant species native and adapted to the area are covered in this course.
- 8.100 Park Design, Maintenance and Communications** **2 Credits**
(1 Class, 2 Lab Hrs/Wk)
An introductory course for park employees covering planting, design, construction, maintenance and administration of parks.

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

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

9.802 Building for Bees 1 Credit

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

ANTHROPOLOGY

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

101: Man as a living organism, biological and human evolution and heredity. 102: Human races and variation in man, prehistoric archaeology; spatial and temporal distribution of cultures. 103: The development, structure and organization of culture; man as a participant and observer to culture. It is permissible to take courses out of sequence.

Anth 199/299 Independent Study In Anthropology To be arranged

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

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

ART

0.112.1, 0.112.2 Wood Carving I, II 0 Credits
(3 Lab Hrs/Wk)

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

0.420 Ikebana (Flower Arranging) 0 Credit
(½ Hr Lecture, 2½ Hr Lab/Wk)

Learning the basic rules of Ikebana, the Japanese school of flower arrangement, including line, form and style.

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

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

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

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

0.512.4 Calligraphy 1 Credit
(3 Lab Hrs/Wk)

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

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

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

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

A single term course in advanced painting, accenting the use and investigation of experimental media including glues, plastic paints (acrylic and vinyl resins), and collage. Prerequisite: 0.540 through 0.548, or consent of instructor.

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

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

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

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

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

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

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

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

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

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

9.010 Primary Visual Arts Workshop 1 Credit
(3 Lab Hrs/Wk)

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

Art 195, 196, 197 Basic Design **3 Credits/Term**
(2 Lecture, 4 Lab/Wk)

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

Art 198/298 Art Field Experience **1-3 Credits**
(Includes Seminar)

Nine Credits Maximum of 198 and 298.
Prerequisite: Instructor's Permission.

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

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

Art 201, 202, 203 Survey of Visual Arts **3 Credits/Term**
(3 Lecture Hrs/Wk)

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

Art 217 Calligraphy **1 Credit**
(3 Lab Hrs/Wk)

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

Art 255 Ceramics **3 Credits**
(2 Lecture, 4 Lab/Wk)

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

Art 281 Printmaking **3 Credits**
(2 Lecture, 4 Lab/Wk)

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

Art 290 Painting **3 Credits**
(2 Lecture, 4 Lab/Wk)

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

Art 291 Drawing **3 Credits**
(2 Lecture, 4 Lab/Wk)

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

Art 292 Watercolor **3 Credits**
(2 Lecture, 4 Lab/Wk)

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

Art 293 Sculpture **3 Credits**
(2 Lecture, 4 Lab/Wk)

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

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

ASTRONOMY

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

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

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

BANKING

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

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

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

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

- 9.770 Bank Management** **3 Credits**
(3 Class Hrs/Wk)
Aid in developing managerial ability through an increased understanding of the problems confronting bank managers is provided in this course. It is intended to give the student a new perspective and a new concept of the duties and responsibilities of bank management. The course is concerned more with management principles and their application than with the technical tools used to put management decisions into operation.
Prerequisite: Past or concurrent enrollment in 9.768 Principles of Bank Operation.
- 9.771 Law and Bank Transactions** **3 Credits**
(3 Class Hrs/Wk)
An introduction to basic American Law, presenting the rules of law which underlie banking. Topics include jurisprudence, the court system and civil procedures, contracts, quasi-contracts, property torts and crimes, agencies, partnerships, corporations, sales of personal property, commercial paper bank deposits and collections, documents of title, and secured transactions. Emphasis is on the Uniform Commercial Code.
- 9.773 Money and Banking** **3 Credits**
(3 Class Hrs/Wk)
A course designed primarily to promote the appreciation and comprehension of the functions of money and of banks in a modern economy, particularly in the United States. Includes the subjects of bank management and bank operations only as they affect monetary and credit conditions.
- 9.775 Supervision and Personnel Administration** **3 Credits**
(3 Class Hrs/Wk)
A study of the many aspects of responsibilities involved in the handling of personnel in a banking situation including supervision, human relations, training, discipline, appraisal, salary administration and cost control.
- 9.776 Home Mortgage Lending** **3 Credits**
(3 Class Hrs/Wk)
This course presents the broad general principles of home mortgage lending. A combination of practical applications and theoretical material are blended in order to provide the student with an insight into bank management of home mortgage loans.
- 9.778 Marketing for Bankers** **3 Credits**
(3 Class Hrs/Wk)
An overview for all banking students of what everyone in banking should know about the essentials of bank public relations and marketing including communication, marketing and opinion research, advertising, government relations, etc.
Prerequisite: Past or concurrent enrollment in 9.768 Principles of Bank Operation.
- 9.779 Fundamentals of Bank Data Processing** **3 Credits**
(3 Class Hrs/Wk)
This course is designed to reach the broadest possible group of bank employees and students. The course introduces the subject and its history, demonstrating its natural growth out of tabulating systems into computer concepts and hardware. Systems design, programming basics and bank applications are introduced.
- 9.780 Trust Functions and Services** **3 Credits**
(3 Class Hrs/Wk)
A study and discussion of trust department services offered by various banking agencies. Wills, property rights, estates, trusts, guardianships, corporate trusts and agencies are studied, analyzed and discussed in relationship to laws and practices of general and local jurisdiction and application.
Prerequisite: Past or concurrent enrollment in 9.768 Principles of Bank Operation.
- 9.781 Installment Credit** **3 Credits**
(3 Class Hrs/Wk)
An introduction to installment credit that places emphasis on the methods commonly used by banks. Concentration will be placed on the following:
1. The bank's objective in granting credit;
2. The functions of a bank's credit department;
3. Credit administration;
4. Financing techniques;
5. Collection procedures.
- 9.782 Federal Reserve System** **3 Credits**
(3 Class Hrs/Wk)
This course reviews the background and history of the Federal Reserve System since its inception in 1913. Emphasis is placed on policy decisions in monetary, fiscal, and international areas. Prerequisite: 9.773. Money and Banking; 9.768, Principles of Bank Operations; 9.770, Bank Management, or instructor's consent.
- 9.783 Credit Administration** **3 Credits**
(3 Class Hrs/Wk)
This course reviews credit policies of banking institutions. Methods of credit investigation and analysis, credit techniques, specific credit problems and loans.
Prerequisite: Completion of 9.768, Principles of Bank Operations.
- 9.784 Bank Letters and Reports** **3 Credits**
(3 Class Hrs/Wk)
This course describes the various kinds of bank letters and reports both as between the bank and its customers as well as between banks. Many examples of bank letters, memoranda, agenda, resolutions, and reports are given for the student to use as a guide.
Prerequisite: Satisfactory completion of 9.768 Principles of Bank Operations.
- 9.785 Bank Cards** **3 Credits**
(3 Class Hrs/Wk)
Role and operational problems including types of cards, their functions, and histories; the cardholder's profile, attitudes, and behavior; operations - marketing and authorization.
- 9.786 Bank Investments** **3 Credits**
(3 Class Hrs/Wk)
Basic investment concepts; risk, liquidity, and yield; the U.S. Treasury Department and federal agency issues; state and local government securities; general obligations, revenue bonds; money market investments; and securities markets.
- 9.787 Branch Management** **3 Credits**
(3 Class Hrs/Wk)
Modular program designed to present a comprehensive overview of the branch function and the manager's role in its operation. Includes modules on branch operations, the marketing role of the branch manager, and the branch lending function.

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

An overview of the commercial lending function including overview, lending process portfolio management, and regulation and business development.

BIOLOGY

0.621, 0.622 Field Studies in Biology 2 Credits/Term

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

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

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

0.625 Microbes and You 2 Credits
(2 Lecture, 4 Lab Hrs/Wk)

This course deals with microbes which directly affect human affairs. The microbiological concerns of the average person are given special consideration. The course content is of special interest to those in the fields of health, agriculture, food technology, sanitation, and environmental protection as well.

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

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

BI 104 Special Topics in Biology Variable
Study of special topics such as marine biology, field biology or parasitology.

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

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

Prerequisite: High school chemistry or equivalent.

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

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

Prerequisite: BI 121, 122 or consent of instructor.

BI 199/299 Independent Study in Biology To be arranged

BOTANY

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

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

Bot 199/299 Independent Study in Botany To be arranged

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

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

BUSINESS ADMINISTRATION

0.841 Personal Finance 3 Credits
(3 Class Hrs/Wk)

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

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

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

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

This course consists of review of basic arithmetic, including increase in speed and accuracy in the four fundamentals of whole numbers, fractions and decimals. Fundamentals of percentage. Business problem solving through algebraic formulas.

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

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

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

A general survey of the nature, significance, and scope of marketing. Emphasis is placed upon the channels of distribution, the marketing of consumer, shopping, specialty and other goods; service marketing; middlemen, wholesaling, shipping and warehousing; standardization, grading and pricing; government regulation of competition.

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

A general survey of the principles of efficient store organization and management. Topics are adjusted to the needs of the class.

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

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

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

Forms and function of the law, application of the uniform commercial code which affects business decisions. Major emphasis is placed on decisions involving contracts.

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

In this course, emphasis will be placed on bailments, agency and commercial paper.

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

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

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

An analysis and evaluation of the salesman's role in our economic life. The principles and techniques of selling constitute the areas covered in this course. Detailed attention is given to both inside and outside selling activities.

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

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

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

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

BA 198/298 Field Experience **Variable**

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

BA 199/299 Independent Study in Business Administration **To be arranged**

BA 211, 212, 213 Principles of Accounting **3 Credits/Term**
(3 Class Hrs/Wk)

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

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

Forms and functions of the law, application of the uniform commercial code which affects business decisions involving contracts.

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

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

CHEMISTRY

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

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

Ch 104, 105, 106 General Chemistry **5, 4, 4 Credits/Term**

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

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

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

Ch 199/299 Independent Study in Chemistry **To be arranged**

***Ch 201, 202, 203 General Chemistry** **4 Credits/Term**
(3 Class, 3 Lab Hrs/Wk)

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

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

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

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

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

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

COMMUNICATIONS

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

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

CRIMINAL JUSTICE ADMINISTRATION

- CJ 100 Criminal Justice Survey** 3 Credits
An introductory survey of the functional areas of the criminal justice system in the U.S. including law enforcement, courts, correctional institutes, parole and probation and related areas.
- CJ 107/207 Criminal Justice Workshop** 1 Credit
A study of the current criminal justice problems and methods of alleviating them.
- CJ 110 Introduction of Law Enforcement (Sequence)** 3 Credits
An in-depth study of the role and responsibilities of law enforcement in American society. A look at the historical development, role concept and conflicts, professionalization, use of discretion, current enforcement practices and career opportunities.
- CJ 115 Legal and Fundamental Aspects of Lethal Weapons and Laboratory** 4 Credits
A study of the moral, legal and ethical aspects of the use of lethal weapons, as applied to society's need for protection. Laboratory will consist of actual use of lethal weapons.
- CJ 120 Judicial Process (Sequence)** 3 Credits
A study of the judicial and social processes from arrest through appeal; jurisdiction of state and federal courts.
- CJ 122 Oregon Law** 3 Credits
The elements, purpose and functions of criminal, traffic and juvenile laws for the State of Oregon.
- CJ 130 Introduction to Corrections (Sequence)** 3 Credits
A study of contemporary correctional institutions and detention facilities; organization and personnel program and activities; inmate society and trends, career orientation.
- CJ 131 Introduction to Penology** 3 Credits
A basic introduction and overview of imprisonment as a correctional tool. Study of the treatment and basic procedures for receiving and discharging prisoners.
- CJ 140 Criminallistics** 3 Credits
Study of scientific data and evidence, collection methods, including fingerprints, casts, blood typing, photography; use of the crime laboratory in detection.
- CJ 150 Commercial and Industrial Security** 3 Credits
Survey of commercial and industrial security and how they are related to criminal justice.
- CJ 190 Field Experience** 3 Credits
Supervised field experience in one of the agencies of criminal justice. An inservice student may pursue a research project instead of work in the field. Includes a seminar for discussion of problems and experience gained.
- CJ 199/299 Independent Study** To be arranged
- CJ 201/Soc 221 Juvenile Delinquency** 3 Credits
Study of deviant behavior and current criminological theories, with emphasis on crime prevention. The phenomena of crime as it relates to juveniles and criminal justice applications.
- CJ 202/Soc 250 Criminology** 3 Credits
Crime as a social problem - cause and theories of crime treatment and punishment.
- CJ 210 Criminal Investigation** 3 Credits
The study of the basic principles of all types of investigations utilized in the justice system. Coverage will include human aspects in dealing with the public, specific knowledge necessary for handling crime scenes; interviews, evidence, surveillance, follow-up, technical resource, and case preparation.
- CJ 215 Criminal Justice Administration** 3 Credits
This course provides a study in-depth of the problems and needs involved in the administering of a criminal justice agency including budgets, finance, care and handling of equipment, selection and recruitment of personnel.
- CJ 218 Police and Public Policy** 3 Credits
Historical perspective of the entire law enforcement field; emphasis on development of the need in society for educated police officers, cases related to law enforcement and career placement.
- CJ 220 Criminal Law** 3 Credits
Survey and analysis of substantive criminal law and defenses to criminal prosecution. Emphasis on the law, crimes and statutory ramifications. Case method.
- CJ 222 Criminal Procedure and Evidence** 3 Credits
Theory and practice of the criminal justice system from arrest to release, including: due process, right of counsel, arrest, search and seizure, wire-tapping and electronic eavesdropping, confession and lineups. Case method.
- CJ 225 Correctional Law** 3 Credits
Explores several historical and current cases involving inmate crimes and/or malpractice with inmates. Prisoners' rights as well as correctional staff rights are examined, along with emerging trends resulting from recent court cases.
- CJ 227/PS 252 Constitutional Law** 3 Credits
A study of basic principles of the U.S. Constitution with emphasis on leading Supreme Court cases and the Bill of Rights. Course is taught every second year.
- CJ 243/Soc 243 Narcotics & Dangerous Drugs** 3 Credits
Drug problems that relate to our society. History of drugs, causes of addiction and identification of illegal drugs.
- 9.390 Career Development** 0-3 Credits
An in-service training program designed to study current issues and problems within the public service areas, and methods of alleviating them.

COURSES FOR RESERVE POLICEMEN

- 9.370 Basic Law Enforcement I** **3 Credits**
(3 Class Hrs/Wk)
- A basic training program of 90 hours divided into 30 hours each. The course work parallels the recommended curriculum of the State of Oregon Police Academy and the Board of Police Standards and Training Course includes law enforcement code of ethics, police-community relations, patrol procedures, report writing, firearms training, and traffic control. Students in this course must be reserve or full time police officers.
- 9.371 Basic Law Enforcement II** **3 Credits**
(3 Class Hrs/Wk)
- Intoxication and drunk driving, laws of arrest, search and seizure, basic first aid, criminal law and juvenile procedures.
- 9.372 Basic Law Enforcement III** **3 Credits**
(3 Class Hrs/Wk)
- Administration of justice, criminal investigation, narcotics identification and investigation, courtroom demeanor and testimony, law enforcement communications systems and defensive tactics.
- 9.373 Police Reserve In-Service Training** **3-4 Credits**
- A basic 40-hour training course to help the new reserve police officer understand the role, acquire needed skills and become acquainted with policies and administrative rules in his department.

38 DATA PROCESSING

- 6.900 Data Processing Fundamentals** **3 Credits**
(2 Class, 1 Lab Hr/Wk)
- An introduction to the field of Data Processing including history, basic concepts, unit record systems, electronic computer systems, programming systems, introduction to programming languages, current developments, implications and applications.
- 6.901 Introduction to Digital Computers** **3 Credits**
(2 Class, 1 Lab Hr/Wk)
- An introduction to the theory and operation of digital computers including basic theory and concepts, input and output, storage devices, central processing units, programming systems, operating systems and procedures and programming in a problem-oriented language.
- 6.902 Systems and Procedures I** **3 Credits**
(1 Class, 4 Lab Hrs/Wk)
- An introduction to systems and procedures including organizational theory, documentation, coding and card design and control, graphic devices, feasibility studies, work analysis, and applications.
- 6.903 Programming** **3 Credits**
(2 Class, 2 Lab Hrs/Wk)
- Included in this course are programming concepts, programming systems, programming a computer in a subject-oriented language (FORTRAN).
- 6.904 Systems and Procedures II** **4 Credits**
(2 Class, 4 Lab Hrs/Wk)
- A continuation of Systems and Procedures I with emphasis on case studies and subject projects. Prerequisite: 6.902.

- 6.905 Programming** **4 Credits**
(2 Class, 4 Lab Hrs/Wk)
- Development of programming skills in a second language (COBOL).
- 6.906 Data Processing Management** **3 Credits**
(3 Class Hrs/Wk)
- Basic management concepts, organization of data processing staff, facilities, hardware, documentation, operation, control, cost analysis, management systems, management case studies and projects. Prerequisite: Sophomore standing in Data Processing.
- 6.907 Programming** **4 Credits**
(2 Class, 4 Lab Hrs/Wk)
- Course covers programming in assembly language, operating systems, control languages, special language systems and applications. Prerequisite: Competency in a programming language or consent of instructor.
- 6.908 Special Problems In Data Processing (TBA)** **Variable**
- This course consists of individual problems and projects designed to meet the needs of the student. Consent of instructor is required.
- 6.909 Computer Operations** **4 Credits**
(2 Class, 4 Lab Hrs/Wk)
- Basic concepts and procedures, computer operations, peripheral devices, operating systems, terminals, timesharing, operational management, operations projects. Prerequisite: 6.901 or CS 221, or consent of instructor.
- 6.910 Microcomputers** **3 Credits**
(2 Class, 2 Lab Hrs/Wk)
- An introduction to microcomputers including basic concepts and devices, microprocessor architecture and instruction sets, programming fundamentals and applications.
- 6.911 Computer Applications** **4 Credits**
(2 Class, 4 Lab Hrs/Wk)
- The applications of electronic computers to the solution of data processing in such areas as inventory control, sales, analysis, payroll, production scheduling, banking, insurance, utilities, government, and manufacturing. Prerequisite: Competency in a programming language or consent of instructor.
- 6.913 Computer Peripherals** **3 Credits**
(2 Class, 2 Lab Hrs/Wk)
- Introduction to the theory, function, operation and programming of computer support devices.
- 6.916 Mathematics for Data Processing** **3 Credits**
(3 Class Hrs/Wk)
- Number theory and systems, functions, systems of equations. Matrices, Linear Programming Concepts, Boolean Algebra and an introduction to Numerical Analysis. Prerequisite: Competency in algebra.
- 9.005 Computer Applications (TBA)** **Variable**
- An introduction to computer applications in a particular occupational area. The seminar is designed to introduce the participant to the computer concepts and methods that are a necessary prerequisite to using the computer in a particular field. The course is designed primarily for professionals in an occupational field with no training or experience with computers.

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

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

BA 231 Business Data Processing 4 Credits
(4 Class Hrs/Wk)

Application of computers to business data processing using COBOL. The development of a common business-oriented language and its use in modern business organizations. Comparison of COBOL with other automatic programming languages.

CS 198/298 Field Experience (Includes Seminar) Variable
Maximum credits: decided by division chairman. Prerequisite: Consent of coordinator.

CS 199/299 Independent Study in Computer Data Processing Variable

CS 221 Digital Computers 3 Credits
(3 Class Hrs/Wk)

An introduction to the theory and operation of digital computers including history, basic concepts, electronic computer systems, programming systems, introduction to programming languages, current developments, implications and applications.

CS 233 Introduction to Numerical Computation 3 Credits
(3 Class Hrs/Wk)

Basic principles of numerical computation, programming a computer in subject oriented languages with major emphasis on programming in an algebraic language (FORTRAN). Prerequisite: Mth 101, or equivalent.

CS 290 Assembly Language Programming 4 Credits
(4 Class Hrs/Wk)

Principles of programming in an assembly language; introduction to information processing techniques and programming a variety of problems. Prerequisite: BA 131/6.900 or equivalent.

Developmental Education Courses

0.529.1, 0.529.2, 0.529.3 Developmental Reading 3 Credits/Term
A course designed to increase reading skills.

0.745 Adult Basic Education 0 Credit
An open entrance, open exit program of basic education, especially in language arts and computational skills, for adults with less than an eighth grade education.

0.746 High School Equivalency (GED) Preparation 0 Credit
A study of the basic skills in English, math, science and social studies usually learned in high school. Emphasis on acquiring knowledge and skills necessary to pass the five General Educational Development tests.

0.747 English as a Second Language 0 Credits
A course designed for the student whose native language is other than English. Individual tutoring is available.

0.760 Mathematics Laboratory 0 Credits
Extra help available for all students enrolled in any math course. See specific course for number of lab hours required.

0.768 Study Skills 2 Credits
Instruction in in-depth methods of study including how to study for a test, taking of essay tests, note taking, outlining and effective listening.

0.769 College Basic Listening 3 Credits
The barriers to effective listening, combined with concentrated instruction in listening techniques are stressed in this course. Emphasis is placed on structures or oral presentations, a means of understanding the organizational patterns, and memory devices to assist recall. Laboratory activity offers practice in listening, and recalling selections of increasing difficulty.

Reading 101, 102, 103 Developmental Reading 3 Credits/Term
A college transfer course designed to increase reading skills.

DRAFTING

4.101 Drafting 2 Credits
(4 Lab Hrs/Wk)

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

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

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

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

Introduction to blueprint reading and basic industrial sketching.

9.104 Electronics Schematics & Sketching 2 Credits
(1 Class, 3 Lab Hr/Wk)

Introduction to electronic symbols, schematics and diagrams. Basic formats or schematics and diagrams are studied with concern to functions of circuits or elements. Circuit tracing is introduced with switching circuits and by coordinating schematic and wiring diagrams of same circuit. Mechanical sketching of schematics and components is developed and applied to real circuits.

ECONOMICS

Ec 199/289 Independent Study in Economics To be arranged

Ec 201, 202, 203 Principles of Economics 3 Credits/Term
(3 Class Hrs/Wk)

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

EDUCATION

Ed 199/299 Independent Study in Education To be arranged

Ed 207 Seminar in Tutoring 1 Credit

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

Ed 208 College Tutoring 1-3 Credits

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

Ed 209 Practicum in Tutoring 1-2 Credits

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

Ed 298 Leadership Training 2 Credits
(1 Class, 2 Lab Hrs/Wk)

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

ELECTRICITY AND ELECTRONICS

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

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

6.300 Electronic Theory & Lab Variable

The program, Individualized Curriculum for Electronics (ICE) encompasses the important phases of Electronics Technology and is subdivided into approximately 200 individual learning packages. Since the student, with the help of the instructor, selects the individual learning packages according to the student's needs, there is no set sequence of packages nor is a given set of packages assigned to a given course. Certain sequences are recommended, however, and

credit is given for each package completed. The course can be started at any time at a level commensurate with the prior knowledge and experience of the student.

The following are typical package groups:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Binary techniques and ways to perform them are reviewed. The student performs assigned hardware operations. Linear I.C.s are discussed, as well as how various operating characteristics of the I.C. relate to the circuits the linear I.C. is used in.

6.305 Basics to Electronics Systems 4 Credits
(3 Lecture, 4 Lab Hrs/Wk)

Designed to give the student a realistic picture of how parts of the electronic circuit go together and react as a system.

6.306 Solid State & Associated Communication Circuits 4 Credits
(3 Lecture, 4 Lab Hrs/Wk)

Principles and circuits for encoding and decoding the signals needed for modern transmission of information. Emphasis on electro optic devices and many related solid state devices (particularly fiber optics) currently coming on the market. Some discussion of transmission lines, antennas and microwaves.

6.310 Miscellaneous Electronic Techniques 2 Credits
(1 Lecture, 3 Lab Hrs/Wk)

Instruction in the manual techniques needed by the electronic technician, including diagramming, circuit tracing, soldering, sketching layouts and hand lettering.

6.398 Cooperative Work experience 1-5 Credits
(Includes Seminar)

Maximum credits towards degree, 5.
Prerequisite: Consent of coordinator.

ENGINEERING - GENERAL

GE 101 Engineering Orientation 3 Credits
(3 Class Hrs/Wk)

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

GE 102 Engineering Orientation 3 Credits
(3 Class Hrs/Wk)

Engineering orientation GE 102 acquaints students with engineering analysis and develops skills in the areas of computation and graphical representation. The digital computer is introduced. Prerequisite: Mth 102 previously or concurrently.

GE 103 Engineering Orientation 3 Credits
(3 Class Hrs/Wk)

Fosters creative ability to design projects. Computer programming is used as an aid for problems common to all fields of engineering. Prerequisite: GE 102 or instructor's consent.

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

ENGLISH

See page 63 - Writing and Grammar
See page 52 - Journalism, literature and language

FIRE SCIENCE TECHNOLOGY

5.237 Fire Investigation (Cause Determination) 3 Credits
(3 Class Hrs/Wk)

The effect of fire prevention by isolating cause of fire. A study of the burning characteristics of combustibles; interpretation of clues, burn patterns leading to point of origin; identifying incendiary indications, sources of ignition and materials ignited; how to preserve fire scene evidence.
Prerequisite: Student must be a member of a fire department or a law enforcement officer.

5.250 Firefighting Skills I 3 Credits
(3 Class Hrs/Wk)

The development of skills in using small tools and minor equipment; practice in forcible entry; the use of masks, salvage, overhaul, and safety practices.

5.251 Firefighting Skills II 3 Credits
(3 Class Hrs/Wk)

Practice of team skills used in fireground operation including hose and ladder evolutions, salvage, overhaul, rescue, fire attack and other activities requiring team effort.

5.253 Fire Apparatus and Equipment 3 Credits
(3 Class Hrs/Wk)

Familiarization with fire apparatus; principles of application, care and preventive maintenance, safe operating practices, emergency and non-emergency; National Board standards.

5.254 Introduction to Fire Protection 3 Credits
(3 Class Hrs/Wk)

The history and development of fire service, safety and security movements, role of fire service, protection and safety personnel, ancillary organizations. The student will identify general fire hazards, their causes and learn to apply fire protection principles.

5.256 Elementary Science for Fire Fighting 3 Credits
(3 Class Hrs/Wk)

The characteristics and behavior of fire, fundamentals of physical laws, and chemical reactions occurring in fire and fire suppression. The student will analyze factors contributing to fire; cause; rate of burning; heat generation and travel, by-products of combustion, confinement, control and extinguishment.

5.257 Fire Service Hydraulics 3 Credits
(3 Class Hrs/Wk)

A review of basic mathematics, hydraulic laws, and formulae as applied to the fire service. Application of formulae and mental calculations to hydraulic problems, and the study of fire ground water supply problems and Underwriter's requirements for pumps and accessories.

5.258 Fire Company Organization, Station Assignment 3 Credits
(3 Class Hrs/Wk)

The study of fire company organization and operation, company responsibilities in station, record keeping, station communications and watch, housekeeping and house privileges, tours and public relations, company organization for response to alarms, and company morale.

5.260 Hazardous Materials I 3 Credits
(3 Class Hrs/Wk)

A review of basic chemistry. The student will identify hazardous materials by color, symbol, and marking, and learn recommended safe practices for storage and handling of solids, liquids and gases and methods for fire control of these materials.

5.261 Hazardous Materials II 3 Credits
(3 Class Hrs/Wk)

The study of electrical, exotic metal, and space age fuel fires; the effect of the atomic age on the fire service; handling of radioactive materials involved in fire; the use of monitoring equipment, and personnel safety practices.

5.262 Fundamentals of Fire Prevention **3 Credits**
(3 Class Hrs/Wk)
 Fundamentals of fire inspections including standards, techniques of evaluation of hazards as to degree of the hazard, and practical recommendations. The student will write reports which include maps and sketches of each building inspected. They will conduct on-the-site inspections of buildings to locate hazards and to recommend safe practices and improvements.
 Prerequisite: The student must have completed Blueprint Reading and Sketching and Building Construction for Fire Protection.

5.263 Fire Pump Construction and Operation **3 Credits**
(3 Class Hrs/Wk)
 For command officers, pump operators. Fire pump hydraulics and measurement including velocity of flow, friction loss, engine and nozzle pressure, discharge, steam range, drafting water, pumping from hydrants, and relaying by hose or tanker.

5.264 Building Construction of Fire Protection **3 Credits**
(3 Class Hrs/Wk)
 Classification of buildings, structural features, affecting fire spread, effect of fire on structural strength, fire stops and ratings of materials, fire retardants, Sanborn maps.

5.267 Fire Department Communications and Alerting Systems **3 Credits**
(3 Class Hrs/Wk)
 Receiving, dispatching and radio communication procedures; FCC regulations, municipal alarm, telephone and tone-activated alarm, recording messages, tap-out procedures, running cards.

5.268 Fire Service Rescue Practices **3 Credits**
(3 Class Hrs/Wk)
 Trains fire company personnel to render emergency service in life saving and rescue work. The study of the development and organization of a rescue service, practices and procedures, using a mechanical device for artificial respiration, and required manual skills.

5.269 Water Distribution Systems **3 Credits**
(3 Class Hrs/Wk)
 The study of water-main systems and hydrants, size, gridding, valving, distribution; residential and commercial districts; fire flow requirements; pumping stations; high pressure systems; storage tanks and cisterns; mobile supplies.

5.272 Fixed Systems and Extinguishers **3 Credits**
(3 Class Hrs/Wk)
 The study of portable extinguisher equipment, fire alarm and detection systems, sprinkler systems and standpipes, protection systems for special hazards, explosion release, ventilation systems, Inert atmospheres, and static bonding.

5.274 Firefighting Tactics and Strategy **3 Credits**
(3 Class Hrs/Wk)
 Demonstration response and size-up, fire ground tactics, analysis, and postmortem, prefire survey and planning, combined operations, mutual aid, disaster planning, problems in unusual fire operations.

5.282 Fire Codes and Related Ordinances **3 Credits**
(3 Class Hrs/Wk)
 Fire code, building, exit, flammable liquid and other fire prevention codes, followed by supervised building inspection field trips. Primarily for fire department inspectors.

5.287 Training Programs and Techniques **3 Credits**
(3 Class Hrs/Wk)
 The purpose of fire service drills and training programs. The participation in developing and operating the department's training program. The student will know facilities and equipment necessary for modern training, how to select and train the instructional staff. Psychology of learning, four-step method, lesson objectives and curriculum development, conducting of conferences and meetings will be studied.
 Prerequisite: Fundamentals of Fire Prevention.

5.288 Fire Reports and Records **3 Credits**
(3 Class Hrs/Wk)
 Fire department record systems, demonstrated principles of report writing, applications in the areas of pre-fire surveys, post-fire research, and planning.

5.289 Legal Aspects of Fire Protection **3 Credits**
(3 Class Hrs/Wk)
 The history and background of laws relating to the fire service; tort liability of municipalities, municipal employees, and members of the fire service, clarification of legal terminology, civil service laws and requirements, pensions, mutual aid, and fire prevention codes.

5.290 Fire Officers Management Responsibilities **3 Credits**
(3 Class Hrs/Wk)
 Awareness of the responsibilities of the various supervisory levels of the fire bureau and the methods to accomplish the objectives of effective supervision.

5.291 Fire Officers Administrative Assignments **3 Credits**
(3 Class Hrs/Wk)
 Awareness of the administrative assignments at the supervisory levels of the fire bureau and how to carry out these assignments; good record keeping, and preparing recommendations for improvement in these areas.

5.295 Public Relations for Fire Service **3 Credits**
 The study of the fundamentals of public relations as they pertain to fire service; emergency operations, general public appearances, writing news releases, articles and speeches and general media contact.

5.298 Work Experience **3 Credits**
 Supervised field experience in one of the agencies in the Fire Science field. An in-service student may pursue a research project instead of field experience. A seminar is included to discuss the problems and experience gained during the work experience. Student may repeat up to 9 credits.

PUBLIC SERVICE COURSES FOR VOLUNTEER FIREMEN

9.301 Firefighting I-A and A **1 Credit**
(3 Class Hrs/Wk)
 The development of understanding in fire department organization as it pertains to the industrial fire fighter. Proper attitude of responsibility of station care and maintenance, and basic skills for team work in the use of tools and their utilization under fire fighting conditions.

9.302 Firefighting I-B and B **1 Credit**
(3 Class Hrs/Wk)

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

9.303 Firefighting I-C and C **1 Credit**
(3 Class Hrs/Wk)

A continuation of Firefighting "B". The understanding of factors contributing to effective fire streams. Development of responsible attitudes toward fire apparatus and safe and skillful handling of fire equipment. An understanding of the fundamental characteristics of flammable liquids and LPG and the methods of extinguishment. An awareness of the value of good pre-fire planning and systematic procedures of pre-fire planning.

9.304 Firefighting I-D and D **1 Credit**
(3 Class Hrs/Wk)

A continuation of Firefighting "C", intended to review fire control tactics for the student. Application of these principles to specific types of buildings and hazards. Included are: air crash and rescue, mills, factories, large structure fires, and motor vehicle fires.

9.305 Firefighting I-E and E **1 Credit**

A continuation of Firefighting I-D, with the study of forcible entry, fire ventilation practices, rescue and protective breathing practices and related procedures.

9.390 Public Service Career Development **0-3 Credits**
(6 to 30 Lab & Lecture Hrs/Term)

For police reservists and volunteer firefighters: an in-service training program to study current issues and problems within the public service areas, and methods for alleviating them.

FOREIGN LANGUAGES

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

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

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

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

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

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

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

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

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

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

0.562.6, 0.562.7, 0.562.8 Conversational Swedish I, II, III **1 Credit/Term**
(3 Class Hrs/Wk)

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

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

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

GL 199/299 Independent Study in German **To be arranged**

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

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

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

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

RL 199/299 Independent Study in French **To be arranged**

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

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

FOREST TECHNOLOGY

6.401 General Forestry **3 Credits**
(3 Class Hrs/Wk)

The development of forestry in the United States is reviewed with reference to its European heritage. The course will also look at the history of forest management and multiple use concepts.

6.404 Elementary Forest Surveying **3 Credits**
(2 Class, 4 Lab Hrs/Wk)

An elementary course in the basic fundamentals of plane surveying, as well as the use of various surveying instruments. The theory of field measurements, bearings, angles, and azimuths is emphasized.

6.405 Advanced Forest Surveying **3 Credits**
(2 Class, 4 Lab Hrs/Wk)

Designed to follow Elementary Forest Surveying. The application and use of more precise engineering instruments will be developed. Engineering procedures used in road design and construction will be covered.

6.406 Forest Engineering **4 Credits**
(3 Class, 4 Lab Hrs/Wk)

This course is a study of forest engineering procedures with particular emphasis on road design and location. Lab projects will include the actual designing of a road.
Prerequisite: 6.404, 6.405.

6.407, 6.408 Forest Mensuration I, II **3 Credits/Term**
(2 Class, 4 Lab Hrs/Wk)

This course is designed to teach the student the basic skills and principles of forest measurements. The course will include cruising, scaling, volume measurements, log and tree grading, and the use of laboratory will include application of classroom principles in the field to measure actual forest stands.

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

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

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

A study of the processing of raw wood material into the varied products consumed in this country and around the world. The class emphasizes this processing by first-hand observation in a laboratory setting.

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

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

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

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

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

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

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

An introductory course which provides study of the biological influences on a forest stand. The influence of forest practices and how they may change the composition, reproduction, growth rates, environment, nutrition and stocking of a forest.

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

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

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

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

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

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

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

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

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

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

6.498 Cooperative Work Experience **1-5 Credits**

Maximum credits toward degree 5. Seminar will be arranged by the coordinator. Prerequisite: Consent of coordinator.

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

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

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

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

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

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

9.628 Basic Land Surveying **3 Credits**

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

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

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

F 199/299 Independent Study In Forestry **To be arranged**

F 254 Tree and Shrub Identification **4 Credits**
(3 Lecture, 4 Lab Hrs/Wk)

Characteristics, classification and identification of woody plants of Oregon. Principal timber trees of the United States and many introduced special will also be discussed.

GEOLOGY AND EARTH SCIENCES

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

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

G 115 Regional Field Geology **1-2 Credits**
(One field trip, generally one to four days, an on-campus meeting prior to the field trip; literature study, studies of field notes and data, and report writing subsequent to the trip.)

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

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

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

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

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

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

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

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

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

G 207/6.201 Geology of the Pacific Northwest **3 Credits**
(3 Class Hrs/Wk)

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

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

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

HEALTH AND FIRST AID

0.571.1 Multimedia First Aid **.5 Credit**
(10 hours - 5 Lecture, 5 Lab)

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

0.571.2 Basic First Aid **1 Credit**
(20 hours)

Satisfactory completion meets Standard Certification by the American Red Cross.

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

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

0.360 Crash Injury Management **3 Credits**
(30 Class, 10 Lab Hrs/Term)

This course provides training in emergency medical care for first responders to traffic accidents, including all procedures required for providing basic care to accident victims and removing them from the vehicle if necessary.

9.420 Emergency Medical Technician I **6 Credits**
(90 hours)

Upon completion and application Emergency Medical Technician Certificate may be awarded.

9.430 Dental Radiology **3 Credits**
(For employed Dental Assistants)
(24 Class/21 Lab Hrs; total, 45 Hrs over 1 or 1 1/2 Terms)

This is a program for employed dental assistants to develop proficiency in dental radiology theory and techniques.

9.431 Emergency Medical Technician II **3 Credits**

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

9.440 Laboratory Technician Exam Review **2 Credits**
In Hematology

Introduction to basic hematology for partial preparation to take certification exam for medical laboratory technician exam.

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

HE 250 Personal Health **3 Credits**

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

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

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

HISTORY

0.656 History and Culture of the Local Indian Tribes **1 Credit**
(2 Lecture, 1 Lab Hr/Wk)

Part I provides a study of cultural habits of local Indian tribes. Linguistic affiliations, social structure and oral literature will be presented, as well as daily life rituals. Local informants of Indian heritage used whenever possible.

Part II traces the history of local tribes from the first European contact, through the signing of the treaty of 1855 and subsequent legal battles. A contemporary picture of tribal life styles.

0.661 Workshop in Southern Oregon History **1-3 Credits**
(1-3 Class Hrs/Wk)

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

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

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

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

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

From Colonial times to the present.

Hist 210 Introduction to East Asian History **3 Credits**

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

Hist 253/0.668 Scandinavia, Past and Present **3 Credits**

An introduction to present-day life in Norway, Sweden, Denmark and Finland; the history and culture of the Scandinavian countries and their influence on the development of the United States.

HOME ECONOMICS

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

0.410 Beginning Cake Decorating **0 Credit**
(5 Week Course, 3 Class, 12 Lab/Hrs)

The class will include instruction in a wide variety of decorating techniques and provide a broad background for students interested in preparing to be professional decorators.

0.624 Mushroom Identification **1 Credit**
(15 Class, 10 Lab Hrs/Term)

Identification of local wild mushrooms, their basic characteristics and location will be taught. Stressed will be positive identification of edible and non-edible species, preparation for food and methods of preserving.

0.624.1 Wild Edible Plants **1 Credit**
(2 Class Hrs/Wk, 2 Field Trips)

This course emphasizes successful identification of a variety of wild edible plants and foods, as well as methods of preparation and preserving them.

0.841 Family Finance and Resource Management **1 Credit**
(3 Hrs/Wk)

A study of new ideas for family money management, including use of credit, income tax procedures, teaching children how to manage money and study of consumer buying ability. Attitudes, values and decision making ability will be emphasized.

0.846 Home Management **1 Credit**
(3 Hrs/Wk)

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

0.853 Consumer Education **1 Credit**
(3 Lab Hrs/Wk)

A series designed to aid homemakers in their role as consumers. Each session a part of a complete program will present a selected topic relating to areas such as clothing and textiles, foods and nutrition, home management or family living.

0.860 Interior Decorating I **1 Credit**
(3 Lab Hrs/Wk)

The fundamentals of home decorating, including the use of design, color, texture, space and form. The selection and use of floor coverings, window treatments, wall finishes, furniture, lighting and accessories.

0.870 Food For Your Family **1 Credit**
(3 Lab Hrs/Wk)

This course covers creative meal preparation for the modern family with lessons on effective food buying, meal planning, time-saving food preparation, special diet needs and some specialty and holiday cookery.

0.873 Home Canning and Food Preservation **1 Credit**
(3 Lab Hrs/Wk)

Includes all types of food preservation: canning, freezing, pickling, jams and jellies.

0.874 Small Appliance Cooking **1 Credit**
(3 Lab Hrs/Wk)

Designed for homemakers interested in learning the techniques of preparing foods in slow cookers, this course stresses selection and preparation of ingredients for basic foods as well as gourmet recipes.

0.875 Baking With Yeast **1 Credit**
(3 Lab Hrs/Wk)

Yeast bread of various types will be studied and methods will be demonstrated.

0.881 The Changing Role of Today's Parents **0 Credit**
(2 Hrs/Wk)

Understanding parent-child relationships and developing effective communications with child and adolescents.

0.884 Parenting Seminar **1.5 Credits**
(8 3-Hr. Sessions)

Development of Skills: Learning to modify behavior under the methodology of four parenting approaches.
Development of Knowledge: Learning the basics of four parenting techniques, understanding priority and goal setting for behavior, understanding some basics in developmental expectations.

Development of Attitudes and Values: Helping persons to draw from a large repertoire of knowledge when dealing with a specific problem.

0.900 Exploring Family Relations **1/2 to 1 Credit**
(2 Lecture, 1 Lab Hr/Wk)

A course in interpersonal relationships within the family. Emphasis will be on practical methods for the development of positive interaction between family members. Methods for dealing with common family problems such as parent-child relations, family responsibilities, parental roles, communication and handling times of stress will be explored.

0.910 Poise and Self Improvement for Women **1-3 Credits**
(3 Lab Hrs/Wk)

A course planned to help the student develop a greater understanding of the importance of efficient personal management, optimal health and nutrition and personal appearance in the development of the individual. Grooming, wardrobe planning, etiquette and visual poise will be emphasized.

0.918 Senior Workshop **1 Credit**
(3 Hrs/Wk)

For the older person living on a limited income, information regarding diets for health needs, management methods for meeting housing, health and food needs. Use of available services.

0.926 Basic Sewing **1 Credit**
(3 Lab Hrs/Wk)

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

0.927 Sewing with Knits **1 Credit**
(3 Lab Hrs/Wk)

Effective methods for sewing a variety of knit styles are presented and demonstrated. Blouses, sweaters, skirts, sportswear and lingerie are included.

0.928 Children's Clothing **1 Credit**
(3 Lab Hrs/Wk)

Various types of garments for children will be constructed of both knit and stabilized fabrics.

0.940 Dressmaking **1 Credit**
(3 Hrs/Wk)

New methods of construction of garments from wool and synthetic fabrics with emphasis on principles of clothing selection and pattern and fabric coordination. Use of interfacings, linings and underlinings will be included. Prerequisite: 0.926 or equivalent.

0.943 Sportswear Construction **1 Credit**
(3 Lab Hrs/Wk)

Methods for sewing shirt style apparel for men and women will be demonstrated. A unit on pattern alteration and fitting of pants for women will be featured.

0.955 Advanced Sewing with Knits **1 Credit**
(3 Lab Hrs/Wk)

Demonstrations of construction techniques used in sewing more complicated styles and tailored type ensembles in knit fabrics.

0.956 Tailoring Women's Clothing **1 Credit**
(3 Lab Hrs/Wk)

This advanced course presents the tailoring techniques used in making a suit, coat or pants suit. Tailored sleeves, lapels, collars, pockets, buttonholes, linings and other details will be demonstrated. Prerequisite: 0.926 or consent of instructor.

- 0.957 Sewing Men's Clothing** **1 Credit**
(3 Lab Hrs/Wk)
Tailoring methods will be demonstrated. Men's sport coats, slacks or casual jackets may be constructed.
Prerequisite: 0.926 or consent of instructor.
- 0.965 Understanding Today's Fabrics Workshop** **1 Credit**
(3 Lab Hrs/Wk)
Identifying and using the new fabrics such as various synthetics, vinyls, fur fabrics, knits and non-woven fabrics. For sales clerks, home sewers and others who desire a knowledge of textiles.
- 0.966 Clothing Selection and Coordination** **1 Credit**
(3 Lab Hrs/Wk)
This course includes selection of becoming and appropriate colors, lines and fabrics, emphasizing coordinates of the wardrobe with selection of patterns and fabrics emphasized.
- 0.968 Pattern Drafting** **1 Credit**
(2½ Lab Hrs/Wk)
This course is designed for the individual who is interested in learning flat pattern drafting techniques which will be useful in altering commercial patterns, drafting new patterns and restyling patterns and apparel terms. A second term, dealing with advanced techniques, is available as needed.
- 0.969 Fitting and Pattern Alterations** **1 Credit**
(2½ Lab Hrs/Wk)
The course covers techniques for making a basic dress from percale for use as a fitting shell. These garments are then used as a guide in drafting a basic pattern of pellon to use as a guide for making perfectly fitted clothes and a base for creating original designs.
- 0.972 Sewing For the Home** **1 Credit**
(3 Lab Hrs/Wk)
The techniques of sewing and fusing applied to window treatments, pillows, slipcovers, and table covers for the home.
- 7.101 Introduction to Early Childhood Education** **2 Credits**
(3 Class Hrs/Wk)
Study of the various types of early childhood education programs focusing on facilities, staff and program content.
- 7.131 Orientation to Food Services** **2 Credits**
(3 Hrs/Wk)
Explores the various aspects of food service occupations including job requirements, supervision, management, purchasing, preparation and food service. Field trips to various institution kitchens are included.
- 7.134 Food Preparation** **3 Credits**
(1 Class, 2 Lab Hrs/Wk)
The course includes the principles of food preparation with emphasis on the scientific principles of cookery. Demonstrations and experiments will be presented to illustrate the effects of various ingredients, variation in preparation techniques and the critical steps in the preparation of basic food products. The course will serve as a background for quantity foods courses for the individual interested in institution food service.
- 7.137 Food Preparation Workshop** **1 Credit**
(3 Hrs/Wk, 4 Wks)
A short course presenting techniques used in preparing special foods for holidays and special occasions. Designed for individual preparing for work in food service or for those employed in institution food services.
- 7.138 Practical Nutrition** **2 Credits**
(2 Hrs/Wk)
This course is designed for students enrolled in nursing, food service and child care programs and others interested in a study of basic nutrition. Covers functions of food and its relation to health, the various nutrients, bodily requirements, and processes involved in utilization of food.
- 7.139 Diet Therapy** **2 Credits**
(2 Hrs/Wk)
The course is designed to give hospital cooks more background and understanding in planning, preparing and serving therapeutic diets, especially in the absence of a dietitian.
- 7.153, 7.154 Child Development I, II** **2-3 Credits/Term**
(2 Class, 1 Lab Hrs/Wk)
Study of the developing child, and the physical, emotional, social, motor, ethical and intellectual aspects of development.
- 7.162 Infant and Child Care** **2 Credits**
(2 Class Hrs/Wk)
General principles of development and care of the infant and child under six.
- 7.165 Home and Family Management** **2 Credits**
(2 Class, 1 Lab Hr/Wk)
Management of the home considering resources of time, talent, energy and money.
- 7.170, 7.171 Parent-Child Relationships I, II** **2 Credits/Term**
(2 Class Hrs/Wk)
Study of the interaction process between parent and child and various styles of parent-child relationships.
- 7.172, 7.173 Creative Activities I, II** **2 Credits/Term**
(2 Class Hrs/Wk)
An overview of creative activities for young children in arts and crafts. Methods and materials for group activities.
- 7.174, 7.175, 7.176 Directed Participation I, II, III** **1-5 Credits/Term**
(3-10 Hrs/Wk)
Designed to provide students an opportunity to observe an experienced preschool teacher working with groups of children and to gain practical experience working with children under the teacher's supervision.
- 7.177 Health and Safety** **2 Credits**
(2 Class Hrs/Wk)
Emphasizes the necessary safety procedures for child care facilities and the routine health practices to be observed in work with groups of young children.
- 7.178 Child Nutrition and Health** **2 Credits**
(2 Class Hrs/Wk)
Nutritional needs and relation to the health of the young child; menu planning for groups.

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

9.933 School Lunch Workshop **0 Credit**
 (6 Hrs)
 A concentrated workshop to provide the school lunch cook an opportunity to obtain current information in the areas of nutrition, menu planning and food preparation as well as an opportunity to share ideas and techniques useful in developing and conducting an effective school lunch program.

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

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

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

FL 222 Marriage Preparation **2 Credits**
 Open to men and women. Marriage; nature and motives; marriage readiness. Courtship period, factors in mate selection.

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

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

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

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

HEc 198/298, FN 198/298, CT 198/298 or FL 198/298
Field Experience **1-3 Credits**
 (Includes Seminar)
 Nine Credits maximum of 198 or 298.
 Prerequisite: Instructor's permission.

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

INDUSTRIAL MECHANICS

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

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

3.300 Suspension and Brake Systems **3 Credits**
 (1 Class, 4½ Lab Hrs/Wk)
 The construction and operation of front and rear suspension systems and hydraulic brakes. Includes adjustment and repair procedures. Prerequisite: Practical Physics 4.300, Internal Combustion Engines I, 3.304.

3.304 Internal Combustion Engines I **3 Credits**
 (1 Class, 4½ Lab Hrs/Wk)
 Theory and operation of internal combustion engines. Includes the complete disassembly, inspection, measurement and reassembly of school engine.

3.306 Internal Combustion Engines II **3 Credits**
 (1 Class, 4½ Lab Hrs/Wk)
 Engine overhaul techniques, using industry standards. Includes machining and repair processes required in engine reconditioning. Prerequisite: Internal Combustion Engines I 3.304.

3.308 Electrical I **4 Credits**
 (3 Class, 3 Lab Hrs/Wk)
 Theory and application of basic electricity to motors and engine accessories. Prerequisite: Practical Physics 4.304.

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

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

- 3.318 Steering Controls** **3 Credits**
(2 Class, 3 Lab Hrs/Wk)
A detailed study of wheel alignment factors, equipment and procedures. Wheel balancing methods are included with alignment trouble diagnosis. Prerequisite: Suspension and Brake Systems 3.300.
- 3.320 Hydraulics-Pneumatics** **3 Credits**
(2 Class, 2 Lab Hrs/Wk)
Theory and application of hydraulic power in industry.
- 3.321 Basic Industrial Hydraulics** **3 Credits**
(3 Class Hrs/Wk)
The course consists of a study of the basic laws that govern hydraulic power; a study of a majority of industrial hydraulic components, their nomenclature, operation, and function; and the complete basic hydraulic circuitry necessary for primary linear and rotary actuation.
- 3.322 Electrical II** **4 Credits**
(3 Class, 3 Lab Hrs/Wk)
Principles and operation of D.C. and A.C. generation and regulation systems. Emphasizes the use of test instruments to locate malfunctions and to adjust regulation devices. Prerequisite: Electrical 3.308.
- 3.324 Diagnostic Procedures** **3 Credits**
(2 Class, 3 Lab Hrs/Wk)
Systematic testing and tuning of I.C. Engines. Prerequisite: Electrical 3.322.
- 3.325 Automatic Transmission** **3.5 Credits**
(2 Class, 4 Lab Hrs/Wk)
Theory operating principles of automatic transmission. Hydraulic and power flow principles are applied to typical units. Prerequisite: Hydraulics-pneumatics 3.320.
- 3.329 Mechanical Systems Laboratory** **3 Credits**
(9 Lab Hrs/Wk)
Engine overhaul, carburetion and electrical system service. Prerequisites: 4th term standing and Internal Combustion Engines I and II, (3.300 and 304) Hydraulics-Pneumatics 3.320 and Suspension and Brake Systems 3.300.
- 3.331 Mechanical Systems Laboratory** **3 Credits**
(9 Lab Hrs/Wk)
A continuation of 3.329.
- 3.332 Service Management** **2 Credits**
(2 Class Hrs/Wk)
A course designed to give the students an appreciation of the duties and responsibilities of the service manager. Prerequisite: 4th term standing
- 3.333 Mechanical Systems Laboratory** **3 Credits**
(9 Lab Hrs/Wk)
The final course in shop service operations. Emphasis is placed on flat rate schedules and repair cost estimating. Job selection is extended into the tune up and automatic transmission fields. Prerequisite: 6th term standing plus 3.331.
- 3.398 Cooperative Work Experience** **1-3 Credits**
(Includes Seminar)
Prerequisite: Permission of instructor. 9 credit maximum.
- 3.536, 3.537, 3.538, 3.539 Small Engine Repair** **3 Credits/Term**
I, II, III, IV
(6 Lecture-Lab Hrs/Wk)
A four term sequence in small engines. Includes a 2-cycle and 4-cycle engine theory, practice on assembly and disassembly, repair, and applications such as motorcycles, lawn mowers, and chain saws. Courses must be taken in sequence, or by consent of instructor.
- 4.150 Welding I** **3 Credits**
(1 Class, 4 Lab Hrs/Wk)
Introduction to oxyacetylene welding, covering the theory, practices, safety and operation of oxyacetylene equipment on light gauge materials. History of welding and forming metals.
- 4.151 Welding II** **3 Credits**
(1 Class, 4 Lab Hrs/Wk)
Introduction to oxyacetylene burning and welding of heavy plate, covering the theory, practices and safe operation of burning and welding equipment on various types and sizes of materials.
- 4.152 Welding III** **3 Credits**
(1 Class, 4 Lab Hrs/Wk)
Introduction to oxyacetylene pipe welding, tubing welding and exotic metal bonding.
- 4.153 Welding IV** **3 Credits**
(1 Class, 4 Lab Hrs/Wk)
Introduction to pipe arc welding.
- 4.154 Welding V** **3 Credits**
(1 Class, 4 Lab Hrs/Wk)
Advanced arc welding.
- 4.155 Welding VI** **3 Credits**
(1 Class, 4 Lab Hrs/Wk)
Introduction to arc welding pipe.
- 4.156 Welding VII** **3 Credits**
(1 Class, 4 Lab Hrs/Wk)
Introduction to TIG welding.
- 4.157 Welding VIII** **3 Credits**
(1 Class, 4 Lab Hrs/Wk)
Introduction to MIG welding.
- 4.158 MTP and Welding Lab** **2 Credits**
(1 Class, 3 Lab Hrs/Wk)
Beginning MTP prerequisite.
- 4.160 Metals Applications and Testing** **3 Credits**
(2 Class, 3 Lab Hrs/Wk)
This course is a practical guide to heat treating and testing of standard steels and alloys; includes some theory in physical metallurgy.
- 4.165, 4.166, 4.167 Welding Lab A, B, C** **3 Credits**
(9 Lab Hrs/Wk/Term)
- 4.170, 4.171 Machine Tool Practices, I, II** **3 Credits/Term**
(1 Class, 4 Lab Hrs/Wk)
Introductory sequence in shop practices with bench grinder, drillpress, lathe, shaper, vertical and horizontal milling machines.

- 4.172 Machine Tool Practices III** **3 Credits**
(1 Class, 4 Lab Hrs/Wk)
Gives the student the opportunity to apply skills developed in prerequisite courses 4.170 and 4.171 in individual or group projects.
- 4.173 Basic Numerical Controlled Machines** **2.5 Credits**
(1 Class, 4 Lab Hrs/Wk)
Introductory courses in numerically controlled machines, shop practices, industrial applications and economics, and manufacturing processes. Prerequisite: Machine Tool Practice I, II and III or consent of instructor.
- 4.174 Machine Tool Practices V** **3 Credits**
(3 Class Hrs/Wk)
This course provides technical information applicable to inspection of work, gauges, special tools and measuring devices. The principal subjects covered are nomenclature, tolerances, fits, the use of handbooks, and methods of inspection.
- 4.175 Machine Tool Practices VI** **2.5 Credits**
(1 Class, 1 Lecture, 3 Lab Hrs/Wk)
A study of machine tools and their functions in manufactory processes. Machineability of materials, tooling, gauging, heat treating are included. Students will do precision work on all machines in the shop. Prerequisite: Machine Tool Practice I, II and III or consent of instructor.
- 4.176 Machine Tool Practices VII** **3 Credits**
(9 Lab Hrs/Wk)
Manipulation of the lathe, milling machines, and grinder for work set-up and operation. Student does projects involving tool grinding, turning, boring, threading, and milling. Prerequisite: Second year standing or consent of instructor.
- 4.177 Machine Tool Practices VIII** **3 Credits**
(9 Lab Hrs/Wk)
Milling machines, grinding, gear cutting, steel tempering, gauge, and texture work. Prerequisite: Second year standing in MTP or consent of instructor.
- 4.178 Machine Tool Practices IX** **3 Credits**
(9 Lab Hrs/Wk)
Machining and manufacturing of simple blanking, piercing and forming dies and second operation work for production shops. Prerequisite: Second year standing in MTP or consent of instructor.
- 4.188 Cooperative Work Experience** **1-3 Credits**
(Includes Seminar)
9 Credits maximum. Prerequisite: Permission of Instructor. May replace 4.165, 4.166, 4.167 Welding Lab A, B, C.
- 9.050 Small Engine Repair** **1 Credit**
(3 Lab Hrs/Wk)
Introduction to small two cycle or four cycle gasoline engines to include testing, maintenance, and repair.
- 9.070, 9.071 Refrigeration Servicing I & II** **3 Credits/Term**
(3 Class Hrs/Wk)
Principles and designs of refrigeration systems. Includes maintenance requirements. Prerequisite: Must be in sequence or instructor's consent.
- 9.100 Blueprint Reading and Sketching** **2 Credits**
(1 Class, 3 Lab Hrs/Wk)
Introduction to blueprint reading and basic industrial sketching.
- 9.110 Carburetion for Auto Mechanics** **2 Credits**
(1 Class, 2 Lab Hrs/Wk)
Principles and maintenance of carburetors. Prerequisite: In automotive service trade.
- 9.111 Automotive Electric** **2 Credits**
(1 Class, 2 Lab Hrs/Wk)
Basic Automotive electrical systems. Prerequisite: In automotive service trade.
- 9.112 Automotive Tune-up for Mechanics** **2 Credits**
(1 Class, 2 Lab Hrs/Wk)
Tune-up methods and related electrical and mechanical systems. Prerequisite: In automotive service trade.
- 9.113 Heavy Duty Electrical** **2 Credits**
(1½ Class, 1½ Lab Hrs/Wk)
This is a fundamental trouble shooting course in heavy duty electrical units such as starters, series parallel switches, alternators, point type regulators, generators and transistor regulators.
- 9.114 Heavy Duty Fuel Systems** **2 Credits**
(1½ Class, 1½ Lab Hrs/Wk)
An elementary course to teach trouble shooting procedures on heavy duty carburetors with governors, marine updraft and down draft carburetors, and different types of diesel fuel systems. (Detroit Diesel, Cummings Cat and I.H.C.)
- 9.155 Heavy Duty Diesel Engine Maintenance** **2 Credits**
(1½ Class, 1½ Lab Hrs/Wk)
Disassembling and reassembling of diesel engines, measurement of parts, and determination of parts and repairs needed to put engine back to original condition are taught in this course. Also included is engine starting and final adjustments.
- 9.150 Welding I** **2 Credits**
(1 Class, 3 Lab Hrs/Wk)
Introduction to welding covering theory, practice, safety and operation of oxyacetylene equipment on light gauge materials; history of welding and forming metals.
- 9.151 Welding II** **2 Credits**
(1 Class, 3 Lab Hrs/Wk)
Continuation of oxyacetylene welding, vertical and overhead. Introduction to oxyacetylene cutting.
- 9.152 Welding III** **2 Credits**
(1 Class, 3 Lab Hrs/Wk)
Introduction to stainless, cast iron and steel brazing with oxyacetylene equipment.
- 9.153 Welding IV** **2 Credits**
(1 Class, 3 Lab Hrs/Wk)
Introduction to oxyacetylene heavy plate and pipe welding using safe standard procedures.

- 9.161 Welding V** **2 Credits**
(1 Class, 3 Lab Hrs/Wk)
Introduction to arc welding theories and practices using safe procedures. Testing weld and learning reasons for testing procedures.
- 9.162 Welding VI** **2 Credits**
(1 Class, 3 Lab Hrs/Wk)
To continue arc welding theories, practice safety and operation on arc welding equipment.
- 9.163 Welding VII** **2 Credits**
(1 Class, 3 Lab Hrs/Wk)
Introduction to pipe arc welding using safe theories and practices.
- 9.164 Welding VIII** **2 Credits**
(1 Class, 3 Lab Hrs/Wk)
Introduction to TIG welding covering theories, practices and safe operations of TIG welding machines.
- 9.165 Welding IX** **2 Credits**
(1 Class, 3 Lab Hrs/Wk)
Continuation of Welding VIII on use of TIG and MIG machines.
- 9.166 Machine Tools Practices I** **2 Credits**
(1 Class, 3 Lab Hrs/Wk)
A course designed to provide basic machine tool knowledge and concepts in developing an understanding of chip removal common in local industry.
- 9.167, 9.168 Machine Tools Practices II, III** **2 Credits/Term**
(1 Class, 3 Lab Hrs/Wk)
A continuation of first-term machine tools practices with more concentration on skill of machine operation.

JOURNALISM

- J 198/298 Field Experience** **Variable**
(Includes Seminar)
Combined work and study projects in fields of writing, reporting, editing, public relations and other mass media-related activities. Nine credits maximum.
Prerequisite: Instructor's permission.
- J 199 Special Projects in Journalism** **To be arranged**
- J 211, 212, 213 Introduction to Mass Communications** **2 Credits/Term**
(2 Class Hrs/Wk)
A survey course planned to introduce the student to television, radio, newspapers, magazines and other media forms as a part of his environment and to call attention to the impact of these media. J 211 focuses on the history and development of the American newspaper, from large city daily to small town weekly. Alternate media - the specialized press, broadcasting and film - are also surveyed. J 212 examines the technology of producing newspapers, magazines and radio and television broadcasts. Field trips to local printing and broadcast facilities are included. J 213 examines contemporary issues as they relate to mass media: violence on TV, governmental regulation, public access, minority groups and media. The courses may be taken in any order.

- J 215 Journalism Laboratory (Newspaper)** **1 Credit**
(1 Class Hr/Wk)
On-the-job training in techniques of reporting and editing, carried on in conjunction with publication of the student newspaper. May be repeated for credit.
- J 216 Reporting I** **2 Credits**
(2 Class Hrs/Wk)
Basics of gathering and reporting news, with emphasis on accuracy and clarity of writing, J 215 required in conjunction with this course. No prerequisites.
- J 217 Reporting II** **2 Credits**
(2 Class Hrs/Wk)
Continued study of writing news and news features, with emphasis on accuracy and objectivity. Also considered are methods of gathering and organizing materials for multiple source, multi-dimensional stories. J 215 required in conjunction with this course.
Prerequisite: Reporting I or consent of instructor.
- J 218 Copy Editing and Makeup** **2 Credits**
(2 Class Hrs/Wk)
Copyreading, headline writing, proofreading and makeup. No prerequisites.
- J 299 Independent Study in Journalism** **To be arranged**

LITERATURE AND LANGUAGE

- 0.531 Literature of Contemporary Concerns** **2-3 Credits**
(2-3 Class Hrs/Wk)
A study of contemporary themes, problems and personalities reflected in literature. This course enables the student to examine contemporary concerns and literature together. Each course offering is subtitled to indicate the special subject of study.
- 0.536 Shakespeare: Ashland** **3 Credits**
(3 Class Hrs/Wk)
A detailed examination of the Shakespeare plays being produced at Ashland with emphasis on understanding and appreciating Elizabethan culture. Students have the option of attending the plays in Ashland as a group.
- Eng 101, 102, 103 Survey of English Literature** **3 Credits/Term**
(3 Class Hrs/Wk)
A chronological survey of English literature from its beginnings to the present. Major works and major writers are studied, as well as their backgrounds, which will be useful in the study of other literature and other fields of cultural history. The course recommended for majors in English, History, and Library Science. Eng 101: Anglo Saxon beginnings through the Renaissance; Eng 102: Seventeenth Century to Romanticism; Eng 103: Nineteenth and Twentieth Centuries. Sequence order recommended but not required.
- Eng 104, 105, 106 Introduction to Literature** **3 Credits/Term**
(3 Class Hrs/Wk)
An introductory course designed to teach the student life-long skills of critical reading and appreciation of literature. The quarters are separated according to type of literature, and in each quarter literature is drawn from a variety of authors, times and countries. Eng 104: Fiction; Eng 105: Drama; Eng 106: Poetry. Taking the course in sequence is not required.

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

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

Eng 199/299 Independent Study in Literature To be arranged

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

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

Eng 204 Special Topics in Literature 1-4 Credits

The course is designed to allow in-depth exploration of a theme, problem or mode in literature for students who have a special interest in the issue. Each time the course is offered, it will be subtitled to identify the special subject of study. Examples: "Literature of Oregon", "Men and Women in Literature," "Gothicism, Romanticism and Horror."

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

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

Eng 273 Language and People 3 Credits

A wide-ranging study of language that introduces the student to a variety of language-related topics which will be studied in terms of the student's developing sense of himself/herself as a language user. Such topics include: the origin and acquisition of language, non-human languages, the invention of writing, the formal systems of languages, the relationship between language and thought, the varied uses of language, and contemporary language issues.

MATHEMATICS

0.760 Mathematics: Math Lab 0 Credit

Individualized instruction on all levels of math from basic arithmetic to calculus. The student works at his own speed and level.

2.250, 2.252 Business Mathematics I, II 3 Credits/Term
(3 Class Hrs/Wk)

A two term sequence 2.250: A concentrated class of programmed learning. Rebuilding fundamentals including special uses of estimating for decision making. Uses of algebraic equations to solve business problems. 2.252: Interest, discount, negotiable instruments, payroll mathematics, cash and trade discount, computing commission and depreciation.

4.200 Basic Mathematics 4 Credits
(4 Class, 1 Lab Hr/Wk)

Basic arithmetic operations with whole numbers and fractions; measurements; elementary intuitive geometry.

4.202 Elementary Algebra I 4 Credits
(4 Class, 1 Lab Hr/Wk)

Stresses the transition from arithmetic to algebra for students with little or no previous experience in algebra. Includes concepts of numbers, natural numbers, integers and rational numbers, their generalization and simple algebraic procedures. Includes applications in other fields such as metals and automotive mechanics.

4.203 Elementary Algebra II 4 Credits
(4 Class, 1 Lab Hr/Wk)

A combination of topics in Elementary, Algebra and Trigonometry begun in 4.202. It is an optional course in the sequence of 4.202, 4.203, Mth 51, Mth 60, and is recommended for students terminating their mathematics study with 4.203 or Mth 50. Prerequisite: One year high school algebra or 4.202, or consent of instructor.

4.210 Pocket Electronic Calculators (Reading & Conf.) 1 Credit
(1 Class Hr/Wk)

Instruction in methods of calculation using recently developed hand-held electronic calculators. Prerequisite: Own or have access to a pocket calculator.

Mth 50, 51 Intermediate Algebra I, II 4 Credits/Term
(4 Class, 1 Lab Hr/Wk)

Functions and graphs, linear equations in one and two unknowns, quadratic equations, rational exponents, radicals, progressions, logarithmic computation. Prerequisite: One year of high school algebra or 4.202 or consent of instructor. Credits may not be transferrable to 4-year colleges. (Some colleges accept only 2 credits.)

Mth 60 Introductory Trigonometry 4 Credits
(4 Class, 1 Lab Hr/Wk)

An introductory course in plane trigonometry emphasizing practical applications. Prerequisite: Mth 51.

Mth 101, 102 College Algebra & Trigonometry 4 Credits

A modern treatment of algebra and trigonometry exhibiting the logical structure of the disciplines and equations and inequalities, binomial theorem, logarithmic functions and trigonometric functions. Prerequisite: Two years of high school algebra, Mth 51, or consent of instructor.

Mth 104, 105, 106 Introductory College Mathematics 4 Credits

This is a unified course in Algebra, Trigonometry, and the Fundamentals of Calculus, designed as a terminal course for students of the liberal arts, social and behavioral sciences or as an introductory course for those students who decide to go on with the study of mathematics. Prerequisite: Mth 51.

Mth 191, 192, 193 Mathematics for Elementary Teachers 3 Credits

191, 192: A development of arithmetic as a logical structure. 193: A careful survey of state-adopted tests grade by grade with attention to the recognition of principles learned in the outline for Mth 191 and 192. Mathematics for Elementary Teachers is a requisite for majors in elementary education at Oregon State University.

Mth 199/299 Independent Study in Math

To be arranged

Mth 200, 201, 202, 203 Calculus with Analytic Geometry

4 Credits

Differentiation and integration; applications to rates, area volumes. Applications in mechanics; plane analytic geometry, elementary transcendental functions. Techniques of integration, vectors, solid analytic geometry. Partial differentiation, multiple integration, infinite series. Standard sequence for students in science and engineering. Prerequisite: Mth 102 or consent of instructor.

MUSIC

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

1 Credit/Term

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

Mus 50 Basic Piano

(1 Class Hr/Wk)

1 Credit

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

Mus 51 Basic Voice

(1 Class Hr/Wk)

1 Credit

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

Mus 121, 122, 123 Musicianship I

(4 Class Hrs/Wk)

4 Credits/Term

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

Prerequisite: A background in group or individual music performance.

**Mus 190, 290 Performance Studies -
Individual Instruction**

1 Credit/Term

Prerequisite: Proficiency required for satisfactory completion of Mus 190.

Mus 195/0.655 Band

(2 Lab Hrs/Wk)

1 Credit

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

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

1 Credit

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

Mus 197/0.657 Chorus

(2 Lab Hrs/Wk)

1 Credit

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

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

Mus 199/299 Independent Study in Music

To be arranged

Mus 201, 202, 203 Intro to Music and Its Literature
(3 Class Hrs/Wk)

3 Credits/Term

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

Mus 221, 222, 223 Musicianship II

(4 Class Hrs/Wk)

4 Credits/Term

Continues development of harmonic, melodic, rhythmic and basic formal principles of current and past musical styles and practices. Written work correlated with sight singing, analysis, keyboard and aural comprehension.

Prerequisite: Mus 123 or equivalent; satisfactory rating in test or keyboard proficiency.

NURSING

5.460 Nursing Assistant

(40 Lecture, 20 Lab Hrs - 2 Credits)
(80 Lecture, 40 Lab Hrs - 4 Credits)

First term of Nursing Assistant course to prepare patient aide for work in acute care hospitals and/or nursing homes. (C = a passing grade for certification.)

9.415 R.N. Refresher Course

(100 Lecture, 140 Lab Hrs)

14 Credits

A refresher course which will enable the inactive graduate nurse to update her nursing knowledge and skills enabling her to return to practice with proper institutional orientation. The self-instructional, individualized learning process which includes both seminar and clinical experience segments.

Nsg 100 Fundamentals of Nursing

8 Credits

The first quarter course of a six-quarter program leading to an Associate in Science degree in Nursing, deals with beginning concepts and nursing skills. Major concepts in communications, mental health, body mechanics, alignment, asepsis, nutrition, fluids, pharmacology, growth and development and maternal health are introduced.

Nsg 101 Nursing Science and Practice I

8 Credits

A continuation of building of skills and concepts learned in Nursing 100 with introduction of new skills. New concepts covered include crisis, mobility, regulatory, elimination and oxygenation, along with relationships to patients of all ages with diabetes, respiratory and cardiac disorders. The care of the surgical patient is covered. Communications, nutrition and growth and development continue to be integrated. Material related to data collection and nursing care plans is discussed.

Nsg 102 Nursing Science and Practice II 10 Credits

The course covers maternity nursing and care of patients of all ages with gastrointestinal, peripheral vascular, orthopedic and urinary problems. Principles of mental health nursing are introduced in relation to passive-aggressive behavior, suicide, schizophrenia, alcohol and drug abuse and other common emotional problems. Evaluation as part of the nursing process is introduced. Pharmacology, nutrition and communications are integrated throughout the course.

Nsg 198/298 Field Experience (Includes Seminar) 1-3 Credits

Maximum credits allowed: 6 per year.
Prerequisite: Instructor's permission.

Nsg 201 Nursing Science and Practice III 10 Credits

This course is built upon previous courses leading to an Associate Degree in Nursing or eligibility for State Board Examination for licensure as a Practical Nurse. Alterations in physiological and psychological functioning with the needed nursing interventions will be covered in relation to cancer, death and dying, cirrhosis, patients of all ages. Complications to pregnancy and care of the newborn in distress as a continuation of maternity nursing will be studied. Students wishing to terminate at the Practical Nurse level will study the transition from student to graduate, working after graduation, legal-ethical aspects, and giving medications to groups of patients. Students going on for their Associate Degree in Nursing will cover the care of the patient in the Coronary Care Unit.

Nsg 202 Nursing Science and Practice IV 10 Credits

This is the fifth quarter nursing course leading to an Associate of Science Degree in Nursing. As in all preceding courses, pharmacology, nursing care of children, and nutrition are integrated throughout. This course covers transition from student to graduate; primary and team nursing; legal-ethical aspects of nursing; caring for patients of all ages with acute neurological problems (e.g. head injuries and spinal cord compression) requiring intensive care; patients with acute medical or surgical problems resulting in need for artificial respiratory equipment (e.g. tracheostomy, chest tubes and ventilators); post operative CCC care; and care of patients following transplants.

Nsg 203 Nursing Science and Practice V 10 Credits

Covers acute care nursing - emergency care and medical-surgical problems that require intensive care for all ages. Community agencies, history of nursing and care of the elderly are included.

Nsg 208 Advanced Pharmacology (4 Hrs. Wk/8 Wks) 1-3 Credits

This course is designed to equip the nurse with a competent level of knowledge of drugs currently in use in medical practice, with emphasis on drug implications which specifically pertain to nursing.

PHILOSOPHY

Phil 199/299 Independent Study In Philosophy To be arranged

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

An introduction to the study of major philosophers, including Plato, Aristotle, St. Thomas Aquinas, Berkeley, Kant, Kierkegaard, William James and Sartre. The course is concerned with ethics, religion, politics, metaphysics, logic and aesthetics. Corollary readings of major novels may be included. Taking the course in sequence is not required.

PHOTOGRAPHY

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

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

0.255 Color Developing & Printing 2 Credits (1 Lecture, 2 Lab Hrs/Wk)

An introductory course for photographers who already have proficiency in black-and-white. This will help understand color processes to the degree of processing and printing color film. For both the serious amateur and commercial photographer.

Phot. 101, 102, 103 Photography I, II, III 3 Credits/Term

A three-quarter series to give the beginning photographer skill and experience to become articulate in the medium. Emphasis divided equally between visual awareness and technical competence.

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PHYSICAL EDUCATION

Five terms of physical education courses are required for an Associate in Arts degree. Not more than one hour of credit may be earned in these courses in any one term, except by petition and consent. Physical Education and Health Majors must begin course work in the professional activities (PE 195 or PE 295).

0.510 Classical Ballet I 1 Credit

Nontransfer course containing the fundamental exercises, movements and techniques necessary to discipline the body for expression in all forms of dance.

0.580 Gymnastics/Creative Exercise 1 Credit

Nontransfer course designed for people in the community who want figure control activity and knowledge.

0.581 Physical Fitness 1 Credit

Nontransfer course designed for people in the community who want body conditioning activity and knowledge.

PE 131 Introduction to Health and Physical Education 3 Credits

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

PE 185 Physical Education**1 Credit**

Beginning, Intermediate and Advanced levels of the following activities are taught throughout the year for physiological and recreation values. A total of five terms are required for all lower division students. Classes meet three times a week. Some of the classes have prerequisites or require permission of the instructor. Special arrangements may be made for restricted or corrective work.

Adult Physical Conditioning	Lifesaving
Archery	Personal Defense, I, II
Badminton	Slimnastics
Basketball	Swimnastics
Bowling	Slow Pitch
Conditioning	Soccer
Creative Dance I, II	Social Dancing
Creative Exercise	Square Dancing
Creative Sports (Rally Squad)	Swimming
Cycling	Tennis
Flag Football	Track
Folk Dance	Tumbling & Trampoline
General Activities	Volleyball
Golf	Water Safety Instruction
Gymnastics	Weight Training
Jogging	Wrestling

PE 195 Professional Activities**2 Credits**

Courses are designed to provide first year professional students in Physical Education with opportunities to learn and develop teaching techniques and gain basic skills in the activities classes. This sequence is offered every other year:
Fall Term: Elementary Gymnastics
Winter Term: Fundamentals of Movement and Volleyball
Spring Term: Track and Field

56**PE 198/298 Field Experience****1-3 Credits***(Includes seminar with teaching strategy)*

Nine credits maximum.

Prerequisite: Instructor's permission

Physical education majors have the opportunity to experience working with K-12 student in a physical activity setting.

PE 199/299 Independent Study in Health**To be arranged****PE 208 Backpacking and Camping Workshop****3 Credits**

A course designed to develop an interest in camping as a lifelong recreational activity, in conservation and ecology. Teaches use of camping tools and safety, courtesy and outdoor manners. Field trips are designed for the development of skills and knowledge relating to outdoor activities and recreation.

PE 295 Professional Activities**2 Credits**

For Physical Education and Health majors. Methods, teaching, techniques and basic skills. Fall - tennis and badminton; Winter - bowling, basketball, Spring - archery, bowling and golf. Sequence offered every other year.

PHYSICS**4.300, 4.302, 4.304 Practical Physics****4 Credits/Term***(3 Class, 3 Lab Hrs/Wk)*

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

Phy 199/299 Independent Study in Physics**To be arranged****Phy 201, 202, 203 General Physics****4 Credits**

A first year college physics course intended both for nonscience majors and students majoring in the life sciences and related areas. Concepts in mechanics, thermodynamics, sound, electromagnetism, light, relativity, quantum physics, and atomic and nuclear physics are developed from a fundamental approach. Four lecture-discussion periods per week.

Prerequisite: Mth 101, 102 or equivalent, or consent of the instructor.

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

Course provides the student laboratory and research experience on projects selected from classical mechanics, wave motion, sound, thermodynamics, electricity and magnetism, light, relativity, quantum mechanics, and nuclear physics. One two-hour laboratory period/week.

Prerequisite: None. Corequisite: Concurrent or previous enrollment in Phy 207, 208, 209 or Phy 201, 202, 293.

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

This is a first year college physics course for students majoring in engineering or the physical sciences (i.e. physics, chemistry). Classical mechanics, wave motion, sound, thermodynamics, electricity and magnetism, light relativity, quantum mechanics, and nuclear physics are covered. Calculus and vector algebra are used in the development of the theories and models of these physical phenomena. Three one-hour lectures, one one-hour recitation. Prerequisite: Previous or concurrent enrollment in an introductory course in calculus or consent of instructor.

POLITICAL SCIENCE**PS 105 Great Decisions****2 Credits***(3 Class Hrs/Wk for 8 Wks)*

Class consists of group discussion of major issues of the day, domestic and international. Materials are correlated with those of the "Great Decisions" program as developed by the Foreign Policy Association.

PS 199/299 Independent Study in Political Science**To be arranged****PS 201, 202, 203 American Government****3 Credits/Term***(3 Class Hrs/Wk)*

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

PS 205 International Relations**3 Credits***(3 Class Hrs/Wk)*

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

PS 252 Constitutional Law**3 Credits**

A study of basic principles of the U.S. Constitution with emphasis on leading Supreme Court cases and the Bill of Rights. Course is taught every second year.

PSYCHOLOGY

0.685 Career Planning Workshop 1.5 Credits
(16 Lecture Hours Total)

A course designed to give students an opportunity to explore their aptitudes, interests and attitudes and see how this will affect educational and career decisions. The art of resume' writing, filling out job applications, job interview techniques. Helps develop a positive self-image and better understanding of personal aptitudes and interests.

0.901 Interpersonal Communication .5 Credit
(9 Lecture, 6 Lab Hrs)

A short course to teach techniques of communication with children.

9.410 Gerontology Seminar (On Growing Older) 1 Credit

Short-term, intensive workshop informing professionals, paraprofessionals and ancillary workers with the elderly of the physical, psychological and social processes to be expected in the aging process.

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

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

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

A class of women seeking to enrich their lives. Includes background information on traditional and changing roles of women; self-exploration in terms of values, needs, interests and abilities. Exploration of realistic alternatives in terms of education, careers, volunteerism and personal creativity.

Psy 130 Single Again: Aftermath of Divorce 1 Credit
(3 Class Hrs/Wk - 9 Wks)

Designed to assist the recently divorced to work through the psychological and physical realities of divorce, and do some constructive planning for the future.

Psy 140 Career Planning 3 Credits
(3 Class Hrs/Wk)

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

Psy 199/299 Independent Study in Psychology To be arranged

Psy 201, 202, 203 General Psychology 3 Credits/Term
(3 Class Hrs/Wk)

An introductory survey of human behavior. Included are areas such as physiological factors, perception, learning, motivation, developmental factors, personality, social interactions and influences, and effective and ineffective functioning. Courses may be taken out of sequence.

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

Provides an in-depth study of human development, from conception to death. Course material involves the four major areas of development: biological, intellectual, emotional and social. Prerequisite: Instructor's permission or Psy 201, 202, 203.

PUBLIC SERVICE - FIRE AND POLICE ELECTIVES

In addition to courses leading to a degree, the Public Service programs offers specialized training for certain groups in the community. This training is primarily designed to assist police reserve and auxiliary firemen, but some courses are planned to serve the entire community. The following courses are offered annually.

VOLUNTEER FIREMEN

9.301 Firefighting I-A and A 1 Credit
(3 Class Hrs/Wk)

The development of understanding in fire department organization as it pertains to the industrial fire fighter. Proper attitude of responsibility of station care and maintenance, and basic skills for team work in the use of tools and their utilization under fire fighting conditions.

9.302 Firefighting I-B and B 1 Credit
(3 Class Hrs/Wk)

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

9.303 Firefighting I-C and C 1 Credit
(3 Class Hrs/Wk)

A continuation of Firefighting "B". The understanding of factors contributing to effective fire streams. Development of responsible attitudes toward fire apparatus and safe and skillful handling of fire equipment. An understanding of the fundamental characteristics of flammable liquids and LPG and the methods of extinguishment. An awareness of the value of good pre-fire planning and systematic procedures of pre-fire planning.

9.304 Firefighting I-D and D 1 Credit
(3 Class Hrs/Wk)

A continuation of Firefighting "C", intended to review fire control tactics for the student. Application of these principles to specific types of buildings and hazards. Included are: air crash and rescue, mills, factories, large structure fires, and motor vehicle fires.

9.305 Firefighting I-E and E 1 Credit

A continuation of Firefighting 1-D, with the study of forcible entry, fire ventilation practices, rescue and protective breathing practices and related procedures.

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RESERVE POLICEMEN

9.370 Basic Law Enforcement I 3 Credits (3 Class Hrs/Wk)

A basic training program of 90 hours divided into 30 hours each. The course work parallels the recommended curriculum of the State of Oregon Police Academy and the Board of Police Standards and Training. Course includes law enforcement code of ethics, police-community relations, patrol procedures, report writing, firearms training, and traffic control. Students in this course must be reserve or full time police officers.

9.371 Basic Law Enforcement II 3 Credits (3 Class Hrs/Wk)

Intoxication and drunk driving, laws of arrest, search and seizure, basic first aid, criminal law and juvenile procedures.

9.372 Basic Law Enforcement III 3 Credits (3 Class Hrs/Wk)

Administration of justice, criminal investigation, narcotics identification and investigation, courtroom demeanor and testimony, law enforcement communications systems and defensive tactics.

9.390 Career Development 0-3 Credits (6 to 30 lab and lecture hours per term)

For police reservists or volunteer firefighters; an in-service training program to study current issues and problems within the public service areas, and methods for alleviating them.

0.528.1 Lipreading I 2 Credits

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

0.528.2 Lipreading II 2 Credits

Stresses improvement in speed and accuracy in lip reading.

0.528.3 Sign Language I 2 Credits

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

0.528.4 Sign Language II 2 Credits

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

0.600 Defensive Driving 1 Credit (10 hrs Total - Time period to be arranged)

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

0.601 Driving Instruction 2 Credits

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

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

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

9.330 School Bus Driver Training 5 Credits (28 Hrs. Total)

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

9.360 Crash Injury Management 3 Credits (30 Class, 10 Lab Hrs/Term)

Training in emergency medical care for first responders to traffic accidents, including all procedures required for providing basic care to accident victims and removing them from the vehicle if necessary.

9.430 Dental Radiology 3 Credits (For employed Dental Assistants) (24 Class, 21 Lab/Hrs; total, 45 Hrs over 1 or 1½ terms)

This is a program for employed dental assistants to develop proficiency in dental radiology theory and technique.

9.440 Laboratory Technician Exam Review 2 Credits In Hematology

Introduction to basic hematology for partial preparation to take certification exam for medical laboratory technician exam.

REAL ESTATE

8.724 Real Estate Escrow I 3 Credits (3 Class Hrs/Wk)

An introduction to the basic principles of escrow procedure with emphasis on understanding escrow instructions, recordable documents, title examinations, recording procedures, requirements of lenders, basic pro rations and closing the escrow transaction.

9.282 Introduction to Real Estate 3 Credits (3 Class Hrs/Wk)

Survey of major topics involved in the purchase and sale of real property. The course assumes little real estate knowledge or experience and provides a broad general overview of functions performed, applicable laws and regulations and details involved in the buying and selling of real property.

9.263 Real Estate Practice 3 Credits (3 Class Hrs/Wk)

A survey of the chronological sequence of events and documents involved in the listing, selling and closing of residential property. Emphasis on employment contracts, earnest money receipts, counter offers, options, promissory notes, title reports, closing statements and escrows.

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9.264 Residential Real Estate Appraising I **3 Credits**
(3 Class Hrs/Wk)

A study of methods of estimating the value of real property in residential form.

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

A survey of Oregon real estate law as it applies to the ownership, use and transfer of real property. Emphasis on classes of property, legal description, instruments of conveyance, estates, liens, easements, deed restrictions and contracts.

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

A continuation of Real Estate Law I. Emphasis on title insurance, earnest money receipts, options, closing statements, loan applications, escrow instructions, lending instruments, misrepresentation and insurance liability, subdivision and building codes, broker-attorney relationships, subdivision laws and the landlord-tenant act.

9.267 Supervision of Real Estate Sales Personnel **3 Credits**
(3 Class Hrs/Wk)

Emphasis on licensing requirements, planning, selection of sales personnel, training, supervision, motivation, leadership, discipline, communication, advertising and public relations.

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

Survey of methods of financing the acquisition and transfer of real property. Emphasis on money, the mortgage market, mortgage loan procedures, lending instruments, foreclosures and remedies, loan programs.

9.269 Real Estate Office Management **3 Credits**
(3 Class Hrs/Wk)

Emphasis on organizational formats, planning, office facilities, financial records and reports, personnel, office manuals and public relations. Meets Oregon state law prelicense requirements.

REPAIR AND MAINTENANCE DO-IT-YOURSELF

0.111 Furniture Repair and Refinishing **0 Credit**
(1 Class, 1 Lab Hr/Wk)

Repairing and restoring antiques and other furniture. Prerequisite: Each student must have a project to be refinished during the term.

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

Introduction to the field of metal working. Includes basic arc, gas welding, bending metal, foundry processes and sheet metal. Prerequisite: None.

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

Deals with minor maintenance and repair problems around the home. Prerequisite: None.

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

The use of small tools, principles of maintenance, and application to simple home repairs. Prerequisite: None.

SCIENCE - GENERAL

GS 104, 105, 106 Physical Science **4 Credits/Term**
(3 Class, 2 Lab Hrs/Wk)

Fundamental principles of physics, chemistry, astronomy, and geology; development and application of the scientific method. Prerequisite: One year of high school algebra and/or consent of instructor.

GS 199/299 Independent Study in General Science **To be arranged**

SECRETARIAL SCIENCE

0.591 Personal Typing **1 Credit**
(1 Class, 4 Lab Hrs/Wk)

Personal typing is a beginning course for students with no previous typing instruction, who wish to learn the touch system of typewriting for personal use. Emphasis will be on keyboard introduction and skill development.

2.509 Machine Transcription **2 Credits**
(1 Class, 4 Lab Hrs/Wk)

The study of transcribing machines and their mechanical operation; listening to and transcribing pre-dictated material. Review of typing skills, punctuation, mechanics of writing, use of dictionary and styles of business papers. Prerequisite: Reasonable proficiency in English grammar.

2.511 Mag Card-Automatic Typewriter **1 Credit**
(1 Class, 4 Lab Hrs/Wk)

An advanced course dealing with the use of the Magnetic Card-Automatic Typewriter. Emphasis is placed on understanding the automatic features of the typewriter and the decision required to operate a Mag Card machine.

2.519 Business Machines **2 Credits**
(1 Class, 3 Lab Hrs/Wk)

Use of electronic calculators to develop speed and accuracy in computing business problems and the four fundamentals of mathematics.

2.522 IBM Key Punch **2 Credits**
(6 Lab Hrs/Wk)

This course provides instruction in the basic operation of the IBM Key Punch to transcribe original data to punched cards, including preparation program cards.

2.541, 2.543, 2.545 Gregg Shorthand I, II, III **3 Credits/Term**
(2 Class, 3 Lab Hrs/Wk)

2.541 - Introduction to Gregg Shorthand theory, practical applications in sentence and paragraph dictation.

2.543 - Completion of shorthand theory. Development of skills in reading and writing shorthand, introduction to transcription.

2.545 - Speed production of mailable transcription including review of grammar, spelling and punctuation. Speed reading of shorthand notes.

Prerequisite: 2.501, 2.503, 2.505, taken concurrently, or consent of instructor.

2.547 Shorthand Transcription **3 Credits**
(2 Class, 3 Lab Hrs/Wk)

Advanced course in shorthand production. Sustained practice in dictation and transcription, including use of reference materials. Accepts any style of shorthand, symbol and/or alphabetic. Prerequisite: Reasonable proficiency in English grammar.

2.560, 2.562 Personal Shorthand I, II **3 Credits/Term**
(2 Class, 3 Lab Hrs/Wk)

2.560 - Introduction to an all-alphabetic shorthand system that uses only the 26 letters of the longhand alphabet. Appropriate for personal use or for vocational application.

2.562 - A continuation of Personal Shorthand I. Theory and brief form mastery; dictation and transcription of more advanced methods of abbreviation; additional skill development in reading and writing of student's notes.

2.583, 2.584, 2.585 Office Services and Personnel I, II, III **3 Credits/Term**
(2 Class, 3 Lab Hrs/Wk)

A sequence of courses to present knowledge of office clerical and personnel practices and equipment. Courses can be taken in any sequence.

2.583 - Personal relations in the office, motivation, leadership, attitudes.

2.584 - Management structure of business organizations; office hospitality, travel/meeting arrangements, postal procedures; telephone responsibilities.

2.585 - Office records management; retrieval systems, micrographics, COM (computer output microfilm). Development of business forms. Filing procedures: alphabetic, geographic, numeric. Duplicating and copying processes.

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

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

2.596 - Continuation of Model Office Simulation I.

9.280 Business Seminar **0-3 Credits**

A series of seminars aimed at improving competencies and general knowledge needed in the business world.

9.722 Shorthand Refresher **3 Credits**
(2 Class, 2 Lab Hrs/Wk)

Individual units of study to extend shorthand ability. Students may choose from the following units: dictation speed development, transcription proficiency, specialized dictation and shorthand note reading development. Prerequisite: Acquaintance with shorthand theory.

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

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

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

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

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

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

9.725 - Continuation of medical office management to include words and terms most often used in the office, office housekeeping, money management, sterilization, grooming, medical emergencies, letters, mail management, examination of patient, payroll, and drugs and medications.

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

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

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

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

9.735, 9.736 Legal Terminology I, II **3 Credits/Term**
(3 Class Hrs/Wk)

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

9.737 Legal Forms and Procedure **3 Credits**
(3 Class Hrs/Wk)

Basic pleading, forms and procedures for general practice; special procedures and problems presented by probate and administration of estates, income, gift, property, and estate taxation, incorporations and stock issues before the Oregon Corporation Division and the Federal Securities Exchange Commission, inter vivos and testamentary estates, guardianships, and divorce property settlements.

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

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

SS 111, 112, 113 Stenography 3 Credits/Term
(2 Class, 3 Lab Hrs/Wk)

SS 111 - Introduction to Gregg Shorthand theory, practical applications in sentence and paragraph dictation.

SS 112 - Completion of shorthand theory. Development of skills in reading and writing shorthand, introduction to mailable transcription.

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

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

SS 121/2.501 Beginning Typing 2 Credits
(1 Lecture, 4 Lab Hrs/wk)

This is a beginning course for those students with no previous typing instruction or who have not attained the performance requirements for Intermediate Typing. It covers the basic techniques of the touch system of typewriting, building speed and accuracy on the keyboard, machine manipulation, centering, tabulations, letters, and manuscripts.

SS 122/2.503 Intermediate Typing 2 Credits
(1 Lecture, 4 Lab Hrs/Wk)

This is a continuation of SS 121/2.501 with increased emphasis on speed, accuracy, and secretarial standards. Review and advanced work in letters, statistical tables, interoffice memos, manuscripts, centering techniques, financial statements, and general secretarial typing are included.

SS 123/2.505 Advanced Typing 2 Credits
(1 Class, 4 Lab Hrs/Wk)

An advanced course with increased emphasis on production assignments including specialized correspondence, manuscripts, statistical tables, typing from handwritten and typewritten rough draft. Regular spelling tests dealing with frequently misspelled words. Increased emphasis given to development of skill number proficiency.

SS 124/2.507 Typing - Speed and Accuracy Development 2 Credits
(1 Lecture, 4 Lab Hrs/Wk)

Specifically designed for those students who need to develop greater speed and accuracy, the course is a review of simple production, including letters, tables and manuscripts.

Prerequisite: SS 121/2.50 or equivalent.

SS 198/298 Field Experience Variable
(Includes Seminar)

Maximum credits decided by division chairman. For transfer credit in Secretarial Science. Prerequisite: Consent of coordinator.

SS 199/299 Independent Study In Secretarial Science To be arranged

SOCIAL SCIENCE

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

A course for non-social science majors which deals with the individual's relationship to contemporary culture and society.

SOCIOLOGY

0.676 Women in American Society 1 Credit
(3 Hrs/Wk)

Designed to expand the student's awareness of the position of women in society, to study the system of society, women at work and how the individual functions or disfunctions in the system.

Soc 199/299 Independent Studies in Sociology To be arranged

Soc 204, 205, 206 General Sociology 2 Credits/Term

A course sequence to acquaint the student with the discipline of sociology and its basic findings. 204: the field of sociology, society and culture, the socialization process, social groups and social stratification. 205: an examination of basic social institutions such as the family, religion and education, plus selected topics. 206: an examination of major social problems in contemporary society.

SOC 222 Juvenile Delinquency 3 Credits

Study of deviant behavior and current criminological theories, with emphasis on crime prevention. The phenomena of crime as it relates to juveniles and criminal justice applications.

SOC 254 Narcotics and Dangerous Drugs 3 Credits

Drug problems that relate to our society. History of drugs, causes of addiction and identification of illegal drugs.

SPEECH

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

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

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

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

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

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

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

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

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

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

Sp 111 and 112 should be taken in sequence.

Sp 199/299 Independent Study in Speech To be arranged

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

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

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

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

SUPERVISORY TRAINING

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

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

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

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

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

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

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

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

The supervisor's responsibility for developing employees through training, orientation and induction. On the job techniques, apprenticeship, technical training, supervisory and management development.

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

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

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

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

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

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

9.514 Cost Control for Supervisors 3 Credits
(3 Class Hrs/Wk)

Topics covered in this course include how costs are determined in industry, cost control and its functions, and the supervisor's responsibility for costs. Also discussed are factors in cost control: materials, waste, salvage, quality control, quantity control, and control of time.

9.518 Organization and Management 3 Credits
(3 Class Hrs/Wk)

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

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

Basic principles of controls. Delegation of responsibility through the use of controls. The purpose and objectives of controls, manufacturing costs, quality control, quantity control, production control, control over materials, control over personnel and organization.

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

The course is designed for the independent businessman to maintain his own accounting records or better understand records kept by an outside agency.

TELEVISION

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

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

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

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

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

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

THEATRE

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

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

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

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

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

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

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

Fundamentals of Acting seeks to acquaint the student with basic techniques and to examine various fundamental theories of acting. Emphasis is placed upon character development, movement, and motivation.

Th 103 Rehearsal and Performance 3 Credits
(3 Class Hrs/Wk)

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

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

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

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

An exploration of the criticism, history, elements, and artists of the motion picture. Film as a mirror of society is the theme of the course.

Th 121, 122, 123 Theatre Principles 1 Credit/Term
(1 Class Hr/Wk)

Students are introduced to the unique creation of theatre art. The elements of that group creation are determined and examined. First quarter: A study of theatre as seen through all its elements. Second quarter: Scene design and construction are emphasized. Third quarter: Lighting, make-up and costuming are the elements stressed.

Th 198/298 Theatre Field Experience 1-6 Credits
(Includes Seminar)

1 credit = 20 clock of supervised theatre practice.
Nine maximum credits.
Prerequisite: Instructor's permission.

Th 199/299 Independent Study in Theatre To be arranged

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

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

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

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

WORK EXPERIENCE

2.298 Cooperative Work Experience variable credit
(1 credit - 4 clock hours per week)

For any non-transfer area of business. Maximum credits: decided by division chairman. A seminar will be arranged by the coordinator.
Prerequisite: Consent of coordinator.

WRITING AND GRAMMAR

0.525 Basic College Writing 5 Credits
(5 Lab Hrs/Wk)

Course content includes all phases of composition, with heaviest emphasis on the essential tools of writing: sentence structure, punctuation, spelling and usage. The aim is to enable the student to write intelligibly and to analyze and correct his or her own work. Frequent writing practice is included. Does not count toward an associate's degree.

0.593 Writing Workshop 0 Credit
(1, 2 or 3 Class Hrs/Wk)

A service designed to provide individual assistance in writing skills, from basic to advanced levels.

0.767 Review of English Fundamentals
(3 Class Hrs/Wk)

3 Credits

The course is designed to teach students the mechanics of the English language - spelling, capitalization and word division. The English sentence will be studied in order for the student to learn to punctuate correctly. Basic principles of standard English grammar will be covered.

Wr 121, 122, 123 English Composition
(3 Class Hrs/Wk)

3 Credits/Term

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

Wr 121: description, narration, exposition; Wr 122: exposition, opinion, persuasion; Wr 123: research paper. Wr 227 may substitute for Wr 123. The courses must be taken in sequence. (See Basic College Writing 0.525 or 0.593 Writing Workshop for opportunities to review and develop basic writing skills needed for this course.)

Wr 199/299 Independent Study in Writing

To be arranged

Wr 214 Business English
(3 Class Hrs/Wk)

3 Credits/Term

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

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

Wr 227 Report Writing
(3 Class Hrs/Wk)

3 Credits

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

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

Wr 241, 242, 243 Introduction to Imaginative Writing
(3 Class Hrs/Wk)

3 Credits/Term

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

Wr 224 Writing for Television
(3 Class Hrs/Wk)

3 Credits

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

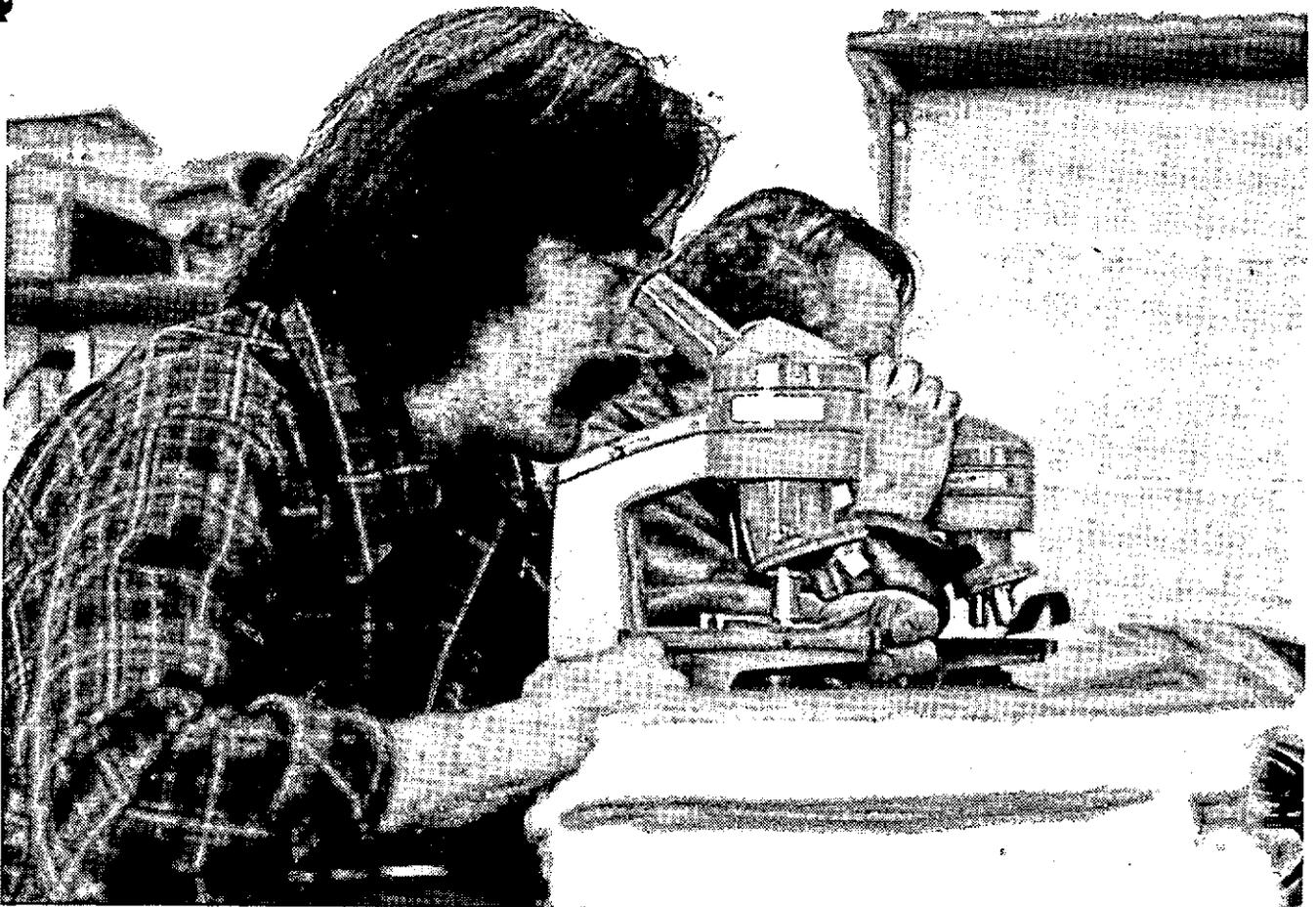
ZOOLOGY

Z 201, 202, 203 General Zoology
(3 Class, 3 Lab Hrs/Wk)

4 Credits/Term

This course is designed for biology, premedical, prenursing, and prepharmacy students, as well as others with an interest in the subject.

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**Southwestern Oregon
Community College
Coos Bay, Oregon 97420**

