

*Community
Relations
Office*

Eldon G. Schaefer



**LINN
BENTON**

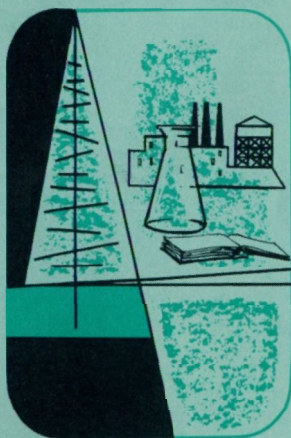
**COMMUNITY
COLLEGE**

**1968-69
CATALOG**



Serving the Heart of the Willamette Valley

LINN
BENTON
COMMUNITY
COLLEGE



ELDON G. SCHAFFER, Ph.D.
College President and
Clerk of the Board



Introduction

Welcome to Oregon's newest community college. We trust that you will find an educational program to meet your needs. The challenges facing you are many, but the opportunities are unlimited for those who develop the skills and knowledge required by our rapidly changing technological society.

Our college is an "open door" institution and we will cooperate with you to avoid it also becoming a "revolving door." Counselors are dedicated to assisting you in arranging a schedule of classes which will provide you opportunities to gain the knowledge and skills which will aid you in becoming a productive and valued member of American society.

We look forward to your participation in the exciting experience of building a college—in developing its traditions, its student activities, its reputation, and in creating an institution of which we can all be proud.

The citizens of the Linn-Benton Community College District have provided you with the opportunity to take advantage of obtaining the first two years of a college education at minimum cost. It is your opportunity to make the most of it. If we can assist you in any way, please call upon us.

Eldon G. Schafer
President

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Calendar for 1968-69

FALL TERM

Registration	August 1 to September 27
Classes begin	September 30
Last day to Register or add courses	October 4
Last day to drop with the automatic "W"	November 8
Thanksgiving	November 28-December 1
Final Exams	December 16-19
Last Day of Fall Quarter	December 20
Christmas Vacation	December 21-January 5

WINTER TERM

Registration begins	December 2
Classes begin	January 7
Last day to Register or add courses	January 10
Last day to drop with the automatic "W"	February 14
Final Exams	March 17-20
Last Day of Winter Quarter	March 21
Spring Recess	March 22-30

SPRING TERM

Registration begins	March 3
Classes begin	April 2
Last day to Register or add courses	April 4
Last day to drop with the automatic "W"	May 9
Memorial Day	May 30
Final Exams	June 9-12
Last Day of Spring Quarter	June 13

SUMMER TERM

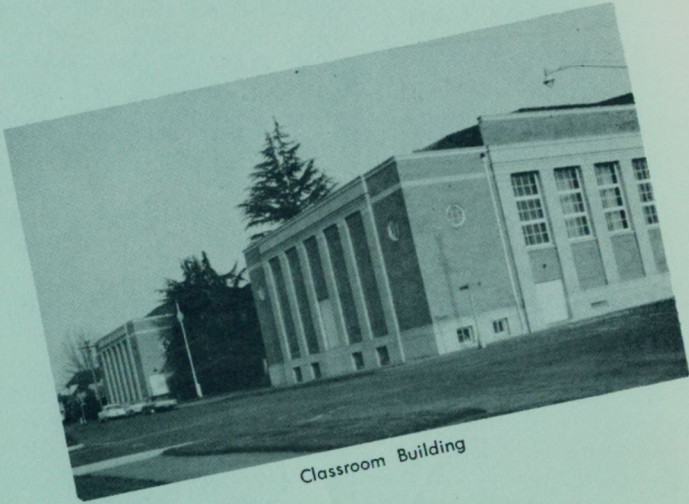
Registration	June 20-23
Classes begin	June 24 (Tuesday)
Last day to Register or add courses	June 27
Independence Day	July 4
Last day to drop with the automatic "W"	July 11
Final Exams	August 13-14
Last day of Summer School	August 15

1969-70 FALL TERM

Registration	August 1
Classes begin	September 29
Thanksgiving	November 27-30
Fall Term Ends	December 19

The College





Classroom Building



Administration and Student Personnel Services Building

THE PHILOSOPHY OF THE COLLEGE:

Linn-Benton Community College is dedicated to providing educational opportunities at minimum cost to the student because of the conviction that the fullest possible development of each individual's abilities is essential to the welfare of the community, the state, and the nation.

Linn-Benton Community College is dedicated to offering opportunities for the nurture and development of the mind free from unthinking conformity—bias and prejudice—the mind free to create and innovate, to move from mental adolescence to intellectual maturity.

This dedication commits the college to offer opportunities to every student to develop his unique potential and to explore his abilities and talents. It commits the college to present diversified programs and to experiment with instructional methods within the limit of its resources. It commits the college to promote the idea that students pursue education beyond the curriculum, to widening horizons, and throughout their lifetime. It further commits the college to offer its resources to the entire community and, likewise, to enhance and exploit the resources of the community. It commits the college to evaluate continuously the quality of its offerings, the standards of achievement, the effectiveness of its instruction, and the relevance of its programs.

In view of its nature, its role, and its philosophy, Linn-Benton Community College designs its educational program to meet five purposes, singly or in combination:

1. **General Education:** Throughout all courses in the college, emphasis is placed on developing the student's power of analysis and synthesis to increase his ability to use his mind creatively. In addition, the college offers to all of its students, and requires of its graduates, a pattern of courses designed to produce an awareness of self and to provide: (a) a basic competence with the English language in its written and spoken form; (b) at least a minimum competence in basic mathematics; (c) a knowledge of American history and government; includes a sense of history and its relation to our governmental institutions; (d) regard for physical and mental health; (e) a grasp of the principles of the major divisions of human studies, humanities and science, including some understanding of basic disciplines and methodologies; and (f) knowledge in some depth of one subject area.

2. **Occupational-Vocational-Technical Education:** The Vocational-Technical Division provides curricula designed to prepare recent high school graduates, non-graduates and other adults for employment. This division of the college serves the community, providing business, industry and the various trades with competent workers who have learned basic skills and knowledge in their special field. The objectives of the division are:
 - a. To provide pre-employment instruction in the development of manipulative skills and technical knowledge, including emphasis on job orientation, business standards and ethics, safety, customer relations, human relations, and responsibilities of good citizenship.
 - b. To assist those requiring re-training and advanced technology by providing vocational-technical offerings to meet changing demands of the industrial community.
 - c. To provide apprenticeship and intensive training necessary for further development of trade skills and technical knowledge of those currently employed in business and industry.
 - d. To provide the vocational-technical student with the opportunity to further his educational objectives through participation in a program leading to an Associate of Science, Associate of Arts Degree, or Certificate of Achievement.
 - e. To contribute to the economical and general welfare of the community by providing conscientious, productive and intelligent employees.
3. **Transfer of Lower Division Education:** The college provides courses paralleling those of the lower division of the Oregon state colleges and universities so that qualified students may transfer to four-year institutions in junior standing with the ability to continue upper division work.
4. **Counseling and Guidance Services:** Because Linn-Benton Community College recognizes the importance of counseling, a comprehensive counseling program will be provided. To the extent that the teaching of the community college is directed toward serving the needs of every student, each faculty member is conceived of as a counseling and guidance worker. Counselors work with the staff, with students, with the community-at-large, with business and industry, with state welfare agencies,

and with high schools and four-year colleges. Since many students enter the college with aspirations beyond their capabilities, a major function of counseling and guidance is to help such students reformulate their goals and enter upon possible and useful programs.

5. **Continuing and Adult Education:** The general purpose of adult education is to provide learning opportunities for those who wish to improve themselves on the job, to prepare for a new position, or simply for avocational interests. The explosion of knowledge in the past few decades has made obsolescence a problem for even highly skilled workers. The adult program offered will reflect the needs and demands of the community. Increased leisure will broaden the demands for services for adults and the range of services offered generally constitute an index of the level of community culture.

Included within the adult education program are trade apprenticeship, occupational extension classes and a high school completion program in cooperation with district high schools.

Quality within diversity is the hallmark of the comprehensive community college and is the approach to which Linn-Benton Community College subscribes. An open door offers a wide range of programs each at its proper level of rigor and each of high quality for its intended purpose. Extensive guidance, counseling, and testing procedures insure students being placed in appropriate curricula so that the "open door" policy will not become a "revolving door" for students.

Linn-Benton Community College adheres to the principles of an open door college. Entry is unrestricted to graduates of accredited high schools; to non-high school graduates, 18 years of age or older, satisfactorily completing the GED tests; and to other non-high school graduates who are admitted as special students.

Many courses and curricula are available—some within the range of the student's interest and abilities, some outside his interests, and some beyond his abilities. He need not choose what lies outside his interests, but on the other hand, he cannot choose that which clearly lies beyond his abilities. The "open door" policy is not synonymous with "open door" curriculum. Appropriate standards of performance must be maintained within each course.

THE HISTORY AND DEVELOPMENT OF THE COLLEGE:

① The Linn County Chamber of Commerce and its committee on State and National Affairs spearheaded a drive to obtain a community college in 1963. Their enthusiasm soon led to support and equal leadership within Benton County. Funds were raised to finance a feasibility study by the Bureau of Educational Research at the University of Oregon. The report, "A Study of the Need for a Community College in the Linn-Benton Area of Oregon," was submitted to the Linn County Chamber of Commerce in November, 1964.

② Voters in the two counties approved the organization of Linn-Benton Community College Area Education District on December 6, 1966. The College serves the high school districts of Albany, Alsea, Corvallis, Central Linn, Lebanon, a portion of Monroe, Philomath, Sweet Home, and Scio.

③ On July 31, 1967, the College assumed assets of the former Capital Business College and moved from temporary quarters in the Linn County I.E.D. Office to the building at 203 West First Avenue, Albany.

④ On September 25, 1967, Linn-Benton Community College offered its first classes in temporary quarters throughout the district.

ACCREDITATION:

Linn-Benton Community College is fully accredited by the Oregon State System of Higher Education and Oregon State Department of Education, Technical and Vocational Division, and the Veterans' Administration. Initial steps have been taken to obtain accreditation by the Northwest Association of Secondary and Higher Schools. Linn-Benton Community College is recognized as a ~~Correspondent~~ *Correspondent* by the Northwest Association of Secondary and Higher Schools. This does not imply or assume eventual accreditation. It is merely the first step toward accreditation by that body.

FACILITIES:

Because of the growth anticipated in enrollment, additional classroom space was obtained by use of the former Albany Jr. High from the First Baptist Church on 3rd and Railroad Street. Linn-Benton Community College will use the second floor of the building and the gymnasium as the central campus until facilities become available on the permanent campus located on Highway 99E south of Albany. Additional vocational-technical facilities will be acquired to provide laboratories for occupational programs.

Admission Procedure

APPLICATION

Each applicant must complete and submit an **Application** for admission which may be obtained from the College at 203 First Avenue, Albany, or any district high school within the district.

Students who register for seven or more hours must file with the Admissions Office a high school **Transcript** and Transcripts of all post-high school work taken. It is the student's responsibility to see that transcripts are on file at Linn-Benton College before registration can be completed.

When a student has provided the college with the above required application and transcripts, a letter of acceptance will be issued.

TESTING

In cases where students have taken college entrance tests such as the College Entrance Examination Board Tests and/or the American College Testing Examination, such scores should be filed with the Admissions Office. It is to the student's advantage to provide the counseling office with available test scores. These tests are used for counseling and placement purposes only and not for admissions screening. In several occupational-technical areas aptitude tests are sometimes recommended.

A variety of vocational aptitude and interest tests are available thru the counseling center. The state employment service also provides general aptitude testing. The college counselors will sometimes recommend this special test-battery for placement and counseling purposes.

REQUIREMENTS

Linn-Benton Community College is organized to serve the educational needs of all the citizens of the college district who can provide evidence that they can profit from instruction at the college.

Graduates of high schools of the State of Oregon will be admitted as regular students. Non-high school graduates, 18 years of age and older, may be admitted as regular students upon satisfactory completion of the General Education Development (GED) tests. Non-high school graduates may establish eligibility by submitting evidence of appropriate work experience or other types of training gained beyond the high school years.

Students applying to enter one of the occupational programs must be 18 years of age and must, in the

judgment of the administration, be able to profit from the instruction offered. Since enrollment in the occupational programs is limited by the facilities available, students will be admitted to these programs on a first-come, first-served basis. The administration reserves the right to give priority to district residents in specific occupational and vocational programs.

HIGH SCHOOL STUDENT POLICY

Linn-Benton Community College, working in cooperation with the local school districts, will accept some selected high school students on a part-time basis in some LBCC programs. Application should be made through the local high school principal.

ADMISSION OF SPECIAL STUDENTS

Persons qualified by maturity and ability to do satisfactory college work but who fail in some respect to meet the requirements for regular standing may apply for admission as a special student until such entrance deficiencies are removed.

Persons enrolled on a non-credit basis, or persons enrolled in a program of less than seven hours shall also be classified as special students. Students in this category may be admitted without application and without presenting a transcript of previous high school or college work.

PHYSICAL EXAMINATION REPORT

A physical examination by a licensed physician is required of all students enrolled in physical education and nursing courses. The physical exam forms are available in the registrar's office.

Registration

1. Check with the Registrar's Office to be sure that all records and materials are on file as explained under "Admissions Procedures Requirement".
2. Pre-registration counselor conferences are available for those students desiring advice and assistance in planning their program. Make an appointment with a counselor for a schedule-planning session. Fall quarter counseling and registration begins August 1.
3. When your program is approved, complete registration at the Main Office. Fees must be paid at the time of registration unless prior arrangements have been made with the Director of Student Personnel Services.

Near the end of each school quarter, a new schedule

of classes is released. Registration for the following quarter begins on that date.

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

COUNSELOR CONFERENCE AND SUMMER COUNSELING

All students planning a full-time program must arrange a conference with the counseling department. With assistance from a counselor the student will plan a full year's schedule using the "Planning Booklet." At this meeting the counselor will interpret the placement test scores (if available) and school transcripts. By using these sources of information and the student-stated preference, a schedule of classes is planned.

Students entering fall quarter should call the college for a counseling appointment. Fall quarter counseling and registration begins August 1. The summer counseling-registration period allows the student to make several appointments and be free from the usual pressure of college registration.

PROGRAM CHANGES

Adding a course: Students may add courses to their programs during the first week of class; however, anyone making late additions should realize that they will be at a disadvantage since no special consideration is given late entrants.

Withdrawal from a Class: A student may withdraw from a class without affecting his grades any time through the sixth week of a term. After that date he may withdraw without penalty **if he has a C grade**, or with the instructors permission.

AUDITING CLASSES

Students regularly enrolled may request admittance to a class as an auditor. Auditors will be accepted only if space is available in the class. Charges for auditing will be made on the same basis as regular fees.

FEES AND EXPENSES

Tuition and special fees must be paid in full at the time of registration unless special arrangements have been made to do otherwise with the Admission's Office.

All of the programs offered by Linn-Benton Community College are approved or in the process of review for reimbursement by the State and Federal Veterans' Administrations and the Oregon Division of Vocational Rehabilitation.

QUARTERLY FEE SCHEDULE

Credit Hours	Resident Students*	Non-Resident Students	Out of State
1	\$ 5.00	\$ 9.20	\$ 17.00
2	10.00	18.40	34.00
3	15.00	27.60	51.00
4	20.00	36.80	68.00
5	25.00	46.00	85.00
6	30.00	55.20	102.00
7	35.00	64.40	119.00
8	40.00	73.60	136.00
9	45.00	82.80	153.00
10	50.00	92.00	170.00
11	55.00	101.20	187.00
12 or more	60.00	110.00	200.00

* Resident student is a student whose parents are bona-fide residents of the Linn-Benton Community College District. In addition, a student who is 21 or more years of age, who is married, or who is entirely self-supporting, may qualify as a student if he can satisfactorily present evidence that he has established his permanent residence in the Linn-Benton Community College District at least three months prior to his registration for the term. All other students are required to pay a non-resident fee.

FEES

Lab, Fees, Biology, Chemistry, Automotive, Etc.	\$5.00
Change of Program (After classes begin)	1.00
Student Body Fees	2.00
Student Accident Insurance (optional)	4.50 per quarter

REFUNDS

A full-time student withdrawing from school by the end of the third week will receive a full refund of tuition less \$10.00. Part-time students with six or fewer credits will receive a full refund less \$5.00. Withdrawals after that date will receive no refund.

Academic Requirements and School Standards

CREDITS

In general, a class which meets one hour per week for one term will yield one hour of credit; a class meeting three hours per week, three hours of credit. A lab class usually yields one credit for each three hours of lab time.

Courses which have been approved for transfer to four-year colleges and universities are, generally, those numbered from 50 to 299. It should be emphasized that there may be exceptions. Those courses, which are generally non-transferable have course numbers below 50. Some technical courses may be acceptable to technical institutions.

Questions regarding transferability of courses should be referred to the Director of Student Personnel Services.

STUDENT CREDIT LOAD

You are considered a full-time student if you register for 12 or more term hours. You may mix your schedule by registering for some general studies courses and some vocational-technical courses. If you must work part time while attending the community college, you should bear in mind that most classes require one or two hours of preparation for each class hour. Working students should adjust their work schedules accordingly or register for fewer class hours. In many areas, there are suggested curricula to cover one or two years of study. Students who must work can schedule a two-year curriculum over a longer period of time.

Lower division studies students should schedule an average of 15 credit hours a term in order to accumulate 90 hours after two years, which would give them junior standing upon their transfer to a four-year college. No more than 18 hours may be taken in any single term without approval of the Director of Student Personnel Services. A student may not transfer more than 93 hours of lower division collegiate work to a state institution of higher education, nor may a student who has received 93 or more credit hours in another university or college use the courses taken at LBCC as transferable credit to a state four-year college or university.

CREDIT BY EXAMINATION

Any student who enrolls at Linn-Benton Community College with a background which indicates he has al-

ready covered the work of a course which is required for his program may apply for credit by examination. To do this, one should write to the Dean of Instruction explaining his background in the subject area which is to be challenged. This should be accompanied with a request to be excused from the course. If the college feels his request is justified, he will be permitted to take the final examination; and if he satisfactorily passes it, he will be excused from the course. If the college rejects a request, the student will be notified with an explanation.

GRADING SYSTEM

Grading System: The grading system of Linn-Benton Community College is comparable to that of other colleges and universities in Oregon.

- A — Exceptional and outstanding work
- B — Above average college work
- C — Average work
- D — Barely passing work
- F — Failing work; no credit given
- WF — Withdraw failing or unofficial withdrawal
- I — Incomplete work (did not take final)
- W — Official withdrawal

Incomplete Rule: Incompleted work must be completed by the beginning of the next grade reporting period or it is automatically considered F.

Grade Point Average: Quarter Term grades are assigned points as follows:

- A - 4 grade points per credit
- B - 3 grade points per credit
- C - 2 grade points per credit
- D - 1 grade point per credit
- F - 0 grade points per credit
- WF - 0 grade points per credit, no hours attempted
- I - 0 grade points per credit, no hours attempted
- W - 0 grade points per credit, no hours attempted

HONOR ROLL

President's Honor List: At the conclusion of each quarter, every student's grade point average is computed and those students who obtain a grade point average of 3.33 or better and have carried a 10 credit load or more are placed on the President's Honor List for the quarter.

PROBATION

A student whose grade point average is below 2.00 in any given quarter is placed on scholastic probation. If his grade point average falls below 2.00 at the end

of the quarter of probation, he may be dropped from the institution. The student who is dropped may petition the Admissions Committee for permission to re-enroll after a lapse of one quarter. Should the student be readmitted and receive a grade point average of 2.00 or above for the quarter, he will be reinstated in good standing. If he is readmitted and receives a grade point average of less than 2.00 for the quarter, he may be permanently dropped from Linn-Benton Community College.

Transfer students on scholastic probation from other collegiate institutions are subject to the above regulation.

CLASS ATTENDANCE

Students are expected to attend each class meeting for which they have registered, since there is no official means of excusing absence.

When absence for some unavoidable reason does occur, it is the obligation of the student to arrange for make-up work with the instructor.

LBCC TRANSCRIPTS

Student transcripts may be secured through the Registrar's office. The first request for a transcript will be honored without charge. Additional transcripts will be provided at a cost of \$.50 each.

TRANSFER TO OTHER INSTITUTIONS

Lower division students may transfer a maximum of 93 credit hours to a four-year college or university. Even though D grades are passing, many schools will not accept credits for which a D has been given. This is especially true if the course is in the student's major field.

We encourage students who are planning to transfer to contact a counselor so that appropriate transfer plans can be made.

DEGREES, DIPLOMAS, CERTIFICATES, GRADUATION REQUIREMENTS

The following degrees will be awarded by Linn-Benton Community College:

The Associate in Arts and the Associate in Science

The requirements for these degrees, which are presented below, are proposed only; and are subject to approval of the Board of Education as well as the State Department of Education, Division of Community Colleges.

The Associate in Arts: This degree is awarded to students who complete the requirements of the Lower Division Liberal Arts Program.

The Associate in Science: This degree is awarded to those students who complete the requirements of a departmental curriculum, when such requirements represent the completion of an organized two-year program.

General Requirements for the Associate in Arts Degree

1. Completion of 90 quarter hours with an accumulative grade point average of 2.00 or higher.
2. Include in the program the following: English Composition, 9 hours; Physical Education (unless excused), 5 hours; Health, 2 hours; and a year sequence in Science and/or Mathematics, Social Science, and Language or Literature.
3. Establish a major by taking a second-year sequence in either the Liberal Arts or in a Science.
4. Attend at least two terms, including the last term, and earn at least 24 credit hours at Linn-Benton Community College.

General Requirements for the Associate of Science Degree

The Associate of Science Degree will be awarded to students who satisfy the following requirements:

1. The Degree will be awarded to those who complete the required courses and credit hours prescribed by any structured occupational program of at least 90 term hours.
2. Attend at least two terms, including the last term, and earn at least 24 credit hours at Linn-Benton.
3. Maintain a grade point average of at least 2.00.
4. Eighteen term hours of minimum general education courses, or approved equivalent credits.

Minor deviations from specific course requirements may be allowed for students who offer sufficient evidence or just cause and who have the approval of the administration. All students are expected to participate in commencement exercises.

Certificates of Completion and Diplomas

Diplomas will be awarded to those students who do not meet the requirements of the A.A. or A.S. Degree but have completed any 90 hours of credit courses with a cumulative grade point of 2.00 and who have attended at least two terms, including the last term, and who have earned at least 24 credit hours at Linn-Benton Community College.

STUDENT CONDUCT

Linn-Benton Community College expects that students who enroll in the college accept certain responsibilities as would be expected of any adult. The conduct and behavior of our students either in class or in and around college facilities is of interest to the college. All school property is to be used with intelligence and care. The use of intoxicants or having such in ones possession is strictly forbidden by public law and college regulations. Gambling is also prohibited by state and local regulation.

Smoking

Smoking is not permitted in any of the present college classroom facilities by either staff or students. Since smoking would jeopardize the college's use of these facilities, students and staff are requested to adhere faithfully to this rule.

An area for smoking will be provided.

Student Services

COUNSELING

Because Linn-Benton Community College recognizes the importance of counseling, a comprehensive counseling program is provided. Professional college counselors are available to assist students in establishing or modifying vocational goals and for solving problems of a social or personal nature. Assisting students who plan to transfer to a four-year college or university is also an important phase of the counseling program. Students who have not made a vocational choice may seek assistance through the counseling center. (See Summer Counseling).

A vocational information and catalog library for institutions of higher education is provided in the counseling center. Students are encouraged to make use of these available resources.

FINANCING YOURSELF AT LINN-BENTON COMMUNITY COLLEGE

It is the philosophy of Linn-Benton Community College that the prime responsibility for financing the student's education lies with the parents and the student. There are sometimes circumstances which cause the student to need special financial assistance. It is the goal of Linn-Benton Community College to provide financial help for all students who need it. This assistance is in the form of loans, scholarships, grants and work-study employment.

Even though the tuition for Linn-Benton Community College is only \$60.00 per quarter (3-month period), there are many expenses that must also be carried during the student's attendance. These expenses, outside of tuition, cause many students to be in need of extra financial assistance. For an academic year a student's expenses may be approximated as follows:

Tuition	\$180.00
Student Fees	20.00
Books and Materials	150.00
Transportation, Clothing, Food, etc	550.00
Total (approximate)	\$900.00

For students not living at home, a minimum of \$700 must be added to this amount for room and board. Therefore, a student's total expenses for an academic year could be as high as \$1600.00. Most students are able to keep their costs to a more modest figure. Even then, a greatly reduced amount can impose a real financial burden on a family budget.

Listed below you will find basic information on all major forms of aid that are available. These are: outright federal grants, college loans, employment possibilities, a limited number of scholarships, and deferred payment. In many cases it is possible to provide a combination of these programs. In all cases financial need, interest and ability will be appraised.

Educational Opportunity Grants

Linn-Benton Community College may award an Educational Opportunity Grant to a student only if it determines that the student:

- a. Is a citizen of the United States or is in the United States for other than a temporary purpose and intends to become a permanent citizen.
- b. Has been accepted for enrollment as a full-time student.
- c. Shows evidence of creative or academic capability in his selected course of study.
- d. Has exceptional financial need which takes into account such factors as income, assets, and number of dependent children in the student's family.
- e. Would not otherwise be financially able to pursue the course of study at such an institution of higher education.

Under this program the maximum grant is \$800 and the minimum \$200.

National Defense Student Loans

In order to be eligible for a loan a student must be:

- a. Enrolled in a full-time course of study carrying 12 credit hours or more.
- b. In good standing academically and capable of maintaining such standing. As a guideline, incoming freshmen should have a 2. grade point average. For those individuals below a 2.5, a strong recommendation from the high school counselor is helpful.
- c. In need of requested loan in order to complete his course of study.

Need will be established on the basis of family help and self help. Each applicant will be asked for a detailed statement of his personal financial situation and that of his family.

A NDSL loan should only be used for college related expenses and may not be used to repay existing obligations. A student may borrow up to a maximum of \$1000 per year while in attendance at LBCC.

College Work-Study Program

To be eligible for an on or off campus work grant, persons must be:

- a. Citizen of the United States from a low income family or have no family.
- b. In need of earnings to continue or pursue an education.
- c. Capable of maintaining good standing.
- d. Accepted as a full-time student (12 units or more).

Need is determined by: (a) any income, assets and resources including other forms of aid; (b) the income, assets and resources of the student's family; (c) the cost reasonably necessary for the student's attendance at Linn-Benton Community College.

A student is allowed to work a maximum of 15 hours per week when school is in session and up to 40 hours per week during quarter breaks and summer vacation. Essentially, salaries are set between \$1.25 and \$1.50 per hour.

Emergency Loan Fund

The college makes available to students loans of an emergency nature. Money from this fund is loaned to the students for short-term expenses that they were unable to foresee at the time of registration and may be used for books or other items relating to their educational needs. These loans are normally made for a maximum of \$25.00 with a loan duration of 30 days.

Scholarships and Grants

Scholarships have been and will be made available to both incoming and returning students by various civic and business organizations in the community. Some of these scholarships are awarded directly by the high school scholarship committee. One such grant is called the LBCC student tuition grant program. Each of the nine high schools within the LBCC district has been allocated one or more of these tuition grants. The recipients of these one-year tuition grants are selected by the administrator or scholarship committees of the high school they attended.

Deferred Tuition Payment

To ease the financial burden for many students the college offers a deferred payment for tuition charges. Deferred payment notes shall be issued for tuition charges only. Books and special laboratory fees are specifically excluded. The terms of payment are a minimum of one-third down at the time of registration, one-third within three weeks, and the remainder due in full at the completion of the fifth week of the term.

For application forms and additional information on financial aids inquire at the Student Personnel office, 203 W. First Ave., Albany.

PLACEMENT OFFICE

In an effort to assist students in finding employment, a placement service will be provided for those seeking immediate employment following the completion of their work at Linn-Benton. The counseling office will follow-up each placement to determine the needs and successes of the former student and make recommendations to the Administration about the strengths or weaknesses of the educational programs.

HOUSING

The college cannot assume responsibility for the housing of students who live away from home while attending this institution. The college assumes no responsibility in negotiating housing agreements between the students and landlords, as this is the direct responsibility of the student and parents. The college does not issue an approved housing list, but does maintain a list of available housing in the registrar's office.

STUDENT ACTIVITIES

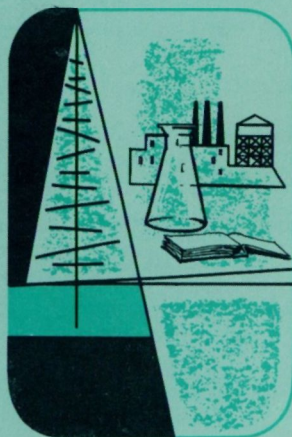
During the 1968-69 year, the college administration will encourage the development of extra-curricular activities in student government, clubs, publications and plan for the development of athletics. Because the greatest share of the development of student activities must be by student effort, the college will be seeking student leaders who might be willing to assist in this development. Interested individuals should contact the Director of Student Personnel Services or Activities Director.

LIBRARY SERVICES

The library of Linn-Benton Community College will begin operation in the fall of 1968. The initial 5000 volumes will be selected from a standard approved list.

Students may also use the Albany Public Library for research purposes.

Programs And Courses of Study



Introduction

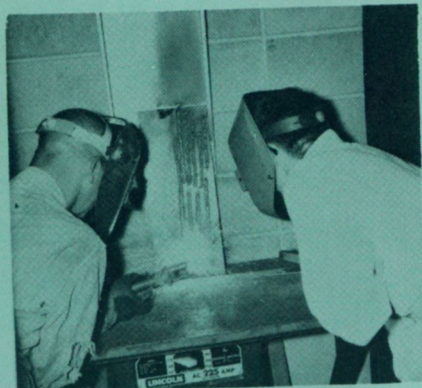
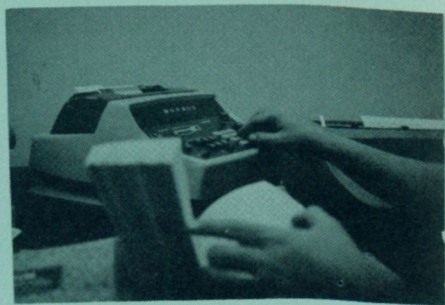
On the pages which follow are courses which the Board of Education has authorized. Whether or not they are given in any particular college year depends upon prospective enrollment, the availability of finances, instructors, and physical facilities. Consult the fall, winter and spring schedule of classes for courses actually offered.

All offerings of the college, either academic transfer or occupational, are taught as college classes, however, not all courses may be transferred to four-year colleges and universities. Courses which have been approved for transfer by the Oregon State System of Higher Education are numbered from 51 to 299. Generally, courses numbered 100-110, 200-210, are survey or foundation courses that satisfy group requirements in the language and literature, science, and social science groups. Courses numbered 111-199 are considered freshman level courses and those numbered 200-299 are considered sophomore courses.

Terminal (non-transfer) vocational-technical occupational courses are numbered below 50; for example, 1.253, 6.024, etc. Some courses in the technical area may be transferable to four-year colleges but students are advised to check with a counselor for the transferability of courses and other information regarding their programs.

Occupational And Technical





Agriculture Curricular Patterns

GRAIN, FEED, SEED AND FARM SUPPLY TECHNOLOGY Proposed 1968-69

Linn-Benton Community College will offer a new opportunity for those interested in agriculture-related careers. By enrolling in this program you may obtain the proper training necessary to develop the skills, abilities, and understanding needed in the preparation for technical positions in the GRAIN, FEED, SEED, FERTILIZER and FARM SUPPLY industry.

This associate degree 2-year curriculum is approved by the Oregon State Department of Education, Division of Community Colleges and Vocational Education, with full cooperation, support, and guidance from state and local advisory committees. Detailed courses of instruction are being developed as this catalog goes to press. In summary, the program offered will prepare students for responsible positions in the following occupational areas.

FEED TECHNOLOGY:

- Feed Mixer
- Feed Purchasing Agent
- Feed Fieldman, Salesman or Representative
- Feed Nutritionist

AGRICULTURE CHEMICALS & FERTILIZERS TECHNOLOGY

- Management
- Chemical and/or Fertilizer Fieldman,
Salesman or Representative
- Applicator

SEED TECHNOLOGY:

- Seed Cleaner and Head man
- Seed Analyst
- Seed Fieldman and Salesman

GRAIN TECHNOLOGY:

- Warehouse and Elevator Operator

Students enrolling in this program will have the opportunity of paid on-the-job experience during the summer months between their freshman and sophomore years. Members of the state advisory committee have indicated their desire to hire students during the summer and upon completion of the program.

For more detailed information regarding the development of this program call the counseling office for an appointment.

Business Division

BUSINESS MANAGEMENT (Proposed)

The courses in this occupational curriculum are designed to meet the needs of persons preparing for immediate employment in the business and distributive occupations.

The successful completion of the proposed course of study should afford the graduate a better entry level position and lead eventually to middle-management or junior executive level positions. It is especially directed to business management and the duties of enterprises in the areas of selling goods and services.

The program also provides opportunities for those persons already engaged in business to obtain further training that will help them advance in their employment.

The following outline indicates the general course requirements for those seeking the Associate Degree in Business Management.

Freshman Year

Course No.	Course Title	F	W	S	Hours per wk
1.101, 1.104	Communications I, II	3	3		3
2.530, 2.531, 2.532	Bookkeeping I, II, III	3	3	3	5
2.548	Business English I			3	3
2.501	Typewriting I or proficiency	2			4
2.521	Office Machines I		3		5
1.524	Applied Economics			3	3
2.515	Business Math	3			4
2.110	Principles of Salesmanship		3		3
	Physical Education	1	1	1	1
	Personal Health		2		2
	Electives, General Ed. and Others	4	4	3	3-4
		<u>16</u>	<u>16</u>	<u>16</u>	

Sophomore Year

1.608	Psychology of Human Relations			3	3
1.610	Public Speaking		3		3
2.509	Introduction to Data Processing	4			5
2.119	Business Management	4			5
2.518	Business Law			3	3
2.131	Elements of Marketing		3		3
2.134	Retail Merchandising			3	3
2.710, 2.711, 2.712	On-the-job training and seminar	4	4	4	16
1.112	Technical report writing		3		3
	Electives, General Ed. and Others	4	3	3	3-4
		<u>16</u>	<u>16</u>	<u>16</u>	

Total — 96 Credits

BOOKKEEPING — CLERICAL

The two-year Associate Degree awarded to graduates of this program is widely recognized by the business community and provides a sound basis for entry into the field.

Those students who choose to complete only the first year of the program will be awarded a certificate indicating their successful completion of this phase.

The following outline indicates the general course requirements for those seeking the Associate Degree in Bookkeeping-Clerical.

Entry into the various skill courses will be based on prior training and proficiency.

Freshman Year

Course No.	Course Title	F	W	S	Hours per wk
1.101, 1.104	Communications I, II,	3	3		3
2.548	Business English			3	3
2.515	Business Math	3			4
2.501, 2.502, 2.503	Typing I, II, (III is optional)	2	2		4
2.521	Office Machines I			3	5
2.509	Introduction to Data Processing	4			5
2.510	Fundamentals of Unit Record Equipment		4		5
2.530, 2.531, 2.532	Bookkeeping I, II, III	3	3	3	5
	Physical Education	1	1	1	1
	Personal Health		2		2
	Electives, General Ed. and Others	1	6		1-6
		—	—	—	
		16	16	16	

Sophomore Year

2.524, 2.525, 2.526	Office Procedures, I, II, III	2	2	2	3
2.119	Business Management	4			5
1.524	Applied Economics			3	3
1.608	Psychology of Human Relations			3	3
1.112	Technical Report Writing		3		3
1.610	Public Speaking		3		3
2.652	Filing and Records Control			2	3
	Electives (Business or or Secretarial	4	4	3	3-4
	Electives, General Ed. and Others	6	4	3	3-6
		—	—	—	
		16	16	16	

Total — 96 Credits

SECRETARIAL STUDIES — OFFICE ADMINISTRATION (Proposed)

A two-year program designed to provide students with a background which will prepare them for positions of responsibility as executive secretaries, office managers, or administrative assistants.

Initial placement in the on-the-job portion of the program will be determined by the background of skills already possessed by each applicant.

(On-the-job training may be allowed for outstanding freshman students).

A certificate of completion will be awarded those successfully completing the first year of the sequence.

An Associate of Arts Degree will be awarded those who also successfully complete the second year of the program.

Freshman Year

Course No.	Course Title	F	W	S	Hours per wk
1.101, 1.104	Communications	3	3		3
2.501, 2.502, 2.503	Typing I, II, III	2	2	2	4
2.541, 2.542, 2.543	Stenography I, II, III	3	3	3	5
2.548	Business English I			3	3
2.530, 2.531, 2.532	Bookkeeping I, II, III	3	3	3	5
2.521	Office Machines	3			5
2.652	Filing and Records Control			2	3
	Physical Education	1	1	1	2
	Personal Health		2		2
	Electives, General Ed. and others	1	2	2	1-2
		<hr style="width: 100%;"/>	<hr style="width: 100%;"/>	<hr style="width: 100%;"/>	
		16	16	16	

Sophomore Year

2.505, 2.506	Typing IV, V	2	2		4
2.524, 2.525, 2.526	Office Procedures I, II, III,	2	2	2	3
2.545, 2.546, 2.547	Applied Stenography I, II, III	3	3	3	5
2.509	Introduction to Data Processing	4			5
1.610	Public Speaking		3		3
1.608	Psychology of Human Relations or Introduction to Psychology			3	3
1.121	Poise, Posture, Personality			2	3
2.613, 2.614, 2.615	On-the-job Training and Seminar	4	4	4	16
	Electives, General Ed. and others	1	2	2	1-3
		<hr style="width: 100%;"/>	<hr style="width: 100%;"/>	<hr style="width: 100%;"/>	
		16	16	16	

Total — 96 Credits

DATA PROCESSING (Proposed)

The courses in this curriculum are designed to meet the needs of persons preparing for employment in the data processing field and to provide opportunities for those already engaged in technical occupations in this field to obtain further training that will help them advance in their employment.

This program gives a broad theoretical and practical training for tabulator and calculator work, and for planning, programming, and analysis of data processing problems. Technically trained persons will find many opportunities for employment in the field of data processing.

The one-year sequence of courses gives a person a basic background for entry into the electronic data processing field as a unit record equipment operator or a computer operator. The two-year sequence is designed to prepare the individual for employment of greater responsibility within the programming function.

An Associate of Arts Degree will be awarded those who successfully complete the second year of the program.

Course No.	Freshman Year			Hours per wk
	Course Title	F	W	
1.101, 1.104	Communications I, II	3	3	3
	Mathematics	4	4	5
2.509	Intro. to Data Processing	4		5
BA 211, 212, 213	Principles of Accounting	3	3	3
2.510	Fundamentals of Unit Record Equip.		4	5
1.524	Applied Economics		3	3
2.511	Data Processing Systems		4	5
4.128	Computer Math and Logic		3	5
2.512	Computer Operation			2
	Personal Health		2	2
	Physical Education	1	1	1
	Electives	1		
		16	17	16
	Sophomore Year			
2.536	Analysis of Financial Statements	3		3
2.513, 2.514	Computer Program I, II	4	4	5
1.608	Psychology of Human Relations	3		3
2.554	Data Processing Mgt.		4	5
2.516	Business Statistics		3	3
2.555	Data Processing Field Project			6
2.518	Business Law			3
	Business English		3	3
	Electives, Gen. Ed., others	6	4	4
		16	15	16
Total — 96 Credits				

Fire Science

This curriculum is developed from state approved courses for employed and volunteer firemen. It is planned that these courses be supplemental to the basic instruction given to beginning firemen. The courses will be developed as recommended by the various fire stations and with approval of the State Department of Vocational Education. It is planned that these courses will broaden the knowledge and increase the skill of these firemen, thus increasing their potential in the field.

Health Division

HEALTH OCCUPATIONS

Plans for the development of an Associate Degree Nursing (ADN) program are underway and it is anticipated that the curriculum will be implemented in September, 1969. During the interim, students may enroll in a number of courses which would lighten their load during the remainder of their program. Students interested in the ADN program are urged to discuss this program with a counselor.

Offerings in the Health Occupations area are currently limited to the training of nursing assistants, orderlies and aides, though additional courses and curricula are under consideration by the college and the advisory committee.

NURSING ASSISTANTS, ORDERLIES, AND AIDES

This course is designed to prepare students for employment as Nurses' Aides or Orderlies by hospitals or nursing homes, and is taught within a hospital.

Applicants must be between the ages of 18-62 and provide evidence of high school equivalency. They must be in good physical and mental health as determined by a doctor's examination, and they must have suitable personality and character traits necessary for this occupation. For admission, a personal interview will be required and a pre-test given by the State Employment Service. The final selection for admission to the program will be made by the Nursing Admissions Committee.

Theory of the course includes basic anatomy, basic physiology, nutrition, child care, care of medical, surgical, and elderly patients, care of patients in the home, first aid, some medical vocabulary and abbreviations.

Clinical experience is provided first in a Nursing Arts Laboratory, with demonstrations of procedures by the instructor, and an opportunity for the student to practice procedures before she is assigned to do them on the hospital stations. Experience at the bedside of patients is provided under the supervision of the instructor, in the hospital and in nursing homes.

Personal interviews are scheduled with the instructor to help solve any difficulties, and to evaluate the student's progress.

The course is one term (250 hours), conducted five days a week, Monday through Friday, five hours per day from 8:45 to 2:15 with a 30 minute lunch period.

Registration Steps for Nurses' Aides Candidates

1. Fill out a **standard registration form**.
2. Ask your High School to send a copy of your transcript to Linn-Benton Community College Registrar. If you have a G.E.D. Certificate, present your certificate so that the college may make a duplicate copy.

3. Complete the standard **physical examination form**. These blanks are available from the Office of the Registrar.
4. Take the General Aptitude Test Battery at your local Oregon State Employment Office. Results of this test should be forwarded to Linn-Benton Community College, Office of the Registrar, 203 W. First Ave., Albany, Oregon.
5. Make an appointment with the Registrar of Linn-Benton Community College and the Nursing Instructor for an interview.

Home Economics

HOME MANAGEMENT (Proposed)

The two-year Associate of Arts in Home Management is recommended for women who desire a general program in clothing, textiles, food preparation and nutrition and management of the home.

Course No.	Freshman Year			Hours per wk		
	Course Title	F	W		S	
1.101, 1.104	Communication Skills I, II	3	3		3	
HEc 101	Introduction to Home Economics			1	1	
CT 210	Clothing Construction	3			5	
CT 211	Clothing Selection		3		3	
CT 250	Textiles			3	3	
FN 225	Nutrition			3	3	
AA 195, 196, 197	Basic Design	2	2	2	4	
1.160	Personal Finance	3			3	
HE 250	Personal Health			2	2	
Psy 201	Introduction to Psychology		3		3	
1.121	Poise, Posture, Personality		2		3	
	Human Relations			3	3	
	Electives	3		3	3	
Total — 92 Credits		<hr/>			<hr/>	<hr/>
		15	13	16		

*Will not be offered 1968-69

Sophomore Year						
*FL 222	Marriage Preparation	3				
*FL 225	Child Development		3			
*HAd 240	Management of Family Living			3	3	
2.515	Business Math (or other)	3			4	
AA 201, 202, 203	Survey of Visual Arts or Introduction to Music and Literature	3	3	3	3	
GS 101, 102, 103	General Biology	4	4	4	6	
1.506	Applied Economics		3		3	
1.600	American Institutions			3	3	
PE 180	Physical Education	1	1	1	3	
	Elective	3	3	3		
		<hr/>			<hr/>	<hr/>
		17	17	17		

Industrial

AUTO BODY REPAIR (Proposed)

The Body Repair program is either a one-year or two-year program to prepare students for entry work in auto sales and service, service departments and auto repair specialty shops. Partly a science and partly skilled artisan work, this field has an ever increasing demand for trained individuals.

Students who complete this two-year program will be awarded an Associate Degree.

Course No.	Freshman Year			Hours per wk	
	Course Title	F	W		S
3.397	Automotive Metal Work I	5			5
3.398	Automotive Metal Work, Lab I	3			10
4.151	Welding I	2			5
	Math	3			3
4.100	Blueprint Reading, Sketching	2			6
	Physical Education	1			2
3.321	Automotive Metal Work II		3		3
3.328	Automotive Metal Work, Lab II		2		6
3.238	Automotive Painting		2		2
3.239	Automotive Painting, Lab I		2		2
4.152	Welding II		2		5
1.524	Applied Economics (or elective)		3		3
	Physical Education		1		2
3.337	Automotive Metal Work III			2	2
3.315	Automotive Metal Work, Lab III			2	4
3.240	Automotive Painting II			3	3
3.241	Automotive Painting, Lab II			2	6
4.249	Light Gauge Welding			4	8
	Elective			3	3
	Physical Education			1	2
Total Credits		16	15	17	
Sophomore Year					
3.244	Automotive Painting III	4			8
3.242	General Body Repair I	3			7
3.319	Applied Fluid Mechanics	2			2
1.101	Communicative Skills I	3			3
4.300	Practical Physics I	3			
3.243	General Body Repair & Painting II		7		15
1.104	Communication Skills II		3		3
He 250	Personal Health		2		
4.303	Practical Physics II		3		4
3.245	Major Body Repair and Fabrication			7	15
3.246	Collision Estimating			3	5
3.332	Automotive Service Management			2	2
1.500	Employer-Employee Relations			2	2
4.304	Practical Physics III			3	4
Total — 95 Credits		15	15	17	

AUTOMOTIVE MECHANICS

Automotive Mechanics offers broad basic instruction and shop practice in fundamentals, principles of auto service industry by offering training in the fundamentals of automotive service along with practice in typical repair procedures. This training provides the knowledge and skill needed for employment in the entrance occupations of the automotive service and repair field.

Freshman Year

Course No.	Course Title	Days			Hours per wk
		F	W	S	
3.306	Internal Combustion Engines	3			3
3.307	Internal Combustion Engine, Lab	4			12
4.151, 4.152	Welding I, II	2	2		4
4.100	Blue Print Reading and Sketching	2			4
3.322	Electrical Systems		3		3
3.323	Electrical Systems Lab		4		12
3.312	Mathematics		3	3	3
3.313	Theory of Fuel Systems			3	3
4.500	Fuel Systems Lab			4	12
PE 190	Employer-Employee Relations			3	3
PE 190	Physical Education	1	1	1	3
		15	15	14	

Sophomore Year

3.316	Power Train Theory	3			3
3.317	Power Train Lab	3			9
3.300	Chassis Theory	3			3
3.301	Chassis Lab	3			9
1.101, 1.104	Communications Skills I, II	3	3		3
3.326	Automatic Transmission		3		3
3.327	Automatic Trans. Lab		4		9
3.329, 3.331	Auto Repair I, II		4	4	12
3.324	Tune-Up & Diagnosis			2	2
He 250	Personal Health			2	2
1.124	American Institutions			3	3
PE 190	Physical Education	1	1		
	Electives			3	3
		16	14	16	

Total — 90 Credits

INDUSTRIAL MECHANICS (Proposed)

A student may elect to take a two-year program in Industrial Mechanics. This is a curriculum which combines courses in several areas of the industrial curriculum with specific courses in Industrial Mechanics. Individuals who complete this Associate Degree program may work as trouble shooters, mill-wrights and mechanics, for industry and government, as well as business.

Freshman Year

Course No.	Course Title	F	W	S	Hours per wk
3.306	Internal Combustion Engine	3			3
3.309	Internal Combustion Eng. Lab (IM)	2			6
3.322	Electrical Systems		3		3
3.330	Electrical Systems Lab (IM)		2		6
3.312	Theory of Fuel Systems			3	3
3.320	Fuel Systems Lab (IM)			2	6
3.380, 3.381, 3.382	Machine Tools I, II, III	3	3	3	6
4.100	Blue Print Reading and Sketching	2			4
4.101, 4.105	Drafting and Blue Print I, II	2	2	2	5
4.151, 4.152	Welding I, II	2	2		
4.249	Light Gauge Welding Mathematics	3	3		4
		15	15	14	

Sophomore Year

1.101, 1.104	Communication Skills I, II	3	3		3
4.128, 4.129, 4.130	Industrial Practices I, II, III	3	3	3	5
4.300, 4.303, 4.304	Practical Physics I, II, III	4	4	4	6
3.319	Applied Fluid Mechanics	2			2
2.110	Salesmanship		3		3
1.500	Employer-Employee Relations			3	3
1.124	American Institutions			3	3
Pe 190	Physical Education	1	1	1	3
He 250	Personal Health			2	2
	Elective	3			
		16	14	16	

Total — 90 Credits

SUPERVISORY TRAINING

This program is designed as a series of courses in Supervisory methods and techniques. The courses are available to any individual who is currently in a supervisory position or is preparing for such a position.

There are three options which the student may follow. One requires the completion of four approved courses plus two electives for a Supervisory Certificate; another requires the completion of ten approved courses plus four electives for an Advanced Supervisory Certificate. The third allows the student in Supervision to graduate with the Associate Degree. These programs are described below. Some credit may be allowed for supervision experience.

Certificate in Supervision		Credits
(18 quarter credits)		
9.500	Elements of Supervision	3
9.502	Basic Psychology for Supervisors	3
9.503	Written Communications	3
9.504	Developing Employees through Training	3
	Electives (1 course from List A, following page)	3
	Electives (1 course from Lists A or B)	3

Certificate in Advanced Supervisory Development		
(45 quarter credits)		
9.500	Elements of Supervision	3
9.502	Basic Psychology for Supervisors	3
9.503	Oral Communications for Supervisors	3
9.501	Written Communications for Supervisors	3
9.504	Developing Employees through Training	3
9.506	Human Relations	3
9.508	Labor-Management Relations	3
9.509	Industrial Economics	3
	Occupational Courses	6
	1 course from List A, 3 credits, and 4 courses from Lists A or B, or 12 credits for supervision experience or a combination of credits for supervisory experience and courses totaling 12 term units.	15

Associate in Science Degree*		Credits
(90 quarter hours)		
9.500	Elements of Supervision	3
9.502	Basic Psychology for Supervisors	3
9.504	Developing Employees through Training	3
9.506	Human Relations	3
9.508	Labor-Management Relations	3
9.512	Methods Improvement for Supervisors	3
9.514	Cost Control	3
	Two Courses from List A	6
	Written Communications	3
	Oral Communications	3
	OCCUPATIONAL COURSES	15
	(15 credits with at least one sequence of three courses in a specific field)	

ELECTIVE COURSES

39

General Education courses (12 credits) from List B
 General electives (27 credits) from Lists A or B
 Credit for supervisory experience can be submitted for up to 24 credits of general electives. See Dean of Instructions for this information.

*Candidates for the degree program must be high school graduates or its equivalent.

List A (Supervisory Development)

Human Relations
 Management Controls
 Labor-Management Relations
 Personnel Management for Supervisors
 Methods Improvement (Work Simplifications)
 Organization and Management
 Cost Control
 Written Communications
 Job Analysis for Wage Administration
 Safety Training and Fire Prevention
 Leadership Seminar

List B (General Education)

General Psychology
 Sociology
 Social Sciences
 Literature
 Economics
 History (U.S. or Western Civilization, etc.)
 Communications
 Technical Report Writing
 Reading Improvement

Note: Most courses offered by the Community College in the area of General Education can be included in List B.

WELDING (Proposed)

(one-year certificate)

Welding is taught at Linn-Benton Community College as a one-year course consisting of three quarters. During this time, the student receives instruction in acetylene, arc welding, and inert gas welding.

Classes and laboratory time are provided to develop a broad range of skills and related job information as required for successful employment in various job shops, auto production and maintenance shops.

Following completion of the course, the student will be awarded a certificate. Successful completion of this curriculum prepares the student for job opportunities in a great range of applications of welding processes.

Proposed: The implementation of this curriculum is dependent on approval from State Department of Education and the development of a welding laboratory.

Course No.	Course Title	Hours			per wk
		F	W	S	
4.240	Arc Welding	6			14
4.242	Oxy-Acet. Welding	4			8
4.244	Blue Print Reading and Sketching	2			4

4.200	Math	3		3
4.241	Intermediate Welding		6	12
4.243	Intermediate Oxy.-Acet. Welding		4	6
4.245	Layout Practices		3	3
4.202	Math		3	3
4.246	Advanced Arc Welding		4	8
4.249	Light Gauge Welding		4	8
4.108	Industrial Safety		3	3
4.151	Welding Seminar		3	3
			<hr/>	
			15	16
				14

OCCUPATIONAL LAW ENFORCEMENT (Proposed)

The Police Science curriculum is designed primarily for men and women employed in the various law enforcement agencies within the area. It provides opportunities for those persons engaged in Law Enforcement occupations to obtain further training for additional competency or retraining that will help them qualify for advancement.

The curriculum, which leads to an Associate of Science Degree, has been developed cooperatively by the State Department of Vocational Education and the State Advisory Board on Police Standards and Training. The program of studies covers basic police science knowledge, skills and technique.

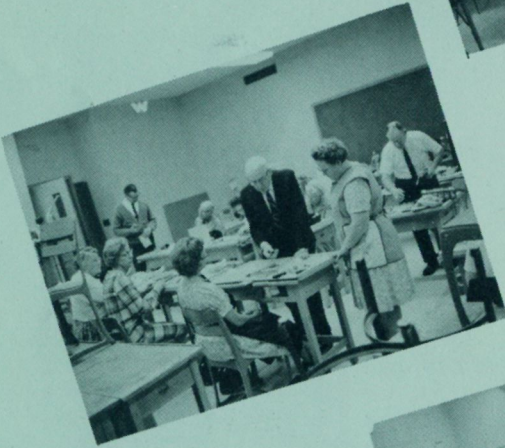
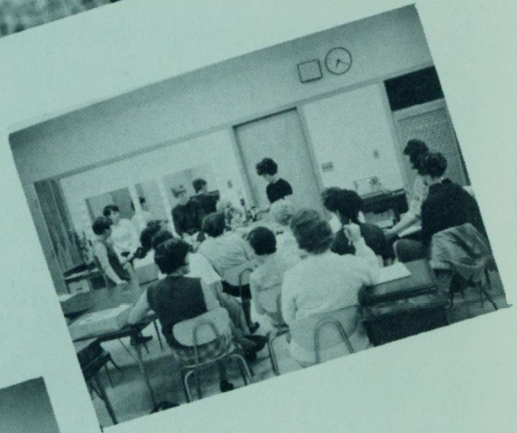
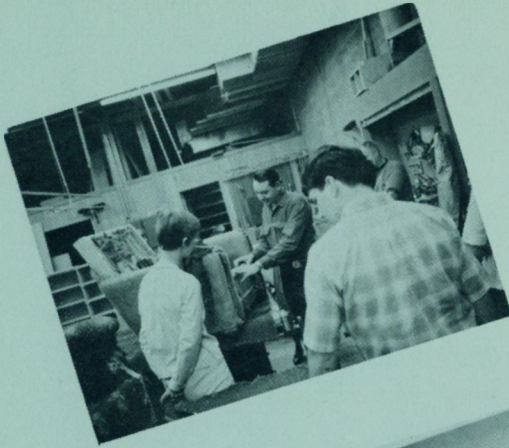
First year only: Second year may be taken at another community college.

Course No.	Course Title	F	W	S	Hours per wk
5.200	Introduction to Law Enforcement	3			3
5.202	Administration of Justice	3			3
5.204	Defensive Tactics I	1			2
5.212	First Aid I	1			2
1.100	Communication Skills I	3			3
2.501	Typing I	2			6
	Electives	3			
5.208	Criminal Law I		3		3
5.206	Defensive Tactics II		1		2
5.213	First Aid II		1		2
1.104	Communications Skills II		3		3
2.502	Typing II		2		6
	Electives		3		
5.210	Traffic Control			3	5
5.240	Report Writing			3	3
5.214	Emergency Care and Rescue			1	2
1.606	Introduction to Psychology			3	3
	Electives			6	
			<hr/>	<hr/>	
			16	13	16

Total — 45 Credits

Adult Education





PHILOSOPHY

The term "Adult Education" represents many areas of COMMUNITY EDUCATION. However, for purposes of identification of a general program existing prior to the formation of Linn-Benton Community College, Adult Education will refer to those classes not considered Vocational-Technical, College Transfer, or Credit classes.

Many courses develop through Adult Education and evolve into a meaningful pattern or cluster of courses representing an occupational need. These soon become a Vocational-Technical curriculum.

The broad view of Adult Education represents the need of the community in personal improvement. These courses may be in the form of occupational extension, occupational diversion or recreation, cultural betterment, high school completion and many other areas too difficult to classify.

The courses are designed to meet the need of the individuals who progress at their own rate, generally on a non-graded basis. There may be a broad range of abilities within each class. Instructors are chosen for their teaching skills and experience in the trade or field.

Classes will be scheduled any time of the day or night providing there are twelve or more interested students and that facilities and a suitable instructor are available.

Class schedules are available prior to the start of each term. The basic program is similar from term to term, but with some changes from the previous terms based on expressions from interested citizens.

REGISTRATION

Pre-Registration is encouraged whenever possible. This can be by mail, telephone, in class, or at the Linn-Benton Community College office. Call Adult Education, 926-6091, for specific information regarding classes.

Registration will be completed in the classroom, usually by the second week of class.

Tuition is based at 30 hours of instruction for \$10.00; however, additional fees may be charged as a laboratory fee for materials and supplies.

COURSES OFFERINGS

Homemaking classes are designed to aid the homemaker in improving the conditions in the home. Sewing classes which are offered include Bishop Sewing I, II, and III, Tailoring, Flat Pattern Design, Sewing Knit and Stretch Fabrics, and others as requested. Other classes offered may include Interior Decorating, Home Landscaping, Home Management, Knitting, Cake Decorating, Upholstery, Furniture Construction and Refinishing, etc. There are no special admission requirements for these classes, though some courses will need to be taken in their proper sequence.

Office Occupations classes are offered as non-credit classes and designed to improve a person's skills in occupation or to provide an opportunity to learn new skills related to the occupation. Many of the students will enroll to increase their skill or speed so they may attain a higher Civil Service rating. This type of class will include Typing I and II, Intermediate and Advanced Typing, Beginning and Advanced Shorthand, Bookkeeping, Brief-hand, Office Machines, Office Practice, and many others related to the clerical field.

Agriculture course offerings will be directed primarily to the interest of specialized groups. Examples are commercial farmers, their families, their employees, rural residents and their families. Courses will be offered in a local community if twelve or more persons enroll and if an instructor is available. Suggested courses are: farm accounting, ornamental horticulture, livestock health problems, tractor maintenance, and soils and fertilizers. Courses in welding (arc, acetylene, and heliarc) will be offered in local communities if facilities, equipment and instructors are available. Other courses will be offered on request of people interested in a specialized agricultural problem.

Cultural Improvement (non credit) classes are offered in the area of arts such as oil painting, water color painting, sketching and drawing, ceramics, metalcraft and enameling, jewelry making, and calligraphy. There are also language classes such as Spanish and French, and Music and Art Appreciation classes.

Recreation classes are conducted throughout the area of Linn-Benton Community College and vary within each city depending entirely upon coordination with the city recreation program. Classes are generally limited to those specific classes where instruction is the most important part of the class. These classes may be courses like Boating Safety, Fishing Techniques, Fly Tying, Bridge, and Golf.

APPRENTICESHIP

The **Apprenticeship** Program provides instruction in manipulative skills and technical or theoretical knowledge needed for competent performance in skilled occupations. The enrolled apprentice is employed as a learner of the skills of a trade through on-the-job work experience while related information is obtained in the classroom. New procedures for entrance into this program are regulated by Federal and State laws. A local trade committee consisting of labor and management assists the college with the instructional requirements.

Basic requirements for entrance in apprenticeship are:

1. Generally 16 years of age, preferably 18.
2. Good health and physical fitness for the trade.
3. High school graduation preferred.
4. Completion of aptitude test through the Oregon State Employment Office.

5. Willingness to work, study and attend classes.
6. Ability to maintain proper conduct in the school and on the job.
7. Successful completion of a probationary period of employment.
8. Acceptance after interview by the local joint apprenticeship committee.

Upon acceptance as an apprentice, the applicant enters into a contractual agreement with the local trade committee, the employer and the Oregon State Bureau of Labor. He becomes a paid employee, working to learn the trade through a combination of on-the-job experience and participation in related classes. Progress of the apprentice is reviewed each six months and the apprentice is re-rated accordingly.

BASIC ADULT EDUCATION

Basic Adult Education classes will be held throughout the Community College District whenever it is determined that there is a need.

These classes will be free to the participants, and will consist largely of basic instruction in reading, writing, and arithmetic.

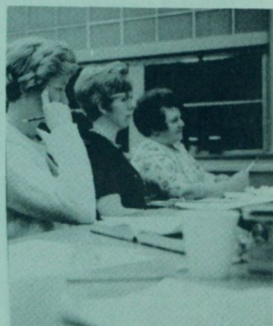
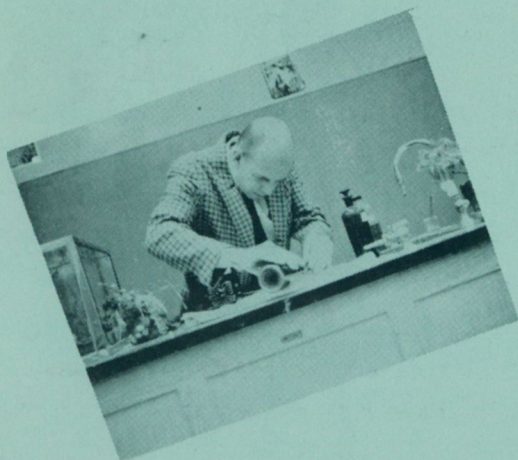
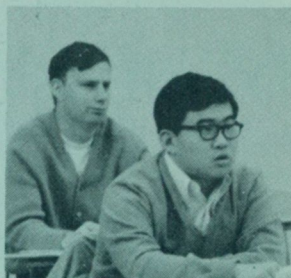
HIGH SCHOOL COMPLETION

High School Continuation classes are offered throughout the area in coordination with the various high school programs. These classes are designed as night classes for students presently enrolled in a regular high school program. The purpose of these classes is to provide more instruction in a specific course so that the student may bring up his grade to a satisfactory level for high school completion. These classes are **not** designed as a full high school semester of work but as a continuation course through which students can make up high school grades.

G. E. D. General Equivalent Development tests are given at O. S. U. However this test preparation is given along with counseling with regard to the scholarly completion of the equivalency test.

Transfer Curricular Patterns





The following pages contain important information for those who plan to transfer to a four-year college or university following one or two years at the community college.

Linn-Benton Community College offers most of the lower division courses required by colleges and universities in many fields. All work taken at the community college which follows the curricular patterns of the four-year institutions is transferable. However, students are cautioned to familiarize themselves with the requirements of the institution to which they plan to transfer. Students are also encouraged to discuss the requirements with a counselor, and contact the four-year college when problems arise.

In this section of the Linn-Benton Community College catalog are listed the current general requirements for most major fields in Oregon colleges and universities. It is suggested that electives be selected which will strengthen the students' major interests and meet the requirements of the university to which they plan to transfer.

This section concentrates on the general requirements for many major fields for transfer to Oregon colleges and universities and since it is not possible to list the over 50 separate majors one might pursue in institutions in this state students are encouraged to contact counselors for details on majors not listed on the following pages.

Electives should be selected from: Language Arts, Creative Arts, Social Science, Science and Mathematics and in some cases General Business.

Students should refer to the Course Descriptions section for specific contents of courses listed in this section.

The courses listed in this section and their instructors have been approved by the Oregon State System of Higher Education. Courses marked with an asterisk (*) are not offered during the 1968-69 college year.

AGRICULTURE

(Oregon State University)

Freshman Year

Course No.	Course Title	F	W	S
Wr 111, 112	English Composition	3	3	3
Ch 201, 202, 203	General Chemistry	4	4	4
Mth 101, 102, 200	College Alg, Trig, Calc.	4	4	4
Pe 180, 190	Physical Education	1	1	
He 250	Personal Health			2
Sph 111	Speech		3	
	Electives	4		2
		<hr/>	<hr/>	<hr/>
		16	15	15

Sophomore Year

*Bio 211, 212, 213	General Biology	4	4	4
*Ph 201, 202, 203	General Physics	4	4	4
Ec 201, 202, 203	Principles of Economics	3	3	3
Sp 111	Fundamentals of Speech			3
Pe 180, 190	Physical Education	1	1	1
Mth 200	Calculus with Analytic Geometry	4		
	Electives		4-8	
		<hr/>	<hr/>	<hr/>
		16	15	15

Total — 93 Credits

*Will not be offered in 1968-69.

**ARCHITECTURE, INTERIOR ARCHITECTURE,
AND LANDSCAPE ARCHITECTURE (UO)
(One Year)**

Freshman Year

Course No.	Course Title	F	W	S
Wr 111, 112, 113	English Composition	3	3	3
Hst 101, 102, 103	History of Western Civilization	3	3	3
Mth 101 and above	Mathematics(all students who have not completed mathematics through Trigo- nometry in high school)	4	4	4
Science Sequence	For students not required to take mathematics			
AA 290, or AA 291	Painting or Drawing	2-3	2-3	2-3
AA 201, 202, 203	Survey of Visual Arts	3	3	3
PE 180, 190	Physical Education	1		1
He 250	Personal Health		2	
		<hr/>	<hr/>	<hr/>
		16-17	16-17	16-17

Total: 49-52 hours

ART

Freshman Year				
Course No.	Course Title	F	W	S
Wr 111, 112, 113	English Composition	3	3	3
	Science sequence	4	4	4
	Social Science or Literature Sequence	3	3	3
AA 291, 291, 291	Drawing (U of O)	2	2	2
AA 195, 196, 197	Basic Design (PSC)			
AA 290, 290, 290	or Painting	2	2	2
PE 180, 190	Physical Education	1		1
He 250	Personal Health		2	
		15	16	15
Sophomore Year				
Eng 191, 192, 103	English Literature	3	3	3
Soc 204, 205, 206	General Sociology	3	3	3
	Second Science or Math Sequence	4	4	4
AA 290, 290, 290	Painting	2	2	2
AA 201, 202, 203	Survey of Vis. Arts	3	3	3
PE 180 or 190	Physical Education	1	1	1
		16	16	16
Total 94 hours		16	16	16

APPLIED SCIENCE

Freshman Year — Applied Science Preparatory				
Course No.	Course Title	F	W	S
*GE 101, 102, 103	Engineering Orientation	2	2	2
Mth 95	Intermediate Algebra	4		
Mth 101	College Algebra		4	
Mth 102	Trigonometry			4
Ch 201, 202, 203 or Ch 101, 102, 103	General Chemistry	3	3	3
Wr 111, 112, 113	English Composition	3	3	3
	Electives (social science)	3	3	3
	Physical Education	1	1	1
		16	16	16
Sophomore Year — Applied Science, First Year				
Mth 200, 201, 202	Calculus with Analytical Geometry	4	4	4
*Ph 207, 208, 209	Intro. Classical Physics	4	4	4
Ec 201, 202, 203	Principles of Economics	3	3	3
	Elective (social science or humanities sequence)	3	3	3
	Physical Education	1		1
He 250.	Personal Health		2	
		15	16	15
Total: 94 hours		15	16	15

*Will not be offered in 1968-69

BUSINESS ADMINISTRATION

Freshman Year				
Course No.	Course Title	F	W	S
BA 101	Introduction to Business	4		
Sp 111	Fundamentals of Speech		3	
	Mathematics	4	4	4
Wr 111, 112, 113	English Composition	3	3	3
	Social Science sequence	3	3	3
	Physical Education	1		1
He 250	Personal Health		2	
	Electives			3-4
		—	—	—
		15	15	14-15
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	Int. to Business Statistics	3		
	Lit. or Science sequence	3	8	8
	Electives			
	Physical Education	1	1	1
		—	—	—
Total — 93 Credits		16	15	15

DENTISTRY (Preprofessional Program)

The curriculum outlined below has been approved by the University of Oregon Dental School and the colleges and universities in the Oregon State System of Higher Education offering preidental curricula as suitable for Oregon community college students interested in predentistry.

Students should be informed that admission to professional schools of dentistry is **highly competitive**. Students are advised to devote a minimum of three years to their preprofessional education. Students beginning a predentistry program at a community college should plan to transfer to an accredited, four-year institution experienced in preidental education upon completion of their freshman year.

Freshman Year				
Course No.	Course Title	F	W	S
Wr 111, 112, 113	English Composition	3	3	3
Ch 201, 202, 203	General Chemistry	3	3	3
Mth 101	College Algebra	4		
Mth 102	Trigonometry		4	
Mth 200	Calculus with Analytical Geometry			4
*Bio 211, 212, 213	Biology	5	5	5
Pe 180, 190	Physical Education	1		1
He 250	Personal Health		2	
		—	—	—
Total 46-49 Credits		16	17	16

*Will not be offered 1968-69

EDUCATION (Elementary)

Freshman Year

Course No.	Course Title	F	W	S
Wr 111, 112, 113	English Composition	3	3	3
Mth 191, 192, 193	Mathematics for Elementary Teachers	3	3	3
GS 104, 105, 106	Physical Science	4	4	4
	Literature sequence	3	3	3
Pe 180, 190	Physical Education	1		1
He 250	Personal Health		2	
		—	—	—
		14	15	14

Sophomore Year

Psy 201, 202	General Psychology	3	3	
Sp 111	Fundamentals of Speech			3
Hst 201, 202, 203	History of the U.S. (UO, OSU, SOC, EOC)			
Hst 101, 102, 103	History of Western Civilization (OCE)	3	3	3
Soc 204, 205, 206	General Sociology			
GS 101, 102, 103	General Biology	4	4	4
*Geog 105, 106, 107	Introductory Geography	3	3	3
Pe 180, 190	Physical Education	1	1	1
	Electives to bring total hours to 93	2-3	2-3	2-3
		—	—	—
		16-17	16-17	16-17

Total: 93 Credits

*Will not be offered 1968-69

EDUCATION (Secondary)

Students planning to become high school teachers should enroll in the transfer program for the subject they plan to teach, being sure to include Psy 201, 202 General Psychology. Students who will complete their programs at PSC, SOC, EOC, OCE, or UO should also take SP 111 Fundamentals of Speech. Students planning to teach social studies should complete the transfer program in general social science. Admission to the professional program in education is based on several qualifications—academic, personal, social and ability to speak and write adequately. Application for admission should be made immediately upon transfer to the four-year institution.

ENGINEERING

Freshman Year (for individuals not ready for advanced math and science)

Course No.	Course Title	F	W	S
*Ge 101, 102, 103	Engineering Orientation	3	3	3
Mth 100	Intermediate Algebra	4		
Mth 100	College Algebra		4	
Mth 102	Trigonometry			4
Ch 201, 202, 203	General Chemistry	3	3	3
Wr 111, 112, 113	English Composition	3	3	3
	Elective (social science)	3	3	3
Pe 180, 190	Physical Education	1	1	1
		<hr style="width: 100%;"/>	<hr style="width: 100%;"/>	<hr style="width: 100%;"/>
		16	16	16

Sophomore Year (regular First Year)

Mth 201, 202, 203	Calculus with Analytical Geometry	4	4	4
*Phy 201, 202, 203	General Physics	4	4	4
	Elective (social science)	3	3	3
He 250	Personal Health		2	
	Elective	3	3	3
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Total: 92 Credits		14	16	14

Note: A student may combine courses from the above first and second year curriculum in a one-year Engineering program.

*Will not be offered 1968-69

FOREIGN LANGUAGES

Freshman Year

Course No.	Course Title	F	W	S
Wr 111, 112, 113	English Composition	3	3	3
Eng, 101, 102, 103	Survey of English Literature	3	3	3
	Science or Math sequence	3-4	3-4	3-4
	Foreign Language	4	4	4
Pe 180, 190	Physical Education	1		1
He 250	Personal Health		2	
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		14-15	15-16	14-15

Sophomore Year

	Foreign Language	4	4	4
	Social Science sequence	3-4	3-4	3-4
Hst 101, 102, 103	History of W. Civilization	3	3	3
	Second Social Science sequence	3	3	3
Pe 180, 190	Physical Education	1	1	1
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Total: 93 Credits		15-16	15-17	14-15

FORESTRY (OSU)

Freshman Year — Preforestry		F	W	S
Course No.	Course Title			
Biol 101, 102, 103	General Biology	4	4	4
Ch 201, 202, 203	General Chemistry	4	4	4
Mth 101	College Algebra	4		
Mth 102	Trigonometry		4	
Mth 200	Calculus with Analytical Geometry			4
Wr 111, 112, 113	English Composition	3	3	3
Pe 180, 190	Physical Education	1		1
He 250	Personal Health		2	
		—	—	—
Total: 51 Credits		16	17	18

GENERAL ARTS AND LETTERS (U of O)

Freshman Year		F	W	S
Course No.	Course Title			
Wr 111, 112, 113	English Composition	3	3	3
	Literature sequence (English literature recommended)	3	3	3
	First year foreign language or Soc. Sci. sequence	3-4	3-4	3-4
	Science sequence (with lab or 12 cr. hours of math numbered 101 or above)	4	4	4
Pe 180, 190	Physical Education	1		1
He 250	Personal Health		2	
		—	—	—
		14-15	15-16	14-15
Sophomore Year				
Psy 201, 202, 203	General Psychology or Social Science	3	3	3
Hst 101, 102, 103	History of Western Civilization	3	3	3
	Social Science or Science sequence	3-4	3-4	3-4
Eng 253, 254, 255	American Literature	3	3	3
	Second year foreign language or Science sequence	3-4	3-4	3-4
Select one:				
*Eng 201, 202, 203	Shakespeare			
*Mus 201, 202, 203	Introduction to Music and Its Literature			
AA 201, 202, 203	Survey of the Visual Arts	3	3	3
Pe 180, 190	Physical Education	1	1	1
	Electives (philosophy or social science)	2	2	2
		—	—	—
Total 93 Credits		15-16	15-16	15-16
*Will not be offered 1968-69				

GENERAL SCIENCE or GENERAL STUDIES IN SCIENCE

Freshman Year

Course No.	Course Title	F	W	S
Wr 111, 112, 113	English Composition	3	3	3
	Literature sequence	3	3	3
	Mathematics	4	4	4
GS 101, 102, 103	General Biology	4	4	4
Pe 180, 190	Physical Education	1		1
He 250	Personal Health		2	
		—	—	—
		15	16	15

Sophomore Year

	Social Science sequence	3	3	3
Select two:				
Ch 201, 202, 203	General Chemistry or			
Ch 101, 102, 103	General Chemistry	3-4	3-4	3-4
Ph 201, 202, 203	General Physics or			
*Geo 201, 202, 203	Geology	3-4	3-4	3-4
	Foreign language or second			
	Humanities sequence	3-4	3-4	3-4
Pe 180, 190	Physical Education	1	1	1
	Electives to bring hours			
	to 93	0-3	0-3	0-3
		—	—	—
		15-16	15-16	15-16

Total: 93 Credits

*Will not be offered 1968-69

GENERAL SOCIAL SCIENCE

Freshman Year

Course No.	Course Title	F	W	S
Wr 111, 112, 113	English Composition	3	3	3
	Literature sequence	3	3	3
	Science sequence (with lab			
	or 12 hours of math			
	numbered 101 and			
	above)	3-4	3-4	3-4
	History sequence	3	3	3
Pe 180, 190	Physical Education	1		1
He 250	Personal Health		2	
	Elective	2		0-2
		—	—	—
		15-16	14-15	14-15

Sophomore Year

(Gen. Soc. Sci.)

	Second Humanities or Science sequence	3-4	3-4	3-4
	Social Science sequences (select three different) Anthropology, Sociology, Economics, Geography, Political Science, Psychology, Religion	9	9	9
Pe 180, 190	Physical Education	1	1	1
	Electives to bring total to 93 hours	2-3	2-3	2-3
		15-17	15-17	15-17

Total: 93 Credits

GEOGRAPHY

Freshman Year

Course No.	Course Title	F	W	S
Wr 111, 112, 113	English Composition	3	3	3
Geo 105, 106, 107	Introductory Geography	3	3	3
*G 201, 202, 203	Geology (with lab)	4	4	4
	First year foreign lang. or Mathematics thru Mth 102	4	4	4
Pe 180, 190	Physical Education	1		1
He 250	Personal Health		2	
		15	16	15

Sophomore Year

Ch 101, 102, 103	General Chemistry or General Chemistry	4	4	4
Ch 201, 202, 203	General Chemistry	4	4	4
*Ph 201, 202, 203	General Physics	4	4	4
	Social Science sequence	3	3	3
Eng 101, 102, 103	Literature sequence or second year foreign language or social science sequence	3-4	3-4	3-4
Pe 180, 190	Physical Education	1	1	1
		15-16	15-16	15-16

Total: 93 Credits

*Will not be offered 1968-69

GEOLOGY

Freshman Year		F	W	S
Course No.	Course Title			
Wr 111, 112, 113	English Composition	3	3	3
	Literature sequence	3	3	3
	Mathematics	4	4	4
*G 201, 202, 203	Geology (with lab)	4	4	4
Pe 180, 190	Physical Education	1		1
He 250	Personal Health		2	
		<hr/>	<hr/>	<hr/>
		15	16	15
Sophomore Year				
*Ph 201, 202, 203	General Physics	4	4	4
Ch 201, 202, 203	General Chemistry	3	3	3
Pe 180, 190	Physical Education	1	1	1
	Electives to bring total hours to 93	6-7	6-7	6-7
		<hr/>	<hr/>	<hr/>
		15-16	15-16	15-16
Total: 93 Credits				
*Will not be offered 1968-69				

HISTORY

Freshman Year		F	W	S
Course No.	Course Title			
Wr 111, 112, 113	English Composition	3	3	3
Hst 101, 102, 103	History of Western Civilization	3	3	3
	Science sequence (with lab), or 12 hours of math)	3-4	3-4	3-4
	Foreign language or Humanities sequence	3-4	3-4	3-4
Pe 180, 190	Physical Education	1		1
He 250	Personal Health		2	
		<hr/>	<hr/>	<hr/>
		15	16	15
Sophomore Year				
Hst 201, 202, 203	History of the U.S.	3	3	3
Eng 101, 102, 103	Literature sequence English Literature	3	3	3
	Second Science sequence	3-4	3-4	3-4
	Second Humanities or Science sequence	3-4	3-4	3-4
	Second year foreign language or social science sequence other than history	3-4	3-4	3-4
Pe 180, 190	Physical Education	1	1	1
	Electives to bring total to 93 hours	0-6	0-6	0-6
		<hr/>	<hr/>	<hr/>
		15-16	15-16	15-16
Total: 93 Credits				

HOME ECONOMICS

Freshman Year		F	W	S
Course No.	Course Title			
Hec 101	Introduction to Home Economics	1		
Wr 111, 112, 113	English Composition	3	3	3
AA 195, 196, 197	Basic Design	2	2	2
Ct 210, 211, 250	Clothing Construction, Clothing Selection, Textiles	3	3	3
Eng 101, 102, 103	Survey of English Lit.	3	3	3
Fn 255	Nutrition			3
	Science sequence (Chem. or Bio.)	3-4	3-4	3-4
Pe 180, 190	Physical Education	1		1
He 250	Personal Health		2	
		—	—	—
		16-17	17-18	17-18

Sophomore Year

Psy 201, 202, 203	General Psychology	3	3	3
Hst 101, 102, 103	History of Western Civilization	3	3	3
*FL 222	Marriage Preparation			
*FL 225	Child Development			
*HM 240	Management—Family Living	2-3	2-3	2-3
Mth 95	Intermediate Algebra		4	
Soc 204, 205, 206	General Sociology; or			
Ps 201, 202, 203	American Governments; or			
Ec 201, 202, 203	Principles of Economics	3	3	3
Pe 180, 190	Physical Education	1	1	1
	Electives to bring total hours to 93	2-4	2-4	2-4
		—	—	—
		14-17	14-17	14-17

Total: 93 (ave.) Credits

*Will not be offered 1968-69

JOURNALISM

Freshman Year		F	W	S
Course No.	Course Title			
Wr 111, 112, 113	English Composition	3	3	3
Eng 101, 102, 103	Survey of English Literature or Introduction to Lit.	3	3	3
	Science sequence (with lab or 12 hours Mth 101 or above)	4	4	4
Pe 180, 190	Physical Education	1		1
He 250	Personal Health		2	
		—	—	—
		15	16	15

		Sophomore Year			(Journalism)		
Hst 101, 102, 103	History of Western Civilization or						
Hst 201, 202, 203	History of the U.S.	3	3	3			
*Eng 253, 254, 255	Survey of American Literature or						
*Eng 201, 202, 203	Shakespeare	3	3	3			
Ec 201, 202, 203	Principles of Economics or						
Ps 201, 202, 203	American Governments	3	3	3			
	Foreign language or second social science sequence	3-4	3-4	3-4			
	Electives	2-3	2-3	2-3			
He 250	Physical Education	1	1	1			
	Personal Health		2				
		16	16	15			

Total: 93 Credits

*Will not be offered 1968-69

LAW (Professional Program)

		Freshman Year		
Course No.	Course Title	F	W	S
Wr 111, 112, 113	English Composition	3	3	3
Hst 101, 102, 103	History of Western Civilization	3	3	3
Eng 101, 102, 103	Survey of English Literature	3	3	3
	Science sequence	3-4	3-4	3-4
Pe 180, 190	Physical Education	1		1
He 250	Personal Health		2	
	Electives to bring total hours to 45	1-2		2
		15-16	14-15	15-16

		Sophomore Year		
BA 211, 212, 213	Principles of Accounting	3	3	3
Ps 201, 202, 203	American Governments	3	3	3
Ec 201, 202, 203	Principles of Economics	3	3	3
Hst 201, 202, 203	History of the U.S.	3	3	3
	Electives	3	3	3
Pe 180, 190	Physical Education	1	1	1
		16	16	16

Total: 93 Credits

Note: 2.25 GPA required of students in pre-law for acceptance to the University of Oregon.

MATHEMATICS

Freshman Year

Course No.	Course Title	F	W	S
Wr 111, 112, 113	English Composition	3	3	3
Eng 101, 102, 103	Survey of English Literature	3	3	3
	Foreign Language	4	4	4
Gs 101, 102, 103	Biological Science sequence	4	4	4
	Mathematics	4	4	4
Pe 180, 190	Physical Education	1		1
He 250	Personal Health		2	
		15	16	15

Sophomore Year

	Mathematics	4	4	4
	Second year Foreign Language	4	4	4
	Second Science sequence	4	4	4
	Social Science sequence	3	3	3
Pe 180, 190	Physical Education	1	1	1
	Electives to bring total hours to 93	3-4	3-4	3-4
		15-16	15-16	15-16

Total: 93 Credits

MEDICINE (Preprofessional Program)

The curriculum outlined below has been approved by the University of Oregon Medical School and the colleges and universities in the Oregon State System of Higher Education offering premedical curricula as suitable for Oregon community college students interested in premedicine.

Admission to professional schools of medicine is **highly competitive**. Preprofessional studies must include stipulated courses in the basic sciences and general education courses required for a baccalaureate degree. A minimum of three years is required to complete the preprofessional program. Many students complete

four years of study before applying for admission to a medical school.

Freshman Year

Course No.	Course Title	F	W	S
Wr 111, 112, 113	English Composition	3	3	3
Ch 201, 202, 203	General Chemistry	4	4	4
Mth 101	College Algebra	4		
Mth 102	Trigonometry		4	
Mth 200	Calculus with Analytical Geometry			4
	Literature sequence	3	3	3
*Bio 211, 212, 213	General Biology	5	5	5
Pe 180, 190	Physical Education	1		1
He 250	Personal Health		2	
		15	16	15

Total: 46-49 Credits

MEDICAL TECHNOLOGY (Preprofessional Program)

The curriculum outlined below has been approved by the University of Oregon Medical School and the colleges and universities in the Oregon State System of Higher Education offering curricula for students interested in medical technology.

Admission to professional schools of medical technology is **competitive**. Preprofessional studies must include stipulated courses in the basic sciences and general education courses required for a baccalaureate degree. The preprofessional program is three years in length.

Freshman Year

Course No.	Course Title	F	W	S
Wr 111, 112, 113	English Composition	3	3	3
Ch 201, 202, 203	General Chemistry or General Chemistry	4	4	4
Mth 95	Intermediate Algebra or elective Trigonometry		4	4
Mth 102	Social Science sequence (UO, OSU, OCE, EOC)	3	3	3
Bio 101, 102, 103	General Biology	4	4	4
Pe 180, 190	Physical Education	1		1
He 250	Personal Health		2	
		16	16	16

Total: 46-49 Credits

PHARMACY (Preprofessional Program)

Successful completion of the program outlined below prepares a student for admission to Oregon State University School of Pharmacy or any other accredited pharmacy school. The pharmacy curriculum at Oregon State University is four years of professional study during which time courses in the humanities and social sciences are also taken. Transfer students enter the pharmacy program as sophomores. A total of five academic years, with 240 quarter hours, is required for the bachelor's degree.

Freshman Year

Course No.	Course Title	F	W	S
Wr 111, 112, 113	English Composition	3	3	3
*Bio 211, 212, 213	General Biology or			
Bio 101, 102, 103	General Biology	4-5	4-5	4-5
Mth 101	College Algebra	4		
Mth 102	Trigonometry		4	
Mth 200	Calculus with			
	Analytical Geometry	4	4	4
Ch 201, 202, 203	General Chemistry	4	4	4
Pe 180, 190	Physical Education	1	1	
He 250	Personal Health			2
		—	—	—
		17-18	17-18	18-19

*Will not be offered 1968-69

PHYSICAL EDUCATION

Health and Physical Education — One Year

Course No.	Course Title	F	W	S
Psy 201, 202, 203	General Psychology	3	3	3
Wr 111, 112, 113	English Composition	3	3	3
*Gs 211, 212, 213	General Biology or			
Gs 101, 102, 103	General Biology	4-5	4-5	4-5
Pe 180, 190	Physical Education	1	1	1
Sp 111	Speech	3		
He 250	Personal Health		2	
Fn 225	Nutrition			3
	Electives		3	
		—	—	—
		14-15	16-17	14-15

Total: 47 Credits

*Will not be offered 1968-69

PHYSICS

Two-year Program

The program outlined below is recommended for students who plan to transfer to a major program in physics at Oregon State University, the University of Oregon, or Portland State College. Upon satisfactory completion of the two-year program outlined below, students should be ready to begin the **second** year of physics studies.

Freshman Year

Course No.	Course Title	F	W	S
Wr 111, 112, 113	English Composition	3	3	3
	Literature sequence	3	3	3
Mth 101, 102, 200	Mathematics Courses	4	4	4
Ch 201, 202, 203	General Chemistry	4	4	4
Pe 180, 190	Physical Education	1		1
He 250	Personal Health		2	
		—	—	—
		15	16	15

Sophomore Year

Mth 201, 202, 203	Mathematics courses	4	4	4
*Ph 207, 208, 209	Introductory Classical			
	Physics	4	4	4
	Social Science sequence	3	3	3
	Physical Education	1	1	1
	Electives to bring total			
	hours to 93	3-4	3-4	3-4
		—	—	—
		15-16	15-16	15-16

Total: 93 Credits

One-Year Program

Students whose high school records and entrance examination scores show high ability in science and mathematics and readiness to begin calculus may complete the following first-year program and transfer to Oregon State University, University of Oregon, or Portland State College ready to begin the second year of physics studies.

Physics — First Year

Wr 111, 112, 113	English Composition	3	3	3
Mth 200, 201, 202	Calculus with			
	Analytical Geometry	4	4	4
*Ph 207, 208, 209	Introductory Classical			
	Physics	4	4	4
Ch 201, 202, 203	General Chemistry	4	4	4
Pe 180, 190	Physical Education	1		1
He 250	Personal Health		2	
		—	—	—
		16	17	16

Total: 49 Credits

*Will be offered 1969-70

POLITICAL SCIENCE

Freshman Year

Course No.	Course Title	F	W	S
Wr 111, 112, 113	English Composition	3	3	3
Eng 101, 102, 103	Survey of English Literature	3	3	3
	Science or Math sequence	3-4	3-4	3-4
Hst 101, 102, 103	History of Western Civilization	3	3	3
Pe 180, 190	Physical Education	1		1
He 250	Personal Health		2	
	Electives	2-3	2-3	2-3
		—	—	—
		15-16	15-16	15-16

Sophomore Year

Ps 201, 202, 203	American Governments	3	3	3
	Humanities sequence	3	3	3
	Second Science sequence	3-4	3-4	3-4
	Second Humanities sequence or Science sequence	3	3	3
Pe 180, 190	Physical Education	1	1	1
	Social Science sequence (History of the U.S., Economics, Geography, Sociology, or Anthropology)	3	3	3
	Electives to bring total hours to 93			
		—	—	—
		16-17	16-17	16-17

Total: 93 Credits

PRE-NURSING (Preprofessional Program)

Course Title	Course Title	S	W	F
Wr 111, 112, 113	English Composition	3	3	3
Ch 101, 102, 103	General Chemistry	3	3	3
Eng 101, 102, 103	Survey of English Literature	3	3	3
	Social Science sequence	3	3	3
HEc 225	Nutrition			3
Sp 111	Fundamentals of Speech	3		
Pe 180, 190	Physical Education	1	1	1
	Electives		3	
		—	—	—
		16	16	16

Total: 48 Credits

PSYCHOLOGY

Freshman Year

Course No.	Course Title	F	W	S
Wr 111, 112, 113	English Composition	3	3	3
	Literature sequence	3	3	3
	Science or Math sequence	3-4	3-4	3-4
	Social Science sequence	3	3	3
Pe 180, 190	Physical Education	1		1
He 250	Personal Health		2	
	Electives	0-2	0-2	0-2
		—	—	—
		15-16	15-16	15-16

Sophomore Year

Psy 201, 202, 203	General Psychology	3	3	3
	Second Science sequence	3-4	3-4	3-4
	Second Humanities sequence	3	3	3
Pe 180, 190	Physical Education	1	1	1
	Electives (additional science or social science; foreign language if planning to do graduate work)	5-6	5-6	5-6
		—	—	—
		15-16	15-16	15-16
Total: 93 Credits				

SECRETARIAL SCIENCE — BUSINESS EDUCATION

The program outlined below is recommended for students who plan to transfer to the major program in secretarial science or business education.

Freshman Year

Course No.	Course Title	F	W	S
Wr 111, 112	English Composition	3	3	
SS 111, 112, 113	Stenography	3	3	3
SS 121, 122, 123	Typing	2	2	2
BA 101	Introduction to Business Literature or Science Sequence	3-4	3-4	3-4
	Physical Education	1		1
	Personal Health		2	
He 250	Electives		2-3	5-6
		—	—	—
		16-17	16-18	14-16

Sophomore Year		(Sec. Sci. - Bus. Ed.)		
Ec 201, 202, 203	Principles of Economics	3	3	3
BA 211, 212, 213	Principles of Accounting	3	3	3
SS 211, 212, 213	Applied Stenography	3	3	3
PS 201	American Governments (Secretarial Science majors)	3		
Hist 203	History of the U.S. (Secretarial Science majors)			3
Psy 201, 202	General Psychology	3	3	
Sp 111	Fundamentals of Speech (Business Ed. majors)			3
BA 224	Business Communications			3
	Physical Education	1	1	1
	Electives		2-5	
		18	15-18	19
Total: 93 hours				

SOCIOLOGY

Freshman Year				
Course No.	Course Title	F	W	S
Wr 111, 112, 113	English Composition	3	3	3
Eng 101, 102, 103	Survey of English Literature	3	3	3
	Science or Math sequence	3-4	3-4	3-4
	Social Science sequence (History of West. Civ. Recommended)	3	3	3
Pe 180, 190	Physical Education	1		1
He 250	Personal Health		2	
	Electives	0-2		0-2
		15-16	15-16	15-16

Sophomore Year				
Soc 204, 205, 206	General Sociology	3	3	3
Ec 201, 202, 203	Principles of Economics	3	3	3
	Second Science sequence	3-4	3-4	3-4
	Foreign language or second Humanities sequences or second Humanities or Science sequence	3-4	3-4	3-4
Pe 180, 190	Physical Education	1	1	1
	Electives to bring total hours to 93			
		15-16	15-16	15-16

Total: 93 Credits

**SPEECH (UO, OSU)
SPEECH AND THEATER ARTS (PSC)**

One-Year Program (UO, OSU)

Course Title	Course Title	S	W	F
Wr 111, 112, 113	English Composition	3	3	3
Eng 101, 102, 103	Survey of English Literature	3	3	3
	First year of foreign language or science sequence	3-4	3-4	3-4
Sp 111, 112, 113	Fundamentals of Speech	3	3	3
Pe 180, 190	Physical Education	1		1
He 250	Personal Health		2	
	Electives	2		2
		—	—	—
		15-16	14-15	15-16

Total: 44-46 Credits

Course Descriptions



BUSINESS

- BA 101 Introduction to Business** 4 class hrs/wk 4 credits
A beginning course designed to acquaint the student with the various phases of business. Emphasis is placed on ownership and organization, marketing problems, personnel problems and financial problems.
- BA 211 Principles of Accounting I** 3 class hrs/wk 3 credits
Techniques of account construction; preparation of financial statements. Application of accounting principles to practical business problems.
- BA 212 Principles of Accounting II** 3 class hrs/wk 3 credits
Accounting systems and management control, concepts and principles of depreciation, merchandise inventory, evaluation, partnership and corporate accounting, capital stock, investments, dividends.
- BA 213 Principles of Accounting III** 3 class hrs/wk 3 credits
Control accounting for departments and branches, cost accounting for manufacturing plants, income taxes and their effect on business decisions, and analysis of financial statements.
- BA 214 Business Communications** 3 class hrs/wk 3 credits
Study of the purpose and effectiveness of communications in business. Analysis and writing in simulated situations. Prerequisite: Wr 112.
- BA 226 Business Law** 3 class hrs/wk 3 credits
The framework of the law as it affects the businessman, how the law operates, how it is enforced, how to use the law in business. The origins of law, the relations of business to society and the law, evolution of business within the framework of the law, the historical development and present-day applications of the law of contracts.
- BA 232 Introduction to Business Statistics**, 3 class hrs/wk, 3 credits
Modern business decision theory, and statistics as a tool for business decision making. Primary emphasis on statistical description (tables, charts, and frequency distributions) and the elements of probability; consideration also of modern data processing, index numbers, and time series analysis (trend, cyclical, and seasonal adjustments) of business data.
- SS 111 Stenography I** 2 class - 3 lab hrs/wk 3 credits
Introduction to theory and Gregg shorthand, including the alphabet, brief forms, phrasing and abbreviating principles.
- SS 112 Stenography II** 2 class - 3 lab hrs/wk 3 credits
Completion of shorthand theory and review of all principles. Development of ability to construct new outlines rapidly from dictation and to lay solid foundation for further development of dictation and transcription skill. Prerequisite: SS 111 or equivalent.

- SS 113 Stenography III 2 class - 3 lab hrs/wk 3 credits**
 Emphasis on further development of speed and accuracy in dictation and transcription. Intensive practice in refining shorthand skills and in producing mailable letters. Personal qualifications covered.
 Prerequisite: SS 112 or equivalent.
- SS 211 Applied Stenography 2 class - 3 lab hrs/wk 3 credits**
 A thorough and extensive review of Gregg Shorthand, advanced principles, phrases and short cuts, dictation covering vocabularies representative of various types of businesses, legal forms, newspapers, and magazine articles. Basic skills of office work are stressed.
 Prerequisite: SS 113 or equivalent.
- SS 212 Applied Stenography 2 class - 3 lab hrs/wk 3 credits**
 A continuation of 211 with emphasis on speed, accuracy and secretarial standards.
- SS 213 Applied Stenography 2 class - 3 lab hrs/wk 3 credits**
 A continuation of 212 with emphasis on speed, accuracy and secretarial standards.
- SS 121 Typing I 1 class - 3 lab hrs/wk 2 credits**
 A beginning course in typing for those with no previous typing instruction. It covers the basic techniques of the touch system, speed and accuracy, manuscript writing, composition at the machine, tabulation, letter writing and centering.
- SS 122 Typing II 1 class - 3 lab hrs/wk 2 credits**
 Continued practice in the mastery of the keyboard with emphasis on speed, accuracy, and secretarial standards. Review and advanced work in manuscripts, business forms, rules that govern word division, correspondence, courtesies, and similar typing technicalities.
 Prerequisite: SS 121 or equivalent.
- SS 123 Typing III 1 class - 3 lab hrs/wk 2 credits**
 Continued units on letter writing, business forms, manuscripts, plus secretarial projects such as credit follow-up, sales promotion, financial analysis, conference arrangements, employment interviews, and promotion planning.
 Prerequisite: SS 122 or equivalent.
- SS 124 Typing Skill Building 1 class - 3 lab hrs/wk 2 credits**
 Speed, accuracy, figures and remedial techniques. Use of wide variety of special drills and electric typewriters.
 Prerequisite: Consent of instructor.
- 1.121 Poise, Posture and Personality 3 class hrs/wk 2 credits**
 This course covers the principles of fashion, fashion cycles and fashion coordination. It also covers the study of line, design and color as they relate to clothing and accessor-

ies; the study of the individual silhouette in posture, walking and standing, stage and stair stance; grace in sitting, leaving and entering a room and car; hair care, shape and style most flattering to the person. Emphasis will be placed on personality.

- 1.160 Personal Finance** **3 class hrs/wk 3 credits**
Of interest to both men and women, this is a study of home financing, installment buying, insurance, investments, wills, and other phases of managing family finances.
- 2.110 Principles of Salesmanship** **3 class hrs/wk 3 credits**
Course includes characteristics of the customer, buying motives, approach, presentation, demonstration, overcoming objections and excuses, closing the sale, and objective selling. Each student is given the opportunity to develop a sales approach and present and analyze a sales presentation.
- 2.119 Business Management** **3 class - 2 lab hrs/wk 4credits**
The essentials of management of both merchandising concerns and industry. Study of organization structures and the principles involved in management planning and decision making.
- 2.131 Elements of Marketing** **3 class hrs/wk 3 credits**
A general survey of the nature, significance, and scope of marketing. Emphasis is placed upon the channels of distribution; the marketing of consumer, shopping, specialty and other goods; service marketing; middlemen, wholesaling, shopping and warehousing; standardization, grading and pricing; government regulations of competition.
- 2.134 Retail Merchandizing** **3 class hrs/wk 3 credits**
A general survey of the principles of efficient store organization and management. Topics include location and layout, types of store organization, personnel management, operating activities, financial and budgetary control, coordinating policies, and store protection.
- 2.501 Typing I** **1 class - 3 lab hrs/wk 2 credits**
A beginning course in typing for those with no previous typing instruction. It covers the basic techniques of the touch system, speed and accuracy, manuscript writing, composition at the machine, tabulation, letter writing, and centering.
- 2.502 Typing II** **1 class - 3 lab hrs/wk 2 credits**
Continued practice in the mastery of the keyboard with emphasis on speed, accuracy, and secretarial standards. Review and advanced work in manuscripts, business forms, rules that govern word division, correspondence, courtesies, and similar typing technicalities.
Prerequisite: Typing 2.501 or equivalent.

- 2.503 Typing III** **1 class - 3 lab hrs/wk 2 credits**
Continued units on letter writing, business forms, manuscripts, plus secretarial projects such as credit follow-up, sales promotion, financial analysis, conference arrangements, employment interviews, and promotion planning. Prerequisite: Typing 2.502 or equivalent.
- 2.504 Typing, Skill Building** **1 class - 3 lab hrs/wk 2 credits**
Speed, accuracy, figures and remedial techniques. Use of wide variety of special drills and electric typewriters. Prerequisite: Consent of instructor.
- 2.505 Typing IV** **1 class - 3 lab hrs/wk 2 credits**
Theory and practice; drills of all kinds; punctuation and mechanical arrangements of business correspondence, legal forms, tabulating, manuscripts, modern business forms, straight copy timings; training on both manual and electric typewriter. Prerequisite: Typing 2.503 or permission of instructor.
- 2.506 Typing V** **1 class - 3 lab hrs/wk 2 credits**
Advanced course in production typewriting on all types of business materials. Continuation of skill development and typing techniques. Prerequisite: Typing 2.505 or permission of instructor.
- 2.509 Introduction to Data Processing** **3 class - 2 lab hrs/wk 4 credits**
A basic orientation to the field of electronic data processing with the definitions, history and functions of data processing and an introduction to unit record principles and machine operation.
- 2.510 Fundamentals of Unit Record Equipment** **3 class - 2 lab hrs/wk 4 credits**
The nature and purpose of electro-mechanical machine operation. Principles of punch card operations including key punch, interpreter, verifier, sorter, collator, reproducer and accounting machines.
- 2.511 Data Processing Systems** **3 class - 2 lab hrs/wk 4 credits**
A one-term course of instruction for students of computer programming curriculum who have completed 2.509 - Introduction to Data Processing. The course is designed to give instruction and knowledge of business computer applications in the areas of problem definition, system design, flowcharting, documentation and the writing of operational procedures. A proportionate amount of time is spent studying case histories of actual computer applications selected for their example and aptness.

- 2.512 Computer Operation** **1 class - 2 lab hrs/wk 2 credits**
 An introduction to an experience in operation of digital computers and their associated devices including tape drives, reader-punches, printers, and random access files. A description of the operating principles of each of the devices, an outline of their structure, proper operation procedures for each and their proper care. Proper preparation for efficient job flow.
- 2.513 Computer Programming I, 3 class - 2 lab hrs/wk 4 credits**
 The first of a series of three terms of instruction for programming of the International Business Machines family of System/360 computers. A proportionate amount of time is spent in covering the numbering systems, programming languages, and assembly language programming.
- 2.514 Computer Programming II, 3 class - 2 lab hrs/wk 4 credits**
 A basic theory course in solving business data processing problems on modern digital computers including a survey of computer systems and an introduction to symbolic programming. Prerequisite: 2.511 or permission. generalized programs for the IBM 1401. Prerequisite: Computer Programming I or equivalent.
- 2.554 Data Processing Management** **3 class - 2 lab hrs/wk 4 credits**
 Advanced study of machine accounting techniques, card design, procedure development, work loads, scheduling control, evaluation and improvement in the supervision of a data processing installation.
- 2.555 Data Processing Field Project*** **6 credits**
 A course of instruction and practice of skills and techniques acquired in previous courses within the Electronic Data Processing Curriculum. Individual selected projects of practical value are assigned by the instructor. The student is required to plan the project and to carry out all phases of system design, machine programming, design of forms, testing of representative data, and writing of operational procedure.
 *Unscheduled lab and outside study and preparation time totaling a minimum of 192 hours of work per term.
- 2.515 Business Mathematics** **4 class hrs/wk 3 credits**
 A course designed to give the student an arithmetical background in general office work. Principles and shortcuts in basic functions such as addition, multiplication, decimals, fractions, percentage, simple and compound interest and discount, and the application of these functions to modern business.

- 2.516 Introduction to Business Statistics, 3 class hrs/wk 3 credits**
 A statistical analysis of business and economic data used in controlling operation and in making sound business decisions. Special attention is given to assembling statistical data, statistical description, sampling, time series, cyclical fluctuations, and the application of statistics in business.
- 2.518 Business Law 3 class hrs/wk 3 credits**
 The legal environment of business and principles of contract law. An introduction to the study of law and business, legal reasoning and the evolutionary process of law. Emphasis is placed in the study of business agreements—their formation, operation, performance and discharge. Prerequisite: Sophomore standing or consent of instructor.
- 2.521 Office Machines 1 class - 4 lab hrs/wk 3 credits**
 Training on 10-key calculator, full key adding list machine and rotary calculator. Operational training may be obtained on the comptometer, or key-driven calculator, as well as other related business machines.
- 2.524 Office Procedures I 1 class - 2 lab hrs/wk 2 credits**
 This initial course is designed to introduce the student to general office duties and the simple tools he will use in an office. Detailed instruction will be given in office techniques, including introduction to transcribing machines.
- 2.525 Office Procedures II 1 class - 2 lab hrs/wk 2 credits**
 A continuation of Office Procedures I, preparing the student to handle the office mail, telephone and telegraph communications, sources of information, and prepare office records and reports, including graphic presentations of business trends. Records and reports are emphasized. Continuation of transcribing machines. Prerequisite: Office Procedures I, or equivalent.
- 2.526 Office Procedures III 1 class - 2 lab hrs/wk 2 credits**
 A continuation of Office Procedures II with emphasis on those duties that require meeting the public as receptionists, cashiering, preparing credit instruments, and sales office operations. The student will be introduced to economic factors that affect business. Public relations and personality receive emphasis. Prerequisite: Office Procedures II, or equivalent.
- 2.530 Bookkeeping I 2 class - 3 lab hrs/wk 3 credits**
 Fundamental principles of double entry bookkeeping; general journals and ledgers, business forms, simple financial statements, and the completion of the bookkeeping cycle.

- 2.531 Bookkeeping II** **2 class - 3 lab hrs/wk 3 credits**
A continuation of Bookkeeping I with an expansion of the bookkeeping cycle to include special journals, ledgers and business forms.
- 2.532 Bookkeeping III** **2 class - 3 lab hrs/wk 3 credits**
An advanced course in bookkeeping including entries of a nature requiring some analysis and interpretation; entries for promissory notes; adjustments for prepaid, unearned and accrued items; depreciation of assets; the voucher system; payroll records; property sales, and taxes.
- 2.536 Analysis of Financial Statements** **3 class hrs/wk 3 credits**
A study of financial analysis involving financial statements, statements of audit, and reports commonly found in business operations.
- 2.541 Stenography I** **2 class - 3 lab hrs/wk 3 credits**
Introduction to theory and Gregg shorthand, including the alphabet, brief forms, phrasing and abbreviating principles.
- 2.542 Stenography II** **2 class - 3 lab hrs/wk 3 credits**
Completion of shorthand theory and review of all principles. Development of ability to construct new outlines rapidly from dictation and to lay solid foundation for further development of dictation and transcription skill. Prerequisite: Stenography I or equivalent.
- 2.543 Stenography III** **2 class - 3 lab hrs/wk 3 credits**
Emphasis on further development of speed and accuracy in dictation and transcription. Intensive practice in refining shorthand skills and in producing mailable letters. Personal qualifications covered. Prerequisite: Stenography II or equivalent.
- 2.545 Applied Stenography** **2 class - 3 lab hrs/wk 3 credits**
A thorough and extensive review of Gregg Shorthand, advanced principles, phrases and short cuts, dictation covering vocabularies representative of various types of businesses, legal forms, newspapers, and magazine articles. Basic skills of office work are stressed. Prerequisite: Shorthand 2.543 and Typing 2.503 or equivalent.
- 2.546 Applied Stenography** **2 class - 3 lab hrs/wk 3 credits**
A continuation of 2.545 with emphasis on speed, accuracy and secretarial standards.
- 2.547 Applied Stenography** **2 class - 3 lab hrs/wk 3 credits**
A continuation of 2.546 with emphasis on speed, accuracy and secretarial standards.

2.548 Business English 3 class hrs/wk 3 credits
The analysis and composition of the principal types of present-day business letters and reports.

2.613, 2.614, 2.615 On-the-Job Training (Secretarial)
16 class hrs/wk 4 credits
Supervised employment in secretarial field, stenography, office management, records control, etc. The employment portion shall be a minimum of 16 hours per week, with seminar.

2.710, 2.711, 2.712 On-the-Job Training (Business Management)
16 hrs/wk 4 credits
Supervised employment in positions related to the field of merchandising. Intended to provide practical experience in operations and methods for students preparing for careers in business management. The employment portion shall be a minimum of 16 hours per week, with seminar.

2.652 Filing and Records Control, 1 class - 2 lab hrs/wk 2 credits
Covers all basic systems found in modern business offices.

CREATIVE ARTS DIVISION

AA 195 Basic Design 1 class - 2 lab hrs/wk 2 credits
A general introduction to the design field through study of the basic art principles with emphasis on developing sound judgement, basic skills and individual creative growth.

AA 196 Basic Design 1 class - 2 lab hrs/wk 2 credits
Continuation of study of the design field with emphasis on relationships between 2 and 3 dimensional space; further development of basic skills, individual growth and ability to analyze design problems. Prerequisite: AA 195

AA 197 Basic Design 1 class - 2 lab hrs/wk 2 credits
Continuation of the study of the design field with emphasis toward the development of the individual designer. Experimentation encouraged. Prerequisite: AA 196

AA 201, 202, 203 Survey of the Visual Arts
3 class hrs/wk 3 credits
Cultivation of understanding of the visual arts through the study of the elements of art, architecture, sculpture, drawing and print making, painting, industrial design, crafts.

AA 290 Painting 4 class hrs/wk 2 credits
Instruction in the use of oil color and other media on canvas and panels. Fall and Winter term is primarily concerned with painting with oils. During Spring term, copolymer latex emulsions, lacquer, encaustic and other experimental media are used. Three terms.

- AA 291 Drawing** 4 class hrs/wk 2 credits
Problems in still life, figure drawing expressive and landscape drawing. Studies in the use of different materials and techniques. Three terms.

FIRE SCIENCE

- 5.250 Fire Fighting Skills I** 9 lab hrs/wk 3 credits
Individual skills using small tools and minor equipment, practice in forcible entry, use of masks, and other activities generally performed by the individual.
- 5.251 Fire Fighting Skills II** 1 class - 6 lab hrs/wk 3 credits
Practice in team skills used in fire ground operation including hose and ladder evolutions, salvage, overhaul, rescue, fire attack, and other activities requiring a team effort.
- 5.252 Fire Fighting Skills III** 5 class hrs/wk 2 credits
Practice in skills involving multi-company operations, including simultaneous activities of ladder, engine, and salvage companies; manning large stream appliances, coordinating communications, etc.
- 5.253 Fire Apparatus and Equipment** 2 class - 3 lab hrs/wk 3 credits
Familiarization with different types of fire apparatus; principles of application, care, and preventative maintenance; safe operating practices, emergency and non-emergency; National Board standards.
- 5.254 Introduction to Fire Protection** 3 class hrs/wk 3 credits
Philosophy and history of fire protection, history of loss of life and property by fire; role and responsibility of the fire department in the community; organization and function of local, county, state, federal, and private fire protection agencies and allied organizations; sources of professional literature; survey of professional career opportunities.
- 5.256 Physical Science of Fire** 2 class - 3 lab hrs/wk 3 credits
Characteristics and behavior of fire; fundamentals of physical laws and chemical reactions occurring in fire and fire suppression; analysis of factors contributing to fire—its cause, rate of burning, heat generation and travel, by-products of combustion—and to its confinement, control, and extinguishment.
- 5.257 Fire Department Hydraulics** 3 class - 3 lab hrs/wk 4 credits
Review of basic mathematics; hydraulic laws and formulas as applied to the fire service; application of formulas and mental calculations to hydraulics problems; fire ground water-supply problems; Underwriter's requirements for pumps and accessories.

- 5.258 Company Organization and Station Assignment** **3 class hrs/wk 3 credits**
 Fire company organization and operation; company responsibilities in station, including record keeping, state communications; and watch, housekeeping and house privileges, tours and public relations, company organization for response to alarms, company morale.
- 5.260 Hazardous Materials I** **5 class hrs/wk 3 credits**
 Review of basic chemistry; identification of hazardous materials by color, symbol, and marking; recommended safe practices for storage and handling of solids, liquids, and gases; methods for fire control of these materials.
- 5.261 Hazardous Materials II** **5 class hrs/wk 3 credits**
 Methods for combating fires involving hazardous chemicals and other materials; radiation hazards of the fire service; space age fuel; highway transportation of explosives, etc.
- 5.262 Fundamentals of Fire Prevention, 3 class hrs/wk 3 credits**
 Organization and function of a fire prevention bureau; fire prevention codes; state and local laws and ordinances; familiarization with principles of fire prevention; the inspector's job; public relations.
- 5.263 Pump Operation and Practical Hydraulics** **2 class - 3 lab hrs/wk 3 credits**
 Principles of fire apparatus pumping operations, fire ground water supply; construction and operation of fire service pumps and accessories; pump operation under emergency conditions; rule-of-thumb hydraulics.
- 5.264 Building Construction for Fire Prevention** **2 class - 3 lab hrs/wk 3 credits**
 Classification of buildings; structural features affecting fire spread; effect of fire on structural strength; fire stops and ratings of materials; fire retardants; Sanborne maps.
- 5.267 Fire Department Communications and Alerting** **2 class hrs/wk 2 credits**
 Dispatching, receiving, and radio communication procedures; FCC regulations; municipal box alarm; telephone and tone-activated alarm; recording messages; tap-out procedures, running cards, etc.
- 5.268 Rescue Practices** **6 class hrs/wk 2 credits**
 Electrical; use of rescue tools; common rescue carries; search and rescue procedures; handling nets; care of victim, excavation emergencies; evacuations.
- 5.269 Water Distribution Systems** **3 class hrs/wk 3 credits**
 Main systems; hydrants: size, gridding, valving, distribution; residential and commercial districts; fire flow requirements; pumping stations; high pressure systems; storage tanks and cisterns; mobile supplies.

5.270 Fire Reports & Records 2 class hrs/wk 2 credits

5.272 Fixed Systems and Extinguishers 5 class hrs/wk 2 credits

Portable extinguisher equipment; sprinkler systems: protection systems for special hazards; fire alarm and detection systems; ventilating systems.

5.273 Fire Investigation 3 class - 3 lab hrs/wk 2 credits

Effect on fire prevention by isolating cause of fire; interpreting clues and burn patterns leading to point of origin; identifying sources of ignition and materials ignited; preservation of the fire scene.

5.274 Fire Fighting Tactics and Strategy 3 class hrs/wk 3 credits

Response and size-up; fire ground tactics; analysis and post mortem; pre-fire survey and planning.

HEALTH OCCUPATIONS

5.406 Nurses Aids 5 class hrs/wk 5 credits

Daily assignments are given using a required manual which serves as the text. Weekly quizzes are given to determine the students' understanding of the theory portion of the course.

5.407 Nurses Aids Laboratory 5 hrs/wk 7 credits

Clinical experience is provided first in a Nursing Arts Laboratory, with demonstrations of procedures by the instructor, and an opportunity for the student to practice procedures before she is assigned to do them on the hospital stations. Experience at the bedside of patients is provided under the supervision of the instructor, in the hospital and in nursing homes.

HOME ECONOMICS

HEc 101 Introduction to Home Economics 1 class hr/wk 1 credit

Orientation of beginning students in home economics.

CT 210 Clothing Construction 5 class hrs/wk 3 credits

Principles of selection, construction, and fitting; management problems.

CT 211 Clothing Selection 5 class hrs/wk 3 credits

Artistic, economic, and psychological factors affecting the selection of adult clothing. For majors and non-majors.

CT 250 Textiles 3 class hrs/wk 3 credits

Properties, identification, selection, use and care of textile fibers and fabrics.

FN 225 Nutrition 3 class hrs/wk 3 credits

Newer scientific investigations; optional diet for health; present day problems.

INDUSTRIAL

- 4.151 Welding I** 4 class hrs/wk 2 credits
Set-up and operation of oxy-acetelene welding and cutting equipment. Demonstrations and practice in welding, brazing and soldering ferrous and non-ferrous metals and their alloys. Various types of welds are made and tested. (For non-majors).
- 4.152 Welding II** 4 class hrs/wk 2 credits
Set-up and operation of electric arc welding equipment. Technical information on use of rods, composition of metal and application is included. Inert arc-welding is also included. One hour lecture, three hours lab per week. (For non-majors).
- 4.240 Arc Welding** 14 class hrs/wk 6 credits
This course is designed to provide fundamental knowledge and manipulative skills in the safe use of oxy-acetelene and electric arc welding equipment. Two hours lecture, twelve hours lab per week.
- 4.241 Intermediate Welding** 2 class - 12 lab hrs/wk 6 credits
This course is a continuation of Welding 4.240. The emphasis is on joining pieces of metal in flat, vertical, and overhead positions.
- 4.242 Oxy-Acetylene Welding** 8 class hrs/wk 4 credits
Practice on sheet metal 12-14-16 gauge in all positions including hand cutting and fitting. Blueprint reading and layout methods are explored and used. Two hours lecture, six hours lab per week.
- 4.243 Intermediate Oxyacetylene Welding** 2 class - 6 lab hrs/wk 4 credits
This course is a continuation of Welding 4.242. Projects are assigned which will help develop skill in using the equipment.
- 4.245 Layout Practices** 2 class - 3 lab hrs/wk 3 credits
This is a course on bench tools and their use, with layout principles and applications. The bench tools studied will include hand tools such as: hammers, screwdrivers, files, chisels, wrenches, hand taps and reamers, hacksaws and threading dies. Layout work will consist of the use of tools, measurements, coating materials, and applications of bench and surface plat layouts.
- 4.246 Advanced Arc Welding** 8 class hrs/wk 4 credits
Advanced instruction in electric arc welding on steel plate, pipe, sheet metal and non-ferrous metals. Edge preparations and joint types will be emphasized. Two hours lecture, six hours lab per week.

- 4.249 Light Gauge Welding** **8 class hrs/wk 4 credits**
 This course is designed to be a review and application of the welding layout and fabrication processes covered during the year, as applied to the joining of various light gauge metals. Also it will cover resistance welding and comparative study of metal joining processes in terms of costs and function of the product. Field trips will be arranged to illustrate industrial practices. Two hours lecture, six hours lab per week.
- 4.151 Welding Seminar** **2 class hrs/wk 2 credits**
 Lectures and discussion sessions covering selection of equipment, welder certification, etc. Prerequisite: Second year standing.
- 4.108 Industrial Safety** **3 class hrs/wk 2 credits**
 A survey of the principles of safety for industry. Includes safety codes, personnel considerations, and safety practices relating to design work, materials handling and equipment.
- 4.100 Blueprint Reading and Sketching, 4 class hrs/wk 2 credits**
 A basic course in blueprint reading and freehand sketching to develop knowledge of graphic symbols, standards, perception and an understanding of a variety of drawings.
- 4.101 Drafting and Blueprint I** **4 class hrs/wk 2 credits**
 A fundamental course in drafting designed to give the student a basic understanding of drawing techniques. Emphasis is placed on the application of drafting instruments, standard orthographic projection, layout procedures, and ASA approved lettering techniques. Drawing techniques such as geometric construction, selection of views, sectional and auxiliary views, revolutions, threads and standard dimensioning practices will be covered.
- 4.105 Drafting and Blueprint II** **4 class hrs/wk 2 credits**
 This is an intermediate course designed to prepare students to enter mechanical, structural, civil and architectural drafting. It includes isometric projection, perspective drawings. Emphasis is placed on the concept technique of inking, and the development of working drawings as used in industry. Limitations of general shop equipment are discussed. Prerequisite: Drafting I or equivalent.
- 4.127 Industrial Practices I** **3 class hrs/wk 3 credits**
 First quarter of a three quarter sequence covering general fabrication practices and industrial equipment. Frequent field trips will be made to observe modern methods of manufacturing, casting, forging, construction and assembly. Emphasis will be placed on materials, meth-

ods of fabrication and the application of these processes to specific machines. Prerequisite: A background in drafting and blueprint reading or concurrent enrollment.

- 4.129 Industrial Practices II** **3 class hrs/wk 3 credits**
The study will be made of the practices used in manufacturing of a variety of wood products including dimensional lumber, pulp and paper, particle board, plywood, wood chemicals and other wood by-products. Visits to various manufacturers and construction projects will be correlated with class assignments. Pre-assemblies, finishing, and fastening and the machines used will be part of the study.
- 4.131 Industrial Practices III** **3 class hrs/wk 3 credits**
This is a continuation of Industrial Practices II into the construction and manufacturing plants other than wood products. Areas of study will include concrete structure, metals industry, industrial electricity, plastic products and machinery.
- 3.380 Machine Tools I** **6 class hrs/wk 3 credits**
Covers the fundamentals and workable knowledge of the processes and machines required of the machinist. Safety, shop rules and procedures, bench and layout tools, micrometers and other measuring tools, application of mathematics to shop problems. Plane turning, boring, facing, and chucking operations on the engine lathe. Two class, four lab hours per week.
- 3.381 Machine Tools II** **6 class hrs/wk 3 credits**
A continuation of instruction in the operation and maintenance of the machine lathe. Introduction to the types and uses of milling machines and shapers. Prerequisite: Machine Tools I. Two class and four lab hours per week.
- 3.382 Machine Tools III** **6 class hrs/wk 3 credits**
A continuation of Machine Tools II with advanced projects and metallurgy. Prerequisite: Machine Tools II. Two class and four lab hours per week.
- 4.140 Shop Math I** **4 class hrs/wk 3 credits**
A review of the fundamentals of arithmetic is offered with emphasis on decimals. Elementary arithmetic problems are applied to shop problems.
- 3.397 Automotive Metal Work I** **5 class hrs/wk 2 credits**
- 3.398 Automotive Metal Work I Lab** **10 lab hrs/wk 5 credits**
History and developments in auto body and frame construction and types of auto bodies and frames. Basic principles of auto body construction used in auto body building. Fundamentals of metal work.

- 3.321 Automotive Metal Work II 3 class hrs/wk 3 credits**
- 3.328 Automotive Metal Work II, Lab 6 lab hrs/wk 2 credits**
 Instruction on doors and deck lids and methods of repair, glass removal and replacement, information on hardware and trim replacement and repair. Instruction on sealing for water and dust leaks. Preparing and painting panels. Prerequisite: Automotive Metal Work I.
- 3.337 Automotive Metal Work III 2 class hrs/wk 2 credits**
- 3.315 Automotive Metal Work III, Lab 4 lab hrs/wk 2 credits**
 Instruction on repair and replacement of fender shields and hoods. Principles of measuring for replacement or repair of parts, panel fitting and alignment of hoods, doors, trunk lids and other sectional parts of the body, metal bumping and dinging of panel sections and metal finishing. Prerequisite: Automotive Metal Work II.
- 3.242 General Body Repair I 1 class - 6 lab hrs/wk 3 credits**
 Instruction on repair of body structure members, including practice in shop. Prerequisite: Automotive Metal Work III.
- 3.243 General Body Repair II and Painting**
3 class - 12 lab hrs/wk 7 credits
 This course includes instruction and practice in panel replacement and alignment, practice in internal panel repair, replacement, alignment, practice in welding panels, leading, glassing, and smoothing surfaces. Prepare surface and finish spray paint. Prerequisite: General Body Repair I.
- 3.245 Major Body Repair & Fabrication 15 hrs/wk 7 credits**
 Instruction on methods and procedures for repair of extensive damage to cars involving body structural members, frame measuring, and aligning of body for superstructure alignment, push-pull application to body members, and metal pumping and refinishing. Instruction on fabrication of major body replacement or alterations.
- 3.320 Applied Fluid Mechanics 2 class hrs/wk 2 credits**
 The practical uses of hydraulic power transmission and application. The fundamental principles are reviewed and the uses of hydraulic pressure and fluid flow in brakes, pumps, power steering units, fluid couplings, torque converters, and power accessories are covered thoroughly. Prerequisite: Practical Physics I and II
- 3.246 Collision Estimating 2 class - 3 lab hrs/wk 3 credits**
 Instruction and practice in estimating over-all cost for parts, labor, fixing shop costs and profit on repair jobs. Instruction given on preparing insurance claim estimates and making out insurance claim forms. Prerequisite: sixth-term standing.

- 3.332 Automotive Service Management** **2 class hrs/wk 2 credits**
 This outlines the duties and responsibilities of the service manager. The students study methods of organizing service personnel, shop facilities, and an introduction to shop layout and buildings. Appreciation of good relationship with customers, labor and management groups, and individuals is emphasized.
- 3.304 Internal Combustion Engine Theory** **3 class hrs/wk 3 credits**
 A lecture course with complete analysis of construction, working principles, and proper service procedures for modern internal combustion engines. The study of measurements and fittings also included.
- 3.307 Internal Combustion Engine Lab** **12 lab hrs/wk 4 credits**
 Instruction in overhaul methods, trouble shooting, general engine performance and testing, service techniques covering valve, cylinder, and bearing systems.
- 3.309 Internal Combustion Engine Lab (IM)** **6 class hrs/wk 2 credits**
 Same as 3.307, for Industrial Mechanics students.
- 3.322 Electrical Systems Theory** **3 class hrs/wk 3 credits**
 A lecture course covering electrical and electronic theories and components commonly employed in the charging, starting, ignition, and accessory systems of the automobile.
- 3.323 Electrical Systems Lab** **12 lab hrs/wk 4 credits**
 Instruction is given in servicing charging systems, starting systems, and accessory systems. Advanced methods of testing electrical and carburetion systems. Developing the ability to analyze the operation of all engine accessories directly related to engine performance.
- 3.330 Electrical Systems Lab (IM)** **6 class hrs/wk 2 credits**
 Same as 3.323, for Industrial Mechanics students.
- 3.312 Theory of Fuel Systems** **3 class hrs/wk 3 credits**
 A theory course on terminology, principles and problems applicable to fuel systems and their components.
- 3.313 Fuel Systems Lab** **12 lab hrs/wk 4 credits**
 A course in fundamentals through advanced techniques and procedures for overhaul and service of carburetors and carburetion accessories, including all types of single and multiple throat models. Diagnosis and testing procedures involving carburetion systems are covered.
- 3.320 Fuel Systems Lab** **6 class hrs/wk 2 credits**
 Same as 3.313, for Industrial Mechanics students.

- 3.316 Power Train Theory** **3 class hrs/wk 3 credits**
 A theory course including the function of parts, their theory, the materials of which they are made, their design, recommended stress, ratios, formulas and equations.
- 3.317 Power Train Lab** **9 lab hrs/wk 3 credits**
 A course covering the service for all components of the power train, including clutch, standard and overdrive transmissions, drive line, and final drive.
- 3.300 Chassis Theory** **3 class hrs/wk 3 credits**
 A lecture course including frame, front axle, springs, wheel alignment, steering gears, power steering, air and power brakes.
- 3.301 Chassis Lab** **9 lab hrs/wk 3 credits**
 Instruction is given in the diagnosis and service of steering and front suspension systems including wheel alignment and balance. Also included are brake systems, trouble shooting and overhaul.
- 3.326 Automatic Transmissions** **3 class hrs/wk 3 credits**
 A lecture course dealing with the principles and theory of operation of hydraulically operated transmissions, torque converters, and fluid couplings.
- 3.327 Automatic Transmission Lab** **9 lab hrs/wk 3 credits**
 Instruction in automatic transmissions including principles of operation, trouble-shooting and overhaul procedures of hydraulically operated transmissions, torque converters, and fluid couplings used with automatic transmissions common to the automotive field.
- 3.329 Automotive Repair I** **12 lab hrs/wk 4 credits**
 A shop course in which the student can develop additional abilities and understanding through diagnosis and repair of automotive equipment. It will include overhaul and maintenance procedures and practices on suspension systems, brakes, power trains and engines.
- 3.331 Automotive Repair II** **12 lab hrs/wk 4 credits**
 A laboratory course designed for the selection of live jobs and instruction to give the student practical experience in his field of interest.
- 3.324 Tune-Up and Diagnosis** **2 class hrs/wk 2 credits**
- 3.325 Tune-Up and Diagnosis Lab** **6 lab hrs/wk 2 credits**
 Instruction in diagnosing malfunctions in the automotive engine and its accessory systems. Advanced methods of testing electrical and carburetion systems. Developing the ability to analyze the operation of all engine accessories directly related to engine performance.
- 9.500 Elements of Supervision** **3 hrs/wk 3 credits**
 A basic introductory course in general terms the total responsibilities of a supervisor in industry, such as or-

ganization, duties and responsibilities, human relations, grievances, training, rating, promotion, quality-quantity control, and management-employee relations.

- 9.501 Written Communication for Supervisors 3 hrs/wk 3 credits**
Review of writing mechanics covering grammar, punctuation, sentence structure and paragraph structure. Business letter writing involving the principles, planning, and dictating of letters. Memorandum and bulletin writing with emphasis on format, content, structure, tone and style. Manual writing, covering format, content and structure.
- 9.502 Basic Psychology for Supervisors 3 hrs/wk 3 credits**
Course to assist the supervisor in understanding the people with whom he works, with emphasis on the psychological aspects, perceptions, learning processes, emotions, attitudes and personalities.
- 9.503 Oral Communications for Supervisors 3 hrs/wk 3 credits**
How we communicate, effective speaking and listening. Kinds of supervisory communications. Saying what we mean, which covers oral versus written communication. Understanding what is communicated as related to intent and effect. Conference leading practice for supervisors.
- 9.504 Developing the Employees Through Training 3 hrs/wk 3 credits**
The supervisor's responsibility for developing employees through training. Orientation and induction. Vestibule and on-the-job techniques. Job instruction principles. Apprenticeship training, technical training. Supervisory training. Supervisory training and management development. Use of outside agencies. Advisory committees.
- 9.505 Report Writing for Supervisors 3 hrs/wk 3 credits**
Types of reports. Statistical, financial, narrative, technical. Steps in preparation of reports. Parts of the report. Techniques of writing. Format, style and organization. Illustrating the report. Practice in writing and evaluating reports in the occupational field of the individual enrollees.
- 9.506 Human Relations 3 hr/wk 3 credits**
To show the practical application of basic psychology in building better employer-employee relationships by studying human relations techniques. Prerequisite: Basic Psychology for Supervisors.
- 9.507 Reading Improvement for Supervisors 3 hrs/wk 3 credits**
General approach to better reading through the proper use of text materials, reading films, tachistoscope, and practice. Benefits of better reading, primary considerations in reading, evaluating and analyzing what is read, vocabulary improvement, advanced reading tips.

- 9.508 Labor-Management Relations 3 hrs/wk 3 credits**
 The history and development of the Labor Movement. Development of the National Labor Relations Acts, the Wagner Act, the Taft-Hartley Act. The supervisor's responsibility for good labor relations. The union contract and grievance procedure.
- 9.509 Industrial Economics 3 hrs/wk 3 credits**
 Significant economic facts. Development of a critical attitude toward industrial economics. Institutions and practices that determine our social environment. Management-supervisory-employee relationships to economics and local industry.
- 9.512 Methods Improvement for Supervisors 3 hrs/wk 3 credits**
 The supervisors responsibility for job methods of improvement. The basic principles of work simplifications. Administration and the problems involved. Motion study fundamentals for supervisors.
- 9.514 Cost Control for Supervisors 3 hrs/wk 3 credits**
 How costs are determined in industry. Cost control and its functions. The supervisor's responsibility for costs. Factors in cost control: costs, materials, waste, salvage, quality control, control of time.
- 9.516 Supervisor's Responsibility for Management of Personnel 3 hrs/wk 3 credits**
 Personnel techniques for which the supervisor is partially responsible and for which he should have some training in carrying out his responsibility. Selection, placement. Testing, orientation, training, counseling, merit rating, promotion, transfer, and training for responsibility.
- 9.518 Organization and Management 3 hrs/wk 3 credits**
 The supervisor's responsibility for planning, organizing, directing, controlling and coordinating. Acquaints the supervisors with these basic functions of an organization and his responsibility in carrying them out in accordance with the organization's plan. Establishing lines of authority, functions of departments or units, duties and responsibilities, policies and procedures, rules and regulations.
- 9.520 Job Analysis for Wage Administration 3 hrs/wk 3 credits**
 The history of wages. Inequalities in rates of pay. Management and union movement toward a "fair wage" plan. The supervisory and job descriptions, job specification, job evaluations, and job classifications. The wage laid down by the Department of Labor. The Federal Employment Service. Wage administration and the line organization.

9.522 Safety Training and Fire Prevention 3 hrs/wk 3 credits
Problems of accident and fire in industry. Management and supervisory responsibility for fire and accident prevention. Accident reports and the supervisor. Good house-keeping and fire prevention. Machine guarding and personnel protective equipment. State Industrial Accident Code and fire regulation. The First Aid Department and the line supervisor's responsibility. Job instruction. Company rules and enforcement. Use of Safety Committees. Your insurance carrier and the Insurance Rating Bureau. Advertising and promoting a good safety and fire prevention program.

9.524 Management Controls and the Supervisor 3 hrs/wk 3 credits
Basic principles of controls. Delegation of responsibility through the use of controls. The purpose and objectives of controls, manufacturing costs, quality control, quantity control, production control, control over materials, control over personnel organization.

LANGUAGE ARTS DIVISION

Wr 111, 112, 113 English Composition 3 class hrs/wk 3 credits
A study of the elements of English composition intended to develop skill in writing and understanding expository prose. Special attention to correctness of fundamentals, organization and development of a unified theme, principles of logic as they apply to rhetoric, and the research paper. Frequent written themes and tutorial conferences. Must be taken in sequence.

Eng 104, 105, 106 Introduction to Literature 3 credits
Study of literature and the nature of literary experience through the reading of great works of prose and poetry, drawn from English and other literatures. Works representing the principal literary types are read in their entirety when possible, with emphasis on such elements as structure, style, characterization, imagery and symbolism.

RL 50, 51, 52 First Year French 4 class - 1 lab hrs/wk 4 credits
An introduction to French, stressing listening, speaking, reading, and writing. Exercises in elementary grammar and composition. A minimum of one hour language laboratory practice is required in addition to scheduled lectures.

RL 107, 108, 109 Second Year Spanish 4 class hrs/wk 4 credits
A continuation course of RL 60, 61, 62. Some review of basic constructions and vocabulary with an intensified systematic development of listening, speaking, reading

and writing proficiency. A continued oral practice in the laboratory. A minimum of one hour language laboratory practice is required in addition to scheduled lectures. Prerequisite: RL 60, 61, 62 or the equivalent.

Sp111 Fundamentals of Speech 3 class hrs/wk 3 credits

Original speeches—analysis and synthesis of material, with emphasis on organization and outlining and practice to increase student's poise before an audience.

Sp 112 Fundamentals of Speech 3 class hrs/wk 3 credits

A continuation of Sp 111, with greater depth in clear thinking and organization, providing intensive study of persuasive speaking.

Sp 113 Fundamentals of Speech 3 class hrs/w 3 credits

A continuation of Sp 112, providing further practice in persuasive speaking and the study of the other types of speeches.

The course is designed for all students regardless of speech objectives. Must be taken in sequence.

1.101, 1.104 Communication Skills I, II 3 class hrs/wk 3 credits

Designed to improve the student's ability to employ the four basic communication skills: reading speaking, writing and listening. Emphasis is placed on the written and oral forms of communication as they apply to the professional and technical world. Stresses vocabulary building, group discussion in business and industry, and representative forms of business and technical communication. Must be taken in sequence.

6.126 Report Writing 3 class hrs/wk 3 credits

A study of the principles of composition as they apply to the writing of reports required in the technical and business professions. Procedures of fact gathering, planning, and methods of compiling reports are stressed. Oriented around practice of actual writing of reports. Prerequisite: WR 1.100, Wr 111, 112, 113, or consent of the instructor.

1.610 Public Speaking 3 class hrs/wk 3 credits

The study of the principles of oral communication and their application. The course stresses the analysis and organization of material, the evaluation of the audience and speaker's purpose. Practice through regular assignments related to student's interest and experience.

1.118 Developmental Reading 3 class hrs/wk 1 credit

For students who have become conscious of reading difficulties which interfere with effective study and who are actively interested in correcting them.

- 1.119 Reading Acceleration** 3 class hrs/wk 1 credit
For the average reader who wishes to improve his study skills and increase this reading efficiency (speed, comprehension, and vocabulary).

LAW ENFORCEMENT

- 5.202 Administration of Justice** 3 class hrs/wk 3 credits
Review of court systems; procedures from incident to final disposition; principles of constitutional, federal, state and civil laws as they apply to and effect law enforcement.
- 5.208 Criminal Law I** 3 class hrs/wk 3 credits
The structure definitions and the most frequently used sections of the Penal Code and other criminal statutes. Prerequisite to 5.238.
- 5.212 First Aid I** 2 lab hrs/wk 1 credit
A class in standard First Aid procedures and techniques designed to meet graduation requirements of all students as well as adults who wish to secure first aid training. Upon successful completion of course, a standard First Aid card will be given.
- 5.213 First Aid II** 2 lab hrs/wk 1 credit
A class in advanced first aid procedures and techniques to meet the needs of special interest groups who have opportunity to give first aid care frequently in the course of their daily routine. Upon successful completion of the course, an advanced first aid card will be given.
- 5.200 Introduction to Law Enforcement** 3 class hrs/wk 3 credits
The philosophy and history of law enforcement; overview of crime and police problems; organization and jurisdiction of local, state and federal law enforcement agencies; survey of professional career opportunities, qualifications required, and police ethics.
- 5.240 Police Report Writing** 3 class hrs/wk 3 credits
This is a course which supplies knowledge of the principles of composition and basic forms of writing reports. The subjects covered are: why reports are written, types of reports, make-up of reports, effectiveness of writing styles, gathering of facts for a report, planning a report, method of writing a report, layout and typing of a report, and visual aids in a report.
- 5.210 Traffic Control** 3 class hrs/wk 3 credits
Traffic law enforcement, regulation and control; fundamentals of traffic accident investigation; Oregon Motor Vehicle Code.
- 5.214 Emergency Care and Rescue** 2 lab hrs/wk 1 credit
A study and practice of rescue techniques and application of approved first aid practices of various agencies involved in search and rescue during emergency situations.

PHYSICAL EDUCATION

- PE 180 Physical Education (Women)** 3 class hrs/wk 1 credit
Badminton, Bowling, Basketball, Volleyball, Golf, etc.
- PE 190 Physical Education (Men)** 3 class hrs/wk 1 credit
Bowling, Badminton, Basketball, Volleyball, Golf
- HE 250 Personal Health** 2 class hrs/wk 2 credits
Study of personal health problems of men and women with emphasis on implication for family life. Mental health, communicable diseases, degenerative diseases, nutrition.

SCIENCE AND MATH

- MTH 95 Intermediate Algebra** 5 class hrs/wk 4 credits
Prerequisite: One year of high school algebra, Mth 1.110 and/or consent of the department.

This course includes the real number system, exponents, roots and radicals, polynomials over the real numbers, rational expressions, first degree equations and inequalities, second degree equations and inequalities, functions and graphs, systems of equations and inequalities, and exponential and logarithmic functions. It is recommended for the student who has had two years of high school algebra with average or higher achievement.

The student should check with the university or four-year college that he wishes to enter for completion of his work concerning acceptance of MTH 95 for credit. Some colleges and universities will not accept this course if a student has had one and one-half or more years of high school algebra.

- MTH 101 College Algebra** 5 class hrs/wk 4 credits
Prerequisite: Mth 95 or consent of the department.

This course includes properties of the real numbers, relations and functions, quadratic functions, polynomials, exponential and logarithmic functions, matrices and determinants, sequences and series, probability, and mathematical induction.

Recommended for the student who has had three years of high school mathematics (two years of algebra and one year of geometry) with high or very high achievement. If the student has had four or five years of academic mathematics with low achievement, average, or high average in achievement, it is recommended that he take Mth 101.

- MTH 102 Trigonometry** 5 class hrs/wk 4 credits

Includes circular functions, graph of circular functions, trigonometric functions, relationship between circular and trigonometric functions, inverse relation and conditional

equations, complex numbers, and theory of equations. The emphasis of the course will be on analysis, but some consideration will be given to the solutions of right and oblique triangles.

MTH 200, 201, 202, 203 Calculus With Analytic Geometry 5 class hrs/wk 4 credits

Prerequisite: Mth 102 or the consent of the department for Mth 200, Mth 200 for Mth 201, Mth 201 for Mth 202 and Mth 202 for Mth 203.

The four-term sequence covers differential and integral calculus on an intuitive basis in the first term, plane analytic geometry, the conics, trigonometric functions and their derivatives, inverse functions, logarithmic and exponential functions, evaluation of integrals, the theory of limits, applications, polar coordinates, solid analytic geometry, partial differentiation, multiple integrals and applications, infinite series and application. The course is designed to give the student enough technique and experience with applications to start him in a college physics course.

It is recommended that the student have a good background in college algebra and trigonometry. It would be beneficial if the student has studied absolute value and inequalities. It is possible for the student who has completed four or five years of academic mathematics in high school with very high achievement to start his college mathematics program with Math 200. This will be possible only with the consent of the mathematics department.

1.109 Basic Mathematics 5 class hrs/wk 4 credits

The course is designed as a thorough review of the arithmetical processes and to prepare the student for the study of algebra. An introduction to mathematics is given that is intended to develop an understanding as well as competency in the fundamental operations (addition, subtraction, and division) of the whole numbers and the positive rational numbers ("decimals" and "fractions"). Other topics included in the course are systems of numeration, mathematical sentences, equalities and inequalities, percent, units of measurement, and ratio and proportion. Recommended for the student who needs a thorough review of arithmetic.

1.110 Elements of Algebra 5 class hrs/wk 4 credits

This is a course in elementary algebra for the vocational or technical student. The topics covered are properties and characteristics of real numbers, algebraic expressions, simple equations, fractions, addition of fractions. Emphasis on mathematics as a tool will be stressed.

MTH 4.128 Computer Math and Logic 5 class hrs/wk 3 credits

Prerequisite: Mth 1.110 or one year of high school algebra from a "modern" viewpoint or the consent of the department.

The course consists of mathematical logic involving the basic operations on proposition and truth values, truth tables, tautologies, the algebra of logic, Boolean algebra, sets and operation on sets, the algebra of sets, quantifiers, equivalence of conditions, implication, properties of implications, and numeration systems (including the binary and octal systems).

BIO 101, 102, 103 General Biology 3 class/3 lab 4 credits

Biological principles applied to both plants and animals. May not be taken for credit if student has completed six or more hours in a college level course in a biological science. Three lectures, one three-hour laboratory period. (For non-majors.)

***BIO 211, 212, 213 Biology 3 lass - 4 lab hrs/wk 5 credits**

Bio 211: Cellular structure, organization and function; Bio 212: Genetics, comparative physiology and developmental biology; Bio 213: Behavior, population community and ecosystem dynamics, plant and animal evolution.

*Not offered in 1968-69

CHEM 101, 102, 103 General Chemistry 2 lect, 3 labs/wk 3 credits

For students who have had no previous training in chemistry and for those whose college aptitude test scores indicate need for a more elementary approach. Two lectures, one three-hour laboratory period.

CHEM 201, 202, 203 General Chemistry 3 class, 3 lab hrs/wk 4 credits per term

A specialized inorganic chemistry exclusive of qualitative analysis, for all science majors. Prerequisite: High school chemistry, algebra. Three terms, taken in sequence.

G 201, 202, 203 Geology 3 class hrs/wk 3 credits

Earth Materials, processes, and structures, history of earth and life.

G 204, 205, 206 Geology Laboratory 2 class hrs/wk 1 credit

Laboratory and field work to accompany G 201, 202 and 203.

G. S. 104, 105, 106 Physical Science 3 class, 2 lab 4 credits each term

Fundamental principles of physics, chemistry, astronomy, and geology: development and application of the scientific method. Three lectures, one two-hour laboratory period. Students are advised to complete one year of high school algebra, or equivalent, as prerequisite to the course. May not be taken for credit if a student has com-

pleted six or more hours in a college-level course in chemistry or physics.

4.300, 4.302, 4.304 Practical Physics 3 class, 2 lab hrs/wk 4 credits

This is an introductory course in practical physics covering matter, measurement, mechanics, and machines. Laboratory time is provided for demonstrations and experiments to help clarify the principles and procedures developed in class. Prerequisite: Mathematics (Mth 4.200), or equivalent. Course useful in many technical programs; one term.

SOCIAL SCIENCE DIVISION

Geog 105, 106, 107 Introductory Geography

3 class hrs/wk 3 credits

A general introduction to the field of Geography. Geog 105: physical geography; Geog 106: regional survey of the world; Geog 107: cultural geography.

HIST 101, 102, 103 History of Western Civilization

3 class hrs/wk 3 credits

Origins and development of western civilization from ancient times to the present.

HIST 201, 202, 203 History of the United States

3 class hrs/wk 3 credits

From colonial times to present.

PS 201, 202, 203 American Government, 3 credit hours each term

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

PS 205 International Relations 3 class hrs/wk 3 credits

Analysis of the nature of relations among states, with specific reference to contemporary international issues; a study of the motivating factors, including nationalism, economic rivalries, quest for security, etc.; study of the problems of national sovereignty and its relation to international cooperation.

PSY 201, 202, 203 General Psychology 3 class hrs/wk 3 credits

Basic principles and theories of behavior. Discussion of individual differences, intelligence, aptitude, methods of psychological measurement and testing, drives and motives, the response mechanism, communication processes, attitudes and social processes, frontiers of psychology. Sophomore standing recommended.

SOC 204, 205, 206 General Sociology 3 class hrs/wk 3 credits

An introduction to the study of sociology; basic findings regarding the development, structure and functions of human groups and societies, with emphasis on the descriptive comparison of modern societies. Should be taken in sequence.

EC 201, 202, 203 Principles of Economics

3 class hrs/wk 3 credits

Principles underlying production, exchange, and distribution; practical problems relating to monetary and banking policy, trade regulations, taxation, labor relations, unemployment, business cycles. Three terms must be taken in sequence.

1.124 American Institutions 3 class hrs/wk 3 credits

A study of the effect of American social, economic and political institutions upon the individual as a citizen. Topics considered are: culture, its functions and changes; social groups in relations to problems of urban living; the American economic system and the American political systems.

1.606 Introduction To Psychology 3 class hrs/wk 3 credits

An introduction to the study of sociology; basic findings regarding the development, structure and functions of human groups and societies, with emphasis on the descriptive comparison of modern societies. Should be taken in sequence.

1.608 Psychology of Human Relations 3 class hrs/wk 3 credits

A study of principles of psychology that will be of assistance in the understanding of inter-personal relations on the job. Motivation, feelings, emotions, and learning are considered with their particular reference and their application to on-the-job problems. Other topics investigated are: intelligence and aptitude tests, employee selection, supervision, job satisfaction, and industrial conflicts as they relate to the employee and his work situation. Attention is also given to personal and group dynamics enabling the student to apply the principles of mental hygiene to his adjustment problems as a worker and a member of the general community.

1.500 Employer-Employee Relations 2 class hrs/wk 2 credits

The objective of this course is to provide understanding of the rights and responsibilities of employees. Government laws and regulations covering collective bargaining, other state and federal labor laws, and how labor disputes are negotiated are given consideration. Information on how the problems faced by individuals applying for work and the individual's association with fellow workers and company representatives are covered.

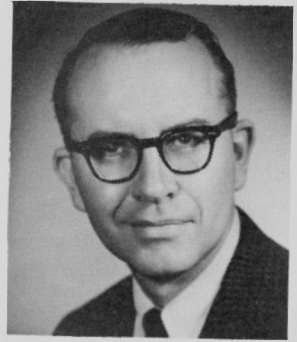
1.524 Applied Economics 3 class hrs/wk 3 credits

The underlying principles by which business and industry are influenced. Production, income, management, prices, values, markets, money wastes, interests and profits are examples of subjects studied with illustrations of how they affect current business situations.

Administration



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College President and
Clerk of the Board



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Dean of Instruction



LEE ARCHIBALD
Director of Student
Personnel Services



VERNON E. FARNELL
Business Manager and
Chairman of Business
Education Division



ROBERT TALBOTT
Director of Counseling



ORVILLE ZIELASKOWSKI
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LINN-BENTON COMMUNITY COLLEGE
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