

LIBRARY  
BENTON COMMUNITY COLLEGE  
ALBANY, OREGON 97321

# LINN - BENTON COMMUNITY COLLEGE

*Serving the Heart of the Willamette Valley*

CATALOG  
1967 - 1968

203 West First Avenue  
Albany, Oregon 97321  
Telephone: 926-6091

19690

## TABLE OF CONTENTS

Calendar .....	I
College Calendar .....	II
Board of Education .....	III
College Administration .....	IV
General Information .....	1
College Philosophy and History .....	1
Accreditation .....	1
Auditing .....	1
Attendance .....	1
Credit Limitation .....	1
Graduation Requirements .....	2
Associate in Arts Degree .....	2
Associate in Science Degree .....	2
Certificate of Completion .....	2
Admissions and Registration .....	3
Procedures .....	4
Special Students .....	3
Registration Procedure .....	4
Tuition, Fees and Costs .....	4
Special Fees .....	4
Refunds .....	5
Academic Regulations .....	5
Grading System .....	5
Grade Point Average .....	5
Honor List .....	5
Probation and Removal .....	6
Change of Program .....	6
Adding a Course .....	6
Withdrawal from a Class .....	6
Student Services .....	6
Placement Office .....	6
Financial Assistance .....	7
Programs and Courses .....	7
Numbering System .....	7
Adult Education .....	20
Business Education Division .....	8
Bookkeeping-Clerical Curriculum .....	8
Business Management Curriculum .....	8
Secretarial Curriculum .....	8
Data Processing Courses .....	8
Occupational Courses .....	9
College Transfer Courses .....	10

Creative Arts Division .....	12
College Transfer Courses .....	12
Language Arts Division .....	12
Occupational Courses .....	12
College-Transfer Courses .....	13
Science and Mathematics Division .....	13
Occupational Courses .....	13
College Transfer Courses .....	14
Social Science Division .....	15
Occupational Courses .....	15
College Transfer Courses .....	15
Automotive Mechanics .....	16
Law Enforcement Curriculum .....	19
Nursing Division .....	20

## CALENDAR FOR 1967

MAY							JUNE							JULY							AUGUST						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
..	1	2	3	4	5	6	..	..	..	..	1	2	3	..	..	..	..	..	1	..	..	..	1	2	3	4	5
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26
28	29	30	31	..	..	..	25	26	27	28	29	30	..	23	24	25	26	27	28	29	27	28	29	30	31	..	..
..	..	..	..	..	..	..	..	..	..	..	..	..	30	31	..	..	..	..	..	..	..	..	..	..	..	..	

  

SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
..	..	..	..	..	1	2	1	2	3	4	5	6	7	..	..	1	2	3	4	..	..	..	..	1	2		
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23
24	25	26	27	28	29	30	29	30	31	..	..	..	..	26	27	28	29	30	..	..	24	25	26	27	28	29	30
..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	31	..	..	..	..	..	..		

## CALENDAR FOR 1968

JANUARY							FEBRUARY							MARCH							APRIL						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
..	1	2	3	4	5	6	..	..	..	1	2	3	..	..	..	..	1	2	..	1	2	3	4	5	6		
7	8	9	10	11	12	13	4	5	6	7	8	9	10	3	4	5	6	7	8	9	7	8	9	10	11	12	13
14	15	16	17	18	19	20	11	12	13	14	15	16	17	10	11	12	13	14	15	16	14	15	16	17	18	19	20
21	22	23	24	25	26	27	18	19	20	21	22	23	24	17	18	19	20	21	22	23	21	22	23	24	25	26	27
28	29	30	31	..	..	..	25	26	27	28	29	..	..	24	25	26	27	28	29	30	28	29	30	..	..	..	..
..	..	..	..	..	..	..	..	..	..	..	..	..	31	..	..	..	..	..	..	..	..	..	..	..	..	..	

  

MAY							JUNE							JULY							AUGUST						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
..	..	..	1	2	3	4	..	..	..	..	..	1	..	1	2	3	4	5	6	..	..	..	1	2	3		
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24
26	27	28	29	30	31	..	23	24	25	26	27	28	29	28	29	30	31	..	..	..	25	26	27	28	29	30	31
..	..	..	..	..	..	..	30	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..

  

SEPTEMBER							NOVEMBER							OCTOBER							DECEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	..	..	..	..	1	2	..	..	1	2	3	4	5	1	2	3	4	5	6	7	
8	9	10	11	12	13	14	3	4	5	6	7	8	9	6	7	8	9	10	11	12	8	9	10	11	12	13	14
15	16	17	18	19	20	21	10	11	12	13	14	15	16	13	14	15	16	17	18	19	15	16	17	18	19	20	21
22	23	24	25	26	27	28	17	18	19	20	21	22	23	20	21	22	23	24	25	26	22	23	24	25	26	27	28
29	30	..	..	..	..	..	24	25	26	27	28	29	30	27	28	29	30	31	..	..	29	30	31	..	..	..	..
..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..	..		

### Fall Quarter 1967

Registration	August 21-September 22
Instruction Begins	September 25
Last Day to Register late, or add	October 3
Last Day to drop without penalty	October 24
Thanksgiving	November 22-24
Instruction Ends	December 8
Final Examinations	December 11-15

### Winter Quarter 1968

Registration current students	November 27-December 1
Registration new students	December 18-22, 26-29
Instruction begins	January 2
Last day to register late, or add	January 10
Last day to drop without penalty	February 1
Instruction ends	March 8
Final Examinations	March 11-15

### Spring Quarter 1968

Registration current students	February 26-March 1
Registration new students	March 18-22
Instruction begins	March 25
Last day to register late, or add	April 2
Last day to drop without penalty	April 24
Memorial Day Holiday	May 30
Instruction ends	May 31
Final Examinations	June 3-7

### Summer Quarter 1968 (tentative)

Registration	June 10-14
Instruction begins	June 17
Last day to register late, or add	June 19
Last day to drop without penalty	July 1
Holiday	July 4
Instruction ends	August 13
Final Examinations	August 14-16

## LINN-BENTON COMMUNITY COLLEGE

### BOARD OF EDUCATION

Dan L. Ashton, Charman

Kenneth Purdy, Vice Chairman

Robert Hadland

Herb Hammond, Jr.

Russell Tripp

Loren Smith

Glenn Huston



Left to Right: Herb Hammond, Loren Smith, Robert Hadland, Dan L. Ashton, Chairman, Eldon Schafer, President, Russell Tripp, Glenn Huston, Kenneth Purdy.

### BOARD OF EDUCATION

*The Linn-Benton Community College Board functions in much the same manner as other school boards. Under Oregon Law the Board is given primary responsibility for all aspects of the college operation.*

*The District is divided into seven zones with members elected at large. The Board of Education develops, evaluates and reviews policies for the government of the college. The Board delegates to the President its authority for administering the laws and policies governing the operation of the college.*

## ADMINISTRATION



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

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



ORVILLE ZIELASKOWSKI  
Director of Adult and  
Vocational Education

LEE ARCHIBALD  
Director of Student  
Personnel Services



## GENERAL INFORMATION:

The general purposes of Linn-Benton Community College are to provide:

1. Technical and vocational education to prepare citizens for employment.
2. Counselling and guidance in vocational and educational planning.
3. General education for personal growth, enrichment and advancement.
4. Liberal arts and pre-professional lower division collegiate education for transfer to higher institutions offering baccalaureate degrees.
5. Adult evening courses to meet the expressed needs of the community through apprentice-related instruction, job retraining, personal growth, recreation and general information courses.

### History and Development of the College:

Linn-Benton Community College became a reality on December 6, 1966, when voters of Linn and Benton Counties approved the formation of the area education district. The College serves the high schools of: Albany, Alesia, Corvallis, Central Linn, Lebanon, a portion of Monroe, Philomath, Sweet Home and Scio.

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

The College will lease facilities from area high schools, in addition to holding classes at 203 W. First, until permanent facilities are constructed on a site to be selected in the near future.

### Accreditation:

Linn-Benton Community College will be fully accredited by the Oregon State System of Higher Education, Oregon State Department of Education, Technical-Vocational Division, and the Veterans' Administration.

**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.

**Attendance:** Regular attendance in a class is essential for a student's success. For this reason, an attendance policy has been established at Linn-Benton Community College. As a guide to instructors, any student whose absences exceed twice the number of times a class meets each week may be dropped from the roll.

**93-Hour Credit Limitation:** Institutions of the State System of Higher Education in Oregon will accept a maximum of 93 credit hours earned as a lower division student to apply toward the baccalaureate degree requirements. Because the Lower Division Liberal Arts courses and their instructors are approved through the Chancellor's Office of the State System of Higher Education, the credits are transferable to four-year colleges and universities. Assistance is available from the counseling office, but it is the responsibility of the student to know the requirements of the four-year college or university to which he intends to transfer, and to meet these requirements.



## 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 the subject to approval of the Board of Education as well as the State Department of Higher 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 93 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 Requirement 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 93 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. Minor deviations from specific course requirements may be allowed for students who offer sufficient evidence of just cause and who have the approval of the administration.

### **Certificates of Completion and Diplomas:**

1. 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 93 hours of credit courses with a cumulative GPA 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.

2. The satisfactory completion of a prescribed program of courses will be recognized by the Administration through the awarding of a Certificate of Achievement. The satisfactory completion of a course or courses will be recognized through the awarding of a transcript, letter of referral, completion certificate or other evidence. Specific awards will be dependent upon the nature of the program and the decision of the Administration and faculty.

## **ADMISSIONS AND REGISTRATION**

### **Admissions:**

Linn-Benton Community College is organized to serve the educational needs of all the citizens of the college district who are of good moral character and who 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.

### **Admission Procedures:**

1. Each applicant must complete and submit an Application for Admission which may be obtained from the College at 203 West First Avenue, Albany, or any district high school office.
2. The application must be accompanied by a non-refundable \$10.00 tuition deposit. This fee will be credited toward tuition if the student enrolls in college the ensuing term.
3. The student registered for 7 or more hours must file with the Admission Office a copy of his high school transcript and transcripts of all post high school work he has taken.
4. In cases where students have taken college entrance tests such as the College Entrance Examination Board test 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.
5. 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, in-district students will be admitted to these programs on a first-come, first-served basis. Admission to all vocational programs is limited to students living in the college attendance area until September 1st at which time admission of all applicants will be considered in order of the date of application.

### **Admission of Special Students:**

1. 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.
2. Persons enrolled on a non-credit or non-program basis, or persons enrolled on a credit 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.

## High School Student Policy:

3. 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.

## Registration Procedure:

1. Pre-registration counselor conferences are available for those students desiring advice and assistance in planning their program.
2. Students register for classes at the beginning of each new quarter. Deadline dates for registration may be found in the official calendar in the front of this catalog.
3. Arrange schedule and selection of classes with a counselor.
4. Arrange for payment of fees. A student is not considered registered and cannot attend classes until he has made arrangements to meet his financial obligations for the quarter.

## Tuition, Fees, and Costs:

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 Admissions Office.

All of the programs offered by Linn-Benton Community College will be approved 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	93.00	170.00
11	55.00	102.20	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 resident 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.

## Special Fees:

Late Registration—\$1.00 per day with a maximum of .....\$ 5.00  
Change of Program (after completion of registration) ..... 1.00  
Materials—Some courses require the use of special materials which must be purchased for class use .....\$5.00-\$10.00

### **Transcript Charge:**

The first request for a transcript of a student's work will be honored without charge. Additional transcripts will be provided at a cost of \$0.50 each.

### **Books, Supplies, and Equipment:**

An average of \$7.00 to \$15.00 for books for each course should be budgeted by students. In addition, some vocational-technical programs require special equipment.

### **Refunds:**

Students withdrawing from school by the end of the third week will receive a full refund of tuition less the \$10.00 registration fee. Withdrawals after that date will receive no refund.

### **Academic Regulations:**

Grading System: The grading system at 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

D—Barely passing work

F—Failing Work; no credit given

All grades earned are recorded on the student's permanent record to apply on a degree or certificate program.

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

A—4 grade points

B—3 grade points

C—2 grade points

D—1 grade point

F—0 grade points

I —0 grade points

### **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 1.50 in any given quarter is placed on scholastic probation. This student will be required to report to the Director of Guidance for special counseling before being allowed to register for the next quarter. If his grade point average falls below 1.50 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 1.50 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 1.50 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 regulations.

The accumulated grade point total is divided by the total number of quarter hours carried for the term and the figure obtained is the grade point average. A GPA is usually computed to two decimal places. Students receiving all A's will have a GPA of 4.00.

**Change of Program:**

**Adding a Course:** Students may add courses to their programs up through seven calendar days after classes begin; 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 seventh week of a term. After that date he may withdraw without penalty if he has a C grade, or with the instructor's permission.

**STUDENT SERVICES****Counseling and Guidance:**

Because Linn-Benton Community College recognizes the importance of counseling, a comprehensive counseling program will be provided. A professional college counselor will be available to assist students in establishing or modifying vocational goals and in working out 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 yet made a vocational choice may utilize the counseling facilities as they move toward this decision.

A vocational information library and a catalog library for institutions of higher education will be developed and maintained. Students are encouraged to make use of available resources.

**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.

### **Financial Assistance for Students:**

It is anticipated that scholarship funds will become available to students attending Linn-Benton. Since this is the first year of operation, no preliminary funds are available though application has been made for a grant from the Federal Government to be used to employ students in various jobs around the college. These jobs may range from office workers and teacher aides to custodial helpers. These assignments are known as work-study employment and include summer work as well.

The college will also participate with the Federal Government in administering NDEA and government guaranteed loan funds. These are long-term loans which a student may receive to finance his education.

## **PROGRAMS AND COURSES**

### **Numbering System:**

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. Again, however, there may be certain exceptions to this general rule. Some technical courses may be acceptable to technical institutions.

Questions regarding transferability of courses should be referred to the Director of Counseling.

## BUSINESS EDUCATION DIVISION

This division offers the courses necessary to prepare for employment in secretarial, bookkeeping-accounting, and general office positions in addition to the beginning foundations for a course in business administration and management or the teaching of business courses.

### Secretarial:

This program prepares the student for employment in general office secretarial or stenographic work. A Certificate of Achievement is awarded upon successful completion of at least 45 term credits which include the following courses:

Business English	I, II, III
Office Machines	I, II, III
Office Procedures	I, II, III
Stenography	I, II, III
Typing	I, II, III

#### \*Electives

- \*Psychology of Human Relations
- Business Economics
- Business Management

### Bookkeeping—Clerical:

Bookkeeping	I, II, III
Business Mathematics	I, II, III
Office Machines	I, II, III
Communication Skills	I, II
Typing	I, II, III
Office Procedures	I, II, III

#### \*Electives

- \*Business Economics
- Psychology of Human Relations
- Business Management

### Business Management:

This is an associate degree program designed to develop the skills, knowledge, and attitudes necessary for persons to function in positions of responsibility as supervisory trainees or junior executives. The curriculum includes the following subjects; others will be developed in the near future:

Business English	I, II, III
Business Mathematics	
Introduction to Business	
Principles of Accounting	I, II, III
Typing	I, II, III
Business Machines	I, II, III
Business Economics	
Psychology of Human Relations	
Office Procedures	I, II, III
Fundamentals of Speech	
Business Management	
Technical Report Writing	
Introduction to Data Processing	

## OCCUPATIONAL COURSES

- 2.101 Bookkeeping I** (3)  
Fundamental principles of double entry bookkeeping; general journals and ledgers, business forms, simple financial statements, and the completion of the bookkeeping cycle. Two hours lecture and three hours laboratory weekly.
- 2.103 Bookkeeping II** (3)  
A continuation of Bookkeeping I with an expansion of the bookkeeping cycle to include special journals, ledgers, and business forms. Two hours lecture and three hours laboratory weekly.
- 2.105 Bookkeeping III** (3)  
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. Two hours lecture and three hours laboratory weekly.
- 1.120 Business English I** (3)  
A beginning course aimed at building the student's vocabulary, spelling ability, usage of words, and providing a thorough review of the principles of grammar while applying them in sentences. Written and oral communication as required in business situations are emphasized.
- 1.122 Business English II** (3)  
A continuation of Business English I including additional work in grammar, vocabulary building, spelling, punctuation, and penmanship. Writing of business letters will be introduced. Speech and informal personal communications will be studied. Practical application in the writing of business letters will be stressed. Prerequisite: Business English I or equivalent.
- 1.124 Business English III** (3)  
Grammar, punctuation, spelling, penmanship, and personal communication will receive special coverage. Emphasis will be given to special types of business letters, forms, wire communications, and reports. Prerequisite: Business English I, II or equivalent.
- 2.519 Office Machines I** (2)  
The course combines basic mathematics with instruction in the applications of office machines to bookkeeping and other office problems. A review of mathematics with particular emphasis on shortcuts and basic functions in the use of decimals, fractions, percentage and interest is covered in the early weeks of the term. The general functions of office machines and understanding their application in business and the acquiring of reasonable skills in their use is a major goal. One hour lecture and two hours laboratory weekly.
- 2.521 Office Machines II** (2)  
A continuation of office Machines I with attention given to basic mathematics and the use of machines in solving bookkeeping problems. Practice in planning layouts and cutting stencils and masters for use in duplicating copy and the use of photographic and electronic reproductive devices is covered. Students study the use of letter guides, screening plates, and correction and patching devices. Prerequisites: Office Machines I or equivalent. One hour lecture and two hour laboratory weekly.



- 2.523 Office Machines III (2)**  
Emphasizes machines found in large and small offices such as the full-keyboard adding-listing machine, 10 key and rotary calculator and the key-driven calculator. During the three terms of office machines, students will be rotated to receive practice on a variety of adding, calculating and posting machines.
- 2.512 Office Procedures I (2)**  
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 the techniques of filing. One hour lecture and two hours laboratory weekly.
- 2.514 Office Procedures II (2)**  
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.  
Prerequisites: Office Procedures I or equivalent. One hour lecture and two hours laboratory weekly.
- 2.516 Office Procedures III (2)**  
A continuation of Office Procedures II with emphasis on those duties that require meeting the public as receptionist, 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.  
Prerequisites: Office Procedures II or Equivalent. One hour lecture and two hours laboratory weekly.
- 2.100 Introduction to Electronic Data Processing (4)**  
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. Three hours lecture and two hours laboratory weekly.
- 2.102 Fundamentals of Unit Record Equipment (4)**  
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. Three hours lecture and two hours laboratory weekly.
- 2.400 Business Management (4)**  
The overall picture of how business is organized and how it functions, including the history of American business, organization of business enterprise, risk and forecasting, financing the enterprise, building the internal organization, developing the product, constructing the physical facilities, principles of business relations, and managing the office. Three hours lecture, two hours laboratory weekly.

## COLLEGE TRANSFER COURSES

- BA 101 Introduction to Business (4)**  
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)  
Techniques of account construction; preparation of financial statements. Application of accounting principles to practical business problems.
- BA 212 Principles of Accounting II** (3)  
Accounting systems and management control, concepts and principles, depreciation, merchandise inventory, evaluation, partnership and corporate accounting, capital stock, investments, dividends.
- BA 213 Principles of Accounting III** (3)  
Control accounting for departments and branches, cost accounting for manufacturing plants, income taxes and their effect on business decisions, and analysis of financial statements.
- SS 111 Stenography I** (3)  
Introduction to theory and Gregg Shorthand, including the alphabet, brief forms, phrasing and abbreviating principles. Two hours lecture and three hours laboratory weekly.
- SS 112 Stenography II** (3)  
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. Ability to produce mailable letters is developed.  
Prerequisite: SS 111 or equivalent.
- SS 113 Stenography III** (3)  
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 121 Typing I** (3)  
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. Two hours lecture and three hours laboratory weekly.
- SS 122 Typing II** (3)  
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 SS 121 or equivalent.
- SS 123 Typing III** (3)  
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 SS 122 or equivalent.

## CREATIVE ARTS DIVISION

### COLLEGE TRANSFER COURSES

- AA 195 **Basic Design** (2)  
A general introduction to the design field through study of the basic art principles with emphasis on developing sound judgment, basic skills and individual creative growth.
- AA 196 **Basic Design** (2)  
Continuation of the 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** (2)  
Continuation of the study of the design field with emphasis toward the development of the individual designer. Experimentation encouraged. Prerequisite: AA 196.

## LANGUAGE ARTS DIVISION

### OCCUPATIONAL COURSES:

- 1.101 **Communication Skills I** (3)  
This course is designed to improve the student's communicative skills through reading, listening, writing and speaking. The practical phase of communication problems is kept in the foreground. Problems in reading, note-taking, gathering information, report writing, and conventional usage of mechanics and grammar are utilized.
- 1.104 **Communication Skills II** (3)  
A continuation of the processes of improving the student's speaking, reading, writing and listening skills. Practical applications are provided for the student to develop effective habits of communication through speaking, participating in conferences, presenting reports, gathering information, listening, observing, and evaluating courses.  
Prerequisite: Communication Skills 1.101 or equivalent.
- 1.610 **Public Speaking** (2)  
A course to develop speaking skills with emphasis on the dual role of speech as both a speaking and listening skill, and on adjusting the approach to the specific audience. Practice is provided through individual speeches and group discussions with careful attention given to effective organization and delivery. In addition to the general principles of speech, stress is placed on poise and confidence and on understanding their psychological basis. Three hours weekly.
- 6.126 **Technical Report Writing** (3)  
A study 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, methods of writing, layout and typing a report, and use of visual aids in reporting.  
Prerequisite: Communication Skills I or equivalent.

## COLLEGE TRANSFER COURSES

### English:

- WR 111, 112, 113, English Composition (3, 3, 3)  
A study of the elements of English composition intended to develop skill in the understanding and writing of expository prose. Special attention to correctness in fundamentals, organization and development of a unified theme: to principles of logic as they apply to rhetoric; and to the research paper. Frequent written themes. Must be taken in sequence.

### Speech:

- SP 111 Fundamentals of Speech (3)  
Projects in extemporaneous speaking. Primary emphasis on content and organization, with attention also to the student's adjustment and the speaking situation, to effective delivery, to audience motivation and language of speech.
- SP 112 Fundamentals of Speech (3)  
Primary emphasis on extemporaneous persuasive speaking, secondary emphasis on group discussion. Attention also given to effective delivery, language of speech and the humanistic and social implications of public address.  
Prerequisite: SP 111.
- SP 113 Fundamentals of Speech (3)  
Projects of manuscript speaking, oral reading and extemporaneous speaking. Primary emphasis on delivery, voice and diction and bodily expression. Secondary emphasis on style in speech composition.  
Prerequisite: SP 111 and SP 112.

## SCIENCE AND MATHEMATICS DIVISION

### MATHEMATICS

- 4.200 Mathematics I (3)  
A course in practical mathematics which includes problems composed of whole numbers, fractions, measurements, formulas, graphs, and roots. Review of general mathematics.
- 4.202 Mathematics II (3)  
A course in practical mathematics for skilled workers, including the fundamentals of applied algebra and applied geometry, including symbols, equations, ratio and proportion, exponents, radicals, formulas, geometric lines and shapes, common geometric constructions and introducing applied trigonometry.  
Prerequisite: Mat I or equivalent.
- 6.918 Business Mathematics (3)  
A course designed to acquaint the student with practical mathematical applications in the business area. Fundamentals of applied algebra, symbols, equations, ratios, and proportion, exponents, radicals and formulas are covered with emphasis on business application.

## COLLEGE TRANSFER COURSES

**Mth 10 Elementary Algebra** (3) (non-transferable)  
For students with insufficient background or recall to take Math 50. A preparatory course for students planning further work in Mathematics. Three hours lecture per week.  
No Prerequisites.

**Mth 50 Intermediate Algebra** (4)  
Rapid and intensive review of fundamental concepts of the number system, functions and graphs, operations with polynomials, factoring, and algebraic fractions. Linear and quadratic functions and equations, simultaneous linear and quadratics; exponents and radicals; ratio, proportion and variation; binomial theorem, progressions.  
Prerequisite: One year of high school Algebra or Math 10. No credit will be allowed if taken after Math 51 or a more advanced Mathematics Course. Not acceptable toward meeting Science Group requirements at the University of Oregon.

**Mth 51 College Algebra** (4)  
Additional work in already familiar topics of Algebra together with the introduction of new techniques as a foundation for advanced courses. Inequalities; mathematical induction; complex numbers; theory of equations; elementary determinants; permutations and combinations. Four hours lecture per week.  
Prerequisite: Math 50.

**Mth 60 Trigonometry** (4)  
Trigonometric functions for general angles, solution of triangles, addition formulas, trigonometric equations, graphs.  
Prerequisite: Placement or Mth 51.

### Biological Sciences:

**GS 101, 102, 103, General Biology** (4, 4, 4)  
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-hour lecture and one three-hour laboratory period.

### Physical Science:

**CH 101, 102, 103, General Chemistry** (3, 3, 3)  
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 hour lecture; one three-hour laboratory period.

## SOCIAL SCIENCE DIVISION

### OCCUPATIONAL COURSES:

- 1.524 **Business Economics** (3)  
Deals with the underlying principles by which business is influenced. Production, income, management, prices, values, markets, money, wastes, interest and profits are examples of subjects studied with illustrations of how they affect current business situations. The course is designed to help the student understand the problems of business and thus have a deeper insight into his personal responsibilities to his firm.
- 1.606 **Introduction to Psychology** (3)  
This course is designed for the student who desires an introductory course in psychology. It explains the scope, methods, basic conception and laws of psychology. Some of the subjects covered are motivation, learning, thinking, perception, emotion, personality, mental health, behavior, and applied psychology.
- 1.608 **Psychology of Human Relations** (3)  
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 conflict 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.

### COLLEGE TRANSFER COURSES

#### Economics:

- Ec 201, 202, 203, Principles of Economics (3, 3, 3)  
Introduction to economic theory, policy and institutions.

#### History:

- Hist. 101 History of Western Civilization (3)  
Origins and development of Western Civilization from ancient times to the present.
- Hist. 102 History of Western Civilization (3)  
Origins and development of Western Civilization from ancient times to the present (Continued).
- Hist. 103 History of Western Civilization (3)  
A continuation of the origin and development of Western Civilization.

## Psychology:

### Psych 201, 202, 203 General Psychology (3)

Basic principles and theories of behavior. Discussion of individual differences, intelligence, aptitude, methods of psychological measurement and testing, drives and motives, emotions and reactions to stress, perception, learning, thinking, reasoning, personality; the response mechanism. Communication processes, attitudes and social processes.

## Sociology:

### Soc 204 General Sociology (3)

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

### Soc 205 General Sociology (3)

Basic principles of social relationships.  
Prerequisite: Soc 204.

### Soc 206 General Sociology (3)

The application of sociological principles, and processes to social problems.  
Prerequisite: Soc 204 and 205 or consent of the instructor.

## AUTOMOTIVE MECHANICS

The Automotive Mechanics curriculum offers broad basic instruction and shop practice in fundamentals, principles of automotive service and repair. This training should provide the knowledge and skill needed for employment in the entrance occupations of the automotive service and repair field.

Automotive Chassis	I, II
Internal Combustion Engines	I, II
Automotive Electricity	I, II
Fuel Systems and Carburetion	I, II
Power Trains	
Front End Alignment	
Welding	

Additional courses to be added as the program develops:

Applied Fluid Mechanics
Tune-up and Diagnosis
Automotive Overhaul
Automatic Transmissions
Power Steering
Automotive Repair Estimating

### 3.300 Automotive Chassis I (2)

A lecture course including frame, front axle, springs, wheel alignment, steering gears, power steering.

### 3.301 Automotive Chassis I Lab (1)

Instruction is given in the principles of operation of automotive chassis components. Fundamentals of front suspension and steering geometry, diagnosis of steering and suspension troubles, and overhaul techniques of steering and suspension system are studied. Three hours laboratory weekly.

- 3.302 **Automotive Chassis II** (2)
- 3.303 **Automotive Chassis II Lab** (1)  
 An introduction into the functions and principles of operation used on all major types of automotive brake systems. Practice in brake trouble shooting, procedures for overhauling both conventional and power brakes, and service techniques. Two hours lecture and three hours laboratory weekly.
- 3.304 **Internal Combustion Engines I** (2)
- 3.305 **Internal Combustion Engines I Lab** (1)  
 Instruction in the principles of operation of various types of internal combustion engines and all components, and accessories. Service and overhaul techniques. Engines and accessory components functions. Two hours lecture and three hours laboratory weekly.
- 3.306 **Internal Combustion Engines II** (2)
- 3.307 **Internal Combustion Engines II Lab** (1)  
 Instruction in overhaul methods, trouble-shooting, general engine performance and testing, service techniques covering valves, cylinders and bearing systems. Two hours lecture and three hours laboratory weekly.
- 3.308 **Automotive Electricity I** (2)
- 3.309 **Automotive Electricity I Lab** (1)  
 Fundamental principles of electricity as used by the auto mechanic. Construction and function of automotive electrical components, including storage batteries, switches, ignition, and cranking systems, are studied in detail with the aid of demonstrations, cutaway and mock-up equipment. Two hours lecture and three hours laboratory weekly.
- 3.310 **Fuel Systems and Carburetion I** (2)
- 3.311 **Fuel Systems and Carburetion I Lab** (1)  
 A course in the fundamental principles of carburetion, and review of principles of engine fuel systems. Basic instruction on carburetor circuits. Two hours lecture and three hours laboratory weekly.
- 3.312 **Fuel Systems and Carburetion II** (2)
- 3.313 **Fuel Systems and Carburetion II Lab** (1)  
 An advanced course in 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. Two hours lecture and three hours laboratory weekly.
- 3.316 **Power Trains** (2)
- 3.317 **Power Trains Lab** (2)  
 A course covering all components of the power train, including clutch, standard and overdrive type transmission, drive line, and final drive. Two hours lecture and six hours laboratory weekly.
- 3.318 **Front End Alignment** (2)



**3.319 Front End Alignment Lab**

(1)

This course provides a detailed study of wheel alignment. Wheel alignment factors, equipment, and procedures are covered in detail. Wheel balance methods and machines are studied, as well as alignment problems. Two hours lecture and three hours laboratory weekly.

**4.151 Welding**

(2)

Set-up and operation of oxy-acetylene and electric arc welding 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. Technical information is correlated with actual practice to provide the student with an understanding of the composition of the various metals and methods of fabrication used in construction, maintenance, and repair industries. One hour lecture and three hours laboratory weekly.

## LAW ENFORCEMENT CURRICULUM

This program is currently under study by an advisory committee and if approved in the near future courses in police science will be developed. Students wishing to take Law Enforcement may wish to start this year by taking the following courses:

- Communications Skills I, II
- Introduction to Psychology
- Psychology of Human Relations
- Public Speaking
- Typing I, II
- Additional Electives

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

**Qualifications for Acceptance in Law Enforcement Curriculum:** Those persons who meet minimum physical, emotional, intellectual, citizenship, and moral standards are eligible for the program providing they meet the school entrance requirements—local police departments make a routine investigation including fingerprinting of all applicants for study in the program.

Additional courses to be offered would be:

- Administration of Justice
- Criminal Law I, II
- First Aid I, II, III
- Introduction to Law Enforcement
- Police Report Writing
- Traffic Control
- Criminal Evidence
- Criminal Investigation I, II, III
- Defensive Tactics I, II
- Field Work I, II
- Firearms I, II
- Jail Procedures
- Juvenile Procedures
- Patrol Procedures
- Photographic Evidence
- Problems of Physical Evidence I, II, III

## NURSING DIVISION

**Nurses Aides:** A one-term (250 hours) program for aides will prepare students for employment by nursing homes, hospitals, and Home Health agencies.

Applicants to this program must be between the ages of 18-55 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. The final selection for admission to the program will be made by the Administration.

### **Programs Under Study or in Developmental Stage:**

Practical Nursing (one year program)

Associate Degree Nursing (two year program)

## ADULT EDUCATION PROGRAM

The purpose of the Adult Education Program is to provide learning opportunities for those persons who wish to improve themselves on the job, to prepare for new work or simply to learn an avocation for recreational purposes.

Classes can be scheduled any time, day or night, if a sufficient number of district citizens indicate interest in a particular program. Classes will be held where the greatest number of people reside.

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.

### **Registration:**

Registration for Adult Education classes will take place the week prior to the first class or the first night of class. When classes are limited as to size, preference is given to the first registrant.

### **Tuition:**

Tuition is based on 10 classes, 20-30 clock hours .....\$10.00

Persons interested in taking classes through the Adult Education Program should remember that in addition to the general subjects listed in the catalog, other types of classes to meet a group's needs will be started anywhere in the district.

### **Agriculture:**

Agriculture education 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 12 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.

## **Business and Distributive Education:**

Instruction is offered in areas of general business such as typing, shorthand and office occupation. Distributive Education courses are offered in the standard basic skills or where specialized groups wish to improve their competencies. Such skills as would involve retail sales, procedures, investments, real estate and insurance, store management, display techniques would be areas of instruction. Most instructors will be fully employed in the business field.

## **Home Economics:**

Course offerings in Home Economics are limited only by facilities and instructors. Generally, sewing, cooking and interior decorating will be offered. It is the goal to aid the homemaker in improving conditions in the home. There are no special admission requirements, though some courses will need to be taken in their proper sequence.

## **High School Completion Program:**

The High School Completion Program offers the opportunity for people who have not completed high school to enter into a program leading to a diploma. Primarily, the program is limited to persons 19 years of age or older. On request of a school district or a court, where circumstances warrant, Linn-Benton Community College will cooperate to advance the education of students under 19 years of age. Normally the High School Completion Program will consist of six basic courses: English Grammar, American Literature, U.S. History, Modern Problems, and a fundamental science and mathematics course. One area of the curriculum is offered at a time, ordinarily on Monday and Thursday evenings from 7:00-10:00 p.m. for a six week period. A person may enter the High School Completion Program at the beginning of any one of the six classes. Proven proficiency in these six fields will merit an adult education diploma awarded through the participating district.

## **Occupational Extension Training:**

Classes are presented for employed workers who wish to improve their knowledge of a particular occupation. Classes may be established when 12 or more people express a need for a class in a particular subject. Many of these classes are designed to upgrade the craftsman who needs to learn about improved techniques caused by our rapidly changing technology. Areas of instruction could include industrial electronics, welding techniques, automotive tune-up, and courses in the building trades.

## **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 experiences 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 a rating is given.