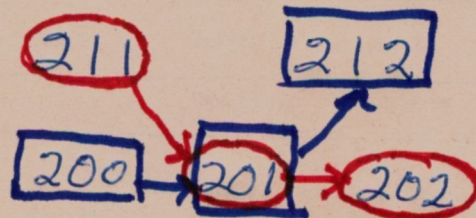


LINN-BENTON
COMMUNITY COLLEGE
CATALOG ADDENDUM
1986-87

**LBCC: FOR A
FIRST-CLASS
EDUCATION**

LINN-BENTON COMMUNITY COLLEGE

CATALOG ADDENDUM
1986-87



Blue - 10 cr.
Red - 10 cr.

ACADEMIC CALENDAR (1986-1987)

| | SUMMER 1986 | FALL 1986 | WINTER 1987 | SPRING 1987 | SUMMER 1987 |
|---|-------------------------------|--|----------------|------------------------|-------------------------------|
| Registration Begins (see class schedule for specific times)* | June 16 | Sept 17 | Dec 8 | Mar 9 | June 15 |
| Classes Begin | June 23 | Sept 29 | Jan 5 | Mar 30 | June 22 |
| Last Day to Register For 12 or more credits | June 27 | Oct 3 | Jan 9 | Apr 3 | June 26 |
| Late Fee Begins (12 or more credits) | June 23 | Sept 29 | Jan 5 | Mar 30 | June 22 |
| Last Day to Register For 11 or fewer credits | July 10 | Oct 17 | Jan 23 | Apr 17 | July 10 |
| Late Fee Begins (11 or fewer credits) | July 7 | Oct 13 | Jan 19 | Apr 13 | July 6 |
| Last Day to Drop Without W | July 3 | Oct 10 | Jan 16 | Apr 10 | July 3 |
| Last Day to Withdraw and Qualify for a Refund (full-term classes) | July 10 | Oct 17 | Jan 23 | Apr 17 | July 10 |
| Last Day to Request P/NP or AU Option | Aug 21 | Dec 12 | Mar 13 | June 5 | Aug 21 |
| Last Day to Officially Withdraw | Aug 21 | Dec 12 | Mar 13 | June 5 | Aug 21 |
| Final Exams | | Dec 15-17 | Mar 16-18 | June 8-10 | |
| Graduation** | | | | June 11 | |
| Last Day of Term | Aug 28 | Dec 19 | Mar 20 | June 12 | Aug 28 |
| Holidays | Independence Day July 4 | Veterans Day Nov 11 Thanksgiving Nov. 27-28 | | Memorial Day May 25 | Independence Day July 4 |

*Registration dates are tentative

**Deadline to apply for graduation is Feb. 13, 1986

TABLE OF CONTENTS

| | |
|---|-------------|
| The College | page |
| | 1 |
| General Information | 2 |
| Entering the College | 2 |
| Choosing a Career or Program | 2 |
| Admissions | 3 |
| Registration | 5 |
| Tuition and Fees | 5 |
| Academic Regulations | 6 |
| Financial Aid | 7 |
| Services for Students | 9 |
| Career Center | 9 |
| Student Placement/Cooperative Work Experience | 9 |
| Student Development | 9 |
| Auxiliary Support Services | 10 |
| Library | 10 |
| Student Programs | 10 |
| Veterans Affairs | 11 |
| Programs of Study | 11 |
| Degrees, Certificates and Diplomas | 11 |
| Graduation Requirements | 12 |
| Cooperative Work Experience | 13 |
| ROTC | 14 |
| Arts, Humanities & Social Sciences Division | 15 |
| Business Division | 21 |
| Community Education Division | 27 |
| Evening Degree Program | 28 |
| Culinary Arts and Hospitality Management | 29 |
| Health Occupations & Physical Education Division | 33 |
| Industrial/Apprenticeship Division | 35 |
| Science & Technology Division | 39 |
| Student Development Division | 45 |
| General Index | 47 |
| Explanation of Terms | 48 |



THE COLLEGE

Linn-Benton Community College is a two-year public college serving the educational needs of residents in its two-county district. The college is supported by tuition, local property taxes and state revenue and is directed by an elected, seven-member board of education. Admission to LBCC is open to any district resident beyond high school age.

Recognizing the diverse needs of its students, the college offers general education courses, occupational and technical preparatory training, lower division college transfer courses and skills upgrading for those already employed.

The Cooperative Work Experience program provides students with practical experience in jobs related to their fields of study.

Special programs are offered in adult basic education and high school continuation for the vocationally disadvantaged and the handicapped.

The college's Community Education Division offers a wide variety of credit and non-credit classes on the Albany campus, in the Corvallis, Lebanon and Sweet Home centers and at other locations throughout the district. Non-credit classes that do not qualify for reimbursement from the state are required by the college to be self-supporting. Tuition rates for these classes are higher to cover all instructor and facility costs.

A full range of student services, including career counseling, academic and personal guidance, financial aid and job placement are provided in addition to supportive learning services.

LBCC BOARD OF EDUCATION:

Alan Terrell, Philomath, Chairman
Joseph Novak, Albany, Vice Chairman
Kenneth B. Haevernick, MD, Lebanon
Orville R. "Bob" Adams, Corvallis
Robert Hyland, Sweet Home
Terry McCormick, Corvallis
Dave Schmidt, Albany

LBCC ADMINISTRATION:

Thomas Gonzales, President
Jon Carnahan, Vice President for Instruction
George Kurtz, Vice President for Business Affairs

STATE SUPERINTENDENT OF PUBLIC INSTRUCTION:

Verne A. Duncan

OREGON BOARD OF EDUCATION:

Frank Dost, Chairman, Corvallis
Roba Rathkey, Vice Chairwoman,
McMinnville
Thelma Elliott, Portland
Clifford L. Freeman, Portland
Ruth Hewett, Salem
Donald Kruse, Roseburg
Gene Stunz, Nyssa

PHILOSOPHY

Linn-Benton Community College's programs and activities are based on the following statement of philosophy:

1. Individuals have different potentials for growth and self-fulfillment.
2. Learning provides the means for men and women to develop their potential, expand their knowledge and skills and become contributing members of a free society.

3. Learning opportunities should be available to the greatest number of people with minimum restrictions, based on individual and community needs.
4. Entry to LBCC should be based on an open door policy, so as to accommodate high school graduates and other adults who are capable of profiting from the instruction offered. Through proper guidance and testing, students will be able to select appropriate courses of study.
5. Appropriate standards of performance should be maintained within each course of study.
6. Educational scope of college programs should be as broad and flexible as possible, with priorities established on the basis of available resources. Within these limits the programs should be responsive to local, state and national needs.
7. Tuition and fees should be maintained at a reasonable level.
8. Local direction and control are maintained through the elected board of education, consistent with local, state and federal laws and policies.

HISTORY

The endeavor to establish Linn-Benton Community College began in 1963 through the cooperative efforts of the Linn County Chamber of Commerce and community leaders in Benton County. In 1964, a study prepared by the University of Oregon's Bureau of Educational Research documented the need for a community college in the two-county area.

In 1966, through a local election, the Linn-Benton Community College District was formed. A year later, 2800 students enrolled in the college's first classes, held in rented facilities throughout the district.

Following voter approval of a \$6.1 million bond issue in 1970, the college moved from its headquarters at 203 W. First Avenue in Albany to the present college site. Classes were held in trailers and modular buildings during construction of permanent facilities.

As the campus has grown, so has the student body. Currently, over 21,500 persons take one or more classes through LBCC each year, or a full-time equivalent of approximately 4,400 full-time students, making LBCC the fifth largest of Oregon's 13 community colleges.

THE CAMPUS

The 104-acre campus is centrally located in the mid-Willamette Valley, two miles south of Albany and 11 miles east of Corvallis. The main campus complex is formed by 13 contemporary brick buildings, connected by covered walkways and encircling a landscaped open courtyard. These buildings have been constructed gradually since 1970, in accordance with a master building plan that was completed with the opening of Tadena Hall in 1979. Tadena is the "front door" to LBCC and centralizes most student services.

Many of the college's more than 120 classrooms, shops and instructional laboratories are geared to individualized learning. Shop and laboratory equipment is designed to train students for employment in today's businesses and industries.

On-campus dining facilities include a cafeteria and the Santiam Room, a student-operated restaurant, in the College Center, and the Camus Room in Takena Hall.

A small greenhouse, solar-heated energy center, arboretum site, learning resource center, bookstore, 500-seat theater and physical education and sports facilities are included in the campus complex.

All main campus facilities are designed with the needs of the handicapped in mind, including special parking areas and easy access to buildings and classrooms.

The main community education centers, and other facilities throughout the district, are used to make educational opportunities easily accessible to all men and women in the area.

ACCREDITATION

Linn-Benton Community College has been accredited by the Accrediting Commission of the Northwest Association of Schools and Colleges. Courses are approved by the Oregon State Board of Education and lower division courses have been approved for transfer to Oregon State System of Higher Education colleges and universities. A variety of Linn-Benton programs qualify for Veterans benefits with approval of the Veterans Administration.

Students who want to review information about LBCC's accreditation status may contact the President's office, CC-101, 967-6100. Students also may write the Northwest Association of Schools and Colleges, 3700-B University Way NE, Seattle, WA 98105, for information about the college's accreditation status.

NON-DISCRIMINATION POLICY

Linn-Benton Community College maintains a policy of non-discrimination and equal opportunity in employment and admissions without regard to sex, race, color, creed, national antecedents, handicap, economic need or age. Questions or concerns related to affirmative action, non-discrimination or equal opportunity should be directed to Assistant Director of Human Resources Carroyl Kleine; Linn-Benton Community College; 6500 SW Pacific Blvd.; Albany, OR 97321. Telephone: 967-6502.

CATALOG INFORMATION

The information contained in the current LBCC catalog, catalog addendum and quarterly schedule of classes reflects an accurate picture of Linn-Benton Community College at the time of publication. However, conditions can and do change. Therefore, the college reserves the right to make any necessary changes in the matters discussed

herein, including procedures, policies, calendar, curriculum, course content, emphasis and cost. Students enrolling in LBCC classes shall be subject to rules, limits and conditions set forth in the current catalog, schedule of classes and other official publications of the college.

GENERAL INFORMATION

ACADEMIC CALENDAR

The college operates on a term or quarter system, with the fall term beginning late September and ending before Christmas. The winter term begins early January and runs until mid-March. The spring term begins late March and ends mid-June. A summer term is held for a 10-week period from mid-June until late August.

CREDIT HOURS

Generally, a class that meets one hour per week for one term will yield one credit; a class meeting three hours per week, three credits. A lab class usually yields one credit for each two hours of lab time. Full-time attendance equals 12 credit hours.

HOUSING

The college does not provide on-campus housing for students, but does maintain current listings of housing available in private and commercial dwellings in the area. Information may be obtained at the Student Programs office in CC 213.

PARKING

Parking is provided for students, staff and visitors on a first-come, first-served basis. Certain areas of the campus are designated for specific parking uses, such as motorcycle parking, bicycle parking and parking for handicapped persons.

Although parking stickers are not required to park on campus, they are recommended. The stickers help the Public Safety/Services office locate car owners in case of car problems or an emergency. Stickers are free and available in the Public Safety/Services office, College Center 109.

Parking and traffic rules also are available in the Public Safety/Services Office in CC 109. Parking permits for handicapped persons must be obtained from an Oregon Department of Motor Vehicles office. Cars improperly parked are subject to fine.

CAMPUS SECURITY

Campus safety and security is maintained by the coordinator of Public Safety/Services and a staff of student aides.

Administering emergency first aid, patrolling buildings and parking areas, and investigating hazardous situations is the responsibility of this office. The office is located in CC 109 or may be reached at 928-2361, ext. 322.

STUDENT HEALTH INSURANCE

LBCC makes available a comprehensive hospitalization and accident insurance policy for students who desire such coverage. A separate program provides dental coverage. The insurance programs are available at group rates and include provisions for coverage of the student's dependents. For more information, contact the Admissions office, Takena-115, or call 967-6105.

CHILD CARE

A limited child care facility is available on campus in conjunction with the Parent Education program. Children must be 3 years of age and a fee is charged. Priority is given full-time students on a first-come, first-served basis. For additional information contact the Parent Education office, Takena Hall 119, or phone 928-2361, ext. 384.

Child care is also available through the Linn, Benton, Lincoln Community Coordinated Child Care Council. This agency functions as a cooperative to provide affordable child care options for student parents. Additional information is available from the LBL 4-C Council, 757-8842, or the LBCC Financial Aid office, 967-6104.

STUDENT COMPLAINTS AND RIGHTS, FREEDOMS AND RESPONSIBILITIES

The college's board of education has established policy relating to student rights, freedoms, responsibilities and due process. This policy includes opportunity for the students to file complaints and outlines the due process procedure. In addition, rules for student conduct are included in the policy. Individuals who want a copy should contact the director of Student Programs, Takena-115, 967-6105.

ENTERING THE COLLEGE

Choosing a Career or Program

An important beginning step in enrolling at Linn-Benton Community College is selection of a program or major. Typically, students attend LBCC to obtain employment

training, to improve existing employment skills, to begin a four-year college program or for life enrichment through learning. The Counseling and Career Information Center staff is available to assist prospective students of the college in making decisions about community college studies. Those wanting to enroll at LBCC often make consultation with a counselor a first step. The Counseling and Career Information Center is located on the first floor of Takena Hall.

Admissions

Blaine Nisson, Director of Admission
Records and Student Programs
967-6105
Takena Hall 115

ADMISSION REQUIREMENTS

High school graduates or non-high school graduates 18 years of age or older are eligible for admission to Linn-Benton Community College.

LBCC maintains an "open door" policy on admissions; however, special admissions standards may be imposed for specific instructional programs to effectively and responsibly administer the resources of the institution. Such standards are set to ensure each student a reasonable chance of success in a program and shall constitute the minimum standards consistent with the demands of that program. A student will always be able to qualify for admission to any program by demonstrating a mastery of the material contained in appropriate high school courses. Admissions to all instructional programs shall otherwise be on a first-come, first-served basis.

Students applying to enter an occupational program must be 18 years of age or older and, in the judgment of the administration, able to benefit from instruction offered. Admission to occupational programs varies slightly, but most are available on a first-come, first-served basis. Date of application and completion of admission procedure is an important consideration in many programs.

Linn-Benton Community College provides assistance to people who want to complete a high school education. The college cooperates with local high school districts in providing assistance to the youth of Linn and Benton counties. LBCC supports the law which states that responsibility for providing an education to people 17 years of age and younger rests with the local (K-12) school districts. As a result, admission requirements for high school completion programs for students under 18 years of age are as follows:

1. LBCC does not admit students 15 years of age or younger to attend high school completion classes.
2. LBCC admits students 16 and 17 years of age into the High School Continuation program or other college

classes who are concurrently enrolled in a local high school:

- a. as evening part-time students;
 - b. as summer school students; or
 - c. as part-time students, before 2 pm on a school day, upon completion of LBCC's simultaneous enrollment form and approval by the director of Admissions.
3. LBCC admits, on a selective basis, students 16 and 17 years of age into a full-time Adult High School Diploma or GED program upon completion of LBCC's referral information form and recommendation from the local high school. Behavior patterns, length of time out of school, probability of completion and recommendation of the high school weigh heavily in the college's decision to admit students.

ADMISSION PROCEDURE

FULL-TIME STUDENTS. Those seeking admission as full-time students (12 or more credits) must complete the following steps:

1. Fill out an application for admission.
2. Provide the Admissions office with a copy of a high school transcript if applying for admission directly from high school or within one year of graduation from high school.
3. Take the Comparative Guidance and Placement (CGP) examination or provide a copy of a college transcript showing a minimum of 15 completed credits, including Intermediate Algebra (MT 100) and English Composition (WR 121) or their equivalents. Applicants who have taken the Scholastic Aptitude Test (SAT) with a standard score of 450 on each part or the American Council of Testing exam (ACT) with a standard score of 19 on each part will be exempt from taking the CGP examination.
4. Forward official copies of transcripts directly to LBCC's Admissions office if wanting to receive credit for college work at another institution.

*Exceptions to taking the CPG are currently being reviewed and changes may be implemented during the 1986-87 school year.

PART-TIME STUDENTS. Students enrolling part time (11 or fewer credits) and those enrolling for non-credit classes need only register for desired classes at the appropriate time. Those part-time students who plan to complete a certificate or degree from LBCC are encouraged to complete the admission procedure for full-time students. The process must be completed before a certificate or degree is granted.

LIMITED ENROLLMENT ADMISSION

Students who have not completed the application process prior to the first day of classes and students who want to enroll for a one-term program may be admitted to the institution for one term only on limited

enrollment status by completing the following procedure:

1. Fill out an application for admission.
2. Sign a limited enrollment agreement.

Extension of limited enrollment status must be petitioned through the director of Admissions.

FOREIGN STUDENT ADMISSION

Linn-Benton Community College intends to serve educational needs of residents of the Linn-Benton Community College district. College programs and services are planned primarily to serve students who live permanently in the local area. Therefore, foreign student enrollment at LBCC is limited and selection is based upon fulfillment of specific admission requirements and availability of space. No student visas (I-20's) to attend Linn-Benton Community College will be issued to students still in their native countries. Nor will students possessing tourist or visitor visas be considered eligible for admission. The deadline for foreign student applications is one month prior to the beginning of the term in which the student plans to attend. Questions about specific requirements may be directed to the director of Admissions.

SPECIAL ADMISSIONS PROGRAMS

Although Linn-Benton Community College maintains an "open door" policy on admissions, special admission standards may be required for specific instructional programs. These standards are set to effectively and responsibly administer the college's resources and to ensure that each student has a reasonable chance of succeeding in a program. The special admission requirements are based on the minimum standards necessary to meet the demands of the particular program. A student will always be able to qualify for admission to any program by demonstrating a mastery of the material contained in appropriate high school courses. Admissions to all other college programs shall be on a first-come, first-served basis.

Students who do not meet the minimum admission standards for programs that require a course prerequisite or competency may petition for admission if they have been denied admission based on the minimum standards. Petitions will not be accepted based on any other criteria used in the selection process.

Students may file a petition if they believe they have extenuating circumstances that may not have been considered during the routine screening of applications by the Admissions Office. An Admissions Petition Form must be completed, and students may attach documents supporting their request. An Admissions Review Committee of three faculty members from the Student

Development Division will review all petitions and make recommendations to the Director of Admissions.

Programs in Associate Degree Nursing, Dental Assistant, Emergency Medical Technician and Nursing Assistant, as well as other technical programs, usually have waiting lists. Students interested in one of these programs should complete the application process outlined.

For additional information on any selective admission program, contact the Admissions Office.

ASSOCIATE DEGREE NURSING.

Applicants for the two-year program beginning fall term must: (1) have application and transcripts on file by a specified date, available in the Admissions office; (2) applicants must be high school graduates or have a GED; (3) complete the National League for Nursing Pre-Nursing and Guidance Examination (dates for administration of this exam are available through the Testing Center); (4) have the total application file reviewed by the admissions committee; (5) be available for an admission interview; (6) if accepted, have a complete physical exam. Also, a negative tuberculin skin test or chest X-ray is required. ADN applicants will be notified of the disposition of their applications by June 1.

The admission procedure is reviewed annually for the ADN program and therefore subject to change. The Admissions office may be contacted for more information.

EMERGENCY MEDICAL TECHNOLOGY.

Admission to the Emergency Medical Technician certificate program is limited and based on date of application. Applications may be submitted beginning January 1. Applicants must be high school graduates or have completed a GED and be in good physical health, as demonstrated by a physical examination prior to entry into the program. Applicants must demonstrate an ability to enroll in EN 115 Effective Reading based on their Comparative Guidance and Placement Test score or completion of the prerequisite courses with a "C" grade or better.

DENTAL ASSISTANT. The Dental Assistant program is offered once each year, beginning in the fall term and ending the following summer term. Dental Assistant applicants must: (1) have application and transcripts on file in the Admissions office; (2) be a high school graduate or have completed a GED; (3) complete the Comparative Guidance and Placement Examination; (4) be available for an admission interview; (5) If accepted, have a negative tuberculin test on file prior to the first class.

Applications may be submitted beginning January 1. Applicants will be notified of the disposition of their applications by early September, following an application deadline of June 15. The Admissions office may be contacted for more information.

NURSING ASSISTANT. Those wanting to be admitted to the four-week Nursing Assistant program must: (1) have their application on file in the Admissions office; (2) be available for an admission interview.

Individuals are encouraged to apply at least one month prior to the beginning of the class into which they seek admission. At least three classes are taught per year, one each fall, winter and spring terms. The Admissions office may be contacted for more information.

DATA PROCESSING. Applicants to the Data Processing program must demonstrate ability to enroll in WR 121 English Composition based on completion of WR 115 Introduction to Writing with a "C" or better or demonstrated ability as verified by the Comparative Guidance and Placement Test.

Applicants must declare interest in the Data Processing program by filling out an application form at the Admissions office.

Applications may be submitted beginning January 1, with a deadline of June 30.

ELECTRICITY/ELECTRONICS.

Students wanting to enroll in Electricity/Electronics must take the CGP (Comparative Guidance and Placement) Test and demonstrate ability to enroll in Technical Math 6.551 or College Algebra MT 101 and WR 115 Basic Writing Skills. A student who has completed the prerequisite courses with a grade of "C" or better is exempt from taking the CGP.

Interest in the Electricity/Electronics program must be demonstrated by filling out an application form on which students declare by the appropriate code electricity/electronics as their major.

Applications may be submitted beginning January 1, with a deadline of June 30.

Notification of admission to the program will be made in late summer.

WATER/WASTEWATER. Students applying for the one- or two-year Water/Wastewater program must demonstrate the ability to enroll in Math II (4.202) and WR 115 Basic Writing Skills. This ability may be shown by an appropriate Comparative Guidance and Placement Test score or by completion of the prerequisite courses with a "C" or better grade shown on a college transcript.

Interest in the Water/Wastewater program must be demonstrated by filling out an application form in the Admissions office declaring Water/Wastewater as a major. Applications may be submitted beginning January 1, with a deadline of June 30.

CLASSIFICATION OF RESIDENCY

Oregon Revised Statutes 341.625

provides that a community college district shall establish tuition rates and fee schedules, subject to approval of its board of education. Different tuition rates and fee schedules may be established for students who reside in the operating district; students who do not reside in the operating district, but in the state of Oregon; and students who do not reside within the state. An additional rate may be established for foreign students.

A resident, for tuition and fee-paying purposes at Linn-Benton Community College, is a student who has lived in Oregon as a permanent resident for no less than 90 continuous days immediately preceding the first day of classes for the quarter in which residency is in question. Permanent residence is defined as the home to which one intends to return after any absence and in which one's dependents reside for an unlimited period of time.

To qualify as a resident of the state, a student must be 18 years of age or older. If under 18 years of age, the student must have a permanent residence independent of that of his or her parent(s) or legal guardian; otherwise the residency of the student shall be the same as his or her parent(s) or guardian. An affidavit of non-support will be required for students under 18 years of age to show proof of emancipation.

The following instances will be used to define extraordinary circumstances in determining residency status for the state of Oregon:

1. A veteran who has established a permanent residence inside the state within 90 days of separation or discharge from the service.
2. A person on active military duty or a government employee whose place of work is assigned within the state; i.e., Defense Department and foreign embassy.
3. A student whose non-resident parent or legal guardian moves to the state and establishes a permanent residence during the school term will be entitled to register as a resident student at the beginning of the next term.
4. A released Oregon state prisoner living in Oregon will be considered a resident regardless of the person's residency prior to his or her sentencing.
5. An incarcerated student paroled to an agency in Oregon, or paroled in order to attend Linn-Benton Community College specifically.
6. A senior citizen, age 62 years or older, who has established a permanent residence in Oregon.

Verification of residency will be determined from information provided by the applicant to the college. Based on the student's current, permanent and parent addresses, and/or recent schools attended, a residency determination initially will be made and a classification assigned. Evidence of proof is then upon the student to establish his or her residency status. A request form for change of residency

and two documents establishing residency either in the state of Oregon must be submitted to change his or her classification. Examples of such documentation include valid Oregon driver's license, voter's registration in the state of Oregon, rent receipts, vehicle registrations, proof of property ownership, state income tax returns for the most recent year, etc.

All foreign students enrolled on student visas and who have not obtained immigrant visas will not be allowed to change residency status during the duration of their enrollment at LBCC.

The guidelines outlined are general in nature and may require additional clarification. Questions concerning residency status should be directed to the director of Admissions.

Registration

Sue Cripe, Registrar
967-6105
Takena Hall 115

REGISTRATION FOR CREDIT CLASSES

1. Complete all admission requirements.
2. Preregistration advisor conferences are required for:
 - a. all new students registered for 12 or more credit hours;
 - b. students sponsored by certain agencies;
 - c. students on probation or in danger of failure; and
 - d. students changing their majors or those who have questions regarding their majors.
3. All continuing students in vocational/technical programs should register during the continuing student registration period to insure a space in classes; spaces remaining after continuing student registration will be made available to both new and continuing students.
4. Full tuition payment is required at the time of registration. The Financial Aid office may be contacted for assistance in tuition payment. Students sponsored by one of the special programs or attending under a grant or scholarship must process an authorization form at the Financial Aid office prior to registering.
5. Registration materials are available in the Registration office lobby. When all forms are completed, they are to be presented at the registration windows with full tuition payment or payment authorization from the Financial Aid office.
6. Students who are unable to stand in line due to physical limitations may obtain a "Handicapped Student Line

Reservation Slip" from the Registrar's secretary.

A Social Security number is required for positive identification of records. An identification number may be requested from the Registration office for students not possessing a Social Security number.

REGISTRATION FOR COMMUNITY EDUCATION CLASSES

Registration materials for Community Education classes, both credit and non-credit, are available in class during the first and second class meetings. Students may pre-register at the campus Registration office or the off-campus Community Education centers.

SCHEDULE CHANGES

A student may add a course during the first week or, with the instructor's written permission, during the second or third week. A student may not add to full-time after the first week of the term.

A student may officially withdraw from a class up to the last regular day of class each term.

Students changing to another section of a course due to cancellation of a class or for other reasons must officially add the new section.

AUDITING CLASSES

Students may audit on a space-available basis after the first day of classes. Charges for auditing are the same as for regular credit enrollment. A completed audit request form must be on file in the Registration office.

The final grade assigned a student with audit status shall be based solely on classroom attendance and may be entered as an "AU" or a "Y" (no basis to issue letter grade; no credit earned) at the discretion of the instructor. The instructor has the right to require 100 percent attendance when audit status is requested.

Tuition and Fees

TUITION SCHEDULE

Following are the tuition and fee charges for credit and non-credit classes for the 1986-87 school year. Tuition and fees are subject to change by the LBCC Board of Education

| Credit Classes | District | Out-of-State | Foreign |
|---------------------------|----------|--------------|---------|
| Per credit minimum | \$ 19 | \$ 79 | \$ 88 |
| (2 credit minimum charge) | | | |

| | | | |
|---|-------|-------|--------|
| Full-time Tuition (12-20 credits) | \$228 | \$948 | \$1056 |
| Tuition for over 20 credits (per credit) (non-refundable) | \$ 19 | \$ 79 | \$ 88 |

NON-CREDIT & COMMUNITY EDUCATION CLASSES

| Contact Hours | Reimbursable | Non-Reimbursable |
|---------------|--------------|------------------|
| 1 - 6 | \$ 6 | \$ 7 |
| 7 - 12 | 10 | 11 |
| 13 - 17 | 15 | 18 |
| 18 - 24 | 20 | 23 |
| 25 - 36 | 28 | 31 |
| 37 - 48 | 40 | 46 |
| 49 - 60 | 56 | 59 |

Note: This schedule is subject to change; an additional supply and lab fee may be charged.

SPECIAL FEES

| | |
|---|------------|
| Course Add | No charge |
| Course Drop | No charge |
| Credit by Examination | \$5/credit |
| Career Guidance and Placement Examination | \$5 |
| Late registration | |
| Twelve credit hours or more, beginning first week | |
| (10 maximum charge) | \$2/day |
| Eleven credits or fewer, beginning third week | \$1 |
| Official copy of LBCC transcript | \$2 |
| Unofficial copy of LBCC transcript | \$.50 |
| Physical education activity fees (some courses) | variable |

STUDENT ACTIVITY AND PROGRAM FEE. Each student is assessed a \$1.11 per credit charge, to a maximum of \$13.32, as a student activity and program fee. The fee is included in the \$18 per credit tuition and fee charge listed above. Non-credit students who want to receive the benefits and services of the Linn-Benton Community College identification card may pay a special service fee of \$2 per term. Income derived from the fee is used to support a variety of extracurricular activities and programs, including athletics, artist and lecturer guest appearances, clubs and organizations, and a variety of campus recreational and social activities. More information regarding activities supported by the fee is available in the Student Programs Office, College Center Building, room 203. Note: These fees are subject to change

REFUNDS

To receive a refund students must submit a schedule change form to the Registration office within the first three weeks of a full-term class. Refunds will be mailed after the fourth week of classes. Official withdrawal by a student carrying 12 or more credits: full refund less \$15.

Official withdrawal by a student with 11 or fewer credits: full refund less \$5. Official withdrawal by a student enrolled in non-credit Community Education classes only: full refund less \$2.50. Reduction of credit load: difference in

tuition, to the minimum charge.

Classes cancelled by the college: full refund or enrollment in another class, provided the student notifies the Registration office.

The refund period for short courses scheduled to meet for less than the full term will be during the first 25 percent of class duration.

Academic Regulations

TRANSFERRING LBCC CREDITS

Lower division credits may be transferred to most colleges throughout the United States. Lower division students may transfer up to 108 credit hours to schools in the Oregon State System of Higher Education.

Students planning to transfer credits to another institution are encouraged to work with an LBCC advisor in planning an appropriate transfer program. It is also recommended that students contact the college or university to plan a transfer program of classes.

STUDENT CREDIT LOAD AND FULL-TIME STATUS

Students are considered full time if registered for 12 or more credit hours. Students may mix schedules by registering for some general studies courses and some vocational/technical courses. If students must work part time while attending the community college, they should bear in mind that most classes require one or two hours of preparation for each class hour and should adjust work schedules accordingly or register for fewer class hours. In most areas, there are suggested curriculums to cover one or two years of study; working students may schedule a two-year-equivalent curriculum over an extended period of time.

Students in lower division studies should plan to schedule an average 15 credits per term to accumulate 90 credits in a six-quarter (two-year) period. No more than 20 credits may be taken in any single term without additional charge of tuition for each credit, except when required by the student's major department. This additional charge is non-refundable.

WAIVER

1.110 Elements of Algebra may be waived as graduation requirements based on individual competency, assessed through a college testing procedure. Petition for waiver forms are available in Admissions.

CREDIT BY EXAMINATION

Students who believe they have mastered the material presented in courses

listed on LBCC's Course Challenge List may apply for Credit by Examination. To apply, students must be currently enrolled in at least six credit hours.

Application for Credit by Examination must be completed in the Testing Center, Takena Hall, by the end of the second week of a term and the examination must be completed by the end of the seventh week of the same term.

A non-refundable \$5 per credit hour processing fee must be paid before the examination is given. An additional testing fee also may be required.

For more information about LBCC's Credit by Examination program, stop by the Testing Center in Takena Hall or call 928-2361, ext. 277.

COLLEGE LEVEL EXAMINATION PROGRAM

LBCC is an approved open center for administration of the College Level Examination Program (CLEP). In addition, LBCC accepts CLEP scores for college credit, which may be posted to transcripts under "advanced standing." CLEP examinations are administered through the Student Development Division.

ADVANCED PLACEMENT TESTS

Students who complete college-level work in high school under the Advanced Placement Program sponsored by the College Entrance Examination Board and who receive satisfactory grades (3, 4 or 5) in examinations administered by the Board may, on admission to LBCC, be granted comparable credit towards a degree. All examinations are subject to review and approval by the appropriate college division.

Students must request that Advanced Placement scores be forwarded to the Admissions office.

REPEATING A CLASS

In general, a class that a student has already completed for credit at LBCC cannot be repeated for credit. Certain classes, however, can be repeated for credit. A note as to which classes can be repeated is listed under the individual course descriptions in the catalog.

LBCC students will not be allowed to register and receive credit for courses clearly identified as being prerequisites to LBCC classes already completed by the student with a grade of "C" or better. Exceptions must be authorized by written approval of appropriate faculty members and division directors.

If a student earns a higher grade upon repeating a class, a request must be made at the Registration office to recalculate the grade point average using the higher grade. The lower grade will be preceded by an "R" on the transcript and removed from credit and point totals.

GRADING SYSTEM

A: Excellent work; 4 grade points per credit.

B.: Above average college work; 3 grade points per credit.

C: Average work; 2 grade points per credit.

D: Below Average work; 1 grade point per credit.

F: Failing work, no credit given; 0 grade points per credit.

IN: Incomplete work.

W: Withdrawal*; no credit earned (not computed in GPA)

Y: No basis to issue letter grade; no credit earned (not computed in GPA)

P: Pass; credit earned (not computed in GPA).

NP: No pass; no credit earned (not computed in GPA)

NE: No entry; no credit earned (not computed in GPA and used only when less than one credit is earned in a variable credit class)

AU: Audit; no credit earned (not computed in GPA)

* A "W" is not recorded for individuals who withdrew prior to or during the first two weeks of the quarter.

Incomplete Rule: Uncompleted work must be completed by the end of the following term, with the exception of summer quarter, or "IN" automatically is changed to a "Y" if a change of grade form with an earned grade is not submitted by the instructor. A letter grade in this case is considered an A, B, C, D, F or P/NP, if that option was chosen.

Grade Point Average (GPA) is calculated by dividing total points by total credits attempted. (Grades not included in GPA: IN, W, Y, P, NP, NE, AU and repeated grades preceded by R.) Grade reports and transcripts show both current GPA (one-term) and cumulative GPA (all classes taken at LBCC).

STANDARDS OF PROGRESS FOR GRADUATION

LBCC requires that 70 percent of the classes attempted be completed to qualify for graduation. "F," "NP" and "Y" are non-completion grades.

PASS/NO-PASS OPTION

Certain courses listed in the schedule have an "OPT" designation, indicating students have the option of taking the course for letter grade or on a pass/no-pass (P/NP) basis. It is the student's responsibility to check the class schedule to determine whether or not a class has the pass/no-pass option. Requests submitted in A-F classes have no effect on the grade issued by the instructor.

The maximum number of "P" credits allowed toward an LBCC degree is 16, not including those with an obligatory "P" grade. Requests for "P" grades are processed through the Registrar's office.

It is not advisable for a student to choose the "P" grade for major course work

in his or her field of study. Students planning to transfer to a four-year institution should check that institution's requirements regarding "P" grades.

ACADEMIC PROBATION

Students registered for 12 or more credits at the beginning of the third week of the quarter are subject to academic probation regulations.

New students are placed on academic probation if, during the first quarter of attendance, the grade point average drops below 1.7; or if, during the second and subsequent quarters, the accumulative grade point average drops below 2.00.

Transfer students who are on academic probation or who have been suspended from another institution of higher education are automatically placed on probation when admitted to Linn-Benton Community College. At the completion of one quarter of 12 or more credits, a transfer student's probationary status is based only on the grade point average earned at Linn-Benton Community College.

Students are expected to complete those courses for which they have registered. A student is placed on academic probation upon non-completion of 50 percent of the credits registered for at the beginning of the third week of the term.

A student must maintain a grade point average of at least 2.00 in all specific major requirements in order to continue in a program. A student dropped under this requirement may petition the department for reinstatement. Some programs may have a more restrictive requirement which will be indicated in the college catalog under that program.

A student who has been on academic probation for three consecutive terms is subject to suspension.

HONOR ROLL

Students who obtain a grade point average of 3.33 or better with no incompletes and have carried a 12-credit load or more of graded work (not including Pass) are placed on the Honor Roll list for that quarter.

RECORDS INFORMATION

In accordance with the Family Education Rights and Privacy Act, LBCC considers the following to be directory and, therefore, public information: student's name, address and telephone listing; major field of study; participation in officially recognized activities and sports; weight and height of athletic team members; school or division of enrollment; and degrees and awards received. Students who do not want to have any of the above information released by the college must complete a directory deletion form in the Registration office.

TRANSCRIPTS AND RECORDS

LBCC official student transcripts may be ordered at the transcript window at a cost of \$2 each. (This fee is subject to change.) Unofficial copies are available for 50 cents each. Processing of transcript orders takes a minimum of one to two working days. Students have access to transcripts and records as outlined in "Policy on Students Rights, Freedoms, Responsibilities and Due Process."

It is the policy of the LBCC Board of Education that records belonging to a student who has failed to repay an emergency loan, deferred tuition payment or other debt or obligation shall not be released. No official or unofficial copy of any part of the student's record shall be released, either to the student or another institution, as long as such obligations are outstanding.

WITHDRAWAL FROM SCHOOL

Individuals who find they can no longer attend classes should officially withdraw from school. Students who withdraw on or before Friday of the third week may expect a tuition refund (see "Refunds").

Financial Aid

967-6104
Takena Hall 105

Financial aid at Linn-Benton Community College is intended to provide opportunity for students to attend college who cannot pay the full cost of a college education. Funds are intended to supplement family and student resources through loans, grants and/or part-time employment.

The Financial Aid office provides information to students and prospective students regarding availability of financial aid, eligibility requirements for receiving aid and application procedures for financial assistance.

Certification and administration of veteran's educational benefits are also provided through the Financial Aid office.

APPLICATION PROCEDURES

LBCC relies on the College Scholarship Need Analysis Service (CSS) to determine the amount a family and student can contribute to the cost of college training. The use of CSS assures every applicant of equal treatment. The CSS form is used to apply for federal and state grants, work programs and loans. A processing fee is charged, which must accompany the CSS application form. The CSS requires about six weeks to process, after which financial aid eligibility can be determined.

In addition, the CSS financial aid form

may be used to determine a student's eligibility for a Pell Grant. For students wishing to apply only for the Pell Grant, a separate, free application form is available.

Application forms are available from the LBCC Financial Aid office, high school counselors or agency personnel. The applicant fills out and mails the application form to CSS, which will forward information to the Pell Grant Office and LBCC. When information is received from CSS, the LBCC Financial Aid staff may request additional information from the applicant, such as proof of independence, information regarding aid received at other institutions or tax refunds.

Application for aid may be made throughout the year; however, because financial aid funds are limited, students applying after March 1 may find some programs no longer have funds. Applicants are notified by mail concerning eligibility for aid.

Prior to receiving financial aid, applicants must be admitted to LBCC as regular students and must register for classes. These are two separate requirements.

STUDENT COSTS

Individual costs vary according to course of study, transportation requirements, housing and other factors. Examples of average student costs for nine months (three school terms) are:

SINGLE (living with parents)

| | |
|-------------------------|-------|
| *Tuition & Fees | \$648 |
| *Books & Supplies | 375 |
| Rent & Food | 1100 |
| Personal Expenses | 500 |
| Transportation | 765 |
| Day Care | --- |

MARRIED (one dependent child)

| | |
|-------------------------|-------|
| *Tuition & Fees | \$648 |
| *Books & Supplies | 375 |
| Rent & Food | 4900 |
| Personal Expenses | 1000 |
| Transportation | 900 |
| Day Care | 1350 |

* Tuition estimates are provided here so total costs can be compared. Current tuition rates may be found in the quarterly schedule of classes.

Books and supply costs vary greatly. Check with the Admissions office for current estimates in individual programs.

DEFERRED PAYMENTS

Full-time students may apply to have up to two-thirds of their tuition deferred for a five-week period. Under the deferred tuition plan, students pay one-third at the time of registration plus any late fee assessed, with the balance payable before the end of the fifth week of the school term. Ten percent simple annual interest is charged for late payments.

TYPES OF ASSISTANCE

PELL GRANTS. Grant awards are available to students who enroll for six or more credits in any term. Awards usually

range from \$200 to \$1400 for an academic year. The federal government determines the amount of award based on the applicant's financial need.

SUPPLEMENTAL OPPORTUNITY GRANTS. The Supplemental Opportunity Grant (SEOG) is an award made to students with exceptional financial need. Grants vary from \$200 to \$1200 per academic year, depending on need of the applicant.

STATE NEED GRANTS. State Need Grants are made from state and federal funds, awarded by the Oregon State Scholarship Commission to eligible Oregon residents. A recipient must have applied for the Pell Grant, be enrolled as a full-time student and not have earned a baccalaureate degree. Oregon Need Grants are transferrable to other Oregon institutions and renewable for a maximum of 12 quarters.

COLLEGE BOARD SCHOLARSHIPS. A minimum of 27 full-tuition scholarships to Linn-Benton Community College are awarded annually to presently enrolled high school seniors in Linn and Benton counties. Applicants must have an overall GPA of 3.00. Special consideration will be given individuals who have shown outstanding ability in a subject area which they will pursue in college. In addition to full academic year awards, many one-quarter awards are also granted. Additional information is available from high school counselors or the LBCC Financial Aid office.

TALENT RECOGNITION AWARDS. Full and partial tuition awards are made available annually to high school seniors and other prospective students who have demonstrated outstanding ability in a given area. Students with talent in athletics, drama, music (vocal and instrumental), agriculture or business may apply. Interested students should contact the appropriate LBCC division director.

STUDENT PART-TIME EMPLOYMENT. A federally supported Student Work Program provides on-campus employment for students with financial need. Work schedules are assigned by supervisors and students are paid the federal minimum wage for work performed. Higher wages are paid to returning student workers and for jobs requiring special skills. Employment during the school term may not exceed 20 hours per week. When possible, the student is placed in a job compatible with his or her career goal.

NATIONAL DIRECT STUDENT LOANS. The National Direct Student Loan is a federally supported loan program provided by the college to needy students. Application is made through the CSS form. Eligibility is based upon need, other resources and availability of funds. Loan repayment and interest charges begin six months after the

borrower ceases half-time enrollment. Additional information regarding eligibility, annual interest deferment and cancellation provisions is available at the Financial Aid office.

GUARANTEED STUDENT LOANS. Loans of up to \$2500 per academic year are available to students through local banks. A separate application is required for this program. Students dependent upon parents whose income exceeds \$30,000 a year must complete a needs test to determine eligibility. At the time of application, an origination fee is charged. Loan repayment and interest charges begin six months after the borrower ceases full-time enrollment. Application forms and additional information regarding deferment and cancellation provisions are available at the Financial Aid office.

Eligibility and interest rates on the National Direct and Guaranteed Loan programs are determined by the federal government and are subject to change.

PLUS LOAN. This is a loan designed for parent(s) with dependent undergraduates. The maximum a parent could borrow is \$3,000 and the current interest rate is 12 percent. Parent(s) would begin repayment within 60 days of the loan's disbursement.

COMMUNITY SCHOLARSHIPS. Several community service organizations and business establishments offer scholarship assistance for LBCC students. Interested individuals may contact the Financial Aid office or a high school counselor for additional information.

REPAYMENT AND STUDENT-OWNED REFUNDS TO GRANT AND LOAN PROGRAMS

If a student receiving financial aid withdraws from school during the regular, three-week refund period, the total refund due will be returned to financial aid programs. In addition, students receiving cash payments from financial aid programs (not including the Student Work Program) who withdraw from school or stop attending classes may be required to repay a portion of the aid received. More detailed information is given in the financial aid brochure and the award letter.

A student who is no longer attending classes has the responsibility for contacting the Financial Aid office. No additional financial aid will be paid a student who owes repayment for early withdrawal.

ACADEMIC STANDARDS AND ELIGIBILITY

Students receiving financial aid must fulfill the standards of satisfactory progress outlined in the financial aid brochure and the award letter.

Additionally, any student not in good standing with the institution will be ineligible

for further aid or certification until such time as the student has been returned to good standing.

STANDARDS OF SATISFACTORY PROGRESS FOR STUDENTS RECEIVING VETERANS BENEFITS

LBCC students receiving Veterans Administration (VA) benefits are responsible for demonstrating satisfactory progress toward a degree or certificate in a VA approved program of study. **The VA will only pay for classes that advance the student toward their established program goal.**

School Admission and Evaluation of Prior Credit: Veterans must become fully admitted students which requires:

1. Formal application for admission to the college.
2. Completion of a Comparative Guidance and Placement Test (unless waived by adequate transfer credit).
3. Attendance at a scheduled LBCC new student orientation.
4. Having official transcripts of all college credit earned at other schools sent to the LBCC Admissions office.
5. Requesting an official credit evaluation of all prior or transfer credit.

Grades: Satisfactory grades are: "A," "B," "C," "D," and "P." All non-punitive grades ("Y," "W," "NP," and "IN") that reduce the student's total credits to less than the original certification amount are reported to the VA. Any benefits that have already been paid for courses in which nonpunitive grades are received must be repaid to the VA (Note: The VA may deduct the overpayments from future benefits when due.) Any course in which an "F" grade was received may be retaken with benefits *only* if that specific course is required for graduation. The VA allows one year for "IN" grades to be completed. Failure to complete an "IN" within one year may result in an automatic reduction of benefits.

Grade Point Average: A cumulative GPA of 2.00 is the minimum acceptable GPA necessary to qualify for any degree, diploma or training certificate from Linn-Benton Community College.

Unsatisfactory Progress: Students will be notified of unsatisfactory progress at the end of any term that they fail to meet minimum standards of progress. A probation letter will be sent to students whose cumulative GPA falls below 2.00. A termination of benefits letter will be sent to students who fail to bring their cumulative GPA above 2.00 for a second consecutive term. In addition, 70 percent of all classes attempted must be completed in order to qualify for graduation. Therefore, any student whose total course consists of more than 30 percent "Y," "F," and "NP" grades also will receive a probation or termination letter in the same manner that is prescribed for a deficient GPA. *Failure to complete any of the*

courses attempted in one term may result in immediate termination of benefits (e.g. Attempted 12 credits, completed none).

Reinstatement of VA Benefits: To re-establish VA benefits following unsatisfactory progress, the student may:

1. Continue without benefits until the unsatisfactory progress has been corrected. Benefits will then be reinstated to include the unpaid period of attendance.
2. Or, submit the following to the LBCC Veterans office:
 - a. A letter of counseling from an LBCC guidance counselor addressing the reasons for unsatisfactory progress and an assessment of the student's potential to correct academic problems.
 - b. A statement explaining reasons for the unsatisfactory progress and how any reoccurrence will be avoided.

Changes in Course Scheduling:

Students are responsible for notifying the LBCC Veterans office of any change in courses attempted or credit load (adds, drops, cancelled or withdrawal from classes). Failure to do so immediately may result in unnecessary overpayments that must be paid back or deducted from future benefits.

Services for Students

CAREER CENTER

Robert Talbott, Director of Student Development Division
928-2361, ext 291
LRC 202

ACADEMIC ADVISING

The academic advising program at LBCC helps students plan and carry out programs of study. At orientation, each student is assigned an academic advisor from the instructional staff of the program in which he or she is enrolled. Students who have not selected a major or who will spend a term or more in developmental skills classes are assigned an advisor from the counseling staff.

Part-time students also are encouraged to meet with a counselor periodically for academic advising.

The Counseling Center may be contacted for more information.

CAREER INFORMATION CENTER

928-2361, ext 189
T 103

The Career Information Center provides assistance to district residents who want to make a career decision. Interest

testing, career counseling and printed materials are available. The center has a computerized career decision-making program, "DISCOVER," available for student use. An extensive collection of college catalogs also is available for use in the Career Information Center.

COUNSELING CENTER

928-2361, ext. 143
T 103

Students wanting career, educational or personal counseling may contact the Counseling Center. Regular contact with a counselor can help the student clarify goals and progress smoothly through the college system. A counselor may help with personal or family problems, with meeting the new demands of college life or with selecting appropriate course work.

Classes offered by the counseling staff are designed to provide students with a special kind of assistance. Career planning, stress management, assertiveness training, human potential and other courses are intended to help the student clarify goals and develop life management skills.

Counselors also are available part time at the Benton, Lebanon and Sweet Home Centers.

HANDICAPPED SERVICES

Handicapped students will find buildings and classrooms at LBCC readily accessible. Transportation to and from campus is available through the local shuttle system from Albany and Corvallis. Buses running from the Albany area have facilities to transport wheel chairs.

The director of the Student Development Division is an advocate for handicapped students and assists them with special needs or concerns. Career, academic and personal counseling are available at the Career Center.

The college provides specially marked handicapped parking areas. Handicapped parking permits may be obtained at your local Oregon Department of Motor Vehicles office. Student Programs office assigns storage lockers for the use of handicapped students.

Students who are unable to stand in the registration line due to physical limitations may obtain a "Handicapped Student Line Reservation Slip" from the Registrar's secretary.

Hearing impaired and deaf students and community members can receive information about LBCC classes and services or make appointments with LBCC staff members by calling the college's TTY number, 967-6114. The TTY is located in the Student Development offices on the second floor of the Learning Resource Center.

LBCC offers a number of support services and specialized classes to disabled students.

STUDENT EMPLOYMENT CENTER / COOPERATIVE WORK EXPERIENCE SERVICES

967-6102
T 101

The Student Employment Center assists current students, graduates and alumni of the college in obtaining part-time, full-time, temporary and permanent employment. Job sources include local employment listings, current Oregon Civil Service openings, microfiche listings from throughout the state supplied by the Oregon Employment Division, federal job information and a variety of listings solicited from other states. Labor market information available includes projected demand (employment and openings), salary data and employment outlook analysis of a wide variety of occupations in the state of Oregon and Linn and Benton counties. The center also has national labor trend information available.

The center maintains a library of local employer information notebooks to assist students in researching company data, and an annual employer fair is held to help acquaint all students with the employment needs of local industries. Students also can receive help in resume and cover letter preparation, application form preparation, interviewing techniques and job search strategies.

Students have the opportunity to gain college credit through work experience. This service is coordinated by Cooperative Work Experience faculty. For more information on CWE, see the description in the "Programs of Study" section of this catalog.

Student Development

Robert Talbott, Director
928-2361, ext. 291
LRC 202

The Student Development Division provides a cluster of services designed for students, staff and community residents. Because it offers such, broad services, it forms a bridge between instructional areas and student services. These developmental or growth programs provide for:

1. developing learning skills of all students;
2. identifying difficulties students face in learning; and
3. providing solutions to those difficulties.

The Student Development Division maintains an open door policy. All students are encouraged to take advantage of center offerings and may do so with or without earning credit. Many courses are

individualized so that a student may begin or end studies at any time during the quarter.

Students may decide for themselves to improve skills or may be referred by instructors or counselors. Referrals by counselors are often based upon the results of the entrance exam or the student's previous school performance.

MATH LAB

928-2361, ext 294
LRC 205

The Math Lab is an open study area where equipment, resources and assistance are available to help students with math difficulties. Students may check out filmstrips or video-tape programs designed to develop understanding in a particular subject area. Instructor assistance and supplemental material for math courses also are available.

One-to-one personal contact is an important feature in the lab. Assistance is available from instructional technicians during all hours that the lab is open. Stationed in strategic places, the instructional technicians help students by answering math questions, grading tests and offering encouragement.

Special tests have been created to help identify students' learning difficulties in mathematics and provide placement in courses to overcome these difficulties.

DISABLED STUDENT SERVICES

928-2361, ext. 410
TTY 967-6114
LRC 200L

This program is designed to provide vocational and academic support services to disabled LBCC students. Services are specific to individual student needs and may include one or more of the following:

- Scheduling of classes
- Interpreting
- Note taking
- Taped text
- Oral testing
- Vocational advising
- Tutoring
- Learning strategies
- Vocational study skills
- Other accommodations specific to a student's needs and disability.

Students must meet special enrollment requirements to receive program services.

TESTING SERVICES

928-2361, ext 277
T 107 A

A variety of tests are offered for currently enrolled students, prospective students and members of the community, including:

1. the General Education Development

(GED) test for the certificate of high school equivalency;

2. the Comparative Guidance and Placement exam (CGP) for all new, full-time students;
3. the College Level Exam Program (CLEP) test for college credit by examination;
4. special admission tests for various programs on campus, such as the National League for Nursing (NLN) Pre-Nursing and Guidance Exam used by the LBCC nursing program;
5. skills tests, such as those for reading and writing;
6. vision and hearing screening; and
7. individualized testing for on-campus courses.

TUTORIAL SERVICES

928-2361, ext. 293 or 410
LRC 204

Free, individualized tutoring is available to students who desire additional help with course work. This assistance is available in most subject areas taught at the college.

Other Services AUXILIARY SUPPORT SERVICES

Robert Miller, Director
967-6101
CC 214

Tickets for and information about cultural and educational events held on the LBCC campus are available through the Auxiliary Support Services office, which is also called the College Center office.

BOOKSTORE. 967-6503, CC 111. The Bookstore sells texts and supplies for all LBCC courses. Art and school supplies, stationery, novelty items, magazines and general interest books also are available.

The Bookstore is open from 8 am to 5 pm Monday through Thursday, and 8 am to 4:30 pm on Friday. Evening hours are scheduled each term for the convenience of part-time students and additional hours are scheduled the first two weeks of each term. Used texts may be sold back during designated hours each finals week. Textbooks also may be purchased at the community education centers off-campus for courses taught at those locations.

FOOD SERVICE. Stuart Eugene Neville, Manager. 967-6101, CC 214B. The cafeteria is located on the second floor of the College Center building. Service is available from 7:30 am to 3:30 pm Monday through Friday.

The Santiam Room is a student-run restaurant located in CC 201. Daily menus are planned, prepared and served by Culinary Arts students from 9:30 am to 12:30 pm Monday-Thursday.

The Camus Room, a snackbar located on the first floor of Takena Hall, serves a selection of soups, sandwiches, fruit and other items daily. Service is available from 8 am to 9 pm Monday through Thursday and 8 am to 3:30 pm on Friday.

In addition, the Food Service operation caters within the LBCC facility for special activities sponsored by the college or community. The Food Service manager may be contacted for more information.

LIBRARY

928-2361, ext. 336
Evening: 928-2363
LRC 101

The Library has approximately 43,000 volumes and subscribes to approximately 400 periodicals and newspapers. It provides a basic reference collection, general index materials and current books and periodicals in the liberal arts and technical and vocational fields. The Library also uses a computer for reference information.

Library materials not available through LBCC often may be obtained through interlibrary loans within the state of Oregon and through the OCLC, a national library network. Students may receive help in learning to use the library from the college librarians on a drop-in basis.

The Library includes a good selection of non-print instructional and informational materials, such as audio tapes, video tapes, filmstrips and slide sets. Equipment for using these materials is located in the Library and staff is available to provide assistance. Some equipment is available for short-term checkout.

ROOM RESERVATIONS/ GENERAL INFORMATION

Community Relations Office
928-2361, ext 253
CC-105

Reservations for the college's meeting rooms are made through the Community Relations office, which is open 8 a.m. to 5 p.m., Monday through Friday.

This office also provides general information about the college and can arrange for tours of the LBCC campus.

STUDENT PROGRAMS

Blaine Nisson, Director
967-6105
T 115
Mary Coleman, Coordinator of Student Activities
928-2361, ext. 150
CC 213

The college encourages activities that will complement the academic program by providing students with opportunities for leadership, cooperative planning and development of social and cultural interests. Student activities, organizations and sports

are open to all students.

Clubs and organizations offer extra-curricular affiliation in such areas as welding, engineering, wastewater technology, nursing, drama, animal technology, business management, karate, pottery and religious organizations. For more information about present clubs and organizations, or establishing new clubs, the Student Programs office may be contacted.

The Student Programs office maintains the Fireside Lounge and the recreational facility on the second floor of the College Center Building.

DRAMA. LBCC's Performing Arts Department provides several opportunities each year for students and community members to participate in drama productions. Those interested in theater and drama may contact the Performing Arts Department or the Arts, Humanities and Social Science Division, AHSS 101, for more information.

INTERCOLLEGIATE ATHLETICS. Dick McClain, Athletic Director, 967-6109, AC 102. Linn-Benton Community College has developed a comprehensive program of intercollegiate athletics in affiliation with the Northwest Athletic Association of Community Colleges. Programs projected for the coming school year include men's and women's cross-country, women's volleyball, men's and women's basketball, men's and women's track and men's baseball.

Athletic programs are funded through student fees.

MUSIC. The college offers several opportunities for student participation in vocal and instrumental performing arts, including Chamber Choir, Concert Choir, Community Chorale and the Community Big Band. Interested students may contact the Performing Arts Department or the Arts, Humanities and Social Science Division, AHSS 101, for more information.

PUBLICATIONS. The students of LBCC are responsible for publishing the college newspaper, "The Commuter," which has won several awards for excellence. During much of the year the paper is published weekly. Students interested in participating may contact the Graphic Communications and Journalism Department or the Arts, Humanities and Social Science Division, AHSS 101.

RECREATIONAL SPORTS. A comprehensive recreational sports program is available to LBCC students during the academic school year. Sports programs presently established include basketball, volleyball, slow pitch softball, billiards and tennis. Interested students may contact the Activities Center, AC 102.

STUDENT REPRESENTATIVE COUNCIL. The Student Representative Council provides opportunities for students to

serve on college committees and earn credit for participating in leadership activities which enhance student life. The ASLBCC Council of Representatives is a student organization that serves as a representative and advisory group to faculty, administration and the board of education.

The council is composed of two student representatives from each academic division, plus one at-large representative. Any student enrolled in at least one credit class at LBCC is eligible to hold a representative position.

VETERANS AFFAIRS

967-6104
T 105

The Veterans Affairs coordinator is an LBCC staff member who provides assistance to veteran students and eligible dependents regarding college-related matters. A list of LBCC courses approved for benefits is available in this office, as well as information regarding certification and general payment policies. The coordinator will assist veterans and eligible dependents in applying for benefits. Academic advising, counseling for veterans and referral assistance also is available. The Veterans Affairs coordinator is located in the Financial Aid office.

Information on fulfilling the standards of satisfactory progress for students receiving veterans benefits is given in the Financial Aid section of this catalog.

PROGRAMS OF STUDY

All credit offerings of the college, either lower-division transfer or vocational-technical non-transfer, are taught as college-level classes.

Courses with letter prefixes (for example, WR 121, BI 103) have been approved for transfer to four-year colleges and universities. Courses numbered 100-199 are considered freshman-level courses and those numbered 200-299 are considered sophomore-level courses.

Courses with number prefixes (for example, 1.253, 6.024) are vocational-technical and generally will not transfer to four-year colleges and universities; however, there are some exceptions to this rule. Students should see an advisor concerning the transferability of vocational-technical courses.

Degrees, Certificates and Diplomas

LBCC offers Associate of Science, Associate of Arts and Associate of General Science degrees, vocational certificates and diplomas for high school completion.

ASSOCIATE OF SCIENCE DEGREES

This degree is awarded to those students who complete the requirements of a specified, two-year vocational-technical (non-transfer) program. Associate of Science degrees are offered in:

- Accounting Technology
- Administrative Secretary
- Agriculture
- Animal Technology
- Associate Degree Nursing
- Auto Body Repair
- Automotive Technology
- Banking and Finance
- Business Management
- Civil Engineering Technology
- Computer Programming
- Crafts & Trades
- Criminal Justice
- Culinary Arts and Hospitality Management
- Drafting Technology
- Educational Secretary
- Electronics Engineering Technology
- Graphic Design
- Heavy Equipment Mechanics/Diesel
- Horticulture
- Legal Secretary
- Machine Tool Technology
- Marketing
- Medical Receptionist
- Metallurgy Technology
- Printing Technology
- Real Estate
- Refrigeration, Heating and Air Conditioning
- Supervisory Training
- Water/Wastewater Technology
- Welding Technology

ASSOCIATE OF ARTS DEGREES

This degree is awarded to those students who complete the requirements of a specified, two-year lower-division (transfer) program. Associate of Arts degrees are offered in:

- Business Administration
- Computer Science
- Humanities
- Journalism
- Laboratory Science
- Pre-Engineering
- Pre-Elementary Education
- Pre-Secondary Education
- Social Science
- Theatre/Acting
- Visual Arts

ASSOCIATE OF GENERAL STUDIES DEGREES

This degree is awarded to those students who complete a non-specified, two-year curriculum which may include transfer and/or non-transfer credit course work.

CERTIFICATES

Certificates are awarded by the college to those students who complete specific requirements within a vocational major, on recommendation of instructional staff within that field.

One-year certificates are offered in:

- Advanced Supervisory Development
- Agriculture
- Computer Center Operations
- Data Entry Operations
- Dental Assistant
- Horticulture
- Medical Transcriptionist
- Office Specialist
- Secretarial Services
- Supervision
- Water/Wastewater Plant Operations
- Welding

Two-year certificates are offered in:

- Auto Body Repair
- Auto Technology
- Culinary Arts & Hospitality Management
- Heavy Equipment Mechanics/Diesel
- Machine Tool
- Metallurgy
- Real Estate
- Refrigeration, Heating and Air Conditioning
- Supervisory Training
- Welding

General certificates are offered in:

- Emergency Medical Technician
- Farrier Science
- Nursing Assistant
- Supervision

DIPLOMAS

In cooperation with local high schools, LBCC has three programs for students who want to obtain a high school diploma or high school equivalent:

1. High School Continuation: The High School Continuation program is offered in cooperation with high schools in the LBCC district and is designed for presently enrolled high school students who need to make up deficiencies in high school credits. A high school student, 16 years of age or older, can obtain a high school diploma by attending classes at LBCC with the approval of the high school (simultaneous enrollment). Instruction is based on individual requirements and individual study, with the high school evaluating the student's educational records and determining which courses the student must take to meet graduation requirements. The diploma is issued by the local high school district.
2. Oregon Competency Based Adult High

School Diploma: The primary purpose of this program is to assist individuals 18 years of age or older, or high school age students released from compulsory attendance under ORS 339.30, in completing credits required of all high school graduates in Oregon. LBCC evaluates the student's educational records and life experiences and assists in planning a study program that will meet individual needs.

3. General Education Diploma: LBCC offers the GED high school certificate through the Developmental Skills Center.

General Graduation Requirements

Students must be fully admitted (matriculated) in order to receive degrees and certificates from Linn-Benton Community College.

Requirements for degrees, certificates and diplomas are subject to approval of the board of education, as well as the Oregon State Department of Education, Division of Community Colleges. Students qualifying for an Associate of Science or Associate of Arts degree will not be allowed to apply for the Associate of General Studies degree. Students who complete a certificate or degree program that includes courses for a certificate of fewer requirements will receive only the highest certificate or degree. Students who want to complete more than one major or degree must complete fifteen (15) additional credits for each program above the original requirements. Students completing requirements must apply for graduation at the Admissions Office in Takena Hall one term prior to expected graduation.

Students who have completed the 24-credit residency requirement and transfer prior to completing the college degree requirements may transfer a maximum of (11) quarter credits of remaining requirements back to Linn-Benton Community College and graduate within one calendar year from the last term of attendance at LBCC.

REQUIREMENTS FOR THE ASSOCIATE OF SCIENCE DEGREE

To receive an Associate of Science degree from LBCC, the student must:

1. Complete the general education requirements and the required major curriculum as outlined.
2. Complete a minimum of 90 credits (some programs may have requirements that exceed this amount).
3. Complete a minimum of 24 credits at Linn-Benton Community College.
4. Maintain a minimum accumulative grade point average of 2.00 or better.

5. Where options exist in the general education area, see a department advisor for assistance.

General Education Requirements 20

Courses numbered with 0. (zero decimal point) will not apply toward general ed requirements.

- Composition (3)

WR 121 English Composition 3

(Students must have passed WR 115 with a grade "C" or better or attained appropriate placement test score on the Comparative Guidance and Placement test to enroll in WR 121.)

- Speech (Select one) (3)

1.103 Occupational Speech 3

Communication 3

SP 111 Interpersonal Communication 3

SP 112 Fundamentals of Speech 3

SP 113 Introduction to Persuasion 3

- Math (Select one) (4)

1.110 Elements of Algebra 4

2.515 Business Math 4

4.202 Math II 4

(Students must have passed Math I Pre-Business Math or attained appropriate placement test score in the Comparative Guidance and Placement test to enroll in the above math courses.)

- Health and PE (Select four credits) (4)

HE 112 First Aid: Multi-Media 1

HE 250 Health 3

HE 252 First Aid 3

HE 261 CPR 1

PE 185 Activity Courses 1

PE 213 Lifetime Wellness 3

(Only one activity course may be taken twice to meet general education requirements, and no more than two activity courses per term will count toward general education requirements.)

- Electives* (6)

Additional courses selected from other than major area. Three credits of electives must be taken from Humanities/Arts, Social Science, or Math/Science and must be taken outside of major. No course may be repeated to meet these six credits.

- Computer Competency for degree:*

The student must show computer literacy at the level of CS 100 Computer Literacy or equivalent. This may be met by taking a course that includes computer use by the student.

**Note: To determine if a class will fulfill these requirements, look for the proper symbol in the Index of Course description in the back of the 1985-86 catalog. Humanities/Arts courses will be marked with the symbol ◀; Social Science classes will be marked with the symbol ■; Math/Science classes will be marked with the symbol ●; and courses fulfilling the computer competency requirement will be marked with the symbol ★.*

REQUIREMENTS FOR THE ASSOCIATE OF ARTS DEGREE

To receive an Associate of Arts degree from LBCC, the student must:

1. Complete the general education requirements and, if a declared major, the program requirements, or if an undeclared major, an additional 45 quarter credits of lower division electives.
2. Complete a minimum of 90 credits (some programs may have requirements that exceed this number).

PROGRAMS OF STUDY

3. Complete a minimum of 24 credits at Linn-Benton Community College.
4. Maintain a minimum accumulative grade point average of 2.00 or better.
5. Where options exist in the general education areas, see a department advisor for assistance.

General Education Requirements45

Composition (6)

WR 121 English Composition (with a grade "C" or better) and three additional credits selected from WR 122, WR 123, WR 227, JN 216 or JN 217. Student must have passed WR 115 with a grade "C" or better or attained appropriate placement test score on the Comparative Guidance and Placement test to enroll in WR 121.

Speech (Select one) (3)

SP 111 Interpersonal Communications 3
SP 112 Fundamentals of Speech 3
SP 113 Introduction to Persuasion 3

Health and PE (Select 6 credits) (6)

HE 112 First Aid: Multi-Media 1
HE 250 Health 3
HE 252 First Aid 3
HE 261 CPR 1
PE 185 Activities Courses 1
PE 231 Lifetime Wellness 3

Three (3) credits must be PE 231 Lifetime Wellness or HE 250 Health. Only one activity course may be taken twice to meet general education requirements and no more than two activity courses per quarter will count toward general education requirements.)

Humanities/Arts* (Select 9 credits)** (9)

Selected courses in fine art, creative writing, foreign languages, literature, music, philosophy, religion, speech and theater.

Social Science* (Select 9 credits) (9)

Selected courses in anthropology, criminal justice, economics, geography, history, political science, psychology, sociology and women's studies.

Math/Science* (Select 12 credits) (12)

Selected courses in mathematics, biology, chemistry, botany, physical science, physics, zoology.

Math competency for degree: The student must show competency in mathematics at MT 100 Intermediate Algebra level. This requirement may be satisfied by either attaining the appropriate test score on the Comparative Guidance and Placement test or by taking MT 100 (these four credits would not count toward the 12 credit Math/Science requirement).

Computer Competency* for degree:

(The student must show computer literacy at the level of CS 100 Computer Literacy or equivalent. This may be met by taking a course that includes computer use by the student.)

*Note: For the Humanities/Arts, Social Science and Math/Science requirements, all courses must be alpha-numeric (transfer credit), numbered 100 or above. Courses numbered 199 and 299 will not satisfy general education requirements. With the above noted exception of P.E. activity courses, no course may be repeated to meet general education requirements.

To determine if a class will fulfill the last four requirement areas, look for the proper symbol in the Index of Course Descriptions in the back of the 1985-86 catalog. Humanities/Arts courses will be marked with the symbol ◀; Social Science classes will be marked with the symbol ■; Math/Science classes will be marked with the symbol ●; and courses fulfilling the computer competency requirement will be marked with the symbol ★.
 **Note: Some Humanities/art classes (in the music and fine art areas, for example) may be repeated for up to 6 credits, but only 3 credits can apply toward the general education requirements.

REQUIREMENTS FOR THE ASSOCIATE OF GENERAL STUDIES DEGREE

To receive an Associate of General Studies Degree at LBCC, the student must:

1. Complete the general education requirements and 55 quarter credits of electives.
2. Complete a minimum of 90 credits.
3. Complete a minimum of 24 credits at Linn-Benton Community College.
4. Maintain a minimum accumulative grade point average of 2.00 or better.

General Education Requirements35

(Courses numbered 0. (zero decimal) will not apply toward general ed requirements.)

Composition (3)

WR 121 English Composition 3
 (Student must have passed WR 115 with a grade "C" or better or attained appropriate placement test score on the Comparative Guidance and Placement Test to enroll in WR 121.)

Speech (Select one) (3)

1.103 Occupational Speech 3
SP 111 Interpersonal Communication 3
SP 112 Fundamentals of Speech 3
SP 113 Introduction to Persuasion 3

Math (Select one) (4)

1.110 Elements of Algebra 4
2.515 Business Math w/calculators 4
4.202 Math II 4
 (Student must have passed Math I, Pre-Business Math or attained appropriate placement test score on the comparative guidance and placement test to enroll in the above math courses.)

Health and PE (Select 4 credits) (4)

HE 112 First Aid: Multi-Media 3
HE 250 Health 3
HE 252 First Aid 3
HE 261 CPR 1
PE 185 Activities Courses 1
PE 231 Lifetime Wellness 3

(Only one activity course may be taken twice to meet general education requirements, and no more than two activity courses per quarter will count toward general education requirements.)

Humanities/Arts, Social Science, Math/Science* (Select 21 credits) from the following areas with a minimum of 3 credits from each of the three groups. (21)

The Humanities/Arts group includes fine art, creative writing, foreign languages, literature, music, philosophy, religion, speech and theater.

The Social Science group includes criminal justice, history, psychology, sociology, political science, anthropology/archaeology, economics and geography.

The Math/Science group includes mathematics, biology, botany, physical science, physics, and zoology.

Computer Competency for degree:*

(The student must show computer literacy at the level of CS 100 Computer Literacy or equivalent. This may be met by taking a course that includes computer use by the student.)

*Note: To determine if a class will fulfill these requirements, look for the proper symbol in the Index of Course Descriptions in the back of the 1985-86 catalog. Humanities/Arts courses will be marked with the symbol ◀; Social Science classes will be marked with the symbol ■; Math/Science

classes will be marked with the symbol ●; and courses fulfilling the computer competency requirement will be marked with the symbol ★.)

REQUIREMENTS FOR THE CERTIFICATE

Generally, students must complete, with an accumulative grade point average of at least 2.00, a minimum of 36 credits to qualify for the one-year certificate. General certificates require a specified number of credit hours. Refer to department listings for specific requirements.

REQUIREMENTS FOR THE HIGH SCHOOL DIPLOMA

Refer to "Diplomas" in this section of the catalog.

Special Training Programs

COOPERATIVE WORK EXPERIENCE

Marian Cope, CWE Coordinator
 Rich Horton, CWE Coordinator
 967-6102
 T 101

Cooperative Work Experience is an instructional program providing opportunity for students enrolled in LBCC programs to earn up to 14 hours of college credit for what they learn on the job.

CWE 280/1.280 Cooperative Work Experience is a course which allows the student to work at a job that closely parallels his or her field of study while enrolled in school.

Through work experience, the student may test interest in and suitability for an occupation while learning, being exposed to work methods not taught in the classroom and having access to equipment not normally available in the college laboratory. The student is prepared for the ever-changing needs in industry, government and service agencies, making transition from school to work under the guidance of a coordinator.

WE 202/1.201 CWE Seminar is required for all students enrolled in Cooperative Work Experience and is designed to provide opportunity to share work-related experiences with the CWE coordinator and fellow CWE students.

Course content includes career planning and preparation, writing performance objectives and job-search techniques. The seminar meets for two hours every other week and the student can earn one credit.

A student interested in building Cooperative Work Experience into a program

at LBCC should discuss it with major area instructors and the CWE coordinator to plan the best term for registration and to allow ample time for locating a training station.

RESERVE OFFICER TRAINING CORPS

Through cooperation with Oregon State University, Linn-Benton Community College provides an opportunity for both men and women to participate in a Reserve Officers Training Corps program while attending LBCC.

The ROTC selects and prepares young men and women, through a program of instruction coordinated with the students' normal academic curriculum, to serve as officers in the regular and reserve components of the Army, Navy, Air Force and Marine Corps. Each of the units strives to develop in students a capacity for leadership; to develop them morally, mentally and physically; and to provide them with the basic working knowledge required of a young officer.

AEROSPACE STUDIES (AIR FORCE ROTC) Air Force ROTC allows students to compete for commissions as officers in the United States Air Force. Opportunities exist for well-qualified students from all fields. Scholarship opportunities are especially bright for students with scientific, engineering and mathematics-related majors. The Air Force is particularly interested in students who are interested in aviation careers, as pilots or navigators. Two and four-year programs are available.

ARMY ROTC This program offers each eligible man and woman the opportunity to compete for a commission as an officer in the United States Army while earning a college degree. Both basic and advanced programs with multiple entry points can be tailored to a student's needs. Those interested in aviation careers have the opportunity to become officer pilots in fixed or rotary wing aircraft. Merit scholarship opportunities exist for students in any approved academic discipline, particularly in engineering, science, business and social science.

NAVY ROTC The program of study fits into curriculums leading to first baccalaureate degrees. All midshipmen are required to take three credits of naval science per term. Additionally, scholarship students must complete three terms of calculus by the end of their sophomore year and three terms of physics by the end of their junior year.

Naval science (including summer training) pursued for four years in one of the undergraduate curriculums constitutes a co-major with all of the majors offered in degree-granting divisions of schools. NROTC students also may request participation in graduate programs.

Students interested in enrolling in one

of these programs while attending Linn-Benton Community College should contact the Registrar's Office.

ARTS, HUMANITIES & SOCIAL SCIENCES DIVISION

Director: Kenneth D Cheney

The Arts, Humanities & Social Sciences Division has three educational aims. The first is to teach the richness of human existence, offering an education that is inward looking, personal and self-revealing, and which teaches the student about his own uniqueness. The second is to teach the nature of society, human organization and the body politic, offering an education that is outward looking, social and civic, and teaches the student his relationship to other humans. The third is to fit the student for an economic role in society, through teaching the skills necessary for paid employment.

The division offers a broad range of academic subjects and programs in support of these aims. Collectively, these subjects are classified as the liberal arts. As a unifying force, they preserve a sense of community; in the inevitable process of change, they provide continuity; behind the arbitrary application of rules, they create the values.

The Arts, Humanities & Social Sciences Division offers programs leading to the Associate of Arts or Associate of Science degree in the following subjects: criminal justice, education, graphic communications, humanities, journalism, social sciences, theatre and visual arts.

Students may, upon recommendation of the faculty advisor and the Cooperative Work Experience staff, receive transfer or non-transfer college credit by participating in the CWE program. Further information may be found in the "Cooperative Work Experience" section of this catalog.

EDUCATION

Advisor:
Marian L. Cope

Successful completion of the outlined programs will permit students to transfer to any institution in the Oregon State System of Higher Education offering programs in elementary or secondary education and, upon admission to the professional teacher education program, complete requirements for a baccalaureate degree.

Admission to professional programs in education is based on several qualifications, including academic background and demonstrated ability to speak, write, read and compute adequately. Application for admission should be made before transferring to the four-year institution.

Specific education requirements vary slightly at different four-year schools. Students planning to become teachers are urged to make an early decision about their intended transfer institutions and to work closely with an advisor in scheduling their programs.

ELEMENTARY EDUCATION CURRICULUM

Associate of Arts in Pre-Elementary Education

| | |
|---|-------|
| General Education Requirements . . . | 54-72 |
| <input type="checkbox"/> Composition | (6) |
| WR 121 English Composition | 3 |
| (Select one) | |
| WR 122 English Composition | 3 |
| WR 123 English Composition | 3 |
| <input type="checkbox"/> Math | (9) |
| MT 191 Math for Elementary Teachers | 3 |
| MT 192 Math for Elementary Teachers | 3 |
| MT 193 Math for Elementary Teachers | 3 |
| <input type="checkbox"/> Physical Education | (3) |
| PE 185 Activity Courses (repeated for three credits) | 3 |

| | |
|--|--------------|
| <input type="checkbox"/> Health | (3) |
| HE 250 Personal Health | 3 |
| <input type="checkbox"/> Physical Sciences | (8-12) |
| GS 104 Physical Science | 4 |
| GS 105 Physical Science | 4 |
| GS 106 Physical Science | 4 |
| <input type="checkbox"/> Biology | (4-12) |
| BI 101 General Biology | 4 |
| BI 102 General Biology | 4 |
| BI 103 General Biology | 4 |
| <input type="checkbox"/> Humanities | (9) |
| Literature Sequence | |
| <input type="checkbox"/> Psychology | (0-6) |
| PY 201 General Psychology | 3 |
| PY 202 General Psychology | 3 |
| <input type="checkbox"/> Speech (Select one) | (3) |
| SP 111 Interpersonal Communication | 3 |
| SP 112 Fundamentals of Speech | 3 |
| <input type="checkbox"/> Social Science | (18) |
| One social science sequences | |
| Electives | 18-36 |
| Additional courses | 90 |

Special transfer requirements: Students are urged to work closely with their LBCC advisor so they will be aware of the special transfer requirements for Oregon four-year colleges and universities. Sophomore Block, an experience in the classroom, is available through CWE to all LBCC education students.

SECONDARY EDUCATION CURRICULUMS

Associate of Arts in Pre-Secondary Education

| | |
|--|-----|
| General Education Requirements | 51 |
| <input type="checkbox"/> Composition | (9) |
| WR 121 English Composition | 3 |
| WR 122 English Composition | 3 |
| WR 123 English Composition | 3 |
| <input type="checkbox"/> Speech | (6) |
| SP 111 Interpersonal Speech | 3 |
| SP 112 Fundamentals of Speech | 3 |
| <input type="checkbox"/> Physical Education & Health | (6) |
| HE 112 Multi Media First Aid | 1 |
| HE 250 Health | 3 |
| HE 252 First Aid | 3 |
| PE 185 Activity Courses | 1 |
| <input type="checkbox"/> Humanities | (9) |

- Math/Science (12)
- Social Science (9)

Major Requirements 15-27

Courses to be selected in area of concentration

Electives 12

Additional courses to total a minimum of 90 credits.

90

Special transfer requirements: Students are urged to work closely with their LBCC advisor so they will be aware of the special transfer requirements for Oregon four-year colleges and universities. Sophomore Block, an experience in the classroom is available through CWE to all LBCC education students.

FINE AND APPLIED ARTS

Faculty:

Jim Tolbert, Department Chairman
John Aikman, Rich Bergeman, Judith Rogers,
Jay Widmer, Sandra S. Zimmer

Visual Arts

The Visual Arts curriculum has three instructional objectives: to enhance students' sensitivity to their visual surroundings; to increase their ability to recognize historic influences in their own and others' works; and to develop skills that will enable them to express ideas through art.

Available classes include fundamental work in drawing, design and color. For those interested in three-dimensional art, there are course sequences in ceramics. Lecture courses in art history and art appreciation give added depth to the studio experience. To supplement the students' course work, instructional slides, films and an excellent collection of art books are available through the campus Learning Resource Center.

The department offers course work leading to an Associate of Arts degree in Visual Arts, which includes a core of 15 hours common to all students of art, plus additional work emphasizing either the fine arts or graphic arts.

VISUAL ARTS CURRICULUM

Associate of Arts in Visual Arts

General Education Requirements 45

See graduation requirements for Associate of Arts degree
AR 201, 202 & 203 Art History required for humanities group.
SP 112 Fundamentals of Speech is required.

Core Requirements 15

- AR 115 Basic Design I 3
- AR 116 Basic Design II 3
- AR 131 Drawing I 3

- AR 132 Drawing II 3
- AR 133 Drawing III 3

Sequence Requirements (Select either the Fine Arts sequence or the Graphic Arts Sequence)

- Fine Arts Sequence (24)
- AR 154 Beginning Ceramics 3
- AR 234 Figure Drawing 3
- Painting Classes (Select From:): 6
- AR 181 Painting: Still Life 3
- AR 182 Painting: Portraiture 3
- AR 184 Watercolor: Still Life 3
- AR 186 Watercolor: Landscape 3
- AR 284 Watercolor: Abstraction 3

- Additional credits in either (not both) painting or ceramics 6
- Additional studio credits selected from AR or AA prefix courses 6

Electives 6

90

Graphic Arts Sequence (36)

- AA 104 Intro to Graphic Communications 3
- AA 120 Layout and Pasteup Procedures 3
- AA 174 Screen Printing 3
- AA 221 Graphic Design I 3
- AA 222 Graphic Design II 3
- AA 223 Graphic Design III 3
- AA 224 Typographical Design 3
- AA 225 Packaging and 3-D Design 3
- AA 228 Portfolio and Professional Prac. 3
- AA 229 Typesetting 3
- AA 237 Illustration 3
- AA 263 Process Camera 3

96

Graphic Communications and Journalism

The Graphic Communications and Journalism program is dedicated to training students for entry-level positions in the printing, publishing and design fields. The program also is committed to assist in upgrading the skills of persons already employed in the field and to providing basic lower-division requirements for those who wish to continue their education at a four-year institution.

The curriculums are designed to provide learning experiences consistent with the needs of potential employers in the industry. The equipment available for student use is comparable to that in the offices of printers, designers and the print media throughout the country.

Students participate as editors, writers, photographers, designers and advertising and production staff on **The Commuter**, the student-run weekly newspaper for the campus. Additionally, projects in design and production provide opportunities for students to deal with clients and to accept responsibility for deadlines and quality control. Cooperative Work Experience (CWE) opportunities may offer on-the-job learning experiences.

Students in the graphic arts and graphic design programs should anticipate expenses

of \$300 per term for tools and materials. Printing technology and advertising/promotion students probably will spend \$100 annually for tools and supplies in addition to textbooks. Film and photographic paper will cost journalism students about \$50 during those terms in which they take photography.

Only those students who begin their program fall quarter may be assured of completing the program in two years. Students entering at other times may find it necessary to take more than six quarters of classes to complete degree requirements.

The Graphic Communications and Journalism curriculum lead to the Associate of Arts degree in Journalism, with concentrations in either reporting and editing or advertising and public relations, and the Associate of Science degree in Graphic Communications with concentrations in either graphic design or printing technology.

GRAPHIC COMMUNICATIONS CURRICULUM

Associate of Science in Graphic Communications

General Education Requirements 20

See graduation requirements for Associate of Science degree.
SP 112 Fundamentals of Speech is required.

Core Requirements 35

- 4.124 Technical Drawing I 2
 - AA 104 Intro to Graphic Communications 3
 - AA 120 Layout and Pasteup Procedures 3
 - AA 174 Screen Printing 3
 - AA 224 Typographical Design 3
 - AA 229 Typesetting 3
 - AA 263 Process Camera 3
 - JN 134 Intro to Photography 2
 - JN 199 Newspaper Makeup (repeated for 6 credits) 6
 - OA 121A Typing Keyboard* 2
 - OA 121B Basic Production Typing* 2
 - OA 123 Typing Skill Building* 3
- *Students with a demonstrated typing proficiency of 55 words per minute may substitute additional electives.

Sequence Requirements (Select either the Graphic Design sequence or the Printing Technology sequence)

Graphic Design Sequence (36)

- AA 221 Graphic Design I 3
- AA 222 Graphic Design II 3
- AA 223 Graphic Design III 3
- AA 225 Packaging and 3-D Design 3
- AA 228 Portfolio Presentation & Prof. Practices 3
- AA 237 Illustration 3
- AR 115 Basic Design I 3
- AR 116 Basic Design II 3
- AR 131 Drawing I 3
- AR 132 Drawing II 3
- AR 133 Drawing III 3
- AR 234 Figure Drawing 3

91

Printing Technology Sequence (35)

- 3.167 Offset Press 4

| | |
|---|----|
| 3.168 Advanced Offset Press | 4 |
| 3.169 Negative Imposition & Platemaking | 4 |
| 4.130 Machine Processes | 2 |
| 4.310 Introductory Physics | 3 |
| AA 121 Survey of Visual Design | 3 |
| AR 102 Art Appreciation | 3 |
| JN 234 Intermediate Photography | 2 |
| Electives | 10 |

90

JOURNALISM CURRICULUM

Associate of Arts in Journalism

General Education Requirements45

See graduation requirements for Associate of Arts degree

Core Requirements16

| | |
|--|---|
| AA 104 Intro to Graphic Communications | 3 |
| JN 134 Intro to Photography | 2 |
| JN 215 Journalism Lab (repeated for 3 credits) | 3 |
| JN 216 Reporting I | 3 |
| JN 225 Advertising/Public Relations | 3 |
| JN 234 Intermediate Photography | 2 |

Sequence Requirements (Select either the Reporting and Editing Sequence or the Advertising/Public Relations Sequence)

Reporting and Editing Sequence(29)

| | |
|--|----|
| JN 199 Newspaper Makeup | 2 |
| JN 217 Reporting II | 3 |
| JN 218 Copy Editing and Makeup | 3 |
| Electives | 21 |
| Additional courses or approved CWE. Recommended: economics, business management, political science, literature. | |

90

Advertising/Public Relations Sequence(29)

| | |
|--------------------------------------|----|
| AA 120 Layout and Pasteup Procedures | 3 |
| AA 121 Survey of Visual Design | 3 |
| AA 224 Typographical Design | 3 |
| AA 229 Typesetting | 3 |
| AA 263 Process Camera | 3 |
| BA 223 Principles of Marketing | 4 |
| Electives | 10 |
| Additional courses or approved CWE. | |

90

HUMANITIES

Faculty:

Jane White, Department Chairwoman.
Art Bervin, Beth Camp, Tom Chase, Linda Eastburn, Paul Hagood, Vera Harding, Larry Sult, Barbarajene Williams

The Humanities Department offers courses that encourage students to improve their writing; read, analyze, evaluate and appreciate literature; develop fluency in a second language; develop their abilities for intellectual criticism; and enlarge their understanding of social and ethical values in contemporary society.

Students majoring in department programs can meld classroom theory to the practicality of the working world.

Cooperative Work Experience (CWE) allows students to satisfy degree requirements while working on jobs related to their majors. Through this program students develop or refine their skills, reinforce the suitability of their chosen careers, and discover the range of careers open to them.

The department offers programs leading to an Associate of Arts degree in Humanities, with major concentrations in fine art, literature, creative writing, music, philosophy/religion, Spanish and theatre.

HUMANITIES CURRICULUM

Associate of Arts in Humanities

General Education Requirements45

See graduation requirements for Associate of Arts degree

Core Requirements15

| | |
|----------------------------|------|
| HU 100 Intro to Humanities | (3) |
| □ Selectives: | (12) |

(Select 12 credits from at least three of the following subject areas outside your area of concentration. Honors Colloquium, HO 250, may substitute for a selected subject area)

- Art
Select AR 102 Art Appreciation
- English (select from)
EN 101, 102, 103 English Literature
EN 104, 105, 106 Intro to Literature
EN 107, 108, 109 World Literature
EN 201, 202, 203 Shakespeare
EN 253, 254, 255 American Literature
- Music
Select MU 161 Music Appreciation
- Philosophy/Religion (select from)
PH 201 Intro to Philosophy
R 210 World Religions
- Theatre
Select TA 111 Intro to Theatre

Areas of Concentration (Complete one of the following areas of concentration)

| | |
|---------------------------------------|---------|
| □ Fine Art | (24) 30 |
| AR 201, 202, 203 Intro to Art History | 9 |
| AR 115, 116 Design I and II | 6 |
| AR 131, 132 Drawing I and II | 6 |
| AR 154 Beginning Ceramics | 3 |
| Electives | (6) |

90

| | |
|---|---------|
| □ Literature (Select two sequences) | (18) 30 |
| EN 101, 102, 103 English Literature | 9 |
| EN 107, 108, 109 World Literature | 9 |
| EN 201, 202, 203 Shakespeare | 9 |
| EN 253, 254, 255 American Literature | 9 |

| | |
|------------------------------------|-----|
| □ (Select 3 credits) | (3) |
| WR 240 Personal Journal Writing | 3 |
| WR 241, 242 Intro to Imag. Writing | 6 |
| Electives | (9) |

90

| | |
|---|---------|
| □ Creative Writing (Repeat each course for 6 credits) | (18) 30 |
| WR 240 Personal Journal Writing | 6 |
| WR 241 Intro to Imaginative Writing | 6 |
| WR 242 Intro to Imaginative Writing | 6 |
| Any course literature | (3) |
| Electives | (9) |

90

| | |
|---|---------|
| □ Music | (22) 30 |
| MU 101, 102 Music Fundamentals I & II | 6 |
| MU 131 Group Piano | 2 |
| MU 134 Group Voice | 2 |
| MU 161 Music Appreciation | 3 |
| Performance (Select from Concert Choir, Chamber Choir, Community Chorale or Community Big Band) | 6 |
| Additional MU or MP prefixed courses | 3 |
| Electives | (8) |

90

| | |
|----------------------------------|---------|
| □ Philosophy/Religion | (21) 30 |
| PH 201 Intro to Philosophy | 3 |
| PH 202 Elementary Ethics | 3 |
| PH 203 Elementary Logic | 3 |
| R 102 Religions of Eastern World | 3 |
| R 103 Religions of Western World | 3 |
| R 210 World Religions | 3 |
| R 211 Old Testament | 3 |
| Electives | (9) |

90

| | |
|---------------------------------------|---------|
| □ Spanish | (24) 30 |
| SPN 101, 102, 03 First Year Spanish | 12 |
| SPN 201, 202, 203 Second Year Spanish | 12 |
| Electives | (6) |

90

| | |
|--|---------|
| □ Theatre | (22) 30 |
| TA 111, 112 Intro to Theatre | 6 |
| TA 121, 122 Acting I & II | 6 |
| TA 125 Improvisation or | 3 |
| TA 229 Oral Interpretation of Lit. | 3 |
| TA 180 and/or 185 Rehearsal & Performance or Production Workshop | 3 |
| TA 161 or 162 or 163 Technical Theatre | 4 |
| Electives | (8) |

90

PERFORMING ARTS (Music, Speech, Theatre)

Faculty:

Gary Ruppert, Department Chairman
Jane Donovan, Hal Eastburn, Bob Hirsh

The Performing Arts Department provides its students with a solid academic and performance background in the areas of music, speech, and theatre. Students may participate in department-sponsored theatre productions, Community Big Band, Vocal Chamber Ensemble, Concert Choir and Community Chorale.

The department has superior facilities in which to work. Mainstage rehearsals are held on stage in the fully equipped theatre in Takena Hall. Music classes meet in specially designed classrooms, with small practice rooms available to individuals.

Most department performances are held in The Theatre, Takena Hall. The performing arts also make use of the Loft Theatre, a converted classroom in Takena Hall, for Reader's Theatre, Chamber Theatre and other experimental theatre performances.

The department offers the Associate of Arts degree in theatre and provides concentrations in music and theatre within the Associate of Arts degree in Humanities.

THEATRE CURRICULUM

Associate of Arts in Theatre

General Education Requirements45

See graduation requirements for Associate of Arts degree.

Program Requirements39

| | |
|---|---|
| TA 111 Introduction to Theatre | 3 |
| TA 112 Introduction to Theatre | 3 |
| TA 121 Fundamentals of Acting | 3 |
| TA 122 Fundamentals of Acting | 3 |
| TA 125 Improvisation | 3 |
| TA 161 Fundamentals of Technical Theatre | 4 |
| TA 162 Fundamentals of Technical Theatre | 4 |
| TA 163 Fundamentals of Technical Theatre | 4 |
| TA 180 Rehearsal & Performance | 3 |
| TA 185 Production Workshop | 3 |
| TA 229 Oral Interpretation of Literature | 3 |
| Additional credits in either Rehearsal & Performance or Production Workshop | 3 |

Electives6

90

SOCIAL SCIENCES

Faculty:

Doug Clark, Department Chairman
 Russell Durham, Max Lieberman, Maribel Montgomery, Jerald Phillips, Martin Rosen-son, Larry Sult, Gina Vee

In general, social science is the field of human knowledge that deals with all aspects of the group life of men and women. Considered separately, the social sciences include a variety of specialized ways of looking at the world: anthropologists study the evolution of human beings and their ways of life; geographers describe the planet and concern themselves with distribution of population, economic conditions and the natural habitats of humans; historians seek to understand the present by recreating the complexities of the past; political scientists explore the nature of government and the uses of power; psychologists are concerned with individual behavior while sociologists consider group behavior and the structure of society; economists focus on the organization and uses of resources.

Because all aspects of human culture are related and interdependent, the social science curriculum at LBCC is designed to provide students with a broad and integrated picture of the nature of human society along with some understanding of the major forces operating within it. To this end, students may pursue an Associate of Arts degree in Social Science with special emphasis on one of three areas of concentration: Behavioral

Studies, American Studies or International/Interculture Studies.

Behavioral Studies: Behavioral studies deal chiefly with the mind and personality of the individual, the relationship between men's and women's biological traits and their socially acquired characteristics, and the social interaction of individuals with one another and with groups.

American Studies: American studies deal with the culture, the development and the character of the United States and the Western Hemisphere, as well as contemporary social, economic and political problems and possibilities.

International/Intercultural Studies: International/intercultural studies deal chiefly with the study of ourselves as a part of a larger world consisting of a variety of culture and social systems that profoundly shape the nature of cooperation and conflict on the planet.

Social science is a practical field for both the short term and the long run. It provides a valuable background for people interested in the social and civil services, law, education, journalism, government and business and for those pursuing undergraduate and graduate degrees in the humanities and the specialized fields of the social sciences.

Associate of Arts in Social Science

General Education Requirements45

See graduation requirements for Associate of Arts degree

Core Requirements4

| | |
|---------------------------------|---|
| SSC 104 Intro to Social Science | 3 |
| SS 198 Research Topics | 1 |

Area of Concentration21

(Complete 21 credits in one area listed below, including at least one 9-credit sequence.)

Behavioral Studies (21)

| | |
|--|-----|
| AN 101 Intro to Physical Anthropology | 3 |
| PS 207 Intro to Political Science | 3 |
| PY 110 Understanding Human Behavior | 3 |
| *PY 201, 202, 203 General Psychology | (9) |
| PY 213 Intro to Physiological Psychology | 3 |
| PY 216, 217 Social Psychology I & II | (6) |
| *SO 204, 205, 206 General Sociology | (9) |
| SO 222 Marriage Relations | 3 |
| SO 224 Juvenile Delinquency | 3 |

American Studies (21)

| | |
|---|-----|
| AN 232 Native North Americans | 3 |
| GE 207 Geography of Oregon | 3 |
| GE 290 Environmental Studies | 3 |
| *HS 201, 202, 203 United States History | (9) |
| HS 240 Oregon History | 3 |
| *PS 201, 202, 203 American Government | (9) |
| PS 204 Govt. Reg. of Bus. & Economy | 3 |
| PS 220 U.S. Foreign Policy | 3 |
| PS 252 Constitutional Law | 3 |
| SO 206 General Sociology | 3 |

International/Intercultural Studies (21)

| | |
|--|---|
| *AN 101 Intro to Physical Anthropology | 3 |
| *AN 102 Intro to Archaeology/Prehistory | 3 |
| *AN 103 Intro to Cultural Anthropology | 3 |
| AN 107 Anthropology Today | 3 |
| *AN 210 Selected Topics in Social Anthropology | 3 |
| *GE 105 Natural Environments | 3 |
| *GE 106 World Regional Geography | 3 |

| | |
|--|-----|
| *GE 107 Cultural Geography | 3 |
| *HS 101, 102, 103 Western Civilization | (9) |
| HS 192 China | 3 |
| PS 205 International Relations | 3 |
| PS 207 Intro to Political Science | 3 |
| PS 220 U.S. Foreign Policy | 3 |

Selectives9

(Select 9 credits from the two areas not selected as the major area of concentration, a minimum of 3 credits from each area. Three of these 9 credits may be taken either as CWE Social Science Internship or an HO 250 Honors Colloquium.)

Electives11

90

*Identifies courses that comprise elements of a 9-credit sequence.

Criminal Justice

The primary objective of the Criminal Justice program is to provide the student with a balanced inquiry into the complex process of administering justice in society. A secondary objective is to help the student prepare for entry into, and advancement within, a variety of public service careers in the criminal justice field.

Students who major in criminal justice are presented with an opportunity to attain a basic understanding of criminal behavior theory, of historical and current criminal justice processes, and of utilizing more efficiently and effectively those resources available to the criminal justice system.

Students are given the opportunity to earn credit through the Cooperative Work Experience program (CWE) by active participation in criminal justice agencies, including police departments and sheriff offices, probation and parole offices, jails and other correctional facilities, halfway houses and juvenile group homes.

Two degree programs are offered. Students may earn either the Associate of Arts or the Associate of Science degree, with majors in either corrections or law enforcement.

CRIMINAL JUSTICE CURRICULUMS

Associate of Arts in Criminal Justice

General Education Requirements45

See graduation requirements for Associate of Arts degree
 WR 123 Research Paper to be taken concurrently with CJ 198 Research Topics is required.
 SP 113 Introduction to Persuasion is required.

Core Requirements25

| | |
|------------------------------------|---|
| CJ 101/SO 244 Intro to Criminology | 3 |
| CJ 110 Intro to Law Enforcement | 3 |
| CJ 120 Intro to Judicial Process | 3 |
| CJ 130 Intro to Corrections | 3 |
| CJ 198 Research Topics | 1 |

| | |
|------------------------------------|---|
| CJ 220 Substantive Law | 3 |
| CJ 226/PS 252 Constitutional Law | 3 |
| CJ 280 Cooperative Work Experience | 6 |

Sequence Requirements (select one) . . . 12

| | |
|--|------|
| <input type="checkbox"/> Law Enforcement | (12) |
| CJ 200 Police & Public Safety | 3 |
| CJ 210 Introduction to Crim. Investigation | 3 |
| CJ 216 Criminal Justice Management | 3 |
| CJ 222 Procedural Law | 3 |
| <input type="checkbox"/> Corrections | (12) |
| CJ 132 Introduction to Parole & Probation | 3 |
| CJ 225 Corrections Law | 3 |
| CJ 232 Corrections Casework | 3 |
| CJ 233 Community-Based Corrections | 3 |

Electives 12

Must Be Taken From the Following Courses:

| | |
|--|------|
| AN 103 Introduction to Cult. Anthropology | 3 |
| CJ 100 Survey of Criminal Justice System | 3 |
| CJ 201/SO 221 Juvenile Delinquency | 3 |
| CJ 280 Approved CWE above the required six (6) hours | (14) |
| PS 207 Introduction to Political Science | 3 |
| PY 216 Social Psychology I | 3 |
| R 201 Religions of the World | 3 |
| WR 227 Technical Report Writing | 3 |

94

Associate of Science in Criminal Justice

General Education Requirements 20

See graduation requirements for Associate of Science degree
SP 113 Introduction to Persuasion is required.

Core Requirements 25

| | |
|---|---|
| CJ 101/SO 244 Introduction to Criminology | 3 |
| CJ 110 Introduction to Law Enforcement | 3 |
| CJ 120 Introduction to Judicial Process | 3 |
| CJ 130 Introduction to Corrections | 3 |
| CJ 198 Research Topics | 1 |
| CJ 220 Substantive Law | 3 |
| CJ 226/PS 252 Constitutional Law | 3 |
| CJ 280 Cooperative Work Experience | 6 |

Sequence Requirements (Select One) . . 12

| | |
|--|------|
| <input type="checkbox"/> Law Enforcement | (12) |
| CJ 200 Police & Public Policy | 3 |
| CJ 210 Introduction to Crim. Investigations | 3 |
| CJ 216 Criminal Justice Management | 3 |
| CJ 222 Procedural Law | 3 |
| <input type="checkbox"/> Corrections | (12) |
| CJ 132 Introduction to Parole & Probation | 3 |
| CJ 225 Corrections Law | 3 |
| CJ 232 Corrections Casework | 3 |
| CJ 233 Community-Based Corrections | 3 |

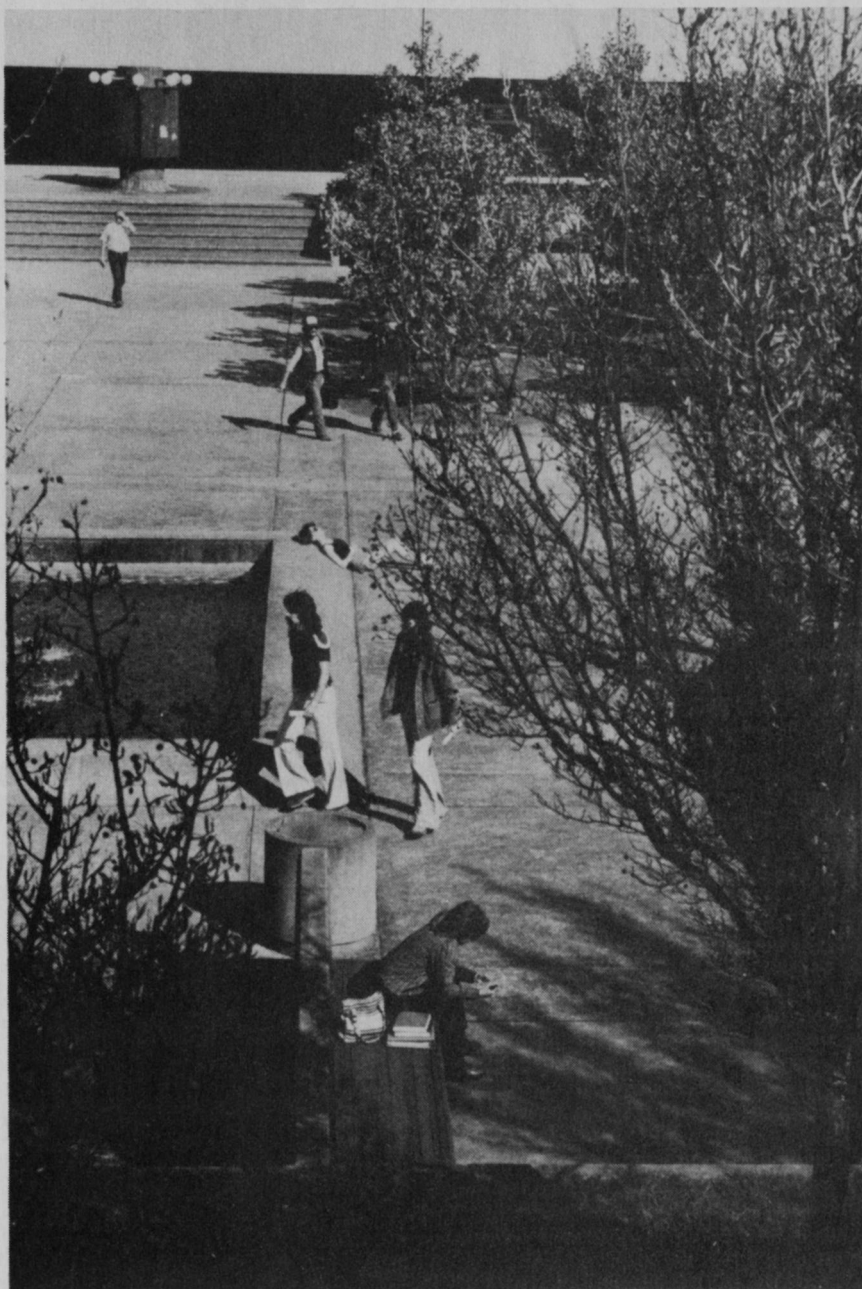
Distribution Requirements 18

| | |
|----------------|---|
| Social Science | 9 |
| Humanities | 9 |

Electives 19

| | |
|---|----|
| Additional Criminal Justice courses and/or approved CWE | 9 |
| Additional elective courses from other than major area. | 10 |

94





BUSINESS DIVISION

Director: Patsy Chester

The Business Division provides students with the professional training necessary for successful careers in today's business and technical fields. Both lower division college transfer courses and courses leading to a two-year degree are offered. Associate level degrees are available for both courses of study.

Computer programming and operations and accounting are offered in addition to the traditional secretarial and management programs.

Students may, upon recommendation of the faculty advisor and the Cooperative Work Experience staff, receive transfer or non-transfer college credit by participating in the CWE program. Further information may be found in the "Cooperative Work Experience" section of the catalog.

BUSINESS MANAGEMENT

Faculty:

Maynard N Chambers, Department Chairman
Gerry Conner, Mike Kauffman, Rich Lenhart,
J T Peterson, Larry Schuetz, Dennis Sargent,
Al Walczak

The Business Management Department offers programs in business administration for students transferring to four-year colleges and universities and associate degree programs in accounting technology, banking and finance, business management, marketing, real estate and supervisory training.

All quarterly schedules of classes published by LBCC list the advisors for each of these programs. Students are encouraged to consult with those advisors when planning their program of study.

Accounting Technology

This two-year program is designed to prepare students for career positions in accounting. Accounting positions exist in public accounting firms; retail, industrial and manufacturing businesses; and in various government agencies. Career opportunities include accounting clerk, full-charge bookkeeper, junior accountant, internal auditor and management trainee.

Students wanting to take individual courses to qualify for specific employment opportunities may do so with the consent of the Business Management Department.

The Accounting Technology curriculum leads to an Associate of Science degree.

ACCOUNTING TECHNOLOGY CURRICULUM

Associate of Science in Accounting Technology

General Education Requirements 20

See graduation requirements for Associate of Science degree
1.110 Elements of Algebra and SP 112 Fundamentals of Speech are required.

Major Requirements 71-72

| | |
|---|-------|
| Fall - First Year | |
| 2.515 Business Math w/Calculators | 3 |
| 2.530 Practical Accounting I | 3 |
| BA 101 Intro to Business | 4 |
| Winter | |
| 2.515 Business Math w/Calc | 2 |
| 2.531 Practical Accounting II | 3 |
| OA 121A Typing Keyboarding | 2 |
| Spring | |
| 2.532 Practical Accounting III | 3 |
| BA 206 Prin of Management | 3 |
| BA-223 Prin of Marketing | 4 |
| EC 115 Outline of Economics | 4 |
| Fall - Second Year | |
| 2.516 Business Statistics | 4 |
| 2.586 Using the Personal Computer | 2 |
| 2.595 Professional Accounting I | 3 |
| BA 256 Income Tax Preparation | 3 |
| <input type="checkbox"/> Business Law Option (select one) | (3-4) |
| 2.518 Business Law | 3 |
| BA 226 Business Law | 4 |
| Winter | |
| 2.596 Professional Accounting II | 3 |

| | |
|--------------------------------------|---|
| BA 131 Intro to Business Programming | 4 |
| BA 215 Cost Accounting | 3 |
| Spring | |
| 2.597 Professional Accounting III | 3 |
| BA 177 Payroll Accounting | 3 |
| BA 222 Financial Management | 3 |
| BA 228 Computerized Accounting | 3 |
| EC 216 Intro to Labor Economics or | 3 |
| BA 207 Labor Management Relations | 3 |

| | |
|-----------------------------------|------------|
| Electives | 3 |
| Additional business course | 94- |
| | 95 |

Banking and Finance

This two-year program was planned in cooperation with the Linn-Benton Chapter of the American Institute of Banking and is designed both for those seeking careers with financial institutions and for those already working for financial institutions. Career opportunities are found in banks, savings and loan firms, consumer finance companies and similar financial companies.

Students wanting to take individual courses to qualify for special employment opportunities may do so with the consent of the Business Management Department. The specialized banking courses will be offered evenings only during the school year.

The Banking and Finance curriculum leads to an Associate of Science degree.

BANKING AND FINANCE CURRICULUM

Associate of Science in Banking and Finance

General Education Requirements 20

See graduation requirements for Associate of Science degree
1.110 Elements of Algebra and SP 112 Fundamentals of Speech are required.

Major Requirements 59-60

| | |
|-----------------------------------|---|
| Fall - First Year | |
| 2.515 Business Math w/Calculators | 3 |
| 2.530 Practical Accounting I | 3 |
| BA 101 Intro to Business | 4 |
| Winter | |
| 2.515 Business Math w/Calc | 2 |
| 2.531 Practical Accounting II | 3 |
| OA 121A Typing Keyboarding | 2 |

| | |
|--|------------|
| Spring | |
| 2.532 Practical Accounting III | 3 |
| BA 206 Prin of Management | 3 |
| BA 223 Prin of Marketing | 4 |
| EC 115 Outline of Economics | 4 |
| Fall - Second Year | |
| 2.516 Business Statistics | 4 |
| 2.586 Using the Personal Computer | 2 |
| BA 269 Prin of Banking | 3 |
| □ Business Law Option (select one) (3-4) | |
| 2.518 Business Law | 3 |
| BA 226 Business Law | 4 |
| Winter | |
| BA 131 Intro to Business Programming | 4 |
| BA 270 Money and Banking | 3 |
| Spring | |
| BA 222 Financial Management | 3 |
| BA 275 Bank Management | 3 |
| EC 216 Intro to Labor Economics or | 3 |
| BA 207 Labor Management Relations | 3 |
| Electives 12 | |
| Additional Banking and Finance Courses | 9 |
| Additional Business Course | 3 |
| | 91- |
| | 92 |

Business Administration

This two-year program is designed for students who plan to transfer to a four-year university to complete a baccalaureate degree in business administration. It is important that students check with the business transfer curriculum advisor before enrolling in these classes.

The Business Administration curriculum leads to an Associate of Arts degree.

BUSINESS ADMINISTRATION CURRICULUM

Associate of Arts in Business Administration

General Education Requirements 45

See graduation requirements for Associate of Arts degree

MT 161, 162, 163 Mathematics for Non-Science Majors, required for math/science group requirement.

EC 201, 202, 203 Principles of Economics, required for social science group requirements. SP 112 Fundamentals of Speech, required for speech group requirement.

WR 121, WR 122 English Composition, WR 227 Technical Report Writing required for writing requirement.

Major Requirements 35

| | |
|--------------------------------------|---|
| Fall - First Year | |
| BA 101 Intro to Business | 4 |
| Winter | |
| BA 226 Business Law | 4 |
| Spring | |
| BA 131 Intro to Business Programming | 4 |
| Fall - Second Year | |
| BA 200 Prin of Accounting I | 3 |
| BA 206 Prin of Management | 3 |

| | |
|-------------------------------------|----|
| Winter | |
| BA 201 Prin of Accounting II | 3 |
| BA 223 Prin of Marketing | 4 |
| BA 235 Intro to Business Statistics | 4 |
| Spring | |
| BA 202 Prin of Accounting III | 3 |
| Electives 10 | |
| Additional courses or approved CWE. | 87 |

Business Management

This two-year program is designed to meet the needs of persons preparing for employment in a variety of business occupations. The successful completion of this course of study should afford the graduate an entry-level position and lead eventually to middle-management positions. Career opportunities include management positions in retail business, public utilities, insurance companies, real estate agencies, transportation firms and manufacturing industries. Specific variations in the curriculum are available for students interested in small-business management.

Students wanting to take individual courses to qualify for specific employment opportunities may do so with the consent of the Business Management Department.

The Business Management curriculum leads to an Associate of Science degree.

BUSINESS MANAGEMENT CURRICULUM

Associate of Science in Business Management

General Education Requirements 20

See graduation requirements for Associate of Science degree
1.110 Elements of Algebra and SP 112 Fundamentals of Speech are required.

Major Requirements 71-72

| | |
|--|---|
| Fall - First Year | |
| 2.515 Business Math w/Calc | 3 |
| 2.530 Practical Accounting I | 3 |
| BA 101 Intro to Business | 4 |
| Winter | |
| 2.515 Business Math w/Calc | 2 |
| 2.531 Practical Accounting II | 3 |
| OA 121A Typing Keyboarding | 2 |
| Spring | |
| 2.532 Practical Accounting III | 3 |
| BA 206 Prin of Management | 3 |
| BA 223 Prin of Marketing | 4 |
| EC 115 Outline of Economics | 4 |
| Fall - Second Year | |
| 2.516 Business Statistics | 4 |
| 2.586 Using the Personal Computer | 2 |
| BA 224 Personnel Management | 3 |
| BA 250 Small Business Management | 3 |
| □ Business Law Option (select one) (3-4) | |
| 2.518 Business Law | 3 |
| BA 226 Business Law | 4 |
| Winter | |
| BA 131 Intro to Business Programming | 4 |
| SD 113 Human Relations in Business | 3 |
| SD 214 Safety Management | 3 |

| | |
|-------------------------------------|-----|
| Spring | |
| 2.585 Business Decision Simulations | 3 |
| BA 221 Production Management | 3 |
| BA 222 Financial Management | 3 |
| EC 216 Intro to Labor Economics or | 3 |
| BA 207 Labor Management Relations | 3 |
| Electives 3 | |
| Additional Business Course | 94- |
| | 95 |

Marketing

The Marketing program is designed to prepare students for careers in sales to the public. Careers are found in retailing, wholesaling, specialty selling and buying, advertising, sales information research and purchasing.

Students wanting to take individual courses to qualify for specific employment opportunities may do so with the consent of the Business Management Department.

The Marketing curriculum leads to an Associate of Science degree.

MARKETING CURRICULUM

Associate of Science in Marketing

General Education Requirements 20

See graduation requirements for Associate of Science degree
1.110 Elements of Algebra and SP 112 Fundamentals of Speech are required.

Major Requirements 68-69

| | |
|--|-----|
| Fall - First Year | |
| 2.515 Business Math w/Calc | 3 |
| 2.530 Practical Accounting I | 3 |
| BA 101 Intro to Business | 4 |
| Winter | |
| 2.515 Business Math w/Calc | 2 |
| 2.531 Practical Accounting II | 3 |
| OA 121A Typing Keyboarding | 2 |
| Spring | |
| 2.532 Practical Accounting III | 3 |
| BA 206 Prin of Management | 3 |
| BA 223 Prin of Marketing | 4 |
| EC 115 Outline of Economics | 4 |
| Fall - Second Year | |
| 2.516 Business Statistics | 4 |
| 2.586 Using the Personal Computer | 2 |
| BA 238 Salesmanship | 3 |
| □ Business Law Option (select one) (3-4) | |
| 2.518 Business Law | 3 |
| BA 226 Business Law | 4 |
| Winter | |
| SD 210 Public Relations | 3 |
| BA 131 Intro to Business Programming | 4 |
| BA 249 Retail Merchandising | 3 |
| SD 113 Human Relations in Business | 3 |
| Spring | |
| BA 222 Financial Management | 3 |
| BA 233 Intro to Market Research | 3 |
| BA 239 Advertising | 3 |
| EC 216 Intro to Labor Economics or | 3 |
| BA 207 Labor Management Relations | 3 |
| Electives 4 | |
| Additional Business Course(s) | 92- |
| | 93 |

Real Estate

This program is designed to prepare people for entry-level jobs in real estate or a variety of jobs in associated businesses, such as commercial banking, savings and loans, escrow services, land planning and zoning services, appraisal services and site selection. Certain courses within this program are approved by the State of Oregon Real Estate Division and qualify students for the state real estate sales exams. Students should see the Real Estate advisor for specific State of Oregon Real Estate Division requirements.

Many of the specialized real estate courses are offered only as evening classes.

The Real Estate curriculum leads to an Associate of Science degree.

Note: This program may not be available, depending on current conditions and student demand. Check with the Business Division advisor regarding program status and course offerings.

REAL ESTATE CURRICULUM

Associate of Science in Real Estate

General Education Requirements 20

See graduation requirements for Associate of Science degree
1.110 Elements of Algebra and SP 112 Fundamentals of Speech are required.

Major Requirements 68-69

| | |
|---|-------|
| Fall - First Year | |
| 2.515 Business Math w/Calc | 3 |
| 2.530 Practical Accounting I | 3 |
| BA 101 Intro to Business | 4 |
| Winter | |
| 2.515 Business Math w/Calc | 2 |
| 2.531 Practical Accounting II | 3 |
| OA 121A Typing Keyboarding | 2 |
| Spring | |
| 2.532 Practical Accounting III | 3 |
| BA 206 Prin of Management | 3 |
| BA 223 Prin of Marketing | 4 |
| EC 115 Outline of Economics | 4 |
| Fall - Second Year | |
| 2.516 Business Statistics | 4 |
| 2.586 Using the Personal Computer | 2 |
| RE 110 Real Estate Practice | 3 |
| RE 112 Real Estate Law | 3 |
| <input type="checkbox"/> Business Law Option (select one) | (3-4) |
| 2.518 Business Law | 3 |
| BA 226 Business Law | 4 |
| Winter | |
| BA 131 Intro to Business Programming | 4 |
| RE 116 Real Estate Finance | 3 |
| RE 118 Real Estate Appraisal | 3 |
| Spring | |
| BA 228 Financial Management | 3 |
| BA 238 Prin of Salesmanship | 3 |
| EC 216 Intro to Labor Economics or | 3 |
| BA 207 Labor Management Relations | 3 |
| RE 230 Real Estate Office Management & Supervision | 3 |
| Electives 3 | |
| Additional Business Course | |
| 91- | |
| 92 | |

Small Business Management

This program is designed to meet the needs of the small-business owner/manager, providing classes, seminars and one-on-one consulting services. The curriculum advisor will assist the small-business person in developing a program of study to satisfy individual needs.

Supervision

This program is designed as a series of courses in supervisory methods and techniques, available to any individual currently in a supervisory position or preparing for such a position. The program also is designed primarily for evening students; supervisory training courses are offered only during the evening.

Three curriculum options are available. Students may complete an 18-credit program in supervision, a 45-credit program in advanced supervisor development or a 90-credit program in supervision leading to an associate degree. Students are encouraged to first complete the 18- and 45-credit programs before completing the associate degree program.

The Supervision curriculums lead to an Associate of Science degree in Supervision or a certificate in Supervision or Advanced Supervisor Development.

SUPERVISION CURRICULUMS

Associate of Science in Supervisory Development

General Education Requirements 20

See graduation requirements of Associate of Science degree
SP 112 Fundamentals of Speech is required.

Major Requirements 39

| | |
|--------------------------------------|---|
| 2.530 Practical Accounting I | 3 |
| 2.586 Using the Personal Computer | 2 |
| 9.555 Industrial Safety I | 3 |
| BA 101 Intro to Business | 4 |
| BA 131 Intro to Business Programming | 4 |
| BA 224 Personnel Management | 3 |
| BA 226 Business Law | 4 |
| EC 115 Outline of Economics | 4 |
| EC 216 Intro to Labor Economics or | 3 |
| BA 207 Labor Management Relations | 3 |
| SD 101 Elements of Supervision | 3 |
| SD 107 Psychology for Supervisors | 3 |
| SD 113 Human Relations in Business | 3 |

Electives 31

| | |
|--|----------|
| Additional business courses | |
| Approved CWE or credit for prior work experience | 7 |
| | 24 |
| | <hr/> 90 |

Certificate in Supervision

Major Requirements 13

| | |
|--------------------------------|---|
| BA 101 Intro to Business | 4 |
| SD 101 Elements of Supervision | 3 |

| | |
|------------------------------------|---|
| SD 107 Psychology for Supervisors | 3 |
| SD 113 Human Relations in Business | 3 |

Electives 5

| | |
|---|----------|
| Additional business courses, approved CWE or credit for prior work experience | |
| | <hr/> 18 |

Certificate in Advanced Supervisory Development

Major Requirements 27

| | |
|------------------------------------|---|
| 2.586 Using the Personal Computer | 2 |
| 9.555 Industrial Safety I | 3 |
| BA 101 Intro to Business | 4 |
| EC 216 Intro to Labor Economics or | 3 |
| BA 207 Labor Management Relations | 3 |
| SD 101 Elements of Supervision | 3 |
| SD 107 Psychology for Supervisors | 3 |
| SD 113 Human Relations in Business | 3 |
| SP 112 Fundamentals of Speech | 3 |
| WR 121 English Composition | 3 |

Electives 17

| | |
|--|----------|
| Additional business courses | |
| Approved CWE or credit for prior work experience | 5 |
| | 12 |
| | <hr/> 44 |

DATA PROCESSING

Faculty:

Peggy Ayres, Philip V Clark, Gladys Norman, Kitson Yu

The Computer Programming curriculum is designed to develop graduates able to successfully enter the job market as application programmers. The student will learn to write programs in several different languages and to apply these skills to the solving of actual business problems.

Students finishing the first year of the curriculum should be able to enter the job market as programmer trainees with at least two languages at their disposal. Students completing the full two-year curriculum will be granted an associate degree in data processing and will be in a strong position to enter the job market.

The Computer Science program provides students with the first two years of a four-year program. Upon completion of these requirements, the student will receive an Associate of Arts Degree in Computer Science.

The objective of the one-year Computer Center Operations program is to equip students with proficient skills to obtain and be successful in beginning-level computer operations positions. Students will complete various introductory business courses in addition to a series of specific skills courses. The major emphasis of the program is a series of Cooperative Work Experience (CWE) courses throughout the three terms of the program. These CWE courses will be performed at computer installations of various employers in Linn and Benton counties.

The objective of the one-year Data Entry Operations program is to equip students with proficient skills that will enable them to obtain, and be successful in, beginning-level data entry positions. In order to accomplish these goals, a series of specific skills courses are combined with traditional introductory business courses. In addition to these courses, the student will complete four credits of Cooperative Work Experience (CWE).

Students interested in any of these programs should receive advising from the Data Processing Department.

DATA PROCESSING CURRICULUMS

Associate of Science in Computer Programming

General Education Requirements 16

See graduation requirements for Associate of Science degree
Math is not required.

Major Requirements 76

Fall - First Year
2.571 Data Processing I - Machine Logic 6
CS 211 Intro to Computer Science 4
OA 121A Typing Keyboarding 2

Winter
2.572 Data Processing II - Adv Logic 6
BA 235 Business Statistics 4
CS 215 Computer Organization 4

Spring
2.573 Data Processing III - PL/1 6
BA 236 Intro to Mgmt Science 4
CS 233R RPG 4

Fall - Second Year
2.581 Data Processing IV - Analysis & Design 6
CS 217 Intro to COBOL 4

□ Accounting Option (select one) (3)
2.530 Practical Accounting I 3
BA 200 Prin of Accounting I 3

Winter
2.582 Data Processing V - Adv Concepts 6
CS 233C Advanced COBOL 4

□ Accounting Option (select one) (3)
2.531 Practical Accounting II 3
BA 201 Prin of Accounting II 3

Spring
1.280 CWE Data Processing 7
□ Accounting Option (select one) (3)
2.532 Practical Accounting III 3
BA 202 Prin of Accounting III 314 92

Associate of Arts in Computer Science

General Education Requirements 45

Math 200, 201, 202 Calculus is required.
WR 122 English Composition is required.

Major Requirements 31

Fall - First Year
BA 131 Intro to Business Data Processing 4
Winter
CS 211 Intro to Computer Science 4

Spring
CS 212 Tech for Computer Programming 4
CS 213 Intro to Symbolic Prog. FORTRAN 4

Fall - Second Year
CS 215 Computer Organization 4
MT 241 Elementary Linear Algebra 4
WR 227 Technical Report Writing 3

Winter
CS 217 Introduction to COBOL 4

Spring
CS 233C Advanced COBOL 4

Electives 10

As approved by four-year institution to which student will transfer, see Data Processing Department advisor. 90

One-Year Certificate in Computer Center Operations

Major Requirements 46

Fall
1.201 CWE Seminar 1
1.280 CWE Computer Operations 2
2.530 Practical Accounting I 3
2.555 Key to Disk Operations 2
9.555 Industrial Safety I 3
9.603 Computer Center Operations I 3
BA 131 Intro to Business Programming 4

Winter
1.201 CWE Seminar 1
1.280 CWE Computer Operations 3
9.604 Computer Center Operations II 3
BA 101 Intro to Business 4
WR 121 English Comp 3

Spring
1.201 CWE Seminar 1
1.280 CWE Computer Operations 4
9.605 Computer Center Operations III 3
HE 252 First Aid/Health 3
SD 113 Human Relations in Business 3 46

Note: Any waivers or substitutions must be approved in advance by the advisor.

One-Year Certificate in Data Entry Operations

Major Requirements 45

Fall
2.512 Computer Terminal Operation (requires 25 wpm by touch or OA 121A Keyboarding) 2
2.513 Computer Terminal Skillbuilding (requires 25 wpm by touch or typewriter) 2
2.515 Business Math w/Calc 3
2.653 Automated Office Concepts 3
OA 121B Basic Production Typing 2
WR 121 English Comp: 3

Winter
2.517 Data Entry Concepts 3
2.530 Practical Accounting I 3
2.555 Key-to-Disk Operation (requires 25 wpm by touch on typewriter) 2
2.556 Advanced Key-to-Disk Operation 2
BA 131 Intro to Business Programming 4

Spring
1.280 CWE Data Entry 4
2.519 Data Entry Practicum 3
2.533 Computerized Accounting 3
2.664 Word Star 3

Electives 3

Suggested electives are BA 177 Payroll Accounting, 2.569 First Course in Computers or 2.652 Filing 45

OFFICE TECHNOLOGY

Faculty

Sue Trautwein, Department Chairwoman
Illa Atwood, Jay Brooks, Lee Leuthold, Mary Ann Lammers, Peggy Lind, Mary Lou McPheeters, Joyce Moreira

The Office Technology Department provides course opportunities for students seeking entry-level positions as well as for students seeking more advanced positions. The department strives to provide training in the most current office procedures and on the most current office equipment. In many courses, the student is placed at an appropriate level, based on background, and encouraged to advance at an individualized rate.

The Office Technology curriculums lead to Associate of Science degrees in Administrative Secretary (Alphabetic Shorthand, Gregg Shorthand or Word Processing Option), Educational Secretary, Legal Secretary and Medical Receptionist, or to one-year certificates in Office Specialist (Shorthand or Transcription Option) and Medical Transcriptionist.

OFFICE TECHNOLOGY CURRICULUMS

Associate of Science in Administrative Secretary / Alphabetic Shorthand Option

General Education Requirements . . 16-20

See graduation requirements for Associate of Science degree
2.515 Business Math With Calculators is required.

Major Requirements 80

Fall - First Year
1.131 Spelling (may be waived based on competency exam; if taken, applies to general ed requirements) 1
2.500 Business Orientation 3
2.530 Practical Accounting I 3
OA 121A Typing Keyboarding 2
OA 121B Basic Production Typing 2
WR 115 Intro to Writing (may be waived based on competency exam) 3

Winter
2.515 Business Math w/Calc (applies to general ed requirements) 3
OA 110 Alphabetic Shorthand 3
2.551 Office Communications 3
2.652 Filing 1
OA 122 Typing II 3

Spring
2.527 Transcribing Machines I 3

| | |
|---|---|
| 2.515 Business Math w/Calc (applies to general ed requirements) | 2 |
| 2.610 Clerical Office Procedures | 3 |
| OA 210 Applied Alphabetic Shorthand | 3 |
| 2.664 Word Processing - WordStar | 3 |
| OA 124 Typing III | 3 |

Fall - Second Year

| | |
|------------------------------------|---|
| 2.528 Transcribing Machines II | 3 |
| 2.647 Administrative Management | 3 |
| 2.653 Automated Office Concepts | 3 |
| 2.666 IBM Displaywriter | 3 |
| SD 113 Human Relations in Business | 3 |

Winter

| | |
|--------------------------------------|---|
| 2.518 Business Law | 3 |
| 2.613 On-the-Job Training | 4 |
| 2.645 Business Conference Techniques | 3 |

Spring

| | |
|---------------------------------|---|
| 2.613 On-the-Job Training | 4 |
| 2.656 Word Processing Practicum | 3 |
| BA 177 Payroll Accounting | 3 |
| SD 101 Elements of Supervision | 3 |

96-100

Associate of Science in Administrative Secretary/Gregg Shorthand Option

General Education Requirements . . 16-20

See graduation requirements for Associate of Science degree
2.515 Business Math with Calculators is required.

Major Requirements 81

Fall - First Year

| | |
|--|---|
| 1.131 Spelling (may be waived based on competency exam. If taken, applies to general ed requirement) | 3 |
| 2.500 Business Orientation | 1 |
| 2.515 Business Math w/Calc (applies to general ed requirements) | 3 |
| 2.652 Filing | 1 |
| OA 111 Stenography I (may be waived based on competency exam) | 3 |
| OA 121A Typing Keyboarding | 2 |
| OA 121B Basic Production Typing | 2 |
| WR 115 Intro to Writing | 3 |

Winter

| | |
|---|---|
| 2.515 Business Math w/Calc (applies to general ed requirements) | 1 |
| 2.551 Office Communications | 3 |
| OA 112 Stenography II | 3 |
| OA 122 Typing II | 3 |

Spring

| | |
|----------------------------------|---|
| 2.527 Transcribing Machines I | 3 |
| 2.610 Clerical Office Procedures | 3 |
| 2.664 Word Processing - WordStar | 3 |
| OA 211 Applied Stenography I | 3 |
| OA 124 Typing III | 3 |

Fall - Second Year

| | |
|---------------------------------|---|
| 2.528 Transcribing Machines II | 3 |
| 2.647 Administrative Management | 3 |
| 2.653 Automated Office Concepts | 3 |
| 2.666 IBM Displaywriter | 3 |

Winter

| | |
|--------------------------------------|---|
| 2.530 Practical Accounting I | 3 |
| 2.613 On-the-Job Training | 4 |
| 2.645 Business Conference Techniques | 3 |
| 2.656 Word Processing Practicum | 3 |
| OA 212 Applied Stenography II | 3 |

Spring

| | |
|---------------------------|---|
| 2.613 On-the-Job Training | 4 |
| BA 177 Payroll Accounting | 3 |

97-101

Associate of Science in Administrative Secretary/Word Processing Option

General Education Requirements . . 15-20

See graduation requirements for Associate of Science degree
2.515 Business Math with Calculators is required.

Major Requirements 77-80

Fall - First Year

| | |
|---|-----|
| 1.131 Spelling (may be waived based on competency exam; if taken, applies to general ed requirements) | 3 |
| 2.500 Business Orientation | 1 |
| 2.515 Business Math w/Calc (applies to general ed requirements) | 3 |
| OA 121A Typing Keyboarding | 2 |
| OA 121B Basic Production Typing | 2 |
| WR 115 Intro to Writing (may be waived based on competency exam) | 3 |
| Shorthand Option (select one) . . . | (3) |
| *OA 111 Steno I | 3 |
| OA 110 Alphabetic Shorthand | 3 |

Winter

| | |
|---|---|
| 2.515 Business Math w/Calc (applies to general ed requirements) | 2 |
| 2.530 Practical Accounting I | 3 |
| 2.551 Office Communications | 3 |
| 2.652 Filing | 1 |
| *OA 112 Steno II (required) | 3 |
| OA 122 Typing II | 3 |

Spring

| | |
|----------------------------------|---|
| 2.527 Transcribing Machines I | 3 |
| 2.610 Clerical Office Procedures | 3 |
| 2.664 Word Processing - WordStar | 3 |
| OA 124 Typing III | 3 |

Fall - Second Year

| | |
|---------------------------------|---|
| 2.528 Transcribing Machines II | 3 |
| 2.647 Administrative Management | 3 |
| 2.653 Automated Office Concepts | 3 |
| 2.666 IBM Displaywriter | 3 |

Winter

| | |
|--------------------------------------|---|
| 2.613 On-the-Job Training | 4 |
| 2.645 Business Conference Techniques | 3 |
| 2.656 Word Processing Practicum | 3 |
| SD 113 Human Relations in Business | 3 |

Spring

| | |
|--|---|
| 2.518 Business Law | 3 |
| 2.613 On-the-Job Training | 4 |
| BA 131 Intro to Business Programming | 4 |
| *If OA 111 Steno I taken, then OA 112 Steno II required. | |

92-100

Associate of Science in Educational Secretary

General Education Requirements . . 16-20

See graduation requirements for Associate of Science degree
2.515 Business Math with Calculators is required.
HE 252 First Aid is required.
SP 111 Interpersonal Communications is required.

Major Requirements 79

Fall - First Year

| | |
|---|---|
| 2.500 Business Orientation | 1 |
| 2.515 Business Math w/Calc (applies to general ed requirements) | 3 |
| 2.652 Filing | 1 |
| OA 121A Typing Keyboarding | 2 |
| OA 121B Basic Production Typing | 2 |

| | |
|--|---|
| WR 115 Intro to Writing (may be waived based on competency exam) | 3 |
|--|---|

| | |
|---|-----|
| Accounting or Shorthand Option (select one) | (3) |
|---|-----|

| | |
|---|---|
| 2.530 Practical Accounting I | 3 |
| OA 111 Stenography I (may be waived based on competency exam) | 3 |

Winter

| | |
|---|---|
| 2.515 Business Math w/Calc (applies to general ed requirements) | 1 |
| 2.551 Office Communications | 3 |
| 2.653 Automated Office Concepts | 3 |
| OA 122 Typing II | 3 |

| | |
|---|-----|
| Accounting or Shorthand Option (select one) | (3) |
|---|-----|

| | |
|-------------------------------|---|
| 2.531 Practical Accounting II | 3 |
| OA 112 Stenography II | 3 |

Spring

| | |
|----------------------------------|---|
| 2.610 Clerical Office Procedures | 3 |
| 2.664 Word Processing - WordStar | 3 |
| OA 124 Typing III | 3 |

| | |
|---|-----|
| Accounting or Shorthand Option (select one) | (3) |
|---|-----|

| | |
|--------------------------------|---|
| 2.532 Practical Accounting III | 3 |
| OA 113 Stenography III | 3 |

Fall - Second Year

| | |
|--------------------------------------|---|
| 2.512 Computer Terminal Operations | 2 |
| 2.666 IBM Displaywriter | 3 |
| BA 131 Intro to Business Programming | 4 |
| PY 201 General Psychology | 3 |
| SD 101 Elements of Supervision | 3 |

Winter

| | |
|------------------------------------|---|
| 2.613 On-the-Job Training | 4 |
| PY 202 General Psychology | 3 |
| SD 133 Human Relations in Business | 3 |

Spring

| | |
|---------------------------|---|
| 2.613 On-the-Job Training | 4 |
| BA 177 Payroll Accounting | 3 |
| BA 229 Personal Finance | 3 |
| PY 203 General Psychology | 3 |

95-99

Associate of Science In Legal Secretary

General Education Requirements . . 16-20

See graduation requirements for Associate of Science degree

2.515 Business Math with Calculators is required.

Major Requirements 84

Fall - First Year

| | |
|---|---|
| 1.131 Spelling (may be waived based on competency exam) | 3 |
| 2.500 Business Orientation | 1 |
| 2.652 Filing | 1 |
| 2.675 Legal Term & Off Proc I | 3 |
| OA 121A Typing Keyboarding | 2 |
| OA 121B Basic Production Typing | 2 |

| | |
|-------------------------------------|-----|
| Shorthand Option (Select one) . . . | (3) |
|-------------------------------------|-----|

| | |
|-----------------------------|---|
| OA 110 Alphabetic Shorthand | 3 |
| OA 111 Stenography I | 3 |

Winter

| | |
|---|---|
| 2.515 Business Math w/Calc (applies to general ed requirements) | 1 |
| 2.551 Office Communications | 3 |
| 2.676 Legal Term & Off Proc II | 3 |
| OA 122 Typing II | 3 |

| | |
|-------------------------------------|-----|
| Shorthand Option (Select one) . . . | (3) |
|-------------------------------------|-----|

| | |
|-------------------------------------|---|
| OA 112 Stenography II | 3 |
| OA 210 Applied Alphabetic Shorthand | 3 |

Spring

| | |
|---|---|
| 2.515 Business Math w/Calc (applies to general ed requirements) | 3 |
| 2.661 Legal Typing | 3 |
| 2.664 Word Processing - WordStar | 3 |
| 2.677 Legal Term & Off Proc III | 3 |

Typing or Shorthand Option (Select one) (3)

| | |
|------------------------------|---|
| OA 113 Stenography III | 3 |
| OA 123 Typing Skill Building | 3 |

Fall - Second Year

| | |
|---------------------------------|---|
| 2.527 Transcribing Machines I | 3 |
| 2.647 Administrative Management | 3 |
| 2.653 Automated Office Concepts | 3 |
| 2.666 IBM Displaywriter | 3 |

Typing or Shorthand Option (2-3)

| | |
|------------------------------------|---|
| 2.512 Computer Terminal Operations | 2 |
| OA 211 Applied Stenography | 3 |

Winter

| | |
|---------------------------------|---|
| 2.530 Practical Accounting | 3 |
| 2.613 On-the-Job Training | 4 |
| 2.656 Word Processing Practicum | 3 |
| 2.662 Legal Transcription | 3 |

Law or Shorthand Option (Select two) (3)

| | |
|---------------------------------|---|
| BA 177 Payroll Accounting | 3 |
| CJ 220 Intro to Substantive Law | 3 |
| CJ 222 Procedural Law | 3 |
| OA 212 Applied Stenography | 3 |

Spring

| | |
|-------------------------------|---|
| 2.518 Business Law | 3 |
| 2.533 Computerized Accounting | 3 |
| 2.613 On-the-Job Training | 4 |

100-
104

Associate of Science in Medical Receptionist

General Education Requirements . . 16-20

See graduation requirements for Associate of Science degree

2.515 Business Math with Calculators is required.
HE 252 First Aid is required.

Major Requirements 75-78

Fall - First Year

| | |
|---|---|
| 1.131 Spelling (may be waived based on competency exam; if taken applies to general ed requirement) | 3 |
| 2.500 Business Orientation | 1 |
| 2.652 Filing | 1 |
| 5.630 Medical Terminology I | 3 |
| OA 121A Typing Keyboarding | 2 |
| OA 121B Basic Production Typing | 2 |
| WR 115 Intro to Writing (may be waived based on competency exam) | 3 |

Winter

| | |
|---|---|
| 2.515 Business Math w/Calc (applies to general ed requirements) | 3 |
| 2.551 Office Communications | 3 |
| 2.671 Medical Law and Ethics | 2 |
| 5.633 Medical Terminology II | 3 |
| OA 122 Typing II | 3 |

Spring

| | |
|---|---|
| 2.506 Typing III Medical | 3 |
| 2.515 Business Math w/Calc (applies to general ed requirements) | 1 |
| 2.527 Transcribing Machines I | 3 |
| 2.664 Word Processing - WordStar | 3 |
| 2.670 Medical Office Procedures | 3 |
| 5.634 Medical Terminology III | 3 |

Fall - Second Year

| | |
|----------------------------------|---|
| 2.524 Medical Transcription I | 3 |
| 2.530 Practical Accounting I | 3 |
| 5.625 Clinical Office Procedures | 4 |

Shorthand Option (3-6)

| | |
|-----------------------------|---|
| OA 110 Alphabetic Shorthand | 3 |
| or | |
| OA 111 Steno I and | 3 |
| OA 112 Steno II | 3 |

Winter

| | |
|---------------------------------|---|
| 2.525 Medical Transcription II | 3 |
| 2.613 On-the-Job Training | 4 |
| 2.653 Automated Office Concepts | 3 |

Spring

| | |
|------------------------------------|---|
| 2.613 On-the-Job Training | 4 |
| BA 177 Payroll Accounting | 3 |
| SD 113 Human Relations In Business | 3 |

91-
98

One-Year Certificate in Medical Transcriptionist

Major Requirements 41

Fall - First Year

| | |
|--|---|
| 1.131 Spelling (may be waived based on competency) | 3 |
| 2.500 Business Orientation | 1 |
| 5.630 Medical Terminology I | 3 |
| OA 122 Typing II | 3 |
| WR 115 Intro to Writing (may be waived based on competency exam) | 3 |

Winter

| | |
|-------------------------------|---|
| 2.506 Typing III Medical | 3 |
| 2.527 Transcribing Machines I | 3 |
| 2.671 Medical Law and Ethics | 2 |
| 5.633 Medical Terminology II | 3 |
| WR 121 English Comp | 3 |

Spring

| | |
|------------------------------------|---|
| 2.529 Applied Med Transcription | 5 |
| 2.664 Word Processing - Word Star | 3 |
| 5.634 Medical Terminology III | 3 |
| SD 113 Human Relations in Business | 3 |

Electives (Select two) 6

| | |
|------------------------------|---|
| 2.551 Office Communications | 3 |
| OA 123 Typing Skill Building | 3 |
| HE 252 First Aid | 3 |

47

One-year Certificate in Office Specialist/Shorthand Option

Major Requirements 42

Fall - First Year

| | |
|--|---|
| 1.131 Spelling (may be waived based on competency exam) | 3 |
| 2.500 Business Orientation | 1 |
| 2.515 Business Math w/Calc | 3 |
| 2.652 Filing | 1 |
| OA 121A Typing Keyboarding | 2 |
| OA 121B Basic Production Typing | 2 |
| WR 115 Intro to Writing (may be waived based on competency exam) | 3 |

Winter

| | |
|---------------------------------|---|
| 2.551 Office Communications | 3 |
| 2.653 Automated Office Concepts | 3 |
| OA 122 Typing II | 3 |
| 2.530 Practical Accounting I | 3 |

Shorthand Option (Select one) . . . (3)

| | |
|---|---|
| OA 110 Alphabetic Shorthand | 3 |
| OA 111 Stenography I (may be waived based on competency exam) | 3 |

Spring

| | |
|-----------------------------------|---|
| 2.527 Transcribing Machines I | 3 |
| 2.610 Clerical Office Procedures | 3 |
| 2.664 Word Processing - Word Star | 3 |
| OA 124 Typing III | 3 |

Shorthand Option (Select one) . . . (3)

| | |
|-------------------------------------|---|
| OA 210 Applied Alphabetic Shorthand | 3 |
| OA 112 Stenography II | 3 |

Electives 3-4

| | |
|--------------------------------------|---|
| 2.522 Advanced Office Machines | 2 |
| 9.700 Civil Service Prep | 1 |
| BA 131 Intro to Business Programming | 4 |
| OA 123 Typing Skill Building | 3 |

45-
46

One-year Certificate In Office Specialist/Transcription Option

Major Requirements 45

Fall

| | |
|--|---|
| 1.131 Spelling (may be waived based on competency exam) | 3 |
| 2.500 Business Orientation | 1 |
| 2.530 Practical Accounting I | 3 |
| 2.652 Filing | 1 |
| OA 122 Typing II | 3 |
| WR 115 Intro to Writing (may be waived based on competency exam) | 3 |

Winter

| | |
|---------------------------------|---|
| 2.515 Business Math w/Calc | 3 |
| 2.527 Transcribing Machines I | 3 |
| 2.551 Office Communications | 3 |
| 2.653 Automated Office Concepts | 3 |
| OA 124 Typing III | 3 |

Spring

| | |
|-----------------------------------|---|
| 2.515 Business Math w/Calc | 1 |
| 2.528 Transcribing Machines II | 3 |
| 2.610 Clerical Office Procedures | 3 |
| 2.664 Word Processing - Word Star | 3 |
| BA 177 Payroll Accounting | 3 |
| WR 121 English Composition | 3 |

45

COMMUNITY EDUCATION DIVISION

Directors: Ann Crisp, Benton and Lincoln Counties; Mary Spilde, Linn County and Training and Economic Development Center

The Community Education Division offers a variety of credit and non-credit classes and programs both on and off the LBCC campus. Organized into four community-based centers open both days and evenings, the Community Education Division is able to provide educational classes within commuting distance of most residents of Linn and Benton counties.

The four main centers, located on the main college campus in Albany and in Corvallis, Lebanon and Sweet Home, also arrange for classes to be held on a regular basis in many of the college district's smaller communities, including Scio, Brownsville, Philomath and Alsea. Classes are held in other areas when there are sufficient numbers of students and an available public or private facility.

In response to the needs of its local service area, each Community Education center offers a mixture of classes and programs, including lower-division college transfer courses, vocational preparatory and vocational upgrading, general self-improvement courses for adults (covering such areas as agriculture, health and physical fitness, art, music, foreign languages and human relations), and hobby and recreation courses that are self-supporting through student tuition and fees. A major component of instruction at each off-campus center is the free instruction in reading, writing and math for adults with below eighth-grade education and low-cost instruction for adults wanting to obtain a high school diploma or a high school equivalency certificate (GED). These services are provided on the main campus and at the off-campus centers by the Student Development Division.

Students working on degrees or certificates through LBCC may be eligible to participate in the Cooperative Work Ex-

perience program. For more information see the CWE section of this catalog.

In addition to the regular Community Education classes, the division's Training and Economic Development Center serves the training needs of the district's business and industrial community.

ALBANY CENTER

Director:
Al Barrios
967-6108

The Albany Center is located in Takena Hall on the main LBCC campus and serves the general populations of Albany, North Albany, Tangent and Shedd. Workshops and courses are offered for vocational upgrading, parent education and life enrichment in subjects such as conversational language, art, music, physical fitness, microcomputers, human services, home and family living and trade/technical fields.

In addition to classes scheduled on campus, the Albany Center also offers courses in locations throughout the greater Albany area, including the Albany Senior Center, the Albany Boys and Girls Club, the Linn County Fairgrounds and the Albany Public Schools.

Part-time students may register at the Albany Center for any class offered through an LBCC Community Education Center.

BENTON CENTER

Director:
Ann Crisp
757-8944

Faculty:
Annamay Lundstrom, Jason Widmer

The Benton Center is located at 630 NW 7th, Corvallis, in the old Washington School and is open from 8 am - 10 pm Monday through Thursday during school weeks and 8 am - 5 pm on Fridays. The center serves all of Benton County except the North Albany area, providing classes in the rural areas as well as in Corvallis. Many of the programs are made possible through the cooperation of school districts in the area.

The center has many self-study, open-entry labs which allow students to start a program when they are ready and to make their own schedule. The center provides lower division transfer courses, vocational preparation programs, upgrading courses for local business and industries and adult self-improvement courses. Popular subject areas include practical accounting, computer applications, art, physical fitness, conversational language, outdoor education, ceramics, cooking and parent education. Courses are offered during the day and in the evening. Registration and purchasing of books occurs at the center, too.

A vocational counselor is available to residents of the area at no charge. Some evening hours are available. Appointments may be made by calling the center.

LEBANON CENTER

East Linn Director:
Dee Deems
451-1014

The Lebanon Center, located at 2600 Stoltz Hill Road, serves the communities of Lebanon, Scio and rural East Linn County. The center houses three classrooms, with several other facilities utilized for classes throughout the area. Although a variety of daytime classes are offered, the Lebanon Center schedule consists primarily of evening courses.

The Community Education Division emphasizes the value and rewards of lifelong learning opportunities by providing a broad range of courses to meet the interests and learning needs of the local community. Typical offerings include introductory college transfer courses, job skills improvement and vocational upgrading courses; and credit and non-credit courses in art, agriculture, business, mathematics, science, language arts, physical education and health, family living and self-improvement.

Other college services available through the Lebanon Center include career, academic and financial aid counseling; general information about the LBCC campus and instructional programs; registration for part-time students; and textbook sales for classes offered through the Lebanon Center.

SWEET HOME CENTER

Coordinator:
Mona Waibel
367-6901

The Sweet Home Center, located at 1314 Long Street, across from the post office, serves the communities of Brownsville, Halsey, Sweet Home, Cascadia and Foster. It was established to provide educational opportunities to the members of the community it serves. The facility houses four classrooms, with several other locations throughout the area used for classes. Although a variety of daytime classes are offered, the Sweet Home Center schedule consists primarily of evening courses.

The Sweet Home Center provides a broad range of courses to meet the interests and learning needs of the local community, including college transfer, vocational upgrading and general self-improvement courses for adults. Typical offerings include credit and non-credit courses in art, business, computer science, language arts, physical

education and home and family living.

Other college services available through the Sweet Home Center include career, academic and financial aid counseling; general information about the LBCC campus and instructional programs; registration for part-time students; and textbook sales for classes offered through the Sweet Home Center.

The Center serves a diverse group of students, including those who have limited experience outside of educational institutions and those who re-enter the formal education process after experience in the world of work.

TRAINING AND ECONOMIC DEVELOPMENT CENTER

Director:
Mary Spilde
967-6112

The Training and Economic Development (T.E.D.) Center serves the business and industrial community throughout the district by preparing employees for work in new and existing industries, increasing the productivity of a firm's current employees and assisting small businesses.

The TED Center provides quick, effective responses to the training needs of area businesses and industries by coordinating training activities with all LBCC instructional divisions. Specialized training provided by the center includes short-term and on-site training, professional management, fire science and business assistance. The center also works closely with LBCC's Cooperative Work Experience and Placement programs to help students involved in short-term training projects.

The Small Business Management Program, business seminars and counseling are offered through the Center.

The TED Center is located in LBCC's College Center Building.

EVENING DEGREE PROGRAM

Al Barrios
967-6108

Designed for those whose daytime obligations restrict their opportunities for a college education, the Evening Degree Program presents a continuing series of credit course offerings so students can complete a degree by taking two or three evening classes each term. Students who have attended college in the past and have classes that will transfer into one of LBCC's Evening Degree Programs can shorten the time needed to earn an associate's degree. (Students must earn at least 24 credits at LBCC.)

Students in the Evening Degree Program can choose one of three degree opportunities. The general transfer (undeclared major) Associate of Arts degree provides the "two-year" lower division credits that students often use to transfer with junior-standing to a four-year institution. The Associate of Arts in business administration is for the student who plans to transfer to a four-year college or university to complete a bachelor's degree in business administration. The Associate of General Studies is awarded to those students who complete a non-specified degree curriculum which includes transfer and/or non-transfer credit course work. All three programs contribute to the student's life-long learning abilities as well as to improving academic and job-related skills.

Most classes are held 7-10 p.m., with some four credit classes starting at 6 p.m. In addition to meeting on the main Albany campus, some classes are held through LBCC's Community Education centers in Corvallis, Lebanon and Sweet Home. Students also may take advantage of LBCC's telecourse offerings and do some course work at home.

CULINARY ARTS & HOSPITALITY MANAGEMENT

Faculty:
Rolf Stearns

The Culinary Arts and Hospitality Management programs at Linn-Benton Community College prepare students to enter the food service and hospitality industries and provide employed workers with upgrading of skills and knowledge.

About the Program: Five options are offered to students.

The Restaurant and Catering Management Option emphasizes training for line management of restaurants, catering, firms, resorts and clubs.

The Conference and Resort Management option provides training for line management in motor inns, resorts, private clubs, camps and conference facilities to service the tourist and the recreation, convention and conference businesses.

The Hotel and Restaurant Cooking option enables students with basic culinary skills to increase their knowledge and repertoire of soups, sauces, entrees and baked goods.

The Chef Training option combines advanced cooking techniques with theory and application courses in menu planning and kitchen management.

The Transfer Curriculum prepares students for transfer into the Hotel, Restaurant and Tourism Management programs offered by Oregon State University. Students may complete requirements for the baccalaureate degree at OSU with two additional years of work.

With department approval, students may enroll for more than one program option.

CULINARY ARTS AND HOSPITALITY MANAGEMENT CURRICULUMS

Associate of Science in Culinary Arts and Hospitality Management / Chef Training Option

General Education Requirements 20

See graduation requirements for Associate of Science degree
SP 111 Interpersonal Communication is recommended fall term first year.
WR 115 or WR 121 Writing requirement is recommended spring term first year.
CS 100 Computer Literacy is required.
HS 240 Oregon History is recommended.
HE 199 Lifetime Wellness is recommended.

Major Requirements 76

Fall - First Year

| | |
|--|---|
| 8.310 Foodservice Practicum I | 5 |
| 8.336 Foodservice Sanitation | 1 |
| 8.337 Sta., Tools & Culinary Techniques | 3 |
| 8.338 Culinary History and Terms | 1 |
| 8.345 Service Techniques | 1 |
| 8.350 Banquet & Buffet Lab A | 1 |
| 8.402 Baking Fundamentals | 1 |
| 8.403 Fundamentals of Commercial Cooking | 1 |
| 8.407 Pantry | 1 |

Winter

| | |
|--|---|
| 8.311 Foodservice Practicum II | 6 |
| 8.347 Wines & Spirits | 1 |
| 8.351 Banquet & Buffet Lab B | 1 |
| 8.404 Cheese, Eggs & Breakfast Cookery | 1 |
| 8.411 Vegetable Cookery | 1 |
| HRTM 105 Intro to Hotel/Restaurant & Tourism | 3 |

Spring

| | |
|--|---|
| 8.312 Foodservice Practicum III | 6 |
| 8.357 Work Analysis & Simplification | 1 |
| 8.358 Hiring & Training | 1 |
| 8.359 Supervising & Evaluating Employees | 1 |
| 8.371 Purchasing & Food Controls | 1 |
| 8.405 Seafood & Poultry Cookery | 1 |
| 8.406 Meat Cookery | 1 |

Fall - Second Year

| | |
|--|---|
| 8.316 Intro Commercial Kitchen Production & Mgmt | 5 |
| 8.327 Advanced Practical Menu Planning A | 1 |
| 8.352 Banquet & Buffet Lab C | 1 |
| 8.365 Strategic Planning | 1 |
| 8.368 Creating the Menu | 1 |
| 8.369 Pricing Products & Services | 1 |
| 8.410 Sauces | 1 |
| 8.412 Soups | 1 |

Winter

| | |
|---|---|
| 8.317 Inter Commercial Kitchen Production | 5 |
| 8.328 Adv Practical Menu Planning B | 1 |
| 8.346 Dining Room Management | 1 |
| 8.353 Banquet & Buffet Lab D | 1 |
| 8.355 Catering Management | 1 |
| 8.372 Kitchen Management | 1 |
| 8.409 Meats | 1 |
| 8.414 Garde Manger | 1 |

Spring

| | |
|---|---|
| 8.318 Adv Commercial Kitchen Production | 5 |
| 8.329 Adv Practical Menu Planning C | 1 |
| 8.363 Budgets, Controls & Statements | 1 |
| 8.375 Facilities Management | 1 |
| 8.408 Senior Project | 1 |
| 8.413 Risk Mgmt & Internal Controls | 1 |
| 8.415 Advanced Baking | 1 |
| 8.416 Pastry Shop | 1 |

Associate of Science in Culinary Arts and Hospitality Management/Conference and Resort Management
General Education Requirements20

See graduation requirements for Associate of Science degree
 SP 111 *Interpersonal Communication* is recommended fall term first year.
 WR 115 or WR 121 *Writing requirement* is recommended spring term first year.
 CS 100 *Computer Literacy* is recommended.
 HS 240 *Oregon History* is recommended.
 HE 199 *Lifetime Wellness* is recommended.

Major Requirements77

Fall - First Year

| | |
|---|---|
| 8.310 Foodservice Practicum I | 5 |
| 8.336 Foodservice Safety & Sanitation | 1 |
| 8.337 Sta., Tools & Culinary Techniques | 3 |
| 8.338 Culinary History & Terms | 1 |
| 8.345 Service Techniques | 1 |
| 8.350 Banquet & Buffet Lab A | 1 |
| 8.402 Baking Fundamentals | 1 |
| 8.403 Cooking Fundamentals | 1 |
| 8.407 Pantry | 1 |

Winter

| | |
|--|---|
| 8.311 Foodservice Practicum II | 6 |
| 8.347 Wines & Spirits | 1 |
| 8.351 Banquet & Buffet Lab B | 1 |
| 8.404 Cheese, Eggs & Breakfast Cookery | 1 |
| 8.411 Vegetable Cookery | 1 |
| HRTM 105 Intro to Hotel/Restaurant & Tourism | 3 |

Spring

| | |
|--|---|
| 8.312 Foodservice Practicum III | 6 |
| 8.357 Work Analysis & Simplification | 1 |
| 8.358 Hiring & Training | 1 |
| 8.359 Supervising & Evaluating Employees | 1 |
| 8.371 Purchasing & Food Controls | 1 |
| 8.405 Seafood & Poultry Cookery | 1 |
| 8.406 Meat Cookery | 1 |

Fall - Second Year

| | |
|---|---|
| 1.280 CWE: Conference & Resort Mgmt Practicum | 6 |
| 8.352 Banquets & Buffet Lab C | 1 |
| 8.365 Strategic Planning | 1 |
| 8.368 Creating the Menu | 1 |
| 8.369 Pricing Hospitality Products & Services | 1 |
| 8.376 Dining Room Design | 1 |
| 8.377 Promoting Hospitality Operations | 1 |
| 8.389 Front Desk Procedures | 1 |
| BA 200 Principles of Accounting I | 3 |

Winter

| | |
|--|---|
| 2.134 Retail Merchandising | 3 |
| 8.346 Dining Room Management | 1 |
| 8.348 Beverage Management | 1 |
| 8.353 Banquet & Buffet Lab D | 1 |
| 8.355 Catering Management | 1 |
| 8.372 Kitchen Management | 1 |
| 8.388 Entertainment Management | 1 |
| 8.400 Conference & Convention Management | 1 |

Spring

| | |
|---|---|
| 8.363 Budgets, Controls & Statements | 1 |
| 8.366 Information Management | 1 |
| 8.374 Equipment Layout | 1 |
| 8.375 Facilities Management | 1 |
| 8.401 Housekeeping | 1 |
| 8.408 Senior Project | 1 |
| 8.413 Risk Management & Internal Controls | 1 |
| BA 226 Business Law | 4 |

Electives3

Select one additional course from the following:
 2.308 Principles of Advertising
 3.593 Basic Refrigeration
 8.135 Turf Management I
 8.140 Landscape Management
 8.141 Landscape Planning
 RM 150 Recreation in Society

Associate of Science in Culinary Arts and Hospitality Management/Hotel and Restaurant Cooking
General Education Requirements20

See graduation requirements for Associate of Science degree
 SP 111 *Interpersonal Communication* is recommended fall term first year.
 WR 115 or WR 121 *Writing requirement* is recommended spring term first year.
 CS 100 *Computer Literacy* is recommended.
 HS 240 *Oregon History* is recommended.
 HE 199 *Lifetime Wellness* is recommended.

Major Requirements70

Fall - First Year

| | |
|---|---|
| 8.310 Foodservice Practicum I | 5 |
| 8.336 Foodservice Sanitation | 1 |
| 8.337 Sta., Tools and Culinary Techniques | 3 |
| 8.338 Culinary History & Terms | 1 |
| 8.345 Service Techniques | 1 |
| 8.350 Banquet & Buffet Lab A | 1 |
| 8.402 Fundamentals of Commercial Cooking | 1 |
| 8.403 Baking Fundamentals | 1 |
| 8.407 Pantry | 1 |

Winter

| | |
|---|---|
| 8.311 Foodservice Practicum II | 6 |
| 8.347 Wines & Spirits | 1 |
| 8.351 Banquet & Buffet Lab B | 1 |
| 8.404 Cheese, Eggs & Breakfast Cookery | 1 |
| 8.411 Vegetable Cookery | 1 |
| HRTM 105 Intro to Hotel/Restaurant & Tourism Mgmt | 3 |

Spring

| | |
|--|---|
| 8.312 Foodservice Practicum III | 6 |
| 8.357 Work Analysis & Simplification | 1 |
| 8.358 Hiring & Training | 1 |
| 8.359 Supervising & Evaluating Employees | 1 |
| 8.371 Purchasing & Food Controls | 1 |
| 8.405 Seafood & Poultry Cookery | 1 |
| 8.406 Meat Cookery | 1 |

Fall - Second Year

| | |
|-------------------------------------|---|
| 8.313 Hotel & Restaurant Cooking I | 5 |
| 8.327 Adv Practical Menu Planning A | 1 |
| 8.352 Banquet & Buffet Lab C | 1 |
| 8.365 Creating the Menu | 1 |
| 8.410 Sauces | 1 |
| 8.412 Soups | 1 |

Winter

| | |
|-------------------------------------|---|
| 8.314 Hotel & Restaurant Cooking II | 5 |
| 8.328 Adv Practical Menu Planning B | 1 |
| 8.346 Dining Room Management | 1 |
| 8.353 Banquet & Buffet Lab D | 1 |
| 8.372 Kitchen Management | 1 |
| 8.409 Meats | 1 |
| 8.414 Garde Manger | 1 |

Spring

| | |
|--------------------------------------|---|
| 8.315 Hotel & Restaurant Cooking III | 5 |
| 8.329 Adv Practical Menu Planning C | 1 |
| 8.375 Facilities Management | 1 |
| 8.415 Advanced Baking | 1 |
| 8.416 Pastry Shop | 1 |

Associate of Science in Culinary Arts and Hospitality Management/Restaurant and Catering Management Option
General Education Requirements20

See graduation requirements for Associate of Science degree
 SP 111 *Interpersonal Communication* is recommended fall term first year.
 WR 115 or WR 121 *Writing requirement* is recommended spring term first year.
 CS 100 *Computer Literacy* is recommended.
 HS 240 *Oregon History* is recommended.
 HE 199 *Lifetime Wellness* is recommended.

Major Requirements82

Fall - First Year

| | |
|--|---|
| 8.310 Foodservice Practicum I | 5 |
| 8.336 Foodservice Sanitation | 1 |
| 8.337 Sta, Tools & Culinary Techniques | 3 |
| 8.338 Culinary History & Terms | 1 |
| 8.345 Service Techniques | 1 |
| 8.350 Banquet & Buffet Lab A | 1 |
| 8.402 Fundamentals of Commercial Cooking | 1 |
| 8.403 Baking Fundamentals | 1 |
| 8.407 Pantry | 1 |

Winter

| | |
|---|---|
| 8.311 Foodservice Practicum II | 6 |
| 8.347 Wines & Spirits | 1 |
| 8.351 Banquet & Buffet Lab B | 1 |
| 8.404 Cheese, Eggs & Breakfast Cookery | 1 |
| 8.411 Vegetable Cookery | 1 |
| HRTM 105 Intro to Hotel/Restaurant & Tourism Mgmt | 3 |

Spring

| | |
|--|---|
| 8.312 Foodservice Practicum III | 6 |
| 8.357 Work Analysis & Simplification | 1 |
| 8.358 Hiring & Training | 1 |
| 8.359 Supervising & Evaluating Employees | 1 |
| 8.371 Purchasing & Food Controls | 1 |
| 8.405 Seafood & Poultry Cookery | 1 |
| 8.406 Meat Cookery | 1 |

Fall - Second Year

| | |
|---|---|
| 8.321 Adv Cooking for Managers I | 2 |
| 8.327 Adv Prac Menu Planning A | 1 |
| 8.332 Management Lab A | 3 |
| 8.352 Banquet & Buffet Lab C | 1 |
| 8.365 Strategic Planning | 1 |
| 8.368 Creating the Menu | 1 |
| 8.369 Pricing Products & Services | 1 |
| 8.376 Dining Room Design | 1 |
| 8.377 Promoting The Hospitality Operation | 1 |
| 8.410 Sauces | 1 |
| 8.412 Soups | 1 |
| BA 200 Prin of Accounting I | 3 |

Winter

| | |
|------------------------------------|---|
| 8.322 Adv Cooking for Managers II | 2 |
| 8.328 Adv Practical Menu Plan B | 1 |
| 8.333 Management Lab B | 3 |
| 8.346 Dining Room Management | 1 |
| 8.348 Beverage Management | 1 |
| 8.353 Banquet & Buffet Lab D | 1 |
| 8.355 Catering Management | 1 |
| 8.372 Kitchen Management | 1 |
| 8.400 Conference & Convention Mgmt | 1 |
| 8.409 Meats | 1 |
| 8.414 Garde Manger | 1 |

Spring

| | |
|--------------------------------------|---|
| 8.334 Management Lab C | 3 |
| 8.355 Senior Project | 1 |
| 8.363 Budgets, Controls & Statements | 1 |
| 8.366 Information Management | 1 |
| 8.374 Equipment Layout | 1 |
| 8.375 Facilities Management | 1 |
| 8.413 Risk Mgmt & Internal Controls | 1 |
| 8.415 Advanced Bakery | 1 |
| 8.416 Pastry Shop | 1 |

Hotel, Restaurant and Tourism Management

Transfer Curriculum

This two-year program will prepare students for transfer into the **Hotel, Restaurant and Tourism Management** program offered by Oregon State University. Students may complete requirements for the baccalaureate degree with two additional years of work. Students planning to transfer to any other four-year institution should contact the transfer curriculum advisor before enrolling in any course.

Fall - First Year

| | |
|--------------------------------|---|
| 8.310 Foodservice Practicum I | 5 |
| 8.350 Banquet & Buffet Lab A | 1 |
| SP 112 Fundamentals of Speech | 3 |
| Lab Science Sequence (Biology) | 4 |

Winter

| | |
|---|---|
| 8.311 Foodservice Practicum II | 6 |
| 8.351 Banquet & Buffet Lab B | 1 |
| HRTM 105 Intro to Hotel/Restaurant & Tourism Mgmt | 3 |
| WR 121 English Composition | 3 |
| PE 180 PE | 1 |
| Lab Science Sequence (Biology) | 4 |

Spring

| | |
|--|---|
| BA 131 Intro to Data Processing | 4 |
| HRTM 106 Hotel & Restaurant Organization | 3 |
| PE 190 PE | 1 |
| Arts & Humanities Electives | 6 |
| Lab Science Sequence (Biology) | 4 |

Fall - Second Year

| | |
|--------------------------------|---|
| BA 226 Business Law | 4 |
| BA 235 Business Statistics | 4 |
| EC 201 Principles of Economics | 3 |
| MT 161 Mathematics | 4 |
| Social Science Elective | 3 |

Winter

| | |
|------------------------------------|---|
| BA 211 Financial Accounting | 4 |
| EC 202 Principles of Economics | 3 |
| GE 107 Intro to Economic Geography | 3 |
| HS 240 Oregon History | 3 |
| MT 162 Mathematics | 4 |
| PE 180 PE | 1 |

Spring

| | |
|--------------------------------|---|
| BI 123 Microbiology | 4 |
| EC 203 Principles of Economics | 3 |
| FN 225 Nutrition | 4 |
| MT 163 Mathematics | 4 |
| Social Science Elective | 3 |

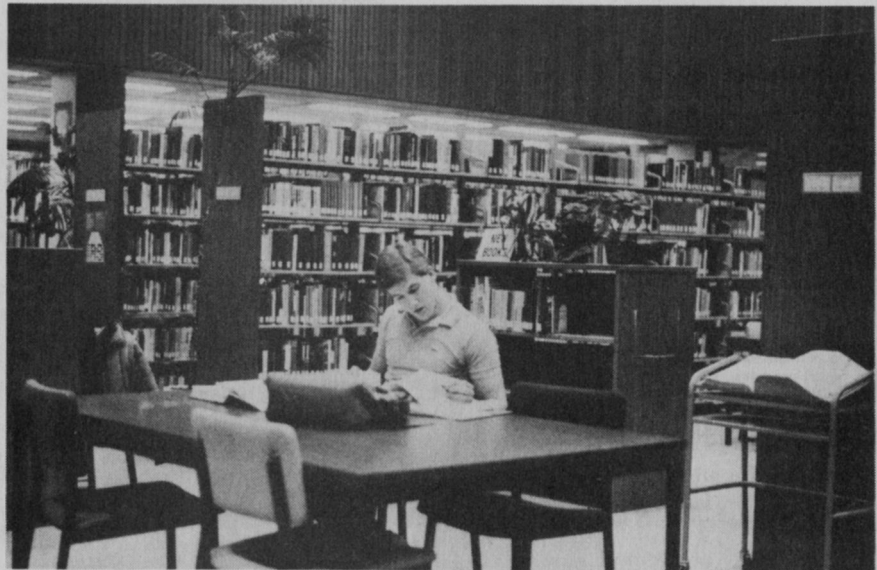
The Foodservice Practicum I and II and Banquet & Buffet Lab A and B sequences satisfy half of the Oregon State University's Hotel, Restaurant and Tourism Management program requirements for 600 hours of industry work experiences. The prerequisites/corequisites for the sequence are: 8.336 - 1 credit; 8.337 - 3 credits; 8.402 - 1 credit; 8.345 - 1 credit; 8.338 - 1 credit. These corequisites are offered fall term only. These courses will be credited as block transfer courses under OSU Article 2.

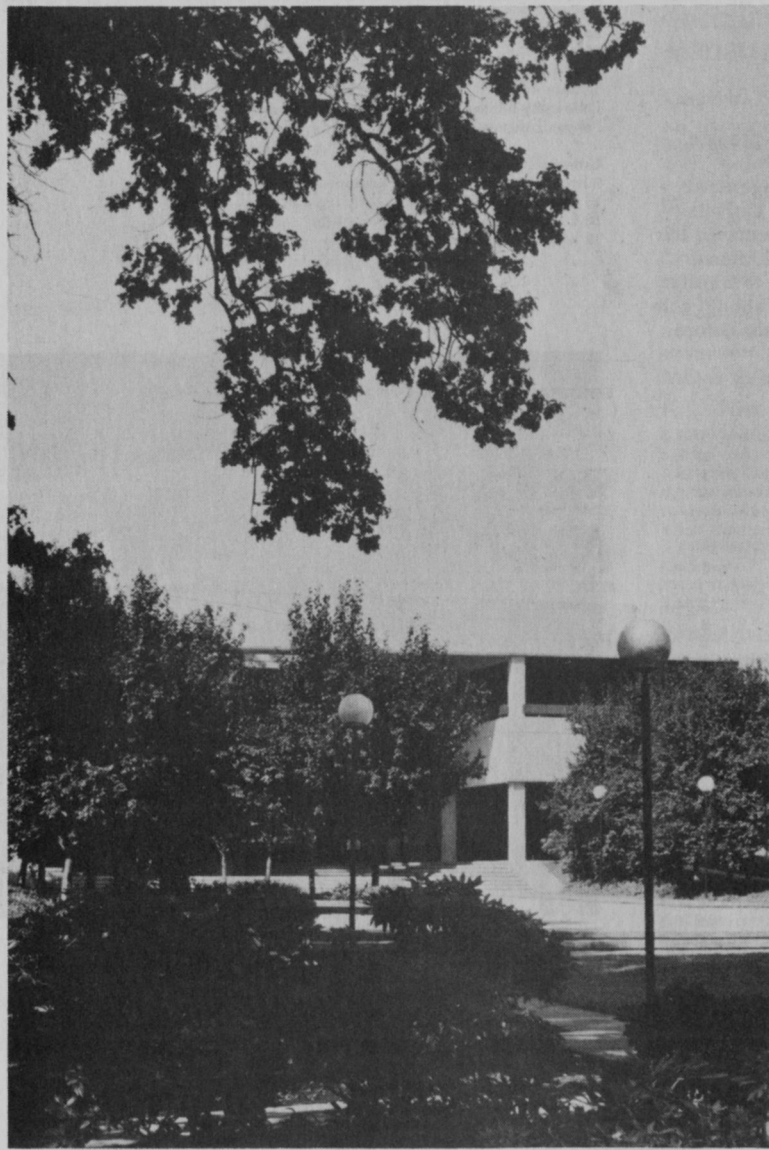
Oregon State University Humanities and/or Art Courses

American Studies
Architecture/Landscape Architecture
Art
English (EN prefix only)
Music
History (A social science at LBCC)
Theatre Arts
Philosophy-Religious Studies
Foreign Languages (except first year)

University Requirements

9 hours written and/or oral communications
15 hours Math/Science
12 hours Social Science
12 hours Humanities





HEALTH OCCUPATIONS & P.E. DIVISION

Director: H Richard McClain

This division provides career preparation for health occupations, as well as classes in physical education, personal health and first aid.

Programs in health-related fields include associate degree nursing (RN), nursing assistant, dental assistant, emergency medical technician and related health areas. Preparation includes both classroom and clinical experience. Students completing these programs are qualified to pursue various health service occupations in hospitals, nursing homes, clinics, and doctors' or public health offices.

Activity classes are offered for students who must take physical education to meet graduation requirements and for those desiring opportunities for skill development and increased physical fitness.

Personal health and first aid also are a part of the division's curriculum.

The Health Occupations and Physical Education Division encourages students to make career choices based on interests, needs and abilities, without regard to the traditional roles of men, women or minorities.

Students may, upon recommendation of the faculty advisor and the Cooperative Work Experience staff, receive transfer or non-transfer college credit by participating in the CWE program. Further information may be found in the "Cooperative Work Experience" section of this catalog.

ASSOCIATE DEGREE NURSING

Faculty:
Evon Wilson, Department Coordinator
Missy Black, Rachel Hagfeldt, Lyndall Johnson, Jackie Paulson, Ann Reeves

The Associate Degree Nursing program is approved by the Oregon State Board of Nursing and fully accredited by the National League for Nursing. This two-year program is open to both men and women and is designed to train highly skilled bedside nurses (RN) oriented to patient care. Clinical facilities utilized are the hospitals, nursing homes and health agencies in Linn and Benton counties and the state hospital in Salem.

Following acceptance into the nursing program (See "Admission to Health Occupations Programs" in the "Entering the College" section of this catalog), the student is expected to achieve a minimum C grade in each required course, to be taken in the specified sequence. Permission to continue in the nursing program with an incomplete in any required course will be considered on an individual basis.

Proficiency in math and chemistry is required for admission to the ADN program. Students with a deficiency will be required to complete CH 101 and CH 102 Basic Chemistry and 1.110 Elements of Algebra as program prerequisites.

The student is graded in all aspects of the program, including clinical practices. Evening clinicals may be required. The student is expected to participate on a daily basis; absence is made up through agreement with the instructor.

All nursing courses are to be completed at Linn-Benton Community College unless special permission for transfer credit is granted. Related courses may be taken prior to or concurrent with enrollment in the nursing program.

Students unable to meet the required competency level for the program may be advised of other alternatives to meet their goals. Petitions to complete the nursing program at a later time will be reviewed by the program coordinator and the health occupations director.

The Associate Degree Nursing curriculum leads to an Associate of Science degree. Graduates are eligible to take the National Council Licensing Examination for Registered Nurse licensing (NCLEX-RN).

ASSOCIATE DEGREE NURSING CURRICULUM

Associate of Science in Nursing

General Education Requirements . . . 17-20

1.110 Elements of Algebra is required.
SP 111 Interpersonal Communication is required.
AN 103 Introduction to Anthropology or SO 204 General Sociology substitutes for the elective requirement.

Major Requirements 85

| | |
|--|----------|
| Fall - First Year | |
| 5.711 Nursing I | 6 |
| 5.732 Drug Administration | 2 |
| BI 221 Human Anatomy & Physiology | 4 |
| FN 225 Nutrition | 4 |
| Winter | |
| 4.215 Microbiology for Nurses | 3 |
| 5.712 Nursing II | 8 |
| BI 222 Human Anatomy & Physiology | 4 |
| PY 201 General Psychology | 3 |
| Spring | |
| 5.713 Nursing III | 9 |
| 5.726 Nursing in Contemporary Society I | 1 |
| BI 223 Human Anatomy & Physiology | 4 |
| PY 202 General Psychology | 3 |
| Fall - Second Year | |
| 5.721 Nursing IV | 10 |
| AN 103 Introduction to Anthropology or SO 204 General Sociology (substitutes for general ed requirement) | 3 |
| Winter | |
| 5.722 Nursing V | 10 |
| 5.727 Nursing in Contemporary Society II | 1 |
| Spring | |
| 5.723 Nursing VI | 10 |
| Electives | 3 |
| Additional humanities courses | |

DENTAL ASSISTANT

The one-year Dental Assistant program is accredited by the American Dental Association and prepares students for chair-side assisting, office laboratory activities and receptionist procedures. Clinical facilities include a modern, fully equipped, on-campus dental clinic and cooperating dental offices throughout Linn and Benton counties.

This program accepts only one class of limited size each year, which begins in fall term. (See "Admission to Health Occupations Programs" in the "Entering the College" section of this catalog.)

Continuation in the program is contingent on satisfactory completion of course work each preceding term. Exceptions will be considered on an individual basis.

The Dental Assistant curriculum leads to a one-year certificate. Graduating students are eligible for State of Oregon certificates in Radiological Proficiency and Expanded Duties and are eligible to take the certification exam administered by the National Board of the American Dental Assistants Association.

DENTAL ASSISTANT CURRICULUM

One-Year Certificate in Dental Assisting

Major Requirements 61

| | |
|---|---|
| Fall | |
| 1.150 Techniques of Reading/Studying | 1 |
| 4.220 Integrated Basic Science I | 4 |
| 5.461 Dental Radiology I | 2 |
| 5.494 Clinical Practice I | 4 |
| 5.497 Dental Health Education I | 1 |
| 5.500 Oral Anatomy and Histology | 1 |
| OA 121A Keyboarding | 2 |
| OA 121B Basic Production Typing | 1 |
| Winter | |
| 1.103 Occupational Speech Communication | 3 |
| 4.221 Integrated Basic Science II | 3 |
| 5.462 Dental Radiology II | 2 |
| 5.484 Dental Materials Lab I | 3 |
| 5.488 Expanded Duties I | 2 |
| 5.495 Clinical Practice II | 3 |
| 5.498 Dental Health Education II | 1 |
| HE 112 First Aid: Multi-Media | 1 |
| Spring | |
| 5.453 Dental Pathology | 2 |
| 5.463 Dental Radiology III | 1 |
| 5.485 Dental Materials II | 3 |
| 5.489 Expanded Duties II | 2 |
| 5.491 Dental Office Records | 1 |
| 5.492 Dental Office Emergencies | 1 |
| 5.496 Clinical Practice III | 4 |
| 5.499 Dental Health Education III | 1 |
| PY 216 Social Psychology I | 3 |
| Summer | |
| 5.510 Office Practicum | 8 |
| HE 261 CPR | 1 |

61

EMERGENCY MEDICAL TECHNICIAN

Faculty:
Beverly Moore

The Emergency Medical Technician program is six terms in length, excluding summer term. It is a competency-based program reflecting the educational goals and objectives of the National Standard Emergency Medical Technician-Paramedic Course.

The EMT program is designed to provide the graduate with the technical competencies to function as an EMT-1 through an EMT-IV. In addition, the program will provide opportunity to increase understanding and skills through related course work, particularly in basic science.

Clinical facilities utilized are ambulance services, hospitals and community health agencies throughout the state of Oregon. Clinical dates are scheduled during days, evenings and some weekends.

Special admissions procedures for the EMT program are outlined in "Admissions to Health Occupation Programs" in the "Entering the College" section of the catalog.

Individual courses also are available for students seeking EMT competencies but not enrolled in the full-time program.

The Emergency Medical Technician curriculum leads to a certificate. Graduates are eligible to take the certification exam through the Oregon State Health Division and the Board of Medical Examiners.

EMERGENCY MEDICAL TECHNICIAN CURRICULUM

One-Year Certificate in Emergency Medical Technician

Major Requirements 65

| | |
|-----------------------------------|---|
| Fall - First Year | |
| 5.630 Medical Terminology | 3 |
| 9.313 EMT I | 8 |
| BI 221 Human Anatomy & Physiology | 4 |
| Winter | |
| 2.671 Medical Law & Ethics | 2 |
| 9.314 EMT II | 7 |
| BI 222 Human Anatomy & Physiology | 4 |
| Spring | |
| 1.280 CWE | 2 |
| 9.320 CPR Instructor | 1 |
| BI 223 Human Anatomy & Physiology | 4 |
| Fall - Second Year | |
| 5.733 Pharmacology | 3 |
| 9.315 EMT III A | 7 |
| Winter | |
| 1.280 CWE | 1 |
| 9.315 EMT III B | 7 |

| | |
|--|----|
| Spring | |
| 1.280 CWE | 1 |
| 9.316 EMT IV | 10 |
| 9.322 Patient Assessment | 1 |
| Electives 11 | |
| Math | 4 |
| PE | 1 |
| Speech | 3 |
| Business (Select one from 2.415, 2.420, 9.500, 9.502, 9.516, BA 226) | 3 |

76

NURSING ASSISTANT / HOME HEALTH AID

Faculty:
Carol Metcalf

The Nursing Assistant program is an 80-hour course of study that prepares students for positions as nurses' aides or orderlies. Positions are available in hospitals and nursing homes. Graduates often use this program as a starting point toward related health careers. Classroom and on-the-job experience provide the student with the background needed to care for, under the supervision of a professional nurse, the moderately ill or convalescent patient.

Students interested in applying for this program must have their application on file in the Admissions office prior to the beginning of the class for which they are applying. An orientation and registration time will be scheduled during the week prior to the beginning of each class.

The Nursing Assistant curriculum leads to a certificate.

NURSING ASSISTANT CURRICULUM

Certificate in Nursing Assistant

Major Requirements 5

| | |
|----------------------------------|---|
| 5.406 Nursing Assistant | 5 |
| 5.400 Home Health Aid (optional) | 4 |

The Home Health Aid program is a 60-hour course of study preparing students, through classroom lecture and clinical experience, to provide physical care for clients in a home setting. Oregon nursing assistant certification is required by the State Board of Nursing as a prerequisite to the Home Health Aide class.

INDUSTRIAL / APPRENTICESHIP DIVISION

Director: Michael Patrick

The Industrial and Apprenticeship Division offers programs of study in the following subject areas: auto body repair, automotive technology, heavy equipment mechanics/diesel, machine tool technology, metallurgy technology, refrigeration/heating/air conditioning and welding.

Courses are designed to provide training to students seeking initial employment opportunities within their chosen field. Up-grading and skill improvement in new technologies and production techniques are provided for those already employed.

Students may, upon recommendation of the faculty advisor and the Cooperative Work Experience staff, receive transfer or non-transfer college credit by participating in the CWE program. Further information may be found in the "Cooperative Work Experience" section of this catalog.

The Associate of Science degree may be earned upon completion of specified curriculums within the division.

Apprenticeship Program

The Industrial/Apprenticeship Division serves as the center for apprenticeship training. Specialized curricular offerings have been developed to meet the needs of apprentices working full time in various trades. Individualized learning materials have been adapted for the apprentices in those trades which have a limited audience for related training.

Apprenticeship is a two-fold program: the indentured apprentice learns skills through on-the-job work experience and is required to take 144 clock hours of related training in the classroom per year.

Classes currently are being offered for the following crafts and trades: inside wireman, machinist, industrial maintenance

mechanic, industrial pipefitters, industrial welder, manufacturing plant electrician, power lineman, industrial instrumentation and industrial millwright. Being an indentured apprentice is a condition for entering related training classes.

Upon completion of the required training program, the apprentice is eligible to take a state-required examination for journeyman standing. LBCC also offers the journeyman the opportunity to earn an associate degree in the industrial trades. The recognized journeyman will be granted 45 credits toward the industrial crafts and trades degree. An additional 50 credits must be earned; of these credits, 20 must be general education courses.

Information on entrance procedures and requirements for apprenticeship-related training is available from the Industrial/Apprenticeship Division office.

AUTO BODY REPAIR

Faculty:
Clifford Harrison, Department Chairman
Daryl Hogan

The Auto Body Repair program is designed to develop the skills and knowledge necessary in vehicle collision repair and refinishing. The program's curriculum emphasizes particular fields, such as frame straightening, supervision, custom painting and insurance adjusting.

The Auto Body Repair program combines variable-credit block classes with individualized, hands-on instruction. This system places students of all training levels within a block class, thereby creating an industry-type environment.

Block classes are held Monday through Thursday. Students are encouraged to participate in the Friday open laboratory session. This six-hour study skills period offers opportunity for special learning activities and additional credit.

Previous auto body repair experience

may be accredited through a performance test and/or written test.

A variety of auto body hand tools are required for use in the courses offered. In addition to the usual books and supplies, students should expect to spend between \$280 and \$325 over the two-year period for a personal set of tools.

The Auto Body Repair curriculum leads to an Associate of Science degree.

AUTO BODY REPAIR CURRICULUM

Associate of Science in Auto Body Repair

General Education Requirements 20

See graduation requirements for Associate of Science degree
2.515 Business Math with Calculators, recommended for math requirement.

Major Requirements 72

Fall—First Year
3.511 Auto Body Repair I 10
4.151 Welding I 2

Winter
3.512 Auto Body Repair II 10
4.108 Occupational Safety and Health 3
4.152 Welding II 2

Spring
3.513 Auto Body Repair III 10
4.153 Welding III 2

Fall — Second Year
3.514 Auto Body Repair IV 10

Winter
SD 113 Human Relations in Business 3
3.515 Auto Body Repair V 10

Spring
3.516 Auto Body Repair VI 10

Electives 4

3.195 Auto Body Skills or approved CWE 96

Farrier Science

Faculty:
Larry Bewley

Dates for Farrier School terms are:
Fall Term: September 8 - December 19,

1986

Winter Term: January 5 - April 10,

1987

Spring Term: April 20 - July 24, 1987

The 14-week program provides comprehensive training in horseshoeing and basic forging. Training may be sought by those engaged in farming or related occupations or by those who wish to operate a part-time or full-time horseshoeing business.

The program is located in Manchester Arena on the Oregon State University campus. The Farrier Science program maintains an active association with the Oregon State University Animal Science and Veterinarian Medicine departments. Instruction is provided in one of the newest and best-equipped farrier training facilities in the western United States. Students also participate in frequent field trips to shoe horses in realistic work settings. Class sessions last from 8 am to 4 pm daily, Monday through Friday. Admission is on a first-come, first-served basis and early application is advised.

In addition to books and supplies, students should expect to spend about \$450 on a personal set of tools.

The Farrier Science curriculum leads to a certificate.

FARRIER SCIENCE CURRICULUM

Certificate in Farrier Science

Major Requirements 23

| | |
|--|----|
| 2.123 Entrepreneurship for the Farrier | 1 |
| 8.200 Farrier Science | 22 |
| | 23 |

MACHINE TOOL TECHNOLOGY

Faculty:
John Griffiths, Department Chairman
Douglas Chambers

The Machine Tool Technology curriculum is designed to develop skills in a wide variety of machining processes, including operating the drill press, engine lathe, tracer lathe, vertical and horizontal milling machine, C/N/C milling machine, surface and cylindrical grinder, tool and cutter grinder

and other machines associated with the machinist's trade.

Students learn the basics of transforming raw material into finished parts, including the principles of blueprint interpretation, material selection, operational sequence, machine operation, metal removal rates, deburring and final dimensional inspection.

Students work through a sequence of assignments ranging from simple exercises to complex assemblies. Hands-on experience, lecture and discussion, textbooks, manuals, audio-visual aids and field trips are employed throughout. The "people skills" in finding and keeping a job and in employer-employee relations are emphasized continually.

The lab facilities and the machine selection are designed to allow comprehensive instruction in the basic tools of the machinist's trade. Care has been taken to allot enough time in actual machine operation for the student to become competent. Students need not have their own tools to enter the program; however, they are urged to purchase tools before graduation and employment.

Prior machining experience for students entering the program is optional. It is recommended, however, that the student have mechanical interest or some demonstrated aptitude toward manipulative skills.

The Machine Tool Technology curriculum leads to an Associate of Science degree.

MACHINE TOOL TECHNOLOGY CURRICULUM

Associate of Science in Machine Tool Technology

General Education Requirements 20

See graduation requirements for Associate of Science degree
4.202 Math II is required.

Major Requirements 78

| | |
|--------------------------------------|---|
| Fall - First Year | |
| 3.403 Machine Tool Tech I | 8 |
| 3.409 Compact II Programming I | 2 |
| 4.100 Blueprint Reading | 2 |
| Winter | |
| 3.404 Machine Tool Tech II | 8 |
| 3.410 Compact II Programming II | 2 |
| 4.108 Occupational Safety and Health | 3 |
| Spring | |
| 3.405 Machine Tool Tech III | 8 |
| 3.411 Compact II Programming III | 2 |
| 4.204 Math III | 4 |
| Fall - Second Year | |
| 3.406 Machine Tool Tech IV | 8 |
| 3.412 Machine Tool Programming I | 2 |
| 4.151 Welding I | 2 |
| Winter | |
| 3.407 Machine Tool Tech V | 8 |
| 3.413 Machine Tool Programming II | 2 |
| 3.446 Metals Investigation & Eval | 2 |
| 4.152 Welding II | 2 |
| Spring | |
| 3.408 Machine Tool Tech VI | 8 |
| 3.414 Machine Tool Programming III | 2 |
| MT 173B Microcomputers: Basic | 3 |

MECHANICAL TECHNOLOGY

Faculty:
David E. Carter, Department Chairman
Lee Hansen, Mike Henich, Allan Jackson,
Keith Pond, Carl Reeder

The Mechanical Technology department offers programs in automotive technology and heavy equipment mechanics/diesel. The curriculums offered lead to an Associate of Science degree.

Automotive Technology

The Automotive Technology program provides students with the facilities, equipment and instruction necessary to develop skills and abilities in auto mechanical work. The curriculum is designed to permit student entry into the program at the beginning of each term.

Upon completing the program, a student may enter the auto service trade as an auto mechanic, specialty shop operator or in a related position. Starting salaries range from \$5 to \$11 per hour.

Former LBCC students are employed in many other states, signifying the mobility of the auto mechanic. The Student Placement Center of the college or department faculty will provide assistance in obtaining a post-college position.

The Automotive Technology curriculum leads to an Associate of Science degree.

In addition to the usual books and supplies, students should expect to purchase a general mechanics tool set, as prescribed by the department.

Note: Entering students must enroll in 3.294 Industrial Concepts. This course provides student evaluation; and credit may be assigned for previous knowledge or experience. Students with demonstrated deficiencies will be required to complete appropriate course work prior to program enrollment.

AUTOMOTIVE TECHNOLOGY CURRICULUM

Associate of Science in Automotive Technology

General Education Requirements 20

See graduation requirements for Associate of Science degree
4.202 Math II is required.

Major Requirements 75

| | |
|--------------------------------------|----|
| SD 113 Human Relations in Business | 3 |
| 3.295 Mechanics I | 10 |
| 3.296 Mechanics II | 10 |
| 3.297 Mechanics III | 10 |
| 3.298 Auto Mechanics IV | 10 |
| 3.299 Auto Mechanics V | 10 |
| 3.300 Auto Mechanics VI | 10 |
| 3.447 Metallurgy for Mechanics | 2 |
| 3.529 Mobile Air Conditioning | 3 |
| 4.108 Occupational Safety and Health | 3 |
| 4.130 Machine Processes | 2 |
| 4.151 Welding I | 2 |

Electives 3

Additional technical courses or approved CWE; 4.152 Welding II and 3.301 Auto Mechanics VII are recommended.

98

Heavy Equipment Mechanics/Diesel

The curriculum of the Heavy Equipment Mechanics/Diesel program is designed to give the student a balance of theory and practical experience, gained by diagnosing, servicing, repairing and rebuilding components and live equipment.

Diesel mechanics repair and maintain diesel engines, which power railroad trains, ships, generators, and construction, highway and farm equipment. To become a diesel mechanic, a student should have a mechanical aptitude and a knack for shop work, mathematics and science. Being able to read with understanding also is essential, because considerable time is spent in reading service manuals.

Students may be admitted to advanced standing upon confirmation of appropriate education or experience, which is evaluated through transcripts, work experience and competence examination. Permission of the division director is required to gain advanced standing.

In addition to the usual books and supplies, students should expect to spend about \$500 for a personal set of diesel mechanic hand tools.

Upon completing the program, the student may gain employment in service departments of distributors and dealers that sell diesel-powered autos, trucks, and farm and construction equipment. Bus lines, railways, and truck and marine industries also employ diesel mechanics. Electric power plants, local industries, and both state and federal government have a great need for trained mechanics. Starting salaries range from \$1,000 to \$1,500 per month.

The Heavy Equipment Mechanics/Diesel curriculum leads to an Associate of Science degree.

Note: Entering students must enroll in 3.294 Industrial Concepts. This course provides student evaluation; department chair may assign credit for previous knowledge or experience. Students with demonstrated deficiencies will be required to complete appropriate course work prior to program enrollment. Students also can improve their skills through laboratory experience in 3.301 Auto Mechanics VII.

HEAVY EQUIPMENT MECHANICS/DIESEL CURRICULUM

Associate of Science in Heavy Equipment Mechanics/Diesel

General Education Requirements 20

See graduation requirements for Associate of Science degree
4.202 Math II is required.

Major Requirements 78

| | |
|---------------------------------------|----|
| SD 113 Human Relations in Business | 3 |
| 3.295 Mechanics I | 10 |
| 3.296 Mechanics II | 10 |
| 3.297 Mechanics III | 10 |
| 3.128 Heavy Equip Mechanics IV | 10 |
| 3.129 Heavy Equip Mechanics V | 10 |
| 3.130 Heavy Equip Mechanics VI | 10 |
| 3.132 Pneumatic Braking & Access Syst | 2 |
| 3.134 Industrial Fluid Power | 3 |
| 3.529 Mobile Air Conditioning | 3 |
| 4.108 Occupational Safety and Health | 3 |
| 4.151 Welding I | 2 |
| 4.152 Welding II | 2 |

98

METALLURGY TECHNOLOGY

Faculty:

Seaton McLennan, Department Chairman

The Metallurgy Technology program offers a two-year Associate of Science Degree that prepares men and women for a variety of entry-level positions involving industrial materials. Students have access to state-of-the-art equipment and instrumentation, such as solid state ultrasonic digital readout, and programmable systems.

Students may choose to emphasize their work at LBCC in occupations involving the extraction, purification, treatment, fabrication, examination, and testing of materials; the evaluation of industrial processes; or quality control. Students completing prescribed courses may qualify for a certificate of completion according to the American Society of Nondestructive Testing standards. In addition to ASNT, a student may take the Engineering Council for Professional Development (ECPD) examination to obtain the Engineering Technician Certificate.

Students wanting to enter the Metallurgical Technology Program should be aware of the variety of jobs available and the

requirements necessary for the type of employment for which they intend to qualify. Students may need preparatory classes in math, chemistry and English in order to complete the level of classes required for graduation.

The job market for Metallurgical Technology graduates is excellent, especially for those willing to relocate. Past experience indicates that after hiring their first LBCC Metallurgy students, employers are seeking additional employees from the program. Recent metallurgy salaries range from \$15,000 to \$40,000 annually, with excellent benefits and educational opportunities.

Students may work in industry as metallographers and as technicians in areas such as quality control, x-ray, ultra-sonic, materials testing, heat treatment, magnetic particle, or dye penetrant.

METALLURGY TECHNOLOGY CURRICULUM

Associate of Science in Metallurgy Technology

General Education Requirements 20

See graduation requirements for Associate of Science degree
1.110 Elements of Algebra is required.

Major Requirements 73

| | |
|---------------------------------|---|
| Fall — First Year | |
| 4.151 Welding I | 2 |
| 6.281 Non-Destructive Testing I | 3 |
| 6.293 Intro to Metallurgy | 4 |
| GS 104 Physical Science | 4 |

| | |
|----------------------------------|---|
| Winter | |
| 3.445 Welding Metallurgy II | 4 |
| 4.100 Blueprint Reading | 2 |
| 6.276 Physical Metallurgy | 4 |
| 6.282 Non-Destructive Testing II | 3 |
| 6.298 Metallography I | 3 |

| | |
|--------------------------------------|---|
| Spring | |
| 4.108 Occupational Safety and Health | 3 |
| 4.120 Fund of Specification | 3 |
| 6.283 Non-Destructive Testing III | 3 |
| 6.299 Metallography II | 3 |

| | |
|-----------------------------|---|
| Fall — Second Year | |
| 4.122 Strength of Materials | 3 |
| 4.161 Materials Testing I | 3 |
| CH 101 General Chemistry | 4 |

| | |
|----------------------------|---|
| Winter | |
| 4.162 Materials Testing II | 3 |
| 6.285 Ultrasonics | 3 |
| CH 102 General Chemistry | 4 |

| | |
|-----------------------------|---|
| Spring | |
| 4.130 Machine Processes | 2 |
| 4.163 Materials Testing III | 3 |
| 6.284 Radiography | 3 |
| 6.294 Process Metallurgy | 4 |

93

REFRIGERATION, HEATING AND AIR CONDITIONING

Faculty:

Jim Frank, Department Chairman
Jack Campbell

The Refrigeration, Heating and Air Conditioning program is designed to help students acquire mechanical skills necessary to install, maintain and repair refrigeration, heating, air conditioning and solar equipment and accessory units common in residences and businesses.

Working on refrigeration, heating and air conditioning systems requires a high degree of skill and precision. Success requires good work and safety habits, sound judgment, and the ability to plan ahead and work cooperatively with other skilled craftsmen.

Entering students should have good math and reading skills or be prepared to improve them during the first terms of the program. Courses relating to the program include math, electricity, welding and sheet metal. Students learn to read, interpret and work from sketches, layouts and blueprints; develop knowledge of standard practices, methods, tools and materials of the trade; analyze machine operation and diagnose fault performance; and develop skills in making replacements or repairs.

A variety of tools and specialized instruments are required. In addition to the usual books and supplies, students should expect to spend about \$500 over the two-year period for a personal set of tools.

Job prospects in this field are good. Beginning pay ranges from \$6 to \$10 per hour. Qualified workers may advance to positions as supervisors, with pay ranging from \$15 to \$18 per hour.

The Refrigeration, Heating and Air Conditioning curriculum leads to an Associate of Science degree.

REFRIGERATION, HEATING AND AIR CONDITIONING CURRICULUM

Associate of Science in Refrigeration, Heating and Air Conditioning

General Education Requirements 20

See graduation requirements for Associate of Science Degree
4.202 Math II is required.

Major Requirements 81

| | |
|-------------------------------------|---|
| Fall — First Year | |
| 3.594 Ref/Heat/AC Skills Lab | 1 |
| 3.580 Intro to Ref/Heat/AC | 6 |
| 4.100 Blueprint Reading | 2 |
| 3.552 Trade Electrical Components I | 3 |

| | |
|--|---|
| Winter | |
| 3.583 Prin of Refrigeration | 6 |
| 3.584 Sheet Metal Basics | 4 |
| 4.151 Welding I | 2 |
| 3.553 Trade Electrical Components II | 3 |
| Spring | |
| 3.585 Prin of Heating | 6 |
| 3.586 Mech Installation Procedures | 4 |
| Fall — Second Year | |
| 3.527 Alternate Energy Sources | 4 |
| 3.587 Operation Prin of AC and Air Movement | 6 |
| 3.588 Pneumatic Controls | 4 |
| 4.204 Math III (may be used to fill general education requirement) | 4 |
| Winter | |
| 3.589 Diagnosis, Service & Repair | 6 |
| 3.590 Control Applications | 4 |
| 4.108 Occupational Safety and Health | 3 |
| Spring | |
| 3.591 Commercial & Industrial Refrigeration | 6 |
| 3.592 Systems Design | 4 |
| 6.221 Solar Energy | 3 |

101

WELDING TECHNOLOGY

Faculty:

John Alvin, Department Chairman
Elgin Rau, Dennis Wood

The Welding Department offers several options to men and women wanting to prepare for entry-level positions in welding repair and fabrication. A one-year Certificate of Completion is available, offering extensive basic training in welding procedures, blueprint reading and layout. A two-year Associate of Science Degree is available, offering some general education classes as well as more specialized training in areas of layout, fabrication and welding repair. Students not completing the general education classes but continuing for a second year may qualify for a two-year Certificate of Completion in a specialized area of welding.

People already employed in the welding field or a related area may upgrade their skills by enrolling in the classes offered through the Welding Department. Welding I, II and Preparation for Certification offer a student limited exposure to welding techniques but provide the opportunity to become certified in pipe or plate welding. Testing is done by an independent agency in the Welding Lab at LBCC.

Students wanting to enter the welding program should have a basic math background and high school-level reading skills. Because a variety of working conditions exist in the welding field, a person should generally be in good physical condition and able to stand, stoop, kneel and bend. Good eyesight, especially depth perception, is necessary for a weldor.

Personal qualities desirable in a weldor include preciseness and creativity. As with most career fields, the ability to get along

well with others is a valuable asset. The program requires that a student have the initiative to work on class projects independently.

The job outlook for welding is excellent, both locally and regionally. Wages vary greatly between union and non-union shops. A variety of local machine shops, repair shops and industrial firms hire weldors. Some students use the welding program as a basis for applying to apprenticeship programs such as millwright, pipefitter, steamfitter, iron worker and other related trades.

Welding is a rewarding career for a person who enjoys working with his/her hands. The beginning wage is good, opportunities for advancement exist with on-the-job training, and the weldor experiences a pride of workmanship working in this industrial field.

WELDING TECHNOLOGY CURRICULUM

Associate of Science in Welding Technology

General Education Requirements . . 16-20

See graduation requirements for Associate of Science degree
SD 113 Human Relations in Business or 4.124 Technical Drawing I, recommended for elective requirement.

Major Requirements 78

| | |
|---|---|
| Fall — First Year | |
| 4.100 Blueprint Reading | 2 |
| 4.202 Math II (applies to general ed requirement) | 4 |
| 4.240 Basic Arc Welding | 6 |
| 4.242 Basic Oxycetylene Welding | 4 |
| Winter | |
| 4.241 Intermediate Arc Welding | 6 |
| 4.243 Welding Projects I | 4 |
| 4.247 Interp Metal Fab Drawings | 3 |
| Spring | |
| 3.444 Weld Metallurgy I | 4 |
| 4.245 Layout Procedures for Welding | 3 |
| 4.246 Advanced Arc Welding | 6 |
| 4.250 Welding Projects II | 4 |
| Fall — Second Year | |
| 3.134 Industrial Fluid Power | 3 |
| 4.130 Machine Processes | 2 |
| 4.255 Fab Repair I | 6 |
| Winter | |
| 3.445 Welding Metallurgy II | 4 |
| 4.256 Fab Repair II | 6 |
| 6.330 Voc Electricity | 2 |
| Spring | |
| 4.108 Occupational Safety and Health | 3 |
| 4.257 Fab Repair III | 6 |

90-94

SCIENCE & TECHNOLOGY DIVISION

Director: Peter C Scott

The Science & Technology Division offers curriculums meeting the needs of students pursuing professional careers in science or science-related fields.

Science-related, associate degree programs are offered in agriculture, engineering technologies, and laboratory science. Programs in mathematics and physical and biological science serve the general education needs of the college as a whole and provide the technical background for students majoring in forestry, medicine and similar transfer programs.

The entire division is involved in community development, providing educational opportunities outside the traditional education setting. Upgrading for personnel presently employed in science-related fields within the district is provided through a variety of workshops and evening classes.

Students may, upon recommendation of the faculty advisor and the Cooperative Work Experience staff, receive transfer or non-transfer college credit by participating in the CWE program. Further information may be found in the "Cooperative Work Experience" section of this catalog.

The Science & Technology Division offers programs leading to Associate of Science degrees or certificates in agriculture and the engineering technologies. Associate of Arts degrees are offered in transfer pre-engineering and laboratory science.

AGRICULTURAL SCIENCES

Faculty:

James Lucas, Bruce Moos, Gregory Paulson

The Agricultural Science Department offers vocational curriculums in agriculture, animal technology and horticulture, leading to an Associate of Science degree. A one-year certificate of completion also is available in agriculture or horticulture.

Agriculture/Horticulture

The aims of the Agriculture and Horticulture programs are to prepare vocational students for careers in agriculture, horticulture and related service occupations; to offer supplemental instruction for individuals already employed; and to provide avocational instruction in agriculture or horticulture.

The vocational curriculums are based on necessary competencies identified by industry and reviewed by advisory committees. Students learn facts and skills necessary for entry-level and technical employment. Instructional facilities, including the labs, greenhouse, gardens, land lab and campus grounds, are used for demonstrations, skill building and evaluation.

The Agriculture and Horticulture curriculums lead to Associate of Science degrees or one-year certificates.

Graduates and former students of the LBCC Agriculture/Horticulture program have obtained employment in arboriculture (tree care), agricultural production and services, floriculture, greenhouse operation and management, landscape contracting and maintenance and grounds maintenance of parks, schools and institutions. Other

positions filled by graduates include golf course maintenance and golf course superintendent, retail and wholesale nursery production and sales, and plant propagation.

AGRICULTURE / HORTICULTURE CURRICULUMS

Associate of Science in Agriculture

General Education Requirements 20

See graduation requirements for Associate of Science degree

Major Requirements 56

Fall — First Year

| | |
|-----------------------|---|
| 8.100 Computers in Ag | 2 |
| 8.125 Soils I | 3 |
| 8.131 Pest Management | 3 |
| 8.165 Plant Science | 4 |

Winter

| | |
|--------------------|---|
| 8.126 Soils II | 3 |
| 8.130 Ag Chemicals | 4 |
| 8.138 Irrigation | 3 |

Spring

| | |
|----------------------|---|
| 8.127 Soils III | 3 |
| 8.166 Vegetable Tech | 3 |
| 8.167 Forage Crops | 3 |

Fall — Second Year

| | |
|--------------------------|---|
| CH 101 General Chemistry | 4 |
|--------------------------|---|

Winter

| | |
|---------------------------|---|
| ARE 211 Farm & Ranch Mgmt | 5 |
| CH 102 General Chemistry | 4 |

Spring

| | |
|-----------------------|----|
| 1.201 CWE Seminar | 1 |
| 1.280 CWE Agriculture | 11 |

Electives 14

| | |
|--|---|
| Industrial courses (minimum 5 credits) | 5 |
| Business courses (minimum 9 credits) | 9 |
| Additional courses | 3 |

One-year Certificate in Agriculture

Major Requirements 31

Fall

8.100 Computers in Ag 2

8.125 Soils I 3

8.131 Pest Management 3

8.165 Plant Science 4

Winter

8.126 Soils II 3

8.130 Ag Chemicals 4

8.138 Irrigation 3

Spring

8.127 Soils III 3

8.166 Vegetable Tech 3

8.167 Forage Crops 3

Electives 5

37

Associate of Science in Horticulture

General Education Requirements 20

See graduation requirements for Associate of Science degree

Major Requirements 61

Fall — First Year

8.100 Computers in Ag 2

8.125 Soils I 3

8.140 Landscape Maintenance 3

8.165 Plant Science 4

Winter

8.126 Soils II 3

8.135 Turf Management I 3

8.138 Irrigation 3

Spring

8.127 Soils III 3

8.136 Turf Management II 3

8.168 Plant ID 3

Fall — Second Year

8.131 Pest Management 3

8.169 Tree ID 3

CH 101 General Chemistry 4

Winter

8.130 Ag Chemicals 4

8.132 Arboriculture I 3

8.141 Landscape Planning 3

CH 102 General Chemistry 4

Spring

8.133 Arboriculture II 3

8.137 Plant Propagation 4

Electives 9

Additional courses or approved CWE.
Recommended: Business, math, science, industrial, communication skills, drafting graphics.

90

One-year Certificate in Horticulture

Major Requirements 34

Fall

8.100 Computers in Ag 2

8.125 Soils I 3

8.140 Landscape Maintenance (offered alternate years) or 3

8.169 Tree Identification (offered alternate years) 3

8.165 Plant Science 4

Winter

8.126 Soils II 3

8.135 Turf Management I (offered alternate years) or 3

8.132 Arboriculture I (offered alternate years) 3

8.138 Irrigation 3

Spring

8.127 Soils III 3

8.136 Turf Management II (offered alternate years) or 3

8.133 Arboriculture II (offered alternate years) 3

8.137 Plant Propagation 4

8.168 Plant ID 3

Electives 5

39

Animal Technology

LBC is the only community college in the Willamette Valley with an Animal Technology program. The program uses the community as a natural instructional laboratory and provides students with knowledge and skills useful in returning to the farm, in working in production livestock occupations, in entering into livestock related fields or in transferring to four-year institutions to continue study.

The Animal Technology courses are designed to provide a maximum of practical experience through hands-on laboratory sessions. For those already employed in specific agricultural fields, skills can be upgraded. Students in the program also have an opportunity to participate in competitive collegiate livestock judging.

The program has an open door policy so that students interested in a particular aspect of the program may enroll for any portion of the program. The institution supplies an adequate line of equipment and tools that are utilized during lab sessions.

The Animal Technology curriculum leads to an Associate of Science degree.

ANIMAL TECHNOLOGY CURRICULUM

Associate of Science in Animal Technology

General Education Requirements 20

See graduation requirements for Associate of Science degree

Major Requirements 61-63

Production Courses Option (8)

(select two)

8.152 Beef Production 4

8.153 Sheep Production 4

8.154 Swine Production 4

ANS 221 Introductory Horse Science 4

Economics Option (3-5)

(select one)

8.171 Farm Business Analysis 3

ARE 211 Farm & Ranch Mgmt 5

Fall — First Year

8.100 Computers in Ag 2

8.125 Soils I 3

Winter

8.126 Soils II 3

8.143 Anat & Phys of Farm Animals 3

8.150 Animal Genetics 4

Spring

8.167 Forage Crops 3

ANS 231 Livestock Evaluation 3

Fall — Second Year

Biology or Chemistry Option (4)

BI 101 General Biology 4

CH 101 General Chemistry 4

Winter

8.144 Animal Nutrition 4

8.156 Livestock Diseases I 3

Biology or Chemistry Option (4)

BI 102 General Biology 4

CH 102 General Chemistry 4

Spring

8.157 Livestock Diseases II 3

ANS 211 Feeds & Feeding 3

Electives 7-9

Additional courses or approved CWE. **90**

CIVIL ENGINEERING AND DRAFTING TECHNOLOGY

Faculty:
Lann Richardson, Department Chairman
Frank Christensen

Civil Engineering Technology

The Civil Engineering Technology program offers technical-level training in drafting, surveying, problem solving and computer programming skills. Students enrolling in the two-year vocational program may learn essential technical skills allowing them to work with civil engineers in the planning, designing and construction of highways, bridges, dams, buildings, process facilities and other industrial structures. Tasks performed by civil engineering technicians include layout and detail drafting, specification writing, surveying, inspection, programming and supervision of other technicians.

Students expecting to graduate in two years should have a strong interest in design, mathematics, sciences and conceptualization. They should have sufficient mathematical and writing skills to enroll in MT 101 College Algebra - Technical and WR 121 English Composition. Upon entering the Civil Engineering Technology program, students are expected to achieve a minimum "C" grade in each required course. These courses are to be taken in the specified sequence. Students also should be prepared to purchase the basic drafting tools and equipment, at an approximate cost of \$100.

The Civil Engineering Technology curriculum leads to an Associate of Science degree. An additional examination is required to become a Certified Engineering Technician.

CIVIL ENGINEERING TECHNOLOGY CURRICULUM

Associate of Science in Civil Engineering Technology

General Education Requirements . . 16-20

See graduation requirements for Associate of Science degree
 MT 101 College Algebra - Technical may substitute for math requirement.
 SP 112 Fundamentals of Speech is required.

Major Requirements 80

| | |
|---|---|
| Fall — First Year | |
| 4.128 Drafting Fundamentals | 4 |
| 6.214 Tech Physics | 4 |
| 6.340 Tech Calculations I | 2 |
| MT 101 College Algebra - Technical (substitutes for general ed requirement) | 4 |
| Winter | |
| 4.131 Drafting I | 4 |
| 6.341 Tech Calculations II | 3 |
| MT 102 Trigonometry - Technical | 4 |
| Spring | |
| 4.132 Drafting II | 4 |
| 4.133 Production Methods & Materials | 4 |
| 6.202 Statics | 3 |
| 6.216 Tech Physics | 4 |
| MT 106 Elementary Calculus - Technical | 4 |
| Fall — Second Year | |
| 4.148 Practical Descriptive Geometry | 3 |
| 6.200 Surveying I | 3 |
| 6.203 Strength of Materials | 3 |
| 6.218 Intro to Sanitary Engineering | 2 |
| WR 227 Tech Report Writing | 3 |
| Winter | |
| 6.205 Civil Drafting I | 3 |
| 6.235 Applied Hydraulics | 4 |
| 6.217 Intro to Soil Mechanics | 2 |
| Spring | |
| 6.201 Surveying II | 2 |
| 6.204 Computer Applications | 3 |
| 6.206 Civil Drafting II | 3 |
| 6.210 Engineering Design Project | 3 |
| 6.211 Prin of Road Design | 2 |

96-100

Drafting Technology

The two-year Drafting Technology program is a technical curriculum designed to assist students in acquiring basic attitudes, skills and knowledge necessary to successfully enter drafting occupations.

The first year of study provides a sound general background; the second year provides broader coverage of subject selection while permitting the student to work with such specialties as civil, mechanical, electronic, architectural and technical illustration.

All entering drafting technology students planning to complete the program within a two-year period are advised, as a minimal requirement, to have a ninth-grade

reading level and be prepared to register for 6.550 Practical Geometry.

Upon entering the Drafting Technology Program, students are expected to achieve a minimum "C" grade in each required course. These courses are to be taken in the specified sequence.

Students new to the subject area should be prepared to purchase the basic tools of the profession, at an approximate cost of \$100.

The Drafting Technology curriculum leads to an Associate of Science degree.

DRAFTING TECHNOLOGY CURRICULUM

Associate of Science in Drafting Technology

General Education Requirements . . 16-20

See graduation requirements for Associate of Science degree
 6.550 Practical Geometry may substitute for math requirement.

Major Requirements 74

| | |
|---|---|
| Fall — First Year | |
| 4.128 Drafting Fundamentals | 4 |
| 4.131 Drafting I | 4 |
| 6.550 Practical Geometry (substitutes for general ed requirement) | 4 |
| Winter | |
| 4.132 Drafting II | 4 |
| MT 101 College Algebra - Technical | 4 |
| Spring | |
| 4.133 Production Methods & Materials | 4 |
| MT 102 Trigonometry - Technical | 4 |
| MT 173B Microcomputers: BASIC | 3 |
| WR 227 Tech Report Writing | 3 |
| Fall — Second Year | |
| 4.141 Advanced Drafting I | 4 |
| 4.148 Practical Descriptive Geometry | 3 |
| 4.310 Introductory Physics | 3 |
| 6.200 Surveying I | 3 |
| Winter | |
| 4.123 Illustration | 4 |
| 4.142 Advanced Drafting II | 4 |
| 4.149 Applied Mechanics | 3 |
| 6.205 Civil Drafting I | 3 |
| Spring | |
| 4.143 Advanced Drafting III | 4 |
| 4.144 Computer-Assisted Drafting | 4 |
| 4.150 Drafting Design Project | 2 |
| 6.206 Civil Drafting II | 3 |

94

ELECTRONICS ENGINEERING TECHNOLOGY

Faculty:

Kent Hansen, Department Chairman
 Don Hopper, Dale Trautman

The Electronics Engineering Technology Department offers a two-year program which prepares students for occupa-

tions as electronic technicians. Course work is approximately half theoretical and half practical in content. Department courses and instructional techniques are continually reviewed to assure that student and industrial needs are met.

Department staff actively promote effective industrial relations and seek out prospective student employers. Former students have been employed by Tektronix, Intel, Applied Theory, Hewlett-Packard, White's Electronics, General Instruments, City of Corvallis, Neptune MicroFloc, Lafayette Electronics and GE medical systems.

Entering students must be prepared to enroll in 6.551 Technical Math I or MT 101 College Algebra in fall term of the first year. Students are expected to have 12th-grade reading and communication abilities and the motivation to become involved in an increasingly complex technical field. Students are expected to achieve a minimum "C" grade in each required sequential electronics course.

The Electronics Engineering curriculum leads to an Associate of Science degree.

ELECTRONICS ENGINEERING TECHNOLOGY CURRICULUM

Associate of Science in Electronics Engineering Technology

General Education Requirements . . 16-20

See graduation requirements for Associate of Science degree
 1.103 Occupational Speech is required.
 MT 101 College Algebra - Technical substitutes for math requirement.

Major Requirements 93

| | |
|---|---|
| Fall — First Year | |
| 1.150 Reading Skills | 1 |
| 6.214 Tech Physics | 4 |
| 6.316 Intro to Electronics | 1 |
| 6.320 Direct Current | 6 |
| 6.343 Electronics Lab Skills I | 1 |
| MT 101 College Algebra - Technical (substitutes for general ed requirement) | 4 |
| Winter | |
| 1.134 Voc Study Skills | 1 |
| 6.215 Tech Physics | 4 |
| 6.321 Alternating Current | 6 |
| MT 102 College Trigonometry - Technical | 4 |
| Spring | |
| 4.124 Tech Drawing I | 2 |
| 6.216 Tech Physics | 4 |
| 6.322 Semiconductors | 8 |
| MT 106 Elementary Calculus - Technical | 4 |
| Fall — Second Year | |
| 6.223 Analog Circuits I | 5 |
| MT 175 Micro. Assembly Program | 3 |
| 6.346 Digital Circuits I | 5 |
| Winter | |
| 6.324 Analog Circuits II | 5 |
| 6.341 Tech Calculations II | 3 |
| 6.344 Electronic Lab Skills II | 1 |
| 6.347 Digital Circuits II | 5 |
| Spring | |
| 6.235 Instrumentation | 5 |
| 6.338 Tech Electricity III | 3 |
| 6.349 Microprocessors | 5 |
| WR 227 Tech Report Writing | 3 |

109-113

ENGINEERING TRANSFER

Advisor: Wally Reed, Math Department

The Engineering Transfer program is designed for students who plan to take the first half of their undergraduate studies at LBCC, then transfer to a four-year institution to complete their undergraduate education.

Each engineering curriculum includes a number of courses that are appropriate for all engineering students. Because of their commonality, these are called common core courses. These classes have their roots in mathematics and basic science and serve as a bridge between science and engineering. They involve the application of scientific methods to practical engineering situations and lead to solution of problems that are fundamental in analysis, design and synthesis.

Each engineering program has unique requirements during the first two years. This factor, coupled with the differing levels of academic preparation, requires that each student follow a unique sequence of classes to accomplish his or her educational objectives. The following curriculum is provided as a general guide for the first two years of the engineering transfer student.

ENGINEERING TRANSFER CURRICULUM

Major Requirements 100-104

| | |
|----------------------------------|---|
| Fall - First Year | |
| CH 201 General Chemistry | 4 |
| EC 201 Principles of Economics | 3 |
| GE 101 Engineering Orientation | 2 |
| MT 200 Calculus | 4 |
| PE Activity Course | 1 |
| WR 121 English Composition | 3 |
| Winter - First Year | |
| CH 202 General Chemistry | 4 |
| EC 202 Principles of Economics | 3 |
| GE 102 Engineering Orientation | 2 |
| MT 201 Calculus | 4 |
| PE Activity Course | 1 |
| SP 112 Fundamentals of Speech | 3 |
| Spring - First Year | |
| CH 203 General Chemistry (ME) | 4 |
| EC 203 Principles of Economics | 3 |
| GE 103 Engineering Orientation | 2 |
| GE 115 Engineering Graphics (CE) | 3 |
| MT 202 Calculus | 4 |
| MT 241 Elem Linear Algebra (EE) | 4 |
| PE Activity Course | 1 |
| WR 227 Technical Report Writing | 3 |
| Fall - Second Year | |
| EN 104 Intro to Literature | 3 |
| GE 211 Statics | 3 |
| GE 221 Electric Circuit Fund | 4 |
| MT 203 Calculus | 4 |
| P 211 General Physics | 4 |
| Winter - Second Year | |
| EN 105 Intro to Literature | 3 |
| GE 115 Engineering Graphics (ME) | 3 |
| GE 212 Dynamics | 3 |
| HE 252 First Aid (CE) | 3 |

| | |
|---|---|
| MT 204 Calculus (EE) | 4 |
| MT 221 Applied Diff Equations | 4 |
| P 212 General Physics | 4 |
| Spring - Second Year | |
| EN 106 Intro to Literature | 3 |
| GE 213 Strength of Materials (ME/CE) | 3 |
| GE 222 Electric Control Fund (EE/ME) | 4 |
| HE 252 First Aid (ME) | 3 |
| Humanities Elective (ME) | 3 |
| MT 233 Intro to Num. Computation: Fortran (EE/CE) | 4 |
| P 213 General Physics | 4 |

100-104

PHYSICAL SCIENCES

Faculty:

Raymond David Perkins, Department Chairman
David Benson, John Kraft, Steve Rasmussen

The Physical Science Department offers a two-year program in laboratory science and provides physical science instruction for other occupational programs and for lower division transfer students. The department has excellent teaching laboratories and lecture rooms plus an analytical instrument laboratory. Courses are offered in physics, chemistry, astronomy and general science subjects.

Laboratory Science

Advisor: David Benson

The Laboratory Science program provides training for those planning careers in science and science-related laboratories. Specific career opportunities include analytical, biological, environmental and agricultural testing; metals production and testing; pulp and paper products; food processing; academic research and governmental laboratory positions. Laboratory workers assist engineers, scientists and government agencies in basic research, development, quality control and monitoring work. Course work develops practical and theoretical knowledge of science laboratory procedures.

The Laboratory Science curriculum leads to an associate degree.

LABORATORY SCIENCE CURRICULUM

Associate of Arts in Laboratory Science

General Education Requirements 45

See graduation requirements for Associate of Arts degree

MT 100, 101, 102, required for Math/Science Group requirements

Major Requirements 52

| | |
|--------------------------|---|
| Fall - First Year | |
| CH 104 General Chemistry | 5 |

| | |
|--|-----|
| Winter | |
| CH 105 General Chemistry | 5 |
| Spring | |
| CH 106 General Chemistry | 5 |
| Fall - Second Year | |
| P 201 General Physics | 4 |
| MT 173B Microcomputers-BASIC | 3 |
| <input type="checkbox"/> Biological Sciences Option (select one) | (4) |

Option selected should be taken for entire three-term sequence.

| | |
|------------------------|---|
| BO 201 General Botany | 4 |
| ZO 201 General Zoology | 4 |

| | |
|----------------------------|---|
| Winter | |
| P202 General Physics | 4 |
| CH 234 Quantative Analysis | 4 |

Biological Sciences Option (select one) (4)

| | |
|------------------------|---|
| BO 202 General Botany | 4 |
| ZO 202 General Zoology | 4 |

| | |
|-----------------------|---|
| Spring | |
| P 203 General Physics | 4 |
| CWE | 6 |

Biological Sciences Option (select one) (4)

| | |
|------------------------|---|
| BO 203 General Botany | 4 |
| ZO 203 General Zoology | 4 |

WATER / WASTEWATER TECHNOLOGY

Faculty:

John W Carnegie, Department Chairman
Ronald M Sharman, John F Wooley

Water/Wastewater Technology offers two programs: a one-year Water/Wastewater Plant Operations program and a two-year Water/Wastewater Technology program. Both programs cover all phases of water and wastewater plant operations, wastewater collection systems, water distribution systems and maintenance of related equipment.

The one-year Water/Wastewater Plant Operations program prepares students for employment as water or wastewater treatment plant operators. A firm background is provided in chemistry and microbiology laboratory procedures required for plant operations. Students are required to complete 4.204 Math III.

The Water/Wastewater Plant Operations curriculum requires enrollment for four consecutive quarters. Students completing the one-year program may choose to transfer credits to the two-year Associate of Science degree program.

The seven-term Water/Wastewater Technology program prepares its graduates to work at the technician level in either the water or wastewater treatment fields. The course work develops graduates qualified as plant operators, engineering technicians and

technical representatives for various manufacturing concerns. A firm foundation in chemistry and microbiology laboratory procedures and fluid hydraulics is provided, as well as specialized courses in maintenance, management, supervision and advanced operations.

The Water/Wastewater Technology curriculum requires enrollment for seven consecutive quarters. Due to the technical nature of the field, students must be prepared to enroll in MT 101 College Algebra - Technical during winter quarter of their sophomore year.

Students in both the one-year certificate program and the two-year associate degree program must complete an in-plant practicum during the summer quarter. This may require relocation of the student for one term. There is no guarantee of funding for students during this period. Entering students must be prepared to enroll in 4.202 Math II and WR 115 Introduction to Writing by fall term of their first year.

The Water/Wastewater Technology curriculums lead to an Associate of Science degree or a one-year certificate.

WATER / WASTEWATER CURRICULUMS

Associate of Science in Water / Wastewater Technology

General Education Requirements . . . 16-20

See graduation requirements for Associate of Science degree
 MT 101 College Algebra - Technical substitutes for math requirement.
 HE 112 First Aid: Multi-Media is required; must be completed during first year.

Major Requirements 91

| | |
|---|----|
| Fall - First Year | |
| 6.190 Intro to W/WW Operations | 7 |
| 6.193 Intro to Aquatic Chem & Micro | 4 |
| Winter | |
| 4.100 Blueprint Reading | 2 |
| 6.180 W/WW Mechanics I | 2 |
| 6.191 Water Systems Operations | 7 |
| 6.194 Basic Aquatic Chem & Micro | 4 |
| Spring | |
| 6.181 W/WW Mechanics II | 2 |
| 6.192 Primary & Secondary Treatment | 7 |
| 6.195 Intermediate Aquatic Chem & Micro | 4 |
| Summer | |
| 6.168 In-Plant Practicum | 12 |
| Fall - Second Year | |
| 6.154 Advanced Process Control | 3 |
| 6.164 Water Sources | 4 |
| 6.169 Map Reading | 1 |
| 6.182 W/WW Mechanics III | 2 |
| 9.500 Elem of Supervision | 3 |
| Winter | |
| 6.166 Water Purification Systems | 4 |
| 6.197 Solids Handling | 3 |
| 6.235 Applied Hydraulics | 4 |
| MT 102 Trigonometry - Technical | 4 |
| Spring | |
| 6.165 Water Distribution | 4 |
| 6.198 Instrumentation | 4 |
| CH 234 Quantitative Analysis | 4 |

Electives 3

To be selected from business management or supervision courses.

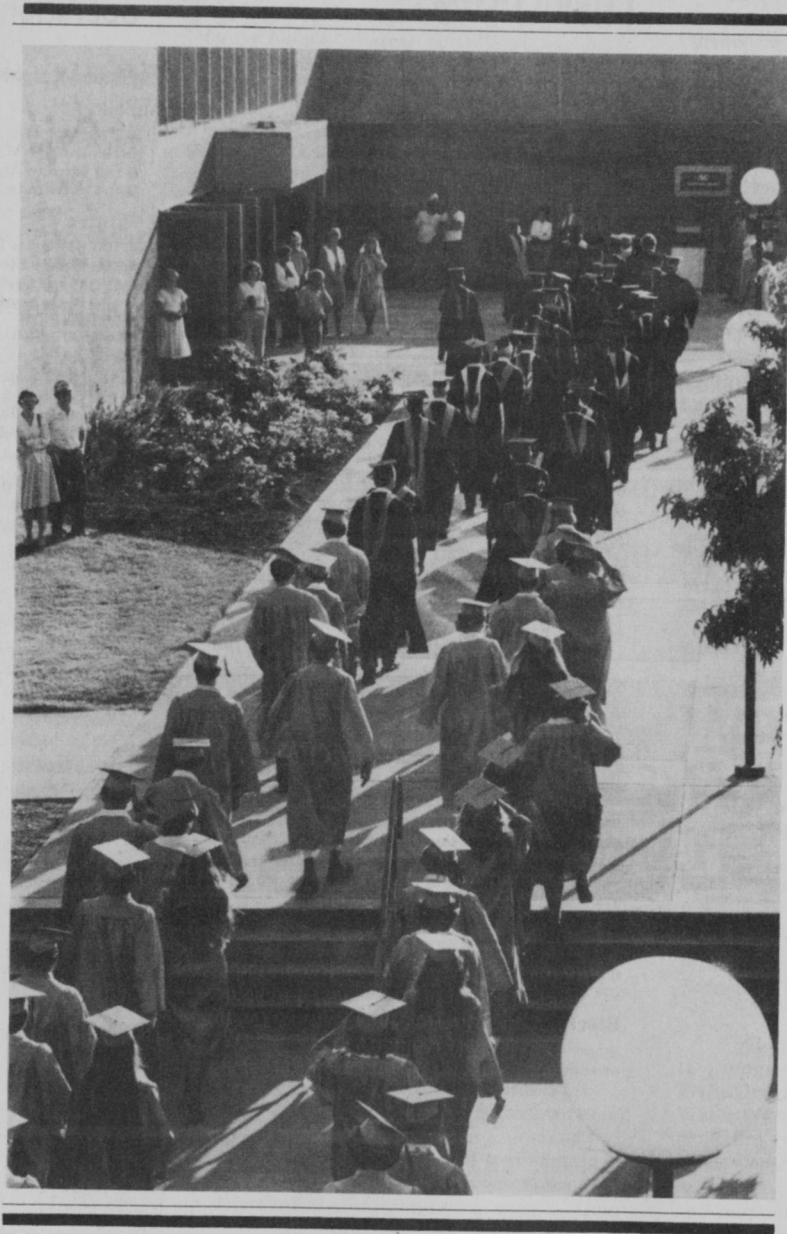
110-
114

One-year Certificate in Water / Wastewater Plant Operations

Major Requirements 63

| | |
|---|----|
| Fall | |
| 4.202 Math II | 4 |
| 6.190 Intro to W/WW Operations | 7 |
| 6.193 Intro to Aquatic Chem & Micro | 4 |
| WR 115 Intro to Writing | 3 |
| Winter | |
| 4.100 Blueprint Reading | 2 |
| 6.180 W/WW Mechanics I | 2 |
| 6.191 Water Systems Operations | 7 |
| 6.194 Basic Aquatic Chem & Micro | 4 |
| 4.204 Math III | 4 |
| Spring | |
| 6.181 W/WW Mechanics II | 2 |
| 6.192 Primary & Secondary Treatment | 7 |
| 6.195 Intermediate Aquatic Chem & Micro | 4 |
| HE 112 First Aid: Multi-Media | 1 |
| Summer | |
| 6.168 In-Plant Practicum | 12 |

63



STUDENT DEVELOPMENT DIVISION

Director: Robert Talbott

Developmental programs are offered by the college to help students achieve their educational, career and personal goals. Both academic advising and personal and career counseling are provided by trained counselors and placement personnel.

Students who need additional help with course work can receive free, individualized tutoring. Many testing services, such as the General Education Development (GED) test and the College Level Exam Program (CLEP) test, also are provided.

Courses are offered to help adults with basic learning skills in math, reading, writing, vocabulary and spelling. Those wanting to earn a high school diploma or learn English as a second language will find courses available.

Other courses include career planning, stress management and special vocational and related training for the disadvantaged and handicapped person.

GUIDANCE SERVICES

Faculty:

Rosemary Bennett, Janet Brem, Joyce Easton, Ann Marie Etheridge, Blair Osterlund, Diane Watson

Guidance Services courses are taught by student services staff, including counselors and placement personnel. Courses taught by the counseling staff help students increase self-understanding and make career decisions. Placement personnel teach seminars in resume writing and job search skills.

DEVELOPMENTAL EDUCATION CENTER

Faculty:

Laurel Bible, Katherine Clark, Carroll Flaherty, Carolyn Gardner, Russell Gregory, Paula Grigsby, Candy Johnson, Charles Mann, Carolyn Miller, Susan Van Leare.

The Developmental Education Center provides a cluster of services designed for students, staff and community residents. Because it offers such broad services, the center forms a bridge between instructional areas and student services. These developmental or growth programs provide for:

1. developing learning skills of all students;
2. identifying difficulties students face in learning; and
3. providing solutions to those difficulties.

The Developmental Education Center maintains an open-door policy. All students are encouraged to take advantage of center offerings and may do so with or without earning credit. Many courses are individualized so that a student may begin or end studies at any time during the quarter.

Students may decide for themselves to improve skills in the Developmental Center or may be referred by instructors or counselors. Referrals by counselors are often based upon the results of the entrance exam or the student's previous school performance.

Adult General Education Programs

A variety of classes and programs are available to adults who do not have a high school diploma. Instruction is available both days and evenings at the campus in Albany and at the Benton, Lebanon and Sweet Home Community Education centers.

To be eligible for these classes, a person must be at least 16 years of age and no longer enrolled in school (see exception in "High School Continuation"). Persons who are under age 18 must present from their local school district a signed release from compulsory attendance as provided for by ORS 339.30.

ADULT BASIC EDUCATION

The ABE program provides classes in reading, writing, vocabulary, spelling and math for students who have not completed the eighth grade. There is no tuition charge for ABE classes.

ADULT HIGH SCHOOL DIPLOMA

LBCC is authorized by the State of Oregon to issue a high school diploma to adults who meet high school graduation requirements established by the college. High school credits may be obtained in LBCC college-level and non-credit classes or by attending high school classes offered through the Student Development Division office and the Community Education centers. In some cases, adults may obtain high school credits through assessment of life experiences.

Information about the Adult High School Diploma program is available through the Student Development Division office or the Community Education centers. Admission applications and information are available from the Admissions office.

ENGLISH AS A SECOND LANGUAGE (ESL)

For adults whose first or native language is not English, instruction is available in reading, writing and speaking the English language. The course emphasizes vocational and "survival" skills in using and understanding English.

Instruction is provided at beginning, intermediate and advanced levels. The beginning level instruction is free. A tuition charge may be assessed for intermediate and advanced levels.

GENERAL EDUCATIONAL DEVELOPMENT (GED) STUDIES

GED classes are designed for adults who want to prepare for the GED high school equivalency examination. The classes also are available for those who want to improve their general knowledge and skills in the subject areas offered. Areas of study include writing, math, reading, comprehension of literature, social studies, science and consumer education.

There is a small tuition charge for GED studies, and students must purchase some texts and study materials.

HIGH SCHOOL CONTINUATION

High School Continuation is a cooperative program with area schools for high school students who want to accelerate their program or make up credit deficiencies.

To be eligible for admission to the program, students must be age 16 or over, currently enrolled in high school and referred by their high school administrator or counselor.

DISABLED STUDENT SERVICES

This program is designed for handicapped students with special needs or those who work with special needs students. The assistance available includes assessment, tutoring services, reading for the blind, interpreters and note takers for the deaf, and a special, vocational study skills class.

Whenever possible, students are enrolled in regular vocational classes. When necessary, specially designed, individual training programs are developed using community resources and community training sites. Some special classes available are Living Skills and Sign Language. Students in the program must meet particular enrollment requirements. Specific information is available at the Disabled Student Services office.

GENERAL INDEX

- Academic Advising 9
 Academic Calendar **inside front cover**
 Academic Regulations 6
 Academic Standards and Eligibility 8
 Accounting Technology 21
 Accreditation 2
 Activities 10/11
 Administrative Secretary 24/25
 Admissions 3
 Adult General Education 45
 Adult Basic Education (ABE) 45
 Adult High School Diploma 46
 Advanced Placement Tests 6
 Advertising/Public Relations 17
 Agricultural Sciences 39
 Air Conditioning 38
 Albany Center 27
 American Studies 18
 Animal Technology 40
 Apprenticeship 35
 Associate Degree Nursing 4/33
 Associate of Arts Degree 12
 Associate of General Studies Degree 13
 Associate of Science Degree 12
 Athletics 11
 Auditing Classes 5
 Auto Body Repair 35
 Automotive Technology 36
 Auxiliary Support Services 11
- B**anking and Finance 21
 Behavioral Studies 18
 Benton Center 27
 Bookstore 10
 Business Administration 22
 Business and Industry Training Programs 28
 Business Management 21/22
- C**ampus Security 2
 Career Information 9
 Certificates 11
 Chef Training 29
 Child Care 2
 Citizenship Preparation 46
 Civil Engineering Technology 40
 College Level Examination Program (CLEP) 6
 Community Education 27
 Conference and Resort Management 30
 Cooperative Work Experience 9/13
 Counseling 9
 Creative Writing 17
 Credit by Examination 6
 Credit Hours 2
 Criminal Justice 18
 Culinary Arts and Hospitality Management 29
- D**ata Processing 4/23
 Deferred Payments 7
 Degrees 11
 Dental Assistant 4/34
 Developmental Education 45
 Diplomas 11
- Diesel Mechanics 37
 Disabled Student Services 9/10/46
 Drafting Technology 41
- E**ducation 15
 Educational Secretary 25
 Electricity/Electronics Technology 4/41
 Emergency Medical Technician 4/34
 Engineering Transfer 42
 English as a Second Language (ESL) 46
 Evening Degree Program 28
- F**arrier Science 36
 Fees 5
 Financial Aid 7
 Fine and Applied Arts 16
 Foodservice 10
 Foreign Student Admissions 3
- G**eneral Education Development (GED) 46
 Grading System 6
 Graduation Requirements 12
 Graphic Communications 16
 Graphic Arts 16
 Graphic Design 16
 Guidance Services 45
- H**andicapped Services 9/10
 Health Insurance 2
 Health Occupations 33
 Heating 38
 Heavy Equipment Mechanics/Diesel 37
 High School Continuation 46
 History of the College 1
 Home Health Aid 34
 Horticulture 40
 Hotel and Restaurant Cooking 30
 Hotel, Restaurant and Tourism Management 31
 Housing 2
 Humanities 17
- I**ndustrial/Apprenticeship Division 35
 International/Intercultural Studies 18
- J**ournalism 17
- L**aboratory Science 42
 Legal Secretary 25
 Lebanon Center 28
 Library 10
 Literature 17
 Loans and Grants 7/8
- M**achine Tool Technology 36
 Marketing 22
 Math Lab 10
 Mechanical Technology 36
 Medical Receptionist 26
 Medical Transcriptionist 26
 Metallurgy Technology 37
 Music 17
- N**ursing Assistant 4/34
 Nursing, Associate Degree 4/33
- O**ffice Specialist 26
 Office Technology 24
- P**arking 2
 Pass/No Pass Option 6
- Performing Arts 17
 Philosophy and Religion 17
 Philosophy of the College 1
 Physical Education and Health 33
 Physical Sciences 42
 Printing Technology 16
 Probation 7
 Programs of Study 11
- R**eal Estate 23
 Recreational Sports 11
 Refrigeration 38
 Refunds 5
 Registration 5
 Reporting/Editing 17
 Reserve Officer Training Corps (ROTC) 14
 Residency 4
 Restaurant and Catering Management 30
 Room Reservations 10
- S**chedule Changes 5
 Scholarships 8
 Small Business Management 23
 Small Business Development Center 28
 Social Sciences 18
 Spanish 17
 Special Admission Requirements 3
 Student Costs 7
 Student Council 11
 Student Development 9/45
 Student Employment 9
 Student Health Insurance 2
 Student Programs 10
 Student Publications 11
 Student Rights 2
 Student Services 9
 Supervision 23
 Sweet Home Center 28
- T**echnical Programs Admissions 3
 Testing Services 10
 Theatre 17/18
 Training and Economic Development Center 28
 Transcripts and Records 7
 Tuition and Fees 5
 Tutorial Services 10
- V**eterans Affairs 11
 Veterans Benefits/Standards of Progress 8
 Visual Arts 16
- W**aivers 6
 Water/Wastewater Technology 4/42
 Welding Technology 38
 Withdrawal From School 7

EXPLANATION OF TERMS USED AT LINN-BENTON COMMUNITY COLLEGE

Audit - to register for a course without having to meet any academic requirements and without earning credit. You may request to audit a course at the Registration Office after the first day of classes, on a space-available basis. The audit grade is based solely on attendance. The instructor can require 100 percent attendance. Based on attendance, a grade of AU (audit) or Y (no basis to issue letter grade) may be given by the instructor.

Catalog - a booklet usually published yearly that describes all of the courses taught at LBCC. The catalog also gives general information about the college and tells what programs are available.

Credit Evaluation - a formal audit of credits showing how many courses have been completed toward a particular degree or certificate. An application for graduation automatically generates a credit evaluation. A credit evaluation may be requested without applying for graduation.

Credits - courses are worth credits, generally one hour of credit is granted at the end of the term for one hour of class attendance per week. Tuition is based on how many credits a course is worth.

Fully Admitted - see "matriculation."

Full Time - carrying a credit load of at least 12 credits.

GPA - grade point average is based on the number of credits earned and the grades received. The GPA is calculated by dividing total points (A=4 points, B=3 points, C=2 points, D=1 point, F=0 points) by total credits taken. Grade reports and transcripts show current GPA (one-term) and cumulative GPA (all classes taken at LBCC).

Honor Roll - students are placed on the academic honor roll if they have taken a minimum of 12 graded credits in a term and received at least a 3.33 GPA.

Humanities Courses - a grouping of courses that include literature, art, speech, creative writing, music, drama, philosophy and foreign languages. The college catalog has an index of courses that designates which courses fulfill the arts/humanities general education requirements.

Math/Science Courses - a grouping of courses that include algebra, calculus, biology, chemistry and physics. The college catalog has an index of courses that designates which courses fulfill math/science general education requirements.

Matriculation - completing the admissions process (a bulletin is available at the Admissions Office listing the requirements). Matriculation is required for students receiving financial aid and veterans' benefits. Matriculation is required before a

student can attend full time. It also is necessary to be matriculated before you can receive an early registration appointment.

Official Transcript (also see "transcript.") - a transcript that comes in a sealed envelope, directly from the school where the courses were taken and is official only to the person who opens the envelope.

Prerequisite - a requirement that must be satisfied before a student may enroll in a particular course. The schedule of classes uses footnotes to indicate whether a course has a prerequisite and the catalog tells what the prerequisite is.

Quarter - see "term."

Schedule of Classes - a booklet published each term that tells which courses are being offered, where they meet, what time they meet and who teaches them.

Social Science Courses - a grouping of courses that include anthropology, economics, geography, history, political science, psychology and sociology. The college catalog has an index of courses that designates which courses fulfill social sciences general education requirements.

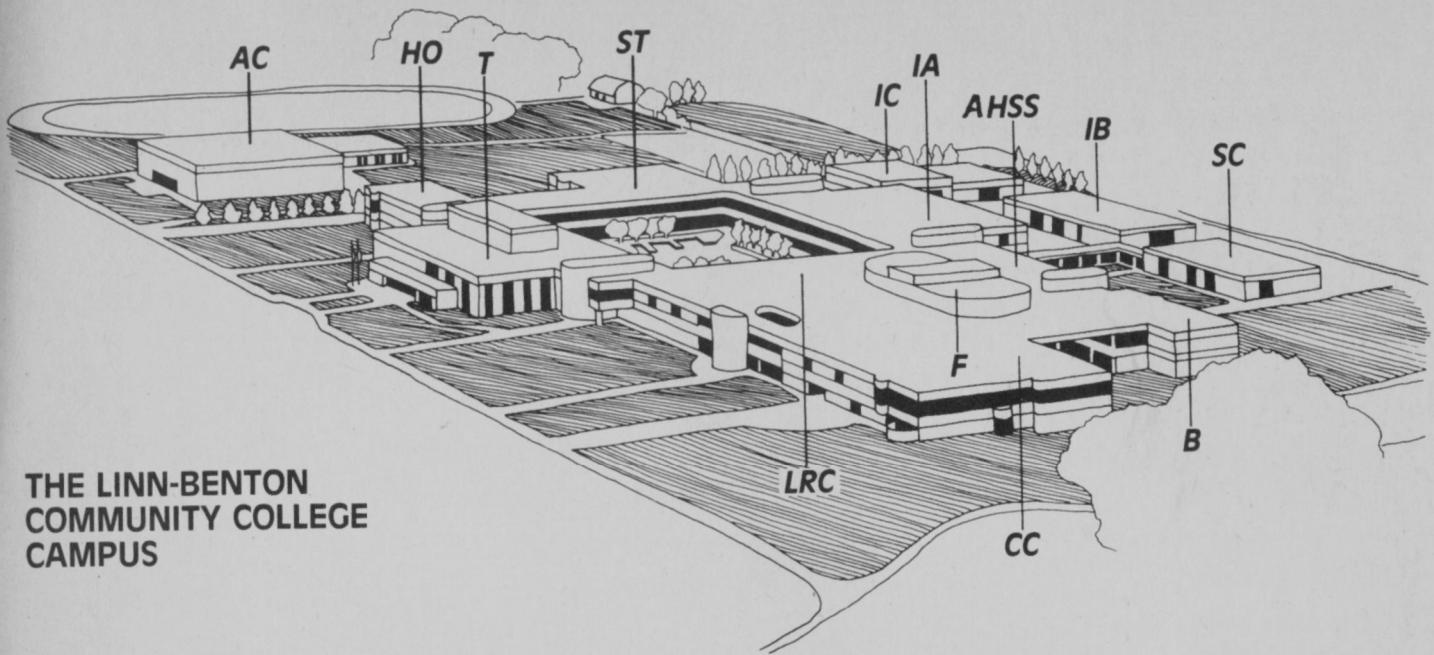
Special Admissions Programs - some LBCC programs have special admission requirements beyond the college's regular admission procedures. A listing of these programs and the admission requirements are available in the Admissions office.

Term - LBCC is on a quarter calendar with each quarter being referred to as a term. The college year is divided into four terms or quarters: fall, winter, spring and summer.

Term Line Number - a numerical designation of courses in the schedule of classes that indicates the particular section for which you are enrolling. The term line number is the first number listed by a course in the schedule and is often referred to as the TLN. It is most important to use the correct TLN to make sure you are registering for the right course.

Transcript - a copy of a student's permanent academic record listing courses, credits and grades received by the student.

Transfer Courses - courses that will transfer to a four-year college or university. These courses have a course number that contains both numbers and letters such as PY 202 or WR 121. Vocational or non-transfer courses are identified by decimal point numbers such as 2.530 or 4.202. These courses generally will not transfer to a four-year institution.



THE LINN-BENTON COMMUNITY COLLEGE CAMPUS

OFFICE

ROOM NO.

| | |
|---|--------------|
| Admissions | T 115 |
| Alsea Room | CC 205 |
| Board Rooms | CC 103 & 104 |
| Bookstore | CC 111 |
| Business Affairs | CC 130 |
| Business Division | B 111 |
| Calapooia Room | CC 203 |
| Career Information | T 101 |
| College Center Office | CC 214 |
| College President | CC 101 |
| Community Education Division | T 119 |
| Counseling Center | T 103 |
| "Commuter" Office | CC 210 |
| Cooperative Work Experience | T 101 |
| Vice President for Business Affairs | CC 130B |
| Vice President for Instruction | CC 102A |
| Developmental Center | LRC 200 |
| Facilities Division | SC 103 |
| Financial Aid | T 105 |
| First Aid Office | CC 109 |
| Food Service | CC 204 |
| Guidance Services | T 103 |
| Health Occupations & Physical Education Division | AC 102 |
| Humanities & Social Sciences Division | HSS 101 |
| Information Desk | T 100 |
| Industrial/Apprenticeship Division | IA 141 |
| Library (Learning Resource Center) | LRC 103 |
| Media Services | LRC 105B |
| Purchasing | CC 133 |
| Registrar | T 115 |
| Rest Rooms | Core units |
| Santiam Room | CC 201 |
| Science & Technology Division | ST 121 |
| Security Office | CC 109 |
| Service Center | SC 103 |
| Special Instructional Programs | LRC 200 |
| Student Programs | CC 213 |
| Student Placement Center | T 101 |
| Theatre | T 104 |
| Veterans Office | T 105 |
| Willamette Room | CC 219 |

MAP LEGEND

Takena Hall (T)

Situated at the front of the campus, Takena Hall is a multi-purpose building housing student services, including admissions, registration, counseling and career information, financial aid and placement, and The Theatre seating 524. The Camas Room, a snackbar featuring lunch items, is also located in Takena Hall. The Loft Theatre, which presents programs "in the round" several times each year, is located on the second floor.

Health Occupations (HO)

Nursing and dental assisting courses are taught in the Health Occupations Building, which houses a complex of laboratories for student instruction.

Activity Center (AC)

Serving both the instructional and recreational needs of students and the community, the Activity Center houses the gymnasium and assorted health and PE instructional facilities.

Science & Technology (ST)

As an instructional facility for both vocational and college transfer courses, the ST Building houses biology, chemistry and physics laboratories and classrooms, and drafting and engineering technology labs. The agriculture and animal technology instructional facilities are also located in the ST Building.

Industrial A (IA)

The largest of the industrial instructional complex, the IA Building houses the electronics, water/wastewater, welding, automotive technology and auto body IV, V and VI programs. The child care facility which serves parent education classes is located on the second floor.

Industrial B (IB)

The machine tool technology program, auto body I, II and III are housed in the IB Building.

Industrial C (IC)

The heavy equipment mechanics/diesel and refrigeration, heating and air conditioning programs are located in the IC Building. Extensive laboratory facilities and classrooms are available.

Business (B)

Transfer and vocational business courses are taught in the B Building. Instructional labs serving the needs of clerical students occupy much of the second floor.

Arts, Humanities & Social Science (AHSS)

An art display area is located in the AHSS Building, which also houses studios for art and music instruction. Classrooms for other humanities and social science courses are also located in the AHSS Building.

Service Center (SC)

Maintenance and custodial services are provided through the Service Center, including maintenance of campus vehicles and supply distribution.

Forum (F)

Four large lecture rooms located in the Forum Building are used for classes, meetings and community events. The graphic arts program is taught in Forum Building classrooms equipped with photography and design equipment.

Learning Resource Center (LRC)

The Library, serving both students and the community, is located on the first floor of the LRC. Media Services, which supports instruction with audio-visual equipment, is also located on the first floor. The Developmental Center is located on the second floor.

College Center (CC)

The cafeteria and student-run Santiam Room restaurant are located on the second floor of the CC Building. The student organizations office, the student newspaper office, a recreational area and student lounge make the CC Building a center of activity. The first floor of the CC Building houses administrative offices, including the business affairs offices. The bookstore is also located on the first floor of the CC Building.

Registrar's Office
Linn-Benton Community College
6500 S.W. Pacific Boulevard
Albany, OR 97321-3799
(503) 967-6105
