

Linn Benton Community College

The 1981-1982

GENERAL CATALOG



PROGRAM ADDENDUM

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Information contained in the Catalog and/or Schedule of Classes accurately represents Linn-Benton Community College at the time of publication. The college reserves the right to make necessary changes in matters discussed herein, including procedures, policies, calendar, curriculum, course content, emphasis, and costs.

Linn-Benton Community College maintains a policy of non-discrimination and equal opportunity in employment and admissions, without regard to race, national origin, qualified handicap, religion, sex, age, or marital status.

Questions or concerns related to affirmative action, non-discrimination or equal opportunity should be directed to:

Affirmative Action Coordinator Carroyl Kleine, College Center Building, (503) 928-2361, ext. 257.

For information about admissions, contact the **Admissions Office**, Tadena Hall, (503) 967-6106.

For Financial Aids information, including scholarships, grants and loans, contact the **Financial Aid Office**, Tadena Hall, (503) 967-6104.

Linn-Benton Community College
6500 S.W. Pacific Blvd.
Albany, Oregon 97321

CALENDAR 1981-82

Fall Term 1981

Registration begins	September 14
See class schedule for specific times	
Classes begin	September 28
Last day to register	
Students registering for 10 or more credits	October 2
Late fee begins	September 28
Students registering for 9 or less credits	October 16
Late fee begins	October 12
Last day to drop without a "W"	October 9
Last day to withdraw and qualify for refund	October 30
Veteran's Day	November 11
Thanksgiving Holiday	November 26, 27
Last day to request P/NP option	December 11
Last day to officially withdraw	December 11
Final Exams	December 14, 15, 16
Last day of Fall Term	December 18
Christmas Recess	December 21-January 1

Winter Term 1982

Registration begins	December 7
See class schedule for specific times	
Classes begin	January 4
Last day to register	
Students registering for 10 or more credits	January 8
Late fee begins	January 4
Students registering for 9 or less credits	January 22
Late fee begins	January 18
Last day to drop without a "W"	January 15
Last day to withdraw and qualify for refund	February 5
Last day to request P/NP option	March 12
Last day to officially withdraw	March 12
Final Exams	March 15, 16, 17
Last day of Winter term	March 19
Spring recess	March 22-26

Spring Term 1982

Registration begins	March 8
See class schedule for specific times	
Classes begin	March 29
Last day to register	
Students registering for 10 or more credits	April 2
Late fee begins	March 29
Students registering for 9 or less credits	April 16
Late fee begins	April 12
Last day to drop without a "W"	April 9
Last day to withdraw and qualify for refund	April 30
Memorial Day Holiday	May 31
Last day to request P/NP option	June 4
Last day to officially withdraw	June 4
Final exams	June 7, 8, 9
Graduation	June 10
Last official day of Spring term	June 11

Summer Term 1982

Registration begins	June 14
Classes begin	June 21
Last day to register	
Students registering for 10 or more credits	June 25
Late fee begins	June 21
Students registering for 9 or less credits	July 9
Late fee begins	July 5
Last day to drop without a "W"	July 2
Independence Day Holiday	July 5
Last day for refunds	July 16
Last day to request P/NP option	August 20
Last day to officially withdraw	August 20
Final exams last week of term	August 23-27
Last day of ten week summer session	August 27

THE COLLEGE

O. R. Adams, Interim President
Thomas Gonzales, President
A. Lee Archibald, Dean of Students
Vernon E. Farnell, Dean of Business Affairs
Jack V. Liles, Dean of Instruction

Linn-Benton Community College is a comprehensive two-year public institution of higher education, which serves the residents of Linn and Benton counties in Oregon's Central Willamette Valley. This district is supported by tuition, local property taxes, and state revenues, and is directed by an elected, seven-member board of education.

LBCC began its programs in 1967, and has become the fifth largest of Oregon's thirteen community colleges. Over 28,000 persons a year now take classes at LBCC; the equivalent in full-time student enrollment (FTE) is approximately 4,750. The college maintains an excellent educational reputation, offering more than forty vocational/technical training programs, and more than thirty college transfer programs in the sciences, business, and the humanities.

The 104-acre campus is located two miles south of Albany. Thirteen contemporary brick structures encircle an open courtyard and are connected by bi-level, covered walkways. The college also maintains community education centers in Albany, Corvallis, Lebanon, Sweet Home, Newport, and Lincoln City.

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.

ADMISSIONS

Jon Carnahan, Director of Admissions and Registrar,
(503) 967-6106

The only entrance requirement is that applicants be beyond high school age (18 years), or have completed high school or its equivalent.

Students applying to enter an occupational training program must be 18 years of age or older and must, in the judgment of the administration, be able to benefit from instruction offered. Admission to occupational training programs varies slightly, but is generally first-come, first-served. Date of completed application process is an important consideration. The college reserves the right to give a higher priority to district residents in specific occupational and vocational programs.

ADMISSION REQUIREMENTS (10 OR MORE CREDITS):

1. Application for admission.
2. High School Transcript if applying directly from high school or within one year of graduation from high school.
3. Results of the Comparative Guidance and Placement exam or a copy of the most recent college transcript showing a minimum of 15 completed credits. Students who have taken the SAT with a standard score of 450 on each part, or the ACT with a standard score of 19 on each part will be exempt from taking the Comparative Guidance and Placement Examination.

Official copies of all previous college transcripts will be required to receive advanced standing credit toward a degree or certificate. These must be forwarded directly to the Admissions Office.

PART-TIME ADMISSION REQUIREMENTS (9 OR FEWER CREDITS):

Part time and non-credit students do not have to apply for admission or secure transcripts from previous schools attended unless they intend to graduate from Linn-Benton Community College.

LIMITED ENROLLMENT ADMISSION REQUIREMENTS:

Limited enrollment status may be granted for one term only to full time students who do not complete the application process one week prior to the beginning of the term of admission, or to students entering a one term program at LBCC:

1. Application of admission.
2. Signed Limited Enrollment Agreement form.

Extension of the limited enrollment status must be requested through the Director of Admissions and Registrar.

READMISSION

Matriculated students who have discontinued after one year or more, not counting summer term, must apply for re-enrollment through the Admissions Office.

ADMISSION OF HIGH SCHOOL STUDENTS

PART-TIME, SIMULTANEOUS ENROLLMENT

Enrollment of high school students is allowed without special permission if:

1. The class meets after normal high school hours.
2. Enrollment is 9 or fewer credits.
3. Enrollment is limited to classes which require no special admission clearance.

FULL-TIME, NON-SIMULTANEOUS ENROLLMENT

High school age students released from compulsory attendance under ORS 339.030 may request admissions information from the Director of Admissions.

HIGH SCHOOL COMPLETION PROGRAMS

In cooperation with local high schools, LBCC has three programs for obtaining a high school diploma or high school equivalent.

HIGH SCHOOL CONTINUATION

The High School Continuation program is designed for presently enrolled high school students who need to make up deficiencies in high school credits. A student 16 years of age or older can obtain a high school diploma by attending classes at LBCC with the permission and approval of the high school. The high school evaluates the student's educational records and determines which courses the student must take to meet the high school graduation requirements. The diploma is issued by the local school district.

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 339.030, in completion of credits required of all high school graduates in Oregon. LBCC evaluates the student's educational records and life experience and assists in planning a study program that will meet individual needs.

GED HIGH SCHOOL CERTIFICATION

LBCC offers the GED high school certification examination through the Guidance Center.

FOREIGN STUDENT ADMISSION

Foreign students are admitted on a selective basis. Those desiring to enroll in classes at Linn-Benton Community College should contact the Director of Admissions for specific requirements. Applications should be on file at least one month prior to the preferred quarter of program entry.

VETERANS EDUCATIONAL BENEFITS

Prospective students should contact the Linn-Benton Community College Office of Veterans Affairs in the Financial Aid Office for information on V.A. approved programs of instruction prior to making application for benefits. Upon receipt of the veteran's application and necessary supporting documents, LBCC will certify enrollment and forward the complete application package to the Veterans Administration regional office in Portland. In most cases this will complete the application process for educational allowances. It should be noted that this procedure is separate from application for admission to the college.

Veterans must comply with the Standards of Satisfactory Progress set forth in the Financial Aid section of the catalog.

Additional information is listed under Financial Aid in this catalog.

ADMISSION TO HEALTH OCCUPATION AND OTHER SELECTED PROGRAMS

Since admission to new classes in these programs each year is limited by present college staff and facilities, it is necessary for the college to select individuals based on completed date of application and, in selected programs, on the basis of their academic and personal qualifications. Contact the Admissions office for specific criteria.

RESIDENCY REQUIREMENTS

A resident, for tuition and fee purposes at Linn-Benton Community College, is:

1. a student who has lived in the two-county college district for no less than 90 continuous days preceeding the first day of classes for the quarter of admission; and
2. can produce documented evidence of residency. Specific criteria can be obtained from the Admissions office.

REGISTRATION

CREDIT CLASSES

1. If pursuing a degree or certificate and/or registering for 10 or more credits you must complete the admissions process and be officially admitted to the college prior to registration.
2. If registering for 9 or fewer credits, you may register for classes at the Registrar's Office without seeking formal admission.
3. New students registering for 10 or more credits will also be required to attend a new student orientation session and to confer with a counselor or faculty advisor.
4. If receiving financial aid, veterans benefits, or funding from a federal or state agency, you must contact the Financial Aid Office prior to registration.
5. Registration will take place based on an alphabetic distribution of the first letter of your last name. See the quarterly Schedule of Classes for specific times and dates.
6. Full tuition payment is required at the time of registration, plus payment of the insurance premium if that coverage is desired.
7. Registration materials are available in the Takena Hall lobby, outside the registration windows. When all forms are completed, they are to be presented at the Registrar's office, along with full tuition payment or payment authorization from the Financial Aid Office.

Your Social Security number is required to positively identify your records. An alternate, assigned number is available from the Registrar upon request.

COMMUNITY EDUCATION CLASSES

Registration materials are available in class during the first and second class meetings, or students may pre-register through the campus registration office or one of the four Community Education centers: the Albany Center in Albany; the Benton Center in Corvallis; the Lebanon Center in Lebanon; or the Sweet Home Center in Sweet Home.

TUITION AND FEES

The tuition and fee schedule is reviewed annually by the board of education. For current charges, please check the quarterly LBCC Schedule of Classes, or contact the Registrar's Office.

RECIPROCAL AGREEMENTS CHEMEKETA COMMUNITY COLLEGE

Residents of the Chemeketa Community College District are allowed to enroll in the following LBCC programs at resident tuition rates: Animal Technology; Turf Management; Auto Body Repair; Construction Technology; Cabinet Making; Water/Wastewater Technology; Farrier Program; Graphic Design; Heating, Air Conditioning & Refrigeration Technology; Heavy Duty Equipment Technology; Metallurgical Technology; Small Engine, Recreational Vehicle Repair Technology. Students must be enrolled in the curriculum full time. Priority in these programs may be given to resident students when applications exceed available space.

LANE COMMUNITY COLLEGE

Residents of the Lane Community College District are allowed to enroll in the following LBCC programs at resident tuition rates: Animal Science Technology; Crop Management; Turf Management; Civil/Mechanical Engineering Technology; Graphic Design; Printing Technology; Metallurgical Technology; Nursing Assistant; Refrigeration, Heating and Air Conditioning Technology; Science Lab Technology; Secretarial Education; Secretarial Legal; Water/Wastewater Technology. Students must be enrolled full-time. Priority in these programs may be given to resident students when applications exceed available space.

CHANGE OF PROGRAM

A student taking 10 or more credits may add a course only during the first week of class. A student taking 9 or fewer credits may add a course during the first week or with the instructor's permission during the second or third week.

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

Students changing to another section of a course due to cancellation of a class must officially add the new section. No charge will be assessed in this case.

AUDITING CLASSES

Students may enroll as auditors on a space available basis after the first day of classes. Charges for auditing will be the same as for regular credit enrollment.

REFUNDS

To receive a refund, students must submit a Schedule Change form to the Registrar's office within the first five weeks of the term. Refunds will be mailed after the 4th week of classes. Refund amounts are determined in the following manner:

1. Official withdrawal by a student carrying 10 or more credits = full refund less \$15.
2. Official withdrawal by a student carrying 9 or fewer credits = full refund less \$5.
3. Official withdrawal by a student enrolled in Community Education non-credit classes = full refund less \$2.50.
4. Reduction of credit load = difference in tuition amounts to the minimum charge
5. Classes cancelled by the college = full refund or re-enrollment in another class, provided the student notifies the Registrar's office.
6. The refund period for classes that are less than full term will be the first 40% of class duration.

ACADEMIC REGULATIONS

OCCUPATIONAL-TECHNICAL AND LOWER DIVISION CREDITS

In general, a class which 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.

Courses which have been approved for transfer to four year colleges and universities are, generally, those numbered from 100 to 299. Courses which are generally non-transferable have course numbers below 99. Some technical courses are acceptable for transfer to selected four year institutions.

Lower division credits may be transferred to most colleges throughout the United States. Lower division students may transfer up to 108 credit hours in the Oregon State System of Higher Education. Students planning to transfer credits to another school are encouraged to work with an advisor in planning an appropriate program. It is also recommended that you

correspond with the college or university to which you will be transferring to plan a program of classes.

Questions regarding transferability of courses should be directed to the Admissions office.

STUDENT CREDIT LOAD AND FULL TIME STATUS

Students are considered full time if registered for 12 or more credit hours. Students in lower division studies should plan to schedule an average of 15 credits per term in order to accumulate the necessary 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. Students registering for 19 or more credit hours may also be required to have an advisor's signature.

LBCC CREDIT BY EXAMINATION

If presently enrolled students believe they have mastered the material presented in a specific course, or have had equivalent work experience, they may request credit by examination (challenge). To do so, the student may: (1) enroll in the class and present a request directly to the instructor (without additional cost if a full time student); or (2) apply at the Registrar's Office and pay a \$3 per credit hour fee.

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

LBCC is an approved Open Center for administration of the CLEP exams. In addition, LBCC now accepts CLEP scores for college credit which may be posted to an LBCC transcript under "Advanced Standing." The exams are administered through the Developmental Center at LBCC.

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 exams administered by the Board may, on admission to LBCC, be granted credit in comparable courses toward an Associate of Arts Degree. All exams are subject to review and approval by the appropriate college division. Acceptable credit will be recorded as Pass (P) grades on the LBCC transcript.

Students should request that Advanced Placement scores be forwarded to the LBCC Admissions Office.

GRADING SYSTEMS

A—Exceptional and Outstanding Work
 B—Above Average Work
 C—Average Work
 D—Barely Passing Work
 F—Failing Work, No Credit Given
 I—Incomplete Work
 W—Withdrawal
 P—Pass
 NP—No Pass
 NE—No Entry
 AU—Audit

Incomplete Rule: Uncompleted work must be completed by the end of the following term, with the exception of Summer, or it is automatically changed to a "W."

Grade Points: Quarter term grades are assigned points as follows:

A—4 Grade Points Per Credit
 B—3 Grade Points Per Credit
 C—2 Grade Points Per Credit
 D—1 Grade Point Per Credit
 F—0 Grade Points Per Credit, No Hours Attempted
 *W—0 Grade Points Per Credit, No Hours Attempted
 P—Credit Earned, Not Computed in GPA
 NP—0 Grade Points Per Credit, No Hours Attempted
 NE—0 Grade Points Per Credit
 AU—0 Grade Points Per Credit
 *A "W" is not recorded for individuals who withdraw prior to or during the first two weeks of the quarter.

INSTRUCTOR WITHDRAWAL

A "non-attendance" instructor withdrawal may be issued to students who do not attend class for a two week period without making previous arrangements.

PASS (P) GRADING

Certain courses listed in the schedule have an "OPT" designation. Students in these classes have the option of taking the course for the usual letter grade or taking it on a pass/no-pass basis. Students in these courses may request a P/NP Option Form from the Registrar's office any time up to the last day of regular classes. Courses listed in the schedule with "P/NP" in that column are those where only Pass or No Pass grades are issued.

The maximum number of P credits allowed towards the LBCC degree will be 16 hours, not including those with mandatory P/NP grades.

PROBATION

Probation regulations apply to students registered for 10 or more credits at the beginning of the third week of the term:

1. New students are placed on probation if, during their first quarter of attendance, their GPA drops below 1.7; or if during their second and subsequent quarters, their cumulative GPA drops below 2.00.
2. Transfer students on probation or suspension from another institution of higher education are automatically placed on probation when admitted to Linn-Benton Community College. Upon completion of one quarter of 10 or more credits, probation status is based only on the GPA earned at LBCC and will be consistent with regulations applying to new students.
3. Any full-time student is placed on probation upon non-completion of 50% of the credits registered for at the beginning of the third week of the term.

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

HONOR ROLL

Students who obtain a grade point average of 3.33 or better and have carried a 10 credit load or more of graded work are placed on the 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; and degrees and awards received. Students who do not wish to have any of the above information released by the college must complete a directory form in the Registrar's Office.

TRANSCRIPTS AND RECORDS

Official LBCC student transcripts may be obtained from the Registrar's office at a cost of \$1.50 each. Unofficial copies are available for 50 cents. Students have access to transcripts and records as outlined in "Policy on Student Rights, Freedoms, Responsibilities and Due Process."

It is the policy of the LBCC Board of Education that the Registrar shall not release an official or unofficial copy of any part of records of a student who has failed to make payment of an emergency loan, deferred payment, or other college debt or obligation.

DEGREES, DIPLOMAS, CERTIFICATES— GRADUATION REQUIREMENTS

LBCC offers the Associate of Science, Associate of Arts, and Associate of General Studies degrees. The requirements for these degrees are subject to approval by the LBCC Board of Education, as well as the State Department of Education, Division of Community Colleges.

For specific degree requirements, see individual program information.

FINANCIAL AID

Rita Lambert, Director, (503) 967-6104

LBCC lists information in the Financial Aid Office relating to student aid available, procedures for applying, eligibility requirements, rights and responsibilities of student aid recipients, methods and frequency of payment, terms of loan and sample loan repayment schedules, and general conditions of employment provided as aid. The Financial Aid Office also provides criteria used for selecting recipients, determining amount of aid, and continued financial aid eligibility.

Certification and administration of veterans educational benefits is also provided through the Financial Aid Office.

APPLICATION PROCEDURES FOR 1981-82

LBCC financial aid is intended to supplement family and student resources through loans, grants, and/or part time employment. To determine the amount a family and student can contribute, LBCC relies on the College Scholarship Need Analysis Service (CSS).

The CSS Financial Aid Form can be used to apply for a Basic Grant at no cost. In addition, the form can be used to apply for all federal and state grants, work, and loan programs. When used to apply for all available aid, a minimum of \$5.50 is charged. Use of CSS assures every student equal treatment. Processing an application through CSS usually requires six weeks.

Applications for aid are available from the Financial Aid Office or from your high school counselor:

1. File the Financial Aid Form with CSS. CSS will forward information to the Basic Grant program and LBCC.
2. Upon receiving your application, LBCC may request additional information such as an affidavit of independence or a transcript of aid received elsewhere.

Applications will be received by the Financial Aid Office throughout the school year. However, financial aid dollars are limited; students who apply after May 1 may find some financial aid monies not available. If you wish to know before the beginning of the term what aid you will receive, apply a minimum of two months prior. Each applicant will be notified by letter of qualification for aid.

STUDENT COSTS

Individual costs vary according to course of study, transportation requirements, housing, and many other factors. Examples of average student costs attending LBCC follow:
Nine month (3 school quarter) budgets

Single (living with parents)

*Tuition & fees	\$ 500
*Books & supplies	225
Rent & food	1100
Personal Expenses	650
Transportation	650
Day care	—

MARRIED (one dependent)

*Tuition & fees	\$ 500
*Books & supplies	225
Rent & food	4600
Personal Expenses	1000
Transportation	650
Day care	1200

*Tuition estimates are provided here so total costs can be compared. Actual tuition rates are found in the quarterly Schedule of Classes.

Book and supply costs vary greatly. Check with Admissions for current information.

Most of these costs will increase annually at rates equal to the rate of inflation.

DEFERRED PAYMENTS

Full time students may apply to have up to two-thirds of their tuition deferred. 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. 10% simple annual interest is charged borrowers.

TYPES OF ASSISTANCE

BASIC EDUCATION OPPORTUNITY GRANTS (BEOG)

Grants are available for students carrying six or more credits. Awards usually range from \$200 to \$950 each year. The federal government determines awards based on applicant's financial need.

SUPPLEMENTAL OPPORTUNITY GRANTS (SEOG)

This is a cash grant program for students with exceptional financial need. Grants vary from \$200 to \$1500 per year, depending on need of the applicant.

STATE NEED GRANTS

The Oregon State Scholarship Commission provides cash grants to full time students with exceptional financial need. The grants, ranging from \$200 to \$600 a year, are transferable to other colleges and universities in the state of Oregon. Grants may be renewed for four years if the student remains in good academic standing.

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 to individuals who have shown outstanding ability in the subject area they wish to pursue. In addition to full academic year awards, many one-quarter awards are also granted. Additional information is available through high school counselors or the Financial Aid Office.

TALENT RECOGNITION AWARDS

More than \$12,000 in full and partial tuition awards is made available annually to high school seniors and other prospective students who have demonstrated outstanding ability. Students with talent in athletics, drama, music (vocal and instrumental), agriculture, or business (MMO) should apply. Additional information is available from the Financial Aid Office, and from the individual LBCC divisions offering awards.

NURSING STUDENT MONIES

Students accepted into the Associate Degree Nursing program who will be attending LBCC full time may apply for Nursing Grant and Loan monies. Awards are based on financial need and availability of funds. Application procedures are the same as those described above. Nursing awards are not made until late August when federal funding is known. Applicants should realize, however, that funds for this program are being reduced nationally.

STUDENT PART TIME EMPLOYMENT

A federally supported Student Work Program provides on and off 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 specialization. Employment during the school term may not exceed 20 hours per week. When possible, students are placed in jobs compatible with their career goals.

NATIONAL DIRECT STUDENT LOANS

Students in good standing who have financial need may qualify for long term, low-interest loans. Loans may be made for up to \$1500 for the academic year, although the average is about \$900. No interest is charged while the borrower is at least a half time student or in deferred repayment status. Interest of 4% per year is charged during the repayment period. The borrower's first payment is due six months after leaving college, except when deferment status is obtained. The loan may be prepaid to reduce interest. Teachers of handicapped children or teachers in certain low-income schools may have a percentage of the loan cancelled for each year of service, up to 100% with five years of service.

GUARANTEED STUDENT LOANS

Loans of up to \$3000 per academic year are available to students through their own bank. Loan repayments and interest charges do not begin until six months after the borrower leaves college. Annual interest on Guaranteed Student Loans is 9%. The loan may be prepaid to reduce or eliminate interest charges. The student obtains the application form from the LBCC Financial Aid Office.

PARENT LOANS

Parents are encouraged to contact their banks about a new loan program to begin fall of 1981. Under the proposed program parents can borrow up to \$3000 annually to help meet the educational costs of undergraduate dependents. Repayment begins 60 days following disbursement of the monies; interest will be 9%.

COMMUNITY SCHOLARSHIPS

Several community service organizations and business establishments have offered scholarship assistance for LBCC students. Interested individuals may contact the Financial Aid Office or high school principal or counselors for additional information.

REPAYMENT AND STUDENT-OWED REFUNDS TO GRANT AND LOAN PROGRAMS

If a student is receiving Financial Aid monies and withdraws from school during the regular 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 work/study) who withdraw from school or who stop attending classes may have to repay a portion of the monies they have received.

It is the student's responsibility to contact the Financial Aid Office if no longer attending classes. No additional Financial Aid monies may be paid a student who owes a repayment for early withdrawal.

OFFICE OF VETERAN'S AFFAIRS

A Veterans Affairs coordinator who works for LBCC provides assistance in college-related matters, counseling, advising, application, certification and general payment problems, and certifies proper administration of veterans benefits.

ACADEMIC ELIGIBILITY

Students receiving financial aid and/or veterans benefits must fulfill the standards of satisfactory progress outlined here to remain eligible for aid or continued certification.

STANDARDS OF SATISFACTORY PROGRESS FOR STUDENTS RECEIVING FINANCIAL AID OR VETERANS BENEFITS

1. Satisfactory progress toward educational goals is required of veterans and financial aid recipients. Progress is measured by credit completion and number of terms of attendance.

2. Satisfactory credit completion will be determined by the student's academic load, (half, three-quarter, or full time) at the time of original certification or term the student originally receives aid. Students awarded aid or certification as full time students will be required to complete twelve or more credits with a minimum of a 2.0 grade point average. Three-quarter time students will be required to earn a minimum of nine credits with a minimum grade point average of 2.0. Half-time students will be required to complete six quarter credits with a minimum grade point average of 2.0. A minimum grade point average of 2.0 is also required to graduate.
3. At the conclusion of any term in which a student fails to meet minimum criteria, the Financial Aid Office or Veterans Affairs office will review the student's progress and, at its option, terminate aid or certification, or allow the student not more than one additional term to correct the deficiency. Any student failing to meet minimum criteria for two terms will be denied aid or certification except where there is demonstration of extenuating circumstances as determined by the Financial Aid Office or Veterans Affairs office.
4. Students awarded aid or certified on a full time basis will be allowed eight terms of attendance for program completion. After the eighth term of attendance, student progress will be reviewed and upon approval by the Financial Aids or Veterans Affairs office the student may be given one additional term. Students awarded aid or certification on a half-time basis will be allowed sixteen terms of attendance with one term of extension upon approval. Total credits earned by students enrolled on a three-quarter time or half-time basis will also be considered when reviewing maximum terms of attendance.
5. Official records will show all transactions of withdrawals or drops beginning the third week of any term. The last day of attendance will also be listed on the withdrawal form.

6. Students certified as veterans will be allowed to enroll for thirty credits designated as "deficiency courses" and no more than four full time terms in the Adult Basic Education/General Education Development Program. Additional deficiency courses may be approved upon request.
7. Each student receiving financial aid or certified as a veteran will be given a copy of the college's policy concerning satisfactory progress at the time of the initial award or certification.
8. Based on extenuating circumstances, requests for exceptions to the Linn-Benton Community College "Standards of Satisfactory Progress" may be made to the Director of Financial Aid or Veterans Affairs coordinator and appealed to the Dean of Students.

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.

GUIDANCE SERVICES

Robert Talbott, Director,
(503) 928-2361, ext. 143

Brochures, catalogs and class schedules are available to help students become acquainted with LBCC. All matriculated students have the opportunity to talk with a counselor about programs, goals, and classes. During the first week of classes the student association offers assistance to new students through information booths, maps, and orientation programs.

CAREER INFORMATION

The Career Information Service carries audio tapes of LBCC programs, a career information computer terminal, vocational biographies, the current occupational outlook handbook, and many other information aids. The area is staffed by a career counselor who assists students in using and evaluating information.

ADVISING

LBCC provides schedule and program advising for students throughout the school year through the cooperation of counselors and faculty. Students needing help in planning class schedules should contact their major instructor or the division office for their particular major.

COUNSELING

Professional counselors are available to help students deal with academic, vocational or personal problems.

STUDENT PLACEMENT CENTER

Brian Brown, Manager
(503) 967-6102

The Student Placement Center assists students and alumni in obtaining and maintaining part time, full time, and seasonal employment. Applicants seeking job opportunities will find a list of current jobs and a placement library with helpful information in job-finding techniques. Applicants can also receive help with resumes, interview techniques, and individual job search plans.

For detailed information on services, contact the Student Placement Center.

DEVELOPMENTAL CENTER

Jerome A. Johnson, Director
(503) 928-2361, ext. 291

The Developmental Center provides a cluster of developmental or "growth" programs for advancing the learning skills of all students.

The Center maintains an open door policy: all students are welcome to take advantage of Center offerings, with or without earning credit. Many courses are individualized so that a student may begin or end studies at any time during the quarter. Services such as the skills labs can be used on a drop-in basis without signing up for a course. The Center also accepts referrals from faculty members and counselors.

TUTORIAL SERVICES

Free, one-to-one tutoring is provided students on either a drop-in or long term basis. These are individualized services for which the student receives no credit. Tutoring is available in most subject areas.

WRITING LAB

Individual help is available in all areas of writing, from punctuation rules to research papers. Students may just drop in or may study on a regular schedule. These are individualized services for which the student receives no credit.

MATH LAB

The Math Lab in the Developmental Center is available to anyone enrolled at LBCC and is staffed by college mathematics faculty. Special tests have been created to help pinpoint learning problems in mathematics, and trained tutors are available during most open hours.

TESTING

The Developmental Center offers a variety of tests for currently enrolled students, prospective students, and members of the community:

1. The General Education Development test (GED) 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 credit by exam.
4. Special admission tests for various programs on campus, such as the National League for Nursing (NLN) in Pre-Nursing and Guidance Exam used by the LBCC Nursing program.
5. Skills tests, such as reading and writing.
6. Vision and hearing screening.
7. Individualized testing for other on-campus courses.

LEARNING RESOURCE CENTER

Stan Ruckman, Director
(503) 928-2361, ext. 330

The Learning Resource Center provides a wide range of materials for educational purposes and meets the leisure time and general information needs of the college and local community. The LRC is responsible for acquisition and processing of educational materials which support the college programs, and provides staff and facilities for the production of many locally developed materials.

Library Hours: 7:30 am to 9pm, Monday through Thursday;
7:30 am to 5 pm, Friday.

LIBRARY

The library maintains approximately 35,000 volumes and subscribes to approximately 600 periodicals and newspapers. The library provides a basic reference collection, general index materials, and current books and periodicals in the liberal arts, technical and vocational fields, and local and national events.

Library materials not available through LBCC may often be obtained through interlibrary loans within the state of Oregon, and through the On-Line Computer Library Center. Students may receive instruction in library skills from college librarians or in conjunction with one of several writing classes.

The library includes a good selection of non-print instructional and informational materials such as audio tapes, video tapes, filmstrips and slide sets. The 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.

MEDIA SERVICES

The Media Services Department supports the instructional program through search, acquisition, design, and production of audio-visual and television materials, and the use of related equipment. When acceptable instructional materials are not available within the college collection or from commercial sources, they may be produced locally by Media Services. The facilities of the department are also available for production of faculty and student developed classroom materials.

Programs of general interest are available to all students and staff through the library.

CAMPUS AND COMMUNITY SERVICES

Robert A. Miller, Director,
(503) 967-6101

LBCC provides a broad offering of services and programs to both the campus and community. Services for which this department is responsible include restaurant and snack facilities, lost and found, ticket sales, recreational equipment, meeting rooms, catering, public telephones, housing listings, lockers for the handicapped, lounge areas, facility scheduling, and senior services. In addition to those services, the department also coordinates a wide variety of cultural and educational events throughout the year.

THE THEATRE

The Theatre in Takena Hall, with seating for 500, is one of the community's largest and most complete facility for campus and community events. Among events held regularly in The Theatre are the LBCC drama productions, The Creative Arts Guild performing arts series which is co-sponsored by LBCC, major speaking and performing engagements, state-wide conferences, workshops and conventions. Scheduling and arrangements are made through the Humanities and Social Services Division.

FOOD SERVICES

Marc Brown, Manager,
(503) 967-6101

The Commons cafeteria and grill are on the second floor of the College Center and open 7:30 am to 9 pm Monday through Thursday, and 7:30 am to 3 pm Friday. The student-run Santiam Room restaurant is open for breakfast 8:30 am to 10 am and for lunch 11 am to 12:30 pm daily. The Camas Room, a new snack bar located in Takena Hall, is also available for daily use.

In addition to the regular services, the food services office may cater within the facilities for special activities sponsored by the college or community organizations. For more information, contact the food services manager.

HOUSING

The college does not provide institutional housing for its students living away from home, but does provide a current list of available housing in private and commercial dwellings. The listing is available in the Campus and Community Services offices and is updated each quarter.

BOOKSTORE

Clarice Scheffler, Manager,
(503) 928-2361, ext. 187

Bookstore Hours: 8 am to 5 pm, Monday and Thursday;
8 am to 5 pm and 6:30 to 8:30 pm, Tuesday and Wednesday;
8 am to 4:30 pm, Friday.

The Bookstore provides texts and supplies for LBCC courses. Also available are art and school supplies, stationery, novelty items, magazines, and general interest books. The Community Education Centers provide the service of selling books required for classes offered in off-campus locations.

HEALTH INSURANCE

LBCC makes available a comprehensive hospitalization and accident insurance program at group rates. Coverage is also available for dependents of married students.

PARKING

Free parking is provided for students and staff on a first-come, first-served basis. Certain areas are designated for specific uses.

Parking and traffic rules and handicapped parking permits are available through the Campus Security Office. Cars improperly parked are subject to fine.

CAMPUS SECURITY

The Security Coordinator, with a staff of student aides, is responsible for maintaining safety and security in campus buildings and parking areas. Emergencies and hazards should be reported to the Security Office in the College Center Building.

STUDENT ORGANIZATIONS AND ACTIVITIES

Lou Vijayakar, Coordinator,
(503) 928-2361, ext. 150

The college encourages activities which will complement the academic program with opportunities for constructive leadership, cooperative planning and development of social and cultural interests. Student activities, organizations, and sports are open to all students without regard to sex or minority status.

STUDENT LEADERSHIP

LBCC provides opportunities for students to serve on college committees and to earn credit for participating in leadership activities which enhance student life. The LBCC Council of Representatives is a student organization which 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.

STUDENT RIGHTS AND RESPONSIBILITIES

The LBCC Board of Education on December 9, 1971, approved as policy the document, "Student Rights, Freedoms, Responsibilities and Due Process." This document was developed by a committee of students, staff, and board members. Students enrolling in classes at LBCC are subject to rules, limits, and conditions set forth in the college catalog, class schedule, and other official publications.

CLUBS AND ORGANIZATIONS

Clubs and organizations offer extra-curricular affiliation in such areas as welding, engineering, wastewater technology, nursing, drama, and business management. For information concerning present clubs and organizations, or the establishment of new clubs, contact the Student Organizations office.

RECREATIONAL SPORTS

A comprehensive recreational sports program is available to LBCC students during the academic school year. Sports programs presently established are skiing, flag football, basketball, volleyball, slow pitch softball, billiards, and handball. Interested students should contact the coordinator of recreational programs in the Activities Center.

INTERCOLLEGIATE ATHLETICS

Linn-Benton Community College has developed a comprehensive program of inter-collegiate athletics in affiliation with the Oregon Community College Athletics Association. Programs projected for the 1981-82 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, men's and women's tennis, co-ed golf, women's softball, men's wrestling, and men's baseball. Interested students should contact the Athletics Director in the Activities Center.

Athletics are funded through student fees.

MUSIC

The college offers several opportunities in vocal and instrumental performing arts, including Swing Choir, Concert Choir, and Jazz Ensemble. Individuals interested should contact the Performing Arts Department of the Humanities and Social Services Division.

DRAMA

LBCC provides opportunities for student and community members to participate in drama productions. Individuals interested in theatre arts should contact the Performing Arts Department of the Humanities and Social Services Division.

PROGRAMS OF STUDY

GENERAL REQUIREMENTS FOR ASSOCIATE OF SCIENCE DEGREE (AS)

1. Complete required courses as outlined in a vocational or technical program, minimum from 90 to 96 credit hours. Individual programs, by exception and approval from the Dean of Instruction, may require up to 108 credit hours.
2. Earn at least 24 credits at Linn-Benton Community College and be enrolled during the term the degree requirements are completed.
3. Maintain a cumulative GPA of at least 2.00.
4. Complete the following required general education courses:

1.102	Occupational Writing or	
WR121	English Composition	3cr
1.103	Occupational Speech or	
SP111	Interpersonal Communication or	
SP112	Fundamentals of	
	Speech	3cr
1.110	Elements of Algebra or	
4.202	Math II or	
2.515	Business Math	4cr
HE250	Health and/or	
HE252	First Aid and/or	
9.317	Multi-Media First Aid	
	and/or	
0.571	CPR and/or	
	PE Activity Courses	4cr
	Electives	6cr
	Courses to be elected	
	by the student from	
	other than major area.	

GENERAL REQUIREMENTS FOR ASSOCIATE OF ARTS DEGREE (AA)

1. Complete 90 credits of transfer course work, including required general education courses.
2. Earn at least 24 credits at Linn-Benton Community College and be enrolled during the term the degree requirements are completed.
3. Maintain a cumulative GPA of at least 2.00.
4. Complete the following required general education courses (all must be transfer credit):

WR121	English Composition	3cr
WR122	English Composition or	
WR123	English Composition	3cr
SP111	Interpersonal Com-	
	munication or	
SP112	Fundamentals of	
	Speech	3cr
HE250	Health and/or	
HE252	First Aid and/or	
	PE Activities	6cr
	*Humanities	9cr
	*Social Sciences	9cr
	*Science and/or Math	12cr

GENERAL REQUIREMENTS FOR ASSOCIATE OF GENERAL STUDIES DEGREE (AGS)

1. Complete a minimum of 90 credits including required general education courses.
2. Earn at least 24 credits at Linn-Benton Community College and be enrolled during the term the degree requirements are completed.
3. Maintain a cumulative grade point average of at least 2.00.
4. Complete the following required general education courses:

1.102	Occupational Writing or	
WR121	English Composition	3cr
1.103	Occupational Speech or	
SP111	Interpersonal Com-	
	munication or	
SP112	Fundamentals of	
	Speech	3cr
1.110	Elements of Algebra or	
4.202	Math II or	
2.515	Business Math	4cr
HE250	Health and/or	
HE252	First Aid and/or	
9.317	Multi-Media First Aid	
	and/or	
0.571	CPR and/or	
	PE Activity Courses	4cr
	*Humanities, Social	
	Science and/or Math/S-	
	cience Courses	21cr

*The Humanities group includes courses in art, drama, foreign languages, literature, music, philosophy and speech.

The Social Sciences includes courses in history, psychology, sociology, political science, anthropology, economics and geography.

The Science and Math group includes courses in mathematics, biology, geology, physics, botany and physical science.

BUSINESS DIVISION

Accounting Technology

GENERAL EDUCATION REQUIREMENTS

1.102	Occupational Writing or			
WR121	English Composition	3		
1.103	Occupational Speech or			
SP111	Interpersonal Speech Comm or			
SP112	Fundamentals of Speech	3		
HE250	Health and/or			
HE252	First Aid and/or			
9.317	Multi-Media First Aid and/or			
0.571	CPR or PE Activity Courses	4		
	General Education Electives	3	3	

PROGRAM REQUIREMENTS

BA101	Intro to Business	4		
SS121	Typing I	3		
2.515	Business Math w/Calculators	3	2	
2.530-2	Practical Accounting I, II, III	3	3	3
BA210	Principles of Management	3		
2.130	Business Quantitative Methods	3		
EC115	Outline of Economics	4		
BA223	Principles of Marketing	3		
2.516	Business Statistics	3		
2.595-7	Inter Accounting I, II, III	3	3	3
2.518	Business Law or	3		
BA226	Business Law	4		
2.509	Intro to Computers	3		
9.743	Income Tax Preparation	3		
2.534	Cost Accounting	3		
2.415	Human Relations in Business	3		
2.535	Payroll Accounting	3		
2.222	Financial Management	3		
EC216	Intro to Labor Economics	3		
	Business Electives	5		

Banking and Finance

GENERAL EDUCATION REQUIREMENTS

1.102	Occupational Writing or			
WR121	English Composition	3		
1.103	Occupational Speech or			
SP111	Interpersonal Speech Comm or			
SP112	Fundamentals of Speech	3		
HE250	Health and/or			
HE252	First Aid and/or			
9.317	Multi-Media First Aid and/or	4		
0.571	CPR or PE Activity Courses	4		
	General Education Electives	3	3	

PROGRAM REQUIREMENTS

BA101	Intro to Business	4		
SS121	Typing I	3		
2.515	Business Math w/Calculators	3	2	
2.530-2	Practical Accounting I, II, III	3	3	3
BA210	Principles of Management	3		
2.130	Business Quantitative Methods	3		
EC115	Outline of Economics	4		
BA223	Principles of Marketing	3		
2.516	Business Statistics	3		
9.768	Principles of Bank Operations	3		
2.518	Business Law or	3		
BA226	Business Law	4		
2.509	Intro to Computers	3		
2.415	Human Relations in Business	3		
9.773	Money and Banking	3		
2.222	Financial Mngt	3		
EC216	Intro to Labor Economics	3		
9.770	Bank Management	3		
	Banking and Finance Electives	3	3	3
	Business Electives	3	3	3

Business Administration

GENERAL EDUCATION REQUIREMENTS

BA101	Intro to Business	4		
WR121-22	English Composition		3	3
MT161-63	Mathematics for Non-Science Ma- jors	4	4	4
CS213	Intro to Symbolic Language Prog.			4
BA226	Business Law		4	
HE250	Health and/or			
HE252	First Aid	3		
PE180, 190	P E Activity Courses	1	1	1
	Humanities and/or Art Courses	3	6	3

PROGRAM REQUIREMENTS

BA211-213	Principles of Accounting	3	3	3
EC201-203	Principles of Economics	3	3	3
BA210	Principles of Management	3		
BA223	Principles of Marketing		4	
BA235	Introduction to Business Statistics		4	
BA238	Introduction to Management Science			4
SP112	Oral Communications			3
WR227	Technical Report Writing	3		
	*Minor requirements and/or elec- tives	3	3	3

*See the transfer curriculum advisor before enrolling in these classes.

Business Management

GENERAL EDUCATION REQUIREMENTS

1.102	Occupational Writing or			
WR121	English Composition	3		
1.103	Occupational Speech or			
SP111	Interpersonal Speech Comm or			
SP112	Fundamentals of Speech	3		
1.110	Elements of Algebra or			
4.202	Math II	4		
HE250	Health and/or			
HE252	First Aid and/or			
9.317	Multi-Media First Aid and/or			
0.571	CPR or PE Activity Courses	4		
	General Education Electives	3	3	

PROGRAM REQUIREMENTS

BA101	Intro to Business	4		
2.515	Business Math w/Calculators	3	2	
SS121	Typing I	3		
2.530-32	Practical Accounting I, II, III	3	3	3
BA210	Principles of Management	3		
2.130	Business Quantitative Methods	3		
EC115	Outline of Economics	4		
BA223	Principles of Marketing	3		
2.516	Business Statistics	3		
2.518	Business Law or	3		
BA226	Business Law	4		
2.113	Personnel Management	3		
2.509	Intro to Computers	3		
9.520	Wage Administration	3		
2.415	Human Relations in Business	3		
2.222	Financial Management	3		
EC216	Intro to Labor Economics	3		
	Electives	3		
	Business Electives	8	6	

Marketing

GENERAL EDUCATION REQUIREMENTS

1.102	Occupational Writing or			
WR121	English Composition	3		
1.103	Occupational Speech or			
SP111	Interpersonal Speech Comm or			
SP112	Fundamentals of Speech	3		
HE250	Health and/or			
HE252	First Aid and/or			
9.317	Multi-Media First Aid and/or			
0.571	CPR or PE Activity Courses	4		
	General Education Electives	3	3	

PROGRAM REQUIREMENTS

BA101	Intro to Business	4		
SS121	Typing I	3		
2.515	Business Math w/Calculators	3	2	
2.530-32	Practical Accounting I, II, III	3	3	3
BA210	Principles of Management	3		
2.130	Business Quantitative Methods	3		
EC115	Outline of Economics	4		
BA223	Principles of Marketing	3		
2.516	Business Statistics	3		
2.110	Salesmanship	3		
2.518	Business Law or	3		
BA226	Business Law	4		
2.509	Intro to Computers	3		
2.134	Retail Merchandising	3		
2.139	Market Research	3		
2.415	Human Relations in Business	3		
2.309	Advertising	3		
2.222	Financial Mngt	3		
EC216	Intro to Labor Economics	3		
	Business Electives	5	6	

Real Estate

GENERAL EDUCATION REQUIREMENTS

1.102	Occupational Writing or			
WR121	English Composition	3		
1.103	Occupational Speech or			
SP111	Interpersonal Speech Comm or			
SP112	Fundamentals of Speech	3		
2.515	Business Math	3	2	
HE250	Health and/or			
HE252	First Aid and/or			
9.317	Multi-Media First Aid and/or			
0.571	CPR or	4		
	PE Activity Courses	3	3	
	General Education Electives	3		

PROGRAM REQUIREMENTS

BA101	Intro to Business	4		
SS121	Typing I	3		
BA211-13	Prin of Accounting I, II, III or	3	3	3
2.530-32	Practical Accounting I, II, III	3		
BA210	Principles of Management	3		
2.130	Business Quantitative Methods	3		
EC115	Outline of Economics	4		
BA223	Principles of Marketing	4		
2.516	Business Statistics	3		
9.284	Real Estate Practice	3		
9.283	Real Estate Finance	3		
9.291	Real Estate Law	3		
2.415	Human Relations in Business	3		
9.287	Real Estate Salesmanship or	3		
2.110	Salesmanship	3		
9.277	Real Estate Appraisal	3		
CS101	The Nature of Digital Computers or	4		
2.510	Intro to Data Processing	3		
2.518	Business Law or	4		
BA226	Business Law	3		
2.222	Financial Management	8		
	Real Estate Electives	8		

Supervision and Safety Certificates

PROGRAM REQUIREMENTS

CERTIFICATE IN SUPERVISION

BA101	Intro to Business	4		
9.500	Elements of Supervision	3		
9.502	Psychology for Supervisors	3		
9.506	Human Relations	3		
	Business Electives	5		

CERTIFICATE IN INDUSTRIAL SAFETY

9.555-57	Industrial Safety I, II, III	3	3	3
9.500	Elements of Supervision	3		
9.502	Psychology for Supervisors	3		
9.506	Human Relations	3		

CERTIFICATE IN ADVANCED SUPERVISOR DEVELOPMENT

BA101	Intro to Business	4		
9.500	Elements of Supervision	3		
9.502	Psychology for Supervisors	3		
9.506	Human Relations	3		
9.508	Labor-Management Relations	3		
9.555	Industrial Safety I	3		
WR120	Basic Writing Skills	3		
1.102	Occupational Writing	3		
1.103	Occupational Beg or Inter Oral	3		
	Comm			
	Business Electives	17		

SUPERVISORY TRAINING

GENERAL EDUCATION REQUIREMENTS

1.102	Occupational Writing or			
WR121	English Composition	3		
1.103	Occupational Speech or			
SP111	Interpersonal Speech Comm or			
SP112	Fundamentals of Speech	3		
HE250	Health and/or			
HE252	First Aid and/or			
9.317	Multi-Media First Aid and/or			
0.571	CPR or PE Activity Courses	4		
	General Education Electives	3	3	

PROGRAM REQUIREMENTS

BA101	Intro to Business	4		
9.500	Elements of Supervision	3		
9.502	Psychology for Supervisors	3		
9.506	Human Relations	3		
9.508	Labor-Management Relations	3		
9.555	Industrial Safety I	3		
9.509	Applied Economics	3		
9.514	Cost Accounting/Supervisors	3		
2.518	Business Law	3		
2.530	Practical Accounting	3		
	Business Electives	9		
	Non-Business Electives	6		
	On-The-Job Training, or credit for			
	approved work experience	24		

Data Processing

GENERAL EDUCATION REQUIREMENTS

1.102	Occupational Writing or			
WR121	English Composition	3		
1.103	Occupational Speech or			
SP111	Interpersonal Speech Comm or			
SP112	Fundamentals of Speech	3		
HE250	Health and/or			
HE252	Health and/or			
9.317	Multi-Media First Aid and/or			
0.571	CPR and/or			
	PE Activity Courses	4		
	General Education Electives	3	3	

PROGRAM REQUIREMENTS

2.571-73	Data Processing I, II, III	10	10	10
2.415	Human Relations in Business or			
BA235	Business Statistics	3		
BA238	Intro to Management Science	4		
2.581-83	Data Processing IV, V, VI	10	10	10
2.530-32	Practical Accounting I, II, III or			
BA211-13	Principles of Accounting I, II, III	3	3	3

Secretarial Sciences

Secretarial Sciences Certificate

OPTION A

WR120	Basic Writing Skills	3		
2.500	Business Orientation	1		
2.652	Filing	1		
2.515	Business Math w/Calculators	3	2	
SS121-23	Typing I, II, III	3	3	3
SS111-12	Stenography I, II or			
2.537	Alphabetic Shorthand and			
2.538	Applied Alphabetic Shorthand	3	3	
SS113	Stenography III	3		
1.131	Spelling	3		
2.530	Practical Accounting I	3		
2.526	Duplicating Equipment	1		
2.551	Business Correspondence	3		
2.527	Transcribing Machines I	3		
2.610	Clerical Office Procedures	3		

OPTION B

WR120	Basic Writing Skills	3		
1.131	Spelling	3		
2.500	Business Orientation	1		
2.652	Filing	1		
2.515	Business Math w/Calculators	3	2	
SS122-23	Typing II, III	3	3	
2.530	Practical Accounting I	3		
2.551	Business Correspondence	3		
2.526	Duplicating Equipment	1		
2.527-28	Transcribing Machines I, II	3	3	
1.102	Occupational Writing or			
WR121	English Composition	3		
2.610	Clerical Office Procedures	3		
2.653	Word Processing	3		
2.535	Payroll Accounting	3		

Administrative Secretary, Option A

GENERAL EDUCATION REQUIREMENTS

1.103	Occupational Speech or			
SP111	Interpersonal Speech Comm or			
SP112	Fundamentals of Speech			3
HE250	Health and/or			
HE252	First Aid and/or			
9.317	Multi-Media First Aid and/or			
	PE Activity Courses	4		
	General Education Electives	3	3	

PROGRAM REQUIREMENTS

WR120	Basic Writing Skills	3		
SS121-23	Typing I, II, III	3	3	3
SS111-12	Stenography I, II, III	3	3	3
2.515	Business Math w/Calculators	3	2	
2.500	Business Orientation	1		
2.652	Filing	1		
1.102	Occupational Writing	3		
2.530	Practical Accounting I	3		
2.526	Duplicating Equipment	1		
2.551	Business Correspondence	3		
2.527	Transcribing Machines I	3		
2.610	Clerical Office Procedures	3		
SS211-12	Applied Stenography I, II	3	3	
2.415	Human Relations in Business	3		
2.528	Transcribing Machines II	3		
2.647	Administrative Management	3		
2.611	Office Simulations	3		
2.645	Business Conference Techniques	3		
2.613-14	On-The-Job Training	4	4	
2.510	Introduction to Data Processing	4		
2.653	Word Processing	3		
2.535	Payroll Accounting	3		

Administrative Secretary, Option B

GENERAL EDUCATION REQUIREMENTS

1.103	Occupational Speech or			
SP111	Interpersonal Speech Comm or			
SP112	Fundamentals of Speech			3
HE250	Health and/or			
HE252	First Aid and/or			
9.317	Multi-Media First Aid and/or			
0.571	CPR or			
	PE Activity Courses	4		
	General Education Electives	3	3	

PROGRAM REQUIREMENTS

WR120	Basic Writing Skills	3		
SS121-23	Typing I, II, III	3	3	3
2.515	Business Math w/Calculators	3	2	
2.530	Practical Accounting I	3		
2.537	Alphabetic Shorthand	3		
2.500	Business Orientation	1		
2.538	Applied Alphabetic Shorthand	3		
2.652	Filing	1		
2.551	Business Correspondence	3		
2.526	Duplicating Equipment	1		
1.131	Spelling	3		
1.102	Occupational Writing	3		
2.527	Transcribing Machines I	3		
2.610	Clerical Office Procedures	3		
2.535	Payroll Accounting	3		
2.415	Human Relations in Business	3		
2.528	Transcribing Machines II	3		
2.647	Administrative Management	3		
2.611	Office Simulations	3		
9.500	Elements of Supervision	3		
2.645	Business Conference Techniques	3		
2.613-14	On-The-Job Training	4	4	
2.653	Word Processing	3		
2.518	Business Law	3		
2.510	Introduction to Data Processing	4		

Administrative Secretary/Word Processing

GENERAL EDUCATION REQUIREMENTS

1.103	Occupational Speech or			
SP111	Beginning Oral Communications or			
SP112	Intermediate Oral Communications	3		
HE250	Health and/or			
HE252	First Aid and/or			
9.317	Multi-Media First Aid and/or			
	PE Activity Courses	4		
	Electives	6		

PROGRAM REQUIREMENTS

WR120	Basic Writing Skills	3		
SS121-23	Typing I, II, III	3	3	3
2.515	Business Math w/Calculators	3	2	
2.530	Practical Accounting I	3		
2.537	Alphabetic Shorthand	3		
2.500	Business Orientation	1		
2.652	Filing		1	
2.551	Business Correspondence	3		
1.102	Occupational Writing		3	
2.527-28	Transcribing Machines I, II	3		3
2.610	Clerical Office Procedures			3
1.131	Spelling		3	
2.415	Human Relations in Business			3
2.654	CPT Operation		2	
2.655	IBM Memory Typewriter Operation			1
2.528	Transcribing Machines II	3		
2.647	Administrative Management	3		
2.653	Word Processing Concepts	3		
2.645	Business Conference Techniques		3	
2.613-14	On-the-Job Training	4	4	
2.518	Business Law			3
2.510	Intro to Data Processing			4
2.611	Office Simulations	3		
	Word Processing Practicum		3	
	Text-editing Equipment	3		

Educational Secretary

GENERAL EDUCATION REQUIREMENTS

9.317	Multi-Media First Aid and/or			
	PE Activity Courses	1		
	General Education Electives	3	3	

PROGRAM REQUIREMENTS

SS121-23	Typing I, II, III	3	3	3
SS111-13	Stenography I, II, III or			
2.530-32	Practical Accounting I, II, III	3	3	3
WR120	Basic Writing Skills	3		
2.515	Business Math w/Calculators	3	2	
2.500	Business Orientation	1		
2.551	Business Correspondence	3		
2.650	Records Mgt for Educ Sec	3		
2.526	Duplicating Equipment	1		
1.102	Occupational Writing			3
2.415	Human Relations in Business	3		
2.610	Clerical Office Procedures	3		
2.510	Introduction to Data Processing	4		
PY201-03	General Psychology	3	3	3
9.764	Oregon School Law	3		
2.611	Office Simulations	3		
HE252	First Aid	3		
SP111	Interpersonal Speech Comm	3		
2.613-14	On-The-Job Training	4	4	
2.220	Personal Finance	3		
9.500	Elements of Supervision	3		
2.535	Payroll Accounting	3		

Legal Secretary

GENERAL EDUCATION REQUIREMENTS

1.103	Occupational Speech or			
SP111	Interpersonal Speech Comm or			
SP112	Fundamentals of Speech		3	
HE250	Health and/or			
HE252	First Aid and/or			
9.317	Multi-Media First Aid and/or			
	PE Activity Courses	4		
	General Education Electives	3	3	

PROGRAM REQUIREMENTS

WR120	Basic Writing Skills	3		
SS121-22	Typing I, II	3	3	
SS111-13	Stenography I, II, III	3	3	3
2.515	Business Math w/Calculators	3	2	
2.500	Business Orientation	1		
2.518	Business Law	3		
1.102	Occupational Writing	3		
WR121	English Composition	3		
2.660	Legal Terminology	3		
2.652	Filing	1		
2.551	Business Correspondence	3		
2.530	Practical Accounting I	3		
2.661	Legal Typing	3		
2.663	Legal Office Procedures	3		
SS211-12	Applied Stenography I, II	3		3
2.527	Transcribing Machines I	3		
2.415	Human Relations in Business	3		
2.647	Administrative Management	3		
2.611	Office Simulations	3		
2.662	Legal Transcribing	3		
2.645	Business Conference Techniques	3		
2.613-14	On-The-Job Training	4	4	
2.653	Word Processing	3		
2.535	Payroll Accounting	3		

Medical Receptionist

GENERAL EDUCATION REQUIREMENTS

1.103	Occupational Speech or			
SP111	Interpersonal Speech Comm or			
SP112	Fundamentals of Speech		3	
HE250	Health and/or			
HE252	First Aid and/or			
9.317	Multi-Media First Aid and/or			
	PE Activity Courses	4		
	General Education Electives	3	3	

PROGRAM REQUIREMENTS

2.500	Business Orientation	1		
SS121-22	Typing I, II	3	3	
5.630	Medical Terminology I	3		
2.652	Filing	1		
WR120	Basic Writing Skills	3		
2.515	Business Math w/Calculators	3	1	
2.633-34	Medical Terminology II, III	3	3	
5.625	Clinical Office Procedures I	4		
2.671	Medical Law and Ethics	2		
2.537	Alphabetic Shorthand	3		
2.506	Medical Typing	3		
2.670	Medical Office Procedures	3		
2.527	Transcribing Machines I	3		
2.415	Human Relations in Business	3		
2.524-25	Medical Transcription I, II	3	3	
2.530	Practical Accounting I	3		
2.611	Office Simulations	3		
1.102	Occupational Writing or			3
WR121	English Composition	3		
2.645	Business Conference Techniques	3		
2.613-14	On-The-Job Training	4	4	
2.551	Business Correspondence	3		
2.510	Introduction to Data Processing	4		
5.631	Pharmaceutical Terminology	2		
2.535	Payroll Accounting	3		

Medical Transcriptionist**PROGRAM REQUIREMENTS**

SS122	Typing II	3		
2.500	Business Orientation	1		
5.630	Medical Terminology I	3		
WR120	Basic Writing	3		
1.131	Spelling	3		
2.506	Medical Typing	3		
1.102	Occupational Writing or English Composition	3		
2.527	Transcribing Machines I	3		
2.671	Medical Law & Ethics	2		
5.633	Medical Terminology II	3		
2.529	Applied Medical Transcription	5		
2.415	Human Relations in Business	3		
2.551	Business Correspondence	3		
5.634	Medical Terminology III	3		
5.631	Pharmaceutical Terminology Electives	2		

Culinary Arts & Restaurant Management**GENERAL EDUCATION REQUIREMENTS**

1.102	Occupational Writing	3		
1.103	Occupational Speech	3		
HE250	Health and/or			
HE252	First Aid and/or			
9.317	Multi-Media First Aid and/or			
0.571	CPR or PE Activity Courses	4		
	General Education Electives	3	3	
2.515	Business Math	5		

PROGRAM REQUIREMENTS

8.310-12	Professional Food Service, I, II, III	4	6	6
8.324-26	Practical Menu Planning A, B, C	1	1	1
8.335	Orientation to the Hospitality Industry	1		
8.336	Food Service Sanitation	1		
8.337	Stations, Tools, Culinary Techniques	3		
8.338	International Food & Beverage Vocabulary	2		
8.344	Techniques of Table Service	1		
8.345	Dining Room Management	1		
8.349-51	Banquet Buffet & Catering Proc A, B, C	1	1	1
8.399	M & P: Gardemanger—Salads	2		
8.347	Wine Service	1		
8.357	Work Analysis and Simplification	1		
8.358	Hiring and Training Employees	1		
8.359	Supervising Restaurant Personnel	1		
8.372	Scheduling Prod & Cont Labor Costs	1		
8.340	M & P: Vegetables & Entrees	2		
8.360-61	Foods I, II	1	1	
8.371	Purch Foods & Cont Food Costs	1		
8.348	Beverage Management	1		

Chef Training Option**PROGRAM REQUIREMENTS**

8.316	Intro Comm Kitchen Prod & Mgmt	6		
8.327-29	Adv Prac Menu Planning A, B, C	1	1	1
8.341	M & P: Stocks, Soups, Sauces	2		
8.353-55	Banquet Buffet and Catering Mgmt A, B, C	1	1	1
8.363	Mgmt Techniques	1		
8.365	Planning the Restaurant	1		
8.366	Designing and Using Control Systems	1		
8.368	Creating the Menu	1		
8.342	M & P: The Butcher Station	2		
8.378	Merchandising the Menu	1		
8.369	Pricing/Evaluating the Menu	1		
8.317	Inter Comm Kitchen Prod & Mgmt	6		
8.318	Adv Comm Kitchen Prod & Mgmt	6		
8.343	M & P: The Bake Shop	2		
8.364	Data Processing in Food Service	1		
8.375	Super of Sanitation & Maint	1		

Hotel and Restaurant Cooking Option**PROGRAM REQUIREMENTS**

8.313-15	Hotel and Restaurant Cooking I,II, III	6	6	6
8.327-29	Adv Prac Menu Planning A, B, C	1	1	1
8.341	M & P: Stocks, Soups, Sauces	2		
8.353-55	Banquet Buffet and Catering Mgmt A, B, C	1	1	1
8.363	Mgmt Techniques	1		
8.368	Creating the Menu	1		
8.342	M & P: The Butcher Station	2		
8.378	Merchandising the Menu	1		
8.369-51	Pricing and Evaluating the Menu	1		
8.343	M & P: The Bake Shop	2		
8.375	Super of Sanitation & Maint	1		

Restaurant & Catering Management Option**PROGRAM REQUIREMENTS**

8.378	Merchandising the Menu	6		
8.321-23	Adv Cooking for Managers I, II, III	3	3	3
8.327-29	Adv Prac Menu Planning A, B, C	1	1	1
9.323-34	Management Lab A, B, C	3	3	3
8.341	M & P: Stocks, Soups, Sauces	2		
8.353-55	Banquet Buffet and Catering Mgmt A, B, C	1	1	1
HRM230	Hotel Law	1		
8.363	Mgmt Techniques	1		
8.365	Planning the Restaurant	1		
8.366	Designing and Using Control Systems	1		
8.368	Creating the Menu	1		
BA211	Principles of Accounting I	3		
8.342	M & P: The Butcher Station	2		
8.369	Pricing and Evaluating the Menu	1		
8.367	Financing the Restaurant	1		
8.343	M & P: The Bake Shop	2		
8.364	Data Processing in Food Service	1		
8.375	Super of Sanitation & Maint	1		
8.377	Promoting the Restaurant	1		

HEALTH OCCUPATIONS AND PHYSICAL EDUCATION DIVISION

Associate Degree Nursing

PROGRAM PREREQUISITES

Elements of Algebra or equivalent
General Chemistry or equivalent

GENERAL EDUCATION REQUIREMENTS

WR121	English Composition	3		
SP111	Interpersonal Speech Communication	3		
HE250	Health and/or			
HE252	First Aid and/or			
9.317	Multi-Media First Aid and/or			
0.571	CPR or			
	PE Activity Courses	4		

PROGRAM REQUIREMENTS

5.711-13	Nursing I, II, III	6	7	10
5.721-23	Nursing IV, V, VI	10	10	10
BI221-23	Human Biology	3	3	4
FN225	Nutrition	4		
5.732	Pharmacology I	2		
5.727	Nursing C.S.	1		
PY201-02	Psychology	3	3	
BI123	or			
4.215	Microbiology	2		
	Humanities Elective	3		
	Sociology or Anthropology Elective	3		

Nursing Assistant

NURSING ASSISTANT

6-week certificate course
5.406-7 7

Dental Assistant Certificate

PROGRAM REQUIREMENTS

1.150	Techniques of Reading/Studying	3		
5.494-96	Clinical Practice I, II, III	3	3	4
SS121	Typing I	3		
4.220-21	Integrated Basic Science I, II	4	3	
5.445	Intro to Dental Assisting	1		
5.461-63	Dental Radiology I, II, III	2	2	2
5.500	Oral Anatomy	1		
5.497-99	Dental Health Education I, II, III	1	1	1
5.484-85	Dental Materials I, II	3	3	
1.103	Occupational Speech Comm	3		
5.488-89	Expanded Duties I, II	1	1	
9.317	Multi-Media First Aid	1		
5.491	Dental Office Records	1		
5.453	Dental Pathology	2		
PY216	Social Psychology	3		
5.510	Office Practicum	8		
5.515	Office Practicum Seminar	2		
0.571	CPR	1		
5.492	Office Emergencies	1		

Emergency Medical Technician

9.313-16	EMT I, II, III, IV	8	3	11
BI221-22	Human Biology	4	4	
5.630	Medical Terminology	3		
HD199	Assertiveness Training	1		
2.671	Medical Law & Ethics	2		
1.606	Intro to Psych of Human Rel	3		
1.103	Occupational Speech	3		
5.732	Pharmacology	2		
9.320	CPR Instruction	1		
9.322	Patient Assessment	2		
9.323	Disaster Plan/Management	2		
9.500	Elements of Supervision	3		

HUMANITIES AND SOCIAL SERVICES DIVISION

Criminal Justice

Corrections

GENERAL EDUCATION REQUIREMENTS

1.102	Occupational Writing or		
WR121	English Composition	3	
1.103	Occupational Speech or		
SP111	Interpersonal Speech Comm or		
SP112	Fundamentals of Speech	3	
1.110	Elements of Algebra or		
4.202	Math II or		
2.515	Business Math	4	
HE250	Health and/or		
HE252	First Aid and/or		
9.317	Multi-Media First Aid and/or		
0.571	CPR or		
	PE Activity Courses	4	
	General Education Electives	3	3

PROGRAM REQUIREMENTS

CJ100	Survey of the Criminal Justice System	3	
CJ225	Civil Law	3	
CJ120	Intro to the Judicial Process	3	
CJ220	Intro to Substantive Law	3	
CJ130	Intro to Corrections	3	
	Electives or CWE	8	6 12
CJ101	Intro to Criminology	3	
CJ200	Intro to Community Relations	3	
CJ223	Rules of Evidence	3	
5.229	Intro to Interviewing	3	
CJ201	Juvenile Delinquency	3	
5.233	Institutions and Agencies	3	
	Electives or CWE	3	6 3

Law Enforcement

GENERAL EDUCATION REQUIREMENTS

1.102	Occupational Writing or		
WR121	English Composition	3	
1.103	Occupational Speech or		
SP111	Interpersonal Speech Comm or		
SP112	Fundamentals of Speech	3	
1.110	Elements of Algebra or		
4.202	Math II or		
2.515	Business Math	4	
HE250	Health and/or		
HE252	First Aid and/or		
9.317	Multi-Media First Aid and/or		
0.571	CPR or		
	PE Activity Courses	4	
	General Education Electives	3	3

PROGRAM REQUIREMENTS

CJ100	Survey of the Criminal Justice System	3	
CJ110	Intro to Law Enforcement	3	
CJ120	Intro to the Judicial Process	3	
CJ220	Intro to Substantive Law	3	
CJ130	Intro to Corrections	3	
CJ222	Procedural Law	3	
	Electives or CWE	6	4 12
CJ200	Intro to Community Relations	3	
CJ223	Rules of Evidence	3	
CJ210	Intro to Criminal Investigation	3	
CJ201	Juvenile Delinquency	3	
	Electives or CWE	3	6 3

Graphic Communications

Graphic Design

GENERAL EDUCATION REQUIREMENTS

1.102	Occupational Writing or		
WR121	English Composition	3	
1.103	Occupational Speech or		
SP111	Interpersonal Speech Comm or		
SP112	Fundamentals of Speech	3	
1.110	Elements of Algebra or		
4.202	Math II or		
2.515	Business Math	4	
HE250	Health and/or		
HE252	First Aid and/or		
9.317	Multi-Media First Aid and/or		
0.571	CPR or		
	PE Activity Courses	4	
	General Education Electives	3	3

PROGRAM REQUIREMENTS

3.150	Intro to Graphic Communications	3		
AR195-96	Design I, II	3	3	
AR291	Drawing Fund	3		
3.158	Adv Typog/Lettering	3		
3.170	Illustration	3		
SS121	Typing	3		
AR282	Inter Drawing	3		
3.154	Pkging & 3-D Design	3		
3.152	Layout & Pasteup Procedures	3		
AR281	Figure Drawing	3		
3.162	Intro to Photography	2		
3.163	Inter Photography	2		
3.164	Process Camera	3		
3.151	Publication Design	3		
3.172-74	Graphic Design I, II, III	3	3	3
3.180	Newspaper Makeup	2	2	2
SS124	Typing Skill Building	3		
3.166	Screen Printing	3		
3.182	Typesetting	3		
	Technical Drawing	2	2	

Printing Technology

GENERAL EDUCATION REQUIREMENTS

1.102	Occupational Writing or		
WR121	English Composition	3	
1.103	Occupational Speech or		
SP111	Interpersonal Speech Comm or		
SP112	Fundamentals of Speech	3	
1.110	Elements of Algebra or		
4.202	Math II or		
2.515	Business Math	4	
HE250	Health and/or		
HE252	First Aid and/or		
9.317	Multi-Media First Aid and/or		
0.571	CPR or		
	PE Activity Courses	4	
	General Education Electives	3	3

PROGRAM REQUIREMENTS

3.150	Intro to Graphic Communications	3		
3.152	Layout and Pasteup Procedures	3		
3.158	Advertising Typography and Lettering			2
3.162	Introduction to Photography	2		
3.153	Survey of Visual Design	3		
3.163	Intermediate Photography	2		
3.164	Process Camera	3		
SS121	Typing I	3		
3.151	Publication Design	3		
3.182	Typesetting	3		
SS124	Typing Skill Building	3		
	Electives or CWE	1	6	
3.166	Screen Printing	3		
3.169	Negative Imposition and Platemaking	4		
3.180	Newspaper Makeup	2	2	2
3.167	Graphic Production I	4		
4.124	Technical Drawing	2		
3.178	Graphic Production II	4		
	Electives or CWE	3	3	3

INDUSTRIAL/APPRENTICESHIP DIVISION

Auto Body Repair

GENERAL EDUCATION REQUIREMENTS

1.102	Occupational Writing or English Composition	3		
1.103	Occupational Speech or Interpersonal Speech Comm or SP111	3		
1.110	Fundamentals of Speech Elements of Algebra or 4.202 Math II	4		
HE250	Health and/or First Aid and/or HE252			
9.317	Multi-Media First Aid and/or CPR or 0.571	4		
	PE Activity Courses	4		
	General Education Electives	3	3	

PROGRAM REQUIREMENTS

3.511-13	Auto Body Repair I, II, III	10	10	10
3.514-16	Auto Body Repair IV, V, VI	10	10	10
4.151-53	Welding I, II, III	2	2	2
3.195	Auto Body Study Skills	1	1	
4.108	Industrial Safety	3		
3.195	Auto Body Study Skills and/or 1.200 Cooperative Work Experience	2		
2.110	Salesmanship	3		

Automotive Technology

GENERAL EDUCATION REQUIREMENTS

1.102	Occupational Writing or English Composition	3		
1.103	Occupational Speech or Interpersonal Speech Comm or SP111	3		
1.110	Fundamentals of Speech Elements of Algebra or 4.202 Math II or 2.515 Business Math	4		
HE250	Health and/or First Aid and/or HE252			
9.317	Multi-Media First Aid and/or CPR or 0.571	4		
	PE Activity Courses	4		
	General Education Electives	3	3	

PROGRAM REQUIREMENTS

3.294	Industrial Concepts and Safety or Mechanics I	10		
3.295	Mechanics I	10	10	
3.296-97	Mechanics II, III	10	10	10
3.298-300	Auto Mechanics IV, V, VI	3		
3.529	Mobile Air Conditioning	3		
4.108	Industrial Safety	3		
2.415	Human Relations in Business	3		
4.130	Machine Processes	2		
3.447	Metallurgy for Mechanics Technical Electives or Cooperative Work Experience	3		

Construction Technology

GENERAL EDUCATION REQUIREMENTS

1.102	Occupational Writing or English Composition	3		
1.103	Occupational Speech or Interpersonal Speech Comm or SP111	3		
1.110	Fundamentals of Speech Elements of Algebra or 4.202 Math II or 2.515 Business Math	4		
HE250	Health and/or First Aid and/or HE252			
9.317	Multi-Media First Aid and/or CPR or 0.571	4		
	PE Activity Courses	4		
	General Education Electives	3	3	

PROGRAM REQUIREMENTS

3.233	Basic Plumbing	2		
3.205-07	Carpentry I, II, III	4	4	4
3.211-13	Construction Technology IV, V, VI	10	10	10
3.238	Tool Maintenance	1		
3.229	Shop Safety	1		
3.208	Carpentry Practices and Procedures	2		
3.230	Construction Terminology	1		
4.151	Welding I	2		
4.109	Technical Sketching	1		
3.429	Blueprint Reading	2		
3.231	Automated Production Methods	2		
3.232	Residential Codes	2		
6.330	Vocational Electricity	2		
3.209	Construction Site Layout	1		
3.237	Basic Masonry	2		
3.236	Construction Careers	1		
3.235	Estimating and Detailing	1		
3.584	Basic Sheet Metal Practices	2		
1.200	Cooperative Work Experience	2		
3.254	Laminates & Finishes	2		
4.108	Industrial Safety	3		

Heavy Equipment Mechanics/Diesel

GENERAL EDUCATION REQUIREMENTS

1.102	Occupational Writing or English Composition	3		
1.103	Occupational Speech or Interpersonal Speech Comm or SP111	3		
1.110	Fundamentals of Speech Elements of Algebra or 4.202 Math II or 2.515 Business Math	4		
HE250	Health and/or First Aid and/or HE252			
9.317	Multi-Media First Aid and/or CPR or 0.571	4		
	PE Activity Courses	4		
	General Education Electives	3	3	

PROGRAM REQUIREMENTS

3.294	Industrial Concepts and/or Mechanics I	10		
3.295	Mechanics I	10	10	
4.108	Industrial Safety	2		
3.296-97	Mechanics II, III	10	10	
4.151-52	Welding I, II	2	2	
3.128-30	Heavy Equipment Mechanics IV, V, VI	10	10	10
2.415	Human Relations in Business	3		
3.529	Mobile Air Conditioning	3		
4.130	Machine Processes	2		
	Technical Electives or Cooperative Work Experience	2		
3.134	Fluid Power	3		

Industrial Technical Representative

BUSINESS CORE

2.131	Elements of Marketing	3
2.110	Principles of Salesmanship	3
2.119	Intro to Management	3
2.121	Applied Economics	3
2.134	Retail Merchandising	3
2.415	Human Relations in Business	3

COMMON CORE

4.202	Math II	4
1.102	Occupational Writing	3
1.103	Occupational Speech	3
4.109	Technical Sketching	1
4.120	Fundamentals of Specification	3
9.317	First Aid	1
4.108	Industrial Safety	3

COOPERATIVE WORK EXPERIENCE

1.200	Cooperative Work Experience	14
1.201	CWE Seminar	1

INDUSTRIAL CHEMICAL REPRESENTATIVE OPTION TECHNICAL CORE

5.260-61	Hazardous Materials I, II	3	3
3.588	Hydraulics/Pneumatics	3	
9.813	Agriculture Chemicals	3	
CH104-06	General Chemicals	15	
	Technical Electives	6	

INDUSTRIAL EQUIPMENT REPRESENTATIVE OPTION TECHNICAL CORE

4.130	Machine Processes	2
6.239	Intro to Metallurgy	2
3.588	Hydraulics/Pneumatics	3
9.072	Hand and Power Tools	2
	Technical Electives	9

METAL PRODUCTS REPRESENTATIVE OPTION TECHNICAL CORE

6.239	Intro to Metallurgy	4
4.130	Machine Processes	2
4.122	Strength of Materials	3
4.161	Materials Testing	3
	Technical Electives	6

WOOD PRODUCTS REPRESENTATIVE OPTION TECHNICAL CORE

3.244	Wood Products Orientation	1
4.100	Blueprint Reading	2
3.230	Construction Terminology	1
3.232	Residential Codes	2
3.245	Wood Production Processes	2
	Technical Electives	10

AUTOMOTIVE PRODUCTS REPRESENTATIVE OPTION TECHNICAL CORE

3.238	Home Shop/Tool Maintenance	1
3.301	Auto Mechanics	1-10
3.310	Know Your Auto	2
3.312	Basic Tune-up	2
3.294	Industrial Concepts	1
	Technical Electives	12

Machine Tool Technology

GENERAL EDUCATION REQUIREMENTS

1.102	Occupational Writing or			
WR121	English Composition	3		
1.103	Occupational Speech or			
SP111	Interpersonal Speech Comm or			
SP112	Fundamentals of Speech	3		
4.202	Math II	4		
HE250	Health and/or			
HE252	First Aid and/or			
9.317	Multi-Media First Aid and/or			
0.571	CPR or			
	PE Activity Courses	4		
	General Education Electives	3	3	

PROGRAM REQUIREMENTS

3.403-05	Machine Tool I, II, III	10	10	10
4.100	Blueprint Reading and Sketching	2		
4.151-52	Welding I, II	2	22	
4.108	Industrial Safety	3		
4.204	Math III	4		
3.406-08	Machine Tool IV, V, VI	10	10	10
3.446	Machine Metallurgy	2		

PROGRAM ELECTIVES:

1.134	Vocational Study Skills	1	1	
1.200	Cooperative Work Experience	2		
3.400	Machine Tool Projects	1-3		

Metallurgical Technology

GENERAL EDUCATION REQUIREMENTS

1.102	Occupational Writing or			
WR121	English Composition	3		
1.103	Occupational Speech or			
SP111	Interpersonal Speech Comm or			
SP112	Fundamentals of Speech	3		
1.110	Elements of Algebra or			
4.202	Math II or			
2.515	Business Math	4		
HE250	Health and/or			
HE252	First Aid and/or			
9.317	Multi-Media First Aid and/or			
0.571	CPR or PE Activity Courses	4		
	General Education Electives	3	3	

PROGRAM REQUIREMENTS

6.293	Intro to Metallurgy	4		
6.281-83	Nondestructive Testing I, II, III	3	3	3
4.108	Industrial Safety	3		
4.100	Blueprint Reading and Sketching	2		
6.298-99	Metallography I, II	3	3	
6.276	Physical Metallurgy	4		
4.200	Practical Physics	4		
4.161-63	Materials Testing I, II, III	3	3	3
4.205-06	Basic Chemistry I, II	4	4	
4.130	Machine Processes	2		
6.294	Process Metallurgy	4		
4.122	Strength of Materials	3		
6.285	Ultrasonics	3		
4.120	Fund of Specifications	3		
6.284	Radiography	3		
4.151	Welding I	2		
3.445	Welding Metallurgy II	4		

Recreational Vehicle and Small Engine Repair

GENERAL EDUCATION REQUIREMENTS

1.102	Occupational Writing or			
WR121	English Composition	3		
1.103	Occupational Speech or			
SP111	Interpersonal Speech Comm or			
SP112	Fundamentals of Speech	3		
1.110	Elements of Algebra or			
4.202	Math II or			
2.515	Business Math	4		
HE250	Health and/or			
HE252	First Aid and/or			
9.317	Multi-Media First Aid and/or			
0.571	CPR or PE Activity Courses	4		
	General Education Electives	3	3	

PROGRAM REQUIREMENTS

3.560-62	Small Engine Repair I, II, III	10	10	10
1.134	Vocational Study Skills	1	1	1
1.200	Cooperative Work Experience	3	3	
3.563	Small Engine IV	10		
3.570-71	Rec Vehicle Repair I, II	10	10	10
4.151	Welding I	2		
4.108	Industrial Safety	3		

Welding

GENERAL EDUCATION REQUIREMENTS

4.240	Basic Arc Welding	6		
4.242	Basic Oxyacetylene Welding	4		
4.100	Blueprint Reading and Sketching	2		
4.241	Inter Arc Welding	6		
4.243	Welding Projects I	4		
4.245	Layout Proc for Welding	3		
4.246	Adv Arc Welding	6		
3.444-45	Welding Metallurgy I, II	4	4	
4.250	Welding Projects II	4		
4.108	Industrial Safety	3		
4.255-57	Fabrication Repair Prac I, II, III	6	6	6
4.130	Machine Processes	2		
3.134	Industrial Fluid Power	4		
6.330	Vocational Electricity	3		
	Technical Electives or			
	Cooperative Work Experience	6		

Refrigeration, Heating and Air Conditioning

GENERAL EDUCATION REQUIREMENTS

1.102	Occupational Writing or			
WR121	English Composition	3		
1.103	Occupational Speech or			
SP111	Interpersonal Speech Comm or			
SP112	Fundamentals of Speech	3		
1.110	Elements of Algebra or			
4.202	Math II	4		
HE250	Health and/or			
HE252	First Aid and/or			
9.317	Multi-Media First Aid and/or			
0.571	CPR or			
	PE Activity Courses	4		
	General Education Electives	3	3	

PROGRAM REQUIREMENTS

3.580	Intro to Ref/Heat/AC	6		
3.581	Layout Procedures	3		
6.333-34	Technical Electricity I, II	3	3	
4.151	Welding I	2		
3.429	Blueprint Reading and Sketching	2		
3.447	Metallurgy for Mechanics	2		
3.583	Principles of Refrigeration	6		
3.584	Basic Sheet Metal Prac	2		
3.586	Mechanical Installation Proc	4		
3.585	Principles of Heating	6		
4.203	Math III	4		
3.587	Oper Prin of AC and			
	Air Movements	6		
3.588	Pneumatic Controls	4		
	Technical Electives or			
	Cooperative Work Experience	2		
3.589	Diagnosis, Service, and Repair	6		
3.590	Control Applications	4		
4.108	Industrial Safety	3		
3.591	Comm and Indus Refrig	6		
3.592	Systems Design	4		

SCIENCE AND TECHNOLOGY DIVISION

Civil/Mechanical Engineering Technology

GENERAL EDUCATION REQUIREMENTS

1.102	Occupational Writing or			
WR121	English Composition	3		
1.103	Occupational Speech or			
SP111	Interpersonal Speech Comm or			
SP112	Fundamentals of Speech	3		
1.110	Elements of Algebra or			
4.202	Math II or			
2.515	Business Math	4		
HE250	Health and/or			
HE252	First Aid and/or			
9.317	Multi-Media First Aid and/or			
0.571	CPR or			
	PE Activity Courses	4		
	General Education Electives	3	3	

PROGRAM REQUIREMENTS

4.109	Technical Sketching	1		
4.110-12	Drafting Lab	3	3	3
6.196	Drafting-Engineering Practices	2		
6.214-16	Technical Physics	4	4	4
6.551-53	Technical Math I, II, III	4	4	4
4.148	Practical Descriptive Geometry	2		
6.202	Statics	3		
6.200-01	Surveying I, II	2	2	
6.203	Strength of Materials	3		
6.208	Machine Drafting	4		
6.340-41	Technical Calculations I, II	2	2	
4.126	Mechanical Design Principles	3		
6.205-06	Civil Drafting I, II	3	3	
6.235	Applied Hydraulics	4		
6.204	Computer Applications	3		
6.210	Engineering Design Project	3		
1.112	Technical Report Writing	3		

Drafting Technology

GENERAL EDUCATION REQUIREMENTS

1.102	Occupational Writing or			
WR121	English Composition	3		
1.103	Occupational Speech or			
SP111	Interpersonal Speech Comm or			
SP112	Fundamentals of Speech	3		
1.110	Elements of Algebra or			
4.202	Math II or			
2.515	Business Math	4		
HE250	Health and/or			
HE252	First Aid and/or			
9.317	Multi-Media First Aid and/or			
0.571	CPR or			
	PE Activity Courses	4		
	General Education Electives	3	3	

PROGRAM REQUIREMENTS

4.109	Technical Sketching	1		
4.110-12	Drafting Lab	3	3	3
6.196	Drafting Engineering Practices	2		
6.550	Pre-Tech Math	4		
4.121	Electronics Drafting	2		
6.551-52	Tech Math I, II	4	4	
3.494	Construct Methods & Materials	2		
4.148	Practical Descriptive Geometry	2		
4.119	Meth & Mat of Manufact	2		
1.112	Tech Report Writing	3		
4.116	Architectural Planning	3		
6.200	Surveying I	2		
6.208	Machine Drafting	4		
6.340	Technical Calculations I	2		
4.114	Architectural Drafting	4		
4.115	Presentation Drawing	2		
4.300	Practical Physics	3	3	
6.205-06	Civil Drafting I, II	2		
3.498	Product Design	2		
4.123	Technical Illustration	3		
4.125	Project Drafting or			
	Cooperative Work Experience	2		
4.302	Practical Physics	4		

Energy Engineering

GENERAL EDUCATION REQUIREMENTS

1.102	Occupational Writing or			
WR121	English Composition	3		
1.103	Occupational Speech or			
SP111	Interpersonal Speech Comm or			
SP112	Fundamentals of Speech	3		
HE250	Health and/or			
HE252	First Aid and/or			
9.317	Multi-Media First Aid and/or			
0.571	CPR or			
	PE Activity Courses	4		
	General Education Electives	3	3	

PROGRAM REQUIREMENTS

4.110-11	Drafting Lab I, II	3	3	
6.214-16	Tech Physics I, II, III	4	4	4
6.551-53	Tech Math I, II, III	4	4	4
6.196	Drafting Engineering Practice	2		
4.109	Technical Sketching	1		
GS199	Energy Problem Solving	3		
3.494	Construct Meth and Mat	2		
6.202	Statics	3		
4.148	Descriptive Geometry	2		
MT132	Prob Eng Calc	2		
6.203	Strength of Materials	3		
6.220	Energy Systems Mgmt	3		
	Technical Electives	3		
6.221	Solar Energy	3		
MT133	Computer Programming—Basic	3		
4.114	Arch Drafting	4		
6.210	Engineer Design Projects	3		
1.112	Tech Report Writing	3		
1.200	Cooperative Work Experience	3		
6.338	Tech Electricity III	3		
6.204	Computer Applications	3		

Electricity/Electronics Technology

GENERAL EDUCATION REQUIREMENTS

1.102	Occupational Writing or			
WR121	English Composition		3	
1.103	Occupational Speech or			
SP111	Interpersonal Speech Comm or			
SP112	Fundamentals of Speech		3	
HE250	Health and/or			
HE252	First Aid and/or			
9.317	Multi-Media First Aid and/or			
0.571	CPR or			
	PE Activity Courses		4	
	General Education Electives		3	3

PROGRAM REQUIREMENTS

6.316	Intro to Electricity/Electronics		1		
6.320	Direct Cur Theory & App		6		
6.551-53	Tech Math I, II, II or				
MT101-02	College Alg, Trig and				
MT110	Analytical Geometry	4	4	4	
6.214-16	Technical Physics I, II, III	4	4	4	
6.343-44	Electronic Lab Skills I, II	1	1		
6.321	Alter Current Theory & App	6			
6.322	Basic Semiconductors	8			
4.100	Blueprint Reading and Sketching	2			
6.323	Basic Linear Circuits	5			
6.346-47	Digital Circuits I, II	5	5		
6.340-41	Technical Calculations I, II	2	2		
6.324	Non-Linear Circuits	5			
6.325	Instrumentation Techniques	5			
6.349	Basic Microprocessors	5			
6.338	Technical Electricity III	3			

Animal Technology

GENERAL EDUCATION REQUIREMENTS

1.102	Occupational Writing or			
WR121	English Composition		3	
1.103	Occupational Speech or			
SP111	Interpersonal Speech Comm or			
SP112	Fundamentals of Speech		3	
4.202	Math II		4	
HE250	Health and/or			
HE252	First Aid and/or			
9.317	Multi-Media First Aid and/or			
0.571	CPR or			
	PE Activity Courses		4	
	General Education Electives		3	3

PROGRAM REQUIREMENTS

8.100	Survey of Agriculture		1		
8.125-26	Soils I, II		3	3	
8.152	Beef Production		4		
8.143	Anat & Phys of Farm Animals		3		
8.153	Sheep Production		4		
8.150	Animal Genetics		4		
8.146	Intro to Livestock Selection		4		
8.154	Swine Production		4		
	Biology or Chemistry		4	4	
8.144	Animal Nutrition		4		
	Cooperative Work Experience and/or				
	Electives		6	9	9
8.130	Ag Chemicals		4		
8.145	Feeds & Feeding		3		
8.167	Forage Crops		3		
	Accounting Course		4		

Crop Management

GENERAL EDUCATION REQUIREMENTS

1.102	Occupational Writing or			
WR121	English Composition		3	
1.103	Occupational Speech or			
SP111	Interpersonal Speech Comm or			
SP112	Fundamentals of Speech		3	
1.110	Elements of Algebra or			
4.202	Math II or			
2.515	Business Math		4	
HE250	Health and/or			
HE252	First Aid and/or			
9.317	Multi-Media First Aid and/or			
0.571	CPR or			
	PE Activity Courses		4	
	General Education Electives		3	3

PROGRAM REQUIREMENTS

8.100	Survey of Agriculture		1		
8.125-27	Soils I, II, III		3	3	3
8.131	Pest management		3		
8.165	Plant Science		4		
8.130	Agriculture Chemicals		4		
8.188	Ag Equipment Maintenance		3		
1.606	Intro to Psychology		3		
8.167	Forage Crops		3		
	Electives		2		
CH101-02	General Chemistry I, II		4	4	
8.138	Irrigation & Drainage		3		
	Business Electives		6		
4.151	Welding		3		
8.166	Vegetable Technology		3		
8.170	Farm Management or				
AE111	Agricultural Economics		3		
1.200-1	Work Experience & Seminar		12		

Turf Management

GENERAL EDUCATION REQUIREMENTS

1.102	Occupational Writing or			
WR121	English Composition	3		
1.103	Occupational Speech or			
SP111	Interpersonal Speech Comm or			
SP112	Fundamentals of Speech	3		
1.110	Elements of Algebra or			
4.202	Math II or			
2.515	Business Math	4		
HE250	Health and/or			
HE252	First Aid and/or			
9.317	Multi-Media First Aid and/or			
0.571	CPR or			
	PE Activity Courses	4		
	General Education Electives	3	3	

PROGRAM REQUIREMENTS

8.100	Survey of Agriculture	1		
8.125-27	Soils I, II, III	3	3	3
8.131	Pest Management	3		
8.165	Plant Science	4		
8.130	Agricultural Chemicals I	4		
8.135-36	Turf Management I, II	3	3	
8.188	Ag Equipment Maintenance	3		
1.606	Intro to Psychology	3		
8.168	Plant Identification	3		
CH101-02	General Chemistry I, II	4	4	
8.138	Irrigation and Drainage	3		
8.140	Landscape Maintenance	3		
4.151	Welding	3		
8.137	Plant Propagation	3		
8.141	Landscape Planning	3		
1.200-1	Cooperative Work Experience & Seminar	12		

Science Lab Technology

GENERAL EDUCATION REQUIREMENTS

1.102	Occupational Writing or			
WR121	English Composition	3		
1.103	Occupational Speech or			
SP111	Interpersonal Speech Comm or			
SP112	Fundamentals of Speech	3		
HE250	Health and/or			
HE252	First Aid and/or			
9.317	Multi-Media First Aid and/or			
0.571	CPR or			
	PE Activity Courses	4		
	General Education Electives	3	3	

PROGRAM REQUIREMENTS

CH101-02	General Chemistry	4	4	
6.130-32	Laboratory Procedures	2	2	2
6.336	Technical Electricity I	3		
MT95	Intermediate Algebra	4		
BI123	Microbiology	4		
6.114	Aquatic Microbiology	4		
9.645	Scientific Glassblowing	3		
4.300	Practical Physics	4		
6.135	Instrumental Analysis	4		
4.302	Practical Physics	4		
1.200	Cooperative Work Experience	12		
	Electives	8	8	

Water/Wastewater Plant Operator

PROGRAM REQUIREMENTS

6.190	Intro to WWW Operations	6		
6.193	Intro to Aquatic Chem and Micro	4		
WR120	Basic Writing	3		
4.200-02	Math I, II, III	4	4	4
6.191	Water Systems Operations	6		
6.194	Basic Aquatic Chem and Micro	4		
6.180-81	Wastewater Mechanics I, II	2	3	
4.100	Blueprint Reading	2		
6.192	Primary and Secondary Treatment	6		
6.195	Inter Aquatic Chem and Micro	4		
9.317	Multi-Media First Aid	1		
6.168	In-Plant Practicum	16		

Water/Wastewater Technology

GENERAL EDUCATION REQUIREMENTS

1.102	Occupational Writing or			
WR121	English Composition	3		
1.103	Occupational Speech or			
SP111	Interpersonal Speech Comm or			
SP112	Fundamentals of Speech	3		
HE250	Health and/or			
HE252	First Aid and/or			
9.317	Multi-Media First Aid and/or			
0.571	CPR or			
	PE Activity Courses	4		
	General Education Electives	3	3	

PROGRAM REQUIREMENTS

6.190	Intro to WWW Operations	6		
6.193	Intro to Aquatic Chem and Micro	4		
6.191	Water Systems Operations	6		
6.194	Basic Aquatic Chem and Micro	4		
6.180-81	Wastewater Mechanics I, II	2	3	
4.100	Blueprint Reading	2		
6.192	Primary and Secondary Treatment	6		
6.195	Inter Aquatic Chem and Micro	4		
6.168	In-Plant Practicum	16		
	Math	4	4	4
6.154	Process Interaction	4		
6.174	Inter Aquatic Chem	4		
9.500	Elements of Supervision	3		
6.155	Adv Waste Treatment	4		
6.235	Applied Hydraulics	4		
6.554	Technical Project	3		
6.161	Water/Wastewater Management	3		
6.166	Water Purification Systems	3		
6.165	Water Distribution	4		
6.164	Water Sources	4		

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